ROLES AND RESPONSIBILITIES IN CASH TRANSFER PROCESS AT STATE COUNTY AND SCHOOL LEVEL

with specific reference to the responsibilities of SAs in ensuring all actors are well prepared

School level (including community)

- Co-operative bank will ensure payment
- HT to ensure only the girls on the list are the ones to be paid. Any fraudulent activities shall not be entertained and schools will be disqualified for any future Cash Transfers.
- HT ensure that Girls are given the original CTEFS copy as per instructions
- The HT should ensure no wrong girls are allowed to receive money.
- The HT should ensure that teachers do not take girls money. Any teacher that forces girls to give them funds will be reported to the State Minister of Education for indictment.
- HT is responsible to ensure that at least the SMC representatives will monitor each payment made to the girls
- HT to mobilise
  - SMC, and other community authorities
  - girls to be in school at indicated time
  - girls to carry their signed CTEFs from home
  - class teachers to have the girls lined up and prepared for the exercise
  - the copies of the CTEFs signed during the validation to be available for the relevant classes for further identification if/when required
- HT to ensure that girls submit the signed CTEFs after payment receipt. i.e. no girl should go home with a CTEF after receiving funds.
- HT to ensure that SMC, CLO and PES can effectively carry out their overseeing role
- HT to sign off on Co-op bank documentation summarising the process at the school (copy to remain at school)
- HT to ensure that all school documents (summary Co-op and signed school copies CTEFs plus the unsigned copies [due to unavailability of girls]) will be safely stored and made available for audit purposes when required.
- SMC representatives to be overseeing/witnessing the process
- CLO and/or PES or and/or other representatives of SA/GESS Education officials to be overseeing/witnessing the process

County level
• CLOs will have to ensure that the girls, HTs, SMCs, PESs and the wider community is aware that this year the Cash Transfer amount is 2,000 SSP for each girl.
• CLO and CED officials to support Co-op in relation to ensuring they are aware of location of the targeted schools (list for the relevant counties to be provided)
• CLO and CED to mobilise the schools and the HTs to be prepared for the payment day and aware of their responsibilities (summary of this will be drafted, but can be noted from the attached guidelines for payments of Co-op), but with specific emphasis on the elements mentioned above.

State level
• SA TL to ensure that SMoE is aware of the modalities, logistics and date of the CT process and their role in this
• SA TL will ensure that SMoE will communicate to the CEDs with instruction for their support of the CT payment exercise
• SA TL to mobilise and prepare the CLOs for their responsibilities as described above
• Ensure that Co-op bank will be supported (with contact details names; and the locations of schools, their relative accessibility) in the preparation and carrying out the payment exercise effectively
• SA will facilitate GESS representatives in their monitoring and supporting role in relation to the CT execution exercise; this will include access to internet facilities where possible