



TERMS OF REFERENCE

TRAINING CURRICULUM FOR CASH & VOUCHER ASSISTANCE AND GENDER- BASED VIOLENCE COMPENDIUM

PURPOSE AND OBJECTIVES

The ["Cash & Voucher Assistance and Gender-Based Violence Compendium: Practical Guidance for Humanitarian Practitioners"](#) was released in May 2019. The guidance fills a gap in CVA guidance within the IASC *Guidelines for Integrating Gender-based Violence Interventions in Humanitarian Action* as well as is the *Inter Agency Gender-based Violence Case Management Guidelines* and consolidates and summarize multiple evidence reviews of CVA and GBV in a manner in which practitioners can apply this information to their programming. The guidance was developed through the efforts of 15 organizations who contributed expertise in the inception, design and review of the document. The process was led and funded through support of CARE USA and prepared by an independent consultant on behalf of CARE USA and the CVA and GBV advisory group of the GBV Guidelines Reference Group.

The reference group has identified critical next steps, including development of an accompanying training curriculum and its roll out globally. These actions will contribute both to the Call to Action on Protection from Gender-based Violence and the commitments of the gender and cash sub-working group of the Cash Workstream of the Grand Bargain. The project will result in strengthening the coordination between the CVA and GBV communities of practice as well as their respective and combined capacities to better respond to and prevent GBV needs of crisis-affected populations in humanitarian settings. Specific recommendations for the curriculum from the reference group include: ensuring that it is open source, accessible for field-level practitioners, and short and modular for easy uptake. The direct beneficiaries of this project are CVA and GBV technical specialists in humanitarian crises. Indirect beneficiaries of this project include populations of concern, policy makers, and donors. Use of the curriculum by its targeted audience will support the integration of CVA and GBV programming in humanitarian settings as well as the generation of much-needed evidence and examples of mitigating risks of GBV associated with CVA as well as the adoption and adaptation of CVA within GBV case management, where appropriate.

CARE, in partnership with Women's Refugee Commission (WRC) proposes to develop, pilot, and publish a training curriculum which accompanies the recently published Cash & Voucher Assistance and Gender- Based Violence Compendium. The curriculum will be based on the content of the guidelines and will be open source. The content will be designed in conjunction with CARE and WRC and led by a qualified consultant.

SCOPE OF WORK

- **Identify attributes of successful GBV and CVA capacity building materials:** Conduct a series of strategic key informant interviews with humanitarian practitioners who have led recent GBV and CVA trainings (i.e. IASC GBV guidelines training and CaLP trainings) to identify successful attributes to inform training development.
- **Develop training materials:** Create a modular curriculum—meaning it will be tailored to different audiences' specialties such as GBV technical specialists and CVA ones and for use in GBV case management. The training materials will include a facilitator's guide, PowerPoint slide deck and handouts. WRC, with its experience in designing similar materials, will be a key advisor ensuring that it is similar to other work. CARE will seek to have agencies that participated in the elaboration of the Compendium serve as an advisory committee in the production of the materials, time permitting.
- **Pilot the training:** A field-based location will be selected for a test run of the training materials in English. The training will be organized by CARE and its consultant and will engage as participants members of the reference group as well as field-based humanitarian CVA and GBV practitioners. The pilot training will be co-facilitated by

CARE, the consultant, and WRC. A reflection on the training's accessibility, relevancy and usefulness with participants will be done immediately after the training.

- **Update and finalize the training:** The training materials will be updated based on lessons learned during the pilot, including reflections by the co-facilitators and members of the reference group as well as survey feedback from field practitioner participants. Training materials will be finalized and designed in line with the formatting of the *Compendium*.

The materials will be translated into Arabic, French and Spanish. Final dissemination will be done through at least one webinar done by CARE and WRC.

Time frame

This project will take place over a four-month period, from 1 September 2019 – 31 December 2019. The consultant is expected to be available by mid-September through mid-December. The pilot training is expected to be completed the second or three week of November. The maximum number of days for the consultancy is 25.

Activities	Sep	Oct	Nov	Dec
Identify successful attributes of GBV and CVA training materials	X			
Develop training materials	X	X		
Pilot training materials			X	
Update and finalize training materials			X	X

EXPECTED DELIVERABLES:

- Inception report
- Draft training module
- Pilot training in one field location
- Final training module

QUALIFICATIONS:

- Advanced University degree in relevant topic
- Extensive background in creation of training materials and their delivery
- Experience in humanitarian programming (minimum five years) with some degree of field experience
- Knowledge of GBV and CVA strongly preferred
- Extensive experience in research and analysis
- Demonstrated concise and clear writing skills for humanitarian stakeholders

APPLICATION PROCESS:

Interested candidates should submit their application material no later than **September 10, 2019** including:

- Cover letter with daily rate, availability and description of how you would approach the work (two pages maximum)
- Up to date CV and three professional references
- At least one sample similar work

Due to the urgency of this recruitment, applications will be reviewed on a rolling basis. Please apply ASAP.

CONTACT:

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