Local authorities interview checklist

During assessments, you will interview local authorities. You may have a pre-existing relationship with many line ministries but may need to establish new relationships with the best-placed ministry for CTP-related matters. Often cash for work will fall under a line ministry involved with infrastructure and rehabilitation but cash grants may fall under the mandate of line ministries involved with social welfare and vulnerability.

You will need to identify the key actors. You should take this opportunity to gather specific information that will allow you to understand whether and how a potential cash response can be aligned with social assistance policies and harmonized with existing programmes and practices.

Below you will find a list of questions to choose from and adapt to your context in order to ensure that cash issues are taken into account in your assessment.

### Social assistance strategies and policies

* What are the social assistance strategies and policies put in place by the government?
* Who are the key actors involved (ministries, decentralized offices, donors, United Nations)?
* What are the coordination mechanisms in place?

### Social assistance programmes

* What are the social assistance programmes that are in place?
* Who is targeted, what is provided and how frequently is it provided?
* What registration, identification, distribution and monitoring systems are in place?
* Which service providers and what technology is used?
* What mechanisms are used to communicate with and to be accountable to communities and households (including in densely/sparsely populated areas)?
* Are there any cultural issues/preferences related to communication and accountability (types of communication device, language, etc.)?
* Do you have policies on unconditional and conditional cash transfer options, delivery mechanisms and the amounts of money involved?

### Emergency response plans and programmes

* Are there emergency response plans and/or programmes in place?
* Is it possible to expand the existing assistance programmes in case of emergency?
* What is a better way to align a potential relief response to the existing social assistance programmes?
* Is there any experience/learning with cash-based responses to emergencies?
* What are the government preferences in terms of type of emergency response?
* What legislation should be taken into account when designing cash-based responses?

### Legal documentation

* Do most people have identification documents? Has this changed after the shock?
* Is there any legal documentation issue that could impair registration and identification of the affected population? Is there any immediate, interim solution that could be used?

### Risks

* Are there any risks to a potential relief response, particularly cash assistance? Consider past responses and refer to issues such as social unease, security, gender, protection, elderly people, children and minorities.
* What is the national legislation on personal data protection and privacy?