

# Certification Assessment Content Outline: Cash Transfer Programming in Humanitarian Response (SUMMARY)

*FINAL (21 September 2017)*

## Domain 1: Situating CTP

*Humanitarian practitioners involved in CTP must be able to:*

### 1.1 Recognize the overall relevance of CTP for humanitarian response.

- 1.1.a Describe the overall purpose of CTP across different sectors.
- 1.1.b Describe how CTP can support in each phase of humanitarian response in different types of contexts.
- 1.1.c Describe the key factors determining the overall appropriateness of CTP in humanitarian response in different types of contexts and situations.

### 1.2 Describe key steps for CTP across the Program Cycle.

- 1.2.a Describe key steps related to CTP across the Program Cycle.

### 1.3 Recognize standards related to CTP in humanitarian response.

- 1.3.a Identify types, sources, and key examples of standards focusing on CTP in humanitarian response.
- 1.3.b Recognize how CTP relates to other organizational and technical standards in the humanitarian sector.

## Domain 2: Cash concepts and definitions

*Humanitarian practitioners involved in CTP must be able to:*

### 2.1 Define key terms in CTP.

- 2.1.a Define key terms in CTP.

### 2.2 Recognize the job functions and roles involved in CTP and how they relate to each other.

- 2.2.a Describe the different job functions and roles relevant for CTP.
- 2.2.b Recognize when segregation of duties is appropriate in CTP.

## Domain 3: Assessment / Situation analysis

*Humanitarian practitioners involved in CTP must be able to:*

- 3.1 Recognize how CTP relates to humanitarian needs and vulnerability assessments.
  - 3.1.a Identify CTP-relevant information to be collected during needs assessments.
  - 3.1.b Describe CTP-related vulnerabilities of beneficiaries and related protection concerns.
- 3.2 Describe factors affecting market performance and their relevance for CTP.
  - 3.2.a Recognize the differences between CTP and Market-Based Programming and how CTP contributes to broader Market-Based Programming.
  - 3.2.b Identify concepts in market performance relating to the viability and appropriateness of CTP.
  - 3.2.c Describe factors that can affect market performance and how these influence response.
  - 3.2.d List types of data needed to assess market performance.
- 3.3 Recognize when and how to carry out different types market analysis.
  - 3.3.a Explain why market analysis is a critical step in making recommendations for response options.
  - 3.3.b Describe key actions involved in market analysis.
  - 3.3.c Identify common market analysis tools and the appropriate contexts for the use of each.
- 3.4 Recognize key considerations in selecting delivery mechanisms.
  - 3.4.a Recognize key considerations for selecting delivery mechanisms.
- 3.5 Identify different types of CTP risk and risk mitigation strategies.
  - 3.5.a Recognize different types of risk related to CTP and how they compare with risk related to in-kind assistance.
  - 3.5.b Recognize the steps required for rating and classifying risk.
  - 3.5.c Identify mitigation strategies for different types of CTP risk.

## Domain 4: Response analysis

*Humanitarian practitioners involved in CTP must be able to:*

- 4.1 Identify the steps and considerations for modality selection.
  - 4.1.a Recognize how the findings from needs assessment, market assessment, risk analysis, and service provider assessment inform CTP feasibility analyses.
  - 4.1.b Recognize considerations informing modality selection.
  - 4.1.c Recognize the audit and reporting requirements of each modality.
  - 4.1.d Describe the decision-making process for modality selection.

## Domain 5: Set-up and implementation

*Humanitarian practitioners involved in CTP must be able to:*

### 5.1 Recognize how transfer value is determined in CTP.

- 5.1.a Describe the meaning of transfer value and related concepts.
- 5.1.b In the context of Multi-Purpose Cash Grants (MPGs), recognize alternative ways for how to outline a minimum expenditure basket and how this relates to determining transfer value.
- 5.1.c Identify key considerations by which a transfer value is determined and justified.

### 5.2 Recognize organizational processes and procedures that need to incorporate CTP and their appropriate contextual applications.

- 5.2.a Identify the organizational processes and procedures that need to incorporate CTP.
- 5.2.b Identify key elements related to CTP to be included in organizational processes and procedures.
- 5.2.c Identify considerations for modifying CTP-related elements of organizational processes and procedures according to context.

### 5.3 Recognize the considerations for assessing and contracting service providers for CTP.

- 5.3.a Identify relevant types of service providers for CTP.
- 5.3.b Recognize key considerations for assessing and contracting financial service providers.
- 5.3.c Recognize the key considerations for assessing and contracting other service providers for CTP.

### 5.4 Recognize the steps and considerations for beneficiary targeting and registration in CTP.

- 5.4.a Identify CTP-specific targeting considerations.
- 5.4.b Identify considerations for beneficiary registration for CTP.

### 5.5 Recognize cash delivery, encashment, and reconciliation processes and principles.

- 5.5.a Recognize principles and considerations for different CTP delivery processes.
- 5.5.b Identify the elements requiring reconciliation and steps required in a CTP reconciliation process.
- 5.5.c Recognize considerations for accountability and staff and beneficiary safety and security, which need to be addressed throughout the delivery and reconciliation process.

## 5.6. Recognize principles and best practice for data protection and data sharing in CTP.

- 5.6.a Recognize principles and best practice relating to data protection in CTP.
- 5.6.b Recognize principles and best practice for data sharing in CTP.

## 5.7 Recognize ways to promote community participation and accountability to communities in CTP.

- 5.7.a Recognize key principles and considerations for strengthening accountability to communities and increase community participation in CTP.
- 5.7.b Identify common methods for strengthening accountability to communities and increase community participation in CTP.

## 5.8 Describe key CTP collaboration and coordination considerations.

- 5.8.a Describe key elements of the preparedness, assessment, analysis, design, and implementation processes which particularly benefit from collaboration and coordination.
- 5.8.b Recognize strategic, technical, and operational level CTP coordination needs.

# Domain 6: Monitoring and evaluation

*Humanitarian practitioners involved in CTP must be able to:*

## 6.1 Identify information needs when monitoring and evaluating CTP.

- 6.1.a Identify monitoring and evaluation needs for CTP in different types of contexts.
- 6.1.b Recognize considerations when selecting modalities, tools, and methodologies for monitoring CTP.
- 6.1.c Identify commonly used process and output indicators for monitoring of CTP.
- 6.1.d Identify commonly used outcome indicators for monitoring of CTP.
- 6.1.e Describe how to select indicators for CTP.
- 6.1.f Recognize how monitoring and evaluation results are used to inform decision-making.

## 6.2 Recognize the steps and considerations of market monitoring for CTP.

- 6.2.a Identify the purpose of market monitoring.
- 6.2.b Identify steps and considerations for market monitoring.
- 6.2.c Identify common market monitoring tools.

## Domain 7: Organizational CTP preparedness

*Humanitarian practitioners involved in CTP must be able to:*

### 7.1 Recognize the key components of analyzing and strengthening organizational CTP preparedness.

7.1.a Identify the main self-assessment tools for gap analysis and preparedness planning and the key steps in implementing them.

7.1.b Describe key actions that can strengthen CTP preparedness in different types of organizations.

## Domain 8: Global CTP policy

*Humanitarian practitioners involved in CTP must be able to:*

### 8.1 Describe global policy priorities for advancing the scale and quality of CTP.

8.1.a Describe global policy priorities for advancing the scale and quality of CTP.