**ROLES AND RESPONSIBILITIES**

Roles and Responsibilities

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|  |  | **Cash/Vouchers through third parties/service providers** |
|  | **Processoverview**  |  |
|  | **Cashmodality** | Cash grants (conditional or unconditional), cash for work payments |
|  | **Cash/voucher deliverymechanism** | Cash: Through a third party/FSP such as a bank, mobile phone company, remittance company. The transfer can be physical or electronic (e.g. mobile, e-transfers). Terms used for third party include: Financial Service Provider (FSP), e-transfer agent, transfer company, financial intermediary Voucher (commodity or cash value): Through a third party such as vendor, supermarkets etc. |
|  | **Flow of events (might overlap or vary in order)** |
| **Planning** | **Action** | **Lead responsibility** |
| **Context Feasibility Assessment (Community, Market, Financial Service Provider)** * Understanding communities priority needs and preferences and their access to markets, financial services and financial literacy.
* Understanding on perceived Risk associated to receiving Cash and Voucher assistance.
* Conducting a market assessment baseline that is including access, prices, availability, supply chain and trends
* For Voucher: conduct a vendor assessment
* Conduct a FSP mapping with respective considerations suitable for FbF context
 | **Programmes** and LogisticsFbF ManagerFinance |
| **Cash Capacity Assessment of the National Society and Programme Staff*** Conducting a SWOT (cash capacity assessment) of the National Society
* Developing a Preparedness Plan of Action of steps that need to be conducted in order to be able to integrate cash-based actions into programming
* Collaborating with PNS and Movement Partners on cash preparedness
* Linking up with Regional Cash Focal Points and link up with you FbF Cash Focal Points
* Establish or actively engage National Society Cash Focal Point
 | FbF Manager(Cash Preparedness Focal Point if existent) |
| **Response Option Analysis to choose most adequate modality*** The feasibility of each modality and potential mechanisms must be checked.
* Select the modality and mechanism based on a comparative analysis that includes timeliness, flexibility, efficiency, risks/mitigation and costs.
 | FbF ManagerFinanceLogistics |
| **Informing the cash and voucher components of the FbF EAP** * Informing the cash-based early actions of the EAP, including budget considering input from multidisciplinary team (logistics, finance, security) when needed and possible and prepare the set-up
 | FbF Manager |
| **Contracting the service providers (FSPs, Vendor)*** Follow IFRC tender and contracting **according procurement requirements and regulations** (including criteria/specifications and validated as IFRC procurement regulations) and IFRC Cash SOPs
 | **Programmes**FbF Manager, Logistics, Finance |
| **Design targeting, registration and distribution plan** * Targeting and registration system is in place and complies with the data protection requirements (ensure consent by people assisted on use of data etc.)
* Registration mechanism is in place and complies with the data protection requirements (ensure consent by people assisted on use of data etc.)
* Distribution plan is designed (clear roles & responsibilities for on-site distribution among Project Team and Third Party). Distribution can be of vouchers,cards, or sims that then are used to access money via the service provider or direct distribution of cash via 3rd party.
 | FbF Manager |
| **CEA Plan and M&E Plan*** Integrate cash-based early actions into overall CEA and M&E Plans of the EAP according to selected mechanism (cash, vouchers, etc.)
 | FbF Manager and M&E |
| **Implementation** | **Data Protection Compliance*** Comply with data protection principles. Ensure that the Team is familiar and takes respective actions
 | FbF Manager |
| **Validate and execute transfer to the 3rd party after activation**According to service contract  | FbF Manager **Finance** |
| **Distribution** * Identify safe distribution sites and adapt the distribution plan to the target areas/communities
* Ensure everyone is aware of their role and responsibilities
* Ensure relevant stakeholders (Distribution Team, Service Provider etc.) have all templates and documents in place to ensure proper reconciliation and reporting
* If using digital data management systems, seek specific IT support systems/advice if necessary and ensure that data analysis can take place
* Cash: Execute money transfer to target households. Service provider executes payments to target household representatives as per agreed ID requirements and obtaining proof of receipts (stipulated in contract)
* Vouchers: Execute commodity/service transfer to the target people as per agreed contract and ID requirements and obtaining proof of receipts
* Conduct exit interviews at distribution sites
 | FbF Manager, Service Provider, IT |
| **Technical support to target people** * Ensure that all target household representatives receive necessary support to utilize cash transfer/vouchers appropriately
 | FbF Manager |
| **Proof of receipt/validation of reconciliation*** reconciliation as per set-up, project agreement
* establish control cycle with finance for financial validation of reconciliation depending on encashment plan
* Finance validates reconciliation
* Logistics ensures contractual compliance
* in case of existing balance a refund may be requested depending on project agreement/service contract
 | **FbF Manager****Finance****Logistics** |
| **Monitoring and Reporting** | **Final reconciliation of third party/service provider account*** service provider to submit financial/voucher reconciliation report in order to settle and finalise the payment of agreed service fees and/or pending balances following documents need to provide:
1. copy of service contract
2. copy of request for payment
3. final target household representatives list (encrypted)
4. confirmation of distribution - signed receipt/encashment
 | **FbF Manager**& HNS & Finance, Logs |
| **Monitoring and reporting** * M&E is an ongoing process and should include impact monitoring throughout the project to support project adaptation if needed
* PDM shall include monitoring of outputs / outcome Control group/population (not receiving assistance)
* Documentation of learnings / consideration of those in further activities and other projects
 | **FbF Manager** |