Cash in Emergencies Toolkit Overview
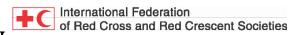
International Federation of Red Cross and Red Crescent Societies

M1 Preparedness
M1_1 Prepare and analyze
M1_2 Develop and implement
M1_3 Review, learn and improve

M2 Assessment
M2_1 Plan & prepare
M2_2 Community
M2_3 Rapid market assessment
M2_4 Service providers, organizational capacity and risk analysis

M3 Response Analysis
M3_1 Feasibility, modality and mechanism
M3_2 Transfer value
M3_3 Targeting

M4 Implementation
M4_1 Setup
M4_2 Beneficiary communication and accountability
M4_3 Service provider
M4_4 Registration
M4_5 Distribution

M5 Monitoring & Evaluation
M5_1 M&E planning
M5_2 Programme monitoring
M5_3 Market monitoring
M5_4 CTP evaluation

Sub-Steps 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 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 comms 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

M2 Assessment

M2_1 Plan & 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 Analyse 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 Identify 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 and 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 M&E

M5_1 M&E planning
_1 Develop M&E strategy
_2 Build staff capacity

M5_2 Programme monitoring
_1 Baseline
_2 Encashment monitoring
_3 Post-distribution monitoring

M5_3 Market monitoring
_1 Monitor traders
_2 Monitor price data
_3 Respond to price changes

M5_4 CTP evaluation
_1 Set evaluation criteria & questions
_2 Prepare evaluation ToRs
_3 Generate reports