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Questionnaire on Cash Transfer Programmes addressed to Governments by the Independent Expert on the question of human rights and extreme poverty

I. Introduction

This questionnaire is designed to obtain information from States for the preparation of a report by the Independent Expert on the question of human rights and extreme poverty Ms. Magdalena Sepulveda. The report will focus on cash transfer programmes and it is due for submission to the UN Human Rights Council in 2009 pursuant to resolution 8/11.

The report will analyse both the impact of these programmes on the human rights of those people living in extreme poverty and the extent to which these programmes conform with and promote the implementation of international human rights standards. The report will also provide concrete recommendations on cash transfer programmes taking into account a human rights perspective.

How to answer the questionnaire

When answering the questionnaire, States are asked to provide information on **any and all** types of cash transfer programmes adopted between 2003 and 2008.

If the information requested in the questionnaire has been provided by the Government in another context (e.g. in a report to one of the UN human rights treaty bodies) reference to the specific report or document should be provided. There is no need to repeat the information provided elsewhere.

The questionnaire is divided into five parts: (i) the legal and institutional framework (ii) funding and coverage, (iii) implementation procedures, (iv) monitoring mechanisms and complaints procedures, and (v) Existing studies and evaluations of cash transfer programmes. Whenever possible, Governments are particularly encouraged to provide copies of relevant laws, policies, reports etc. Additional appropriate information, above and beyond that which is specifically requested would be welcome.

Governments may wish to identify a **focal point** responsible for coordinating the response to the questionnaire, and make this focal point known to the office of the Independent Expert for further follow up.

Submission of responses

Due to the limited capacity for translation, we kindly request that you submit your answers, if possible, in a UN working language. Responses should be sent in hard copy or electronic format no later than 15 December 2008 to:

UN Independent Expert on the question of human rights and extreme poverty
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II. Definition of cash transfer programmes

For the purpose of this questionnaire, cash transfer programmes consist of the provision of direct financial support to households living in poverty in order to increase their real income. Usually, the transfer aims to improve the conditions of groups that are particularly vulnerable to poverty such as children, elderly people and people with disabilities. In some cases, the transfer of resources is conditional to the fulfilment of education, health or nutrition targets by the beneficiaries (referred to as “conditional cash transfers”).

III. Questionnaire

1. Considering the aforementioned definition, please list and describe any cash transfer programmes or initiatives implemented by the Government between 2003 and 2008. **In cases where there have been more than one programme implemented, please provide a separate reply to the questions below for each programme. Please also provide distinct responses if the same programme had different implementation procedures during the last five years.**

(i) The legal and institutional framework

2. Provide details of the legal framework by which the program is established and implemented.
3. Describe the institutional framework used to implement the programmes - Indicate which governmental authorities, structures and mechanisms, including those at the federal, state/provincial, municipal and local level were involved in the design, implementation and monitoring of the programme(s).
4. Were civil society organizations involved in the design, implementation and monitoring of the programme(s)? If yes, describe their role.
5. Were popular consultations conducted during either the design, implementation and monitoring of the programme(s)? If, yes, please describe their role.

(ii) Programme costs and coverage

6. Which geographical areas are covered by the programme in the country (national, regional, local)?
7. What is the annual budget of the programme(s)? Please give details and indicate the sources of funding utilized in the design, implementation and monitoring for the programme(s).
8. What are the main costs involved at the various stages of implementation?
9. Indicate number of beneficiaries of the programme (annually)? If possible provide details on their profile (eg. sex, age, ethnicity, origin).
10. What criteria were utilized in order to determine the eligibility of beneficiaries?

11. Approximately how many potential beneficiaries were **not** reached by the programme?
12. What is the average amount transferred to each beneficiary? What is the periodicity of the transfers and the calculation utilized in order to determine it?
13. What is the criteria used to terminate the support under the programme? Is there any exit strategy in place? Are families that exit the program able to rejoin it?

(iii) Implementation procedures

14. What procedures are utilized in order to pay the beneficiaries?
15. .What should potential beneficiary do to request the programme's aid?
16. Were there any conditionalities agreed with the beneficiaries of the programme(s)? If yes, please describe the conditions and the methods used to assess their fulfilment.
17. Which public services are offered in connection to the conditionalities agreed? Indicate if special measures were taken in order to absorb the increased demand for services generated by the programme.
18. If possible, please provide samples of materials developed in order to inform beneficiaries about the programme and other materials used to raise public awareness.

(iv) Monitoring mechanisms and complaints procedures

19. Please describe the monitoring procedures utilized in order to oversee the implementation of the programme (s) and the entities responsible for monitoring.
20. Were any complaints mechanisms or procedures attached to the programme? If yes, please describe them.
21. Was any legal action taken against the programme or those responsible for its implementation? If yes, what were the circumstances of the legal action and the basis for the complaint(s)?

(v) Existing studies and evaluations of cash transfer programmes

22. Please provide any studies, in particular needs assessments, utilized in order to develop the programme(s).
23. Please provide any studies, in particular impact assessments, developed to assess the implementation of the programme(s).