Cash Preparedness

Suggested Minimum and Advance Preparedness Actions

**Minimum Preparedness Actions** *(Definition: not risk or scenario-specific, do not require significant additional resources – e.g. establishment of coordination and management arrangements, preparing for joint needs assessments, IM, establishing operational capacity and arrangement to deliver)*.

1. Identify/designate agency cash focal points.

2. Evaluate the level of CBT knowledge among agency focal points, HCT members, the HC and other relevant staff, and determine the need and opportunities for CTP capacity-building/training. *(For training resources, see e.g. CaLP website)*.

3. Establish a dedicated Cash Working Group to ensure technical coordination on cash transfer programmes, linked to the ICCG. Where cash coordination mechanisms already exist, ensure they are represented in the ICCG and are part of the formal humanitarian system. *(Attach sample TORs)*

4. Establish dedicated Cash Working Group page on the country-specific HRInfo page for sharing of CBT related information.

5. Agree on adapting 3Ws template to ensure cash transfer programmes are systematically and accurately reported. *(Attach sample best practice)*

6. Integrate assessment of cash and markets into joint assessments, including rapid assessments following new emergencies.

7. Establish linkages with relevant government focal points and (depending on the context) familiarise them with opportunities and risks associated with cash transfer programmes / update them on ongoing CTP programmes / evaluate opportunities for linkages with existing cash assistance mechanisms (e.g. social safety net programmes), etc.

8. Through the CWG, map and bring together financial service providers (banks, remittance agencies, mobile network operators, postal service, microfinance institutions) and humanitarian actors to outline basic asks of each party and a common contract template.

9. Establish roles and responsibilities for undertaking any other technical areas of work, including leading the assessment of markets, ICT and financial services.

10. Carry out a self-assessment exercise to identify organizational capacity gaps to implement CTP at scale and in a timely manner. *(E.g. CALP’s CTP Organisational Capacity Assessment Tool)*
**Advanced Preparedness Actions and Contingency Planning** *(Definition: complementary and should be initiated together to plan for specific risks when risk analysis and monitoring indicate moderate or high risk. To advance HCT readiness to respond to specific risks, building on MPAs).*

- In preparation for a specific risk:
  - Complement existing secondary data on cash feasibility with a comprehensive assessment of any gap areas, including the potential impact on market systems and capacities, on ICT service providers, etc. *(see e.g. DFID preparedness project’s Cash Feasibility Framework, IFRC ...)*
  - As part of the discussion and determination of appropriate response options, determine feasibility of multipurpose cash, conditional/restricted cash, and in-kind assistance. *(see e.g. DFID preparedness project’s Cash Feasibility Response Options Framework)*
  - Establish Standard Operating Procedures with partner agencies to facilitate the implementation of any joint response options, to be activated in case of emergency, including:
    - Beneficiary selection
    - Delivery mechanisms (direct cash, ATMs, mobile technology, etc.)
    - Transfer values
    - Duration and frequency
  - Establish Standard Operating Procedures and contracts with other key implementing stakeholders, including financial institution, ICT companies, national and development actors, etc. to be activated in case of emergency.