External CVA baseline for pre-crisis analysis - report template

Before completing this template, see [*Guidelines for undertaking an external CVA baseline for pre-crisis analysis*](https://cash-hub.org/wp-content/uploads/sites/3/2024/02/1.3.e-External-CVA-baseline-for-pre-crisis-analysis-Guidance.docx)on how to gather the information, links to relevant tools and a list of secondary data sources.

The external CVA baseline for pre-crisis analysis report will include all aspects of CVA feasibility that is possible to collect during CVAP in relation to the external enabling environment for CVA, including a full risk analysis. The external CVA baseline is a critical step to support the preliminary management decision for whether CVA is feasible and which modalities and delivery mechanism may be most suitable in the NS response context. Information from the external CVA baseline exercise should be captured in this reporting template and is important to ensure all the data is consolidated and readily accessible.

The external CVA baseline and corresponding template is divided into seven areas. These are I) Situation analysis,II) Market mapping, III) Government policies and social protection; IV) Beneficiary preferences; V) Financial service providers; VI) Risk analysis and VII) Decision on CVA feasibility and response options.

It is important that Sections I-VI of the template are fully captured before a decision can be made on CVA feasibility and response options (section VII) and to ensure the NS has considered and assessed the necessary components of CVA pre-crisis analysis, in advance of any decision. This will ensure the report is evidence based. Additionally, sections I - V should also be assessed before the risk analysis (section VI) is completed, as new risks and mitigations that may not already be known to the NS are likely to be identified during the baseline assessment. However, areas I - IV can be done in any order based on NS preference.

### Summary Information

Date, location and National Society and Movement actors involved in the external CVA baseline for pre-crisis analysis

Date, location and actors involved in the external CVA baseline.

Purpose of the external CVA baseline for pre-crisis analysis

This can be adapted to the context. Example below:

|  |
| --- |
| * *To determine what form of CVA is feasible (i.e. modality and delivery mechanism) for the National Society and identify initial response options and programme design features*

*Specifically:** *To assess the external, enabling environment for potential use of CVA in a response (situation analysis, markets, government policies, social protection, beneficiary preferences, FSP mapping)*
* *To gather and analyse preliminary information on government policies and determine whether it is feasible to link CVA with social protection*
* *To map information about viable FSPs to inform the Scope of Work (SoW) and procurement process*
* *To identify and fully analyze the risks for CVA*
* *To use the evidence gathered to inform a CVAP decision on CVA feasibility and response options iincluding which modalities/mechanisms are most appropriate*
 |

### CVA situation analysis

Summarize the types of emergencies to which the Movement is likely to respond in this context. Provide a brief description of the main hazards and vulnerabilities of the most likely target population.

This information can be obtained from a secondary data review of NS and Movement preparedness and response documents.

### Market mapping

*This information will come from the findings of the* [*External CVA baseline markets checklist tool*](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/Market-baseline-tools.docx) *which provides specific adapted questionnaires and tools from the RAM, MAG and PCMA to gather market specific baseline information and develop market maps. Market mapping will focus on the priority food and non-food items for those vulnerable groups, which are prone to disaster and conflict.*

1. Brief summary of the crisis scenario – it’s history, cause, prevalence and forecast impact.

2. Describe the critical market system/s for the affected population. Include explanation of rationale for selection.

3. Insert a geographical location/map of assessed markets to the population.

3. Visual snapshot of how the critical market system/s are structured (baseline map). Description of the characteristics of the markets, market chains and flow of commodities, types and numbers of traders, services and external factors. Description of existing non-competitive behaviours. Consider any relevant issues around access, supplies, and availability. How functional is the market in normal times?

4. Visual snapshot of how the market system may be affected by the crisis scenario (crisis map). Describe how numbers of actors, volumes and prices, infrastructure (transport, storage) and suport services (credit, information, technology) may be affected. What is the likely impact of the crisis on market functionality?

In case findings are not conclusive, it can be useful to also mention:

Any specific assumptions that had to be made to get to the conclusion?

What further information could be gathered to improve understanding of the markets?

Key tools: [External CVA baseline interviews checklist,](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/External-CVA-baseline-interviews-checklist.docx) [External CVA baseline secondary data sources,](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/External-CVA-baseline-secondary-data-sources.docx) [External CVA baseline markets checklist](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/Market-baseline-tools.docx) (with advanced options), [Can the markets respond to CVA?](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/Can-the-markets-respond-to-CVA-Advanced-tool-1.docx) (Advanced)

III. Government policies and social protection

*Describe and identify any government policies that may affect the choice of CVA modalities and delivery mechanisms. Map existing social protection policies and programmes that use CVA and provide initial information to determine if a potential humanitarian CVA response could be aligned or linked to social protection in the future.*

This information can be obtained from secondary data, previous sector studies and reviews and government and sector, and from interviews with representatives from local authorities.

Key tools: [External CVA baseline interviews checklist](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/External-CVA-baseline-interviews-checklist.docx), [External CVA baseline secondary data sources](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/External-CVA-baseline-secondary-data-sources.docx) and [Key questions for assessing social protection](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/Social-protection-baseline-tool.docx)

### IV. Beneficiary preferences

*Describe community and household access to, use of and preferences regarding cash. Identify and quantify the priority (food and non-food) baskets and livelihood needs of the vulnerable households.*

This information will come from secondary sources, like national expenditure and income surveys livelihoods surveys and market monitoring data. Information on community access, use and preferences can be also directly obtained from discussions with community groups or key informants. The cost of a typical food and non-food basket (often referred to as a Minimum Expenditure Basket) may already be available from the in-country Cash Working Group. Otherwise, calculate this through the priority needs calculation template, using secondary and/or primary data from community discussions.

Key tools: [External CVA baseline interviews checklist,](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/External-CVA-baseline-interviews-checklist.docx) [External CVA baseline secondary data sources,](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/External-CVA-baseline-secondary-data-sources.docx) [M1\_2\_4 Priority needs calculation template](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/1_2_4-Priority-needs-calculation-template.xlsx)

### V. Financial service provider (FSP) mapping

*Describe the CVA FSPs and delivery mechanisms in the country. Include FSPs such as banks, remittance companies, post offices, security companies, mobile phone companies. This can start using knowledge from Programmes, Administration/Finance and Logistics departments and built on through assessment. If possible, include in an annex all cash delivery or payment mechanisms identified.*

This information will come from a secondary data review and key informant interviews with FSPs and can be presented in a table format to provide an overview of different delivery mechanisms and their features.

Key tools: [External CVA baseline interviews checklist;](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/External-CVA-baseline-interviews-checklist.docx) [External CVA baseline secondary data sources,](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/External-CVA-baseline-secondary-data-sources.docx) [M1\_1\_2\_6 FSPs baseline mapping checklist,](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/1_2_6-FSP-baseline-checklist.docx) [M1\_1\_2\_7 Mapping FSPs template,](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/1_2_7-Mapping-service-providers-template.docx) [M2\_4\_1\_1 Assessing financial services sources and checklist (Advanced)](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/4_1_1-Assessing-FS-topics-and-sources-template.xlsx)

### VI. Risk analysis

Describe the main context related, programme related and institution-related risks that have been identified so far in relation to CVA modalities and mechanisms. Risk analysis is a key feature of the CVAP feasibility baseline and there are a number of tools to guide this process.

This information should be consolidated in discussions with Programmes, Logistics, Administration/Finance, Security, IT, HR, Legal departments to identify risks associated with CVA modalities and mechanisms. The roadmap for risk analysis will help when moving through the risk analysis process and the risk matrix to judge the seriousness of these risks. During the meeting, allocate enough time to differentiate perceived risks that can be mitigated easily from risks that appear to be more difficult to control.

Key tools: [M3\_1\_4\_1 Roadmap for risk analysis,](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/1_4_1-Roadmap-for-CTP-risk-analysis.docx) [Risk matrix template,](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/1_4_2-CTP-Risk-matrix-template.docx) [M3\_1\_4\_3 Risk register template,](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/1_4_3-CTP-Risk-register-template.xlsx) [M1\_1\_2\_9 IFRC SOPs Risk management checklist](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/1_2_9-IFRC-SOPs-Risk-management-checklist-2.docx)

### VI. Decision on CVA feasibility and response options

*Provide an overview of the conclusions that can be made from the external CVA baseline findings captured in the sections above. Summarise the decisions made and how they were reached, by going through the specific sub-steps this area.*

Summary of information gathered and analysis for each sub-step question from Area 7- Decision on CVA feasibility and response options, highlighting:

- Overall decision on whether CVA is feasible and why

- Which CVA modality and delivery mechanism/s is proposed, including any CVA and social protection response options (i.e. which form of linking CVA to social protection is most feasible)

- Define specific additional standard programme design features (e.g. transfer value, targeting)

**Note these are preliminary CVAP decisions that can be revised and adapted if necessary, during response.**

Key tools: [M3\_1\_2\_1 Is cash feasible checklist,](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/1_2_1-Is-cash-feasible-checklist.docx) [Is linking with social protection feasible?](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/Is-linking-social-protection-with-CVA-feasible.docx) (Advanced), [M\_3\_1\_1 Response intervention options,](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/1_1_1-Cash-intervention-options.xlsx) [M3\_1\_3\_ Comparing baseline response modalities and delivery mechanisms,](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/131-Comparing-CTP-modality-mechanism.docx) [Comparing social protection and CVA response options](https://cash-hub.org/wp-content/uploads/sites/3/2023/11/Comparing-social-protection-and-CVA-response-options.docx) (Advanced) [M3\_1\_6\_1 Decision making matrix template,](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/1_6_1-Decision-making-matrix-template.xlsx) [M3\_ 2\_1\_2 What to consider when setting the value of the transfer,](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/2_1_2-What-to-consider-when-setting-value.docx) [M3\_3\_2\_1 Targeting criteria](https://cash-hub.org/wp-content/uploads/sites/3/2020/11/3_2_1-Targeting-criteria.docx)