**Operations Program Adjustments: Sample Steps**

Below is part of a contingency plan from a cash-based program. Note the possible operations steps that need to be taken to adjust the program for each scenario.

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| **Risk: Observed market impact** | **Determined cause** | **Possible program adjustments** | **Approximate resource requirement** | **Sample operations actions to be taken** |
| Prices of one commodity rise significantly and remain high in intervention markets  *(Contrary to historical and national prices)* | **Intervention:** Medium-sized vendors are not able to respond to increase in demand | Shift to working with larger vendors | Low/ Medium | * Use “vendor selection” process to identify new vendors * Prepare and sign new contracts |
|  | Stagger electronic voucher distributions | Low/ Medium | * Minimal. Ensure that vendor payments are made on time. |
|  | Provide small grants to vendors to increase their stocks | Medium | * Revise contracts of existing small vendors, or create new ones * Prepare and track new payments |
| **Supply shock:** Local production levels are unable to support demand. | Shift to larger vendors who can source from other regions | Low/ medium | * Use “vendor selection” process to identify new vendors * Prepare and sign new contracts |
|  | Shift to partial in-kind distribution | High | * Terminate or suspend existing vendor contracts if necessary * Use procurement process to identify in-kind vendors * Reference EFOM to identify warehouse space, plan for shipping, monitor for quality, and make payments * Prepare and train distribution teams; set up distribution calendar * Lead distributions and monitor distributions |