BCA key information checklist

This chart is intended to be used as a template highlighting all key information that your team should prepare to better organise the programme and be ready to communicate to beneficiaries during different phases of the program cycle. This can be used as a basis for programme design, volunteer training on the programme and, as a final step, as beneficiary communication.

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| **When?** | **Key points** | **Inputs** |
| **Consultation** | * Inclusion criteria – how to decide who should be selected as a beneficiary |  |
| * What modalities are familiar/acceptable to beneficiaries? |  |
| * What payment methods are familiar/ acceptable / accessible to beneficiaries or traders? Do these differ for men and women or for other vulnerable groups? |  |
| * What forms of identification do people have, and which verification processes are appropriate/acceptable? |  |
| **Project design** | * Objectives |  |
| * Inclusion criteria |  |
| * Project duration and location |  |
| * Frequency of transfers or distributions |  |
| * Conditionality and other processes as applicable |  |
| **Before the project begins** | * How the transfer amount will be calculated and how inflation will be dealt with (if relevant)? |  |
| * How the details of the in-kind package will be established? |  |
| * Who will receive the transfer or in-kind package (head of household, women) and why? |  |
| * How to register? |  |
| * How to verify the list of recipients? |  |
| * Participating traders, banks, remittance agencies or shops as applicable |  |
| * What will be the roles and responsibilities of community leaders, local and national authorities, and other aid organizations? |  |
| **Distribution phase** | * Transfer amount |  |
| * How the transfer will be made (payment method) and what processes need to happen? |  |
| * When and where the transfer or distribution will take place and what recipients need to do or bring (what identification will be required)? |  |
| * How to receive training or help (if the transfer method is unfamiliar)? |  |
| * Who will be able to collect the transfer or in-kind commodities? |  |
| * How to nominate someone to collect the transfer or in-kind commodities on another person’s behalf? |  |
| * Who to contact if something goes wrong, and what to expect? |  |
| * What would constitute corruption/fraud and how to report it? |  |
| **Post-distribution phase** | * How to provide feedback? |  |
| * How to report a grievance, abuse or fraud? |  |
| **Before project closing** | * When the project will end and when the last transfer or distribution will take place? |  |
| * What plans have been made for ongoing support and what other support is available (if applicable)? |  |
| * If a phased withdrawal or distribution is planned, what are the selection criteria and time frames? |  |