Key CBI-related steps across the programme cycle
Choose the section you want to jump in
The following is a process flow chart that highlights specific points of attention across the programme cycle when using CBI.
Figure 2: CBI Process Flow Chart

A - ASSESSMENT & PREPARATION

B-IMPLEMENTATION

Preparing for CBI

Identification of Needs and Target Population

Agreement with Authorities and Partners

Assessing Feasibility of CBI

Intervention
Design and
Proposal
Submission

Assessment and Analysis

Market Assessment and Analysis

Assessment,
Selection and
Formalizing
Engagement of
Vendor(s) / IP / SP

Distribution

Beneficiary Selection, Verification and Registration

Communicating with Beneficiaries

Transfer Preparations

Transfer of Assistance

Encashment and Reconciliation

Verification of Distribution Data and Reconcilitation

Payment of Vendor(s) / IP / SP

C - OTHER ACTIVITIES

Other Actitivites and Measures (Cross-Cutting)

Coordination

Feedback, Complaint and Analysis

Monitoring, Evaluation and Learning

Reporting

Compliance and standards⁶

Developed by the IOM CBI Unit for the CBI Mission-level SOP Template.

This chart highlights the different steps to undertake for a successful CBI. These steps could be grouped into two consecutive phases: assessment and preparation (A) and implementation (B). Other activities and measures (C) needed for the success of CBI should be ongoing throughout the whole project cycle. Each one of the steps above may have various components depending on the modality and mechanism chosen. Please, note that the conceptualization section under the Assessment and Preparation phase (in orange), reflects all the steps to be completed prior to the submission of the project proposal for a new intervention.

- This includes, among other things, Protection Against Sexual Exploitation and Abuse (PSEA), Accountability to Affected Populations (AAP), Gender, Protection, Disability Inclusion, Data Protection, etc.
 - Prev
 - 1.4/1.4

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