Case study: Title

## 1. HumanitArian context

**INSERT PROGRAMME TIME LINE**

**INSERT MAP**

## 2. Programme overview

|  |  |
| --- | --- |
| **National Society** |  |
| **Appeal code** | *If the project is part of a bilateral programme, it needs to be specified here.* |
| **Objective(s)** |  |
| **Duration** |  |
| **Location** |  |
| **Cost** | *Provide cost in both Swiss francs and local currency:*  *e.g., 20,000 Swiss francs (CHF) (1,040,000 Kyrgyzstani som (KGS)).*  *Calculate the average exchange rate during the programme period using* [*www.oanda.com*](http://www.oanda.com). |
| **Main sector(s)** |  |
| **Number of households** |  |
| **Household selection criteria** |  |
| **Main activities** |  |
| **Key outcome(s)** |  |
| **Number of staff members involved** |  |
| **Other Red Cross Red Crescent involvement** |  |
| **Assessment information used** |  |

## 3. Programme description

**Context and programme choice**

*Brief description of the disaster, situation and impact of the disaster.  
Include International Red Cross and Red Crescent Movement action and its cash/in-kind components as part of its response.*

**Assessment and programme design**

*Description of the assessments conducted, which were used to design the response.*

*Include reasoning and justifications for the choice of response:*

* *for* ***CTP****: the grant value, the chosen modality for CTP (grant, voucher, cash for work), the CTP delivery mechanism (direct distribution, using a third party like a bank, a mobile phone company or traders for vouchers, etc.)*
* *for* ***in-kind****: the type and number of items distributed*

*and the programme design*

**Household selection**

*Description of the household selection criteria and household selection process.*

**Programme implementation**

*Description of how the programme was implemented actually, based on what was planned. Include any adjustments, challenges and successes encountered during programme implementation. Include a section on beneficiary communication and accountability.*

**Programme outcome**

*Highlights of achieved outcomes against what was planned.*

## 4. Cash-based programming facts

*(Please create new column(s) if the CTP covers multiple sectors, which have different programming facts.)*

|  |  |
| --- | --- |
| **Total transfer amount per household** | *Provide the amount in the local currency and Swiss francs: e.g., KGS 6,000 (CHF 115).* |
| **Number of payments** | *Provide the number of instalments. If there are multiple instalments, provide the amount of each.* |
| **Percentage value of cash transfer amount to total project cost** |  |
| **Modality** | *For consistency, please use the following options and describe the detail in brackets:*   * *unconditional cash grant* * *conditional cash grant* * *voucher* * *cash for work.* |
| **Delivery mechanism** | *For consistency, please use the following options and describe the detail in brackets:*   * *direct distribution of cash* * *direct distribution of vouchers to be redeemed through third party* * *cash transfer through third party (e.g., e-card distributed by the National Society and redeemed with traders).* |
| **Method for setting value of the cash transfer** |  |
| **Partners/service providers** |  |
| **Service provision charges** |  |

Insert photograph of voucher/  
card, etc.

Advantages/Disadvantages   
of delivery mechanism

## 5. IN-KIND-based programming facts

|  |  |
| --- | --- |
| **Type and number of items per household** | *List each single unit item* |
| **Total kit equivalent value** | *Provide the equivalent value in the local currency and Swiss francs: e.g., KGS 6,000 (CHF 115).* |
| **Number of distributions** | *Provide the breakdown of items distributed by site and date* |
| **Percentage of in-kind value to total project cost** |  |
| **Associated costs** | *Transportation, custom clearance, etc.* |

Insert photograph of in-kind kit, means of transport, etc.

Advantages/Disadvantages   
of in-kind distribution

## 6. Challenges, solutions and lessons learned

*Mention here specific challenges you might have encountered during the programme, including security issues, acceptance of the programme by public authorities, technical systems issues (database, IT systems, etc.) and relationships with delivery mechanism provider or transporter.*

*Describe how you faced these challenges, solutions that were applied and lessons learned for future programing.*

## 7. Lessons learned and recommendations

**Key learning point for National Society:**

**Key application of learning by the National Society:**

**Key recommendation to the International Red Cross and Red Crescent Movement:**

**Reflecting on our learning**

*It is powerful to include a quote; if you do so, do not forget to source the quote* (e.g.,Source: full name, position title, National Society).

*Summarize three or four key learning points from this specific programme.*

**Insert photograph of project**

**Project photograph**

**Further information can be obtained from:**

Name

Position

Telephone

E-mail

Name

Position

Telephone

E-mail

### Annexes

*Attach any relevant document to complete the information*

**------------------------------------------------------------------------ end of case study -------------------------------------------------------------------------**

### General notes

* *Avoid using the term ‘beneficiaries’; instead, use the term ‘household(s)’*
* *Spell out full names for the first time before using acronyms*
* *National Societies are never abbreviated in IFRC published materials*
  + *Abbreviating IFRC is accepted*

### Images

*Images used must be of high resolution to be useable by the design and production team (ideally 300 dpi, minimum 200 dpi). To check image resolution:*

* *right click the image*
* *open the ‘Details’ tab*
* *under ‘Image’, check that the ‘Horizontal resolution’ and ‘Vertical resolution’ are both at least 200 dpi*

*Keep original images on file as images lose resolution once embedded into Word. The design and production team will need these.*

*Whenever possible, obtain an accurate photograph caption when collecting pictures. Every image included will need a photograph caption either that describes what is happening in the picture (e.g., John Smith purchases the preferred food products for his family using the e-card) or that is a more general thematic caption (e.g., cash transfer programming gives people like John Smith the dignity and choice to purchase what he and his family prioritizes most).*

### Tables, graphs and time lines

*For any tables, graphs and timelines, focus on the content as the appearance is likely to be changed by the design and production team to fit IFRC’s layout.*