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|  | **Module 4 Set-up and implementation** | Detailed Module Guide | **Page 1 of 2** |

[*Module Roadmap*](M4_0%20Roadmap%20for%20implementation.docx)

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| **M4\_1 Programme Set-Up**  [*Step roadmap*](M4_1%20Setup/M4_1_0%20Roadmap.docx) | **M4\_2 Ben Comms and Accountability**  [*Step roadmap*](M4_2%20BCA/M4_2_0%20Roadmap.docx) | **M4\_3 Service Provider Selection**  [*Step roadmap*](M4_3%20Service%20provider/M4_3_0%20Roadmap.docx) |
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| **M4\_1\_1 Develop operation plan**  🗎 \_1 ⏐ Ops PoA template  🗎 \_2 ⏐ Logical framework template  🗎 \_3 ⏐ IFRC Budget template  🗎 \_4 ⏐ Workplan template  **M4\_1\_2 Internal coordination**  \_1 ⏐ CTP internal coordination  **M4\_1\_3 Coordination with other actors**  \_1 ⏐ Key elements of CTP coordination  \_2 ⏐ Responsabilities of cash coordination groups  🗎 \_3 ⏐ CTP 4Ws matrix template | **M4\_2\_1 Develop a BCA plan**  🗎 \_1 ⏐ BCA plan template  **M4\_2\_2 Build staff capacity**  \_1 ⏐ BCA building blocks  \_2 ⏐ Ten comms rules  **M4\_2\_3 Select communication channels and tools**  \_1 ⏐ Select comms options  **M4\_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  **M4\_2\_5 Develop feedback and complaint mechanism**  \_1 ⏐ Feedback and complaint key elements  🗎 \_2 ⏐ Feedback and complaint form template  \_3 ⏐ Feedback and complaint procedures  **M4\_2\_6 Review and learn**  \_1 ⏐ Comms approach review checklist | **M4\_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 provider checklist  **M4\_3\_2 Tendering process and service provider selection**  🗎 \_1 ⏐ Service provider scope of work template  **M4\_3\_3 Contract and define ways of work**  🗎 \_1 ⏐ IFRC standard contract template  \_2 ⏐ Contract requirements e-transfer checklist  **M4\_3\_4 Beneficiary data mnagement and protection**  \_1 ⏐ Data protection principles  🗎 \_2 ⏐ Data protection clause template  🗎 = Template  *Tool that can be adapted for use*  **Icon Key:** |
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🗎 = Template

*Tool that can be adapted for use*

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| **M4\_4 Registration and Identification**  [*Step roadmap*](M4_4%20Registration/M4_4_0%20Roadmap.docx) | **M4\_5 Distribution and Encashment**  [*Step roadmap*](M4_5%20Distribution/M4_5_0%20Roadmap.docx) |
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| **M4\_4\_1 Plan and prepare for registration**  🗎 \_1 ⏐ Distribution ticket template  🗎 \_2 ⏐ Beneficiary list template  **M4\_4\_2 Identification and authentification**  \_1 ⏐ Identification and authentification  🗎 \_2 ⏐ Beneficiary card mail merge  instruction guide  \_2a ⏐ Beneficiary card template –front  \_2b⏐ Beneficiary card template - back | **M4\_5\_1 Training and communication**  🗎 \_1 ⏐ Staff training template  🗎 \_2 ⏐ Training questionnaire template  🗎 \_3 ⏐ Service provider training template  🗎 \_4 ⏐ Letter to merchant template  **M4\_5\_2 Planning and implementing distributions**  \_1 ⏐ Distribution site assessment checklist  \_2 ⏐ Distribution site organisation  🗎 \_3 ⏐ Distribution list template  🗎 \_4 ⏐ Distribution plan template  🗎 \_5 ⏐ Distribution report template  🗎 \_6 ⏐ Logistics requisition form  🗎 \_7 ⏐ Waybill  **M4\_5\_3 Encashment planning**  🗎 \_1 ⏐ Encashment agent capacity template  🗎 \_2 ⏐ Encashment time estimation template  🗎 \_3 ⏐ Encashment plan template  🗎 \_4 ⏐ Proxy letter  **M4\_5\_4 Encashment implementation**  🗎 \_1 ⏐ Payment order template  🗎 \_2 ⏐ Encashment sheet template  🗎 \_3 ⏐ Encashment report template  **M4\_5\_5 Reconciliation (pending)**  \_1 ⏐ Reconciliation roadmap  \_2 ⏐ Reconciliation checklist  🗎 \_3 ⏐ Reconciliation documentation package |
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