



Non-Food Items (NFI)

Post Distribution Monitoring Guidelines



**UNHCR SOMALIA
2011**





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UNHCR Somalia, 2011

A group of children and adults are gathered outdoors in what appears to be a refugee camp or settlement. In the background, there are several tents or makeshift shelters, some with the UNHCR logo visible. The children in the foreground are looking towards the camera. The overall scene is bright and sunny.

Post-Distribution Monitoring

Guidelines for monitoring the impact of Non-Food Item distributions

**UNHCR SOMALIA
2011**



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INTRODUCTION

These Post-Distribution Monitoring (PDM) Guidelines and accompanying tools have been designed to monitor the impact of Non-Food Item (NFI) distributions made by UNHCR or its partners in Somalia.

The guidelines are specific to NFI distributions for Internally Displaced Persons (IDPs) in Somalia, who often live in dispersed and unregistered settlements, in an environment where UNHCR access for monitoring may be limited or variable. These guidelines could, however, be adapted to other operational contexts.

PDM exercises have been conducted in Somalia by UNHCR and its partners since mid-2009, following distributions in Benadir, Bay, Middle Shabelle, Galgaduud, Mudug, and Bari regions. These 2011 Guidelines have been re-designed based on lessons learnt during the 2009 and 2010 PDM exercises.

Complete training packages, which have been designed and implemented together with Intersos, are available from UNHCR Somalia.

The Guidelines are divided into three sections:

Section I: Outlines some key Programme and Security Considerations to take into account when designing a PDM exercise in Somalia.

Section II: Provides a template for the design of a PDM exercise, including how to sample, resource needs, and a step-by-step guide through the management of PDM in the field.

Section III: Explains each component of the PDM Form, and can be printed for PDM Teams during the exercise and used for training purposes.

Annexes include the PDM Form, Team Leader Form, Non-Response Form, some template Role plays for training purposes, and a sample of PDM results from 2010.

What is Post Distribution Monitoring?

PDM is an *ex-post* monitoring and evaluation of a location- and time-specific NFI distribution, conducted independently from the NFI distribution exercise itself.

The PDM exercise is normally conducted 4-6 weeks after the NFI distribution has ended and is implemented with or through an NGO partner. Notably, the NGO conducting PDM (the 'PDM NGO') should be different from the NGO who distributed the NFIs (the 'distributing NGO'). PDM does not replace the Monitoring and Evaluation obligations of the distributing NGO as per standard UNHCR project agreements.

PDM data is collected through interviews with individual IDP beneficiaries based on a sample survey format. PDM results are largely quantitative, and highlight broad trends in order to inform programming.

These results should be fed back into the project cycle in order to improve the way assistance is designed and delivered, responsive to the preferences of beneficiaries and sensitive to potential protection risks that could be caused by NFI assistance.

The **Objectives** of PDM are:

1) To reinforce accountability: checking whether the agreed number and type of NFIs **were actually distributed** or whether **diversion of assistance took place**.

2) To improve programming: assessing whether the NFIs distributed were the most appropriate type of assistance, and therefore whether NFI packages should be **adjusted or whether alternative assistance should be provided**. In order to do so, PDM asks IDPs their views on the **quality and usefulness of NFIs received**; whether they would have **preferred other NFIs**; and verifies the **actual use of the NFIs** - whether they kept, gifted, sold, or exchanged the items. PDM checks whether NFIs were sold for less than UNHCR paid for them, and if they were sold to buy other types of assistance - **informing both cost-benefit and gap analysis**.

3) To improve NFI distribution methodologies: identifying **strengths and weaknesses** in different distribution methodologies with the aim of making improvements in future distributions. PDM checks whether IDPs were provided **accurate and timely information**; **how long they queued/waited** to receive their NFIs; and asks the IDPs **their opinion** on how well the distribution was organised.

4) To identify and prevent protection risks: monitoring whether NFI distributions created **protection risks for the IDPs**. PDM asks whether beneficiaries had **items stolen**; whether there were **security incidents during or after the distribution**; whether **indirect expropriation took place**, including landlords raising rents and payments being demanded to be placed on distribution lists. Depending on the sampling methodology used, data could be analysed to understand whether security or **protection risks were higher for specific profiles** of IDPs, such as by gender or sub-clan, or in specific IDP sites. PDM may also flag whether there have been cases of sexual exploitation and abuse, or other breaches of UNHCR's Code of Conduct, triggering Protection staff to conduct a more in-depth investigation.

Minimum Non-Food Item (NFI) Kit for Somalia

Item	Quantity	Specifications
Plastic Sheeting	1	Reinforced tarpaulin 4x5m
Blankets	3	Woven dry raised blanket
Jerry Can	2	10 litres capacity foldable
Sleeping Mat	1	1.8 x 0.9m synthetic
Clothes/General Soap	1	1 Strip 750g
<i>Kitchen Set: including</i>	1	
Cooking Pot 7 litres	1	Aluminium pot with lid
Cooking Pot 5 litres	1	Aluminium pot with lid
Metal Cups	5	Stainless steel
Metal Plates	5	Stainless steel
Small Spoons	5	Stainless steel
Large Spoon	1	Stainless steel
Kitchen Knife	1	Stainless steel blade
<i>Sanitary Kit: including</i>	1	Purchased / produced in Galkayo
Underwear	2	Washable / Reusable
Sanitary Pads	6	Washable / Reusable
Hand Soap	1	1 bar



SECTION I

PDM PROGRAMME AND SECURITY CONSIDERATIONS

SECTION I: PDM Programme and Security Considerations

PDM is not common practice in Somalia, and its purpose can be misinterpreted by NGO partners and other stakeholders, if not carefully explained. PDM may affect vested interests of some stakeholders who have in the past managed to divert assistance. PDM therefore may provoke security risks for UNHCR staff, the PDM NGO, the distributing NGO, and for beneficiaries.

Some distributing NGOs may not be accustomed to being monitored by their peers. They may perceive the PDM NGO as biased, as competition, or as a vehicle for opposing sub-clan interests. When applying PDM, UNHCR national staff may be intimidated or threatened by gatekeepers, local leaders, beneficiaries and even by NGOs. There may be an interest and attempts to distort PDM results.

Noting these challenges, PDM programme arrangements and operational design should take into account a number of **key considerations**, which aim to:

- 1) ensure the **integrity** of PDM results;
- 2) reduce **security risks** for UNHCR, NGO staff and of beneficiaries; and
- 3) strengthen **accountability** to beneficiaries and donors.

Ensuring the Integrity of PDM results

- 1) The PDM NGO should be different and independent from the distributing NGO, or UNHCR should take the lead in the PDM exercise. Ideally, to avoid any accusations of deliberate bias, the PDM NGO should not be a past or future partner of UNHCR for the distribution of NFIs.
- 2) For a UNHCR-led distribution, staff from a different organisation should lead the PDM. For instance, in Bossaso, PDM of a UNHCR-led distribution is being organised by Intersos, with other NGOs providing staff support.
- 3) Where UNHCR is not leading the distribution, but is present for monitoring purposes, at a minimum the same staff member who monitored the distribution should not be conducting the PDM for the same distribution.
- 4) Programme arrangements for PDM should be separate from the project agreement between UNHCR and the distributing NGO, i.e. PDM should not be paid for through the distributing NGO project agreement, to prevent any undue influence.
- 5) As explained in detail in Section II below, PDM is structured upon the distribution reports of the distributing NGO. Indeed, the Beneficiary Lists are the basis on which random selection of beneficiaries are made for PDM interviews. Clear reporting requirements should be spelled out in the distributing NGO's project agreement. UNHCR should share template guidelines/formats for such reports with the distributing NGO.
- 6) Before finalising the project agreement, all distributing NGOs should be informed that independent PDM may be conducted by UNHCR and/or a PDM NGO. The purpose of PDM should be explained, and, preferably, a clause indicating their assent should be included in the distributing NGO's project agreement.

SECTION I :PDM Programme and Security Considerations

Reducing security risks for UNHCR, NGO staff and of beneficiaries

- 1) Situational¹ and Stakeholder² analysis should be conducted by the concerned UNHCR office before each NFI distribution, including of clan identities and political affiliations of stakeholders, and of their relative power. Such analysis may help UNHCR decision-making on whether NFI distributions could create protection risks for beneficiaries, and highlight whether stakeholders could create security risks to prevent or disturb the PDM process.
- 2) UNHCR national staff should be closely consulted on the selection of distributing NGOs and PDM NGOs. UNHCR national staff should be encouraged to raise concerns regarding the integrity of NFI distribution and PDM plans, or concerns for their own security, confidentially to the Head of Office, Representative, or Field Safety Advisor, as appropriate.
- 3) Currently, many NFI distributions funded by UNHCR, or through Shelter Cluster members, lack a clear Information strategy. One of the reasons for security risks during NFI distributions, and potential future threats against both distributing and PDM NGOs, is that beneficiaries are not aware of what NFIs they should receive, when, how, and from whom. For targeted distributions, the community needs to understand why some IDPs receive NFIs and not others.
- 4) However, the timing and extent of information sharing before the distribution may vary, recognising that informing all stakeholders well in advance may attract criminal groups or allow diversion to be well prepared.
- 5) How beneficiary leaders and communities are informed on the day of PDM of the purpose and consequences of PDM is crucial to avoid false expectations or provoking security risks because of misunderstandings. A standardised and clear explanation of PDM for leaders and communities should be agreed between the concerned UNHCR office and the PDM NGO. A standard introduction explaining PDM to each beneficiary prior to the interview can be found in Section III below.
- 6) Any actions taken by UNHCR against the distributing NGO as a consequence of PDM results are entirely the responsibility of UNHCR Somalia. No data analysis will be conducted at field level in an effort to mitigate security risks for UNHCR staff and the PDM NGO.

Strengthening accountability to beneficiaries and donors

- 1) Providing accurate information to beneficiaries before and during a distribution, on which and how many NFIs they should receive, is a key way to improve transparency with beneficiaries, and also reduces opportunities for diversion.
- 2) The results of PDM should be shared with the beneficiaries by the concerned UNHCR office for their feedback.
- 3) Donors will be offered regular briefings on PDM results, and provided access to all related data.
- 4) Where access allows, UNHCR will invite and encourage donors or other agencies to take part in or witness PDM exercises at field level.

¹ See Inter-Agency Standing Committee, *Handbook for the Protection of Internally Displaced Persons*, December 2007; Part III; Chapter 1, page 78; available at: <http://www.unhcr.org/refworld/docid/4790cbc02.html>.

² See, for instance, Imperial College London, Project Stakeholder Analysis, http://www.google.ch/url?sa=t&source=web&ct=res&cd=2&ved=0CAsQFjAB&url=http%3A%2F%2Fwww3.imperial.ac.uk%2Fpls%2Fportal%2Fdocs%2F1%2F7339774.DOC&ei=g8pOS9fIAoiwnQP5-maCg&usq=AFQjCNF-NyWEgAgRd_tEqz1QGE4g8zaAEw; Stakeholder Management Pty Ltd; *Construction Stakeholder Management*; at http://www.mosaicprojects.com.au/PDF_Papers/P076_CSM_Ch_7_Mapping_Stakeholders.pdf; Kammi Scheefer, Stakeholder Analysis Guidelines, Section 2: <http://www.lachsr.org/documents/policytoolkitforstrengtheninghealthsectorreformpartii-EN.pdf>.



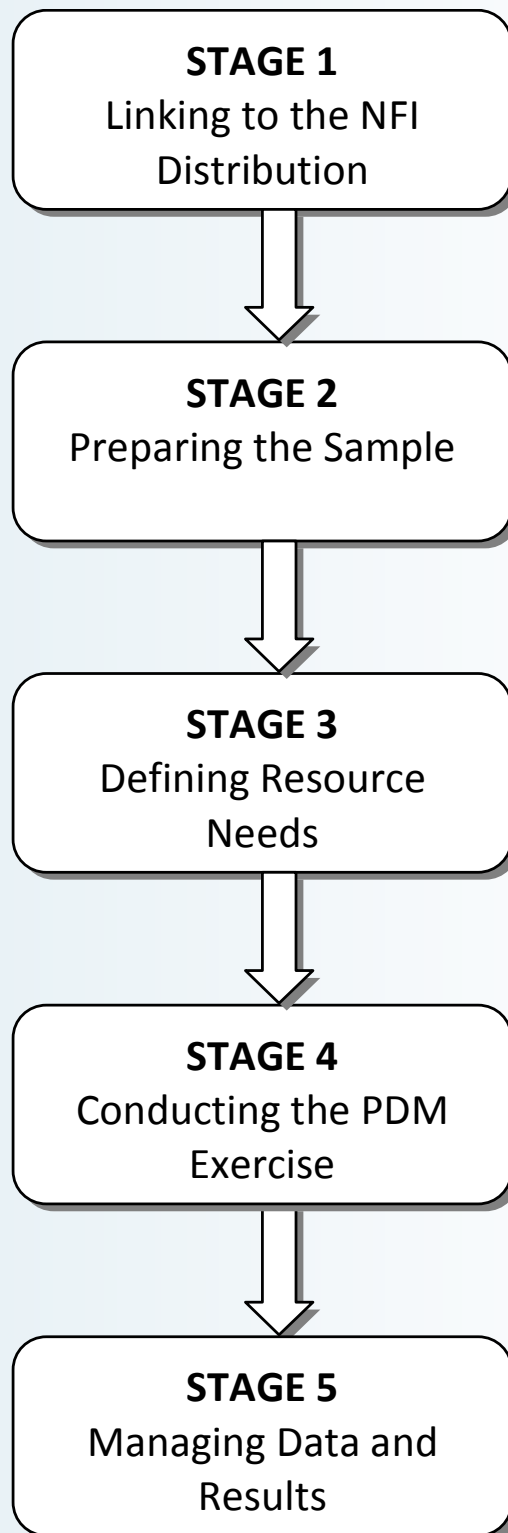
SECTION II

TEMPLATE FOR A PDM EXERCISE

SECTION II : Template for a PDM Exercise

The following section outlines basic components of a PDM exercise. UNHCR offices should adapt this template to their particular needs and context. Elements from this template can also be extracted as a basis for training of UNHCR and PDM NGO staff in preparation for the exercise.

There are **Five Stages** covering the preparation and implementation of a PDM exercise.



SECTION II : Template for a PDM Exercise

STAGE 1: LINKING TO THE NFI DISTRIBUTION

The design of the PDM exercise is based on the **Distribution plan and reports of the distributing NGO**. PDM should mirror the sites and beneficiaries selected by the distributing NGO, albeit interviewing only a sample of beneficiaries in each site.

If the distributing NGO's reports are vague or imprecise, then UNHCR's ability to analyse the PDM results will be hampered.

For PDM planning, the report of the distributing NGO should indicate the location, date, number of beneficiaries, beneficiary selection criteria, distribution methodology, exact type and number of NFIs distributed to each beneficiary, and note any variation between IDP site.

Any security incident that occurred by site/date should be reported, as well as any suspected diversion that the distributing NGO is aware of, and any impediment to the implementation of the distribution plan shared and agreed with the concerned UNHCR office prior to the distribution. How the information was shared with beneficiaries in reality should be reported.

A **Beneficiary List** should be created by the distributing NGO, including the name, age and sex of the beneficiary who physically received the NFIs, and their signature or their right-hand thumb print on receiving the NFI kit. There should be enough space for an entire thumb print, without crossing the table lines or overlapping other thumb prints.

The **Beneficiary List** is crucial for the success of PDM, in order to:

- 1) Conduct sampling of a pre-defined population group, while minimising bias.
- 2) Identify whether any of the sample are not present during the PDM, and whether this is possibly due to fraud.

KEY POINT

The distributing NGO should provide a detailed and accurate Distribution Report and Beneficiary List. PDM planning is grounded on these two documents.

SECTION II : Template for a PDM Exercise

STAGE 2: PREPARING THE SAMPLE

In most cases it is not possible to survey every beneficiary because it is too costly and time-consuming. However, according to sampling theory, valid conclusions can be drawn about the whole beneficiary group from studying only a fraction (a sample) of the distribution beneficiaries, provided that:

- 1) the sample is of **SUFFICIENT SIZE** to satisfy the assumptions of the statistical techniques used; and
- 2) the sample is **REPRESENTATIVE** of the qualities/characteristics of the total number of beneficiaries.

KEY POINT

The Beneficiary List defines the total population from which a sample will be extracted.

SUFFICIENT SIZE SAMPLE

Sample size is based on statistical calculations, and is not just a question of selecting a percentage of the total NFI beneficiaries to interview. The table below shows that to achieve a reliable level of accuracy (of $\pm 5\%$, with 95% confidence)⁴ concerning a total population of 1,000 NFI beneficiaries, then the minimum sample size is **278 interviews**.

Total NFI Beneficiaries	Confidence Level	Confidence Interval	Sample Size
1,000	5	95%	278
5,000	5	95%	357
10,000	5	95%	370
50,000	5	95%	381
100,000	5	95%	383
1,000,000	5	95%	384

To calculate sample sizes automatically on-line, see <http://www.surveysystem.com/sscalc.htm>.

Example: In 2010, in Dhussamareeb, 1335 households received NFIs, divided between 7 locations. The required sample size (of $\pm 5\%$, with 95% confidence), is **298 interviews**. If, in the sample, 57% of beneficiaries received 1 jerry-can instead of 2, then there is a 95% probability that in the total beneficiaries' population between 52%-62% of beneficiaries received 1 jerry-can instead of 2, if the sample is also representative.

⁴ The interval of confidence is the estimate of the margins of errors of a result found in a sample compared to the one you should find in the total beneficiaries population. The level of confidence represent the probability that the result you should find interviewing all the NFIs beneficiaries is included in the result \pm margins of errors found in the sample.

SECTION II : Template for a PDM Exercise

A REPRESENTATIVE SAMPLE

To be representative, **each member of the population** (each NFI distribution beneficiary) has to have the **same probability to be chosen in the sample**. Individuals in the sample have to be chosen totally by chance - by “random”.

There are many different sampling methods, but the two most appropriate for PDM exercises are:

- 1) **Random sampling;**
- 2) **Stratified sampling**

Random Sampling

This approach draws a sample from the total beneficiary population by random. Every beneficiary has an equal chance of being selected. No consideration is given to proportion of beneficiaries between IDP sites.

Step 1: Take the Beneficiary Lists for all the IDP sites covered in the distribution, and put them together into one long list. Preferably, this should be done electronically in *Excel*. Rather than typing out all the names from the hard-copy, at least the *beneficiary numbers* could be typed out in *Excel*.

Step 2: Use the *RANDBETWEEN()* function to randomise the Beneficiary list, or use a Random Number Calculator available on line (<http://stattrek.com/Tables/Random.aspx>).

For the example above of 1335 beneficiaries, extract the first **278 names**.

This is the **“Sample Beneficiary List”** - the sample who will be interviewed for PDM.

Step 3: In order to account for the problem of ‘non-response’ (see box below), a second back-up list (the **“Substitutes List”**) is selected by random from the remaining names from the original Beneficiary list. The Substitutes List should be the same size as the Sample Beneficiary List. Beneficiaries on the Substitutes list will be interviewed in case someone on the Sample Beneficiary List is absent or refuses to be interviewed.

Random Stratified Sampling

In a random stratified sample, the total beneficiary population is subdivided into groups (e.g. by gender, by IDP site, by clan...) called *strata*, before proceeding with sample random selection in each group. This is used when PDM results could be explained by specific population characteristics - e.g. if beneficiary gender or site location can affect access to NFIs or explain differences in use of NFIs.

The ability to use stratified sampling depends on how much detail is in the Beneficiary List. Some Beneficiary Lists may be misleading. For instance, we may want to understand how gender of the head of household affects the results. However, the Beneficiary lists often only state the name and gender of the person who received the NFIs, not whether they were also the head of household. The vast majority of names on beneficiary lists in Somalia are female, mainly because male heads of household often send their spouses to collect the NFIs.

NB In order to make comparisons between sub-groups, the sample of the sub-group also has to be of a sufficient size. According to statistics theory, the magic minimum number for the size of a sub-group of a simple sample is 30.

SECTION II : Template for a PDM Exercise

Random Stratified Sampling continued....

Step 1: Define the sub-groups you are interested in.

Step 2: Calculate the weight of each sub-group relative to total beneficiary population (n of sub-group/ n of population).

Step 3: Define the total sample size you need, using <http://www.surveysystem.com/sscalc.htm>.

Step 4: Use the weight of each subgroup to define the subgroup size in the sample.

Step 5: If the subgroup sample size is below the magic minimum number of 30, increase the number of interviews for that sample to be at least 30. However, doing so may add bias to the overall results.

Step 6: Use the *RANDBETWEEN()* function to randomise the Beneficiary list, or use or a Random Number Calculator available on line (<http://stattrek.com/Tables/Random.aspx>), **for each sub-group**.

Step 7: Create “Substitutes List” as above, **for each sub-group**.

Example: In the 2010 Dhussamareeb PDM, 1335 households received NFIs, divided between 7 locations.

Step 1: Sub-divide the total by the 7 locations, as follows:

	Name of site/village	Total # of beneficiaries
1	Laandheer	310
2	Tulo Hayow	124
3	Tagaabeeye	332
4	Kediye	112
5	Bohol	93
6	Las-Hadow	219
7	Vulnerable HHs in Dhusamareb town	145
TOTAL		1335

Step 2: Calculate the weight for each village relative to total population: village population/total population:

	Name of site/village	Total # of beneficiaries	subgroub/tot beneficiaries
1	Laandheer	310	0.2
2	Tulo Hayow	124	0.1
3	Tagaabeeye	332	0.2
4	Kediye	112	0.1
5	Bohol	93	0.1
6	Las-Hadow	219	0.2
7	Vulnerable HHs in Dhusamareb town	145	0.1
TOTAL		1335	

SECTION II : Template for a PDM Exercise

Step 3: Using the software available at <http://www.surveysystem.com/sscalc.htm>, the representative sample size is **298**.

Step 4: Using the weight of each subgroup, the subgroup size is defined:

	Name of site/village	Total # of beneficiaries	subgroup/tot beneficiaries	# subgroup on sample
1	Laandheer	310	0.2	69
2	Tulo Hayow	124	0.1	28
3	Tagaabeeye	332	0.2	74
4	Kediye	112	0.1	25
5	Bohol	93	0.1	21
6	Las-Hadow	219	0.2	49
7	Vulnerable HHs in Dhusamareb town	145	0.1	32
TOTAL		1335		298

Step 5: Several of the sub-group samples are below the magic minimum number of 30. Tulo Hayow (28) Kediye (25) and Bohol (21). If these samples are to be of a sufficient size to allow comparison between the sites, then increase the number of interviews in these sites to at least 30. NB This will add some bias to the overall PDM results. The total sample has now increased to **314 interviews**.

	Name of site/village	Total # of beneficiaries	subgroup/tot beneficiaries	# subgroup on sample	Normalised Sample
1	Laandheer	310	0.2	69	69
2	Tulo Hayow	124	0.1	28	30
3	Tagaabeeye	332	0.2	74	74
4	Kediye	112	0.1	25	30
5	Bohol	93	0.1	21	30
6	Las-Hadow	219	0.2	49	49
7	Vulnerable HHs in Dhusamareb town	145	0.1	32	32
TOTAL		1335		298	314

Step 6 & 7: Use the *RANDBETWEEN()* and create Substitute lists by sub-group, as above.

SOURCES OF BIAS

NB There are still several sources of bias - affecting how representative the sample is - in the above sampling methodology. These include:

1) **the problem of non-response:** the use of a Substitute List randomly selected from an already reduced total beneficiary list, adds bias to Substitutes list sample. An alternative would be to estimate how many non-respondents there may be (e.g 10 or 20%), and increase the total sample size also by 10-20%.

2) **Increasing a sub-group to the minimum sample size of 30 adds bias in favour of that sub-group in the aggregate data.** An alternative would be to increase the total sample size so that, when weighted by sub-group, then every sub-group has a sample over 30. This may, however, require an increase by several hundred interviews, which may be cost and time prohibitive.

The **PDM Planning Sheet** in annex —designed by Intersos— helps with automatic stratified sample calculations, and can also be used to increase the total sample size manually, in case the alternatives above are preferred.

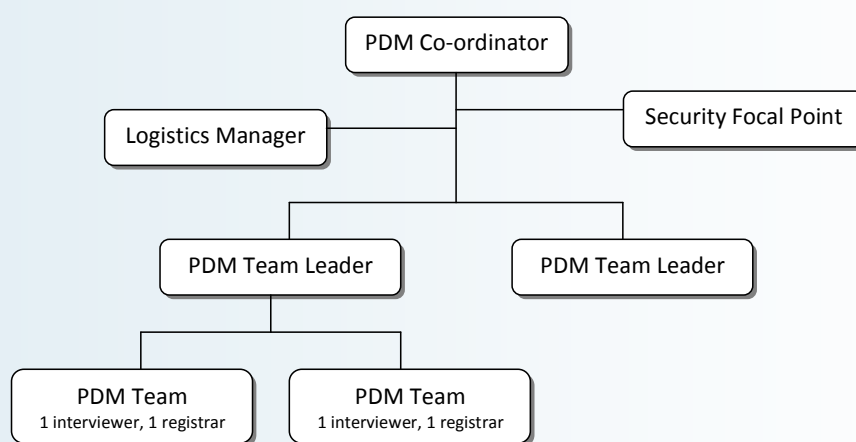


SECTION II : Template for a PDM Exercise

STAGE 3: DEFINING RESOURCE NEEDS

The staffing and other resource needs of a PDM exercise will vary depending on the size of the sample to be interviewed, the number of sites to be surveyed, and the distances to be travelled.

The following organogram outlines some key functions that may be required when implementing a PDM exercise. The clear boxes represent the **Field-based PDM functions**; the shaded boxes represent **Co-ordination or Support functions**.



Field-based PDM functions

The **PDM Team** consists of 2 staff – 1 interviewer and 1 registrar.

- The interviewer locates the beneficiary to be interviewed using the Sample Beneficiary list. Once located, the interviewer introduces the team, explains the purpose of PDM, and asks the questions.
- During the interview, the registrar completes PDM form in hard copy. The registrar is responsible for collecting and returning PDM forms, Sample Beneficiary and Substitute Lists and stationary from and to the PDM team leader. If the beneficiary to interview cannot be found or refuses to be interviewed, then the registrar takes a replacement to interview from the top of the Substitutes List.

The **PDM Team Leader** supervises, accompanies and supports between 1 and 3 PDM teams in an IDP site, depending on the number of PDM teams present.

- A Team leader should be physically present in the site with his/her PDM team, and cannot supervise teams in two sites at the same time. S/he is responsible for making sure his/her teams are on site and are provided any logistics support as required.
- A Team Leader keeps track of the PDM forms s/he has received using the **PDM Team Leader Form**. S/he notes any sampled beneficiaries who are absent or who refuse to be interviewed on the **Non-Response Form**.
- S/he deals with community-liaison, including discussing or explaining the PDM process to elders and community members, and takes charge in case of security problems.

SECTION II : Template for a PDM Exercise

Co-ordination or Support functions

Depending on the size of the PDM exercise, **Co-ordination, Logistics and Security** functions may be managed by one staff or by a team of staff. They may be managed jointly by UNHCR and the PDM NGO, and may involve other agencies, including UNDSS.

These functions include:

- **Co-ordination:** Overall PDM Exercise management; liaison with IDP community/leaders to explain purpose of PDM, prior to PDM exercise; liaison with the local UNHCR office or UNHCR in Nairobi.
- **Logistics:** Pre-printing and preparation of PDM forms, PDM Team Leader Forms and Non-Response Forms; transport and stationery preparation; reception and transfer of completed forms for data processing. Payment and accounting of per-diems to PDM staff.
- **Security:** Communications list and equipment with PDM Team Leaders; liaison with key local authorities, including police or other security forces.

Following from **STAGE 2** above, once the total sample and sample per subgroup are established, a calculation can be made of the time needed to complete each site, the scheduling of site visits, the resource implications, and the overall time frame of the PDM exercise.

Example: Calculating Resources

- It is estimated that 1 PDM interview will take a PDM team approximately 20 minutes, including to record answers in hard copy, and then to move on, identify the next beneficiary, and start the next PDM interview.
- Referring to the Dhussamareeb example used in Stage 2 above, the sample for first site – Laandheer – is 69 interviews.
- 1 PDM team should be able to complete 3 interviews per hour (20 minutes per interview). If they work for 5 hours per day, then 1 team would do 15 interviews per day. To complete the 69 interviews for Laandheer, 1 PDM team would require roughly 5 working days. 2 PDM teams would take 2.5 days. Continuing this process, and adding in travel time to and between sites, a basic schedule of site visits can be estimated.
- The schedule should be **IDP time and gender-sensitive**. There may be particular times of the day when many adult IDPs are outside of the site earning an income. There may also be times of the day when specific groups (e.g. women) are out of the site or busy with other activities. Prayer times will need to be respected. The schedule should reflect such dynamics, even if PDM teams start earlier or later in the day, work fewer hours as a consequence, or have to make two trips to each site at different times of the day.

SECTION II : Template for a PDM Exercise

STAGE 4: CONDUCTING THE PDM EXERCISE

A STEP-BY-STEP GUIDE

The following step-by-step guide assumes that PDM staff have been recruited; training has been conducted; the sample has been defined; the local authorities have been informed; and that logistics preparations have been completed.

STEP 1: INFORM IDP COMMUNITIES

- One day or just before the PDM exercise takes place, the IDP sites which will be surveyed should be visited by the PDM Co-ordinator and/or Team Leaders to explain the purpose of PDM and inform the community when the exercise will be taking place.
- In some 2010 PDM exercises, IDP leaders were given the list of names of beneficiaries who had been selected for PDM interviews (the Sample Beneficiary List) to try and ensure they will be present on the specified date.

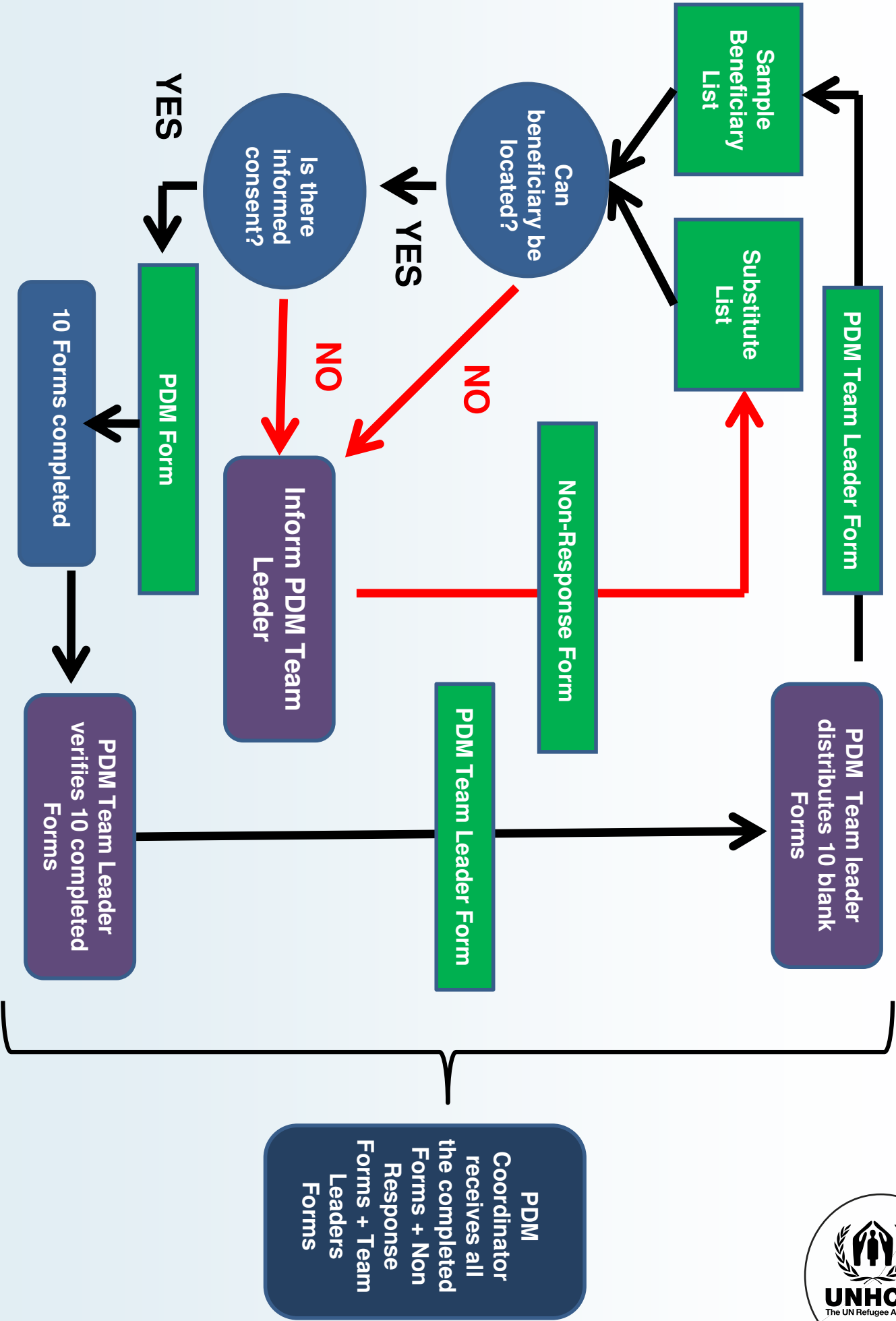
STEP 2: PREPARE PDM FORMS, SAMPLE BENEFICIARY AND SUBSTITUTION LISTS

- The required number of PDM forms should be printed, with the unique Interview Code and NFI kit details already marked on each form, and kept secure until the day of the PDM exercise.
- Each PDM form is given an Interview Code, which is the P-Code for that specific IDP site, followed by a unique consecutive number for that specific PDM interview form from 000 to 999. For instance, the P-code for IDP Site X in Hargeisa is: **NC3810L13019**. The Interview Code for the first PDM interview in that site will be **NC3810L13019-001**; the interview code for the second interview in that site will be **NC3810L13019-002**.
- Following STAGE 2, the sample should have been prepared, and two lists created: 1) the Sample Beneficiary List, and 2) the Substitutes List, for each site. Both these lists should be prepared/printed and kept secure until the day of the PDM exercise
- On the morning of the PDM exercise, Team Leaders should be given the required number of PDM forms, PDM Team Leader Forms and Non-Response Forms, as well as the Sample Beneficiary and Substitution Lists for the sites they will visit, and other stationery.

STEP 3: PDM AT THE IDP SITE

- PDM Team Leader introduces PDM Teams to IDP community, and repeats any general explanation of the PDM process to the community.
- PDM Teams (the registrar) are given the Sample Beneficiary and Substitution Lists.
- PDM Teams (the registrar) are given 10 PDM forms, the numbers of which are noted on the PDM Team Leader Form.
- The PDM Team calls the name of the beneficiary on the Sample Beneficiary list, and asks other IDP to help locate the beneficiary.
- If the beneficiary selected can be found, then the purpose of PDM is explained using the standardised explanation in Section III below, their consent requested, and a confidential location to talk identified. The PDM interview using the PDM Form then begins.

SECTION II : Template for a PDM Exercise



SECTION II : Template for a PDM Exercise

- If a beneficiary refuses consent, then their name is recorded by the PDM Team Leader on the Non-Response Form, using the beneficiary list as the source of this information. The registrar then selects a name from the Substitute list to replace the beneficiary who refused.
- If a beneficiary cannot be found, then again the issue is referred to the Team Leader, who then notes the bio-data of the beneficiary who could not be found on the Non-Response Form, as well the reasons for their absence. The registrar then selects a name from the Substitute list to replace the beneficiary who could not be found.
- Once a PDM team has completed its PDM forms, the registrar returns them to the PDM Team Leader, who checks that all the forms have been received. The Team Leader then signs.
- If not all forms are returned, then the PDM Team Leader investigates why not. If the missing form is easily recoverable, then this is done. If not, then the PDM Team Leader marks the Interview Code of the missing form, and then signs.
- If a PDM form is returned that has been ruined/damaged, then the PDM Team Leader notes the Interview Code of that form and keeps the damaged form.
- If a PDM Team has completed all the distributed forms, then they can be issued a new set forms, again with consecutive Interview Codes.
- 1 PDM Leader Form is used for each IDP site. If several sites are visited each day, then the PDM Team Leader should complete the same number of PDM Team Leader Forms – one form for each site. If the same site is visited over several days, then a new PDM Team Leader Form is completed each day. If there are two PDM Team Leaders in one site, then two PDM Team Leader Forms are completed.

KEY POINT

If a beneficiary selected from the Sample Beneficiary list is not present, or refuses to be interviewed, the Team Leader should then use the Non-Response Form, writing the name of the refusing or absentee beneficiary, asking questions to other IDPs to assess whether the latter beneficiary is known to them, and if yes, should note the reasons for that beneficiary's absence. This is a crucial fraud check regarding the original Beneficiary List provided by the distribution NGO.

SECTION II : Template for a PDM Exercise

STEP 4: RETURN OF FORMS, DATA QUALITY CHECK

- At the end of each day, the PDM Team Leaders return the completed PDM Forms, any ruined/damaged forms, any unused PDM forms, the accompanying PDM Team Leader Form, Non-response Form, and the Beneficiary and Substitute Lists to the Logistics Manager.
- The Logistics Manager checks the PDM Team Leader Form against the actual number of returned PDM forms, completed, damaged and unused. Any discrepancies should be reported immediately to the PDM Co-ordinator.
- The Co-ordinator needs to assess whether discrepancies in the forms are a consequence of simple error, negligence, or have been deliberate.
- Responses to simple errors and negligence may include halting the PDM exercise for an extra training refresher day; or reprimanding the concerned PDM team.
- Indications of deliberate discrepancies or fraud on the part of a PDM team should be referred immediately to the PDM NGO Management and/or UNHCR, and the PDM team be suspended from the exercise.
- Data quality checking on PDM forms each day, and feed-back to Team Leaders/Teams as necessary. If there are problems with data quality, an additional review day/refresher training day for all or a specific team may have to be added to the schedule.

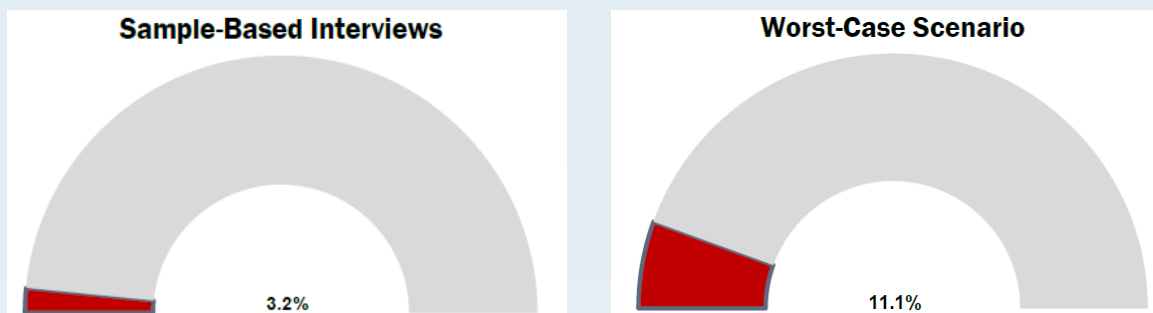
STEP 5: DISPATCH OF FORMS FOR DATA ENTRY

- The Logistics Manager makes a photocopy of the PDM Team Leader Forms, Non-Response and completed PDM forms, and files them with the PDM NGO Management or the local UNHCR office as a back-up.
- The Logistics Manager collects all the original PDM forms (completed, damaged, unused), PDM Team Leader Forms, and Non-Response Forms, and dispatches them (or through the local UNHCR office by pouch) to the UNHCR Somalia Operational Data Management (ODM) Unit in Nairobi.
- In some 2010 PDM exercises, the Logistics Manager has scanned and sent by e-mail the PDM forms to Intersos in Nairobi, as well as dispatching the hard copies.

SECTION II : Template for a PDM Exercise

STAGE 5: MANAGING DATA AND RESULTS

- UNHCR maintains overall responsibility and ownership of PDM results, including the data processing and analysis required to produce these results.
- However, depending on the number of PDM forms received, additional data entry staff and equipment may have to be hired, budgeted for and managed through the PDM NGO sub-agreement. In 2010 and 2011, Intersos has taken charge of data entry – as well as other PDM management functions.
- A database with the required fields already exists with UNHCR ODM Unit. Additional fields will be added to reflect relevant data in the Non-Response Forms, to account for absent and potentially fraudulent beneficiaries identified during random selection for PDM interviews through the Beneficiary Lists.
- Currently, where beneficiaries could not be located, and where the other IDPs do not know them, this information is marked on the Non-Response form by the Team leader, and they are assumed not to have existed. One entire NFI kit is then assumed to have been diverted. In the results, this gives rise to two different levels of diversion: the 'sample-based' level, and the 'worst case scenario', which adds the Non-Responses who were not known to other IDPs to the sample-based level of diversion.
- The following graphs show these two diversion levels from a distribution for 1,700 beneficiaries, of whom 343 were sampled. 28 beneficiaries of the sample could not be found, and were not known to the other IDPs.



- PDM results should be shared as soon as possible with the concerned UNHCR field office. Results should, where necessary, lead to concrete changes to programme and methodology design of future distributions, and the primary responsibility for doing so rests with the UNHCR field office.
- Some protection-related results, such as security incidents that took place during the distribution, may be concentrated in specific IDP sites. Data analysis should disaggregate such data as far as possible to facilitate follow-up by field-based Protection staff.
- As a mark of accountability, to stimulate ideas and to find solutions, PDM results should be fed-back to the main stakeholders – especially the NFI distribution beneficiaries.
- One possibility is a focus group format in each IDP site which had benefited from the NFI distribution, involving UNHCR and the distributing NGO management, in order to clarify any discrepancies between PDM results and the distribution reports, but also to improve on methodology and security arrangements. A key point for discussion may be the value and usefulness of NFIs to the beneficiaries.
- Aggregated results will be made available at the Nairobi-level for donors and other interested humanitarian agencies. The Shelter Cluster will be the main forum to consider the broader policy implications of PDM results at the national level.

SECTION III

PDM FORM GUIDE

SECTION III : PDM Form Guide

STANDARD STATEMENT

Standard Statement to Interviewee at beginning of every Interview

- My name is _____ and I work for _____ (NGO name).
- You have been selected by chance from NFI *beneficiaries* at this site for this interview. The purpose of this interview is to obtain information about the NGO NFIs distribution program. It helps us understand whether we are implementing our program properly and whether we are addressing the needs of vulnerable people
- The survey is voluntary and you can choose not to take part. The information that you give will be confidential. The information will be used to prepare reports, but will not include any specific names. There will be no way to identify that you gave this information.
- You will gain no material benefit from agreeing to conduct this interview. You will not receive any extra assistance, than you would otherwise have received.
- So please provide the most accurate answer that you can.

SECTION III : PDM Form Guide

PART A: PDM TEAM / LOCATION DATA

A.1 Interview Code: The interview code is the P-Code for that specific IDP site, followed by a unique consecutive number for that specific PDM interview form from 000 to 999.

For instance, the P-code for IDP Site X in Hargeisa is: **NC3810L13019**. The Interview Code for the first PDM interview in that site will be **NC3810L13019-001**; the interview code for the second interview in that site will be **NC3810L13019-002**.

The PDM NGO Co-ordinator will have pre-printed the forms with both the P-Code and unique consecutive number before the PDM teams are given the forms.

The Interview Code is also written on the second page of the form, especially if the forms are printed in 2 pages, rather than printed double-sided. See Section II: F above.

A.2 Date of Interview: dd/mm/yyyy

A.3 Name of Interviewer: The name of the interviewer from the PDM team, who introduces the team and asks the questions.

A.4 Name of Registrar: The name of the registrar from the PDM team, who writes down the answers to the questions on the PDM form.

A.5 Location of Interview: refers to IDP site targeted by the NFI distribution which is being assessed.

- Region eg Bay;
- District: eg Bayhdaba;
- Town: eg Bayhdaba; or the nearest town or village to the IDP site.
- Site: Name of IDP site

PDM Team / Location Data				
A.1 Interview Code:	NB3811S20001-		A.2 Date of interview: (dd/mm/yyyy)	/ /
A.3 Name of Interviewer:			A.4 Name of Registrar	
A.5 Location of interview:	REGION	DISTRICT	TOWN	SITE
				<u>ISTARLIIN</u>

SECTION III : PDM Form Guide

PART B: INTERVIEWEE DATA

B.1 Name of Interviewee: state Full Name (**Four parts** to name).

- This is primarily to confirm that is the same person as selected from the Beneficiary List.
- NB The interview has to be conducted with the person named on the Beneficiary list,

B.2 Sex: Male or Female

B.3 Age: State age in years: eg 24 years old; 48 years old.

B.4 HoH: Are you the Head of the Household (HoH) physically present in this IDP site?

- Tick Yes or No.
- Head of Household for PDM purposes is defined as the main decision maker (the person with the final say) on how resources are allocated in a household – and therefore, how the NFIs received would have been used.
- The interviewee, whose name should be on the Beneficiary list, does not have to be the head of household to answer the PDM form.

B.5 Marital Status: Legal status rather than actual living arrangements. i.e. a woman might not live with her husband, but she is still legally married e.g if her husband is a migrant worker.

- 1 = Single – has never been married, and is not in a Common-Law Marriage
- 2 = Married – is legally married (N.B. although spouse might not be physically present); may also be a Common-law marriage.
- 3 = Widowed – spouse has died, and interviewee has not remarried
- 4 = Divorced – legally divorced, either through secular law, sharia or customary law
- 5 = Separated/Abandoned - refers to a de facto severing of marital ties, which may be reversible, although formal legal divorce has not yet occurred.

B.6 Household Size:

- **includes Head of Household**
- includes family and non-family living with and supported by the Head of Household in the IDP s site over the past three months.
- NB the data on household size is disaggregated by Age and Sex.
- **Step 1:** Ask the total number of people in the household (mark in the Total Box
- **Step 2:** Breakdown this total number by Gender and Age

Interviewee Data													
B.1 Name (Four parts) _____													
B.2 Sex (Check one) MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>		B.3 Age: _____ Years		B.4 HoH? YES <input type="checkbox"/> NO <input type="checkbox"/> (Check one)		B.5 Marital Status? 1=Single; 2= Married; 3= Widowed; 4= Divorced; 5= Separated (Mark Code 1-5) _____							
B.6 Household Size : Total number of people who have been living in your household for up to past three months (including non-family)				0-4 years		5-17 years		18-60 years		Over 60 years		Total	
				M	F	M	F	M	F	M	F	M+F	
B.7 How long has the family been at this location? _____				1= less than a month; 2 = between 1 to 3 months; 3 = over 3 month but less than 6; 4 = 6 month to a year; 5 = over a year (Mark Code 1-5)									
B.8 Place of Origin: _____		REGION _____		DISTRICT _____		TOWN _____		VILLAGE _____					
B.9 Clan Family (of household) _____		B.10 Sub clan (of household) _____		B.11 Living on rented land? Yes <input type="checkbox"/> No <input type="checkbox"/>		B.12 If Yes, monthly rent? _____ (SSh) Or In-Kind? mark item(s) _____ Or Service? mark service(s) _____							

SECTION III : PDM Form Guide

B.7 How long has the family been at this location? Mark Code from 1 to 5

- 1= less than a month;
- 2 = between 1 – 3 months;
- 3 = over 3 months but less than 6;
- 4 = 6 months to a year;
- 5 = over a year

B.8 Place of Origin: The location where the interviewee and his/her family habitually lived prior to being displaced e.g. if a person was born in Galgaduud, but moved voluntarily (i.e not displaced) to Mogadishu, where they lived for most of their adult life, then Benadir/Mogadishu becomes their place of origin, rather than Galgaduud

- Region eg *Bay*;
- District: eg Bayhdaba;
- Town: eg Bayhdaba; or the nearest town.
- Village: including name of area within town

B.9 Clan Family: (of household)

- The broadest list of Clan-Families is used, i.e. Darod; Dir; Hawiye; Isaaq; Rahanweyne/Digil-Mirifle; Minority. Details on which minority clan are inserted in B.3 Sub-Clan below.
- There may be some confusion if the respondent is a women, whose Clan Family and sub-clan is different from the clan family of her husband and children. Note the Clan Family of the Household (i.e if a married woman, ask the clan family of her husband and children.

B.10 Sub Clan: (of household)

- The main purpose of identifying the clan-family sub-clan is to assess whether uses of NFIs or protection risks have a high prevalence with certain sub-clans or minority groups
- For Majority Clans: note the sub-clan most relevant to the IDP in the context of living in this IDP site. i.e. the level of sub-clan which defines their access to resources (including NFIs) or social and physical protection.
- For Minority Clans: state minority grouping as sub-clan – Gaboye, Mahdiban, Yibir, Shiidle, Goshe etc

B.11 Family living on rented land?

- Tick Yes or No

B.12 If Yes, monthly rent?

- In **Somali Shillings**.
- **Or in Kind**. Rent may have been paid in-kind (in exchange for items/goods) – state item/good.
- **Or Service**. Rent may have been paid through a service provided by the IDP to the landlord – for instance, labour; sex.

SECTION III : PDM Form Guide

PART C: NON-FOOD ITEM (NFI) DATA

C.1 Date of recent NFI distribution?

*NB this is not a question to ask the interviewee, but information that should be **pre-printed or filled in** on the form based on the NFI distribution report of the distributing NGO.*

C.2 Which agency distributed the items?

- The purpose of this question is to help the IDP to remember and focus on which distribution is being monitored, which may be confusing if several different distributions by different organisations may have occurred in the same site.
- Write NGO abbreviation or full name

C.3 Item:

*This column should be **pre-printed** on the form based on the NFI distribution report of the distributing NGO. The list of items currently printed on the form should be modified accordingly. Items should be disaggregated in to their composite parts. For example, a Kitchen Set, and then items within a Kitchen set – plates, cups etc – should be marked in this column.*

C.4 Quantity distributed:

*This column should be **pre-printed** on the form based on the NFI distribution report of the distributing NGO.*

C.5 Quantity Received:

- Question to be answered by the interviewee, for each item.

C.6 Quality:

- Mark Code on an ascending scale from 1 to 5; 1 = Very Poor Quality to 5 = Very Good Quality.

Explanatory prompts to help interviewee grade the quality:

In your opinion, how would you rate the quality of the item you received? Is it durable?

How would you rate this item against other items of the same type – eg the plastic sheeting distributed this time compared to other types of plastic sheeting received during previous distributions.

C.7 How useful is the item?

- Mark Code on an ascending scale from 1-5; 1 = Not useful at all; 5 = Very useful.
- In this context, 'Useful' is defined as whether the interviewee needed the item **for its intended use**. How does the interviewee value the item for its intended use?
- E.g if the interviewee really needed a jerry can for carrying/storing water (and not just to sell for cash), then = 5.
- If they did not need the item for its intended use, and therefore gave it away or sold it, then = 1.
- NB An item may have been very useful = 4 or 5, but the interviewee still sold it for cash because they had no other choice.

SECTION III : PDM Form Guide

Non-Food Item (NFI) Data						
C.1 Date of recent NFI distribution (dd/mm/yyyy)		09/09/2010		C.2 Which agency distributed the items? _____		
C.3 Item	C.4 Quantity (according to agency)	C.5 Quantity received	C.6 Quality (1-Very Poor; 2-Poor; 3-Average; 4-Good; 5-Very Good)	C.7 How Useful is the item? (1-Not Useful at all; 2-Not so useful; 3-Average; 4-Useful; 5-Very useful)	C.8 Actual Use of Item (Kept; Loaned; Sold (price); Stolen; Exchanged; Gifted; Destroyed)	
					[#] Use	Price (For each individual item, in SSh)
PI/sheeting	1	_____	_____	_____	_____	_____
Blankets	3	_____	_____	_____	[] _____ [] _____	_____
Jerry can 10 ltrs	2	_____	_____	_____	[] _____ [] _____	_____
Sleeping Mats 1.8 x 0.9	1	_____	_____	_____	_____	_____
Kitchen Set:	1	_____	_____	_____	_____	_____
cooking pot 7ltr	1	_____	_____	_____	_____	_____
cooking pot 5ltr	1	_____	_____	_____	_____	_____
metal cups	5	_____	_____	_____	[] _____ [] _____	_____
metal plates	5	_____	_____	_____	[] _____ [] _____	_____
small spoons	5	_____	_____	_____	[] _____ [] _____	_____
large spoon	1	_____	_____	_____	_____	_____
kitchen knife	1	_____	_____	_____	_____	_____
Sanitary kit	1	_____	_____	_____	_____	_____
Sanitary pads	2	_____	_____	_____	_____	_____
C.9 What other items (NFIs) would you have preferred, which you did not receive or need more of?		1. _____		2. _____		
		3. _____		4. _____		

SECTION III : PDM Form Guide

C.8 Use of Item: How have you or are you now using this item?

- Read out the following list of options and mark the response for each item: Kept; Sold; Stolen; Exchanged; Gifted; Loaned ; Destroyed or Lost.

Definitions

- **Kept:** The interviewee still has the item and is/intends to use it; or, the interviewee has already used the item for its intended use– e.g. soap which has already been used up.
- **Loaned:** The interviewee has temporarily lent the item to another person on a voluntary basis, but expects the same item (rather than a monetary or exchange equivalent) to be returned.
- **Sold:** The interviewee has sold the item, on a voluntary basis. Then mark the price received in Somali Shillings in the second column for the item.
- **Exchanged:** The interviewee has exchanged the item for another good or service, on a voluntary basis.
- **Stolen:** The item has been stolen from the interviewee – i.e. no other good or service has been received in exchange. The loss of the item was involuntary.
- **Gifted:** The interviewee has given the item to another person, on a voluntary basis, without received a good or service in exchange in the short term. However, for the purpose of PDM, *Gifting* includes giving an item to another person, when the interviewee may reasonably expect a return for the gift in the medium or long term – e.g strengthening horizontal social capital.
- **Destroyed:** The item was destroyed – i.e. which was involuntary and can no longer be used for its intended purpose – by e.g. fire, rain.
- **Lost:** The item has been misplaced or lost, involuntary.

Two simple distinctions can be made between the various ‘Use’ definitions above:

- 1) Was there a **Voluntary Decision** by the interviewee?
- 2) Do they still have **Ownership of the item or an equivalent** for which the item was exchanged? (even if finished, such as the soap example)

Example:

- if an item was **Gifted**, the interviewee made a **voluntary decision** to do so, and they **no longer have ownership** of the item.
- If an item was **Stolen**, the interviewee did **not make a voluntary decision**, and they **no longer have ownership** of the item.
- If an item was **Exchanged or Sold**, the interviewee made a **voluntary decision** to do so, and they **received ownership of an equivalent to the item** (the price or good received for the item).
- If an item was **Loaned**, the interviewee made a **voluntary decision** to do so, and they **still have ownership** of the item (the loan is temporary).
- In the case of IDP leaders or gatekeepers taking some of items as payment for ‘facilitating’ the distribution, this should be marked as **stolen**. Further information can be inserted in sections D and E, and in the Comments box at the end of the PDM form.

SECTION III : PDM Form Guide

USE	VOLUNTARY DECISION?	OWNERSHIP or EQUIVALENT?
Kept	Yes	Yes
Exchanged	Yes	Yes
Sold	Yes	Yes
Loaned	Yes	Yes
Gifted	Yes	No
Stolen	No	No
Destroyed	No	No
Lost	No	No

Multiple Uses

- Where several of the same item have been distributed (e.g. 2 Jerry cans or 5 spoons), then there could be several Uses. For instance, they may have **Kept** 1 Jerry can and **Sold** 1 Jerry can. In this case, there are two spaces under the same item for different uses to be specified, preceded by a [...] to mark the quantity for that particular use.
- e.g. For the 2 Jerry cans, mark **[1] Kept** and **[1] Sold**.
- There may be more than two uses – for instance, of the 5 metal spoons distributed 3 were Kept, 1 was Stolen and 1 was Gifted. The form only provides two spaces for different item uses. In this case, mark the quantity and use for the main or first two uses mentioned [3] Kept and [1] Stolen. The [1] Gifted can be noted in the comments section at the end of the second page of the PDM form, or omitted.

If Sold, then for what Price?

- Mark the price in Somali Shillings received for 1 item
- If several of the same item was sold e.g. of 5 metal spoons, [2] were Sold, then mark the price received for 1 spoon, not for 2. If different prices were received for each spoon, then mark the average price received for 1 spoon.

C.9 What other items would you have preferred, which you did not receive, or need more of?

- List 4 priority items.
- NB should be other types or quantities of NFIs, not other types of assistance (i.e. not Food)

SECTION III : PDM Form Guide

PART D: ALTERNATIVE USES OF NFIs

D.1 If items Sold or Exchanged then for: refer to those Items marked as **Sold** or **Exchanged** in C.8 above.

- Tick several

Selected Definitions

- Education: including school clothes, materials; formal, informal and Koranic
- Shelter: for shelter construction materials.
- Other household items/services: e.g. other NFIs, repairs to existing household items; child care.
- Items for trade: e.g. buying and selling small items to generate an income.
- Other productive assets: e.g. investing in other
- Diya: compensation money paid through customary legal system.

Other – i.e. insert other goods or services for which the item, or the money received through selling the item, was exchanged, if not mentioned in D.1 above. Maximum of four.

***Food** – if Sold or Exchanged for Food, then tick which type of food. Tick several:

Alternative Uses of NFIs													
D.1 If items Sold or Exchanged then for: (Check all that apply)													
RENT	<input type="checkbox"/>	FOOD*	<input type="checkbox"/>	WATER	<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	EDUCATION	<input type="checkbox"/>	SHELTER	<input type="checkbox"/>	CLOTHES	<input type="checkbox"/>
OTHER HOUSEHOLD ITEMS /SERVICES		<input type="checkbox"/>	SEEDS / TOOLS		<input type="checkbox"/>	ITEMS FOR TRADE		<input type="checkbox"/>	OTHER PRODUCTIVE ASSETS		<input type="checkbox"/>		
MARRIAGE/ BIRTH/ FUNERAL		<input type="checkbox"/>	TRAVEL		<input type="checkbox"/>	KHAT		<input type="checkbox"/>	SECURITY		<input type="checkbox"/>	BIBES	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	DIYA	
		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>	DEBT	
Other: (not indicated in D.1 above)		1. _____				2. _____							
		3. _____				4. _____							
*if Food, then which type: (Mark several)	Cereals	<input type="checkbox"/>	Legumes (pulses)	<input type="checkbox"/>	Meat	<input type="checkbox"/>	Oil	<input type="checkbox"/>	Milk	<input type="checkbox"/>	Other	<input type="checkbox"/>	
D.2 If items Stolen		By whom?		1. <input type="checkbox"/> By Someone from Inside the site				2. <input type="checkbox"/> By Someone from Inside the site					
				<input type="checkbox"/> By Someone from Outside the site				<input type="checkbox"/> By Someone from Outside the site					
				<input type="checkbox"/> I do not know				<input type="checkbox"/> I do not know					
How long after distribution?		after _____ (days)				after _____ (days)							
D.3 If items Gifted		To whom?		1. _____				2. _____					

D.2 Items Stolen – referring to those Items marked as **Stolen** in C.8 above.

- **By whom?** This question makes a simple distinction between:
 - 1) Whether the threat was from **Inside the IDP site** (another IDP, a neighbour, family member etc); or
 - 2) from **Outside the IDP site**.
- There are two spaces available in the form, to allow for thefts which took place on different dates. The form does not allow more than two incidents of theft to be recorded. If more than two incidents took place, then mark the two most significant incidents (in terms of number or value of items stolen).
- If the origin the thief or thieves is not know, then mark 'I do not know'.
- **How long after distribution?** Either 'Same Day' or Number of Days, for each of the incidents of theft.

D.3 Items Gifted - referring to those Items marked as **Gifted** in C.8 above

- **To whom?** There are only two spaces available in the form, so interviewee should specify the individuals they offered the most significant (in value or quantity) gift to.

SECTION III : PDM Form Guide

PART E: DISTRIBUTION METHODOLOGY AND SECURITY

E.1 Were the rents raised or extra payment demanded from landlord after or before the distribution

- Tick Yes or No
- If Yes, How Much? Mark SSh or Item or Service

E.2 Did you have to pay to be put on the distribution list?

- Tick Yes or No
- If Yes, To Whom? e.g Distributing NGO; gatekeeper; government officials; IDP leaders or elders
- If Yes, How much? Mark Ssh or Item or Service paid to be put on the distribution list.

E.3 Were you told what items you would receive before the distribution

- Tick Yes or No
- If Yes, By Whom? e.g Distributing NGO; gatekeeper; government officials; IDP leaders or elders

E.4 Were you told what items you would receive during the distribution

- Tick Yes or No
- If Yes, By Whom? e.g Distributing NGO; gatekeeper; government officials; IDP leaders or elders

Distribution Methodology and Security			
E.1 Were the rents raised or extra payment demanded from landlord after or before the distribution?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes	How Much? _____ (Ssh/Item)
E.2 Did you have to pay to be put on the distribution list?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes	To whom? _____ How Much? _____ (Ssh/Item)
E.3 Were you told what items you would receive before the distribution?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes	By whom? _____
E.4 Were you told what items you would receive during the distribution?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes	By whom? _____
E.5 Were you explained the reasons for which you or other beneficiaries were selected to receive NFIs?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If Yes	By whom? _____
E.6 Can you name three reasons why you or other beneficiaries were selected to receive NFIs?	1. _____ 2. _____ 3. _____		
E. 7 Distribution method well organised? Mark Code (1= Very Bad; 2=Bad ; 3=Average; 4=Good; 5 = Very good)	_____	E. 8 Time waiting from start of distribution until items received?	_____ (hours)
E.9 Security problems during distribution?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Describe _____	
E.10 Security problems after distribution?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Describe _____	
E.11 Any other comments, suggestions?			

SECTION III: PDM Form Guide

E.5 Were you explained the reasons for which you or other beneficiaries were selected to receive NFIs?

- Tick Yes or No
- If Yes, By Whom? e.g Distributing NGO; gatekeeper; government officials; IDP leaders or elders

E.6 Can you name three reasons why you or other beneficiaries were selected to receive NFIs?

- Specify three reasons in the areas provided, or mark, 'Do not know'.
- The questions aims to assess how well informed the interviewee is of beneficiary criteria – i.e. the beneficiary criteria does not have to match that stated by the distributing NGO in their distribution report.

Some example answers (non-exhaustive list), include:

- Because I am an IDP;
- Because I am a Newly Arrived IDP;
- Because I am a Member of Host Community;
- Because I am a Female HoH;
- Because it was my turn;
- Luck;
- I do not know

E.7 Distribution method well organised?

- Mark Code on an ascending scale from 1-5; 1 = Very Bad ; 5 = Very good.

Explanatory prompts include:

- Was there shade or water provided while you waited?
- Was there any confusion over who should receive what?
- Did you feel that you had to wait for an unnecessarily long time?
- Was it clear where you should wait?
- Was there any rushing or pushing by people to get the NFIs?

E.8 Time waiting from start of distribution until items received?

- Mark the time in hours.
- The time waited by the IDP interviewee from the moment the distribution started (items are actually being handed out) to when this interviewee received their items, and returned to their shelter. The question does not assess the total time taken for the distribution exercise, but rather the time waited by the specific interviewee.

E.9 Security problems during distribution

- Tick Yes or No

Describe: e.g.

- Fighting between IDPs, or with host community, while waiting for the distribution
- Rushing or pushing during the distribution
- Shooting by guards or local militias
- Looting by IDPs, host community, guards or local militias
- Was the interviewee directly involved/affected by the incident?
- Was anyone killed or injured?
- How long did the security incident last?

SECTION III: PDM Form Guide

E.10 Security problems after distribution

- Tick Yes or No

Describe: The answer should focus on security problems that could be associated with or caused by the distribution

- Fighting between IDPs over NFIs after the distribution
- Fighting between IDPs and host community over NFIs
- Looting of IDPs, or other violence, by host community, gangs, militias or unknown persons
- Evictions of IDPs after the distribution by landlord.
- Was the interviewee directly involved/affected by the incident?
- Was anyone killed or injured?
- How long did the security incident last? When did it occur?

E.11 Any other comments, suggestions

- Include any details from C, E.9 and E.10 that could not be fitted into the space provided.
- Note any additional requests for assistance or priority needs by the interviewee, although the interviewer should explain that he/she cannot guarantee that these requests will be answered or not.
- End the interview by politely thanking the interviewee for their time and the information they provided.

Interview Code

- If the PDM form is printed on two separate pages, rather than on one page double-sided, the Interview code from the first page (see A.1 above) should be pre-printed at the bottom of the second page. The registrar should note the consecutive interview code (001, 002, etc) at the bottom of the second page,

Signatures

- Both the Interviewer and the Registrar should sign the bottom of the second page, in the spaces provided, before returning the PDM form to the Team Leader.

E.11 Any other comments, suggestions?

Interview Code: _____ Signature of Interviewer _____

Signature of Registrar _____



ANNEXES

PDM FORMS AND TOOLS

POST-DISTRIBUTION MONITORING FORM

PDM Team / Location Data

A.1 Interview Code: _____	A.2 Date of interview: (dd/mm/yyyy) _____ / _____ / _____
A.3 Name of Interviewer: _____	A.4 Name of Registrar _____
A.5 Location of interview: _____	
REGION	DISTRICT
TOWN	SITE

Interviewee Data

B.1 Name (Four parts) _____													
B.2 Sex (Check one) MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>		B.3 Age: _____ Years		B.4 HoH? YES <input type="checkbox"/> NO <input type="checkbox"/> (Check one)		B.5 Marital Status? 1=Single; 2= Married; 3= Widowed; 4= Divorced; 5= Separated (Mark Code 1-5) _____							
B.6 Household Size : Total number of people who have been living in your household for up to past three months (including non-family)				0-4 years		5-17 years		18-60 years		Over 60 years		Total	
				M	F	M	F	M	F	M	F	M+F	
B.7 How long has the family been at this location? _____										1= less than a month; 2= between 1 to 3 months; 3 = over 3 month but less than 6; 4 = 6 month to a year; 5 = over a year (Mark Code 1-5)			
B.8 Place of Origin: _____										REGION DISTRICT TOWN VILLAGE			
B.9 Clan Family (of household) _____		B.10 Sub clan (of household) _____		B.11 Living on rented land? Yes <input type="checkbox"/> No <input type="checkbox"/>		B.12 If Yes, monthly rent? _____ (SSh) Or In-Kind? mark item(s) _____ Or Service? mark service(s) _____							

Non-Food Item (NFI) Data

C.1 Date of recent NFI distribution (dd/mm/yyyy) _____ / _____ / _____					C.2 Which agency distributed the items? _____	
C.3 Item	C.4 Quantity (according to agency)	C.5 Quantity received	C.6 Quality (1-Very Poor; 2-Poor; 3-Average; 4-Good; 5-Very Good)	C.7 How Useful is the item? (1-Not Useful at all; 2-Not so useful; 3-Average; 4-Useful 5-Very useful)	C.8 Actual Use of Item (Kept; Loaned; Sold (price); Stolen; Exchanged; Gifted; Destroyed; Lost)	
					[#] Use	Price (For each item, in SSh)
Pl/sheeting	1	_____	_____	_____	_____	_____
Blankets	3	_____	_____	_____	[] _____	_____
Jerry can 10 ltrs	2	_____	_____	_____	[] _____	_____
Sleeping Mats 1.8 x 0.9	1	_____	_____	_____	_____	_____
Kitchen Set:	1	_____	-----	-----	-----	_____
cooking pot 7ltr	1	_____	_____	_____	_____	_____
cooking pot 5ltr	1	_____	_____	_____	_____	_____
metal cups	5	_____	_____	_____	[] _____	_____
metal plates	5	_____	_____	_____	[] _____	_____
small spoons	5	_____	_____	_____	[] _____	_____
large spoon	1	_____	_____	_____	_____	_____
kitchen knife	1	_____	_____	_____	_____	_____
Sanitary kit	1	_____	_____	_____	_____	_____
Sanitary pads	2	_____	_____	_____	_____	_____
C.10 What other items (NFIs) would you have preferred, which you did not receive or need more of?						
1. _____ 2. _____						
3. _____ 4. _____						

Alternative Uses of NFIs

D.1 If items **Sold** or **Exchanged** then for: (Check all that apply)

RENT ☐ FOOD* ☐ WATER ☐ MEDICAL ☐ EDUCATION ☐ SHELTER ☐ CLOTHES ☐
 OTHER HOUSEHOLD ITEMS /SERVICES ☐ SEEDS / TOOLS ☐ ITEMS FOR TRADE ☐ OTHER PRODUCTIVE ASSETS ☐
 MARRIAGE/ BIRTH/ FUNERAL ☐ TRAVEL ☐ KHAT ☐ SECURITY ☐ BRIBES ☐ DIYA ☐ DEBT ☐

Other: (not indicated in D.1 above) 1. _____ 2. _____
 3. _____ 4. _____

*if Food, then which type: (Mark several) Cereals ☐ Legumes (pulses) ☐ Meat ☐ Oil ☐ Milk ☐ Other ☐

D.2 If items **Stolen** By whom? 1. ☐ By Someone from Inside the site ☐ By Someone from Outside the site ☐ I don't know
 2. ☐ By Someone from Inside the site ☐ By Someone from Outside the site ☐ I don't know

How long after distribution? _____ after _____ (days) _____ after _____ (days)

D.3 If items **Gifted** To whom? 1. _____ 2. _____

Distribution Methodology and Security

E.1 Were the rents raised or extra payment demanded from landlord after or before the distribution? YES ☐ If **Yes** How Much? _____ (Ssh/Item)
 NO ☐

E.2 Did you have to pay to be put on the distribution list? YES ☐ If **Yes** To whom? _____
 NO ☐ How Much? _____ (Ssh/Item)

E.3 Were you told what items you would receive **before** the distribution? YES ☐ If **Yes** By whom? _____
 NO ☐

E.4 Were you told what items you would receive **during** the distribution? YES ☐ If **Yes** By whom? _____
 NO ☐

E.5 Were you explained the reasons for which you or other beneficiaries were selected to receive NFIs? YES ☐ If **Yes** By whom? _____
 NO ☐

E.6 Can you name three reasons why you or other beneficiaries were selected to receive NFIs? 1. _____
 2. _____
 3. _____

E. 7 Distribution method well organised? Mark Code (1= Very Bad; 2=Bad ; 3=Average; 4=Good; 5 = Very good) _____
 E. 8 Time waiting from start of distribution until items received? _____ (hours)

E.9 Security problems **during** distribution? YES ☐ Describe _____
 NO ☐

E.10 Security problems **after** distribution? YES ☐ Describe _____
 NO ☐

E.11 Any other comments, suggestions?

Interview Code: _____ Signature of Interviewer _____

Signature of Registrar _____

Version 14.03.2011



NON-RESPONSE FORM

NON-RESPONSE FORM														
# PDM Team	#BList	Name of Beneficiary on BList	Sex	Known to other IDPs?		Reasons for Absence during PDM / or Mark 'Refused'								
				YES	NO									
				YES	NO									
				YES	NO									
				YES	NO									
				YES	NO									
				YES	NO									
				YES	NO									
				YES	NO									
				YES	NO									
				YES	NO									
				YES	NO									
				YES	NO									

TRAINING ROLE PLAY 1

FADUMA Mohamed Adan (Female 48 years old)

You are initially not sure whether you should answer the questions. You ask for some money to be compensated for your time. You wait for an explanation, but you eventually agree to answer the questions. Your clan family is Hawiye; you are from the Hebr Gedir, 'Ayr. You are living in the IDP site of Tawakal, near Marka, Lower Shabelle.

Your husband has used to stay with you and the children in the IDP site, but now he regularly travels looking for work. He returns once every few months, the last time a week ago, but he has now left again. Living with you are: your two children, Faduma, who is 16 years old, and Mohamud, who is 14. You are taking care of your niece, Nimco, who is 4 years old. You have another nephew, who is 18, and although he used to stay with you, you have not seen him for six months. Still, you are keen that he be registered as part of your household.

You have been staying at this IDP site for 9 months, but you lived in a number of other IDP sites for several years before moving here. You were born in Banadir, Mogadishu, Hodan district, from where you were displaced 3 years ago.

You are staying on private land, the rent for which is collected by a gatekeeper. The rent is normally 160,000 SomShillings per month, but after you or the community receive any humanitarian assistance, the gatekeeper demands an extra contribution from each family to continue staying on the land.

- Plastic Sheeting: you received 1, which you thought was good quality, but not as strong or as large as the plastic sheeting that ICRC distributes. You do need the plastic sheeting because the rainy season is coming, but you keep it inside your shelter for the moment, so that it does not get damaged by the sun.
- Blankets: you received 1. The blanket was dirty when you received it, as if it had fallen in the mud. You sold it for 100,000 SomShillings. You did not need an extra blanket, but did appreciate being able to sell it.
- Jerry Cans: You received 1. You kept it, but would have preferred a larger jerry can in order to store water properly. The handle is starting to tear, but you can still use it.
- Sleeping Mats: you never received a sleeping mat
- Kitchen set: you received 1. You were forced to give the 7ltr cooking pot to the IDP camp committee 1 day after the distribution, as did every household (or so you heard) but you kept the 5 ltr cooking pot, which is useful and you needed to replace your old one. You kept 3 each of the cups, plates and spoons, as well as the large spoon and knife. However, you gave 1 cup, 1 plate and 1 spoon one of neighbours, who did not receive anything during the distribution. and sold 1 cup, 1 plate and 1 spoon to another neighbour. (25,000; 32,000; 15,000 SomShilling respectively).
- You kept the sanitary cloth, which you needed, although the quality is less good than your have seen on the market in Mogadishu.

You would have preferred to have two kitchen sets, instead of one, because you could then share more with your neighbours. Otherwise, you needed more plastic sheeting because they get damaged quickly.

For the money you received from selling some items, you spent some money on food, some towards the monthly rent, and the rest you put towards the medical costs for treating your sick son. In terms of food, you bought many cereals and pulses, and some oil.

This time the rents were not raised, but you think that the gatekeeper took some of the money that the IDP committee raised from selling the 7 litre cooking pots.

You didn't have to pay to be on the distribution list.

You were not told by anyone how many or what items you should receive, neither during or after the distribution. From what you could see, everyone received roughly the same items.

You were not explained the reasons for why you were selected. You think that you were selected to receive items because you are displaced, you are a woman, and because you are looking after several children. But then, your neighbour also did not received any items, and she is in the same situation as you.

The distribution was like normal. You had to wait in the sun for a long time, and there was no water. Your son was sick and you had to leave the queue at one point, but then you lost my place in the queue. You arrived at 0800 and you received your items at 1600. You heard that two other families had items stolen about 4 days after the distribution, but you are not sure of the details. You think it was a gang from outside of the IDP site.

TRAINING ROLE PLAY 2

Cabdirahman Mohamed (Male 40 years old)

You ask for an explanation of the monitoring. You complain that there was a team doing assessments only yesterday in the camp, and that you have to find work. Eventually you agree to answer the questions.

Your clan family is Rahanweyne; you are from the Huber sub-clan. You are living in the IDP site of Sinaay, inside Baidoa, Bay region. You are a member of the IDP site committee.

Living with you are: your two wives, Sahra and Hodan, and your four children. You have two boys, one of whom is 15, the other 10; and two girls from your second wife, who are 4 and 2 respectively. Your wives live with you in two separate shelters, but you consider them all to be part of your household. The younger brother of your second wife, who is 17, has been living with you for the last 2 months, but you are not sure how long he will stay.

You have been living in this IDP site for 5 years. You were born in Baidoa town, but you moved back with your family to Idaale and the surrounding area, where you grew up and spent most of your life.

You are staying on public land, for which there is no rent. However, some armed men have been hired by the IDP committee to provide security at night-time. You all have to make a payment of 100,000 SomShillings per month for this security.

- Plastic Sheeting: you received 1, which you consider to be of low quality. It is useful, but you needed to have 2 plastic sheeting to cover your two families in two separate shelters,
- Blankets: you received 3. You were happy with the quality, but, again, you needed 4 or even 6, for your children and wives.
- Jerry Cans: You received 0. In fact, you are surprised to hear that you should have received a jerry can (you continue to reclaim this jerry can for the rest of the interview).
- Sleeping Mats: You received 1. You sold it for 50,000 Som Shillings.
- Kitchen set: you received 1. You sold the two cooking pots with a neighbour, for roughly 120,000 Som-Shillings, which you used for paying the security fee for that month. The plates cups, and small spoons, you gave to another neighbour to whom you were in debt, and from whom you had borrowed some basic food commodities (cereals and pulses) last month. The large knife and spoon you kept.

You would have preferred to have two plastic sheeting, rather than 1, and needed more blankets for your larger family. Both of your daughters have malaria, for which you cannot afford the medicines, and you really wanted to receive at least two mosquito nets. You were surprised there was no soap in the last distribution. You ask again to receive your missing jerrycan.

You didn't have to pay to be on the distribution list.

You were not told by anyone how many or what items you should receive, neither during or after the distribution. From what you could see, people were receiving slightly different items. You still are concerned about why you or the others did not receive a jerry can.

You were not explained the reasons for why you were selected. You think that you were selected to receive items because you are from the Huber clan, and because it was your clan's turn to receive assistance.

The distribution was initially very disturbed. As the items were taken off the truck early in the morning, the security guards from the camp told the NGO that they needed their share. One of them fired a gun in the air. At that point, some local people also tried to enter the site and pretend to be IDPs. When only some of these people were assisted, the others started rushing barriers of the distribution area. Two of your neighbours were injured and had to be taken to Baidoa hospital. After this, however, the distribution became more calm. You waited 5 hours to receive your items. You thought that it would have been better organised if the NGO gave all the items to the camp committee, of which you are a member, and that you would distribute yourselves.

48

please write only in the white cells

PDM nr	
Location (region, district, Poode)	
PDM Organization	

Ideal sample size for (conf lev 95%; conf int. 5):	1500	(please write this number according to the calculation on http://225www.surveysystem.com/sscalc.htm)
---	------	---

Estimated % of absent:	0
------------------------	---

Location	On=1 Off=0	distributor	Beneficiaries	% per location	Nr. interviews (check)	Nr. inter- views (normalized)
100 Bush Bosaso 55 Bush Bossaso 10 Bush Bossaso Biyo Kulule Bossaso Bulo-Elay Bossaso Bulo-dhato and Bulo Mingis Bos- sasoo	1	UNHCR/NRC	837	56%	126	126
		UNHCR/NRC	74	5%	11	30
		UNHCR/NRC	90	6%	14	30
	1	UNHCR/NRC	298	20%	45	45
	1	UNHCR/NRC	104	7%	16	30
			97	6%	15	30
				0%	0	0
				0%	0	0
				0%	0	0
				0%	0	0
				0%	0	0
				0%	0	0
				0%	0	0
				0%	0	0
Total			1500	100%	225	290

Nr. of team in the location	Nr of estimated days to end
2	4.2
2	1.0
2	1.0
2	1.5
2	1.0
2	1.0
1	0.0
1	0.0
1	0.0
1	0.0
1	0.0
1	0.0
1	0.0
1	0.0
1	0.0
	9.7

Please define the number of interview each site according the column "Nr. Interviews (normalized)" ONLY.

SAMPLE PDM RESULTS

POST-DISTRIBUTION MONITORING Report

Galgaduud

Dhuusamarreeb

Monitoring Date

Oct 10

Monitored By

Undisclosed

Date of Distribution

Sep 10

Distributor

INTERSOM

Total NFI Kits Distributed

1,335

Sites Surveyed Interviews

Tagaabeeye	77
Landheerbandheer	70
Las Hadow	46
Dhusamareb Town	32
Tulo Hayow	29
Kediye	23
Bohol	21

A. Beneficiary Demographics

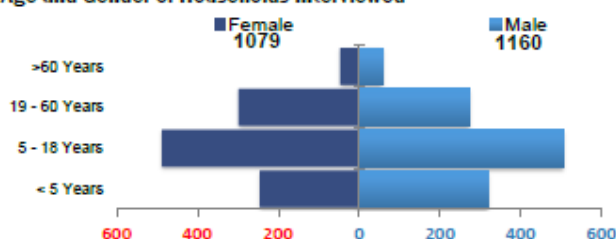
Total Sample Size 308

Number of Interviews Conducted 298

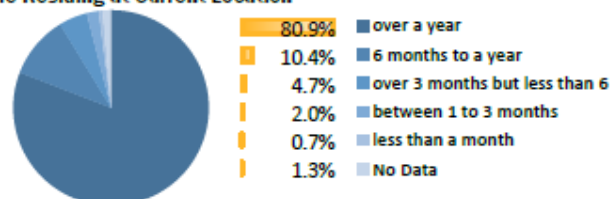
Number of Individuals Represented in Interviews 2,239

Average Household Size 7.5
Including all HH members

Age and Gender of Households Interviewed

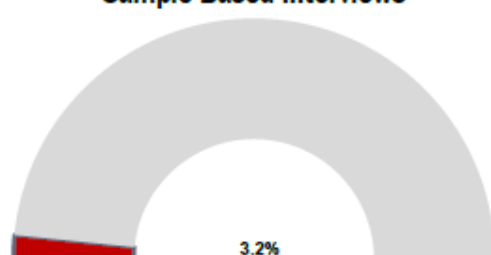


Time Residing at Current Location

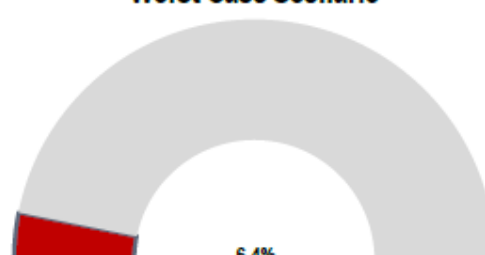


B. Unaccounted Items

Sample-Based Interviews

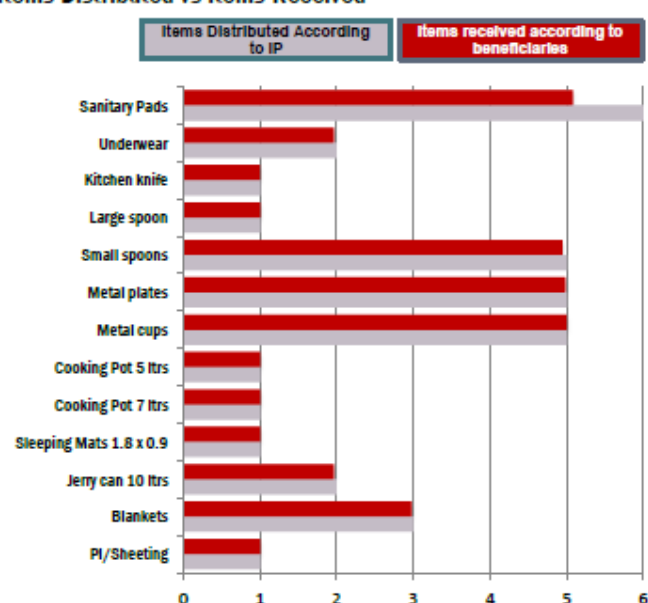


Worst-Case Scenario



Within the total sample of 308 randomly selected beneficiaries, 10 beneficiaries could not be located and were not known to the other IDPs. These beneficiaries are assumed not to exist and under a worst case assumption, one entire NFI kit is considered as unaccounted for.

Items Distributed vs Items Received

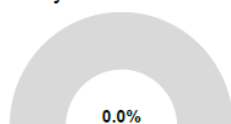


Top 5 Unaccounted Items



C. Protection Concerns

Security Problems After Distribution



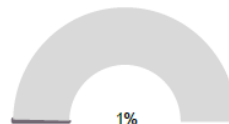
Sites

Respondents

Residing on Rented Land

2.0%

Rent Raised Due to the Distribution



Sites

Respondents

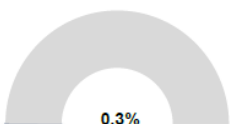
Landheer

1

Dhusamareb Town

1

Security Problems During Distribution



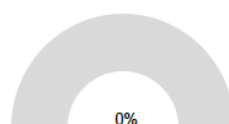
Sites

Respondents

Dhusamareb Town

1

Paid to be on Distribution List



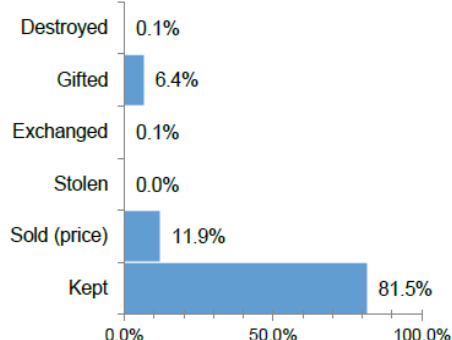
Sites

Respondents

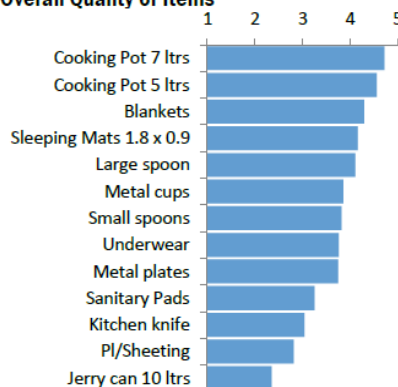
D. Item Use

Overall Item Use

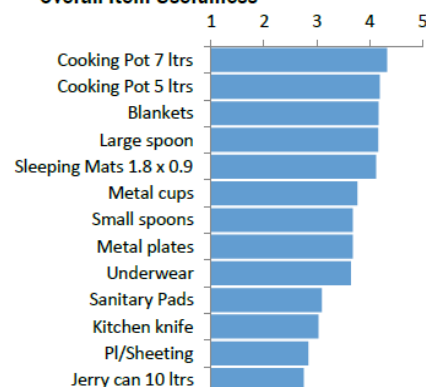
% of Respondents



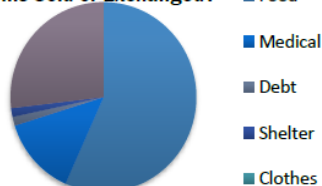
Overall Quality of Items



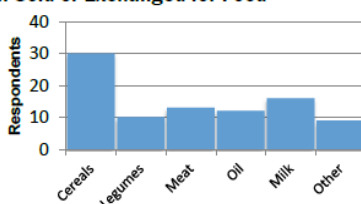
Overall Item Usefulness



Items Sold or Exchanged?



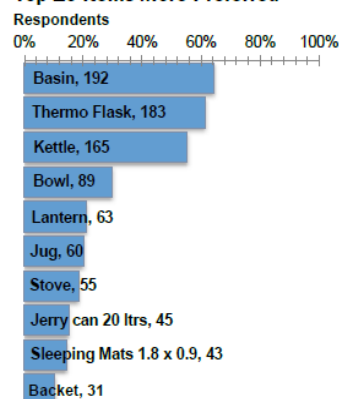
If Sold or Exchanged for Food



If Gifted, to Whom

Relative	Respondents
Relative	15
Neighbour	4

Top 10 Items More Preferred



Items Sold

Item	Respondents	Price
Blankets	37	\$2.06
Cooking Pot 5 ltrs	35	\$0.76
Cooking Pot 7 ltrs	36	\$1.45
Jerry can 10 ltrs	34	\$0.43
Kitchen knife	34	\$0.17
Large spoon	35	\$0.37
Metal cups	35	\$0.20
Metal plates	36	\$0.30
PI/Sheeting	38	\$4.52
Sanitary Pads	34	\$0.13
Sleeping Mats 1.8 x 0.9	35	\$1.01
Small spoons	36	\$0.13
Underwear	33	\$0.39

E. Methodology

Organization of Distribution

On a scale of 1 (very poor) to 5 (very good)

4.4

Average Waiting Time (hours)

From start of distribution to receiving items

1.8

Were you told which items you would receive?

Yes 8%

Was the Selection Criteria Explained?

Yes 9%

Told Selection Criteria by Whom?

Distributing Agency	People
Distributing Agency	18
IDP Committee Member	7
Neighbour	1

Top 6 Reasons for Selection

Poverty	Responses
Poverty	237
IDP	198
Luck	65
Homeless	53
Vulnerability	23
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