

# Cash in Emergencies: Toolkit Overview



 <p><b>M1 Preparedness</b></p>	 <p><b>M2 Assessment</b></p>	 <p><b>M3 Response Analysis</b></p>	 <p><b>M4 Implementation</b></p>	 <p><b>M5 Monitoring &amp; Evaluation</b></p>
<p><b>1.1 Leadership Commitment</b></p> <p><b>1.2 Processes, systems and tools</b></p> <p><b>1.3 Financial and human resources and capacities</b></p> <p><b>1.4 CEA, Coordination and Partnership</b></p> <p><b>1.5 Test, Learn and Improve</b></p>	<p><b>2.1 Plan &amp; prepare</b></p> <p><b>2.2 Community</b></p> <p><b>2.3 Rapid market assessment</b></p> <p><b>2.4 Service providers, organizational capacity and risk analysis</b></p>	<p><b>3.1 Feasibility, modality and mechanism</b></p> <p><b>3.2 Transfer value</b></p> <p><b>3.3 Targeting</b></p>	<p><b>4.1 Setup</b></p> <p><b>4.2 Beneficiary communication and accountability</b></p> <p><b>4.3 Service provider</b></p> <p><b>4.4 Registration</b></p> <p><b>4.5 Distribution</b></p>	<p><b>5.1 M&amp;E planning</b></p> <p><b>5.2 Programme monitoring</b></p> <p><b>5.3 Market monitoring</b></p> <p><b>5.4 CTP evaluation</b></p>
<p><b>1.1 Leadership Commitment</b></p> <p>1.1.1 Vision and strategy</p> <p>1.1.2 Organizational structure</p> <p>1.1.3 CVA capacity assessment and gap analysis</p> <p>1.1.4 Operational plans and CVA</p> <p>1.1.5 Leadership-led advocacy</p> <p><b>1.2 Processes, systems and tools</b></p> <p>1.2.1 Roles and responsibilities</p> <p>1.2.2 Incorporating CVA in systems</p> <p>1.2.3 Infrastructure, equipment and technology</p> <p><b>1.3 Financial and human resources and capacities</b></p> <p>1.3.1 Funding availability, release and replenishment</p> <p>1.3.2 CVA human resource capacity analysis</p> <p><b>1.4 CEA, Coordination and Partnership</b></p> <p>1.4.1 Community Engagement and Accountability</p> <p>1.4.2 Internal coordination</p> <p>1.4.3 Internal partnerships</p> <p>1.4.4 External coordination</p> <p>1.4.5 External partnerships</p> <p><b>1.5 Test, Learn and Improve</b></p> <p>1.5.1 Testing CVA capacity</p> <p>1.5.2 CVA knowledge management</p> <p>1.5.3 Reassessing CVA capacity</p>	<p><b>2.1 Plan &amp; prepare</b></p> <p>2.1.1 Initial decision for cash</p> <p>2.1.2 Choose assessment tools</p> <p>2.1.3 Find relevant secondary data</p> <p>2.1.4 Map stakeholders</p> <p><b>2.2 Community</b></p> <p>2.2.1 Get cash-specific information from community</p> <p>2.2.2 Understand access to market and financial services</p> <p>2.2.3 Identify and quantify priority needs</p> <p>2.2.4 Consolidate community findings</p> <p><b>2.3 Rapid market assessment</b></p> <p>2.3.1 Identify key commodities and markets</p> <p>2.3.2 Collect market information</p> <p>2.3.3 Consolidate market findings</p> <p><b>2.4 Service providers, organizational capacity and risk analysis</b></p> <p>2.4.1 Assess financial services</p> <p>2.4.2 Assess organizational capacity</p> <p>2.4.3 Analyse risks</p>	<p><b>3.1 Feasibility, modality and mechanism</b></p> <p>3.1.1 Explore response options</p> <p>3.1.2 Check if cash is feasible</p> <p>3.1.3 Identify relevant comparison criteria</p> <p>3.1.4 Conduct thorough risk analysis</p> <p>3.1.5 Calculate cost-efficiency</p> <p>3.1.6 Compare options &amp; make a decision</p> <p><b>3.2 Transfer value</b></p> <p>3.2.1 Set the value</p> <p>3.2.2 Adjust the value</p> <p><b>3.3 Targeting</b></p> <p>3.3.1 Identify most affected areas</p> <p>3.3.2 Identify targeting criteria &amp; mechanisms</p>	<p><b>4.1 Setup</b></p> <p>4.1.1 Develop CTP operation plan</p> <p>4.1.2 Internal coordination</p> <p>4.1.3 Coordination with other actors</p> <p><b>4.2 Beneficiary communication and accountability</b></p> <p>4.2.1 Develop a BCA plan</p> <p>4.2.2 Build staff capacity</p> <p>4.2.3 Select communication channels &amp; tools</p> <p>4.2.4 Develop messages for target audience</p> <p>4.2.5 Develop feedback and complaint mechanism</p> <p>4.2.6 Review &amp; learn</p> <p><b>4.3 Service provider</b></p> <p>4.3.1 Research potential service providers</p> <p>4.3.2 Tendering process &amp; service provider selection</p> <p>4.3.3 Contract &amp; define ways of work</p> <p>4.3.4 Beneficiary data management &amp; protection</p> <p><b>4.4 Registration</b></p> <p>4.4.1 Plan and prepare for registration</p> <p>4.4.2 Identification &amp; authentication</p> <p><b>4.5 Distribution</b></p> <p>4.5.1 Training &amp; communication</p> <p>4.5.2 Planning &amp; implementing distributions</p> <p>4.5.3 Encashment planning</p> <p>4.5.4 Encashment implementation</p> <p>4.5.5 Reconciliation</p>	<p><b>5.1 M&amp;E planning</b></p> <p>5.1.1 Develop M&amp;E strategy</p> <p>5.1.2 Build staff capacity</p> <p><b>5.2 Programme monitoring</b></p> <p>5.2.1 Baseline</p> <p>5.2.2 Encashment monitoring</p> <p>5.2.3 Post-distribution monitoring</p> <p><b>5.3 Market monitoring</b></p> <p>5.3.1 Monitor traders</p> <p>5.3.2 Monitor price data</p> <p>5.3.3 Respond to price changes</p> <p><b>5.4 CTP evaluation</b></p> <p>5.4.1 Set evaluation criteria &amp; questions</p> <p>5.4.2 Prepare evaluation ToRs</p> <p>5.4.3 Generate reports</p>