





Module Roadmap

Step 1 Programme Set-Up

Step Roadmap



1.1 Develop CTP operation plan

-  .1 | CTP Ops PoA template
-  .2 | Logical framework template
-  .3 | IFRC budget template
-  .4 | CTP workplan template

1.2 Internal coordination

- .1 | CTP internal coordination

1.3 Coordination with other actors

-  .1 | Key elements of CTP coordination
- .2 | Responsibilities of cash coordination groups
-  .3 | CTP 4Ws matrix template

Step 2 Ben Comms & Accountability

Step Roadmap

2.1 Develop a BCA plan

-  .1 | BCA plan template



2.2 Build staff capacity

- .1 | BCA building blocks
- .2 | Ten comms rules


2.3 Select communication channels & tools

- .1 | Select comms options

2.4 Develop messages for target audience

- .1 | CTP BCA key information checklist
-  .2 | Beneficiary communication flyer template
-  .3 | FAQs on CTP template
- .4 | RCRCM CTP FAQs

2.5 Develop feedback and complaint mechanism

- .1 | Feedback and complaint key elements
-  .2 | Feedback and complaint form template
- .3 | Feedback and complaint procedures

2.6 Review & learn

- .1 | Comms approach review checklist

Step 3 Service Provider Selection

Step Roadmap


3.1 Research potential service providers

- .1 | Mobile money requirements checklist
- .2 | Value card requirements checklist
- .3 | E-transfer requirements checklist
- .4 | Assessing mobile money checklist
- .5 | Assessing service providers checklist

3.2 Tendering process & service provider selection

-  .1 | Service provider scope of work template

3.3 Contract & define ways of work

-  .1 | IFRC standard contract template
- .2 | Contract requirements e-transfer checklist



3.4 Beneficiary data management & protection

-  .1 | CTP data protection principles
- .2 | Data protection clause template



Step 4 Registration & Identification

Step Roadmap

4.1 Plan and prepare for registration

-  .1 | Distribution ticket template
-  .2 | Beneficiary list template





4.2 Identification & authentication

-  .1 | Identification & authentication
-  .2 | Beneficiary card template




Step 5 Distribution & Encashment

Step Roadmap




5.1 Training & communication

-  .1 | CTP staff training template
-  .2 | CTP training questionnaire template
-  .3 | CTP service provider training template
-  .4 | Letter to merchant template




5.2 Planning & implementing distributions

- .1 | Distribution site assessment checklist
- .2 | Distribution site organisation
-  .3 | Distribution list template
-  .4 | Distribution plan template
-  .5 | Distribution report template

5.3 Encashment planning

-  .1 | Encashment agent capacity template
-  .2 | Encashment time estimation template
-  .3 | Encashment plan template

5.4 Encashment implementation

-  .1 | Payment order template
-  .2 | Encashment sheet template
-  .3 | Encashment report template

Icon Key:

 = Template

Tool that can be adapted for use