CARE International Roster for Emergency Deployment

(CI-RED) Terms of Reference – *Cash & Markets Technical Advisor*

Purpose / Role

The use of Cash and Voucher Assistance within CARE International (CI) has gained momentum with country offices constantly expanding the scale and reach of their CVA and market-based approaches. With this in view, CARE is looking for deployable experts to support its country offices when the need arises.

CARE is seeking Cash and Markets Technical Advisers to be included in its roster of deployable technical specialists. Cash and Markets Technical Advisors (TAs) will be responsible for assessment, response analysis, design and implementation of programmes that use cash or vouchers that are multi-sectoral as well as sector-specific in nature. Depending on specific needs and locations, the TAs will deploy to explore opportunities to integrate CVA and other market-based approaches into emergency response programming undertaken by CARE country offices. The TAs will work with country office and partner staff to ensure a rapid, proportionate and effective response, building cash and voucher and market-based approaches capacity of county office staff as well as partner organizations. They will need to ensure response to immediate needs while simultaneously considering longer term needs and possible exit scenarios. Depending on the emergency context, they may need to take a very active role in technical coordination, support and advocacy with the country-specific clusters, cash working groups, the government and other stake holders and technical agencies relevant to CVA.

These TOR are comprehensive, and the TA will revise them with the Country Director, Assistant Country Director and/or Emergency Team Leader upon arrival to agree on priorities based on initial assessment and will inform the country office team accordingly.

Responsibilities and Tasks

**Program Support, Advice and Coordination**

* Ensure that CARE’s CVA and market-based approaches reflect its strategic intent (i.e. global or national Playbook) and follow GBV mitigation best practices
* Analyse M&E information and lessons learned and utilize this information in strengthening future work within the specific CARE office as well as any future deployments with CARE.
* Guide, support and conduct market assessments as well as multi-sectoral needs assessments.
* Work closely with other TA’s, country teams and partner organizations to identify appropriate modalities and mechanisms for CARE humanitarian responses.
* Conduct initial markets and feasibility rapid assessments in collaboration with country office teams, partner organizations and affected populations; determine priorities and immediate activities and resources.
* Conduct thorough response analysis and recommend comprehensive and effective actions for response which may include a combination of modalities (e.g. CVA and in-kind or service delivery).
* Represent CARE in clusters, as well as any other UN coordination structures relevant to CVA, stakeholders and governmental and non-governmental agencies for the purposes of coordinating and advancing a CVA or market-based response in the crisis.
* Ensure that issues of protection, gender, livelihoods, DRR and environmental impact, operation and maintenance are factored into the program design.
* Ensure CARE’s response guidelines and SPHERE standards, both qualitative and quantitative, are considered and any departures documented.
* Work in close collaboration with the broader country office programmes to ensure that emergency interventions build upon and link to longer-term resilience and development programming.
* Develop letters of intent, concept notes, budgets and proposals to implement CVA.
* All staff members understand and abide by the CARE Prevention of Sexual Exploitation and Abuse (PSEA) / Child Protection (CP) Policy. All staff must sign the relevant Code of Conduct. Staff are required to report any suspicions of exploitation and abuse of children and vulnerable people via established internal mechanisms. All staff must adhere to CARE’s zero tolerance policy for sexual exploitation and abuse of children.

**Response Management and Implementation**

* Plan and manage CVA programmes in a phased and prioritised manner with full consultation and co-ordination with CARE staff and other agencies both governmental and non-governmental.
* Organize with the Procurement, Finance and Logistics Teams support needed for all activities and guide the team on various operational aspects of CVA.
* Work closely with the Procurement, Finance and Logistics Teams regarding identification and contracting of service providers.
* Ensure early and rigorous implementation of quality and accountability mechanisms.
* Ensure gender is fully considered throughout the project cycle.

**Capacity Building**

* Conduct capacity building of CARE and partner staff to implement CVA and market-based approaches in a technically appropriate and accountable way.
* Engage in knowledge transfer, mentorship, training, development of good practices and evidence-based research.

**Advocacy**

* Work with country office teams to identify key audiences and key advocacy message to advance CVA as part of humanitarian response.
* Identify opportunities to promote the issues, concerns, and ideas raised by affected women, girls, boys and men of all ages and background for CVA and market-based approaches.

**Reporting and Knowledge Management**

* Follow the markets and CVA activities ensuring that reports are completed on time and to a professional required standard.
* Participate in monitoring field visits and evaluation activities including process, market and impact monitoring and capture learning and feedback to improve the CVA and market-based approaches.
* Document CVA processes in a case study report to be shared internally and with partners.
* Participate in review meetings to identify lessons learned from CVA and market-based approaches.

Key Internal Contacts

Team Leader and/or ACD Program or CO Emergency Coordinator when appropriate; Sector Specialists; Security Advisors / Officers, Cash and Markets Technical Advisors (global, region, country/response level).

Key External Contacts

Ministry of social affairs or as appropriate, CVA focal points in humanitarian agencies, local leaders and organizations/networks known to implement CVA.

Reporting Lines

Reports to the Team Leader.

Selection Criteria

**Core Competencies**

* People Skills: Ability to work independently and as a team player who demonstrates leadership and can support and train local and international staff and able to work with disaster affected communities in a sensitive and participatory manner.
* Communication Skills: Well developed written and oral communication skills. Able to communicate clearly and sensitively with internal and external stakeholders as a representative of CARE. This includes effective negotiation and representation skills.
* Integrity: Works with trustworthiness and integrity and has a clear commitment to CARE's core values and humanitarian principles.
* Resilience/Adaptability and flexibility: Ability to operate effectively under extreme circumstances including stress, high security risks and harsh living conditions. Works and lives with a flexible, adaptable and resilient manner.
* Awareness and sensitivity of self and others: Demonstrates awareness and sensitivity to gender and diversity. Have experience and the ability to live and work in diverse cultural contexts in a culturally appropriate manner. Has a capacity to make accurate self-assessment particularly in high stress and high security contexts.
* Work style: Is well planned and organized even within a fluid working environment and has a capacity for initiative and decision making with competent analytical and problem-solving skills.
* Multiple language skills desirable.

**Technical Competencies**

* Markets assessments and analysis
* Program design using in-kind assistance, markets support and cash and voucher modalities
* Familiarity with key donor regulations
* Implementation of CVA within different sectors as well as across several sectors (MPGs)