

In order to ensure a unified approach to post distribution monitoring, one account was created in KoBo, which will be accessed by all partners. . Statistical data will be kept and analyzed at the Shelter Cluster level. All participating partners will have access to the statistics.

**KoBo account:** pdm\_snfi\_cluster

**Password:** pdm\_2025

If an organization wants to use their own account, Shelter Cluster encourages partners to share the indicators with the Cluster IM focal point for statistical analysis by extracting the answers to the questions from the following sections:

1. Received
2. Winter Energy In-kind
3. Winter Energy Cash
4. energy\_cash\_inkind
5. Household conditions
6. Estimates
7. Indicators

The organization extracting the data in this way is encouraged to assign a unique identifier following the instructions below to each line of data in a cleaned excel with the IM focal point per the contact information below.

8. From the beginning, before calling the beneficiary, please fill in general information about the organization that conducted the distribution. Please make certain that your organization is already on the list of options. If no, please contact the information management focal point for the Shelter cluster:.

[panina@unhcr.org](mailto:panina@unhcr.org)

9. Assign numbers to enumerators to have an opportunity to identify them in case of any additional questions (for example, 1, 2, 3, etc.).
10. To ensure proper data sharing between organizations and to avoid the sharing of personal data, the cluster has created a unique coding system. , please assign numbers or codes to beneficiaries from distribution lists to have an opportunity to call them back in case any issues or problems are found (for example, 1\_SI, 2\_CORE, 3, 4... etc.). You can use numbers and letters to create codes for beneficiaries.

See an example below:

\* **Organization`s name**

\* **Enumerator`s code**

*Please assign numbers to enumerators so they can be identified. For instance: 1,2,3...etc.*

\* **Beneficiary`s code**

*Please assign numbers to beneficiaries from distribution lists so they can be identified. For instance: 1,2,3...etc.*

11. Please make sure that you conduct interviews with people who are older than 17 years old. If you can understand that a respondent is older than 17 y.o., but they do not want to tell you their age, please put 999.

\* **Age of the person responding the questionnaire**

*Please make sure that the person is an adult*

**This value must be greater than 17.**

\* **Age of the person responding the questionnaire**

*Please make sure that the person is an adult*

12. Please, do not conduct interview with person who is not aware about the situation in their household. It`s better to ask the contact of person who is responsible for family.

\* **Could you please confirm that you are the head of the HH or have full information (household size, economic situation, expenses and migration status) to answer on their behalf?**

Yes

No

13. Please choose a HH's status according to movements that have been done since 24<sup>th</sup> February 2022.
14. Due to an increase in telephone scams, recipients may be cautious about providing information about the composition of their household. Please do not insist on providing information on the number of people in the household. To move on to the next question, you may indicate 999 instead of the answer. However, it is strongly recommended that you explain to the interviewee that this data is only a statistical representation of the target audience of the organization carrying out winter preparedness assistance activities.

**\* Number of pp in HH(including respondent)**

*Enter 999 if the respondent does not want to answer*

15. Please pay attention to the note about the number of people in HHs that were specified by the beneficiary and the number of people from disaggregation's fields (how many girls, boys, women, etc). Please, check this information in case there is a mistake in counting.

**\* Number of women over 60 years old**

*Enter 999 if the respondent does not want to answer*

**\* Number of men over 60 years old**

*Enter 999 if the respondent does not want to answer*

The respondent said there are 6 living in HH and you entered 5 persons. Please correct

16. WGQ – If there is an answer that there are people in HHs who have difficulties to see, hear, etc., please don't choose "No difficulties" in following questions.

**\* Does anybody in your household have difficulty seeing, even if wearing glasses?**

- Yes
- No
- Don't know
- Prefer not to answer

**\* If yes, would you say that he/she has no difficulty, some difficulty, a lot of difficulty or cannot do at all?**

- No difficulty
- Some difficulty
- A lot of difficulty
- Cannot do at all

**You have indicated that the person(s) in this household has(have) difficulties. Please edit the answer that contains an error.**

17. Please avoid choosing "None" or "I don't want to answer" options in "What is the sources of regular income or support has your HH receives in general?" question.

**\* What is the sources of regular income or support has your HH receives in general?**

- Pension
- State support (IDP payments, disability allowance, child allowance etc)
- Informal/seasonal income generating activities
- Formal income generating activities
- Support from relatives/friends
- Cash support from NGOs/agencies
- Savings
- Other
- None
- I do not want to answer

**You cannot select the "None" or "I don't want to answer" options at the same time as other sources of income**

18. Please avoid adding negative numbers to any fields.

\* **What is your average household monthly income?**

*Enter 999 if the respondent does not want to answer*

-9933

**This value must be zero or greater than zero.**

19. Please don't use additional units of measures to questions about amount of solid fuel.

\* **What type of solid fuel did you receive?**

- Coal
- Firewood
- Briquettes
- Pellets

\* **What amount of solid fuel did you obtain?**

*Please consider, that:*

*Firewood is in m<sup>3</sup>*

*Coal/Briquettes/Pellets are in ton.*

*Please don't use additional units of measures.*

*Enter 999 if the respondent does not know/want to answer*

5.7

20. Please be careful not to select mutually exclusive answer choices.

\* **Please, specify why?**

- The amount did not meet my expectations
- The help was not enough
- There was too much help
- Other

**Value not allowed**

21. Please use option "Other", in case any of the options don't fit the respondent's answer.