



# PHAP Credentialing Program Certification in Cash and Voucher Assistance (CVA)

## Self-Assessment

## Using the Self-Assessment

When preparing for the PHAP Credentialing Program certifications, the recommended starting point is to assess your existing knowledge in each of the areas of the certification assessment outline.

Use this simple tool to rate your own level of knowledge in each area, to the best of your ability.

	Pre-existing knowledge				Diagnostic Test results: Area of particular focus?
	None	Some, but with gaps	Ok, but need refresher	Good	
<b>Domain 1: Situating CVA</b>					___ %
<b>1.1 Recognize the overall relevance of CVA for humanitarian response.</b> 1.1.a Describe the overall purpose of CVA across different sectors. 1.1.b Describe how CVA 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 CVA in humanitarian response in different types of contexts and situations.					
<b>1.2 Describe key steps for CVA across the Program Cycle.</b> 1.2.a Describe key steps related to CVA across the Program Cycle.					
<b>1.3 Recognize standards related to CVA in humanitarian response.</b> 1.3.a Identify types, sources, and key examples of standards focusing on CVA in humanitarian response. 1.3.b Recognize how CVA relates to other organizational and technical standards in the humanitarian sector.					
<b>Domain 2: Cash concepts and definitions</b>					___ %
<b>2.1 Define key terms in CVA.</b> 2.1.a Define key terms in CVA.					
<b>2.2 Recognize the job functions and roles involved in CVA and how they relate to each other.</b> 2.2.a Describe the different job functions and roles relevant for CVA. 2.2.b Recognize when segregation of duties is appropriate in CVA.					
<b>Domain 3: Assessment/Situation analysis</b>					___ %
<b>3.1 Recognize how CVA relates to humanitarian needs and vulnerability assessments.</b> 3.1.a Identify CVA-relevant information to be collected during needs assessments. 3.1.b Describe CVA-related vulnerabilities of beneficiaries and related protection concerns.					
<b>3.2 Describe factors affecting market performance and their relevance for CVA.</b> 3.2.a Recognize the differences between CVA and Market-Based Programming and how CVA contributes to broader Market-Based Programming.					

<p>3.2.b Identify concepts in market performance relating to the viability and appropriateness of CVA.</p> <p>3.2.c Describe factors that can affect market performance and how these influence response.</p> <p>3.2.d List types of data needed to assess market performance.</p>					
<p><b>3.3 Recognize when and how to carry out different types market analysis.</b></p> <p>3.3.a Explain why market analysis is a critical step in making recommendations for response options.</p> <p>3.3.b Describe key actions involved in market analysis.</p> <p>3.3.c Identify common market analysis tools and the appropriate contexts for the use of each.</p>					
<p><b>3.4 Recognize key considerations in selecting delivery mechanisms.</b></p> <p>3.4.a Recognize key considerations for selecting delivery mechanisms.</p>					
<p><b>3.5 Identify different types of risk related to CVA and risk mitigation strategies.</b></p> <p>3.5.a Recognize different types of risk related to CVA and how they compare with risk related to in-kind assistance.</p> <p>3.5.b Recognize the steps required for rating and classifying risk.</p> <p>3.5.c Identify mitigation strategies for different types of risk related to CVA.</p>					
<b>Domain 4: Response analysis</b>					____%
<p><b>4.1 Identify the steps and considerations for modality selection.</b></p> <p>4.1.a Recognize how the findings from needs assessment, market assessment, risk analysis, and service provider assessment inform CVA feasibility analyses.</p> <p>4.1.b Recognize considerations informing modality selection.</p> <p>4.1.c Recognize the audit and reporting requirements of each modality.</p> <p>4.1.d Describe the decision-making process for modality selection.</p>					
<b>Domain 5: Set-up and implementation</b>					____%
<p><b>5.1 Recognize how transfer value is determined in CVA.</b></p> <p>5.1.a Describe the meaning of transfer value and related concepts.</p> <p>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.</p> <p>5.1.c Identify key considerations by which a transfer value is determined and justified.</p>					
<p><b>5.2 Recognize organizational processes and procedures that need to incorporate CVA and their appropriate contextual applications.</b></p> <p>5.2.a Identify the organizational processes and procedures that need to incorporate CVA.</p>					

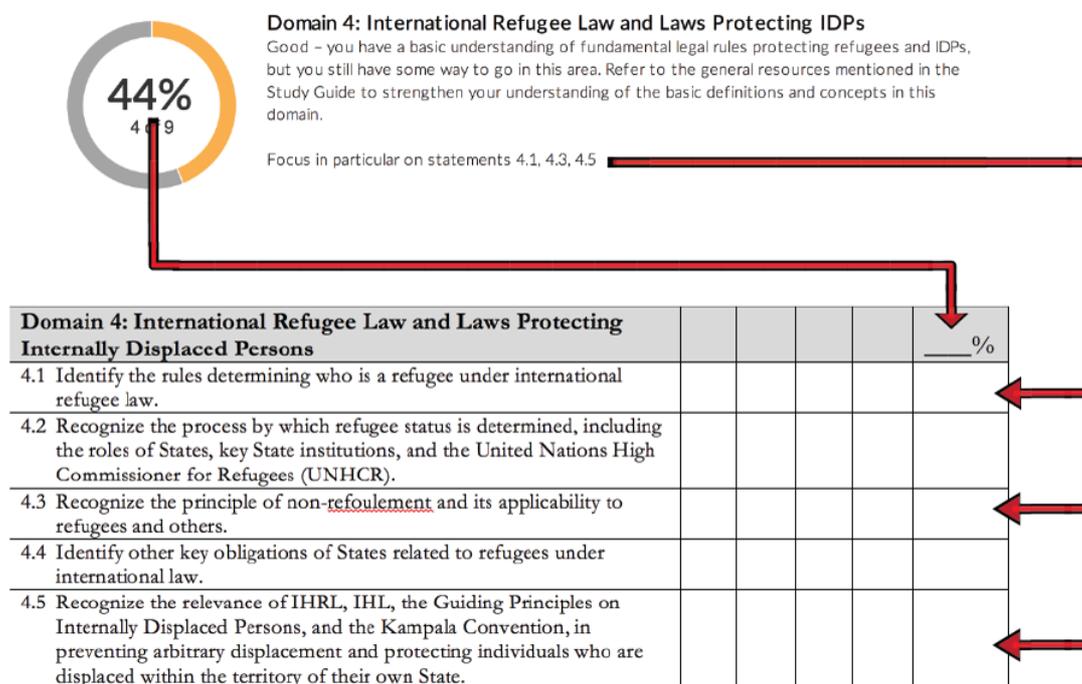
5.2.b Identify key elements related to CVA to be included in organizational processes and procedures. 5.2.c Identify considerations for modifying CVA-related elements of organizational processes and procedures according to context.					
<b>5.3 Recognize the considerations for assessing and contracting service providers for CVA.</b> 5.3.a Identify relevant types of service providers for CVA. 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 CVA.					
<b>5.4 Recognize the steps and considerations for beneficiary targeting and registration in CVA.</b> 5.4.a Identify CVA-specific targeting considerations. 5.4.b Identify considerations for beneficiary registration for CVA.					
<b>5.5 Recognize cash delivery, encashment, and reconciliation processes and principles.</b> 5.5.a Recognize principles and considerations for different CVA delivery processes. 5.5.b Identify the elements requiring reconciliation and steps required in a CVA 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.					
<b>5.6. Recognize principles and best practice for data protection and data sharing in CVA.</b> 5.6.a Recognize principles and best practice relating to data protection in CVA. 5.6.b Recognize principles and best practice for data sharing in CVA.					
<b>5.7 Recognize ways to promote community participation and accountability to communities in CVA.</b> 5.7.a Recognize key principles and considerations for strengthening accountability to communities and increase community participation in CVA. 5.7.b Identify common methods for strengthening accountability to communities and increase community participation in CVA.					
<b>5.8 Describe key CVA collaboration and coordination considerations.</b> 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 CVA coordination needs.					
<b>Domain 6: Monitoring and evaluation</b>					____%
<b>6.1 Identify information needs when monitoring and evaluating CVA.</b> 6.1.a Identify monitoring and evaluation needs for CVA in different types of contexts.					

<p>6.1.b Recognize considerations when selecting modalities, tools, and methodologies for monitoring CVA.</p> <p>6.1.c Identify commonly used process and output indicators for monitoring of CVA.</p> <p>6.1.d Identify commonly used outcome indicators for monitoring of CVA.</p> <p>6.1.e Describe how to select indicators for CVA.</p> <p>6.1.f Recognize how monitoring and evaluation results are used to inform decision-making.</p>					
<p><b>6.2 Recognize the steps and considerations of market monitoring for CVA.</b></p> <p>6.2.a Identify the purpose of market monitoring.</p> <p>6.2.b Identify steps and considerations for market monitoring.</p> <p>6.2.c Identify common market monitoring tools.</p>					
<b>Domain 7: Organizational CVA preparedness</b>					____%
<p><b>7.1 Recognize the key components of analyzing and strengthening organizational CVA preparedness.</b></p> <p>7.1.a Identify the main self-assessment tools for gap analysis and preparedness planning and the key steps in implementing them.</p> <p>7.1.b Describe key actions that can strengthen CVA preparedness in different types of organizations.</p>					
<b>Domain 8: Global CVA policy</b>					____%
<p><b>8.1 Describe global policy priorities for advancing the scale and quality of CVA.</b></p> <p>8.1.a Describe global policy priorities for advancing the scale and quality of CVA.</p>					

## Comparing your results with the Diagnostic Test

This Self-Assessment exercise is particularly valuable when followed by the Diagnostic Test, as the Diagnostic then provides an objective check on your own perceptions of your starting point.

1. After completing the Self-Assessment above, go to the Diagnostic Test at <https://diagnostics.phap.org/s3/cva>
2. When sitting for the Diagnostic Test, make sure you have a calm environment and enough time to complete it. It consists of 50 multiple-choice questions, which you have 75 minutes to complete.
3. After completing the Diagnostic Test, you will receive a customized report of your results in your email inbox. Transpose the domain results and mark your priority statements from the Diagnostic Test report in the designated space in your Self-Assessment form above.



4. Compare your Self-Assessment results with your Diagnostic Test results and consider where to prioritize your preparation time for the certification assessment.