

## Step 7: M&E and Capacity Building

Integrate CVA in your overall MEAL plan (e.g. FbF Program Logframe, EAP M&E Plan) ensuring you collect and analyze data about CVA Early Actions impact.

Maintaining and updating the systems, processes and tools is key as the EAP might be in force for 5 years without activations; therefore some information, processes and training should be repeated

regularly to ensure the NS operational readiness to implement CVA in a timely and efficient manner. Markets and the financial service providers landscape can change quickly at times informing changes to the cash grant value or expanding opportunities for new delivery mechanisms such as mobile transfers if these become mainstreamed in the target areas.

### Key Considerations

- Plan, budget for updating baseline assessments (community, markets and FSPs) on a yearly basis or after a big change in context
- Conduct regular assessment updates (community, markets, FSPs and capacity) to inform changes to the EA intervention
- Ensure a market monitoring system is in place to regularly check (quarterly – every 4 months or depending on seasonality) relevant changes in market (access, price, availability or quality).
- Update the cash transfer value based on the market assessment/monitoring results to ensure the amount is adequate to meet EA objectives. Ensure the FbF EAP plan and budget include a contingency fund to enable potential adjustments
- Conduct real time simulations, ideally on a yearly basis or at least every two years, complemented with table top simulations to keep the process alive. adapt and improve EA CVA plans, systems and tools based on the learning
- Plan CVA and market assessment trainings for new NS staff and volunteers and when relevant link up with existing cash preparedness initiatives in the country
- When relevant, engage with shock responsive social protection initiatives in the country, and explore and act on potential linkages
- Update when needed service provider Framework Agreements or contracts, especially when new delivery mechanisms can be incorporated. Update if needed roles and conditions of the Framework Agreement or MOU with FSP/Trader.



Ensure adequate budgets are included in planned simulation exercises, in the CTP preparedness PoA, and/or contingency planning budget. Due to flexibility of activation, ensure all systems related to activation are checked and updated on an annual basis. In addition compiling M&E learnings post activation, should be integrated as new considerations in your EAP logframe.

## **Toolbox**

### **Regional strategy documents**

Case Study: PTE Feasibility (ES)

Shock Responsive Social Protection in Latin America and the Caribbean (Video by OPM)

What role can social protection systems play in responding to humanitarian emergencies? (Video by WFP/OPM)

### **Tools**

Cash Feasible Checklist

RAM Rapid Assessment of Markets

FSP Mapping

FbF NS Cash Capacity SWOT Analysis

Comparing Response Modalities and Delivery Mechanisms

Modality Decision making Matrix

Mechanisms Decision making Matrix

Calculating the Transfer Value

Calculating the Transfer Value Template

Considerations when setting the Transfer Value

Roles and Responsibilities

Targetting, Registration, Distribution and Reconciliation Guidance

Distribution List Template

Distribution Plan Template

CEA Tool

CAV GRC Data Protection Principles

FbF Third Party Reconciliation Template

