

ANNEX 5 – Myanmar Cash Tools in Emergencies

July 2020

CASH FEASIBILITY CHECKLIST FOR IMMEDIATE RESPONSE

Within 72 hours of a major emergency, the Myanmar Cash Working Group will provide recommendations to the HCT and other stakeholders on feasibility of CBT (Cash Based Transfers). This checklist will support this initial discussion, but should not preclude more detailed discussions during the following days/weeks of the emergency.

Criteria		Y	N	Comments
Needs to be met	Can the identified needs of affected people be met by goods and services?			
Government policy	Is CBT acceptable within latest national and local government policies?			
Markets	Are markets accessible after the emergency?			
	Are needed items available in sufficient quantity and at acceptable prices in the local markets? If not, can regional/national markets provide needs?			
	Are traders able and willing to adapt to an increased demand? If not, can market support help ensure supply?			
Acceptance and preferences	Is CBT a preferred option for the beneficiaries? (Consider issues including empowerment, dignity, capacity to deal with/acceptance of technology, vulnerability and existing responsibilities of household heads. Try to gather the information through quick consultation of affected population) If not, can their concerns be addressed immediately, or for the next stage of the response?			
Infrastructure and Financial Service Providers	Is the infrastructure in place to deliver CBT (if cash in envelopes)?			
	Can financial service providers offer suitable delivery mechanisms (time, location, frequency, maximum amount, service fees, etc.)?			
Modalities	Is there one preferred modality to be used in the area (cash in envelopes, mobile money, bank transfers, ...)? Which mobile companies are covered in the area? (The availability of mobile operators in the affected areas.) Is the connection strong? Average percentage of mobile phone ownership after the emergency? Is it possible to provide alternative vouchers/verification documents if mobile phone ownership or coverage is weak? Is there an option for conditional cash transfers?			
Organisational capacity	Are there enough organizations who have sufficient experience and capacity (programmatic, financial, logistic) to provide CBT in this geographic area? Do these organizations have contingency plans/SOP for CBT?			
Risks	Are the protection risks associated with CBT acceptable and possible to mitigate? (Consider issues incl. potential impact on gender relations and division of labor, beneficiary and staff security, impact on markets, COVID19 related risks for distributions and receivers, whether all vulnerable groups can access the system, risk of GBV, Aid diversion as well corruption issues.)			
Timeliness	Is it possible to set up and implement a CBT with the necessary speed and at the intended scale?			
Cost-efficiency	Are acceptable modalities & mechanisms cost-efficient?			
Monitoring	Is it possible to monitor the success of CBT (including potential protection impact)?			
Covid-19 Considerations	Can cash assistance be delivered in safe way by minimizing COVID-19 exposure risk. Through preventative health and security precautions.			

If all questions have been answered positively, CBT should be considered for the immediate response. If one or more questions have been answered negatively, CBT should not be implemented immediately but be considered as an option after the initial response - depending on the result of assessments and response option analysis.

EMERGENCY STANDARD OPERATION PROCEDURES (SOP)

This table describes some of the key actions the CWG will take in the case of a new emergency in Myanmar. It is not exhaustive but should serve as an initial checklist¹:

Action	Reference Documents	Responsible
Re-circulate common tools and guidance (including guidance on protection risk assessments and vulnerability criteria) and link to MIMU webpage	Documents under 'General CBT Guidelines & Tools' and 'CBT on Gender & Protection' on MIMU Cash webpage http://www.themimu.info/emergencies/cash-based-programming-resources	CWG chair
Request organizations to share information on cash feasibility and market assessments as it is being collected. Ask organizations to confirm their participation in technical work related to CBT in current emergency response.		CWG chair
Call a meeting of the CWG to discuss available information and common approaches		CWG chair
<u>Interaction with Government:</u> Establish contact with government to discuss cash feasibility and government policy in the context of the disaster	Liaison with DSW, DRD and GAD Liaison with State and WVTA administrators in target areas.	CWG chair
<u>Engagement and coordination with the cluster and sectors:</u> Activate coordination mechanism, including definition of focal point for each sector and for each geographical area		
<u>Assessments:</u> <ul style="list-style-type: none"> – Review secondary information available on cash feasibility following the disaster (markets, access, protection issues, government policy, etc.) – Confirm geographical coverage for market assessments – Compile market assessments information from affected regions – Provide recommendations to the HCT and other stakeholders on feasibility of cash transfer programming, based on information compiled from organizations, including risk mitigation measures – Review financial service providers mapping in light of disaster 	Documents under 'Other Related Documents' and 'Tools developed during the flood response' in 2015 on MIMU Cash webpage http://www.themimu.info/emergencies/cash-based-programming-resources	CWG CWG CWG chair CWG
<u>Multi-purpose grants:</u> Update Minimum Expenditure Basket amount, taking into account impact of the emergency and geography	Tool – Myanmar Expenditure Baskets for Multi-purpose Cash Grants Tool – Cash preparedness profiles for States/regions (prepared by WFP)	Cluster and Sector Leads, and CWG
<u>Cash for Work</u> Setting of recommended CFW wage rates. Dissemination of CFW work norms.	Myanmar minimum wage rates and rates for skilled vs non-skilled labor. Member agencies CFW work norms and guidance.	
<u>Surge support and inter-agency coordination:</u> Review surge capacities for cash coordination and request CashCap deployment if necessary Discuss and explore which organizations are willing to and able to provide support to other organizations on CBT in current response (could be sharing of detailed guidance or limited support on selected topics) A smaller inter-agency group to coordinate with donors and government representatives to share consolidated updates, answer queries and advocacy messages		CWG chair
<u>Information Management:</u>	Tool - 4W collection format – MIMU Cash webpage	CWG

¹ Ensure taking into account the IASC Guidance on Gender Equality and Cash Transfer Programmes - http://themimu.info/sites/themimu.info/files/documents/Guidance_on_Gender_Equality_Cash_Transfer_Programmes_in_Crisis_Apr2015.pdf

Ensure 4W information is collected on the response (ongoing). If necessary, collect separate 3 or 4Ws for the response specifically looking at target areas.	Web based, real-time data entry tool can be prepared and sent to all organizations	
Call second meeting of CWG. Discuss various financial service providers (FSP) options based on past experience existing agreements of organizations or ongoing discussions or research available.		CWG chair
Targeting: <ul style="list-style-type: none"> - Facilitate coordination of geographic targeting - Discuss common vulnerability criteria (based on review of government beneficiary selection criteria, if available and quick meeting of interested CWG members) - Review key messages for communicating with communities on cash and review complaints mechanisms 	Documents under 'General CT Guidelines & Tools' and 'CT on Gender & Protection' on MIMU Cash webpage http://www.themimu.info/emergencies/cash-based-programming-resources	Cluster and Sector Leads and CWG
Transfer modalities: Share updated information on financial service providers (FSPs) and available transfer modalities, given impact of disaster	Tool – voluntary disclosure of services and pricing. Form to be sent by CWG secretariat to FSPs every six months (new idea for consideration)	CWG
Funding and Humanitarian Response Plan: <ul style="list-style-type: none"> - Ensure common messaging to HCT & donors about cash feasibility - Ensure inclusion of cash-based responses in the HRP 	- CWG Key Messages - HRP 2020	CWG chair
Information Management: Ensure Post Distribution Monitoring information is shared	Post-distribution monitoring Core Questions http://www.themimu.info/sites/themimu.info/files/documents/Tool_-_CWG_-_Post_Distribution_Monitoring_Core_Questions.doc Tool - post distribution monitoring guidelines (to be developed or adapted from Global tools)	CWG
Knowledge Management: Explore possibility of real-time evaluation of interested partners and CWG as an entity <u>Carry out lessons learned workshop on CTP response operations in current response</u>	Tool – ToR for real-time evaluation or lessons learned workshop to be prepared and agreed in advance	CWG

MINIMUM EXPENDITURE BASKET

Minimum Expenditure Basket (MEB) of Cash Working Group used in CBT feasibility Assessment

1. Monthly package per person

a) Food and Hygiene

Sr.	Item Description	Unit	Quantity
1	Palm Oil	Kg	0.9
2	Pulses	Kg	1.8
3	Rice	Kg	13.5
4	Salt	Kg	0.15
5	Sanitary pads Flood Emergency	Pac.	1
6	Soap	No.	2
7	Soap (Laundry)	No.	2
8	Toothpaste	No.	1

2) One off per Household

a) Shelter & WASH

Sr.	Item Description	Unit	Quantity
1	Bathing towel	No.	2
2	Blanket	No.	4
3	Mosquito net	No.	2
4	Plastic Mat	No.	4
5	Plastic tarpaulin	No.	2
6	Rope	No.	2
7	Candles	No.	2
8	Tooth brush	No.	5
9	Jerry Can	No.	1

b) Clothing

Sr.	Item Description	Unit	Quantity
1	Children clothing sets (bottom and top) (A)	No.	1
2	Children clothing sets (bottom and top) (B)	No.	1
3	Children clothing sets (bottom and top) (C)	No.	1
4	Longyi for adult (female)	No.	1
5	Longyi for adult (male)	No.	1
6	T Shirt for adult (A)	No.	1
7	T Shirt for adult (B)	No.	1
8	Slippers for adult	No.	2
9	Slippers for children	No.	3

An amount to pay off small-sized debts or other household expenses (such as for treatment of diseases) should be included in the MEB. Also, for purposes of awareness and clarity, various government cash grant sizes and their calculations should be included as an Annex.

Minimum Expenditure Basket (MEB) Prices & Source-2019						
Region	Ayeyarwady	Bago	Magway	Mandalay	Rakhine	Sagaing
Monthly Package per person						
Food & Hygiene	14,000	17,000	14,500	15,000	14,500	16,000
One off per HH						
Shelter & Wash	77,000	83,000	78,500	80,500	65,500	69,500
Clothing	30,000	31,500	29,500	28,500	39,000	30,500
Kitchen Set	21,500	18,500	23,000	19,500	22,500	21,500
Total one-off relief	128,500	133,000	131,000	128,500	127,000	121,500
NFI						