

Yemen Food Security and Agriculture Cluster

POST DISTRIBUTION MONITORING QUESTIONNAIRE FOR CASH AND VOUCHER ASSISTANCE THROUGH FOCUS GROUP DISCUSSIONS

Facilitator Guidance

These are guidelines for focus-group discussion (FGD) to be conducted after the cash transfer programming intervention has been implemented and cash transfers have been distributed. Questions should be adapted to the context.

The purpose is to know whether the cash transfer has had the expected outcomes, how people gauge it and how the cash received was actually used.

It should help to cross-check the information given in individual interviews and by daily monitoring and field visits.

The group should be as representative of the local community as possible (men and women, people of different age, wealth and activity groups, beneficiaries and non-beneficiaries of the programme).

The group should not be too large (up to 10 persons, beneficiaries or non-beneficiaries) so that the discussion can be led efficiently. If socially accepted, gender-based groups could be organized also.

Make sure to explain thoroughly the purpose of the interview and how it will be used by FSAC Partners, in order to have accurate and unbiased answers (as much as is possible). (Negative aspects and recommendations should be phrased to encourage constructive feedback without making participants uncomfortable. Emphasize anonymity to get honest responses, especially regarding program shortcomings.)

1. SURVEY HEADER / ADMINISTRATIVE INFORMATION

1.1 NAME (S) OF FACILITATOR(S):

1.2 DATE OF FGD:

1.3 NAME OF VILLAGE / FGD LOCATION:

1.4 NUMBER OF PEOPLE ATTENDING THE FGD:

Men	Women	Total

1.5 TYPE OF FGD:

- ☐ Project Beneficiaries
- ☐ Community representatives/ leaders
- ☐ Traders

2. INTRODUCTION AND CONSENT

2.1 CONSENT:

Assalamu Alaykum everyone. Thank you all for taking the time to join us today. My name is [Your Name], and I work for [Your Organization]. We are conducting post distribution monitoring on a cash transfer program to measure its effectiveness, quality and efficiency. The information we gather here today is anonymous, and will be used to help adapt the organization's program processes. Your participation is voluntary, and you represent views of your community. Before we begin, please note that this exercise might take about one hour, and I would like to ask everyone to confirm his/her.

☐ Yes

☐ No

3. PROGRAMME PERCEPTION

This section evaluates how people from the community (non-beneficiaries and beneficiaries) feel about the programme and what they would recommend for future interventions.

3.1 WHAT IS YOUR OVERALL RATING ON THE CASH/ FOOD ASSISTANCE (OR DISTRIBUTION) PROVIDED BY (NAME OF NGOS)?

☐ Very satisfied

☐ Satisfied

☐ Neutral

☐ Dissatisfied

☐ Very dissatisfied

(things they liked, things that should have been done differently, etc.)

3.2 DO YOU FEEL THAT YOU RECEIVED ENOUGH INFORMATION ABOUT THE PROGRAMME? WHAT NEEDED MORE EXPLANATION?

☐ Yes

☐ No

If no, what was unclear?

This question should check for sensitization and communication about the programme (purposes, process and length).

3.3 DO YOU KNOW ANY HHS WHO HAD OR FACED DIFFICULTY ACCESSING THE PROGRAM? WHY?

3.4 WHAT DO YOU THINK ABOUT THE PROJECT'S IMPLEMENTATION IN TERMS OF TIMELINESS, SELECTION PROCESS, COMMUNICATION AND EFFECTIVENESS?

☐ Timely cash distribution

- ☐ Fair beneficiary selection
- ☐ Clear communication
- ☐ Adequate cash amount
- ☐ Other: _____

Sensitization, communication, selection of beneficiaries and traders, implementation of cash distribution (location, timing).

3.5 DID YOU EXPERIENCE ANY KEY CHALLENGES DURING THE PROJECT IMPLEMENTATION?

- ☐ Delays in payment
- ☐ Insufficient cash amount
- ☐ Poor communication
- ☐ Other: _____

General question which may be cross-checked in the rest of the FGD.

3.6 WHAT COULD HAVE BEEN IMPROVED? RECOMMENDATIONS FOR FUTURE INTERVENTIONS IN TERMS OF:

Modality

Visibility

Entitlement

Other

4. TARGETING AND COVERAGE

This section considers whether the community feels the right people were included in the programme and that not too many households were excluded.

4.1 DO YOU KNOW ABOUT THE SELECTION CRITERIA IF YES, CAN YOU TELL ME WHAT THE CRITERIA WERE?

- ☐ Yes, if yes, please provide the criteria.
- ☐ No
- ☐ Partially, if you know partially, please provide the criteria you are aware of.

If people say they know how selection took place, they should give a brief explanation.

4.2 WHO ARE THE MEMBERS OF THE SELECTION COMMITTEE ?

- ☐ Community leaders
- ☐ NGO
- ☐ Local Authority
- ☐ No one knew

4.3 DO THEY FEEL THAT THE PROJECT'S SELECTED HOUSEHOLDS ARE VULNERABLE?

☐ Yes

☐ No

☐ Unsure

If yes → Why?

This is checking for inclusion errors. They should explain why and to what extent they feel that they were errors.

5. CASH USES

This section evaluates whether cash distributions were well accepted by the community and how the cash was used. For these questions, gender-based focus group discussions may bring different answers.

5.1 WHAT DID YOU USE THE CASH FOR (PERCENTAGE)? PLEASE DESCRIBE THE ITEMS ON WHICH YOU SPENT THE CASH FOR?

☐ Food %

☐ Healthcare %

☐ Education %

☐ Debt repayment %

☐ Restarting new livelihood %

- ☐ Cash use in Agricultural livelihood%
- ☐ Cash use in livestock livelihood%
- ☐ Cash use in fisheries livelihood%
- ☐ Other %: _____

5.2 IN GENERAL IN FAMILIES, WHO MADE THE DECISION ABOUT HOW TO SPEND THE CASH?

- ☐ Male head
- ☐ Female head
- ☐ Joint decision
- ☐ Other: _____

6. DISTRIBUTION SITE EXPERIENCE

This section is to understand the experience on distribution sites

6.1 WERE THE FSP AND/OR CASH DISTRIBUTION POINTS ACCESSIBLE AND NEARBY TO THE TARGETED BENEFICIARIES (INCLUDING PEOPLE WITH DISABILITIES)?

- ☐ Yes
- ☐ No / Why? _____

6.2 DID THE FSP HAVE ENOUGH LIQUIDITY DURING THE CASH DISTRIBUTION?

- ☐ Yes
- ☐ No / explain? _____

6.3 DID YOU OR ANY OTHER RECIPIENT EXPERIENCE ANY SECURITY PROBLEMS DURING THE DISTRIBUTION TIME OR AFTER LEAVING THE DISTRIBUTION SITE?

- ☐ Yes, please give details of when/way _____
- ☐ No

7. ACCOUNTABILITY & GRIEVANCES

Helps assess accountability and integrity in the program while respecting safety concerns.

7.1 WERE COMMUNITY MEMBERS AWARE OF ANY CHANNELS TO SHARE COMMUNITY FEEDBACK OR CONCERNS ABOUT THE PROJECT?

- ☐ Yes
- ☐ No channels existed

If yes, is it accessible? ☐ Yes

- ☐ No

7.2 HOW SATISFIED ARE YOU WITH THE RESPONSE TO YOUR COMPLAINT/FEEDBACK?

- ☐ Satisfied
- ☐ Partially satisfied
- ☐ Dissatisfied
- ☐ Others, please explain _____

8. IMPACT

8.1 IS THERE ANY FOOD PRICES INCREASE AT THE MARKET AFTER CASH DISTRIBUTIONS?

- ☐ Prices increased
- ☐ No change
- ☐ Prices decreased
- ☐ other _____

Sudden liquidity can inflate prices, undermining CVA effectiveness.

8.2. WAS THERE ANY DISPUTE OR CONFLICT IN YOUR COMMUNITY BECAUSE OF THE CASH DISTRIBUTION? IF YES, PLEASE ELABORATE.

8.3 WHAT IS THE MOST IMPORTANT IMPACT OF CASH TRANSFER ON HOUSEHOLDS HERE?

8.4 DO YOU THINK THE CASH FOR FOOD ASSISTANCE CONTRIBUTED TO THE EMPOWERMENT AND RESILIENCE OF GIRLS AND WOMEN IN PARTICULAR?

If yes, how? What about the people with disabilities particularly girls and women?

End	of	FGD	Notes	/	Comments
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THANK YOU VERY MUCH FOR YOUR TIME!

End of Interview