
How to use this manual

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1.2.1 Aim

The manual aims to support IOM programme teams interested in using CBI to design their interventions according to best practices and following IOM internal procedures. This manual defines processes, procedures and standards to guide the use of cash and vouchers within IOM. This manual is in line with IOM's strategy of increasing the use of CBI across the organization, whereby CBI modalities are considered on equal footing with in-kind interventions.

The manual seeks to balance IOM's project-based nature and the need for flexibility to operate in a variety of contexts with IOM and donor obligations. While the manual follows industry-standard guidelines for CBI on best practices for creating, implementing and monitoring CBI programmes, it harmonizes these with IOM policies and procedures to ensure staff following the manual are meeting IOM's minimum standards.

Needs will differ from one context to another and the aim of this manual is to provide a comprehensive overview of CBI modalities, with the understanding that staff may use only certain sections. For example, while the manual outlines how to conduct a market assessment, it is possible that IOM staff would use existing market assessments instead, thus no longer needing to conduct one themselves. The aim of this manual is therefore to outline all the required steps for a CBI, all the while acknowledging that no two CBI projects will be identical, and staff will adapt their course of action to the context in which they are working.

1.2.2 Audience

This manual is aimed at:

- IOM country and regional programme staff in all functions.⁵
- Staff familiar with CBI.
- Staff who are new to CBI within the organization and seek guidance.

1.2.3 Links to the IOM CBI Global SharePoint

This manual is linked to the IOM [CBI Global SharePoint](#). Each section provides a short description of key steps within the CBI programme cycle and links to the relevant documents, templates and country examples in the SharePoint. The SharePoint has been organized to follow the structure of this manual.

⁵ This includes both operations and resource management staff.

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