DISTRIBUTION MONITORING TOOL

REALS – DISTRIBUTION MONITORING TOOL / OBSERVATIONAL MONITORING TOOL

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zone/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size of distribution (estimate is okay): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initials & organization(s) of staff filling this out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This tool can be used at sites where Cash is distributed and/or received. It is designed to capture observations about the safety, accessibility and equity of these distributions in a structured and systematic way. After circling ‘yes’ or ‘no’, add additional information in the notes section.

HOUSEHOLD CHARACTERISTICS Circle one Observations & additional information here:

Age of Respondent [ ] “Respondent” should be the person who received the aid

Gender of Respondent 1. Male

2. Female

What is your marital status? 1. Single (Never Married)

2. Married

3. Divorced

4. Separation (Living apart)

5. Widowed

INFORMATION ON THE DISTRIBUTION Circle one Observations & additional information here:

Q1. Are returnees/aid recipients (from the young men to the elderly women) informed about the criteria for receiving aid, and the amount? 1 Yes

2 No Note observations related to sex, age, ability

Q2. How is the information on this cash assistance disseminated to you?

Circle all that apply:

1. Verbally in community meetings, [note languages: \_\_\_\_\_\_]

2. Verbally through Zamir Foundation,

[note languages: ]

3. Verbally through leaders, [note languages:\_\_\_\_\_\_]

4.In writing through leaflets, [note languages:\_\_\_\_\_\_]

5.By text message,

6. By signage Note observations related to sex, age, ability

Q3. Was the pre-distribution information shared in a language that you understand? E.g. Dari, Pashto 1. Yes2. No Note observations related to sex, age, ability. Who could most easily hear it? For whom was it difficult to hear?

Q4. Was the communication of the distribution schedule clear and timely? 1. Yes

2. No How was this information / status updates communicated (SMS, verbal, etc.)? By whom? In what languages?

Q5a. Has your household been interviewed about the living situation by the Zamir Foundation? 1. Yes2. No

Q5b. Did you understand and answer all the questions in the living situation interview? 1. Yes2. No

ACCESS Circle one Observations & additional information here:

Q5. Is the distribution area defined (by a rope, wooden fence, concrete walls, etc.)? 1. Yes2. No Describe:

Q6. Are there separate access points for men and women? 1. Yes2. No Describe:

Q7. Is the distribution area kept "clean", i.e., without a lot of visible trash or potentially dangerous objects around? 1. Yes2. No Describe:

Q8a. Did the distribution start on time? 1. Yes

2. No If not, how late was it?

Q8b. Were beneficiaries informed of any changes regarding distribution a timely manner? 1. Yes

2. No

Q8c. How long did you wait to receive the distribution? Hours: \_\_\_\_\_

Minutes: \_\_\_\_\_\_

Q8d. How was the distribution information / status updates communicated?

Who communicated the messages

SMS,

verbal, etc

SAFETY Circle one Observations & additional information here:

Q9. Was the aid distribution point overcrowded? 1. Yes

2. No Describe:

Q10. Were adequate crowd control measures in place? 1. Yes

2. No Enter the # crowd control staff: \_\_\_\_\_\_\_

Q11a. Overall, what is the approximate number of staff/volunteers at the distribution point?

Approx staff/volunteers: \_\_\_\_\_\_\_

Q11b. Were staff wearing visibility items? 1. Yes

2. No

Q12a. Is there a clear method for handling distribution complaints? 1. Yes

2. No Briefly describe it. What language(s) are visibility materials in? Are there materials that can be understood only through pictures, i.e., by those unable to read (low-literacy/illiterate populations)?

Q12b. Do you know the feedback & complaints mechanisms for this project? 1. Yes

2. No

Q12c. Was there a verbal explanation at the venue on how to report your opinion or/and complaint regarding this distribution? 1. Yes

2. No

Q12d. If you wanted to report a complaint related to aid, or contact someone to give feedback or obtain support after experiencing abuse or exploitation, how would you do that? Circle All that apply

1. Zamir Foundation

2. Other NGO/UN

3. Community leader

4. Trusted relative or friend

5. Community Group (e.g. women’s group, community based organization)

6. Don’t know

7. Oter [specify: ]

Q15. If relevant: Were there methods for ensuring safe distance (approximately 2 meters) between non-household members? (i.e., marks drawn on the ground) 1. Yes

2. No

Q16. Did you observe anything indicating (sexual exploitation and abuse) may be occurring? E.g., sexual assault, making sex a condition to receive assistance 1. Yes

2. No If so, please share details and any follow up actions taken. It is your duty to report any suspicious behavior to the SEA focal point.

Q17. Were staff/volunteers observed taking active measures to prevent or mitigate sexual exploitation and abuse (SEA)? Circle all that apply:

0 = No

1 = Female staff present

2 = Transport support

3 = Sex-segregated lines

4 = PSEA training completed by staff/volunteers

5 = Complaints desk trained to handle SEA complaints

6 = Awareness materials including for low literacy/illiterate populations

7 = Active follow up by staff in management positions

8 = Other: \_\_\_\_\_\_\_\_\_\_\_\_\_ Note observations. Also note any observations of how this has improved – or not – since the last distribution you observed:

DIGNITY & EQUITY Circle one Observations & additional information here:

Q18a. Were there latrines at the distribution? 1. Yes

2. No

3. Do not know

Q18b. Are they sex-segregated?

1. Yes

2. No

3. Do not know

Q18c. Are they lockable? 1. Yes

2. No

3. Do not know

Q19a. Was there hand washing facilities at the distribution point? 1. Yes

2. No

3. Do not know

Q19b. Are they sex-segregated? 1. Yes

2. No

3. Do not know

Q20. Is there consideration taken for those who have to wait? For example, waiting shade/covered area at the distribution point to protect those waiting from the elements (sun, rain, etc.), places to sit, etc.? 1. Yes

2. No Note observations, particularly related to sex, age, ability.

Q21. Are there accommodations for pregnant/lactating mothers and those with children? (Examples: places for breastfeeding, places to change diapers, areas for children, childcare, etc.) 1. Yes

2. No Note observations.

Q22. Did those distributing aid or their intermediaries behave in an appropriate manner towards recipients? (For example, respectful communication i.e., not shouting, explaining/being helpful, etc.) 1. Yes

2. No If yes, note positive behaviors observed, which could be reinforced or expanded upon.

Q23. Were any instances of disrespectful or inappropriate conduct and/or communication by those distributing cash and/or their intermediaries observed? 1. Yes

2. No If yes, describe the behavior observed. What follow up actions were taken?

Q24. Does everybody receive the same agreed upon amount of Cash? 1. Yes

2. No If no: who receives more/less? Note observations related to sex, age, ability:

PERSONS WITH SPECIAL NEEDS (e.g., minors, elderly, people living with disabilities, pregnant and lactating women) Circle one

1. Minors/Children

2. Elderly

3. People living with disabilities

4. Pregnant

5. Lactating women Observations & additional information here:

Q25. Is special attention provided regarding information dissemination to IDPs in special situations? 1. Yes

2. No Provide examples.

Q26a. Are there separate access points for persons with specific needs (PSNs)? (Such as unaccompanied/separated minors, elderly, people living with disabilities, pregnant women.) 1. Yes

2. No Note observations, including special needs identified, sex, etc.

Q26b. Are men and women separated (sex-segregated?) 1. Yes

2. No

Q27. Were latrines accessible for persons with disabilities? 1. Yes

2. No

3. Do not know Note observations

Q28. Were there alternative aid collectors to support PSNs?

1. Yes

2. No Enter # male alternative aid collectors: \_\_\_\_\_\_

Enter # female alternative aid collectors: \_\_\_\_\_\_\_\_\_

Q29. Were PSNs treated with respect at the distribution? 1. Yes

2. No Note treatment by whom. Share examples of respectful and/or disrespectful treatment observed:

PHOTOS: If possible, to take photos within ethical guidelines and in full consideration of each person’s dignity – i.e., without capturing any faces / identifying features of PoCs – at distribution point, then attach here. Photos of waiting area, safety mechanisms, distributed items, and sensitization materials (showing how/where they are displayed) are especially helpful.