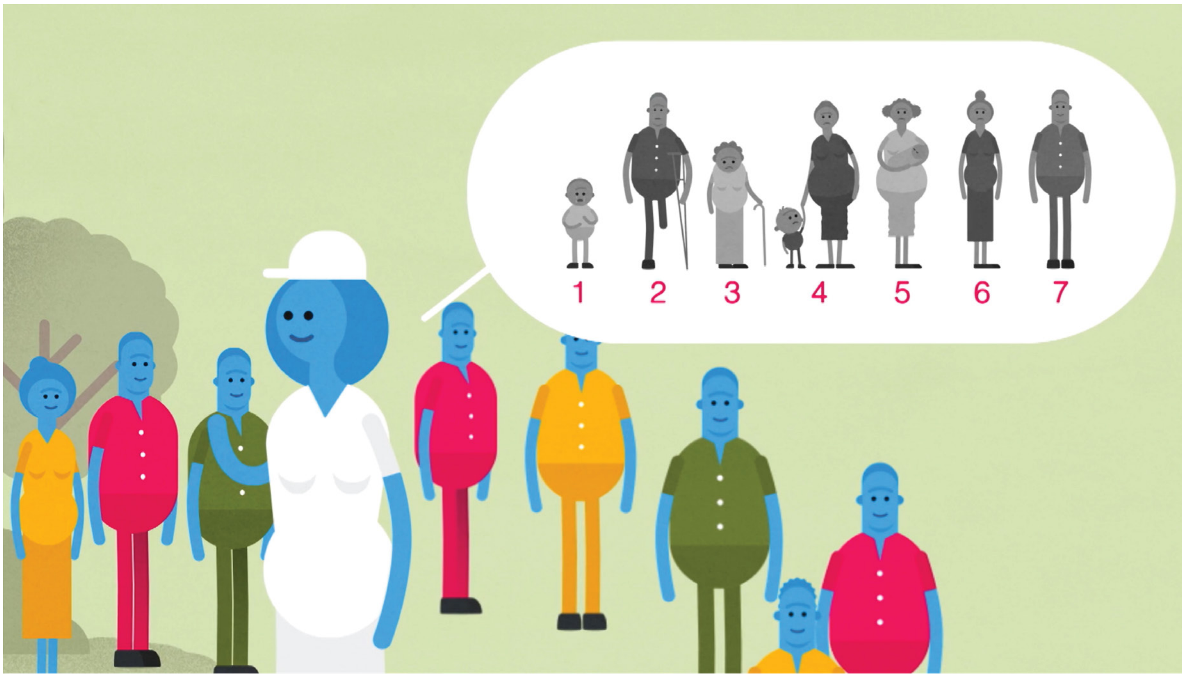
POST DISTRIBUTION MONITORING

FOR SHELTER PROGRAMMING

GUIDANCE TO INCLUSIVE PROGRAMMING



FIRST EDITION

ACKNOWLEDGEMENTS

This guidance was developed and produced by the International Organization for Migration (IOM) for the Global Shelter Cluster, under the "Safe from the Start" initiative.

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IOM and the authors of this book would like to acknowledge the valuable inputs of the following individuals who have provided valuable time, feedback, documents and resources in the development of this guidance: Alexandra Hileman, Anna Reichenberg, Augusto Come (IMPACT), Boshra Khoshnevis, Elisa Goncalves D'Albuquerque, Francisco Astudillo Poggi, Laura Jones, Louise O'Shea, Simone Holladay (DTM), Taylor Raeburn-Gibson and Victoria Korsnes Nordli.

First Edition
March 2021

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Global Shelter Cluster
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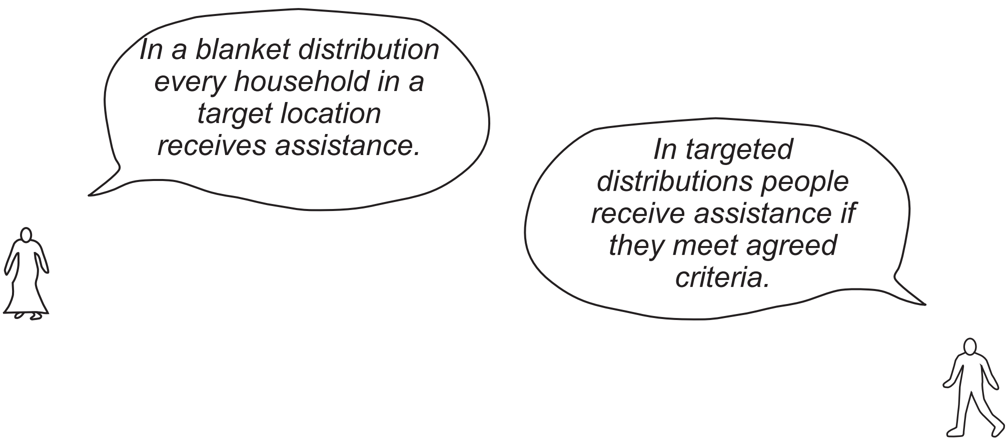
1 - BACKGROUND AND PURPOSE

This technical note on Post-Distribution Monitoring (PDM) builds on existing tools and resources and on the *Guidance to Reduce the Risk of Gender-Based Violence in Distribution, Shelter Materials, NFI and Cash.* It outlines a **set of minimum good programming standards to be observed when conducting PDM of shelter/non-food items (S-NFI) distributions.**[1]

This note is primarily intended for **Shelter/NFI programme staff overseeing operations with a distribution component** as well as **Monitoring & Evaluation** staff; it may also be useful for other sectors undertaking similar activities. It can complement existing PDM resources available within programmes and national clusters whenever gaps are identified. It can also serve as a starting point where no PDM tools exist.

It covers PDM for two distribution modalities:

- **Blanket or general distributions:** These refer to distributions benefitting every household at a location, which may be necessary based upon various factors, including assessed scale of need and phase of response.
- **Targeted distributions:** When distributions are targeted, the selection of households should be based on agreed vulnerability criteria. These are context-specific, but typically include the following categories: female-headed and child-headed households; households with people with disabilities; households with pregnant and lactating women; religious, ethnic minorities or other socially marginalized groups; households with older persons (above 60), and households headed by elderly people.



1 - For CBI, it may also be necessary to conduct, in parallel, ongoing market price monitoring to determine if the cash transfer value needs to be adjusted, the impact of material distributions and to ensure that cash transfers are not causing localized inflation.

2 - WHAT AND WHY

2.1. What is PDM?

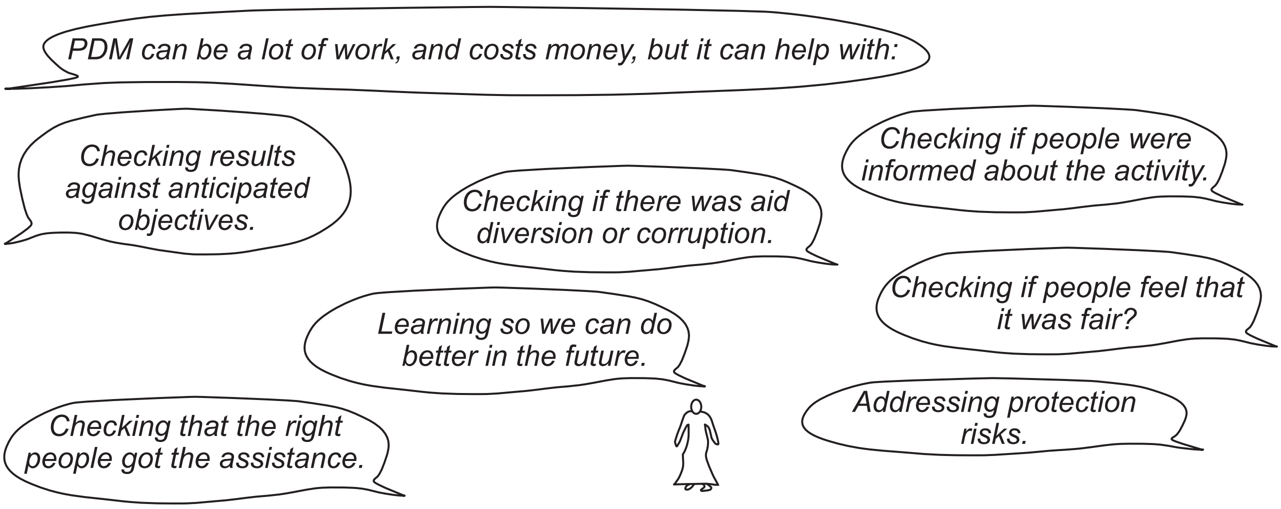
Post-distribution monitoring is a mechanism commonly used by humanitarian organizations to collect beneficiaries´ feedback on the timeliness, quality, appropriateness, sufficiency, use and effectiveness of the assistance provided after the intervention takes place.

2.2. Why PDM?

Beyond fulfilling donor accountability obligations, PDM is meant to:

- **Check results:** determine whether the assistance has been provided as planned and to the intended objectives;
- **Uphold accountability to affected populations (AAP):** assess whether:
  - The assistance was distributed to the right (most vulnerable) individuals,
  - Any diversion of aid has taken place,
  - Communities and individuals were sufficiently informed about the activity, and
  - Individuals felt that the selection criteria and process were fair.
- **Support learning:** identify whether any improvements in materials distributed and activity process are necessary to better meet the needs of beneficiaries when implementing similar activities in the future;
- **Reduce and address protection risks linked with the distribution:** assess whether the distributions created any protection risks for community members, for example related to stolen items or other issues faced during or after the selection and distribution process. Validate and identify how cross-cutting concerns are being addressed, including those related to inclusion and **safety concerns.**[2]

Overall, the strategic use of PDM data by programmes through effective **Monitoring and Evaluation (M&E) learning loops** helps to advance the shelter objectives of promoting the **safety** and **dignity** of affected populations by enabling **more inclusive and accountable programming**.



2 - Always consult with a Protection specialist before inserting these types of questions into PDM and be aware that these should not be aimed at finding out about GBV/SEA incidents.

2.3. Who to include?

The way individuals and groups access, **experience and benefit from the distribution** might vary based on their gender, age, ethnicity, disability and social status - other factors, such as displacement, may also play a role. As such, PDM processes might inform understanding of **patterns of inclusion** and **exclusion**, as well as on **perception differentials** between the different groups present in the community in relation to the distribution activity.[3]

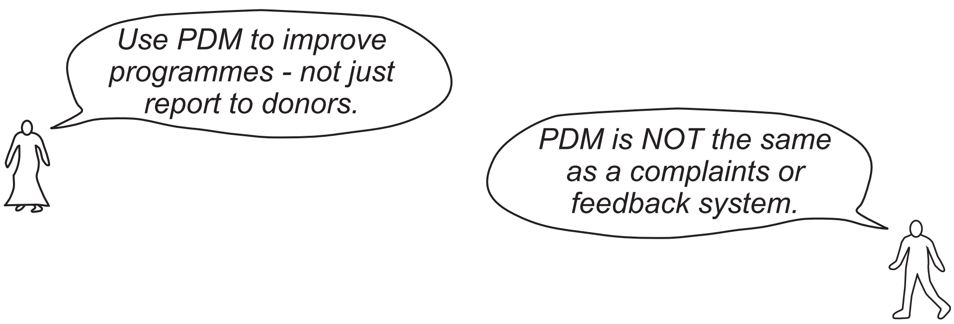
Ideally, and depending on the purpose of the PDM, the assessment should include the following groups:

- Heads of households who received assistance;
- Members of the households who received assistance;
- Non-recipients.

Before deciding who to include in the sampling, be clear on the objectives of the PDM (see section 3.3 for more details).

2.4. Specific considerations

- PDM requires resources (time, technical and financial) and **should be performed to generate information that will de facto be used by operations to inform corrective action and improve future programming;**
- **PDM should not be used as a complaints and feedback channel**.[4] Therefore, **links with existing complaints and feedback mechanisms (CFM) in that specific location must be established** whenever planning and implementing PDM so that individuals interviewed can use appropriate channels to issue complaints, if they wish to do so.[5]



3 - For reference, see: Different Needs, Equal Opportunities: Increasing Effectiveness of Humanitarian Action for Women, Girls, Boys and Men. IASC, 2006.

4 - PDM results, crossed with trends from CFMs can both provide information on adjustments needed in a programme.

5 - If complaints concern staff misconduct, particularly for allegations of Sexual Exploitation and Abuse (SEA), specific protocols needs to be followed – see section 4.2.

3 - DESIGNING PDM

Shelter/NFI and Monitoring & Evaluation teams should work together to select the most appropriate methodology for PDM, considering the distribution modality, purpose of the assessment, and to design the data collection tools. They should consider the particularities of the context, and account for time, resources and technical capacity limitations.

If neither Monitoring & Evaluation or Information Management capacity is available locally to support PDM design and analysis, contact headquarters or the cluster coordination team for support.

3.1. Timing

Each survey round should evaluate a single distribution any time from two weeks up to a month after the intervention occurs. This allows sufficient time for people to use the items/vouchers/cash that they have received and offer informed feedback on quality and usefulness of the assistance provided.

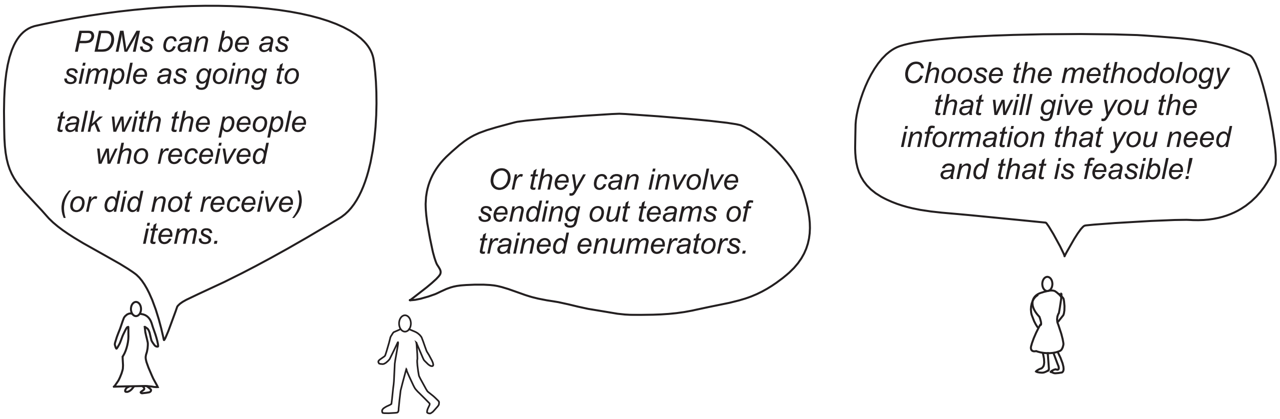
When the population is highly mobile or in rapidly changing contexts, surveys and key informant interviews may be administered directly on site while the distribution takes place. However this will not provide feedback on the use of the item received or purchased after.

3.2. Methodology selection and tool design

Different approaches can be used in PDM. Typically, the following types of data collection activities are used:[6]

- Structured interviews and surveys
- Semi-structured interviews
- Focus groups
- Direct Observations / see visits

While the majority of programmes rely primarily on **quantitative** methods (surveys), **qualitative** methodologies, such as focus groups discussions, can be valuable in providing more nuanced and contextualized information. They can be employed independently or to complement quantitative approaches.



6 - To ensure that the technical guidance is comprehensive and covers different methodology options, an example of a general PDM survey questionnaire and a focus group facilitation guide targeting specific groups of interest (e.g.: women, girls, people living with disabilities) are included in Annex A,C and D of this document. Additionally, a set of indicative of questions that can be used to support data collection with non-recipients of the assistance is also suggested. The proposed tools are examples and should be customized by operations according to context and distribution type.

When selecting the most appropriate methodology and designing the data collection tools, ensure that:

- These are in line with the purpose of the PDM and tailored to the groups that will be engaged in the assessment (see Table 1 on the next page).

Recipients of the assistance are asked to comment not only on the items received but also on the distribution process itself. Ask about potential unintended negative and positive effects associated with the activity. For cash-based assistance, review market accessibility and ability to purchase the products. Also identify how households decided what to spend the money on.[7]

- Sector/cluster and response plan indicators or information requirements that should be captured through PDM data are included.

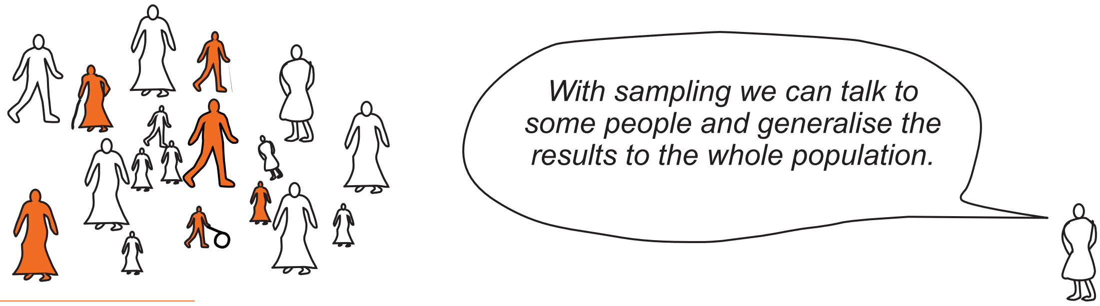
The way PDM data is collected should:

- Be formulated in a way that gives respondents room to freely express their opinion on the quality of the assistance.[8]
- **Not be designed to deliberately prompt disclosure of misconduct or collect information about specific incidents,** particularly relating to sensitive issues such as GBV incidents, cases of Sexual Exploitation and Abuse (SEA) or corruption involving humanitarian workers.[9]
- Be concise in length and mindful of respondents´ time. This is especially relevant in "assessment-fatigue" contexts. Ideally, each survey questionnaire should take no more than 20 minutes to complete and a focus group session should last 1 hour maximum, depending on number of participants.
- **Only collect data that will be used.**

3.3. Sampling strategy

The table on the next page provides and overview of suggested approaches, methodologies and sampling strategies according to distribution modality (target or blanket) and PDM purpose.

Note that, beyond the purposes outlined below, for cash-based assistance, involve recipients and non-recipients of assistance to better understand the overall impact of the intervention in the local market (e.g. inflation) and potential spill-over effects in the community (e.g.: grievances, competition, social cohesion, etc.).



7 - For cash-based interventions (CBI), see the question bank in Diakonie Katastrophenhilfe (2016): Cash Transfer Programming.

8 - When implementing surveys, teams are also advised to consider, based on the specificities of their context, whether making these anonymous may encourage more honest responses from respondents.

9 - In case an individual discloses on their own information about an incident that affected her/him or someone they know, enumerators should follow established protocols on safe and ethical responses .

TABLE 1 – OVERVIEW OF PDM APPROACHES

Approach	PDM Purpose	Who to Target	Sampling Strategy Methodology	Remarks
BLANKET	To assess overall process transparency to check for patterns of inclusion/exclusion linked to corruption and aid diversion.	Recipients and non-recipients of assistance	**Probability sampling** (if beneficiary list is available, up-to-date or complete) **Area-based sampling** (if beneficiary list is not available)	Questions should specifically focus on issues related to inclusion/exclusion.
TARGETED	To assess difference in perceptions among vulnerable groups targeted by the distribution in terms of access, appropriateness quality, usefulness, etc.	Vulnerable groups who received the assistance	**Recipients:** Probability or non-probability, depending on completeness of beneficiary information available. **Non-recipients:** Snowball sampling	For quantitative surveys, the sample can be household or individual, depending on the level of disaggregation in the beneficiary list. For FGDs, PDM should directly target vulnerable individuals.
	If time and resources allow, PDM should also look at whether the targeting criteria was appropriate, whether it was transparently applied.	Vulnerable groups who received and who did not receive the assistance	**Recipients:** Probability sampling. **Non-recipients:** Snowball sampling	Questions should specifically focus on issues related to targeting and inclusion/exclusion.

3.3.1. Surveys

Targeted distribution PDM: Sampling recipients of assistance

Sampling enables you to select a manageable number of people to interview. Correctly designing the sample, in terms of size and characteristics, can enable results to be generalizable of the entire population who received the assistance.

The sampling strategy **must** guarantee adequate **representation of specific sub-groups of interest within the sample.** This is based on the prioritization criteria used to provide the assistance. People may be selected using:

1. **Probability sampling:** where individuals are selected at random. This reduces bias, as all individuals have the same probability of being chosen to integrate the sample..

2. **Non-probability sampling:** where people are selected based on subjective judgment rather than random selection. This is required when a beneficiary list is not available, or the list does not contain information on the characteristics of the individuals/households.

NOTE: Whether using probability or non-probability sampling methods, the goal is always to be able to generalize results!

Annex E presents step-by-step guidance on how to develop an appropriate sample for recipients of targeted distributions.

Targeted distribution and PDM: Sampling non-recipients

A secondary objective of PDM for targeted distribution, is to assess the appropriateness of the selection criteria and whether they were fairly and transparently applied. To better understand this, PDM should also include vulnerable individuals in the community who did not receive the assistance.

To find non-recipients use "snowball sampling": ask recipients of the assistance participating in surveys to refer people who they know who have not benefitted from the distribution. These should be people who are vulnerable and not family members. See Annex D for guidance on engaging with non-recipients.

Blanket distribution PDM sampling

It is seldom the case that all beneficiaries of a blanket distribution need to be assessed in a PDM, so sampling households remains the most feasible method to collect data.

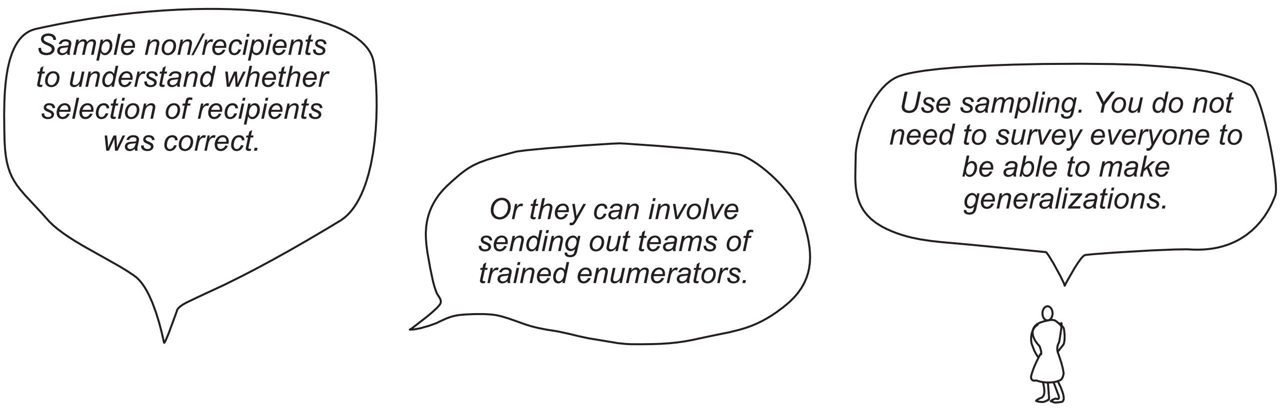
If a **beneficiary list is available, complete and up-to-date,** use the **probability sampling approach** as described in Annex E. The groups of interest would be recipients of assistance and non-recipients. Vulnerability considerations are not relevant. In the event that a beneficiary list is not available, a small area sampling approach is proposed.

Annex F presents detailed guidance on how to develop an appropriate sample for blanket distribution PDM when lists are not available for sampling.

3.3.2. Focus groups & key informant interviews

For targeted distributions, focus groups should deliberately seek to include vulnerable individuals (recipients and non-recipients). Depending on resources available for PDM, multiple focus group sessions should be held to ensure that different community **sub-groups are represented** and given the opportunity to express their opinion.

For all types of PDM, when running focus groups and/or key informant interviews in complement to quantitative surveys, participants should **not be the same** as the ones engaged in the survey. As a good practice, focus groups should include from 8 to 12 individuals maximum for an optimal discussion.



4 - PLANNING FOR PDM

4.1. Forming a data collection team

When assembling the team of enumerators, ensure a balanced representation of men and women and, to the extent possible, that the team reflects the diversity of cultural, religious, ethnic, and linguistic background of the population to be targeted by the PDM activity. Remember to consider the impact of team members´ characteristics on communities' perceptions, especially if engaging people from specific groups could be perceived negatively and exacerbate risks for enumerators and respondents.

4.2. Training and preparation of enumerators

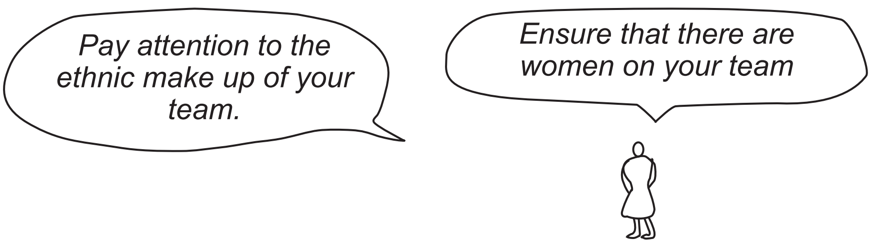
All enumerators should receive training prior to deployment. Training should cover the data collection methodologies used for the PDM and provide enumerators the opportunity to practice the use of the tools.

At this stage, the tools may be refined and adjusted based on feedback from enumerators – with final edits made after pilot testing.

- If using qualitative data collection methodologies, since enumerators will be deployed in teams of two – one facilitator for the discussion and one note taker- all enumerators should practice both roles during the training. This will enable the pairing enumerators for focus groups, based on the stronger skills demonstrated during the training.
- Training should also include mandatory modules on **ethical data collection, data protection** and **humanitarian principles/code of conduct**. **Enumerators should also be trained on safe and ethical responses in case incidents are disclosed to them during the monitoring exercise, including GBV**[10] or **SEA**.[11]
- Ideally, enumerators should also receive training on how to **appropriately engage and communicate with individuals with disabilities**. If this is not possible, a qualified staff/ person should accompany the team to facilitate discussions. Whenever possible and available locally, organizations working with persons with disabilities should be contacted for support.

4.3. Validation

Prior to implementation, all tools and protocols should be validated through small-scale pilot tests to ensure that they are culturally, socially and context appropriate.



10 - Basic principles are presented in the Shelter Cluster video on what to do in case a GBV incident is disclosed – available in several languages: https://www.youtube.com/watch?v=n_YhXzMv1E4&feature=youtu.be

11- The follow video is available in multiple languages and can be used to explain PSEA to enumerators: https://www.interaction.org/blog/no-excuse-for-abuse/

!

SEXUAL EXPLOITATION AND ABUSE (SEA) IS NOT ACCEPTABLE

Enumerators, like all humanitarian workers, are bound by mandatory reporting requirements whenever they receive or become aware of suspicious information regarding misconduct involving agency staff or humanitarian workers from other organizations. As such, they must also receive the following information prior to starting field data collection:

- Be given the contact **details of the PSEA (Prevention of Sexual Exploitation and Abuse)** focal point in their agency;
- Understand their role as enumerators in face of potential allegations of misconduct that may emerge during data collection and know the protocols to be followed in case of disclosure, i.e. **do not ask for specific details** and **report back any suspicious information to the PSEA focal point within your organization.**

IMPORTANT: Make sure that teams are provided with contact details of existing complaints and feedback mechanisms prior to deployment. These can be shared with respondents who express the need to issue a complaint or provide feedback regarding the distribution or on any other matter related to humanitarian assistance.

5 - IMPLEMENTING PDM

5.1 Who implements the PDM?

In order to safeguard process objectivity and independence, data should be collected by “neutral”, trained enumerators. PDM should, ideally, be implemented by an M&E team. Understanding that M&E capacity might not always available, a system should be devised by programmes to form and train a PDM-dedicated team comprised of Shelter/NFI staff who were not directly involved in the distribution of the assistance in the target location.

5.2. Managing enumerators

For efficient management of enumerators and data quality assurance, the following measures are recommended during field activities:

- A supervisor, or depending on the scale of the PDM, multiple supervisors should be allocated to oversee the work of enumerators;
- Based on the considerations highlighted under section 4.1, enumerators should be randomly assigned to target locations to conduct the surveys;
- Enumerators should be assigned daily / weekly targets and their performance should be monitored by a supervisor;
- Enumerators should keep track of non-response;
- All forms should be checked and validated by the supervisor for data quality prior to submission and/or entry into the database;
- Enumerators should be held accountable for adhering to the organization´s data protection protocols (see section 7).

5.3. Administration protocols

Location for the interviews

Locations and times should be planned as **most convenient to beneficiaries** and they should be **informed in advance about the purpose and schedule of PDM activities**. To the greatest extent possible, PDM should be implemented in spaces where discussions can be held in a confidential manner.

Remote and mobile engagement

In some settings, post-distribution monitoring may be conducted through phone interviews or mobile phone SMS-based surveys. In these situations, questionnaires must be very concise and comprised of no more than five questions.

Door to door visits

Door to door visits may facilitate direct observation of whether and how items are used by beneficiaries. However, always consider communities’ perceptions around the presence of strangers in their homes, as well as potential risks for enumerators and for interviewees – especially women and girls.

Seeking support to reach out to specific groups

PDM activities may be coordinated with other sectors/agencies to help reaching out to groups and individuals that might be difficult to access in the community – e.g.: persons with disabilities, women and girls in some contexts, unaccompanied children, people from minority groups etc. If necessary, discussions can be organized in alternative locations in coordination with responsible agencies – e.g.: women and child friendly space,[12] community center, etc.

Focus group discussions

Some sessions should be conducted with men and women separately, and possibly also separated by sub-group, to capture differences in perceptions. When focus group sessions target women and girls, it is advisable that discussions are facilitated by a trained female facilitator.

The enumerator must always ensure that everyone present consents to participate in the discussion, are informed about how information will be used and agree not to repeat what they heard from other participants outside the group.

12 - Stricter protocols apply: only to be visited by female enumerators and with prior approval of the programme/space manager.

6 - ANALYZING AND UTILIZING PDM DATA

6.1. Analysis of findings

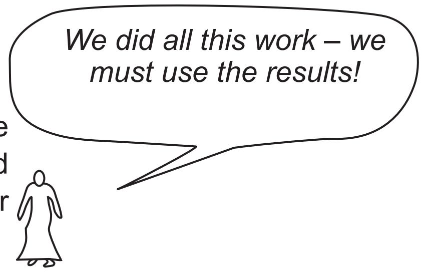
In ideal circumstances, the M&E team leads PDM data analysis. As this support may not always be available at the operational level, Shelter/NFI staff may need to request technical assistance from other teams within the mission (e.g.: information management expertise), or externally, via cluster system.

Results from PDM should be analyzed along the main themes captured, such as, for instance, satisfaction/dissatisfaction with the criteria applied and the distribution process, coverage, type of assistance, challenges faced, etc.

Analysis should also be carried out applying filters. Sex and age disaggregated data **(SADD) is a minimum requirement** to capture potential outcome differentials and variations in perceptions among different demographic groups. If available, analysis using **additional disaggregation filters**, such as disability (SADDD), and other vulnerabilities relevant to the context should also be applied (ethnic/religious profile, displacement status, etc.).

The main purpose of the analysis is to identify patterns and findings of interest, and then select, among these, the most relevant ones for **reporting and discussion**. While compiling and analyzing data, teams must remain attentive to **common protection concerns reported by respondents and/or to any visible sensitivities** (e.g. questions which respondents preferred "not to answer"). Findings should be examined by Shelter programme staff and managers to inform decision-making and the necessary follow-up actions to be taken – e.g.: changes in implementation modalities, type of assistance, item choice and quality, coordination with protection agencies, etc.

6.2. PDM products

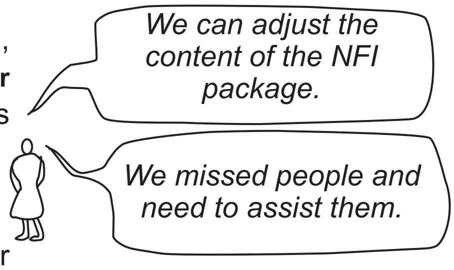


Reports – Programmatic learning and adjustments

Reports outlining main findings and recommendations from the PDM exercise should be used to encourage discussions and operational learning, **decision-making and adjustments.** Clear recommendations should be formed for action if necessary.

Reports – Sharing for institutional learning

For purposes of institutional knowledge and future use, document all **good practices**, challenges, **lessons-learned or progamme adjustments** resulting from PDM recommendations and save them into knowledge management repositories.

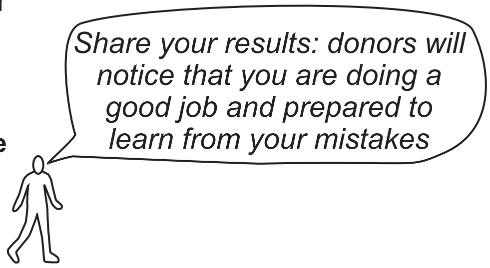


Reports – Sharing with partners

PDM reports may also be disseminated internally to other sector teams, and externally to shelter cluster members and peer organizations to improve the quality of the wider humanitarian response.

Share PDM results with affected populations

Wherever possible, ensure that relevant **results of PDM are shared with the affected people for feedback.**



7 - DATA PROTECTION

The below principles and considerations should be integrated into PDM design, planning, implementation and utilization processes.

WARNING: Particular attention should be paid to the handling of information related to an identifiable individual (personally identifiable information – PII) e.g.: biographic data, genetic data, recordings or photos, personal documents, information about the person’s income, ethnicity, or other identifiable characteristics.

Law and fair collection

Respect the country´s ethical standards and ensure that data is collected with the knowledge and understanding of the individual providing the information.

Specified and legitimate purpose

Only collect data that will be used to inform programming.

Consent

Both beneficiaries and survey respondents are informed of the purpose of the data collection and agree to participate in a confidential interview. At any time, the individual can opt out or skip any questions she/he does not want to answer.

Transfer to third parties & Ownership of personal data

Beneficiary data, or individual records are never shared in PDM reports. In the event of joint programming, data-sharing agreements should be signed with partners to ensure personal data protection. IOM has full ownership of personal data collected from individuals.

Confidentiality

Supervisors and enumerators should sign a Code of Conduct on Data Confidentiality emphasizing that all personally identifiable data (PII) will be kept confidential, and only shared with staff who are using it for implementation purpose.

Access & Transparency

Respondents should be able to request, and be granted, access to the data they provided.

Data Security

Protect beneficiary and respondent data:

- For paper-based information, ensure that forms are stored in a safe place and, when containing potentially sensitive information, locked cabinets.
- When conducting digital data collection, a platform that affors greater data protection should always be preferred.
- Electronic files, such as beneficiary lists and filled forms, should be password protected.

Retention of Personal Data

Forms and data-files for closed projects should be destroyed 180 days after programme closure.

Application of the Principles

Assess the PDM activity´s data-protection risks and take mitigation measures, as appropriate.

Oversight, compliance, and Internal Remedies

Incidents related to data breach, lost or stolen questionnaires, should be reported to supervisors and managers.

ANNEX A

ILLUSTRATIVE TOOL – SURVEY QUESTIONNAIRE

This generic questionnaire includes the themes/questions most frequently present in PDM tools. It can serve as a base for developing a customized PDM survey questionnaire. Questions and answer options provided as examples are general and should be further refined to capture more nuanced information, as relevant to the context and distribution type.

- Read through this sample and cross out all questions to which you will not use the responses. Add additional questions for which you need information.
- For CBI-specific PDM, please consult the question bank document referenced in Annex I.
- Ensure that these forms are collected and stored in a secure location.

WARNING: Not all questions are to be included in final surveys, and it is advisable to keep the survey concise in length and mindful of beneficiary time. ONLY COLLECT INFORMATION THAT YOU WILL USE.

INTRODUCTION

- Ensure that the interview is being held in a private and confidential location.
- Confirm that the individual(s) who will be responding to the interview is the one who collected the items at the distribution site and/or the one using the items[13]. In case someone else collected the items on her/his behalf, ensure that both are available to respond to the survey, as questions will be asked about the items and the distribution process.
- Introduce yourself and the purpose of the survey: "My name is [NAME] and I am an enumerator. The purpose of my visit here today on behalf of [AGENCY] is to ask you a few questions regarding the distribution that took place at [SITE] on [DATE]. You have been selected randomly from the list of beneficiaries to provide feedback on the quality of distribution process and the items received. There are no right or wrong answers to the questions I will ask; I am only interested in your experience and perceptions".
- Clarify that her/his participation in the interview is voluntary, no benefits or rewards will be offered in exchange. Explain that her/his responses will be treated in a confidential manner and encourage her/him to be as honest as possible.
- Highlight that the information provided during the interview will not influence her/his eligibility to participate in other potential distributions that [AGENCY] may implement in the future.
- Inform the respondent that it is important that she/he answers all the questions but that she/he may skip any questions which she/he does not feel comfortable answering.
- Request consent to proceed. If she/he denies permission, say thank you and conclude the conversation by providing information about the existing CFM; explain that she/he is welcome to use this channel to place a complaint or share feedback about the distribution/items at any point in time.

13 - May be the case if the beneficiary is an individual with disabilities, elderly, a woman or a girl.

QUESTIONNAIRE			
ENUMERATOR NAME OR CODE			
INTERVIEW DATE		LOCATION	
QUESTIONNAIRE SERIAL #			

QUESTION	ANSWER OPTIONS	SKIP & FILL	GUIDANCE
PART 1- DEMOGRAPHICS & SOCIO-ECONOMIC PROFILE			
1.Beneficiary name			Optional, surveys can be anonymized, as deemed more suitable to the context
2. Sex	a. Male b. Female		
3. Beneficiary ID			Optional, surveys can be anonymized, as deemed more suitable to the context
4. Age			Create multiple-choice answers using age brackets as appropriate to the context.
5. Household location			
6. Are you the head of the household?	a. Yes b. No		
7. Do you have any physical/visual/ hearing/ psychological impairment?	a. Yes b. No d. Don´t want to answer		
PART 2 – PRIOR TO THE DISTRIBUTION			
8. How did you become aware about the distribution process? (mark all that apply)	a. A b. B c. C d. Don´t know e. Don´t want to answer		Customize multiple-choice answer options to match to outreach methods used in the given context.
9. In your opinion, were the criteria used for selecting beneficiaries to receive the items clearly communicated and applied?	a. Yes b. Somewhat c. No d. Don´t know e. Don´t want to answer		Not applicable in case of blanket distributions.
10. In your opinion how fair were the criteria?	a. Fair b. Somewhat fair c. Not fair d. Don´t know e. Don´t want to answer		Not applicable in case of blanket distributions.

11. Were the distribution date/time/location clearly communicated?	a. Yes b. Somewhat c. No d. Don´t want to answer		
12. Were the distribution date/time/location planned in a way that was convenient to you?	a. Yes b. Somewhat c. No d. Don´t want to answer	If (a) or (d) skip to 13	
12.1 Which aspects were not convenient? (mark all that apply)	a. Time b. Location c. Date d. Don´t want to answer		
13. How long did it take you to reach the distribution site?	a. A b. B c. C d. Don´t remember e. Don´t want to answer		Customize answer options based on plausible scenarios for the given context
13.1. Did you require any assistance in order to reach the site?	a. Yes b. No c. Don´t want to answer		May be more relevant in the case of elder respondents and respondents with a disability.
PART 3 – ABOUT THE DISTRIBUTION PROCESS			
14. How long did you have to wait to receive the items?	a. A b. B c. C d. Don´t remember e. Don´t want to answer		Customize answer options based on plausible scenarios for the given context.
15. Were priority lines set or other arrangements made on site to accommodate the needs of vulnerable groups? (e.g.: pregnant women, elderly, persons with disabilities, etc.)	a. Yes b. Somewhat c. No d. Don´t remember e. Don´t want to answer		
16. How satisfied are you with the way staff behaved during the distribution?	a. Very satisfied b. Satisfied c. Somewhat satisfied d. Not satisfied e. Don´t want to answer		
17. Did you observe any of the following issues during the distribution? (mark all that apply)	a. Looting b. Unfair treatment/ favoritism c. Argument/tension between beneficiaries and/or staff d. Don´t remember e. Don´t want to answer		
18. Was there a way to place a complaint or provide feedback available during the distribution?	a. Yes b. No c. Don´t remember d. Don´t want to answer	If (b) or (c) or (d) skip to 19	
18.1. Was this mechanism accessible?	a. Yes b. No c. Don´t remember d. Don´t want to answer		

18.2. Was this mechanism safe/secure to use?	a. Yes b. No c. Don´t remember d. Don´t want to answer		
19.Were you informed about how you can place a complaint or provide feedback after the distribution takes place?	a. Yes b. No c. Don´t remember d. Don´t want to answer	If (b) or (c) or (d) skip to 20	
19.1. Was this mechanism accessible?	a. Yes b. No c. Don´t remember d. Don´t want to answer		
19.2. Did you feel comfortable using it?	a. Yes b. No c. Don´t remember d. Don´t want to answer		Customize answer options based on plausible scenarios for the given context
20. Did you receive help to carry the items back home?	a. Yes b. No c. Help was not needed d. Don´t remember e. Don´t want to answer	If (b), (c), (d) or (e) skip to 21	May be more relevant in the case of elder respondents and respondents with a disability.
20.1.Who helped you? (mark all that apply)	a. [AGENCY] staff b. Community member c. Household member d. Don´t remember e. Don´t want to answer		Customize answer options based on plausible scenarios for the given context.
21. Did you feel safe travelling back home with the items received and keeping them at home?	a. Yes b. Somewhat c. No d. Don´t want to answer		May be relevant to cash distributions but can adapted to other distribution types.
22. Overall, how satisfied are you with the quality of the distribution process?	a. Very satisfied b. Satisfied c. Somewhat satisfied d. Not satisfied e. Don´t want to answer		

PART 4 – ABOUT THE ITEMS			
23. Regarding the items distributed....			
A. Did you receive **ITEM A**? a. Yes b. No c. Don´t remember Was the quantity appropriate? a. Yes b. Somewhat c. No Are you using it? a. Yes b. Occasionally c. No If no, what did you do with it? a. Sold b. Gave away c. Exchanged d. Stored e. Other f. Don´t want to answer Were you satisfied with the quality? a. Yes b. Somewhat c. No If somewhat / not satisfied, why? a. Material b. Smell/taste c. Size d. Colour e. Other	B. Did you receive **ITEM B**? a. Yes b. No c. Don´t remember Was the quantity appropriate? a. Yes b. Somewhat c. No Are you using it? a. Yes b. Occasionally c. No If no, what did you do with it? a. Sold b. Gave away c. Exchanged d. Stored e. Other f. Don´t want to answer Were you satisfied with the quality? a. Yes b. Somewhat c. No If somewhat / not satisfied, why? a. Material b. Smell/taste c. Size d. Colour e. Other		Enumerator may show cards with the photos of the items to refresh respondent memory. The section may also include more a detailed sub-question on how the item is being used.. E.g.: How is the blanket being used? a. As cover for sleeping b. Sleeping mat c. Partition within the house d. Curtain/door e. Clothing e. Other – specify:
24. If some items were exchanged, what were they exchanged what for?	a. A b. B c. C d. Other – specify e. Don´t want to answer		Customize answer options based on plausible scenarios for the given context.
25. If some items were sold, what did you use the money for?	a. A b. B c. C d. Other – specify e. Don´t want to answer		Customize answer options based on plausible scenarios for the given context.
26. Is there any other S-NFI assistance that you urgently needed at the time of this distribution but was not included among the items distributed?	a. Yes b. No c. Don´t want to answer	If (a) or (c) skip to 26.1	
26.1. What was it?			Suggested as open-ended question to allow respondent to freely express her/his needs.

PART 5 – ENDING QUESTIONS			
27. Overall, to what extend did the assistance received from [AGENCY] through this distribution contributed to respond to your **most pressing** S-NFI needs?	a. To a great extent b. To a moderate extent c. To a minimal extent d. Not at all		
28. Could you refer us to anyone you know in the community who fits one of the following profiles and was **not selected to participate in the distribution?** **NOTE: It should not be a family member!**			Customize answer options based on vulnerability profiles relevant to the context; categories will likely be the same as the ones used for targeting.
29. Any other information you would like to share with us before we conclude the conversation?			Include space for notes in the questionnaire template.

END

- Thank respondent for her/his time and explain that the information will be carefully reviewed by [AGENCY] and used to improve future distributions.
- Provide information on the existing CFM.
- Explain that if there is anything further she/he would like to share in addition to what has been discussed during the interview afterwards, she/he is welcome to do so through the existing CFM.

ANNEX B

ILLUSTRATIVE INDICATORS

Below we list a few illustrative indicators that can be used by programmes for **learning** and **accountability** purposes. Each indicator can be tracked using the questions in the survey.

Note that indicators are not of themselves useful for the programme, unless PDM data are used in a way that highlights differential perceptions, access and experiences of different sub-groups of interest. It is **ESSENTIAL to use SADD (see Section 6.1) and other relevant disaggregation filters when analyzing and presenting PDM results**.

Selection Criteria

- % of respondents who state that the selection criteria was fair and fairly applied (Question 10)

Distribution Implementation

- % of respondents who state that the distribution date/time/location was planned in a way that was convenient (Question 12)
- Time spent waiting to collect the items (ranges), % of respondents (Question 14)
- % of respondents who state that they are very satisfied and satisfied with the way distribution staff behaved during the distribution (Question 16)
- % of respondents who have observed looting/favouritism/arguments, etc. during the distribution (Question 17)
- % of respondents who received assistance to carry the items back home (Question 20)

Complaints & Feedback

- % of respondents who state that a mechanism to report a complaint is available during/after the distribution (Question 18, Question 19)
- % of respondents who do not know whether a mechanism to report a complaint is available during/after the distribution (Question 18, Question 19)
- % of respondents who do not feel comfortable using the complaints and feedback mechanism (Question 18.2, Question 19.2)

Quality or Items

- % of respondents state that ITEM (A/B/..) was of poor quality (Question 23)
- % of respondents who state that ITEM (A/B/..) quantity was not sufficient (Question 23)
- % of respondents who sold or exchanged ITEM (A/B/..) (Question 23)

Overall impact

- % of respondents who state that the assistance greatly contributed to address their/their family´s most pressing needs (Question 27)

ANNEX C

ILLUSTRATIVE TOOL – FOCUS GROUP FACILITATION GUIDE

This generic questionnaire can be used as a base for developing a customized PDM focus group facilitation guide. The questions below are designed to give an understanding of the situation but will be hard to compare directly between groups. As such, the questions are indicative. You may elect to use the questions to guide the conversation rather than force the direction of the focus group.

You may elect to use one or more participatory tools – e.g. as ranking exercises to say which materials are the best quality or proportional piling to ask questions about how happy people were with the items.

WARNING: Not all questions are to be included in final focus group tool, and it is advisable to keep the questionnaire concise in length and mindful of beneficiary time.

ONLY COLLECT INFORMATION THAT YOU WILL USE.

INTRODUCTION

- Ensure that the discussion is being held in a safe and private space. Foster a comfortable environment for participants: use the right tone of voice and body language and employ culturally and age-sensitive language.
- Confirm that the individuals who are attending the focus group session are the same ones who collected the items at the distribution site.
- Introduce yourself and the purpose of the discussion: “My name is [NAME] and I am the facilitator who will be guiding our conversation on behalf of [AGENCY]. The purpose of this discussion to ask you a few questions regarding the distribution that took place at [SITE] on [DATE]. You have been selected randomly from the list of beneficiaries to provide feedback on the quality of distribution process and the items received and we would like to thank you for taking the time to come here today to talk with us. There are no right or wrong answers to the questions I will ask; I am only interested in your experience and perceptions”.
- Explain that all information will be treated in a confidential manner and encourage participants to be as honest as possible. Request them to not share their names and not to divulge what they hear during the discussions with anyone outside the group.
- Highlight that the information provided during the interview will not influence their eligibility to participate in other potential distributions that [AGENCY] may implement in the future.
- Inform the respondent that the session will last approximately 45min-1hr and that they are not required to answer any questions they may not want to.
- Ask if anyone has any questions.
- Request consent to proceed. If any participant expresses desire to leave, thank her/him and say she/he is welcome to leave. Make sure to provide information about the existing CFM and explain that she/he is welcome to use this channel to place a complaint or share feedback about the distribution/items at any point in time.

QUESTIONS FOR DISCUSSION

BACKGROUND

1. Tell me a little bit about yourselves. Where did you live before you came here and how easy was it then for you to access these types of items? (facilitator to mention some of the items as an example)

- Since then, how difficult has it been to access these items?
- How has the absence/or difficulty in finding these items affected you and your family?
- What are some of the copying strategies you use when you can´t find/afford these items, if any?

2. Have you ever been consulted by [AGENCY] or other humanitarian organization about your/ your family´s S-NFI needs? If so, how?

ABOUT THE DISTRIBUTION

3. How were you informed about the distribution?

- How did you sign up to the beneficiary list?
- Were you ever explained the reasons why you were selected to receive the items? Can you tell us which were the reasons? (not applicable in the case of blanket distributions)

4. Where did you go to pick up the items?

- In your view, how appropriate were the date/time/location chosen?

  Probe: Did you feel safe/secure collecting the items at this date/time/location?
- Did you have to wait to receive the item? How long?
- How organized was the distribution process? Did you face any challenges? Please tell us about your experience.

5. Who gave you the items?

  Probe: were there both female and male [AGENCY] staff on site?
- How satisfied are you with the way [AGENCY] staff behaved during the distribution?

  Probes: Did they treat you with dignity and respect? Did you witness: Favouritism?

  Probes: Arguments? Unfair treatment? Looting? Etc.
- Did they explain the channels you could use to report a complaint or provide feedback about the distribution and the items?
  Probe: If so, do you feel these are accessible? Did you feel comfortable using these?
- Were you offered assistance to carry the items home, if needed? Did you feel comfortable traveling with the items back home?

6. Overall, is there anything about the distribution process that you think could be improved?

Probe: Would you prefer to receive the items in a different way? If so, how?

7. Are there any specific groups in the community who did not receive the items which you think should also have benefitted from the assistance?

Probe: If yes, who are they and why?

8. Have there been any tensions or bad feelings in the community in relation to this distribution?

Probe: If yes, what are those tensions and what are the reasons for the tensions?

ABOUT THE ITEMS

9. Now let´s talk about the items...

- Which items did you receive?
- How would you rate their quality?
- Was the quantity sufficient? If not, which ones were not sufficient and why?
- Which items were most useful/not useful?
- What did you do with the items you have not used, if any?

10. How did receiving these items make you feel? Did receiving these items have any effect on you or your family´s daily lives?

9. Is there any other items that you or your family urgently need and that you think should be considered for inclusion in a potential future distribution?

END

11. Could you refer us to anyone you know in the community who is either A, B, C, D and was not selected to participate in this distribution?

NOTE:

- Customize options based on vulnerability profiles relevant to the context; will likely be the same ones used for targeting.
- It should not be a family member!

This conversation has been very helpful for us and we appreciate your time. Before we end, is there anything else you want to tell us? If yes, please share with us now.

Do you have any questions for us before we conclude this conversation?

- Thank participants for their time and explain that the information they shared will be carefully reviewed by [AGENCY] and used to improve future distributions.
- Provide information on the existing CFM end explain that if there is anything further she/he would like to share in addition to what has been discussed, she/he is welcome to do so through the existing CFM.

ANNEX D

SUGGESTIVE SET OF QUESTIONS FOR NON-RECIPIENTS OF NFI DISTRIBUTIONS

A list of suggestive questions is provided below that can be built upon for developing quantitative or qualitative data collection tools to gage perceptions and experiences of **interest groups who did not receive the assistance.** Not all questions are to be included in the final tool. Engaging with interest groups to assess whether the selection methodology and strategy used for targeting were appropriate and effective enables programmes to recognize and address potential **patterns of exclusion.**

Engagement methods, administration protocols and questions should be mindful of the sensitivities associated with the topic and framed in a way that does not exacerbate grievances in the community, create backlash against humanitarian agencies, and put respondents and enumerators at risk.

Always consult with a Protection specialist before engaging with non-recipients and inserting these types of questions into PDM. Ensure that links with the local complaints and feedback mechanism are established.

QUESTIONS:

1. Were you or any member of your family ever invited to participate in a group such as this one or ever approached in any other way by [AGENCY] or other humanitarian organization to discuss your S-NFI needs? If yes, tell me more about it. When was it and what types of issues did you discuss?
2. Were you informed that a distribution of (ITEMS) led by [AGENCY] would take place on (DATE) at (LOCATION)?
   Probe: If yes, how did you receive this information?
3. Were you made aware of the items that were going to be distributed?
   Probe: If yes, do you think these items are needed/important? Why?
4. Why do you think some individuals were selected to receive the assistance and others were not?
   Probe: Were the criteria for the selection clearly communicated by [AGENCY] to you/the community? How did you receive this information?
5. Do you think that the criteria used by [AGENCY] to select the individuals to benefit from the assistance was fair? Why?
   Probe: If not, what would you do differently?
6. Are there any other groups in the community which you think should also receive this type of assistance?
   Probe: If yes, who are they and why?
7. Have there been any tensions or bad feelings in the community in relation to this distribution?
   Probe: If yes, what are those tensions and what are the reasons for the tensions?
8. Even though you did not get to participate in this activity, are you able participate in other activities implemented by [AGENCY] or other humanitarian organizations?
   Probe: If so, what are these activities?
9. Are you aware of the channels that you can use to place a complaint or provide feedback?
   Probe: If yes, what are they?
10. Do you feel comfortable using these channels? Why?

ANNEX E

STEP-BY-STEP GUIDANCE TO SAMPLING RECIPIENTS OF TARGET DISTRIBUTIONS

Is there a beneficiary list

Check if the list contains complete beneficiary location and contact information, household and/or individual vulnerability characteristics.

Define the PDM target population

Based on the criteria used for the targeting criteria, define which sub-groups should be represented in the sample – e.g.: women-headed households, families with or headed by persons living with disabilities, displaced families, displaced, widows, elderly and other specific groups of interest.

NOTE: While household information may be used to build the sample; the survey will be administered with individuals – heads or members of the household that received the assistance.

Check the beneficiary list

Is it up-to-date and complete with profiling/characteristics information of the households containing vulnerable sub-groups to be targeted by the PDM?

Determine your sample and select respondents

NO,
LISTS ARE NOT COMPLETE:
In such case, you will be using a method called **non-probability sampling.**

YES
LISTS ARE COMPLETE:
In such case, you will be using a method called **probability sampling.**

NO, LISTS ARE NOT COMPLETE

In such case, you will be using a method called non-probability sampling.

1. If there is no information available about HH characteristics, identify potential respondents through one, or a combination, of the following approaches:

   a. Contact beneficiaries in your list and ask for support to identify those that fit the sub-group category that you intend to target (e.g. people living with disabilities, elderly, women, etc.) – this is called purposive sampling.

   b. Ask beneficiaries who meet the characteristics you seek (e.g. female headed HH,) to identify other individuals with the same characteristics in the community and who also benefitted from the assistance – this is called snowball sampling.

   c. Go to locations normally frequented by these sub-groups (e.g., women friendly spaces, committee meetings, etc.) in order to identify those specific individuals who benefitted from the distribution and who are willing to participate in the PDM exercise – this is called purposive sampling.

2. **Are there at least 30 individuals[14] identified for each population group targeted by the PDM.** Create a list with the names of all beneficiaries identified – this will be the final PDM sample list.

3. Assign enumerators with their randomly selected individuals.

14 - In Corder, G. W., & Foreman, D. I. (2009, p.2). Nonparametric statistics for non-statisticians: a step-by-step approach. New Jersey: Wiley & Sons. "The minimum sample size for using a parametric statistical test varies among texts. For example, Pett (1997) and Salkind (2004) noted that most researchers suggest n>30. Warner (2008) encouraged considering n>20 as a minimum and n> 10 per group as an absolute minimum." Similarly, the Shelter Cluster PDM Guidelines suggests that "according to statistics theory, the minimum number for the size of a sub-group of a simple sample is 30." See:

https://www.sheltercluster.org/sites/default/files/docs/Final%202011%20PDM%20Guidelines.pdf

YES, LISTS ARE COMPLETE

In such case, you will be using a method called probability sampling.

1. Identify the total number of households in the sub-group category targeted by the PDM (e.g. families with people living with disabilities, families with elderly, etc.) by filtering through the beneficiary database/list – this will be the PDM "sample frame". Round the total number up – this is the population size for that sub-group.
2. Using the **Master Sample Calculator Table**,[15] enter the **population size** to obtain the **suggested sample size**.[16] NOTE: The sample size decreases as the population size increases.
3. Increase your sample size to account for those unable or unwilling to take part in the PDM exercise. A 10% **backup list** is recommended.
4. Follow the same process to calculate the suggested sample size for all other sub-groups (strata) that should be included in the PDM sample. This is called a stratified sample.
5. After identifying the **sample size** for each sub-group, households need to be randomly selected from the beneficiary list. First, create a list with the names, and/or the unique ID of all households in the beneficiary list who are in the sub-group of interest using a filter (e.g.: individuals living with disabilities).

15 - The Master Sample Calculator Table is available for use through the link provided in Annex G. It has been designed to provide the below levels of accuracy: Confidence level – 95%; Population proportion – 0.5; Margin of error – 0.04.

16 - E.g.: The beneficiary list contains 48 individuals living with disabilities. This figure should be rounded up to 50. On this basis, the Master Sample Calculator Table proposes a sample size of 46 individuals living with disabilities for the PDM.

6. One manual method, and two digital tools are suggested to **randomly select Households** from the sub-group lists:

    a. Print out the beneficiary list for each sub-group; cut each individual's unique ID/ name and transfer all papers to a bag. Select, from the bag, enough pieces of paper to fill the sample.

    b. Use the **Stat Trek** tool.[17] First, enter the desired sample number per sub-group along with minimum and maximum values. From there, a list of the random selected numbers is automatically generated.

    c. Based off the beneficiary list/ sample frame, and the sample size, apply the random selection function (RAND) and INDEX functions in Excel.[18]

7. Proceed in the same way to identify beneficiary names for all sub-groups to be included in the PDM sample survey.

8. Compile names/ unique ID's of the selected respondents for each sub-group into the final **PDM selected survey sample.**

9. Assign enumerators with their randomly selected households.

NOTE: It can be very difficult to retrospectively find individuals who have received assistance based on lists, due to logistical challenges. For this reason, carefully consider, from the outset, if this approach is at all feasible. Using non-probability sampling still enables PDM to generate useful results if biases are accounted for in the analysis.

17 - Available at: https://stattrek.com/statistics/random-number-generator.aspx#error.

18 - There are a few ways to select random data without duplicates in Excel. One potential way is using the Rand and Index functions. In the example provided below, there were 50 vulnerable beneficiaries, and a suggested sample of 50 (46 plus 10% replacement).

In COLUMN A: With the ID or NAME of vulnerable households from the beneficiary lists, in cells A2:A51, follow these steps to extract a few random names:

In COLUMN B: with the RANDOM NUMBER GENERATOR enter the Rand formula in B2, and copy it down the column: =RAND()

In COLUMN C: SELECTED HOUSEHOLDS insert the below formula in C2 to extract a random value from column

A: =INDEX($A$2:$A$51, RANK(B2,$B$2:$B$50)

Copy the above formula to as many cells as many random values you want to selected. In our case, we copy the formula to four more cells (C2:C50). At the end, fifty random names/ unique ID's should be extracted without duplicates.

ANNEX F

GUIDANCE FOR BLANKET DISTRIBUTION PDM SAMPLING

The methodology presented below is suitable for a small-scale distribution programme. For large scale blanket distributions targeting a region, the methodology should be further refined.

Identify a clearly defined map of the distribution area

IF none is available, work with the field team to prepare one. The map should be low in scale and have clearly defined boundaries with natural and made landmarks such as rivers, roads, well known buildings. Place a grid on the map, and number the grids.

These maps can be prepared digitally or on paper and help in identifying households and selecting households for interview.

Determine the sample size

Determine the sample size for recipients (based on records kept from the distribution) and non-recipients. As this is blanket distribution, ideally, there should be no non-recipients.

However, if you are able to find individuals who did not benefit from the distribution, **the sample of non-recipients should no greater than the sample of recipients**.

1. Using the **Master Sample Calculator table**,[19] enter the **distribution size** (e.g. 100 recipients) to obtain the **suggested sample size** (e.g.: 83 recipients). In this example, this leads to a sample of no more than 83 non-recipients.

2. Increase your sample size to account for those unable or unwilling to take part in the PDM exercise. A 10% **backup list** is recommended.

Household selection

After identifying the target sample size for **all groups** of interest, households need to be selected in a way that does not introduce bias.

There are multiple ways to select housing units. We outline three methods that use a map:

NOTE: This approach equates housing units to households. This may not always be the case.

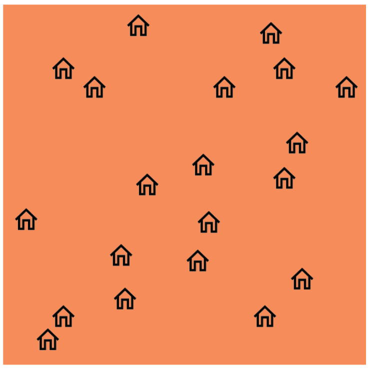
Use your map to prepare a list of selected and back-up housing units into the final PDM selected survey sample list.

NOTE: There are other ways of sampling, see annex J

Assign enumerators with their randomly selected housing units.

19 - See Master Sample Calculator Table - Annex G. It has been designed to provide the below levels of accuracy: Confidence level – 95%; Population proportion – 0.5; Margin of error – 0.04.

Random sampling



Stratified sampling

Systematic sampling

Random Sampling	Stratified Sampling	Systematic Sampling
In random sampling, each housing unit is equally likely to be included. For taking random samples of an area, use a random number table to select housing unit numbers from your grid reference that correspond to the number	Stratified sampling divides populations into smaller groups. It may be recommended when the target area is diverse (e.g.: contains deprived and wealthier areas). This approach will help ensure that both are represented in the sample. A random sample may unintendedly miss all the deprived areas. By contrast, a stratified approach will guarantee that the sample captures the area´s diversity.	In systematic sampling observations are taken at regular intervals, e.g.: conducting the PDM for every fifth housing unit in the area.

ANNEX G

MASTER SAMPLE CALUATOR TABLE

This Master Sample Calculator Table has been designed to provide the below levels of accuracy: Confidence level – 95%; Population proportion – 0.5; Margin of error – 0.04.

Table of sample sizes required for a given population-group size	
Population Size	**Sample Size**
10	10
20	19
30	29
50	46
75	67
100	86
150	120
200	150
250	176
300	200
400	240
500	273
600	300
700	323
800	343
900	360
1000	375
1200	400
1500	429
2000	462
2500	484
3500	512
5000	536
7500	556
10000	566
25000	586
50000	593
75000	595
100000	597
250000	599
500000	600
1000000	600
2500000	600
10000000	600

ANNEX H

EXPLAINING REPORTING OBLIGATIONS TO BENEFICIARIES*

“I will keep what you told me confidential, including any notes that I wrote down during our conversation. This means that I will not tell anyone what you tell me, or share any other information about what you said to me, without your permission.

But If any [AGENCY] staff or humanitarian worker from another organization has hurt you or behaved inappropriately, I need to tell my supervisor and report what this person has done, so he/she can’t hurt or do the same to anyone else.

Other than these times, I will never share what you told me without your permission.

If you would like to get help or care, or make a formal report of misconduct, you can do so here [provide contact information of [AGENCY] PSEA or GBV Focal Point]

*Adapted from: Interagency Gender-based Violence Case Management Guidelines, 1st Edition, 2017.

ANNEX I

REFERENCES & FURTHER READING

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- Diakonie Katastrophenhilfe (2016): Cash Transfer Programming – Technical Note on Post-Distribution Monitoring.
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  Available at: https://interagencystandingcommittee.org/system/files/legacy_files/women_girls_boys_men_different_needs_equal_opportunities_iasc_gender_handbook_for_humanitarian_action_english_language_.pdf
- Interagency Standing Committee Task Team on Accountability to Affected Populations and Protection from Sexual Exploitation and Abuse (2016): Guideline on Interagency Community-based Complaint Mechanisms, Protection against Sexual Exploitation and Abuse.

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  Available at: https://www.jips.org/uploads/2020/05/JIPS-SamplingGuideForDisplacementSituations-June2020.pdf
- UNHCR Somalia (2011): Non-Food Items (NFI) Post Distribution Monitoring Guidelines.
- Washington Group, Short Set of Disability Questions

  Available at: http://www.washingtongroup-disability.com/ ashington-group-question-sets/short-set-of-disabiliy-questions/
- WFP (2017): ESSN Post-Distribution Monitoring Report Cross-Section Round 2 (PDM 5).

ANNEX J

TYPES AND APPLICABILITY OF DIFFERENT SAMPLING STRATEGIES

Note this table is for reference – the methodologies in annexes E and F should be sufficient for most PDM.

(Source: IMPACT Internal Research Guidelines)

Type of sampling strategy	Description
Probability Sampling	
Simple (non-stratified) random sampling	A type of sampling when all units in the population of interest have an equal probability of being selected. Typically, a list of all units are available to sample from.
Stratified random sampling	Similar to simple random sampling but involves stratifying the population of interest based on shared characteristics. Stratification means that **specific characteristics of the population of interest** (for e.g. demographic factors, geography, socio-economic status, etc.) **need to be represented in the sample**; to enable generalisation not only to the overall population, but also to each strata.
Stratified random sampling (continued)	Stratified sampling should **always be used for an experimental approach to data collection**. At minimum, this involves stratifying the sample between a treatment group (i.e. a group that has received or will receive a specific treatment or intervention) and a control group (i.e. a group that has not received or will not receive the same treatment or intervention). By comparing the treatment and control groups, the researcher can isolate whether the treatment have influenced a certain outcome.
2-stage random sampling (can be stratified or non-stratified)	Similar to simple random sampling but when a complete list of sampling units is not available for the area of interest (for e.g. beneficiary household lists or shelter footprint maps), population size per location is used to determine how many of the total surveys should be conducted in each location. As such, a household/ individual in an area with a bigger population has a higher chance of being selected than a household/ individual in an area with a smaller population. The location would typically be a smaller area / administrative division within the wider area of interest (e.g. districts within a state). Additionally, depending on the population distribution within this wider area, locations which represent a very small proportion of the total population might not be assessed at all.
2-staged cluster sampling (can be stratified or non-stratified)	Similar to random sampling except it **involves two stages**: (1) first **a primary sampling unit (PSU) is randomly selected with replacement**, with the selection based on probability proportional to size (PPS) i.e. probability of selection inverse to the population size of PSU and (2) the secondary sampling units (for e.g. households or individuals) are then selected within the randomly sampled PSUs. The number of units to be targeted in each PSU (i.e. number of households or individuals to survey) would be determined by the number of times the PSU is picked during first stage sampling.

<table>
<tr><th>Type of sampling strategy</th><th>Description</th></tr>
<tr><th colspan="2">Non- Probability Sampling</th></tr>
<tr><td>Purposive sampling</td><td>Sampling strategy where research participants and locations are purposefully selected based on what is most appropriate to answer research questions. Purposive sampling can be stratified or non-stratified.

Some common types of purposive sampling:
• <u>Maximum variation / heterogeneous sampling</u> i.e. capturing wide range of perspectives, from typical to extreme;
• <u>Homogenous sampling</u> i.e. aiming for a homogeneous sample whose units share similar characteristics (e.g. age, gender, occupation, etc.);
• <u>Extreme / deviant case sampling</u> i.e. focusing on cases that are special / unusual to highlight notable outcomes. This is useful when limited time, access and resources make it difficult to visit every single location.
• <u>Expert sampling</u> i.e. a technique that is used when the research needs to leverage knowledge from individuals that have particular expertise in some areas, typically through KI interviews (for e.g. WASH, agricultural practices, etc.).</td></tr>
<tr><td>Quota sampling</td><td>Non-probability version of stratified sampling where a target number of interviews - a quota - is determined for a specific set of homogenous units (for example, based on gender, age, location, etc.), with the aim of sampling until the respective quotas are met. The quotas should be set to reflect the known proportions within the population. For example, if the population consists of 35% female and 65% male, the number of FGDs or interviews conducted with males and females should also reflect those percentages.</td></tr>
<tr><td>Snowball sampling</td><td>A sampling strategy wherein households or individuals are selected according to recommendations from other informants and research participants. Each participant recommends the next set of participants to be contacted for the study. Snowball sampling can be both stratified or non-stratified, depending on the research needs.

Snowball sampling is also sometimes referred to as ‘chain referral’ sampling.</td></tr>
<tr><td>Respondent-driven sampling (RDS)</td><td>A variation of snowball/ chain referral sampling which uses social network theory to overcome the respondent bias limitations associated with snowball sampling. Specifically, RDS uses information about the social networks of participants recruited to determine the probability of each participant’s selection and mitigate the biases associated with under sampling or over sampling specific groups.</td></tr>
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