Globale Verantwortung
Arbeitsgemeinschaft für Entwicklung und Humanitäre Hilfe

Terms of Reference:

Core CVA Skills for Programme Staff Course

February 2023

1. Introduction and background

The umbrella organisation GLOBAL RESPONSIBILITY – Austrian Platform for development and humanitarian aid represents currently the interests of 33 member organisations, active in the fields of development cooperation, development education and policy work, as well as humanitarian aid and sustainable global economic, social and ecological development.

In the framework of the programme to improve the quality of Austria's humanitarian assistance, Global responsibility proposes its member organizations and their partners a variety of capacity development activities, including on-site trainings, short online formats and peer-learning workshops.

2. Purpose

Train technical staff responsible for designing, implementing and monitoring cash and voucher assistance programs in member organisations of Global responsibility.

3. Objectives oft he training

On completion of the on-site training, participants will have the key skills required to implement CVA throughout the whole project cycle, notably to design, implement and monitor cash transfer programmes.

4. Methodology

At least 2 facilitators with different genders will provide the Core CVA Skills for Programme Staff Course in line with the CALP course curriculum, with variations agreed in advance with the CALP team.

All training content must be conflict-sensitive and gender-reflective and establish links to Relevant Policies and Strategies (WPS, Agenda 2030, ...).

5. Target audience

Up to 24 employees of member organisations of Global Responsibility active in Humanitarian Assistance, or in Development Cooperation when working with an HDP Nexus approach.

6. Timeframe, location

Five days on-site training in September 2023 in Vienna, one day preparation home-based.

7. Tasks/Deliverables/Expected output

- preparation call with the programme manager
- delivery of a high-quality training course, using CALP training materials
- issue of CAPLP certificates to participants
- debriefing with the programme manager

8. Qualification/Required expertise/Profile

- Must be a CALP-Certified Trainer, certified to deliver the Core CVA Skills for Programme Staff course.
- Proven experience of delivering high quality training and learning events related to cash transfer programming.
- Substantial knowledge and experience in conflict sensitivity, gender-responsive and inclusive Humanitarian Assistance
- Strong interactive facilitation skills and an adaptive, dynamic instructional approach to ensure learning remains tailored to evolving discussions and questions.
- Knowledge and work experience of the ways of working of humanitarian NGOs

Please submit you offer until 30.03.2023 to Birgit.Mayerhofer@globaleveratnwortung.at .