



Shelter & Non-Food Items Cluster South Sudan  
**Post-Distribution Monitoring (PDM) Toolkit**

Finalized in January 2019

## INTRODUCTION

This *Post-Distribution Monitoring (PDM) Toolkit* is the fruit of the collective effort of Shelter and Non-Food Items (S-NFI) Cluster partners and relevant INGOs. The tools and template were developed by the PDM taskforce under the Programme Quality Working Group of the Shelter - NFI Cluster South Sudan. The taskforce is comprised of M&E officers, Operations staff, and specialists on cross-cutting themes: Protection; Accountability to Affected Population (AAP); Communication with Communities; Gender; Environment; and House, Land and Property (HLP). 16 organizations including 1 UN Agency, 5 National NGOs, and 10 International NGOs contributed to the creation of these tools and template, and have convened 15 times within a span of six months from June to December 2018. The tool has been field tested six times by one UN agency, two INGOs, and two NNGOs.

The tools and template were finalized on January 2019 and include: 1.) Household Questionnaire; 2.) Focus Group Discussion (FGD) Facilitator's Guide; 3.) FGD for Adults, Adolescent Girls and Boys, and Non - Recipients; 4.) Key Informant Interview (KII) for Program Staff, Camp Coordinator/Manager, Community Leaders, Concerned Implementing Partners, and Local Authorities; 5.) In-Depth Interview (IID) for Persons with Special Needs; 6.) PDM Reporting Template; and 7.) Certificate for enumerators. The PDM tools are developed with the objective of assessing the quality of items distributed, the quality of the process of the intervention (from assessment to distribution) including cross-cutting themes, and the immediate impacts of the response. Questions are tailored to the South Sudanese context in recognition of different stakeholders and diversity of the affected population. The 'quantitative tool' - the household questionnaire - is comprehensive, focusing on 10 key aspects of the S-NFI response: 1.) Profile of the interviewed household acknowledging age, sex and diversity; 2.) Quality control of the response cycle from assessment, to verification, and distribution; 3.) Timeliness, 4.) Duplication of services; 5.) Protection, pertaining to the response in general, and also specific to shelter materials and solar lamps; 6.) Housing, Land and Property; 7.) Accountability to Affected Population including its three concepts - information provision/sharing, participation, and complaint and feedback mechanisms; 8.) Resilience and coping mechanisms; 9.) Environment; 10.) Quality control of S-NFIs, appropriateness and usage of S-NFIs, and impact of S-NFIs. The household questionnaire takes 30 - 40 minutes and has 39 unconditional questions and 44 questions that are conditional or follow a skip logic. The 'Qualitative' tools include FGD, KII and IID guides, which are also centred on the 10 key aforementioned aspects. Further, the reporting template reflects these 10 key aspects and the layout is developed to present findings in a concise and efficient manner.

It should be noted that the household questionnaire is a comprehensive tool best-suited for mobile data collection and ideally, it is recommended to use it in its current form. However, recognizing that the capacities, resources and mandates of each organization are different, the questionnaire can be modified and tailored to the priorities of each organization. The 'Qualitative' tools present a list of questions that serve as a guide and the facilitator can include or exclude questions depending on what is relevant during the discussion. Further, the suggested graphs found in the reporting template function as a guide and it is up to the M&E team to select the most pertinent graphs that reflect the major findings and concerns of the PDM. The tools are compiled in this document and formatted in a way that can be easily printed as independent or loose tools.

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## Shelter & NFI Cluster South Sudan

ShelterSouthSudan.org  
Coordinating Humanitarian Shelter

### HOUSEHOLD QUESTIONNAIRE

Organization: \_\_\_\_\_

#### ENUMERATOR DATA

Interviewer name: \_\_\_\_\_ Location: \_\_\_\_\_

Date of interview: \_\_\_\_\_

*Hello, my name is "[Your name]" and I work for "[Name of the organization]" and we have been here to assist you in your SNFI needs. I would like to ask you some questions about items that were distributed by "[Name of the organization]" in "[Month]" of this year. Would it be ok for you to participate in this interview? It should take around 30 minutes to complete. Your answers will not change your eligibility for support from "[Name of the organization]". The questionnaire does not have "good" or "bad" answers. You can stop the interview at any time or refuse to answer any questions that you don't want to answer. The information will be kept confidential and will help "[Name of the organization]" improve projects but it is not an assessment to give people more assistance; we are not here to take names for another distribution.*

- *Did anyone in your household receive [enumerate items that organization has distributed] in "[Month]" this year from "[Name of the organization]"? A. Yes; B. No; C. Refuse to answer [DO NOT READ]*
- *Are you the head of household or the individual registered who collected the items? A. Yes; B. No*
- *Do you agree to be interviewed about that distribution? A. Yes; B. No*

#### 1. PROFILE OF INTERVIEWED HOUSEHOLD (Age, Gender, Diversity)

**N.B. "This section on profile of the interviewee including their vulnerabilities should be reviewed after assessment to include vulnerabilities that are pertinent".**

1. Sex of respondent: A. Male; B. Female
2. How old are you?

Diversity questions

- i.) Question for children (female) (Question will only show if age is 14 and above but below 18 yrs. old and female). Are you [ enumerator read below] A. Child parent; B. Pregnant teenager; C. Lactating teenager; D. Child head of household; E. Separated child; F. Unaccompanied child; G. Unsafe to disclose; H. Refuse to answer; I. None of the above; J. Others, please specify/explain
- ii.) Question for children (male) (Question will only show if 14 and above but below 18 yrs. old and male). Are you [enumerator read below] A. Child parent; D. Child head of household; E. Separated child; F. Unaccompanied child; G. Unsafe to

- disclose; H. Refuse to answer; I. None of the above; J. If others, please specify/explain
- iii.) Question for adult female (Question will only show if age is 18-59 yrs. old and female). Are you [enumerator read below] A. Pregnant woman; B. Lactating woman; C. Single woman without children (unmarried, widowed, divorced, or separated); D. Single woman with children (unmarried, widowed, divorced, or separated); E. Unsafe to disclose; F. Refuse to answer; G. None of the above; H. If others, please specify/explain
  - iv.) Question for adult male (Question will only show if age is 18-59 yrs. old and male). Are you [enumerator read below] A. Single woman without children (unmarried, widowed, divorced, or separated); B. Single woman with children (unmarried, widowed, divorced, or separated); C. Unsafe to disclose; D. Refuse to answer; E. None of the above; F. Others, please specify/explain
  - v.) Question for the elderly (Question will show if age is 60 yrs. old and above for both male and female) Are you [enumerator read below] A. Single older person (without any family members in the community or within the area where person is staying. The person may or may not receive some assistance from the community.); B. Older person with children (who is the only caregiver of children (below the age of 18)); C. Older person unable to care for self (who is unable to care for him-/herself on a daily basis. This includes older persons who are physically weak, easily disoriented, without opportunity for economic or income-generating activities and who lacks psychological, physical, economic, social or other support from family members or others); D. Unsafe to disclose; E. Refuse to answer; F. None of the above; G. If others, please specify/explain
3. [Enumerator DO NOT READ. Observe and select from below if the person has] A. Difficulties seeing (including blindness); B. Difficulties hearing (including deafness); C. Physical disability; D. Mental disability (apparent/visible) [DO NOT READ]; E. Difficulties focusing, remembering, concentrating for a period of time; F. Difficulties speaking; G. None of the above; H. Refuse to answer; I. Others, please specify/explain
  4. How many people are living in your household (*Household is a social unit living together under the same shelter/s*)? A. 1-3; B. 4-6; C.7-9; D. 10-15; E. more than 15

## 2. QUALITY CONTROL OF PROCESS (Assessment, verification, distribution)/ EFFECTIVENESS OF RESPONSE

5. Do you know if the UN/NGO came here to ask about your needs or others needs in the community? A. Yes; B. No; C. I don't know; D. Refuse to answer [DO NOT READ]
6. Please select 3 most important SNFI items needed before distribution<sup>1</sup> (maximum 3 choices) A. Plastic Sheet; B. Rubber Rope; C. Nylon Rope; D. Mosquito Net; E. Kitchen Set; F. Blankets; G. Kanga; H. Sleeping Mat; I. Solar Lamp; J. Others, please specify/explain
  - i.) Please rank first priority, second priority, third priority
7. Did the assistance contribute to responding to your main urgent S-NFI need? A. Yes; B. Partial; C. No; D. refuse to answer [DO NOT READ]
  - i.) If no, please explain
8. Is there any other shelter or other NFI that you urgently needed at the time of this distribution but you did not receive? [ENUMERATOR: if respondent mentions an item from the previous questions (6-8), remind them that this is any other important SNFI not mentioned yet]

<sup>1</sup> These consecutive questions are proxy questions for "Did the assessment team correctly identify your most urgent S-NFI needs?". If three of the items they receive corresponds to the top three items they cited as most important, then that is an indicator that the assessment team has correctly identified beneficiaries' urgent needs.

- i.) If yes, what was the item and the reason why item is needed?
- 9. Were you aware of selection criteria? A. Yes; B. No
  - i.) If yes, what was the selection criteria? A. Pregnant women; B. Lactating women; C. Elderly; D. Separated children; E. People with disabilities; F. Widow; G. Female-headed household; H. I don't know; I. Others, please specify/explain
- 10. Were there challenges during distribution? A. Yes; B. No; C. Refuse to answer [DO NOT READ]
  - i.) If yes, what were the challenges during the distribution? A. Insufficient staff; B. Security; C. Lack of shady area; D. Lack of drinking water facilities; E. Distribution site was not suitable; F. Disorganized; G. Duration of distribution was too long; H. Others, please specify/explain
- 11. Did you have challenges reaching the distribution site? A. Yes; B. No; C. Refuse to answer [DO NOT READ]
  - i.) If yes, what were the challenges? A. Physical inability; B. Weather; C. Safety & Security; D. Distance; E. Other people prevented me from going; F. Not the right day/time; G. Refuse to answer [DO NOT READ]; H. Others, please specify/explain

### 3. TIMELINESS

- 12. Did you receive items when you needed it most? A. Yes; B. No; C. Refuse to answer [DO NOT READ]
  - i.) If no, please explain

### 4. DUPLICATION OF SERVICES

- 13. When was the last SNFI distribution (indicate year, and month if possible)? [ENUEMRATOR: If the interviewee did not receive SNFIs in any previous distribution, please write it down].
  - i.) What SNFIs did you receive? A. Plastic Sheet; B. Rubber Rope; C. Nylon Rope; D. Mosquito Net; E. Kitchen Set; F. Blankets; G. Kanga; H. Sleeping Mat; I. Solar Lamp; J. N/A; K. Others, please specify.

### 5. PROTECTION

- 14. Did you experience any safety/security issues on the distribution? A. Yes, B. Partially/somehow, C. No; D. Refuse to answer [DO NOT READ]
  - i.) If yes or partially/somehow, what were the safety or security issues? A. Theft; B. Overcrowding; C. Harassment; D. Fighting; E. Others, please specify/explain ; F. Refuse to answer [DO NOT READ]
  - ii.) If yes or partially/somehow, where? A. Traveling to distribution site; B. Entrance of distribution site; C. In line; D. Registration area; E. Actual distribution area; F. Exit area of distribution; G. Traveling back to home; H. Others, please specify/explain ; I. Refuse to answer [DO NOT READ]
  - iii.) If yes or partially/somehow, what could be done to address the safety/security issues? A. More respectful crowd controllers; B. More respectful humanitarian staff; C. Provision of security going to site and going back home; D. Change time of distribution; E. Change site of distribution; F. Increase number of staff and/or crowd controllers to ensure security; G. Separation of distribution days between people with disabilities, and able-bodied people (people without disabilities) H. Others, please specify/explain , I. Don't know [DO NOT READ]
- 15. Were you treated with respect by the 'organization name' staff? A. Yes; B. Partially/somehow; C. No; D. Don't know; E. Did not interact with staff; E. Refuse to answer [DO NOT READ]
  - i.) If answer is 'No' or 'Partially/somehow', please explain why
- 16. Did you see/know if the most vulnerable population were given priority during distribution? (pregnant and lactating women, elderly, PSN: children at risk, unaccompanied or separated children, women at risk, older person at risk, single parent or caregiver, people with

- disabilities, people with serious medical condition) A. Yes; B. No; C. Refuse to answer [DO NOT READ]
17. How long did you wait on the line for you to receive the SNFIs? [ENUMERATOR: Please read answer options if the respondent does not say anything]
    - A. Less than 30 minutes; B. 30 minutes to 1 hour; C. 2 hours; D. 3 to 6 hours; E. 7 to 9 hours; F. 10 to 12 hours; G. 13 hours and more
  18. How did you come to the distribution site? A. Walking (Footing); B. Boat; C. Bus/Car/Truck/Lorry/Tractor; D. Boda – boda; E. Donkey; F. Others, please specify/explain
  19. How long did it take you to arrive to the distribution site (**one way**)? [ENUMERATOR: Please read answer options if the respondent does not say anything]
    - A. Less than 30 minutes; B. 30 minutes to 1 hour; C. 1 to 2 hours; D. 3 to 6 hours; E. 7 to 9 hours; F. 10 to 12 hours; G. 13 hours and more
  20. Did you have to pay or exchange anything to go and come back from the distribution point (or to have your items carried home)? A. Yes; B. No; C. Refuse to answer [DO NOT READ]
    - i.) If yes, what did you give in exchange? A. Money; B. Others; C. Refuse to answer [DO NOT READ]
    - ii.) If money is selected, how much (in SSP)?
    - iii.) If others is selected, which ones? A. Some of the SNFIs received, B. Livestock, C. Food, D. Household items, E. Others, please specify/explain
  21. Did you have to pay or give anything to receive the items? A. Yes; B. No; C. Refuse to answer [DO NOT READ]
    - i.) If yes, who did you have to pay or give something to? A.) NGO/UN staff; B.) Casual laborers; C.) Community leader; D.) Local authorities; E.) Military; F.) Armed groups G. Others, if others specify; H. Refuse to answer [DO NOT READ]
  22. Did you feel in danger/unsafe because of the SNFIs you received? A.) Yes; B.) No; C. Refuse to answer [DO NOT READ] (**Can be linked with HLP**)
    - i.) If yes, what was the reason that you felt in danger/unsafe? A.) Eviction (being chased out of the home/shelter); B.) Theft; C.) Exclusion; D.) Harassment; E.) Gender-Based Violence (GBV) F.) Tension in the community, G.) Tension in the family; H.) Others, please explain; I.) Refuse to answer [DO NOT READ]
  23. Did you receive information that the services provided were free and should not be paid for? A. Yes; B. No; C. Refuse to answer [DO NOT READ]

## 6. HOUSING, LAND AND PROPERTY

24. Have you faced any land/property dispute/disagreement or evictions (being chased away from the shelter or area where you stay) since S-NFIs were provided? A. Yes; B.) No; C.) Refuse to answer [DO NOT READ]
  - i.) If yes, by whom? A. Family members; B. Neighbours; C. Government; D. Armed soldiers; E. Land/property owner; F. Community leaders; G. Refuse to answer [DO NOT READ]; H. Others, please specify/explain

## 7a. ACCOUNTABILITY TO AFFECTED POPULATION (INFORMATION PROVISION/SHARING)

25. How did you hear about the intervention? [ENUMERATOR: Please read answer options if the respondent does not say anything] A. Community leader; B. Camp committee member; C. Family member; D. Friends or neighbours; E. NGO/UN staff; F. Outreach workers; G. Megaphone; H. Radio or other media; I. Religious leader; J. Community meeting; L. Other, please SPECIFY/explain
26. Were you aware of time and day of distribution? A. Yes; B. No; C. Refuse to answer [DO NOT READ]

27. Were you informed of the items you were going to receive? A. Yes; B. No; C. Refuse to answer [DO NOT READ]
28. Did the distribution team show you how to use received materials properly? A. Yes; B. No; C. Refuse to answer [DO NOT READ]
- i.) If yes, was this information sufficient to allow you to correctly use the item? A. Yes; B. No; C. Refuse to answer [DO NOT READ]

**7b. ACCOUNTABILITY TO AFFECTED POPULATION (PARTICIPATION)**

29. Did you or someone in this household participate in the intervention? This can include participating in decisions about the assistance or participating in activities that were part of the intervention. A. Yes; B. No; C. Refuse to answer [DO NOT READ]
- i.) If yes, how? A. Attended community meetings (concerning intervention); B. Spoke to my representatives directly; C. Talked to humanitarian staff; D. Participated in verification of households; E. Employed as casual labourer (enumerator, translator, crowd controller); F. Others, please specify/explain
- ii.) If no, why? A. No time; B. No interest to participate; C. No access to meetings; D. No influence; E. Decisions were not participatory; F. Not informed/don't know how to participate; G. People prevent me from participating; H. Others, please specify/explain; I. Refuse to answer [DO NOT READ]

**7c. ACCOUNTABILITY TO AFFECTED POPULATION (COMPLAINT FEEDBACK MECHANISM (CFM))**

30. Was there a complaint desk, person or place where you can give your feedback/complaints/questions about the distribution? A. Yes; B. No; C. I don't know; D. Refuse to answer [DO NOT READ]
31. How do you want to give your feedback/complaints/questions? A. Through community leader B. Through Church; C. Through UN/NGO staff D. Dropped in a complaint box; E. Hotline number; F. UN/NGO office; G. Camp Complaint and feedback mechanism (CFM); H. Other, please specify/explain
32. Did you share/report a complaint? A. Yes; B. No; C. Refuse to answer [DO NOT READ]
- i.) If yes, how did you give a complaint? A. Through community leader; B. Through Church; C. Through UN/NGO staff; D. Dropped in a complaint box; E. Hotline number; F. UN/NGO office; G. Camp Complaint and feedback mechanism (CFM); H. Other, please specify/explain
33. How did you receive the response/feedback? A. Complaint or problem was solved; B. I did not receive any response; C. Referral to another UN/NGO, D. Still waiting for response; E. They are not able to solve problem/give response; F. Others, please specify/explain
34. How satisfied are you with the response to your complaint/feedback? A. Satisfied; B. Partially satisfied; C. Dissatisfied; D. Others, please explain
- i.) If partially satisfied or dissatisfied, please specify/explain

**8. RESILIENCE AND COPING MECHANISMS**

35. Did your household needs situation improve from using the S-NFIs you received? A. Yes; B. No; C. Refuse to answer [DO NOT READ]
36. If the distribution had not happened, do you have another way to get S-NFIs? A. Yes; B. No
- i.) If Yes, how? A. Borrowed money to buy items; B. Borrowed items from family members/community; C. Ask family members to buy them for me; D. Buy them myself; E. I can make them using local materials found in the environment; G. Sell or exchange assets (resources such as livestock, crops, household items) to buy SNFIs; H. Others, please specify/explain; I. Refuse to answer [DO NOT READ]



## 9. ENVIRONMENT

### (For disposal)

37. How do you dispose of the packaging from SNFIs? A.) Burn; B.) Throw in the environment (land); C.) Throw in the river; D.) Bury; E.) Do not dispose of items (reuse); F. Others, please specify/explain
38. How do you dispose of damaged and unusable SNFIs? A.) Burn; B.) Throw in the environment (land); C.) Throw in the river; D.) Bury; E.) Do not dispose of items (reuse); F. Others, please specify/explain

## 10. QUALITY CONTROL, APPROPRIATENESS, USAGE, AND IMMEDIATE IMPACTS OF SNFIs

(Ask only according to items distributed)

### Plastic Sheets

39. Please can you show me the plastic sheets that you received? [ENUMERATOR: Verify by observation of item] A. Used as shelter improvement (wall); B. Used as shelter improvement (partition); C. Used as shelter improvement (roof); D. Used to build new shelter; E. Stored (item seen but not being used); F. Used as a tarp to dry food; G. Used as part of animal shelter; H. Item not able to be seen/observed; I. Respondent says that they do not have the item; G. Others, please explain
- i.) If 'stored', 'item not able to be seen/observed' or 'respondent says they do not have the item' for which reasons did you not install it? A. Restriction from the government, B. Restriction from the host community, C. Restriction from other people/groups/organizations, D. Fear of being evicted, E. Insecurity, G. Not the right season, H. No one in the household is physically able to install the materials. I. Not enough wood or other materials needed to install; J. Given away; K. sold/exchanged; L. stolen; M. damaged; N. lost; O. Refuse to answer [DO NOT READ]; P. Surplus/ Extra; Q. Others, please explain **(Question can be linked with HLP)**
- ii.) If sold/exchanged, what did you buy or what did you get in exchange?
40. Has the plastic sheet improved your privacy after it was installed (compared to before it was installed)? (privacy is "being alone when you want to be alone, being with your wife/husband alone when you want to be with him/her alone etc., not be seen by others when you don't want to be seen" etc.) A. Yes; B. No; C. Others, please specify/explain **(Protection question)**
41. Do you feel safer now after the plastic sheet is installed (compared to before it was installed) ? A. Yes; B. No; C. Others, please specify/explain **(Protection question)**
- i.) If yes, how? A. Safe from the weather (rain, sun); B. Safe from people outside of the household; C. Safe from animals; D. Others, please explain
- ii.) If no, why? A. Does not protect adequately from the weather (rain, sun); B. Does not protect adequately from people outside of the household; C. Does not protect adequately from animals; D. Others, please specify/explain
42. Who sleeps in the shelter where plastic sheets are installed? A. Elderly Male; B. Elderly Female; C. Adult Male; D. Adult Female; E. Adolescent boys; F. Adolescent girls; G. Boys; H. Girls; I. Baby boy; J. Baby girl; J. People with disabilities; K. Relatives outside of households; L. Friends outside of households; M. Nobody; O. N/A; P. Others, please specify
43. How satisfied are you with the quality of the plastic sheet? [ENUMERATOR: This question is about QUALITY, not quantity] A. Satisfied; B. Partially satisfied; C. Dissatisfied; D. Others, please specify/explain
- i.) If partially satisfied or dissatisfied with quality of item, why? A. small size; B. material easily damaged; C. Too thin; D. Color; E. Others, please specify/explain
- N.B. Enumerator please verify item and statement of interviewee, if possible take photos
44. What was your shelter situation before distribution of plastic sheet? A. Sleeping under tree; B. Sleeping in open space; C. Sleeping in public premises; D. Sleeping in shelters of

- relatives/friends; E. Sleeping in shelters of host community; F. Sleeping in my own shelter; J. Other, please specify/explain
45. What is your current shelter situation after distribution of plastic sheet? A. Sleeping in my own shelter made from distributed shelter materials; B. Sleeping under tree; C. Sleeping in open space; D. Sleeping in public premises; E. Sleeping in shelters of relatives/friends; F. Sleeping in shelters of host community; G. Sleeping in my old shelter (not using distributed shelter materials) J. Other, please specify/explain
46. What were your shelter challenges before distribution of plastic sheet? A. Leaking; B. Flooding; C. Temperature; D. Safety & security; E. Weather; F. Privacy; G. None; H. Others, please specify/explain
47. What were your shelter challenges after distribution of plastic sheet? A. Leaking; B. Flooding; C. Temperature; D. Safety & security; F. Weather; G. Privacy; H. None; I. Others, please specify/explain
48. Did you need more wood to complete your shelter using the plastic sheets that were given to you? A. Yes; B. No (**Question linked to environment and protection**)
- i.) If yes, who collects the wood in your household? A. Elderly Male; B. Elderly Female; C. Adult Male; C. Adult Female; D. Youth Male; E. Youth Female; F. Child Male; G. Child Female; H. Others, please specify/explain
  - ii.) If yes, have you or any member in your household experienced any security issues during wood collection? A. Yes; B. No; C. Refuse to answer [DO NOT READ]
    - iii.) If yes, please explain

#### **Nylon/Rubber Rope**

49. Please can you show me the nylon rope that you received? [ENUMERATOR: Verify by observation of item] A. Used as shelter improvement (wall); B. Used as shelter improvement (partition); C. Used as shelter improvement (roof); D. Stored (item seen but not being used); E. Item not able to be seen/observed; F. Respondent says that they do not have the item; G. Others, please explain
- i.) If 'stored', 'item not able to be seen/observed' or 'respondent says they do not have the item' for which reasons did you not install it? A. Restriction from the government, B. Restriction from the host community, C. Restriction from other people/groups/organizations, D. Fear of being evicted, E. Insecurity, F. Not the right season, G. No one in the household is physically able to install the materials; H. Not enough wood or other materials needed to install; I. Given away; J. sold/exchanged; K. stolen; L. damaged; M. lost; N. Surplus/extra; O. Refuse to answer [DO NOT READ]; P. Others, please explain (**can be linked with HLP**)
  - ii.) If sold/exchanged, what did you buy or what did you get in exchange?
50. Do you feel safer now after the nylon/rubber rope is installed? A. Yes; B. No; C. Others, please specify/explain (**Protection question**)
- i.) If yes, how? A. Safe from the weather (rain, sun); B. Safe from people outside of the household; C. Safe from animals; D. Privacy; E. Others, please specify/explain (**Protection question**)
  - ii.) If no, why? A. Does not protect adequately from the weather (rain, sun); B. Does not protect adequately from people outside of the household; C. Does not protect adequately from animals; D. Others, please specify/explain
51. How satisfied are you with the quality of nylon rope/rubber rope? [ENUMERATOR: This question is about QUALITY, not quantity] A. Satisfied; B. Partially satisfied; C. Dissatisfied; D. Others, please specify/explain
- i.) If partially or dissatisfied with quality of item, for which reason? A. Not long enough; B. Not strong enough; C. Too thin; D. Not good for tying materials; E. Others, please specify/explain

N.B. Enumerator please verify item and statement of interviewee, if possible take photos

52. What were you using to tie shelter materials together before distribution of nylon/rubber rope? A. Nylon/rubber rope; B. Rope (made of local materials); C. Mosquito net; D. Nails; E. None; F. Others, please specify/explain
53. What are you using to tie shelter materials together after distribution of nylon/rubber rope? A. Distributed nylon/rubber rope; B. Nylon rubber rope from before (not distributed); C. Rope (made of local materials); D. Mosquito net; E. Nails; F. None; G. Others, please specify/explain

#### **Mosquito Net**

54. Please can you show me the mosquito net that you received? [ENUMERATOR: Verify by observation of item] A. Item being used [hanging above bed or stored near bed]; B. Item unopened (still in packaging); C. Item is used as rope for shelter materials; D. Item used as rope for fence or other structures (e.g. animal pens, bed, chairs, others); E. Item used as a screen for windows; G. Item not able to be seen/observed; H. Respondent says that they do not have the item; I. Others, please specify/explain
- i.) If 'item unopened (still in packaging) – why do you not use it? A. Poor quality; B. Surplus/extra; C. Seasonal; D. Others, please specify/explain
- ii.) If 'item not able to be seen/observed' or 'or respondents say they do not have the item' – for which reason? A. Given away; B. sold/exchanged; C. stolen; D. damaged; E. lost; F. Surplus/extra; G. Others, please explain
- iii.) If sold/exchanged, what did you buy or what did you get in exchange?
55. Who sleeps under the mosquito net that you received? A. Elderly Male; B. Elderly Female; C. Adult Male; D. Adult Female; E. Adolescent boys; F. Adolescent girls; G. Boys; H. Girls; I. Baby boy; J. Baby girl; K. People with disabilities; L. Relatives outside of households; M. Friends outside of households; N. Nobody; O. N/A; P. Other people, please specify
56. How satisfied are you with the quality of mosquito net? [ENUMERATOR: This question is about QUALITY, not quantity] A. Satisfied; B. Partially satisfied; C. Dissatisfied; D. Others, please explain
- i.) If partially satisfied or dissatisfied with quality of item, why? A. Material is rough/ too hard; B. Material is itchy; C. Color; D. Smell; E. Material is easily damaged; F. Others, please specify/explain

N.B. Enumerator please verify item and statement of interviewee, if possible take photos

57. What did you use to protect yourself from mosquitos before distribution of mosquito nets? A. We use mosquito nets in good condition; B. We use mosquito nets with holes; C. We use smoke from plants we burn; D. We use smoke from animal dung we burn E. We use mosquito spray; F. We didn't use anything; G. Others, please specify.
58. What are you using to protect yourself from mosquitos after distribution of mosquito nets? A. We are using distributed mosquito nets; B. We are using our old mosquito nets C. We use smoke from plants we burn; D. We use smoke from animal dung we burn; E. We use mosquito spray; F. We don't use anything; G. Others, please specify/explain
- i.) If you are using distributed mosquito nets, what is the current condition? A. Good condition; B. Torn/with holes; C. Others, please specify/explain
- ii.) If you are using old mosquito nets, what is the current condition? A. Good condition; B. Torn/with holes; C. Others, please specify/explain

#### **Kitchen Set (Cooking Pot)**

59. Please can you show me the kitchen set that you received? [ENUMERATOR: Verify by observation of item]? A. Being used; B. Stored; C. Item not able to be seen/observed; D. Respondents say that they do not have the item, E. Others, please specify/explain
- i.) If 'Being used' how? A. Only cooking; B. Only serving; C. Both for cooking and serving; D. Others, please specify

- ii.) If 'Stored', do you use it and how? A. Yes; B. Occasional use (for example: used only for visitors); C. No
  - ii.a.) If 'Yes' or 'Occasional use' how do you use it? A. Only cooking; B. Only serving; C. Both for cooking and serving; D. Others, please specify
  - ii.b.) If 'No' why? A. Poor quality (material too thin); B. Poor quality (burns food); C. Surplus/extra; D. Seasonal; E. Others, please specify/explain
- iii.) If 'item not able to be seen/observed' or 'respondents say they do not have the item' – why? A. Given away; B. sold/exchanged; C. stolen; D. damaged; E. lost; F. Others, please specify/explain
  - iva.) If sold/exchanged, what did you buy or what did you get in exchange?

60. How satisfied are you with the quality of kitchen set? [ENUMERATOR: This question is about QUALITY, not quantity] A. Satisfied; B. Partially satisfied; C. Dissatisfied; D. Others, please explain

- i.) If partially satisfied or dissatisfied with quality of item, why? A. Too small; B. Too big; C. Material easily broken or damaged; D. Easily burnt; E. Others, please specify/explain

N.B. Enumerator please verify item and statement of interviewee, if possible take photos

61. How was your meal preparation situation before distribution of kitchen sets? A. Used old utensils; B. Borrowed kitchen utensils from relatives/community; C. We did not cook and only gathered fruit/ leaves; D. We had enough utensils and preparing meals was not a problem; E. We cooked without kitchen utensils; F. Other, please specify/explain
62. How was your meal preparation situation after distribution of kitchen sets? A. We use the distributed utensils we received to cook; B. We use old kitchen utensils; C. Borrow kitchen utensils from relatives/community; D. We do not cook and only gather fruit/leaves; E. We have enough kitchen utensils so we sold/exchanged/do not use the kitchen set provided; F. We cook without kitchen utensils; G. Other, please specify/explain

#### Blanket

63. Please can you show me the blanket that you received? [ENUMERATOR: Verify by observation of the item] A. Being used; B. Stored; C. Item not able to be seen/observed; D. Respondents say that they do not have the item, E. Others, please specify/explain

- i.) If 'Being used' how? A. As cover for sleeping; B. Sleeping mat; C. Partition within the house; D. Curtain/Door; E. Clothing D. Others, please specify
- ii.) If 'Stored', do you use it? A. Yes, B. Occasional use (for example: used only for visitors); C. No
  - ii.a.) If 'Yes' or 'occasional use' how do you use it? A. As cover for sleeping; B. Sleeping mat; C. Partition within the house; D. Curtain/Door; E. Clothing D. Others, please specify
  - ii.b.) If 'No' why? A. Poor quality; B. Surplus/extra; C. Seasonal; D. Others, please explain
- iii.) If 'item not able to be seen/observed' or 'respondents say they do not have the item' – why? A. Given away; B. sold/exchanged; C. stolen; D. damaged; E. lost; F. Others, please explain
  - iiia.) If sold/exchanged, what did you buy or what did you get in exchange?

64. Who uses the blanket that you received? A. Elderly Male; B. Elderly Female; C. Adult Male; D. Adult Female; E. Adolescent boys; F. Adolescent girls; G. Boys; H. Girls; I. Baby boy; J. Baby girl; K. People with disabilities; L. Relatives outside of households; M. Friends outside of households; N. Nobody; O. N/A; P. Other people, please specify

65. How satisfied are you with the quality of the blanket? [ENUMERATOR: This question is about QUALITY, not quantity] A. Satisfied, B. Partially satisfied, C. Dissatisfied, D. Other, please specify/explain

i.) If partially satisfied or dissatisfied with quality of item, why? A. Too thin, B. Too thick; C. Rough/itchy; D. Smell; E. Color; F. Too short; G. Others, please specify/explain

N.B. Enumerator please verify item and statement of interviewee, if possible take photos

66. How was your situation before distribution of blankets? A. We used blankets in bad condition; B. We used blankets in good condition; C. We use bed sheets; D. We use our clothes; E. We didn't use anything; G. Others, please specify/explain

67. How was your situation after distribution of blankets? A. We use distributed blankets; B. We use old blankets; C. We use bed sheets; D. We use our clothes; E. We don't use anything; G. Other, please specify/explain

i.) If you use distributed blankets, what is the current condition? A. Good condition, B. Torn/with holes, C. Others, please specify/explain

ii.) If you use old blankets, what is the current condition? A. Good conditions; B. Torn/with holes; C. Others, please specify/explain

#### Kanga

68. Please can you show me the kanga you received? [ENUMERATOR: Verify by observation of the item] A. Being used; B. Stored; C. Item not able to be seen/observed; D. Respondents say that they do not have the item, E. Others, please specify/explain

i.) If 'Being used' how? A. Clothing; B. Sleeping mat; C. Blanket; D. Partition within the house; D. Curtain/Door; E. Decoration; D. Others, please specify

ii.) If 'Stored', do you use it? A. Yes; B. Occasional use (for example: used only for visitors); C. No

iii.) If 'Yes' or 'Occasional use' how do you use it? A. Clothing; B. Sleeping mat; C. Blanket; D. Partition within the house; D. Curtain/Door; E. Decoration; D. Others, please specify/explain

iiib.) If 'No' why? A. Poor quality; B. Surplus/extra; C. Seasonal; D. Others, please explain

iii.) If 'item not able to be seen/observed' or 'respondents say they do not have the item' – why? A. Given away; B. sold/exchanged; C. stolen; D. damaged; E. lost; F. Others, please explain

iiia.) If sold/exchanged, what did you buy or what did you get in exchange?

69. Who uses the kanga that you received? A. Elderly Male; B. Elderly Female; C. Adult Male; D. Adult Female; E. Adolescent boys; F. Adolescent girls; G. Boys; H. Girls; I. Baby boy; J. Baby girl; K. People with disabilities; L. Relatives outside of households; M. Friends outside of households; N. Other people outside of households; O. Nobody; P. N/A; Q. Others, please specify

70. How satisfied are you with the quality of kanga? [ENUMERATOR: This question is about QUALITY, not quantity] A. Satisfied; B. Partially satisfied; C. Dissatisfied; D. Others, please specify/explain

i.) If partially satisfied or dissatisfied with quality of item, why? A. Too small; B. Too big; B. color; C. easily damaged; D. color easily fades; E. too hot; F. too thick, G. too thin; H. uncomfortable material; I. cultural issue; J. Others, please specify/explain

N.B. Enumerator please verify item and statement of interviewee, if possible take photos

71. What did you use before in place of the kanga before distribution? A. Old clothes; B. Tobe/Lao; C. Old kanga; D. Animal skins; E. Leaves; F. Bedsheets; G. Others, please specify/explain ; H. Refuse to answer [DO NOT READ]

### Sleeping Mat

72. Please can you show me the sleeping mat you received? [ENUMERATOR: Verify by observation of the item] A. Being used; B. Stored; C. Item not able to be seen/observed; D. Respondents say that they do not have the item, E. Others, please specify/explain
- i.) If 'Being used' how? A. Sleeping; B. Sitting; C. Partition within the house; D. Curtain/Door; D. Others, please specify
  - ii.) If 'Stored', do you use it? A. Yes; B. Occasional use (for example: used only for visitors); C. No
    - iiia.) If 'Yes' or 'Occasional use' how do you use it? A. Sleeping; B. Sitting; C. Partition within the house; D. Curtain/Door; D. Others, please specify/explain
    - iiib.) If 'No' why? A. Poor quality; B. Surplus/extra; C. Seasonal; D. Others, please explain
  - iii.) If 'item not able to be seen/observed' or 'respondents say they do not have the item' – why? A. Given away; B. sold/exchanged; C. stolen; D. damaged; E. lost; F. Others, please explain
    - iiia.) If sold/exchanged, what did you buy or what did you get in exchange?
73. Who sleeps on the sleeping mat your received? A. Elderly Male; B. Elderly Female; C. Adult Male; D. Adult Female; E. Adolescent boys; F. Adolescent girls; G. Boys; H. Girls; I. Baby boy; J. Baby girl; J. People with disabilities; K. Relatives outside of households; L. Friends outside of households; M. Other people outside of households; N. Nobody; O. N/A; P. Others, please specify
74. How satisfied are you with the quality of sleeping mat? [ENUMERATOR: This question is about QUALITY, not quantity] A. Satisfied; B. Partially satisfied; C. Dissatisfied; D. Others, please explain
- If partially satisfied or dissatisfied with quality of item, why? A. Too small; B. Color; C. Smell; D. Material easily damaged; E. Rough/itchy ; F. Too thin; G. Other, please specify/explain
- N.B. Enumerator please verify item and statement of interviewee, if possible take photos
75. How was your sleeping situation before distribution of sleeping mat? A. We slept on the floor with no mat; B. We used a sleeping mat/bed/mattress which was in good condition and the right size; C. We had a sleeping mat in very bad condition; D. We had a sleeping mat which was too small for the whole family; E. We used papyrus/palm leaves sleeping mat; F. We used cloth so sleep on the floor; G. We used sacks from food distribution; H. We use animal skins; H. Others, please specify/explain
76. How was your sleeping situation after distribution of sleeping mat? A. We use the distributed sleeping mat we received; B. We sleep on the floor with no mat; C. We use our old sleeping mat/bed/mattress; D. We used papyrus/palm leaves sleeping mat; E. We use cloth to sleep on the floor; F. We used sacks from food distribution; G. We use animal skins; H. Others, please specify/explain
- i.) If you are using the distributed sleeping mat, what is the condition? A. Good condition; B. Torn/damaged; C. Others, please specify/explain
  - ii.) If you are using old sleeping mat/bed/mattress, what is the condition? A. Good condition; B. Torn/damaged; C. Others, please specify/explain

### Solar Lamp

77. Please can you show me the solar lamp you received? [ENUMERATOR: Verify by observation of the item] A. At home/charging under sun; B. Stored; C. Item not able to be seen/observed; D. Respondents say that they do not have the item, E. Others, please specify/explain
- i.) If 'At home/charging under the sun' or 'Stored', do you use the solar lamp? A. Yes; B. Occasional use (for example: used only for visitors); C. No
    - ia.) If 'No' why? A. Poor quality/Damaged; B. Surplus/extra; C. Safety/security reasons; D. Others, please explain

- ib.) If 'Yes' or 'Occasional use', when do you use the solar lamp? (**PROTECTION QUESTION**) A. To walk to latrines at night; B. Walking/moving at night; C. At home at night (studying); D. At home at night (cooking/other household chores); E. At home at night (lighting); F. At home at night (child care); G. Others, please specify/explain
- ii.) If 'item not able to be seen/observed' or 'respondents say they do not have the item' – why? A. Given away; B. sold/exchanged; C. stolen; D. damaged; E. lost; F. Others, please explain
- iia.) If sold/exchanged, what did you buy or what did you get in exchange?
78. Do/would you feel in danger/unsafe using the solar lamp at night? (**PROTECTION QUESTION**)  
A. Yes; B. No; C. Refuse to answer [DO NOT READ]
- i.) If yes, why? A. Government restrictions; B. Camp restriction; C. Draws attention; D. Safety and Security; E. Refuse to answer [DO NOT READ]; F. Others, please specify/explain
79. Who uses the solar lamps? A. Elderly Male; B. Elderly Female; C. Adult Male; D. Adult Female; E. Adolescent boys; F. Adolescent girls; G. Boys; H. Girls; I. Baby boy; J. Baby girl; K. People with disabilities; L. Relatives outside of households; M. Friends outside of households; N. Other people outside of households; O. Nobody; P. N/A; Q. Others, please specify/explain
80. How satisfied are you with the quality of solar lamp? [ENUMERATOR: This question is about QUALITY, not quantity] A. Satisfied; B. Partially satisfied; C. Dissatisfied; D. Others, please specify/explain
- i.) If partially satisfied or dissatisfied with quality of item, why? A. Not bright enough; B. Life span of battery too short; C. takes a long time to charge; D. Too small; E. Too big; F. Others, please specify/explain
- N.B. Enumerator please verify item and statement of interviewee, if possible take photos
81. How was your lighting situation before distribution of solar lamps? A. We had no lighting solution at all; B. We had our own solar lamps; C. We used candles; D. We used a torch; E. We used firewood; F. Fuel lamp; G. Others, please explain
82. How was your lighting situation after distribution of solar lamps? A. We are now using solar lamp received; B. We still do not have any lighting solution; C. We are using old solar lamps; D. We still use candles; E. We still use torch; F. We still use firewood; G. Fuel lamp; H. Others, please specify
83. Any other comments/observation/feedback from enumerator?

*We have reached the end of this interview. Thank you very much for your participation, the information you shared with me will be very useful for "Name of organization" to improve its services.*



## **SNFI PDM FOCUS GROUP DISCUSSION (FGD) FACILITATOR'S GUIDE**

This guiding document serves to ensure that the facilitator understands key concepts of each topic found in the FGD tool to obtain appropriate information pertinent to the PDM activity of a specific distribution. The list of questions found in the FGD tool is not mandatory and should be used and adapted as relevant.

**Purpose of FGD:** The FGD will help to gather information not addressed through the household (HH) questionnaire or cross-check information provided during quantitative surveys and vice-versa. Focus groups are a qualitative tool, meaning that they are useful in obtaining descriptive information such as opinions and perspectives, often to complement or more fully explain quantitative data.

**Below are steps to consider prior to conducting an FGD:  
(Before)**

1. There is no standard guideline on deciding how many FGDs should be conducted. However, it is suggested to conduct ideally 6 FGDs in areas where the SNFI assessment is planned (1 woman and 1 man with the affected group and 1 woman and 1 man with the host families and 2 with other segments including vulnerable groups based on age, gender and diversity). The participants comprising different segments of the proposed community, including separately from men and women, host communities and IDPs/returnees. In cases where the time frame is limited, the number of FGDs can be reduced to 3 to 4 or semi-structured discussion can be held with a small group of people (3-5), ensuring participation from different segments.
2. The daily and/or weekly calendar of the population should also be considered in setting your FGDs by consulting community leaders or local authorities. This will provide information on the most appropriate time to conduct FGDs according to the chosen segment. This is important as you may end up not having any participants if you conduct the FGD at an unduly time or day (for example when women are occupied with daily chores, during church hours, when there are festivities, etc).
3. The FGD is conducted by two persons, one asks the questions and leads the discussion in a systematic manner and the other records the response. In the event that you need a translator, ensure to the extent possible, that he/she has a good level as the quality of the information will also depend on the translation of the questions and answers.
4. The FGD should be conducted with ideally 6-12 participants. In case the number of participants increases, then it becomes difficult to handle a large group and participants do not get a fair chance to express themselves.
5. Inform those who are tasked to select FGD participants that these participants should be beneficiaries of the specific distribution you are monitoring, unless the FGD is specifically for non-beneficiaries.
6. Inform those who are tasked to select FGD participants that he/she has to communicate to them that participation in FGD is voluntary and that you are not going to provide any remuneration or items in exchange.
7. If the people of different sects or tribes do not come together (also language differences, for example), conduct separate FGDs for them.
8. Local culture and customs should be adhered to strictly. It is recommended that female moderator and female note taker should conduct FGDs with women and adolescent girls based on culture and type of questions.
9. The FGD should be conducted at a suitable place, where people could participate comfortably and present their viewpoint.



10. The group's privacy should be respected, and places that are likely to draw a crowd should be avoided.
11. Ideally, presence of local chiefs, authorities or anyone who can potentially inhibit, limit, or influence the group's ability to express themselves freely should not be included in the FGD. Unless this is not feasible, explain politely/diplomatically to the person who insists to be included that the FGD is meant for a specific group.
12. The FGD should ideally finish between 1 and 1.5 hours.

**(During)**

1. Once participants start to arrive, prior to beginning of FGD, confirm that they are beneficiaries of the specific distribution you are monitoring, unless the FGD is specifically for non-beneficiaries.
2. The discussion leader must introduce him/herself and his/her assistant, explain purpose of the meeting and format of questions.
3. Communicate the time frame of FGD (1-1.5 hours), ensure that FGD is held within that time frame. If you are conducting a semi-structured FGD and intend to take less time, communicate your intended timeframe. Note that participants may be reluctant to participate in future FGDs if you do not start on time or if you go beyond the expected timeframe.
4. Explain that the information collected will only serve to monitoring the distribution, that their feedback will be communicated to relevant stakeholders, and will not be used for any other purpose.
5. Explain that participants are asked to mainly answer questions below and that further comments and questions will be addressed at the end.
6. These questions serve as a checklist and it is the team who will decide based on the progress of the discussion which questions to include, exclude and further develop. In general, the FGD is to compliment the HH questionnaire and are designed to address information that cannot be gathered through the HH interview.
7. In the event that a few participants start to dominated the group, the facilitator should be able to moderate the discussion diplomatically and in ways that can solicit others perspectives, providing an environment for others to communicate their views comfortably.
8. Don't forget to thank the participants for their time and ask them if they appreciated the FGD, and if it was beneficial and how.

**(After)**

9. Soon after the focus group concludes, the moderator and note-taker should compare notes and discuss views to make sure they have a consistent and accurate interpretation in the same day of the FGDs.
10. This information should be summarized and placed in a standard reporting format that can be used to analyze the results of the various focus groups.



## Shelter & NFI Cluster South Sudan

ShelterSouthSudan.org  
Coordinating Humanitarian Shelter

### FOCUS GROUP DISCUSSION - Adults

Hello, my name is [facilitator name] with [name of colleague taking notes and translator]. Thank you for taking the time to participate in this focus group discussion on the distribution of SNFIs last (date of distribution). This focus group discussion (FGD) is part of a larger post-distribution monitoring (PDM) process that [name of the organization] is conducting to understand the quality of the distribution, quality of the items distributed, and the impact of our response. The information will be kept confidential and will help "[Name of the organization]" improve projects but it is not an assessment to give people more assistance; we are not here to take names for another distribution and your answers will not change your eligibility for future assistance. During this FGD, I will ask questions and facilitate a conversation on your experience and views about the intervention and the SNFIs distributed. Please keep in mind that there are no "right" or "wrong" answers to any of the questions I will ask. I hope you will be comfortable speaking honestly and sharing your thoughts with us. Please note that [name of colleague taking notes] will be taking notes during the discussion to ensure we adequately capture your views, suggestions, opinions during the conversation. Comments from the FGD will remain confidential and your name will not be attached to any comments you make. This FGD will take around 30 minutes. If anything is unclear or you do not agree with what we have explained, please let us know before we begin. Does anyone have any questions? Are you okay to participate?

Date:				
Location:				
Name of facilitators/translators				
Sex of the facilitator/translator				
FGD Type				
Sex and number of participants	Male		Female	
Age bracket	Youngest		Oldest	

#### I. ADULTS

##### **QUALITY CONTROL OF PROCESS (Assessment, verification, distribution)/ EFFECTIVENESS OF RESPONSE**

1. Were you aware of selection criteria? If yes, can you tell me what the criteria was?
2. Was anybody excluded from the selection criteria?
3. How was the response (assessment, targeting, distribution)?
4. Was anyone fitting the selection criteria excluded? Should there have been different criteria?
5. Did the intervention contribute to responding to your main urgent S-NFI need? Please explain your situation before and now

##### **QUALITY CONTROL (ITEMS)**

6. What was the overall quality of SNFI items provided? please explain why good or bad.

##### **QUANTITY CONTROL**

7. How was the quantity of items you received? Please explain and specify items

##### **TIMELINESS**

8. Did you feel you received the items in time to respond to your needs?

**DUPLICATION OF SERVICES**

9. When was the last time you received SNFIs?

**PROTECTION**

10. Did you have any challenges or security issues during the intervention?

**AAP (INFORMATION PROVISION/SHARING)**

11. What is the best way to pass a message to the community?

12. Were the main observations of the needs assessment communicated to you after the assessment?

**HOUSE, LANDING AND PROPERTY**

13. Have you faced any land/property dispute or evictions since SNFIs were provided? Please explain what was the dispute and was it resolved?

14. Have you installed the distributed shelter materials to improve your shelter? If no, please explain (only ask if plastic sheets were distributed)

**ACCOUNTABILITY TO AFFECTED POPULATION (CFM)**

15. Was there a complaint desk or a way to give a complaint or feedback during the response? If yes, what was it? Did people feel comfortable using the complaints and feedback mechanisms? If no, please explain. Is there a way to improve the CFM?

**ENVIRONMENT**

16. How do people dispose of packaging of SNFIs? (PROMPT: throw in land, throw in water, burning, burying, reuse)

17. How do people dispose of old/damaged/unusable SNFIs? (PROMPT: throw in land, throw in water, burning, burying, reuse)

**RESILIENCE AND COPING MECHANISM:**

18. If the distribution had not happened do you have another way get to SNFI? Please explain how? (Facilitator, please probe per item, and some examples can be: buy them, borrow them, make them, exchange existing/owned assets to obtained SNFI, make clay pots, what did the community do in the past before humanitarians came)

19. Do you have any plans to improve your current situation? Please explain

**CONCLUDING QUESTIONS**

20. Do you think this (focus group) discussion is important or not? Please explain

21. Do you have any other questions, feedback, complaints suggestions?

## FOCUS GROUP DISCUSSION – Adolescent Girls/Boys

Hello, my name is [facilitator name] with [name of colleague taking notes and translator]. Thank you for taking the time to participate in this focus group discussion on the distribution of SNFIs last (date of distribution). This focus group discussion (FGD) is part of a larger post-distribution monitoring (PDM) process that [name of the organization] is conducting to understand the quality of the distribution, quality of the items distributed, and the impact of our response. The information will be kept confidential and will help "[Name of the organization]" improve projects but it is not an assessment to give people more assistance; we are not here to take names for another distribution and your answers will not change your eligibility for future assistance. During this FGD, I will ask questions and facilitate a conversation on your experience and views about the intervention and the SNFIs distributed. Please keep in mind that there are no “right” or “wrong” answers to any of the questions I will ask. I hope you will be comfortable speaking honestly and sharing your thoughts with us. Please note that [name of colleague taking notes] will be taking notes during the discussion to ensure we adequately capture your views, suggestions, opinions during the conversation. Comments from the FGD will remain confidential and your name will not be attached to any comments you make. This FGD will take around 30 minutes. If anything is unclear or you do not agree with what we have explained, please let us know before we begin. Does anyone have any questions? Are you okay to participate?

Date:				
Location:				
Name of facilitators/translators				
Sex of the facilitator/translator				
FGD Type				
Sex and number of participants	Male		Female	
Age bracket	Youngest		Oldest	

### EFFECTIVENESS IN ADDRESSING NEEDS

1. Did the Shelter improve your privacy or other adolescents in the community? (explain before and after) (privacy is “being alone when you want to be alone, not be seen by others when you don’t want to be seen” etc.) (Guide to facilitator: Do you have separate shelter or are you sharing this with other family members? Is there a division and do you have your own space to sleep? Do you share the space with both men and women? If you are sharing a shelter with other family members do you have privacy in the same shelter? Please explain)
2. Do you have any suggestions on how to improve your shelters so that your needs as adolescents can be addressed? How about NFIs?
3. Did the NFIs (e.g. kanga) improve your privacy or the privacy of other adolescents in the community? (explain before and after) (privacy is “being alone when you want to be alone, not be seen by others when you don’t want to be seen” etc.)

**AAP (PARTICIPATION)**

4. Do you know of adolescents who were interviewed/consulted in the community?
5. Do you know of adolescent who participated in the intervention? If no, why? If yes, how? Explain
6. Do you want to participate in future interventions? How do you want to participate?
7. How is the youth represented in the community (for adolescent girls, for adolescent boys)?

**AAP (INFORMATION PROVISION/SHARING)**

8. What is the best way to pass a message to adolescents in the community? Were the main observations of the needs assessment communicated to you after the assessment?
9. Were you shown how to use the items?

**ACCOUNTABILITY TO AFFECTED POPULATION (CFM)**

10. Do you have a way to give a complaint or feedback about the intervention (selection, distribution)?
  - If yes, what is it? Do you feel comfortable using the complaints and feedback mechanism?
  - If no, please explain. Is there a way the CFM can be improved? Is there a way to make it more comfortable and accessible for adolescents?

**PROTECTION**

11. Were there people in the community who felt unsafe during the response? If yes, please explain (assessment, verification, targeting, distribution, submitting complaints, after distribution, any other moment). If yes, how can we address these issues?
12. Was the response safe for adolescents?

**USAGE**

13. Which items from those that your household received are you able to use? Which items are you not able to use and why?

**CONCLUDING QUESTIONS**

14. Do you think this (focus group) discussion is important or not? Please explain
15. Do you have any other questions, feedback, complaints suggestions?

## FOCUS GROUP DISCUSSION – Non-Recipients

Hello, my name is [facilitator name] with [name of colleague taking notes and translator]. Thank you for taking the time to participate in this focus group discussion on the distribution of SNFIs last (date of distribution). This focus group discussion (FGD) is part of a larger post-distribution monitoring (PDM) process that [name of the organization] is conducting to understand the quality of the distribution, quality of the items distributed, and the impact of our response. The information will be kept confidential and will help "[Name of the organization]" improve projects but it is not an assessment to give people more assistance; we are not here to take names for another distribution and your answers will not change your eligibility for future assistance. During this FGD, I will ask questions and facilitate a conversation on your experience and views about the intervention and the SNFIs distributed. Please keep in mind that there are no “right” or “wrong” answers to any of the questions I will ask. I hope you will be comfortable speaking honestly and sharing your thoughts with us. Please note that [name of colleague taking notes] will be taking notes during the discussion to ensure we adequately capture your views, suggestions, opinions during the conversation. Comments from the FGD will remain confidential and your name will not be attached to any comments you make. This FGD will take around 30 minutes. If anything is unclear or you do not agree with what we have explained, please let us know before we begin. Does anyone have any questions? Are you okay to participate?

Date:				
Location:				
Name and sex of facilitators/translators				
FGD Type				
Sex and number of participants	Male		Female	
Age bracket	Youngest		Oldest	

### PROFILE OF INTERVIEWED HOUSEHOLD (Age, Gender, Diversity)

1. Who do you consider to be the most vulnerable people in this community, please explain?
2. Are there people in the community who are not represented (e.g. in decision making, who have no community links, who are excluded) **Can be linked to Protection**

### QUALITY CONTROL OF PROCESS (Assessment, verification, distribution)/ EFFECTIVENESS OF RESPONSE

3. Do you know the reasons why some people in this community were selected to receive items and not others? (PROMPT: Lack of information about the distribution, not able to access the distribution site, missed in the selection/verification phase, did not meet the criteria, don't know, other) Did you see people who fit in this criteria receiving the items? Are there other people who fit in this criteria who did not receive items?
4. Did the organization explain to the community why some people receive items and some don't (the criteria)?
5. Were those people who received items the most in need in the community? (people who were left out of the selection criteria but were in need of SNFIs)

6. Have there been any tensions or bad feelings in the community related to the intervention (selection, distribution)? If yes, what are those tensions and what are the reasons for the tensions?

**AAP (INFORMATION PROVISION/SHARING)**

7. What is the best way to pass a message to the community? Were the main observations of the needs assessment communicated to you after the assessment?

**AAP (PARTICIPATION)**

8. Even though you did not receive items, were you able to participate in the response (e.g. selection, casual labourers, community meetings)?
9. Were there any people who were excluded from participation (e.g. selection, casual labourers, community meetings)? Please explain

**ACCOUNTABILITY TO AFFECTED POPULATION (CFM)**

10. Was there a way to give a complaint or feedback during the response? If yes, what was it? Did people feel comfortable using the complaints and feedback mechanisms? If no, please explain. Is there a way to improve the CFM?

**ENVIRONMENT**

11. How has the SNFI response impacted the environment of your community? (PROMPT: cutting more trees to get wood, there is more rubbish in the community)
12. How do people dispose of old/damaged/unusable SNFIs? (PROMPT: throw in land, throw in water, burning, burying, reuse)

**CONCLUDING QUESTIONS**

13. Do you think this (focus group) discussion is important or not? Please explain
14. Do you have any other questions, feedback, complaints suggestions?



## Shelter & NFI Cluster South Sudan

ShelterSouthSudan.org  
Coordinating Humanitarian Shelter

Gewijzigde veldcode

### KEY INFORMANT INTERVIEW

The key informant Interviews (KIIs) are usually conducted with well-informed people engaged in project implementation, government functionaries and representatives of community, such as community elders and local authorities. Below are KII questions for stakeholders. Note that the stakeholders here are not exhaustive and other relevant stakeholders can be interviewed.

- Program staff
- Camp coordinator/manager
- Community leaders
- Concerned implementing partner
- Local authorities

#### Instructions for Interviewer:

Hello, my name is [facilitator name] with [name of colleague taking notes and translator]. Thank you for taking the time to participate in this key informant interview on the distribution of SNFIs last [date of distribution]. This interview is part of a larger post-distribution monitoring (PDM) process that [name of the organization] is conducting to understand the quality of the distribution, quality of the items distributed, and the impact of our response. The information will be kept confidential and will help [Name of the organization] improve projects but it is not an assessment to give people more assistance; we are not here to take names for another distribution and your answers will not change your eligibility for future assistance. During this interview, I will ask questions and facilitate a conversation on your experience and views about the intervention and the SNFIs distributed. Please keep in mind that there are no “right” or “wrong” answers to any of the questions I will ask. I hope you will be comfortable speaking honestly and sharing your thoughts with us. Please note that [name of colleague taking notes] will be taking notes during the interview to ensure we adequately capture your views, suggestions, opinions during the conversation. Comments from this interview will remain confidential and your name will not be attached to any comments you make. This interview will take around 30 minutes. If anything is unclear or you do not agree with what we have explained, please let us know before we begin.

Date	
Location	
Name of facilitators/translators	
Sex of the facilitator/translator	
KII Type	
Sex of participant	
Age of interviewee	

Various sets of questions that could be posed to each interviewee could be as follows:

#### **A. Program Staff**

1. How and when did you receive information about affected population? Do you think that the time between alert date, assessment and distribution is a reasonable timeframe?



2. Did you participate in the design/planning of the intervention? (e.g. deciding on which items to distribute, who to target, how to do the distribution, etc.)
3. What was the selection criteria? Do you know if anybody fitting the criteria was excluded?
4. Did you consider protection and AAP when planning the intervention? Are there other cross-cutting issues which have been integrated or considered in the design of the project?
5. How did you communicate with the community and why did you choose those channels/ways of communicating?
6. Was the logistics and administrative components well prepared? Any suggested improvement?
7. Do you think that the field staff has delivered the task efficiently and effectively? If yes, what were the best practices? If no, what are the reasons it was not efficient and effective? Can it be improved?
8. How was protection mainstreamed in the intervention? If it was not, why? Were there other organizations/agencies involved or consulted in the planning of the intervention? Would it be relevant and good to include them for the next interventions?
9. Was the design of the intervention okay? If no, why not?
10. What were any other major challenges, best practices and lessons learnt? And suggested recommendations to improve our future interventions

**B. Camp Coordinator/Manager**

1. Were you aware in advance of the influx of IDPs? When and how did you receive information about the influx of IDPs in this community?
2. How did you respond to the influx?
3. What was your role in the intervention (assessment, verification, targeting, distribution)
4. Were you aware of the selection criteria? Do you know if people fitting the selection criteria were excluded?
5. What were the items distributed?
6. Were the items provided relevant to the needs assessed of affected population
7. Were the items given to beneficiaries of good quality and provided in time?
8. What were the key consideration for selecting the particular distribution site? (Were security/access risks considered prior to distribution?)
9. How was the distribution and what were the main challenges?
10. Were there any other organizations providing similar assistance in this PoC/collective centre/ targeted locations in SNFI sector? (Which organization, when, what, where, for whom)
11. What was the impact of the response (social, economic, security, environmental, political, psychological, others)?
12. What were the major complaints/feedback from the whole intervention?
13. What recommendations do you suggest to improve future

**C. Community Leaders**

1. What was your role in the intervention? Please explain
2. Do you think that the response was conducted fairly (targeting criteria, queuing during distribution, others)?
3. What was the most urgent SNFI needs of the targeted people in your community?
4. Did the assistance meet the above needs?
5. How was the assistance provided in terms of (timeliness, quality of materials, location, others)
6. What was the community's situation before and after this intervention?
7. What were the main challenges faced /complaints or feedback provided during this intervention (assessment, verification, distribution)?
8. What challenges did you face as community leader in this intervention?
9. How did we ensure that the most vulnerable are considered in the intervention?

10. What was the impact of the response (social, economic, security, environmental, political, psychological, others)?
11. If the organization had not provided these items, how else would the targeted population have these SNFIs? (ex. Borrow from community members/relatives, casual work, borrow items from neighbours/relatives, continue living without them, etc.)
12. What efforts have been put in place by the community and community leaders to improve their current situation?
13. What suggestions do you propose to improve our future intervention?
14. Do you have any other comments/questions for us?

**D. Concerned Implementing Partner**

1. Did you participate in establishing the targeting criteria? Do you know if anybody fitting the criteria was excluded?
2. Did you receive your required SNFIs in time for distribution (from pipeline or other sources)? If not, what were the reasons?
3. Which among the items you received for onward distribution were not of good quality?
4. How did the SNFIs contribute to responding to beneficiaries' main urgent need?
5. What were the challenges during the intervention (assessment, verification, distribution, monitoring)?
6. How did you take into consideration or address issues of safety, access, information sharing and participation for beneficiaries during the distribution of SNFIs?
7. Who and how were the most vulnerable people given priority during distribution?
8. Was there an operational complaint desk or person to whom we can give complaints and feedback during intervention process?
9. What were the major complaints and how were they addressed (timeliness and referral pathway)?
10. Are there any other organizations providing similar SNFI assistance in the target area?
11. What was the impact of the response (social, economic, security, environmental, political, psychological, others)?
12. What suggestions do you propose to improve our future interventions?
13. Do you have any other comments/questions for us?

**E. Local Authority**

1. How were you involved in the intervention?
2. Are you still receiving demands for SNFI from the POC/collective centre or in your area?
3. What feedback/complaints are you receiving from the communities who have received SNFI assistance?
4. Were you regularly informed by the program staff about the target criteria, type of assistance, approach, quantity and nature of SNFI items being provided?
5. Do you think that the intervention process/approach of *[name of organization]* is efficient and provided timely and quality assistance to the affected population?
6. Are you satisfied with the contribution of the organization towards the affected population?
7. What coordination mechanisms are in place for the government to collaborate with other organizations in humanitarian/development response? which organizations and what assistance is provided?
8. What was the impact of the response (social, economical, security, environmental, political, psychological, others)?
9. What suggestions do you propose to improve our future intervention?
10. Do you have any other comments/questions for us?

## IN-DEPTH INTERVIEW FOR PEOPLE WITH SPECIAL NEEDS

This in-depth Interview is tailored specifically for people with special needs and mainly those with heightened vulnerabilities such as, amongst others, people with disabilities, people with serious medical condition, elderly people in an advanced age with no community links or receiving no support from the community.

### Instructions for Interviewer

Hello, my name is [facilitator name] with [name of colleague taking notes and translator]. Thank you for taking the time to participate in this in-depth interview on the distribution of SNFIs last [date of distribution]. This interview is part of a larger post-distribution monitoring (PDM) process that [name of the organization] is conducting to understand the quality of the distribution, quality of the items distributed, and the impact of our response. The information will be kept confidential and will help [Name of the organization] improve projects but it is not an assessment to give people more assistance; we are not here to take names for another distribution and your answers will not change your eligibility for future assistance. During this interview, I will ask questions and facilitate a conversation on your experience and views about the intervention and the SNFIs distributed. Please keep in mind that there are no “right” or “wrong” answers to any of the questions I will ask. I hope you will be comfortable speaking honestly and sharing your thoughts with us. Please note that [name of colleague taking notes] will be taking notes during the focus group to ensure we adequately capture your views, suggestions, opinions during the conversation. Comments from this interview will remain confidential and your name will not be attached to any comments you make. This interview will take around 30 minutes. If anything is unclear or you do not agree with what we have explained, please let us know before we begin.

Date:	
Location:	
Name of interviewer/translators	
Sex of interviewer/translator	
PSN Type	
Sex of interviewee	
Age of interviewee	

1. Were you aware of the S/NFI assistance? If yes, how did you receive information about this assistance?
2. Is this communication channel convenient for you? If no, how would you like to receive such kind of information?
3. How were you involved during the response process? (Assessment, Verification, targeting, distribution.)
4. Were you given priority during the distribution?
5. Suggest possible ways how people with special needs can always be supported to access such kind of assistance in your community
6. What were your most urgent SNFI needs at the time? And did the items you receive meet your most urgent SNFI needs above?

7. How did you receive your items? (how it was delivered i.e. if staff delivered items, if family members collected items, etc.)
8. What challenges did you face during the response? (Assessment, Verification, targeting and distribution). Are you using the S/NFIs received? How are they helping you?
9. How did you install the shelter materials you received?
10. Did you feel safe during the response? (Assessment, Verification, targeting and distribution)
11. Did your safety increase or decrease after receiving the S/NFIs?
12. Do you know of other PSNs whom you think urgently needed this assistance but were excluded? Why so?
13. Suggest ways how organisations can improve future response to benefit PSNs? (Assessment, Verification, targeting and distribution)
14. Do you have any other comment/question for us?



**Emergency Shelter and NFI  
POST – DISTRIBUTION MONITORING REPORT**

Date First PDM Draft Shared:	PDM date(s):							
Alert Date:	Assessment/Verification Date:							
Distribution date:	No. of months/weeks PDM was conducted after distribution: <i>(N.B. It should be two weeks to four months as per S-NFI Cluster methodology)</i>							
<b>Distribution Location Information</b>								
State*								
County*								
Payam*								
Exact location/Boma*								
Site/settlement Type*	PoC	<input type="checkbox"/>	Collective Centers	<input type="checkbox"/>	Spontaneous	<input type="checkbox"/>	Others	<input type="checkbox"/>
Displacement Type*	Conflict affected	<input type="checkbox"/>	Disaster affected	<input type="checkbox"/>	Other (Specify)	<input type="checkbox"/>		
<b>PDM Team Details</b>								
<b>Name</b>	<b>Agency</b>	<b>Title</b>	<b>Contact (email, mobile, sat-phone)</b>					
(Name of Place)								
<b>Enumerators</b>								
<b>TOTAL</b>		<b>Male</b>		<b>Female</b>				
<b>Report prepared by:</b>		<b>Contributions from:</b>						
<b>Sample size information</b>								
<b>Planned Sample Size*</b>		<b>Women</b> <i>(% based on man/woman % during distribution)</i>	<b>No. ____;</b> <b>____%</b>	<b>Men</b>	<b>No. ____; ____%</b> <i>(% based on man/woman % during distribution)</i>			
<b>Actual Sample collected*</b>								
<b>Confidence Level</b>	95%	<b>Margin of error</b>	10%	<b>Sample calculator</b> <i>(provide calculator if different)</i>	<a href="http://www.raosoft.com/samplesize.html">http://www.raosoft.com/samplesize.html</a> <i>(As per S-NFI Cluster Methodology)</i>			
<b>Beneficiary numbers of distribution</b>								
<i>If the distribution took place in multiple locations and/or the beneficiaries had multiple places of origin, please complete this table indicating the number of beneficiaries per location and/or place of origin.</i>								
<b>Payam</b>	<b>Boma</b>	<b>Individuals</b>	<b>Households</b>					
			<b>Total</b>					

			Total female headed households	
			Total male headed households	
<b>PDM SCHEDULE</b>				
<b>Location</b>		<b>Date</b>	<b>No. of interviews collected</b>	
<b>Payam</b>	<b>Boma</b>			
<b>S-NFI Distributed</b>				
<b>Quantity of each item distributed per household</b>				
<b>Targeting criteria</b> - Include whether IDPs, host community, returnees, most vulnerable, etc.		IDPs <input type="checkbox"/>	Host community <input type="checkbox"/>	Returnees <input type="checkbox"/>
		Others _____ <input type="checkbox"/>		
<b>Background: SNFI Response overview</b> (provide any other additional information that is relevant to PDM - guidance below. N.B. This should come from distribution report ) - Give a brief introduction of context from alert date, assessment/verification, to distribution? - Where was the distribution held and how was it organised? - What and how were beneficiaries informed? - How was equal access ensured for men, women, girls and boys? - How was order maintained during the distribution? - What were the challenges?				
<b>Executive summary</b> - Provide a concise summary of PDM activity - Provide summary of major findings, conclusions and recommendations				
<b>Aim of activity</b> - Briefly explain the objective of your activity including the intervention processes you are monitoring and which items you are specifically monitoring				
<b>Methodology</b> - Briefly explain the different preparations and relevant steps undertaken for the PDM including desk review and which documents, preparation of tools (paper back or mobile data collection), sampling, preparation of field visit, mobilising and training of enumerators, data collection methods, documenting and analysis of data, and other important and relevant information				
<b>Challenges &amp; Limitations</b> - Briefly explain the challenges you encountered during the PDM exercise and the limitations of your findings				
<b>Key Findings</b> - Provide graphs on the question indicated under each aspect being measured - Include triangulation of data from other information based on other questions in HH, FGD, KII, observations, desk review documents (assessment/verification, distribution report) - Include photos at the section 'Anecdotes, Stories, Photos' and ensure that you refer to them in the analysis part				
<b>1.) Profile of interviewed households</b>				

(Include relevant comparative graphs on 'Sex of respondent?', 'How old are you?', and diversity questions i.),ii.),iii.),iv.),v.)

**2.) Quality control of process (assessment, verification, distribution)/ Effectiveness of response**

(Include comparative graph on three questions: 'What was the first most important SNFI you needed just before distribution?'; 'What was the second most important SNFI you needed just before distribution?'; 'What was the third most important SNFI you needed just before distribution?')

**3.) Timeliness**

(Include graph on 'Did you receive the items when you needed it most?')

**4.) Duplication of Services**

(Include comparative graph on 'When was the last SNFI distribution?' and 'What SNFIs did you receive?')

**5.) Protection**

(Include graph on 'Did you experience any safety/security issues on the distribution? If yes, where?')

(Include graph on 'Did you feel unsafe because of the SNFIs you received? If yes, what were the reasons?')

(Include graph on 'How long did it take you to arrive to the distribution site (one way)?')

(Include graph on 'If yes or partially/somehow, what could be done to address the safety/security issues?')

**5a) Protection (Only for Shelter materials)**

(Include graph on 'Has the plastic sheet improved your privacy?')

(Include graph on 'Do you feel safer after the plastic sheet is installed?')

(Include comparative graph if relevant on sub question 50 'Who collects the wood in your household' and 'Have you or any member in your household experienced any security issues during wood collection?')

**5b) Protection (Only for the solar lamp)**

(Include graph on 'Do/would you feel unsafe using the solar lamp at night? If yes, why?')

**6.) Housing, Land and Property**

(Include graph on 'Have you faced any land/property dispute/disagreement or evictions (being chased away from the shelter or area where you stay) since S-NFIs were provided?')

**7a.) Accountability to Affected Population (Information Provision/Sharing)**

(Include graph on 'How did you hear about the intervention?')

(Include comparative graph on 'Were you aware of time and day of distribution?', 'Were you informed of the items you were going to receive?' 'Did the distribution team show you how to use received materials properly?')

**7b.) Accountability to Affected Population (Participation)**

(Include graph on 'Did you or someone in this household participate in the intervention?', 'If yes, how?', 'If no, why?')

**7c.) Accountability to Affected Population (Complaint Feedback Mechanism)**

(Include graph on 'How do you want to give your feedback/complaints/questions?')

(Include graph on 'How did you receive the response/feedback?')

**8. Resilience and Coping Mechanisms**

(Include graph on 'If the distribution had not happened, do you have another way to get S-NFIs? i.) If Yes, how?')

**9.) Environment**

**(For disposal)**

(Include comparative graph on 'How do you dispose of the packaging from SNFIs? How do you dispose of damaged and unusable SNFIs?')

**(If plastic sheets are distributed)**

('Did you need more wood to complete your shelter using the plastic sheets that were given to you?')

**10.) Quality Control, Appropriateness, Usage, and Immediate Impacts of SNFIs**

**(Include graphs per item monitored)**

*(Include comparative graph of all items respondent received on 'Who uses the items?')*

*(Include comparative graph of all items respondent received on 'Are you satisfied with the quality (not quantity) of \_\_\_\_\_?')*

**Plastic Sheets**

*(Include graph on 'Please show me the plastic sheet you received' and the sub questions if relevant)*

*(Include comparative graph on 'What is your current shelter situation BEFORE & AFTER distribution of shelter material?')*

**Nylon Rope / Rubber Rope**

*(Include graph on 'Please show me the nylon rope/rubber rope you received' and the sub questions if relevant)*

*(Include comparative graph on 'What were you using to tie shelter materials together BEFORE & AFTER distribution of nylon/rubber rope?')*

**Mosquito Net**

*(Include graph on 'Please show me the mosquito net you received' and the sub questions if relevant)*

*(Include comparative graph on 'What did you use to protect yourself from mosquitos BEFORE & AFTER distribution of mosquito nets?')*

**Kitchen Set**

*(Include graph on 'Please show me the kitchen set you received' and the sub questions if relevant)*

*(Include comparative graph on 'How was your meal preparation situation BEFORE & AFTER distribution of kitchen sets?')*

**Blanket**

*(Include graph on 'Please show me the kanga you received' and the sub questions if relevant)*

*(Include comparative graph on 'How was your situation BEFORE & AFTER distribution of blankets?')*

**Kanga**

*(Include graph on 'Please show me the kanga you received' and the sub questions if relevant)*

*(Include comparative graph on 'What did you use before in place of the kanga before distribution??')*

**Sleeping Mat**

*(Include graph on 'Please show me the sleeping mat you received' and the sub questions if relevant)*

*(Include comparative graph on 'How was your sleeping situation BEFORE & AFTER distribution of sleeping mat?')*

**Solar Lamp**

*(Include graph on 'Please show me the solar lamp you received' and the sub questions if relevant)*

*(Include comparative graph on 'How was your lighting situation BEFORE & AFTER distribution of solar lamps?')*

**Conclusions & Recommendations**

- Provide major findings, concerns and recommendations.

- Elaborate on findings of the S-NFI HRP 2019 Indicators

**Shelter – NFI HRP 2019 Indicators**

%

**Anecdotes, Case studies, Photos**

-Please share any interesting or illustrative stories of people's experiences, responses, and needs; and photos





**Shelter & NFI Cluster South Sudan**  
ShelterSouthSudan.org  
Coordinating Humanitarian Shelter

# Certificate of Participation

This certificate is awarded to:

Mr/Mrs \_\_\_\_\_

This is to certify that the above-mentioned enumerator has successfully participated in the training and digital data collection using the Kobo App in tablets/phones conducted in \_\_\_\_\_[location]\_\_\_\_\_ from \_\_\_\_\_[start date of PDM]\_\_\_\_\_ to \_\_\_\_\_[end date of PDM]\_\_\_\_\_. During the exercise, he/she has understood the overall objective, rationale and methodology of the assessment and has acquired the necessary skills to conduct household surveys independently using the device.

Team leader: [Name]

Signature:

Date:

Monitoring & Evaluation Officer: [Name]

Signature:

Date:

## ACKNOWLEDGEMENT

This *Post-Distribution Monitoring (PDM) Toolkit* would not have been possible without the efforts and expertise of many contributors, who made time to attend lengthy meetings, review and revise documents, and test the tools in the field. The S-NFI PDM Taskforce benefited immensely from the diversity of voices and the enthusiastic discussions on how to make the tools both practical and appropriate for the myriad realities of fieldwork, as well as broad in terms of research questions. The PDM Taskforce aspired to design tools which could be applied in different contexts of South Sudan, by staff and enumerators of different backgrounds, and which could measure a range of concepts and topics, from accountability to affected population and resiliency to protection and environment questions. It is our hope that this toolkit has met these challenges, and that it will improve understanding of the outcomes and impact of S-NFI interventions in South Sudan.

The Shelter and NFI Cluster would like to acknowledge the contributors by name and organization/agency, as a recognition of the fact that collaborative products are the result of individuals' time and effort.

The following organizations/agencies and people attended PDM Taskforce meetings:

**Africa Development Aid (ADA)** – Michael Tongyik, Betim Mador  
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**Gender Working Group** – Elizabeth Awate, Aleksandra Vidojevic  
**DRC** – Babette Schots (Protection)

