CTP BCA key information checklist

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| **When?** | **Key points** |
| **Consultation** | * Inclusion criteria – how to decide who should receive the transfers * What modalities are familiar/acceptable to beneficiaries? * What payment methods are familiar/acceptable / accessible to beneficiaries or traders? Do these differ for men and women or for other vulnerable groups? * What forms of identification do people have, and which verification processes are appropriate/acceptable? |
| **Project design** | * Objectives * Inclusion criteria * Project duration and location * Frequency of transfers * Conditionality and other processes as applicable |
| **Before the project begins** | * How the transfer amount will be calculated and how inflation will be dealt with (if relevant) * Who will receive the transfer (head of household, women) and why? * How to register * How to verify the list of recipients * Participating traders, banks, remittance agencies or shops as applicable * What will be the roles and responsibilities of community leaders, local and national authorities, and other aid organizations? |
| Distribution phase | * Transfer amount * How the transfer will be made (payment method) and what processes need to happen * When and where the transfer will take place and what recipients need to do or bring (what identification will be required) * How to receive training or help (if the transfer method is unfamiliar) * Who will be able to collect the transfer * How to nominate someone to collect the transfer on another person’s behalf * Who to contact if something goes wrong, and what to expect * What would constitute corruption/fraud and how to report it |

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| Post-distribution phase | * How to provide feedback * How to report a grievance, abuse or fraud |
| Before project closing | * When the project will end and when the last transfer will take place * What plans have been made for ongoing support and what other support is available (if applicable)? * If a phased withdrawal is planned, what are the selection criteria and time frames? |