

## Example Timeline and Budget for organising a CALP-accredited 5-day Core CVA Skills for Programme Staff training

The 5-day 'Core CVA Skills for Programme' course is CALP's most popular face-to-face training. It is designed for programme staff responsible for designing, implementing and monitoring cash and voucher assistance.

Below we have tried to create a rough timeline and budget to help you plan and organise your own CALP-accredited training. Please note that there are various circumstances which could be different for each training, meaning it could take more or less time to organise a training and cost more or less money, this is purely meant as a guide.

### Approximate timeline to plan a training

<p>2- 3 months prior to the start date of the training</p>	<p>Connect with CALP and other interested organisations / Cash working group. Agree dates for the training, how the funding for the training will be covered and consider who could be the participants. Agree who will take the lead in the organisation.</p> <p>Contact <a href="#">CALP-certified trainers</a> (details on our website), to see who is available. CALP provides an example TOR on the CALP website. Publicise the TOR on the website (members only), CALP's d-group and other organizational websites Only a CALP-certified trainer can deliver a CALP-accredited course, meaning a CALP certificate for participants can be issued at the end of the training.</p> <p>Generally speaking, a lead trainer TOR is for 8 or 9 days duration. For a more contextualized course, the more additional days allowed for preparation the better. You may also have to consider a day for travel.</p> <p>For a 5-day training, a co-facilitator is also required. Ideally this is a CALP-certified trainer, which requires 6.5 days in the TOR. Do contact CALP as a trainer in the process of becoming certified, may also be available to deliver the course.</p> <p>Alternatively, the co-facilitator could be someone from the CWG or organising organisation who has CVA and facilitation experience and could deliver some sessions from the course in order to ease the burden on the lead trainer.</p>
<p>2 months prior to training</p>	<p>After confirming the above, you can proceed to booking the venue (you may need to visit it to ensure it has suitable space) and selecting participants.</p> <p>Hosting might involve arranging and, perhaps, pre-financing venue, arranging photocopying, supporting travel needs, offering logistics and admin support during the workshop.</p> <p>Shortlist applicants to 28 (expecting maximum of 25 participants), but also build up a list of reserve participants in host country who may be available if others drop out.</p>

	<p>It is down to the organising party to decide their own selection criteria. The course is designed for humanitarian practitioners implementing CVA programmes, if you are inviting participants who do not meet this criteria, then it will impact the quality of the course. Ideally allow some spaces for local organisations.</p> <p>Host organisation will have to send out letters of invitation, particularly for people coming from overseas to help them get a visa.</p> <p>Participants are expected to complete to e-learnings as pre-requisites to the training. <a href="#">'CVA - The Fundamentals'</a> and <a href="#">'Introduction to Market Analysis'</a> (currently not available in Spanish).</p>
1 month prior to training	<p>Some host countries require all ID's of participants and trainers well in advance to get government approval for the training.</p> <p>Request candidates send a copy of the pre-requisite course certificates and send a copy of the agenda so they have clear expectations of what the course is about.</p>
3 weeks prior to training	<p>Send email to the participants line manager (information provided in their application form) to confirm their attendance, the importance of attending every day, and where possible not to be interrupted, although there will be breaks for participants to take calls respond to emails.</p> <p>Share the participant list with the trainers to help them understand the range of experience in the group.</p> <p>Discuss with the trainers any contextualised content you are able to provide in advance, perhaps existing MEB information, or market assessments already carried out.</p> <p>It can benefit a training to have guest speaker deliver certain sessions, for example on coordination, the CALP-certified trainer can help you identify these sessions. Reach out to any guest speakers.</p>
2 weeks prior to training	<p>Contact participants and trainers, check they have visa and travel arranged (as needed). If needed contact reserve list to participate in the training.</p> <p>Work with trainers to get the necessary training materials printed (sometimes the hosting hotel can provide this service at an additional cost) and arrange for any other training resources needed.</p>
Day before training	<p>Where possible, visit the venue and ensure the room layout is as desired, e.g. 5 round tables for 5 participants each, 6 flipchart boards, two tables for the facilitators.</p>
Week of training	<p>At the end of the week, request participants complete a feedback form and issue certificates of completion.</p>
Week after training	<p>Follow up email, sharing links discussed in the training and informing them of future meetings/opportunities.</p> <p>Share with CALP basic information on the number of participants so that we can record our reach and provide any feedback on the course.</p>

## Example budgets

Please note, these are estimated costs, and they can vary significantly depending on the location of the training.

<b>Activity</b>	<b>Scenario A</b> 1x Organisation covers all costs	<b>Scenario B</b> 3x organisations share the planning and costs and allow for each organisation to have 8 participants.
Lead trainer - 8/9 days consultancy	£3,600 GBP (9 days) (additional day for travel, or for more contextualising the course)	£3,200 (8 days)
Lead trainer – associated costs (flight, food and accommodation)	£1,200	£500 (a local CALP-certified trainer may not need high costs for a flight)
Co-facilitator – 6.5 days consultancy	£2,600	£0 (through CALP or the CWG, we may be able to identify a suitable co-facilitator who comes at no cost)
Co-facilitator – associated costs (flight, food and accommodation)	£1,200	£500 (a local co-facilitator may not need high costs for a flight)
Venue for 5-days (business package including lunches and refreshments and printing of training materials)	£2,500	£1,000 (one of the 3x organisations may be able to host the training, meaning costs are only needed for lunches, refreshments and printing)
<b>Total Costs</b>	£11,100	£5,200
<b>Costs Per Organisation</b>	£11,100	£1,750 per organisation, Cost split evenly the 3 organisations.

Currency converter: as at 14/06/22 (figures are rounded)

	<b>Scenario A</b>	<b>Scenario B</b> Cost per organisation
US Dollar (\$1 = £0.83)	\$13,400	\$2,100
Senegalese CFA Franc (1 XOF = £0.0013)	8,400,000 XOF	1,400,000 XOF
Kenyan Shilling (1 K Sh = £0.0071)	1,600,000 K Sh	250,000 K Sh
Jordanian Dinar (1 JD = £1.19)	9,500 JOD	1,500 JOD