Datastat Research
Building Capacity in Training and Research

DATASTAT TRAINING IN

OFFICIAL COURSE PROSPECTUS

Center for Advanced Research & Professional Development

Nairobi Training Center • Global Virtual Academy • Corporate On-Site

ACCOUNTING AND FINANCE

Humanitarian Cash and Voucher Assistance Financial Management Training Course

Comprehensive Course Syllabus, Practical Modules & Upcoming Schedules

PROGRAM SPECIFICATIONS & HIGHLIGHTS

- **DURATION**
  5 Days Practical Hands-on
- **DELIVERY MODES**
  In-Person Class & Live Virtual
- **CERTIFICATION**
  Accredited Certificate of Completion
- **INTAKES / DATES**
  Multiple Cohort Schedules Included

PREPARED FOR:

Valued Participant

Email: training@datastatresearch.org | Issued: November 25, 2026

Academic & Professional Training Year: 2026

DATASTAT TRAINING INSTITUTE

P.O. Box 102802-00101, Nairobi, Kenya

Training Centers: Nairobi • Mombasa • Kigali • Dubai • Live Virtual Academy

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www.datastatresearch.org

Humanitarian Cash and Voucher Assistance Financial Management Training Course

Accounting and Finance • 5 Days Intensive • Accredited Certification

Course Overview

Humanitarian Cash and Voucher Assistance (CVA) Financial Management Training Course equips participants with practical knowledge and advanced skills in humanitarian financial planning, cash transfer programming, voucher management, budget development, expenditure tracking, financial reporting, risk management, internal controls, and donor compliance.

Key Skills & Software Tools Covered

MS Word • Microsoft Excel • SAP Business One • and QuickBooks Online

Upcoming Training Schedules

Confirmed cohort intakes and venues. Both physical in-person classroom and live virtual online seats are available.

TRAINING DATES	LOCATION / VENUE	FORMAT / DURATION	INVESTMENT (FEE)
30 Nov 2026 – 4 Dec 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
7 Dec 2026 – 11 Dec 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
14 Dec 2026 – 18 Dec 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
21 Dec 2026 – 25 Dec 2026	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
28 Dec 2026 – 1 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
4 Jan 2027 – 8 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
11 Jan 2027 – 15 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
18 Jan 2027 – 22 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
25 Jan 2027 – 29 Jan 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
1 Feb 2027 – 5 Feb 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
8 Feb 2027 – 12 Feb 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
15 Feb 2027 – 19 Feb 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
22 Feb 2027 – 26 Feb 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
1 Mar 2027 – 5 Mar 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
8 Mar 2027 – 12 Mar 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
15 Mar 2027 – 19 Mar 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
22 Mar 2027 – 26 Mar 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
29 Mar 2027 – 2 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
5 Apr 2027 – 9 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
12 Apr 2027 – 16 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
19 Apr 2027 – 23 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
26 Apr 2027 – 30 Apr 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**

3 May 2027 – 7 May 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
10 May 2027 – 14 May 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
17 May 2027 – 21 May 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
24 May 2027 – 28 May 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
31 May 2027 – 4 Jun 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
7 Jun 2027 – 11 Jun 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
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26 Jul 2027 – 30 Jul 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
2 Aug 2027 – 6 Aug 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
9 Aug 2027 – 13 Aug 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
16 Aug 2027 – 20 Aug 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
23 Aug 2027 – 27 Aug 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
30 Aug 2027 – 3 Sep 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
6 Sep 2027 – 10 Sep 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
13 Sep 2027 – 17 Sep 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
20 Sep 2027 – 24 Sep 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
27 Sep 2027 – 1 Oct 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
4 Oct 2027 – 8 Oct 2027	Nairobi	Classroom / 5d	**$1,500 USD / KES 110,000**
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* Corporate discounts and customized cohort scheduling are available for teams of 3 or more participants.

Course Curriculum & Modules

Humanitarian Cash and Voucher Assistance (CVA) Financial Management Training Course

Introduction

Humanitarian Cash and Voucher Assistance (CVA) Financial Management is essential for ensuring accountability, transparency, efficiency, and financial integrity in humanitarian response programmes. As humanitarian organisations increasingly adopt cash-based interventions to support vulnerable populations affected by conflict, displacement, natural disasters, food insecurity, and economic shocks, effective financial management has become critical. Humanitarian Cash and Voucher Assistance (CVA) Financial Management Training Course equips participants with practical knowledge and advanced skills in humanitarian financial planning, cash transfer programming, voucher management, budget development, expenditure tracking, financial reporting, risk management, internal controls, and donor compliance. It explores international humanitarian standards, financial governance frameworks, digital payment systems, and innovative approaches to managing cash and voucher assistance in complex emergency environments.

The Humanitarian Cash and Voucher Assistance Financial Management Training Course focuses on strengthening financial accountability throughout the programme lifecycle, from needs assessment and response design to implementation, monitoring, reconciliation, and audit. Participants will explore financial controls for multipurpose cash assistance, restricted and unrestricted cash transfers, electronic vouchers, mobile money disbursements, financial service provider management, and beneficiary payment verification. Through practical exercises and global case studies, including humanitarian responses in Kenya, Somalia, Ukraine, Bangladesh, and Ethiopia, participants will develop the competencies required to minimise financial risks, prevent fraud, improve operational efficiency, and demonstrate measurable humanitarian impact while maintaining compliance with donor requirements and international humanitarian principles.

Course Objectives

By the end of this course, participants will be able to:

- Understand humanitarian Cash and Voucher Assistance financial management principles.
- Develop effective humanitarian budgets and financial forecasts.
- Strengthen financial accountability and donor compliance.
- Manage multipurpose cash assistance and voucher disbursements.
- Apply risk-based financial controls and fraud prevention strategies.
- Conduct expenditure monitoring and financial reconciliation.
- Evaluate mobile money and digital payment systems.
- Improve beneficiary payment verification and financial transparency.
- Implement financial reporting and audit procedures.
- Apply financial risk assessment in emergency response programmes.
- Strengthen procurement and financial service provider management.
- Integrate financial monitoring into programme performance management.
- Promote cost efficiency, value for money, and sustainable humanitarian financing.

Organizational Benefits

- Improved financial accountability across humanitarian programmes.
- Reduced fraud, financial mismanagement, and operational risks.
- Enhanced donor confidence and regulatory compliance.
- More efficient cash transfer and voucher distribution systems.
- Improved financial planning and budget utilisation.
- Stronger internal controls and audit readiness.
- Better beneficiary protection and payment transparency.
- Enhanced coordination between finance and programme teams.
- Improved value for money and resource allocation.
- Stronger institutional capacity for emergency response financing.

Target Audiences

- Humanitarian finance managers and officers.

- Cash and Voucher Assistance programme managers.
- Non-governmental organisation finance professionals.
- International development and relief agency personnel.
- Monitoring, Evaluation, Accountability and Learning specialists.
- Humanitarian programme coordinators and project officers.
- Internal auditors and compliance professionals.
- Donor-funded project accountants and financial controllers.

Course Duration: 5 days

Course Modules

Module 1: Foundations of Humanitarian Cash and Voucher Assistance

- Principles, concepts, and global standards governing Cash and Voucher Assistance.
- Humanitarian response frameworks and cash-based intervention models.
- Types of cash transfers, vouchers, and multipurpose cash assistance.
- Financial responsibilities of humanitarian implementing organisations.
- Coordination between finance, logistics, procurement, and programme teams.
- Case study: Cash assistance coordination during the Syrian refugee response in Jordan.

Module 2: Financial Planning, Budgeting and Resource Allocation

- Humanitarian budget development and financial forecasting.
- Cost analysis for cash transfers and voucher-based interventions.
- Budget allocation, expenditure ceilings, and funding restrictions.
- Financial planning for emergency and rapid-response programmes.
- Budget revisions, variance analysis, and expenditure projections.
- Case study: Financial resource allocation during the Ukraine humanitarian response.

Module 3: Cash Transfer Mechanisms and Financial Service Providers

- Selection and assessment of financial service providers.
- Mobile money, bank transfers, cash-in-hand, and electronic payments.
- Service agreements, transaction charges, and payment schedules.
- Financial controls for beneficiary registration and disbursements.
- Payment reconciliation and transaction verification procedures.
- Case study: Mobile money delivery systems supporting humanitarian beneficiaries in Kenya.

Module 4: Voucher Management and Financial Accountability

- Designing financial controls for electronic and paper vouchers.
- Vendor registration, verification, and payment management.
- Voucher redemption, settlement, and reconciliation procedures.
- Monitoring transaction records and preventing duplicate payments.
- Financial documentation and supporting evidence requirements.
- Case study: Electronic voucher assistance for food security programmes in Somalia.

Module 5: Financial Risk Management, Fraud Prevention and Internal Controls

- Identifying financial risks in humanitarian cash programming.
- Fraud detection, corruption prevention, and financial safeguarding.
- Segregation of duties and authorisation procedures.
- Beneficiary data protection and secure financial transactions.
- Risk registers, mitigation plans, and incident reporting.
- Case study: Strengthening cash distribution controls in humanitarian operations in South Sudan.

Module 6: Financial Monitoring, Reporting and Donor Compliance

- Humanitarian financial reporting frameworks and donor requirements.
- Tracking expenditure against approved programme budgets.

- Financial reconciliation, variance analysis, and reporting accuracy.
- Audit trails, supporting documentation, and financial accountability.
- Compliance with donor agreements and financial reporting deadlines.
- Case study: Financial reporting and accountability in World Food Programme emergency assistance operations.

Module 7: Monitoring, Evaluation and Value for Money

- Financial performance indicators for Cash and Voucher Assistance.
- Monitoring transfer values, transaction costs, and delivery efficiency.
- Measuring cost effectiveness and value for money.
- Integrating financial monitoring with programme results.
- Beneficiary feedback, accountability, and payment satisfaction assessments.
- Case study: Evaluating cash assistance efficiency in Bangladesh's Rohingya refugee response.

Module 8: Digital Financial Management and Emerging Innovations

- Financial management information systems for humanitarian programmes.
- Digital payment tracking and automated reconciliation.
- Blockchain applications and financial transparency.
- Data analytics for expenditure monitoring and fraud detection.
- Digital financial inclusion and responsible cash programming.
- Case study: Digital cash transfer innovations in Ethiopia's humanitarian response.

Training Methodology

- Expert-led presentations and interactive discussions.
- Practical humanitarian budgeting and financial reporting exercises.
- Group work involving cash transfer and voucher management scenarios.
- International case studies and comparative programme analysis.
- Simulated financial reconciliation, risk assessment, and audit exercises.
- Individual assignments, knowledge assessments, and action planning.

Register as a group from 3 participants for a Discount

Send us an email: info@datastatresearch.org or call +254724527104

Certification

Upon successful completion of this training, participants will be issued with a globally- recognized certificate.

Tailor-Made Course

We also offer tailor-made courses based on your needs.

Key Notes

a. The participant must be conversant with English.

b. Upon completion of training the participant will be issued with an Authorized Training Certificate

c. Course duration is flexible and the contents can be modified to fit any number of days.

d. The course fee includes facilitation training materials, 2 coffee breaks, buffet lunch and A Certificate upon successful completion of Training.

e. One-year post-training support Consultation and Coaching provided after the course.

f. Payment should be done at least a week before commence of the training, to DATASTAT CONSULTANCY LTD account, as indicated in the invoice so as to enable us prepare better for you.

Certification & Learning Methodology

- Hands-on practical delivery with real-world datasets, case studies, and lab exercises.
- Post-training mentorship, access to class resources, and customized follow-up support.
- Participants who successfully complete the course receive an accredited Datastat Certificate of Completion.

How to Enroll & Reserve Your Seat

1. Online Registration: Visit https://datastatresearch.org/courses/humanitarian-cash-and-voucher-assistance-financial-management-training-course to register onlin
2. Email Booking: Send participant details to training@datastatresearch.org for official invoice & reservation.
3. Support & Assistance: Inquire via phone +254 724 527 104 | +254 734 969 612.