



**Terms of Reference (TOR)**  
**Consultancy for CVA Setup and Staff Training**  
**Care International Morocco**

## **1. Background**

Following the earthquake of September 8, 2023, Care International Morocco is undertaking a comprehensive humanitarian response to support affected communities. A central component of this response is the Cash and Voucher Assistance (CVA) program, which aims to provide timely and effective aid to the most vulnerable populations. To ensure that the CVA system is not only effective but also in line with Care International's humanitarian policies, global standards, and compliance requirements, we seek a consultant to help establish the framework, design the system, and implement policy-compliant training for staff.

## **2. Objectives**

The consultant will be responsible for achieving the following policy-related objectives:

- Design and set up CVA policy guidelines that are aligned with Care International's global policies, humanitarian standards, and donor requirements.
- Develop training programs for staff to ensure they understand the CVA policy guidelines within the context of organizational policies on accountability, transparency, and beneficiary selection.
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- Establish policies and procedures related to monitoring, feedback mechanisms, and financial compliance, ensuring alignment with international best practices.

## **3. Scope of Work**

The consultant's responsibilities will include the following activities:

- **System Design s Setup in Compliance with Policy**
  - Design the CVA policy guidelines with a focus on security, efficiency, and compliance with both internal policies and external donor requirements.
  - Provide a policy-compliant set of tools, templates, and guidelines for the implementation of CVA, ensuring that these documents align with Care International's operational framework and compliance structures.
- **Training s Policy Adherence**



- Develop training materials that emphasize adherence to policies, including accountability, beneficiary rights, anti-fraud measures, and data privacy in line with Care International's standards.
- Conduct training for all relevant staff, ensuring they are equipped to implement CVA in accordance with organizational policies.
- Monitor compliance with established policies during training and provide guidance on ensuring proper implementation of those policies on the field.
- **Ongoing Policy Support**
  - Develop training materials that emphasize adherence to policies, including accountability, beneficiary rights, anti-fraud measures, and data privacy in line with Care International's standards and train staff on these policies and guidelines.

#### **4. Deliverables**

The consultant will be expected to deliver the following policy-related outputs:

- A comprehensive report outlining the policy alignment of the CVA system setup, including suggested improvements to meet international standards and Care International's internal policies.
- A training plan that ensures policy coverage for key topics, including beneficiary selection, financial management, accountability, and monitoring.
- A set of training materials that incorporate best practices and policy adherence.
- Delivery of 8 policy-compliant training sessions, ensuring staff are equipped to implement CVA in accordance with Care International's standards.
- A final evaluation report that summarizes the consultancy's work and provides recommendations for future policy refinements, ensuring sustainable and accountable implementation of the CVA system.

#### **5. Timeline**

The consultancy will run for **three (3) weeks**. Phases of the work will include policy reviews, system design, training, and follow-up support. The consultant will ensure policy compliance is reviewed at each phase, with regular check-ins.

#### **6. Reporting s Supervision**



The consultant will work closely with the Team Leader to ensure policy adherence at every stage of the consultancy. The consultant will report directly to the Program Manager, with regular updates to senior leadership regarding policy compliance.

## **7. Qualifications and Experience**

We are seeking a consultant with:

- Extensive experience in designing CVA systems in alignment with humanitarian policies, standards, and donor regulations.
- Strong expertise in policy compliance, accountability frameworks, and financial regulations related to CVA in the humanitarian sector.
- Proven track record in training staff on policies and procedures for implementing CVA programs, with a focus on accountability and transparency.
- A deep understanding of international humanitarian standards, such as Sphere, Cash Learning Partnership, and global CVA best practices.
- Fluency in English and French, with the ability to communicate complex policy concepts to diverse teams.

## **8. Confidentiality**

All materials and information shared during this consultancy are confidential and subject to Care International Morocco's data protection policies. The consultant is expected to uphold confidentiality throughout the consultancy period.

## **G. Budget**

The total budget allocated for this consultancy is **60,000 MAD**. This budget will cover all consultancy fees, associated costs, and expenses related to the completion of the deliverables outlined above. Any additional costs or modifications to the scope of work will be subject to prior approval by Care International Morocco.

Send your CVs and cover letter to [recrutement@caremaroc.org](mailto:recrutement@caremaroc.org) and copy  
to [jabbas@caremaroc.org](mailto:jabbas@caremaroc.org), [Belkhammar@carmaroc.org](mailto:Belkhammar@carmaroc.org)

Before the 7<sup>h</sup> of September