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?
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| **Project design**  | * Objectives
* Inclusion criteria
* Project duration and location
* Frequency of transfers
* Conditionality and other processes as applicable
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| **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?
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| 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
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| 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?
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