

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.