

# Training on Cash and Voucher Assistance (CVA)

## Service Provider Scope of Work

### 1. Introduction

Vietnam consistently contends with acute onset emergencies across various regions, stemming from cyclones, flooding, and other localized incidents. With the continued realization of the adverse impacts of climate change, Vietnam remains susceptible to escalating extreme weather occurrences. Providing assistance to disaster-affected communities through cash and voucher programs stands out as one of the most effective approaches. Such assistance aids in their recovery from the shock while preserving their dignity, autonomy, and respect. Traditionally viewed as substitutes for in-kind aid, cash and vouchers now extend support beyond basic necessities. Increasingly, interventions such as livelihood support, shelter, non-food items, seeds, tools, and livestock can also benefit from cash-based approaches, often employing various modalities in combination for enhanced effectiveness.

CRS in cooperation with the strategic partner is going to provide a Cash and Voucher Assistance training to strengthen the capacity of the strategic partner in implementing and coordinating effectively with international organizations participating in Cash and Voucher Assistance (CVA).

### 2. Objectives

The service provider will support CRS and its strategic partner to organize a three-day training which will be held in Hanoi in April 2024 – tentatively from 10 – 12 April 2024.

The training's objectives are:

- **Understanding Basic Concepts and Fundamentals:** Participants will learn the fundamental concepts of CVA, including its definition, terminologies, and its relevance across different sectors of humanitarian response.
- **Exploring Cash Feasibility and Market Assessment:** Participants will delve into the concept of cash feasibility and learn how to assess market dynamics to determine the feasibility of implementing cash-based interventions.
- **Risk Assessment and Response Analysis:** Participants will understand the importance of risk assessment in project planning and learn how to prioritize and manage risks. They will also learn how to conduct response analysis to inform decision-making in humanitarian response.
- **Gap Analysis, and transfer values:** The training will cover the steps involved in conducting a gap analysis and transfer values to identify and address gaps in assistance.
- **CVA Program Design and Implementation:** Participants will also learn about cash Standard Operating Procedures (SOPs), targeting and registration, delivery mechanisms selection, and the process of encashment and reconciliation.
- **CVA and Monitoring, Evaluation, Accountability, and Learning (MEAL):** Participants will understand the significance of monitoring CVA activities, different types of monitoring, and how to conduct MEAL activities to ensure accountability and improve project effectiveness.

### 3. Key responsibilities of the service provider

The service provider will take active role to support CRS and its strategic partner in organizing the CVA training for around 25 people in Hanoi from 10 – 12 April 2024. Specifically, the service provider will be responsible for but not limited to the following tasks:

- Support the CRS's strategic partner to do required administrative procedures for organizing the training in accordance with the regulation of government.

- Send invitations to the confirmed participants for the training.
- Support CRS, its strategic partner and the trainers in taking note and submitting a training report.
- Prepare the training logistics, e.g. venue, backdrop, projector, tea break, lunch, stationeries, photocopy, meeting hall facilities, interpretation facilities.
- Prepare logistic for around 16 participants from central provinces, e.g. hotel, transportation.

#### **4. Requirement**

The service provider:

- has at least 5 years of experience in organizing event, training and workshop;
- has strong knowledge and experience in disaster risk reduction and emergency response in Vietnam;
- has good experience in working with INGO and VDDMA.

Personnel qualifications:

- Hold a Bachelor/Master degree or equivalence in the fields of water resources, irrigation, disaster risk management, dyke management, natural resources and environmental management, hydro-meteorological, and/or related fields.
- Demonstrated 10 years of experience in implementing tasks relating to natural disaster prevention and control, including occasions working directly with natural disaster prevention and control agencies in Viet Nam
- Excellent oral communication skills and the ability to deliver high quality written reports in English and Vietnamese.
- Demonstrable experience in producing high-quality, credible evaluations, documentation.
- Experience in organizing and implementing training programs, particularly cash transfer program.

#### **5. Application procedure**

Interested parties are requested to submit the following documents:

- Expression of Interest
- A tentative work plan
- Financial proposal with a detailed breakdown of all related costs in Vietnam dong and including VAT
- CVs demonstrating relevant capacity and experience.
- Business license
- Company profile
- Reference list with a copy of similar completed contracts (if any)
- Reference contacts of at least 02 past clients

Methods for submission: Proposals should be duly signed, stamped and emailed to CRS at: [vn\\_procurement@crs.org](mailto:vn_procurement@crs.org).

**Closing date for submission: no later than 01 April 2024**