Module Roadmap

### Step 1 Programme Set-Up

1.1 Develop CTP operation plan
   - 1. CTP Ops PoA template
   - 2. Logical framework template
   - 3. IFRC budget template
   - 4. CTP workplan template

1.2 Internal coordination
   - 1. CTP internal coordination

1.3 Coordination with other actors
   - 1. Key elements of CTP coordination
   - 2. Responsibilities of cash coordination groups
   - 3. CTP 4Ws matrix template

### Step 2 Ben Comms & Accountability

2.1 Develop a BCA plan
   - 1. BCA plan template

2.2 Build staff capacity
   - 1. BCA building blocks
   - 2. Ten comms rules

2.3 Select communication channels & tools
   - 1. Select comms options

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

2.5 Develop feedback and complaint mechanism
   - 1. Feedback and complaint key elements
   - 2. Feedback and complaint form template
   - 3. Feedback and complaint procedures

2.6 Review & learn
   - 1. Comms approach review checklist

### Step 3 Service Provider Selection

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 providers checklist

3.2 Tendering process & service provider selection
   - 1. Service provider scope of work template

3.3 Contract & define ways of work
   - 1. IFRC standard contract template
   - 2. Contract requirements e-transfer checklist

3.4 Beneficiary data management & protection
   - 1. CTP data protection principles
   - 2. Data protection clause template
Set-Up & Implementation

4.1 Plan and prepare for registration
   - Distribution ticket template
   - Beneficiary list template

4.2 Identification & authentication
   - Identification & authentication
   - Beneficiary card template

5.1 Training & communication
   - CTP staff training template
   - CTP training questionnaire template
   - CTP service provider training template
   - Letter to merchant template

5.2 Planning & implementing distributions
   - Distribution site assessment checklist
   - Distribution site organisation
   - Distribution list template
   - Distribution plan template
   - Distribution report template

5.3 Encashment planning
   - Encashment agent capacity template
   - Encashment time estimation template
   - Encashment plan template

5.4 Encashment implementation
   - Payment order template
   - Encashment sheet template
   - Encashment report template

Icon Key:

= Template
 Tool that can be adapted for use