Post-distribution Monitoring (PDM) is an exercise performed by UNHCR and its partner agencies for all its cash assistance, based on a corporate-defined methodology and tools and adapted to the COVID-19 context. This exercise covers various aspects of the programme, including process, implementation, outcomes of cash usage, survival strategies, protection aspects and communication and feedback mechanisms. The results are analyzed by a multi-functional team and persons of concern to adjust and improve the programme where necessary.

This report presents results of the PDM exercise carried out by UNHCR/partner name in location/country, through interviews to # persons of concern receiving CBI in the period of month to month of 2020/2021.

**EXECUTIVE SUMMARY**

**Maximum** 500-word summary including **only**:

* Objectives of CBI in context
* Main findings (does CBI achieve its objectives?)
* Main recommendations
* Key actions that need to be taken

(Other, more detailed information can be presented in the below sections)

**CBI IN COUNTRY NAME**

Very brief (few paragraphs) summary of CBI programme being monitored, including:

* Context (humanitarian situation, geographic information, needs of persons of concern)
* Objectives of CBI; how CBI fits into wider protection and solutions strategy
* Since when CBI has been implemented
* **Data from regional CBI dashboard / quarterly reports:**
  + Relevant partners
  + Target population of CBI (locations and profiles; overarching targeting criteria)
  + Number of persons of concern receiving assistance in the relevant period
  + Amount of cash provided per person/household
  + Frequency of cash distributions

**PDM METHODOLOGY**

Very brief (few paragraphs) summary of methodology of PDM, including:

* Target sample size and how it was calculated
* Type of sampling used and how interviewees were chosen (ex. random selection from list from proGres, etc.)
* Representation of different profiles in the sample, different locations sampled from
* If focus group discussions were conducted, how participants were selected
* Final number of interviews (and focus group discussions if relevant) completed and final number of respondents and participants
* If number of respondents smaller than calculated target sample size, explain possible reasons (non-response; lack of time or capacity to continue conducting interviews; etc.)
* How interviews and focus groups were conducted (in-person, phone, etc.); who conducted them, where and when
* Limitations and challenges faced, including possible sources of bias
* Other data sources

**KEY FINDINGS**

Indicator data can be presented either in narrative form or through graphs in the relevant sections. Not 100% of indicators need to be visualized in the reports, unless the visuals support the effective communication of key findings. Only core indicators are included in the text below, but additional indicators can and should be presented if the findings are significant or relevant to programme recommendations – they can be selected based on interesting or important findings in the local context. Sections can be modified based on the operation’s needs.

**CHARACTERISTICS OF RESPONDENTS**

* **Number of respondents disaggregated by age and gender (PDM questions B4, B5)**
* **Who were respondents? (PDM Questions B6, B6a, B6b)**
* **Average household size (PDM question B7)**
* **Girls and women in household (PDM Question B8)**
* Summarize other key points from Section C of the PDM survey, relevant points from the Focus Group Discussions, and other relevant data sources.
* *Respondent and household characteristics could be compared to same data at national level (does the sample generally look like the local population, or a certain sector of the population based on targeting criteria?)*

**RECEIVING AND SPENDING CASH ASSISTANCE**

Collecting Cash Assistance

* **Indicator 2.1: % of households who received correct transfer value (PDM questions C1, C2)**
* Summarize other key points from Section C of the PDM survey, relevant points from the Focus Group Discussions, and other relevant data sources.
* *Triangulate findings with: Complaints and Feedback Mechanism (CFM) data; Experience of transfer from staff; Comparing the reported amount received (captured as part of the HH PDM) with the actual amount transferred – for spot check, use the UNHCR ID number to match records*
* Add details of any key recommendations and action that need to be taken.

Spending Cash Assistance

* Summarize key points from Section C of the PDM survey, relevant points from the Focus Group Discussions, and other relevant data sources.
* Add details of any key recommendations and action that need to be taken.

Other Income Sources

* Summarize key points from Section C of the PDM survey, relevant points from the Focus Group Discussions, and other relevant data sources.
* Add details of any key recommendations and action that need to be taken.

Risks and Problems

* **Indicator 4.1: of households who report feeling at risk (unsafe) receiving, keeping or spending the cash assistance\*, broken down to receiving, keeping and spending (PDM question D1)**
* **Indicator 4.2: % of households who report facing one or more problem receiving, keeping or spending the cash assistance\* (PDM question D2)**
* Summarize other key points from Section D of the PDM survey, relevant points from the Focus Group Discussions, and other relevant data sources.
* *Triangulate findings with: Security monitoring and incident reports; Complaints and Feedback Mechanism data; Protection monitoring mechanisms, FSP/on-site monitoring reports.*
* Add details of any key recommendations and action that need to be taken.

Markets and Prices

* **Indicator 5.1: % of households who report being able to find key items / services when needed\* (PDM question E1)**
* **Indicator 5.2: % of households who report being able to find key items / services of sufficient quality in shops/markets (PDM question E2)**
* **Indicator 5.3: % of households who report no increases in prices of key items/services over the last 4 weeks (PDM question E3)**
* Summarize other key points from Section E of the PDM survey, relevant points from the Focus Group Discussions, and other relevant data sources.
* *Triangulate findings with: market monitoring, market assessments*
* Add details of any key recommendations and action that need to be taken.

Expenditures

* **Indicator 6.1: Top 5 expenditures done with the cash grant\*; OR Expenditures done, ranked per % of household doing the purchase\* (PDM question F2, F3)**
* **Indicator 6.2: Suggested indicator for sectoral cash: % or # of Top 5 cash expenditures reported as spent on items / services in-line with intended CBI objective; OR % or # of cash expenditures reported as spent on items / services in-line with intended CBI objective (PDM question F2, F3)**
* Summarize other key points from Section F of the PDM survey, relevant points from the Focus Group Discussions, and other relevant data sources.
* Add details of any key recommendations and action that need to be taken.

**RESULTS OF CASH ASSISTANCE**

* **Indicator 7.1: % of households who report improved living conditions (PDM question G1a)**
* **Indicator 7.2: % of households who report reduced feelings of stress (PDM question G1b, G1c)**
* **Indicator 7.3: % of households who report being able to meet all of the basic needs\*; AND % of households who report being able to meet more than half of their basic needs\*; AND % of households who report being able to meet half of their basic needs\*; AND % of households who report being able to meet less than half of their basic needs\*; AND % of households who report being able to meet none of their basic needs\* (PDM question G2)**
* **Indicator 7.4: % households reporting using one or more negative coping strategy in the last 4 weeks\*; AND Coping strategies used ranked per % of household using them\* (PDM question G3)**
* **If relevant: Indicator 8.1 % of households who have a bank account or mobile money account or other official account (PDM question H1)**
* **Indicator 8.2: % of households who are on a pathway to sustainable solutions**
* Summarize other key points from Sections G and H of the PDM survey, relevant points from the Focus Group Discussions, and other relevant data sources.
* *Triangulate findings with: Specific sectorial surveys; Assessments and other information from UNHCR plus other partners; data linked to livelihoods, integration or sustainable solutions*
* Add details of any key recommendations and action that need to be taken.

**ACCOUNTABILITY TO AFFECTED PERSONS**

* **Indicator 3.1: % of households who are able to correctly identify at least one of the locally available channels for raising complaints or feedback with UNHCR about the cash assistance\* (PDM question I3)**
* **Indicator 3.2: # of complaints received about CBI (data from complaints and feedback mechanism)**
* **Indicator 3.3: % of households who rate CBI as their preferred modality for assistance\* (PDM question I4)**
* Summarize other key points from Section I of the PDM survey, relevant points from the Focus Group Discussions, and other relevant data sources.
* *Triangulate findings with: Complaints and Feedback Mechanism data*
* Add details of any key recommendations and action that need to be taken.

**CONCLUSIONS AND RECOMMENDATIONS**

* Summarize key recommendations from the PDM. Ensure you include operational recommendations, where relevant, to improve the actual implementation of the CBI based on the PDM findings.