



**Cash Distribution Process Monitoring  
Observation Checklist**

This observation checklist is intended to help Plan International staff to monitor cash transfer distribution processes that have a bearing on quality, security and access of beneficiaries to aid. One observation checklist should be completed per distribution monitored. The monitoring staff should complete the monitoring Tool based on his/her observations during the distribution process as well discussions with the distribution Team, Food distribution committee and selected beneficiaries.

*This tool is encouraged to be used under a web-based platform such as Poi-Mapper, Kobo etc. In its absence, paper can be used.*

| Type of Distribution<br>(e.g. Cash, Vouchers)  |  | Date of Distribution |                                | Name of Staff member in Charge of the distribution |                       |
|--|--|----------------------|--------------------------------|--|-----------------------|
|  |  |                      |                                |  |                       |
| County Name  |  | Village name         |                                | Cash Distribution Point Name                       | Monitoring staff Name |
|  |  |                      |                                |  |                       |
| <b>Section A: Distribution Center</b>  |  |                      |                                |  |                       |
| A1   | Where is the cash distribution being conducted –Type of distribution center e.g. Nutrition center, school etc.                                       |                      |                                |  |                       |
| A2   | Is the distribution center accessible, safe and secure for (adolescent) girls? Boys? Women? Men? People with disabilities?                           |                      |                                | 1. Yes    2. No                                    | If no give details    |
| A3   | Is the actual cash distribution being conducted in a place with sufficient privacy to allow beneficiaries comfortably receive and count their money? |                      |                                | 1. Yes    2. No                                    | If No give details    |
| <b>Section A: Distributed Cash amount details</b>  |  |                      |                                |  |                       |
| A1. What was distributed per person/ household?  |  |                      |                                |  |                       |
| #  | Item specification   |                      | Quantity per person/ household |  | Comment               |
| a  |  |                      |                                |  |                       |
| b  |  |                      |                                |  |                       |
| c  |  |                      |                                |  |                       |
| <b>Section B: Beneficiary Data and targeting criteria</b>                                |  |                      |                                |  |                       |
| B1. Was a beneficiary register or distribution register used during distribution?        |  |                      | 1. Yes                         | 2. No  | If No what was used?  |
| B2. Was the beneficiary register prepared and/or printed before the distribution starts? |  |                      | 1. Yes                         | 2. No  | If No why?            |

|  |        |       |  |
|--|--------|-------|--|
| B2. What is the total number of beneficiaries who received cash at that distribution point? <i>(Verify with signed beneficiary lists or other supporting documents)</i>  |        |       |  |
| B2. Were beneficiary registration details and entitlements properly checked during distributions?  | 1. Yes | 2. No | If Yes, How/ If No, why?               |
| B3. Did any unregistered person receive cash?  | 1. Yes | 2. No | If Yes, why?                           |
| B4. How were the beneficiaries of cash distributed selected in that location (describe the selection process)?   |        |       |  |
| <b>Section D: Distribution process</b>   |        |       |  |
| D1. Was information on distribution clear and accessible to (adolescent) girls, boys, women and men including people with disabilities?  |        |       |  |
| D2. What is the condition of the distribution area? <i>(Specify any areas that require attention)</i>  |        |       |  |
| D3. Did the distribution start on time as scheduled?   | 1. Yes | 2. No | If No why?                             |
| D4. Were there adequate tools to facilitate the distribution process e.g. registers, signing facilities etc  | 1. Yes | 2. No | If No, what was lacking?               |
| D5. Were there adequate staffs to facilitate the distribution process (Specify staff present & gaps)?  | 1. Yes | 2. No | If No explain:                         |
| D6. Was the distribution conducted on village basis (from Village to village)?   | 1. Yes | 2. No | If No, what method was used?           |
| D7. Were there separate lines for male and females?  | 1. Yes | 2. No | If No specify                          |
| D8. Is it easy to follow visually the distribution line <i>(from staff who helps beneficiaries get into the line, to the person checking the beneficiary list to the one who dispatches cash to beneficiaries)</i> ? | 1. Yes | 2. No | If No, what needs improvement?         |
| D9. Is the distribution area clearly demarcated (rope, fence, concrete wall etc.)  | 1. Yes | 2. No | If yes, specify how.                   |
| D10. Is there a Plan and Funding partner/Donor visibility clearly displayed at the distribution Centre?  | 1. Yes | 2. No | If Yes, what is its location?          |
| D11. Is there a clearly defined system of guaranteeing the comfort and dignity of people with specific needs (e.g. elderly, disabled, children etc.)?  | 1. Yes | 2. No | If yes, specify                        |
| D12. Was there a help desk on the distribution Centre?   | 1. Yes | 2. No | If Yes, what was its Location?         |
| D13. Was the community aware of the presence of a help desk where they can report problems, concerns & feedback?   | 1. Yes | 2. No | If Yes, how were they informed?        |
| D14. Was there community participation in the distribution process?  | 1. Yes | 2. No | If Yes, how did community participate? |



|  |        |       |                                       |
|--|--------|-------|---------------------------------------|
| D15. Was the distribution completed in one day?  | 1. Yes | 2. No | If No, why?                           |
| D16. Is the dignity of beneficiaries' respected –respectable and dignified treatment by staff?   | 1. Yes | 2. No | If No, specify                        |
| <b>Section E: Verification process</b>   |        |       |                                       |
| E1. Did beneficiaries receive their correct entitlements? <i>(Cross check with exit interviews)</i>  | 1. Yes | 2. No | If No, Who did not receive & Why not? |
| E2. Was anybody who is not a beneficiary allowed to receive cash for another household? <i>(This should only happen in cases of people with Special needs e.g. children, the sick, disabled)</i> | 1. Yes | 2. No | If Yes, explain why & give names.     |
| E3. Was there a proxy form used for a beneficiary?   | 1. Yes | 2. No |                                       |
| <b>Section F: Reported incidents/ Problems</b>   |        |       |                                       |
| F1. Did any adverse incident/interference occur during the distribution process?   | 1. Yes | 2. No | If Yes, describe                      |
| F2. Were there any problems related to –wrong family sizes, wrong name spellings or poor identification of Plan Staff?   | 1. Yes | 2. No | If Yes, describe                      |
| F3. Was any selected beneficiary not able to receive their cash entitlements because their names were not on the list?   | 1. Yes | 2. No | If Yes, explain                       |
| <b>Additional Comments</b> <i>(Add any other additional comments from your observations during distribution and areas that require improvement)</i>  |        |       |                                       |
| <b>END</b>   |        |       |                                       |