# Cash in Emergencies Toolkit Overview

## M1 Preparedness
- **M1.1** Prepare and analyze
  - 1. Secondary data review and analysis
  - 2. Primary data collection and analysis
  - 3. Baseline documentation
  - 4. Scenario development and analysis
  - 5. Building stakeholder engagement in CTP preparedness
  - 6. Preparedness gap analysis and self-assessment
  - 7. Develop and implement key advocacy messages
- **M1.2** Develop and implement
  - 1. Plan and prepare
    - 1. Initial decision for cash
    - 2. Choose assessment tools
    - 3. Find relevant secondary data
    - 4. Map stakeholders
  - 2. Community
    - 1. Get cash-specific information from community
    - 2. Understand access to market and financial services
    - 3. Identify and quantify priority needs
    - 4. Consolidate community findings
  - 3. Rapid market assessment
    - 1. Identify key commodities and markets
    - 2. Collect market information
    - 3. Consolidate market findings
  - 4. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 5. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 6. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 7. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 8. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 9. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 10. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 11. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 12. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 13. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 14. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 15. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 16. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 17. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 18. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 19. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
  - 20. Service providers, organizational capacity and risk analysis
    - 1. Assess financial services
    - 2. Assess organizational capacity
    - 3. Analyze risks
- **M1.3** Review, learn and improve
  - 1. Creating a learning environment
  - 2. Internal review of CTP operations
  - 3. External evaluation of CTP operations
  - 4. Document and disseminate learning and contribute to global evidence

## M2 Assessment
- **M2.1** Plan and prepare
  - 1. Initial decision for cash
  - 2. Choose assessment tools
  - 3. Find relevant secondary data
  - 4. Map stakeholders
- **M2.2** Community
  - 1. Get cash-specific information from community
  - 2. Understand access to market and financial services
  - 3. Identify and quantify priority needs
  - 4. Consolidate community findings
- **M2.3** Rapid market assessment
  - 1. Identify key commodities and markets
  - 2. Collect market information
  - 3. Consolidate market findings
- **M2.4** Service providers, organizational capacity and risk analysis
  - 1. Assess financial services
  - 2. Assess organizational capacity
  - 3. Analyze risks

## M3 Response Analysis
- **M3.1** Feasibility, modality and mechanism
  - 1. Explore response options
  - 2. Check if cash is feasible
  - 3. Identify relevant comparison criteria
  - 4. Conduct thorough risk analysis
  - 5. Calculate cost-efficiency
  - 6. Compare options & make a decision
- **M3.2** Transfer value
  - 1. Set the value
  - 2. Adjust the value
- **M3.3** Targeting
  - 1. Identify most affected areas
  - 2. Adjust targeting criteria & mechanisms

## M4 Implementation
- **M4.1** Set-up
  - 1. Develop CTP operation plan
  - 2. Internal coordination
  - 3. Coordination with other actors
- **M4.2** Beneficiary communication and accountability
  - 1. Develop a BCA plan
  - 2. Build staff capacity
  - 3. Select communication channels & tools
  - 4. Develop messages for target audience
  - 5. Develop feedback & complaint mechanism
  - 6. Review & learn
- **M4.3** Service provider
  - 1. Research potential service providers
  - 2. Tendering process & service provider selection
  - 3. Contract & define ways of work
  - 4. Beneficiary data management & protection
- **M4.4** Registration
  - 1. Plan and prepare for registration
  - 2. Identification & authentication
- **M4.5** Distribution
  - 1. Training & communication
  - 2. Planning & implementing distributions
  - 3. Encashment planning
  - 4. Encashment implementation
  - 5. Reconciliation

## M5 Monitoring & Evaluation
- **M5.1** M&E planning
- **M5.2** Programme monitoring
- **M5.3** Market monitoring
- **M5.4** CTP evaluation

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**Sub-Steps Overview**

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  - 6. Preparedness gap analysis and self-assessment
  - 7. Develop and implement key advocacy messages
- **M1.2** Develop and implement
  - 1. Appoint a National Society CTP focal point
  - 2. Establish a CTP technical working group
  - 3. Develop the CTP preparedness plan of action
  - 4. Develop CTP standard operating procedures
  - 5. Mainstream CTP into strategic, contingency and response plans
  - 6. Incorporate CTP into HR systems
  - 7. Incorporate CTP into financial systems
  - 8. Incorporate CTP into M&E systems
  - 9. Incorporate CTP into resources mobilization systems
  - 10. Conduct a simulation or pilot
  - 11. Internal and external coordination of CTP actions
  - 12. Develop and implement CTP from strategy and awareness materials
- **M1.3** Review, learn and improve
  - 1. Creating a learning environment
  - 2. Internal review of CTP operations
  - 3. External evaluation of CTP operations
  - 4. Document and disseminate learning and contribute to global evidence

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  - 4. Encashment implementation
  - 5. Reconciliation

**M5 Monitoring & Evaluation**
- **M5.1** M&E planning
- **M5.2** Programme monitoring
- **M5.3** Market monitoring
- **M5.4** CTP evaluation
  - 1. Set evaluation criteria & questions
  - 2. Prepare evaluation ToRs
  - 3. Generate reports