**CTP Process Template**

*Operation & Payment Mechanism:\_\_\_\_\_\_\_\_\_\_\_\_*

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| **ASSESSMENT** | | | | |
| **Step** | **✓** | **No.** | **Sub-Step Action & Guidance** | **Required Documentation** |
| 1: Planning & Preparation |  | 1.1 | Initial decision for cash |  |
|  | 1.2 | Choose assessment tools |  |
|  | 1.3 | Find relevant secondary data | ***Data Collection Plan*** |
|  | 1.4 | Map stakeholders |  |
| 2: Cash Sensitive Community Assessment |  | 2.1 | Get cash-specific information from the community |  |
|  | 2.2 | Understand access to markets and financial services |  |
|  | 2.3 | Identify and quantify priority needs | ***Priority Needs Calculation*** |
|  | 2.4 | Consolidate community findings | ***Community Assessment Report*** |
| 3: Rapid Market Assessment |  | 3.1 | Identify key commodities & markets |  |
|  | 3.2 | Collection market information |  |
|  | 3.3 | Consolidate market findings | ***Market Assessment Report*** |
| 4: Service providers, organizational capacity & risk analysis |  | 4.1 | Assess financial services |  |
|  | 4.2 | Assess organizational capacity |  |
|  | 4.3 | Analyse risks | ***Service Providers Mapping*** |

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| **RESPONSE ANALYSIS** | | | | |
| **Step** | **✓** | **No.** | **Sub-Step Action & Guidance** | **Required Documentation** |
| 1: Feasibility, Modality & Mechanism Selection |  | 1.1 | Explore response options |  |
|  | 1.2 | Check if cash is feasible | ***Cash Feasibility Checklist*** |
|  | 1.3 | Compare modalities and mechanisms |  |
|  | 1.4 | Conduct thorough risk analysis | ***CTP Risk Register*** |
|  | 1.5 | Calculate cost-efficiency |  |
|  | 1.6 | Compare options and make a decision | ***Decision Making Matrix*** |
| 2: Decisions on Transfer Value |  | 2.1 | Set the value | ***Transfer Value Calculation*** |
|  | 2.2 | Adjust the Value |  |
| 3: Targeting Decisions |  | 3.1 | Identify most affected areas | ***Geographic Targeting Matrix*** |
|  | 3.2 | Identify targeting criteria & mechanisms | ***Targeting Criteria*** |

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| **SET-UP & IMPLEMENTATION** | | | | |
| **Step** | **✓** | **No.** | **Sub-Step Action & Guidance** | **Required Documentation** |
| 1: Programme Set-Up |  | 1.1 | Develop CTP operational plan | ***Emergency Plan of Action*** |
|  | 1.2 | Internal coordination |  |
|  | 1.3 | Coordination with other actors |  |
| 2: Beneficiary Communication & Accountability |  | 2.1 | Develop a BCA plan | ***BCA Plan*** |
|  | 2.2 | Build staff capacity |  |
|  | 2.3 | Selection communication channels & tools |  |
|  | 2.4 | Develop messages for target audience | ***Feedback & Complaint Mechanism*** |
|  | 2.5 | Develop feedback and complain mechanism |  |
|  | 2.6 | Review & learn |  |
| 3: Service Provider Contracting |  | 3.1 | Research potential service providers |  |
|  | 3.2 | Tendering process & service provider selection |  |
|  | 3.3 | Contract & define ways of work |  |
|  | 3.4 | Beneficiary data management & protection |  |
| 4: Registration & Identification |  | 4.1 | Plan & prepare for registration | ***Beneficiary List*** |
|  | 4.2 | Identification & authentication |  |
| 5: Distribution & Encashment |  | 5.1 | Training & communication |  |
|  | 5.2 | Planning & implementing distributions | ***Distribution/Encashment Planning Tool***  ***Distribution Requisition Form***  ***Distribution/Encashment List***  ***Distribution/Encashment Report*** |
|  | 5.3 | Encashment planning |  |
|  | 5.4 | Encashment implementation | ***Payment Order*** |

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| **MONITORING & EVALUATION** | | | | |
| **Step** | **✓** | **No.** | **Sub-Step Action & Guidance** | **Required Documentation** |
| 1: CTP M&E Planning |  | 1.1 | Develop M&E strategy | ***Log Framework*** |
|  | 1.2 | Build staff capacity |  |
| 2: Programme Monitoring |  | 2.1 | Baseline |  |
|  | 2.2 | Encashment monitoring | ***Encashment Site Observation Form*** |
|  | 2.3 | Post-distribution monitoring | ***PDM CTP Survey*** |
| 3: Market Monitoring |  | 3.1 | Monitor traders | ***PDM Market Survey*** |
|  | 3.2 | Monitor price data | ***Price Collection Form*** |
|  | 3.3 | Respond to price changes |  |
| 4: CTP Evaluation |  | 4.1 | Set evaluation criteria & questions |  |
|  | 4.2 | Prepare evaluation ToRs |  |
|  | 4.3 | Generate reports | ***Case Study*** |