



**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 (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
Section A: Distribution Center					
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
Section A: Distributed Cash amount details					
A1. What was distributed per person/ household?					
#	Item specification		Quantity per person/ household		Comment
a					
b					
c					
Section B: Beneficiary Data and targeting criteria					
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)?			
Section D: Distribution process			
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
Section E: Verification process			
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	
Section F: Reported incidents/ Problems			
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
Additional Comments <i>(Add any other additional comments from your observations during distribution and areas that require improvement)</i>			
END			