

Preparedness	Assessment	Response Analysis	Set-up & Implementation	Monitoring & Evaluation
<ol style="list-style-type: none"> <li>1 Prepare and analyse</li> <li>2 Develop and implement</li> <li>3 Review, learn and improve</li> </ol>	<ol style="list-style-type: none"> <li>1 Planning and preparation</li> <li>2 Cash sensitive community assessment</li> <li>3 Rapid market assessment</li> <li>4 Service providers, organisational capacity and risk analysis</li> </ol>	<ol style="list-style-type: none"> <li>1 Feasibility, modality and mechanism selection</li> <li>2 Decisions on transfer value</li> <li>3 Targeting decisions</li> </ol>	<ol style="list-style-type: none"> <li>1 Programme set-up</li> <li>2 Beneficiary communication &amp; accountability</li> <li>3 Service provider selection</li> <li>4 Registration &amp; identification</li> <li>5 Distribution &amp; encashment</li> </ol>	<ol style="list-style-type: none"> <li>1 GTP M&amp;E planning</li> <li>2 Programme monitoring</li> <li>3 Market monitoring</li> <li>4 GTP evaluation</li> </ol>

## Sub-Steps Overview

Preparedness	Assessment	Response Analysis	Set-up & Implementation	Monitoring & Evaluation
<b>1 Prepare and analyse</b> <ol style="list-style-type: none"> <li>1 Secondary data review and analysis</li> <li>2 Primary data collection and analysis</li> <li>3 Baseline documentation</li> <li>4 Scenario development</li> <li>5 Build stakeholder engagement in CTP Preparedness</li> <li>6 Preparedness gap analysis and self-assessment</li> <li>7 Develop and implement key advocacy messages</li> </ol> <b>2 Develop and implement</b> <ol style="list-style-type: none"> <li>1 Appointment a NS-CTP focal point</li> <li>2 Establish a CTP technical working group</li> <li>3 Develop CTP preparedness plan of action</li> <li>4 Develop CTP SOPs</li> <li>5 Mainstream CTP into strategic, contingency and response plans</li> <li>6 Incorporate CTP into HR systems</li> <li>7 Incorporate CTP into financial systems</li> <li>8 Incorporate CTP into M&amp;E systems</li> <li>9 Incorporate CTP into RM systems</li> <li>10 Conduct a simulation and/or pilot</li> <li>11 Internal and external coordination of CTP actions</li> <li>12 Develop and implement CTP comms and awareness materials</li> </ol> <b>3 Review, learn and improve</b> <ol style="list-style-type: none"> <li>1 Creating a learning environment</li> <li>2 Internal review of CTP operations</li> <li>3 External evaluation of CTP operations</li> <li>4 Document and disseminate learning</li> </ol>	<b>1 Planning and preparation</b> <ol style="list-style-type: none"> <li>1 Initial decision for cash</li> <li>2 Choose assessment tools</li> <li>3 Find relevant secondary data</li> <li>4 Map stakeholders</li> </ol> <b>2 Cash sensitive community assessment</b> <ol style="list-style-type: none"> <li>1 Get cash specific information from the community</li> <li>2 Understand access to markets and financial services</li> <li>3 Identify and quantify priority needs</li> <li>4 Consolidate community findings</li> </ol> <b>3 Rapid market assessment</b> <ol style="list-style-type: none"> <li>1 Identify key commodities &amp; markets</li> <li>2 Collect market information</li> <li>3 Consolidate market findings</li> </ol> <b>4 Service providers, organisational capacity and risk analysis</b> <ol style="list-style-type: none"> <li>1 Assess financial services</li> <li>2 Assess organisational capacity</li> <li>3 Analyse risks</li> </ol>	<b>1 Feasibility, modality and mechanism selection</b> <ol style="list-style-type: none"> <li>1 Explore response options</li> <li>2 Check if cash is feasible</li> <li>3 Compare modalities and mechanisms</li> <li>4 Conduct thorough risk analysis</li> <li>5 Calculate cost efficiency</li> <li>6 Compare options and make a decision</li> </ol> <b>2 Decisions on transfer value</b> <ol style="list-style-type: none"> <li>1 Set the value</li> <li>2 Adjust the value</li> </ol> <b>3 Targeting decisions</b> <ol style="list-style-type: none"> <li>1 Identify most affected areas</li> <li>2 Identify targeting criteria &amp; mechanisms</li> </ol>	<b>1 Programme set-up</b> <ol style="list-style-type: none"> <li>1 Develop CTP operational plan</li> <li>2 Internal coordination</li> <li>3 Coordination with other actors</li> </ol> <b>2 Beneficiary communication &amp; accountability</b> <ol style="list-style-type: none"> <li>1 Develop a BCA plan</li> <li>2 Build staff capacity</li> <li>3 Select communication channels &amp; tools</li> <li>4 Develop messages for target audience</li> <li>5 Develop feedback and complaint mechanism</li> <li>6 Review &amp; learn</li> </ol> <b>3 Service provider contracting</b> <ol style="list-style-type: none"> <li>1 Research potential service providers</li> <li>2 Tendering process &amp; service provider selection</li> <li>3 Contract &amp; define ways of work</li> <li>4 Beneficiary data management &amp; protection</li> </ol> <b>4 Registration &amp; identification</b> <ol style="list-style-type: none"> <li>1 Plan &amp; prepare for registration</li> <li>2 Identification &amp; authentication</li> </ol> <b>5 Distribution &amp; encashment</b> <ol style="list-style-type: none"> <li>1 Training &amp; communication</li> <li>2 Planning &amp; implementing distributions</li> <li>3 Encashment planning</li> <li>4 Encashment implementation</li> </ol>	<b>1 GTP M&amp;E planning</b> <ol style="list-style-type: none"> <li>1 Develop M&amp;E strategy</li> <li>2 Build staff capacity</li> </ol> <b>2 Programme monitoring</b> <ol style="list-style-type: none"> <li>1 Baseline</li> <li>2 Encashment monitoring</li> <li>3 Post-distribution monitoring</li> </ol> <b>3 Market Monitoring</b> <ol style="list-style-type: none"> <li>1 Monitor traders</li> <li>2 Monitor price data</li> <li>3 Respond to price changes</li> </ol> <b>4 GTP evaluation</b> <ol style="list-style-type: none"> <li>1 Set evaluation criteria &amp; questions</li> <li>2 Prepare evaluation ToRs</li> <li>3 Generate reports</li> </ol>