

## CASH TRANSFER PROGRAMMING / CASH BASED INTERVENTIONS TRAINING FOR SUPPORT SERVICES STAFF



LOCATION - DATE

Name of facilitator  
Email address

Name of facilitator  
Email address

Name of facilitator  
Email address

Welcome everyone. Thank the host if applicable. Introduce the facilitators

## ACCREDITATION

- The training that you are about to participate in was initially developed by two organizations.
  - CaLP - Cash Learning Partnership
    - CaLP is a global partnership of humanitarian actors, engages in policy, practice and research around cash programming.
  - Fritz Institute
    - Fritz is a humanitarian training organisation specifically set up to provide training, tools and resources for humanitarian logisticians.
- The following materials have been adapted by the British Red Cross, ICRC and IFRC for use with the International Red Cross and Red Crescent Partners

This revised training combines two trainings with similar content: one developed by the ICRC and one adapted from CaLP by BRC and then IFRC.

The two trainings were compared against the Movement Cash and Markets Logistics Competency Framework and the revised version provides all the competencies for logistics at the tier / level 1 - Operational

## HOUSEKEEPING

- Facility / fire escapes
- “Rules”
- Session times
- Coffee & lunch times
- Documents & presentation
- Daily Summary
- WiFi
- Laptops
- Cell phones

Session times are all on your schedules that are on the tables and in your email, and we will go into more detail on this shortly.

You will need to have your laptops with you as they will be required in a number of the tasks

Sli.do is a evaluation tool that we will test shortly. And you will need your phone or laptop to use it.

This course is timed and we will only finish on time if you come back from the breaks on time.

## DOMINO GAME



- Take an A4 piece of paper
- Draw a line down the middle
- Now draw two images of things that represent you as a person (this can be about work or personal)

First let's get to know each other a little better as we are going to be spending the next 3-4 days together.

For this game one of the facilitators needs to complete an example to show the group first.

Example: Image of a Mountain on one side for someone who loves nature and a picture of a mobile phone of the other for when they worked on a large scale mobile money project.

The participants now stand in a circle and the facilitator places there "domino" in the middle and the game begins. Now any participant who was a "domino" which relates (loosely) too the one in the centre can place theirs on the floor and explain what the images are and so on and so on until all the dominos are down.

Think of the links in "groups" Nature / Coordination / Cash Technology / Sports / Family etc

## THE COURSE FORMAT.

- Made up of four modules
  - 1 – **Introduction:** Terminology, Project Cycle Management and RACI
  - 2 – **Assessment, Design & Planning:** Overview, Financial & ICT, Markets, Cash Pipeline, Response Analysis and Mechanism Selection
  - 3 – **Analysis and Monitoring:** Cost Efficiency, Risk, Mitigation, Financial & Quality Controls and Monitoring
  - 4 – **Set-up and Implementation:** SOPs, Procurement and contracting, Encashment, Reconciliation and Distribution Tracking.

The course follows the project cycle and moves from the MACRO to the MICRO, from assessment and feasibility to set up and implementation.

On module two we will look into the MACRO level such as response analysis as a concept before moving to the MICRO level topics in module three that contribute to the response options analysis.

## AGENDA

Time	Day 1	Day 2	Day 3	Day 4
09.00 – 09.15	WELCOME		RECAP	
09.15 – 10.00	MODULE 1: INTRODUCTION		3.2 Risk Analysis	4.1 SOPs
	1.1 Introduction to the course			
10.00-10.30	1.2 Recap of cash and scope of support services	2.3 Cash Pipeline & Financial flows	3.3 Risk Mitigation	4.2 Procurement
10.30-11.00	COFFEE BREAK (30)			
11.00-12.00	1.2 Recap of cash and scope of support services	2.3 Cash Pipeline & Financial Flows	3.3 Risk Mitigation	4.2 Procurement
		2.4 Response Analysis	3.4 Financial Control	
	3.5 Quality Control			
12.00-13.00	LUNCH BREAK (60)			
13.00-14.30	1.3 PCM & RACI	2.5 Mechanism Selection	3.6 Monitoring	4.3 Contracting FSPs and vendors
				4.5 Encashment planning
14.30-15.00	COFFEE BREAK (30)			
15.00-16.30	MODULE 2: ASSESSMENT, DESIGN & PLANNING	MODULE 3: ANALYSIS & MONITORING	MODULE 4: SET UP & IMPLEMENTATION	4.5 Reconciliatin and controls
	2.1 Assessment overview, Finance and ICT	3.1 Cost Efficiency	4.1 SOPs	4.6 Filing & distribution tracking
16.30-17.15	2.2 Market Assessment	3.2 Risk Analysis		Evaluations and certificates
17.15-17.30	WRAP UP			

Modify as needed if your course has different timings. It might be useful to have this as a printed handout too.

## WHY ARE WE HERE?



What is important for you as support services when program says “we want to do cash”

- What do you need to know and be able to do?
- What information would you like to obtain from this training course?

A quick group reflection. Take two post-it notes and write down one expectation (a) what they need to know (b) what they want

The lead facilitator for this session ideally has support from other facilitators to group the post it notes into themes or topics and they can feed back to the lead facilitator and the group in plenary on the outcome. Where topics will be covered in the course this can be flagged. For items that cannot/will not be covered it's worth adding them to a parking lot (e.g. a flip chart) to be covered later or it can be explained why these aren't covered in this course, where they can/will be covered etc.

## COURSE OBJECTIVES

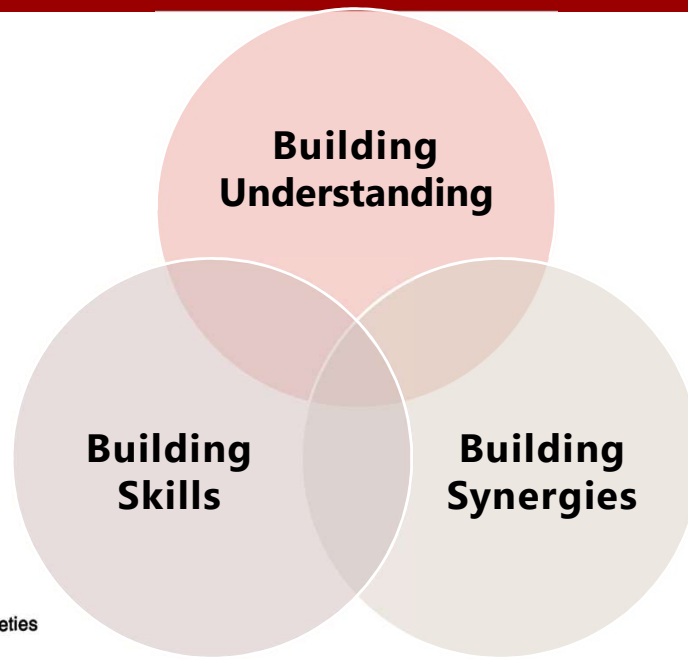


By the end of the training, the participants should be:

- **Familiar** with **key CTP terminology**
- **Understand** the **rational for market analysis / market assessment** in CTP
- **Familiar** with **Market Assessment and Analysis process and tools**
- Be able to **contribute to response analysis** from a LOG/FAD perspective
- **Familiar** with and **able to apply the SOPs, CTP-related tools and templates**
- Be able to **explain the roles and responsibilities** of LOG/FAD in CTP
- Be able to **apply contracting procedures for cash and vouchers** and be **familiar with best practice.**

These are the objectives of the course. Between the three facilitators try to group the post-in notes into themes and try to group those themes against the course objectives. Hopefully everything is covered but if not add to the “parking lot” it might be that these topics are covered in other trainings or we know there is a gap e.g. quality control and we can explain how that is being addressed. New things should be considered in terms of adding to the cash-logs roadmap.

## OBJECTIVES OF THE CTP FOR SUPPORT SERVICES TRAINING



Ensure understanding of CTP, modalities and mechanisms for delivery, its implications to operations, interoperability of functions, and be able to speak the language of CTP programs.

Develop fundamental competences for operations staff to execute and deliver CTP and share best practices for specific activities.

Build inter-functional understanding for more-effective cooperation and streamlining of CTP programs