

# GUIDE TO THE FRITZ INSTITUTE/ CILT



## Award in Cash Transfer Programming

DELIVERED BY:

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AWARDING ORGANISATION:

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PROGRAMME DIRECTED BY:

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## GUIDE TO THE CERTIFICATION IN HUMANITARIAN LOGISTICS

### CONTENTS

Introduction .....	3
Logistics Learning Alliance Ltd .....	3
Cash Transfer Programming .....	4
The Case Study And Learning System.....	4
The Assessment Process.....	5
Scilaid Case Study .....	5
Qualification Structure .....	7
Award In Cash Transfer Programming (CTP).....	7

## INTRODUCTION

This guide provides background information to the Logistics Learning Alliance's programme for the Fritz Institute/CILT Award in Humanitarian Logistics Cash Transfer Programming.

Under the Project Management of the Fritz Institute the programmes were developed and designed through a partnership of leading humanitarian aid agencies, the UK's pre-eminent institute for Logistics and Supply Chain training, CILT and Logistics Learning Alliance Ltd (LLA). This supported, distance learning Programme is delivered through a model developed by LLA and used extensively in its commercial sector learning programme but now adapted to the humanitarian scenario. LLA is the sole CILT Approved Centre delivering these programmes.

We will allocate you a specialist coach who will support, guide and assist you to the conclusion of the qualification. The coach's role is to ensure that you can access the required learning and then to steer you through its effective application in a highly realistic humanitarian situation. Our coaches have been involved with training people working in the supply chain and its related activities for many years.

At the end of this programme we are confident that you will be equipped to apply the concepts in your chosen operation. We really look forward to working with you to help you realise the potential you clearly believe you have.

## LOGISTICS LEARNING ALLIANCE LTD

The coaches at LLA have been involved with training people working in the supply chain and its related activities for many years.

In the UK we are a CILT Approved Centre for the delivery of their qualifications, managing the learning programmes for many students who pursue their qualifications by distance learning.

Our experience of working with a wide range of organisations gives us a good view of the challenges facing twenty first century supply chain management and this experience is reflected in the design and delivery of this certification programme.

## CASH TRANSFER PROGRAMMING

Cash Transfer Programming (CTP) is the standard term used to refer to humanitarian programmes using cash or vouchers as the mode for assisting beneficiaries in preference to direct aid. Alternative terms for the same type of programming are 'cash-based interventions' (CBI), 'cash and vouchers', and simply 'cash'.

There is an increasing trend to develop cash transfer mechanisms to people in need rather than direct aid commodities. While this gives the recipients the freedom of choice on what to do with the money, it also helps to maintain local supply chains.

This Award helps prepare Humanitarian Logisticians, so they understand the reasons why CTP might be used, the processes involved in getting to those decisions and their role in implementing them.

## THE CASE STUDY AND LEARNING SYSTEM

Supported Self Study is attractive to logistics/supply chain practitioners as it easily fits into a pattern of life that often involves erratic working hours and transient working locations. Traditionally though it is a learning method with a downside. At times you can seem to be isolated with nowhere to turn to for support. This is not the case with this programme. From the outset of the programme, candidates are allocated a coach/tutor with specialist knowledge of the subject area. Candidates are encouraged to contact their coach or the Admin Team whenever they need advice and guidance. Coaches are available by telephone during normal UK business hours (0900 to 1700 UK time), outside of these times by prior arrangement or by e-Mail at any time. Experience has shown us that the most successful students are those who do not hesitate to contact their coach whenever they need support.

The learning process includes a detailed case study that is a broad but intensive exploration of an NGO, SCILaid, involved in an on-going humanitarian aid operation. For the purposes of the study programme learners are „recruited“ by SCILaid and appointed to a position relevant to their course of study. They will perform the tasks required by their role, demonstrating the necessary competences for the qualification. This is learning by challenge and application.

Logistics Learning Alliance will provide new students with an internet link enabling them to download the case study simulation to their hard drive. The full download will include

- A “ virtual” introductory tour of SCILaid
- Access to statistical and operational information about the SCILaid environment

- Access to management information which will provide information enabling the learner to submit work of an acceptable standard

The CTP Award programme has 10 assignments or tasks. Each task should take around 3 - 5 hours to research and prepare your response. We would encourage students to plan to submit a completed assignment every week.

## THE ASSESSMENT PROCESS

The assessment process is designed to test two things:

- The knowledge and experience of the individual
- The ability of the individual to apply that knowledge
- The tasks are designed to be answered within the context of SCILaid case-study scenario. This is a highly realistic simulation of a humanitarian aid situation, not un-typical of the situation many humanitarian logisticians will be familiar with.

## SCILAID CASE STUDY

Where candidates exceed the one year timeframe for completion of the certification programme there may be a requirement to reassess elements of the work submitted to ensure currency with the current competences. In this circumstance additional assessment fees may be payable.

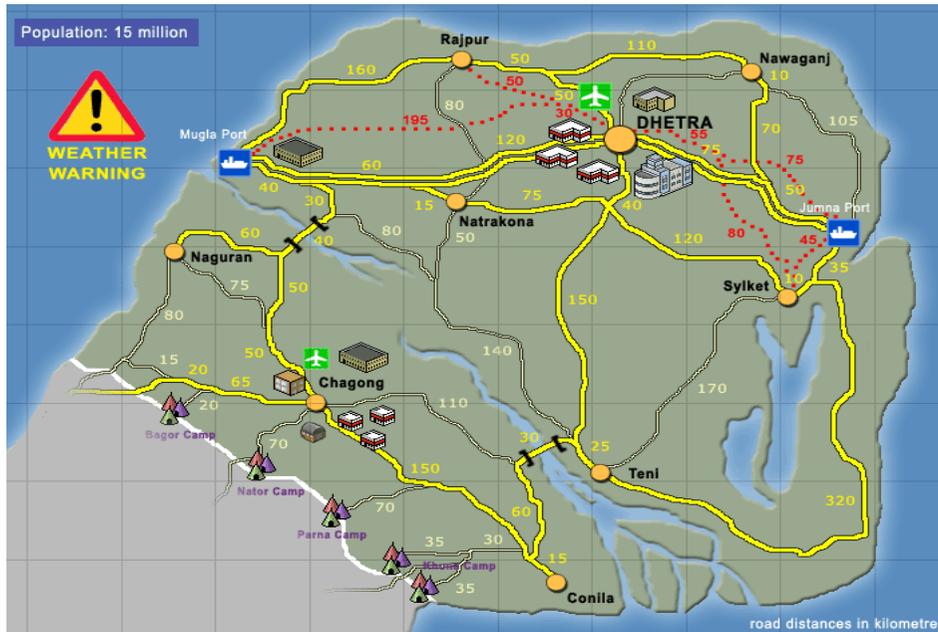
The case study provides a network of integrated or inter-related work-based tasks to ensure that whatever level and position within the hierarchy of SCIL plc they are appointed to, candidates will have the opportunity to demonstrate their ability to apply the knowledge gained.

The assessment process will take into account prior learning, achievement and experience, which is appropriate to the requirements of the qualification.

Each candidate is assigned a personal specialist coach/tutor, who will work with the candidate to provide the evidence to satisfy:

- All the outcomes of effective performance
- All the knowledge requirements of the qualification

Evidence of performance will be assessed on an on-going basis by LLA and externally verified by the CILT.



When the CILT is satisfied that all the requirements of the qualification have been met the Award for Humanitarian Logistics Cash Transfer Programmes will be made by CILT.

A 1-year time limit for the completion of the programme is granted. Students wishing to complete the programme beyond this deadline must submit a written application to LLA but should note the following

- No application will be accepted if 2 years or more have lapsed since the student's initial registration
- Students will have to re-start the programme after the 2-year period and re-register with LLA/CILT
- Alternatively, students can go through the normal APL procedure for units previously completed but should be aware that they may have to assemble a completely new portfolio.

Please note that these time limits are the maximum allowed to complete the qualification. Candidates are strongly urged to attempt to complete their studies within a shorter timescale and can reasonably expect to complete the programme within 6 months.

Where a candidate takes in excess of one year, the continued provision of administrative support, coaching and assessment will be at the discretion of LLA.

## ENROLMENT

To register as a candidate for the Award Programme, please complete the attached enrolment form and return it to:

[hlcregistrations@logisticslearningalliance.com](mailto:hlcregistrations@logisticslearningalliance.com)

## QUALIFICATION STRUCTURE

The contents of the Units are detailed below:

<b>AWARD IN CASH TRANSFER PROGRAMMING (CTP)</b>		
<b>OBJECTIVE:</b>	<b>BUILD SKILLS AND KNOWLEDGE REQUIRED FOR SUPPORTING SUPPLY CHAIN AND LOGISTICS ACTIVITIES FOR DELIVERY OF A CASH TRANSFER PROGRAMME (CTP).</b>	
<b>LEARNING OUTCOMES</b> The learner can...	<b>ASSESSMENT CRITERIA</b> The learner will...	<b>CONTENT</b>
Explain Requirements of Cash Transfer Programming & Considering Modality Change	Explain the link between programme objectives and supply chain activities for Cash Transfer Programming(CTP) Explain market-based interventions and hybrid response options Communicate concerns on operational exposure by switching to CTP Explain the value of early involvement of supply chain in a CTP project	Requirements of different modalities Link between supply chain activities and programme objectives Risk of outsourcing supply chain / logistics activities through CTP Market-based interventions Hybrid response models The project cycle and when supply chain should be involved
Define Delivery Mechanisms, Contract Complexities, and Maintaining Competitive Procurement	Identify the types of service providers involved in CTP Explain the difference between the transfer value and transfer fee Explain challenges of contracting for delivery mechanism service providers Explain how to negotiate with delivery mechanism service providers in accordance with policies on competitive procurement Explain approaches for contracting retail agents Explain how to maintain competitive procurement while contracting retail agents	Types of delivery mechanisms and service providers who provide them Complexities of delivery mechanism services and fees Valuing service provider contracts Maintaining competitive procurement which contracting for delivery mechanism services Retail agents Approaches to contracting for vouchers Maintaining competitive procurement during contracting retail agents
Explain assessments and the Retail Market Assessment	Identify which assessments supply chain leads and which it contributes to Explain supply chains vs. programme's perspectives on the retail market Identify topics and sources of information for inclusion in retail market assessment Plan a retail market assessment Draw a basic market map and explain what it shows	The goal of the Assessments & Analysis Phase (revisit) Overview of Assessments The Retail Market Assessment Market-Based Interventions Market Mapping

<p>Evaluate options using appropriate analyses</p>	<p>Identify analyses required for a modality decision to be made  Define Supply Chain's role and contributions to the required analyses  Calculate commodity costs based on CTP vs. local procurement vs. international procurement  Make recommendation about sourcing based on import parity price analysis and risks of sourcing markets (builds on U3#4)  Explain approaches to contracting for vouchers and implications  Identify important supply chain considerations for the Operational Design Options Analysis  Evaluate the impact to the overall supply chain budget  Contribute to analyses led by other functions</p>	<p>Overview of analyses  Procurement Options Analysis  Import Parity Price Analysis  Options for voucher contracting &amp; implications  Operational Design Options Analysis  Value for Money Analysis  Risk Analysis  Response Analysis</p>
<p>Develop a plan to monitor the market</p>	<p>Explain the types of monitoring and identify which supply chain is involved in  Explain the importance of market monitoring and key components  Plan monitoring for the retail market</p>	<p>Types of Monitoring (Post-Distribution vs. Market vs. Supplier)  Perspectives and contributions of Supply Chain vs other functions  Market Monitoring</p>