

# MULTIPURPOSE CASH ASSISTANCE MONITORING & EVALUATION TOOLKIT



## INTRODUCTION

Funded by USAID/OFDA, this toolkit was developed by Save the Children, endorsed by the International Rescue Committee (IRC) and Mercy Corps, and included inputs from over 60 individuals across 26 organizations in 2021. The multi-agency “MPCA Monitoring and Evaluation Toolkit” includes tools and XLS form/Kobo survey templates to facilitate the implementation of MPC programs. The toolkit is aligned with the [Grand Bargain Cash Workstream](#) initiative to better standardize MPC outcome indicators. Multiple agencies have previously piloted the tools for MPC programs across various countries and are currently institutionalizing them in MPC programs.

### Its core products include:

1. [Baseline/Endline Survey](#) including all the [Grand Bargain MPC outcome indicators](#)
2. [Post-distribution monitoring \(PDM\) survey](#), and [report & adaptive management template](#)
3. [Market monitoring tool](#)
4. [Feedback and reporting mechanism \(FRM\) tracker](#)
5. [Cash Dataflow Map](#)
6. [Monitoring & Evaluation \(M&E\) Plan](#)
7. [Accountability to Affected Population \(AAP\) Plan](#)
8. [Indicator Tracker Table \(ITT\) template](#)
9. [Sample Size Calculator Decision tool](#)



### These are complemented by Guidance Notes on how to use:

1. M&E Plan, AAP Plan, FRM Tracker, and Cash Dataflow Map;
2. PDM Survey and Report Tool;
3. Market Monitoring Tool;
4. BL/EL Survey.

**Guide  
Objective:**

The objective of this guide is to provide a framework for how to use the following tools to monitor Multipurpose Cash (MPCA) programs: [Monitoring & Evaluation \(M&E\) Plan](#), [Accountability to Affected Populations \(AAP\) Plan](#), [Feedback & Response Mechanism \(FRM\) Tracker](#), and [Cash Dataflow Map](#).

## I. Monitoring & Evaluation (M&E) Plan (link)

The purpose of the M&E Plan is to serve as a framework for activities to demonstrate accountability and improve the quality of activity implementation and outcomes for participants. The M&E Plan should serve as a roadmap for activity staff, documenting M&E approaches and processes in sufficient detail. It should demonstrate that a partner has a rigorous system for monitoring and evaluating activity performance in a way that produces accurate, reliable, and useful data in a timely manner for decision-making.

This template follows February 2022 [BHA Emergency M&E Guidance](#) (pg. 62) and some editions from numerous implementing partners through formal feedback/consultations. This template includes instructions and example language for each section with clear guidance on what information must be context and program specific. This template can be used for almost any project; however, it is important to note that the PDM and market monitoring sections include example language and sampling suggestions specific to MPCA programs.



## 2. Accountability to Affected Populations (AAP) Plan (link)

The accountability system should be built on the principle of equitable access to information, access to complaint and feedback mechanisms, and participation in the program in line with the [fourth and fifth Core Humanitarian Standards](#). This template follows February 2022 [BHA emergency M&E Guidance outline](#) (pgs. 42-43), with additional instruction on how to respond to each question. Projects should use agency/organization's existing feedback mechanisms, along with cash-specific monitoring tools.

## 3. FRM Tracker (link)

Feedback and concerns received through Feedback and Reporting Mechanism (FRM) channels must be documented, categorized, referred to, and resolved. It must be managed in a timely, fair, and appropriate manner. To support this process, a feedback and reporting database should be in place. **Ideally the feedback database is hosted using online/offline case management software, but teams that do not already have a feedback and reporting database in place can use this Excel tracker template.** This template outlines the minimum information that should be included in a feedback and reporting tracker. You will need to adapt parts of the Tracker, particularly the labels that create drop-down lists based on your context – e.g., by adding relevant feedback channels, vulnerability categories, relevant geographical data, etc. Ensure that cells in the relevant columns in the tracker and collective feedback tabs/worksheets have data validation linked to said labels.

This tracker contains two tabs or worksheets to record feedback and concerns. The **'Database'** tab should be used to document individual pieces of feedback and concerns (e.g. received through the hotline, through one-to-one conversations, through feedback box, etc.), whereas the **'Collective Feedback'** tab should be used to capture collective feedback - feedback that was gathered from a group of adults or children (for example, during a community meeting or a focus group discussion) or informal feedback shared by front-line staff (for example, gathered during a de-brief session).

Data can be analyzed and visualized via a dashboard that presents data for key indicators, such as the total number of feedback and concerns received (disaggregated by gender), type of feedback received, and number of concerns resolved, etc.

## 4. Cash Dataflow Map (link)

The Cash Dataflow Map outlines the “Who? What? When? Where? Why? How?” for each step and corresponding tools to ensure teams, namely MEAL, are completing the tasks in the recommended order. MEAL staff should work closely with Cash staff on outlining the dataflow map during the start-up of the cash project (1-2 months). It is important to establish roles and responsibilities between Cash and MEAL teams at this time to ensure your team knows the focal points for each step in the process.





**Objective:**

Post-distribution Monitoring is used to monitor the utilization of household cash assistance, participants' satisfaction with cash assistance, timeliness of the assistance, participants' perception about gender and protection considerations, safety and security, and access to and effectiveness of participant feedback loops. Although PDM is primarily a performance and monitoring tool, it can also be used to assess outcome indicators, such as household food security and basic needs.

All the indicators (process, output, and outcome) included in the tool are meant to provide meaningful and actionable data on the appropriateness of the modality, the efficiency of implementation, and the effectiveness of the approach to achieve desired outcomes. **If questions are not relevant, or do not provide information that you can utilize to adjust implementation plans to meet those objectives, you should strongly consider not including them.** Balance the time and effort needed to collect, analyze, and manage the data from the perspective of both beneficiaries and staff.

Note that while questions and variables in the standard PDM data collection form were established based on current donor required indicators/reporting as well as best practices in data-driven decision-making, **all questions in their current form can be changed/adapted by teams as needed to fit their context and organizational standards/policies.** Teams using this tool should consult their organization's internal standards and policies (especially around Protection, Safeguarding, Accountability to Affected Populations, and Community Accountability and Reporting Mechanisms) to ensure that they align with them or are otherwise adapted.



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# SURVEY STRUCTURE

This tool includes a comprehensive menu of questions related to **11 topics**, including selection & targeting, fraud & safeguarding, and utilization of cash transfers, among others. MEAL and CVA colleagues should review the tool and decide which questions to keep, edit, or add per the intervention and context. Please note there are **eight (8) questions** (highlighted in yellow in the PDM) that are linked to the GB protection-mainstreaming indicator – accessible, participatory, safe, and accountable assistance – and should only be removed if this indicator will not be measured.

## Module A. Enumerator and Location Details

### Module A. PDM\_Type:

Review the **three (3) types of PDM surveys** and decide whether these are applicable. The three options have been highlighted in green in the ‘choices’ worksheet (see fig.1) and in the ‘relevant’ column of the ‘survey’ worksheet (see fig.2). If you remove this question altogether or add additional options to the question, both the choice list and skip logic (**relevant**) will need to be updated to reflect the changes. See visuals below.

Fig.1: ‘Choices’ worksheet

list_name	name	label::English	d_cat	m_cat	male.png
pdm_type	1	Targeting/selection - Generally used for first PDM only per cohort			
pdm_type	2	Food security module (rCSI, FCS, HHS) - Use only if directed, usually for expanded PDM when phasing out a cash cohort			
pdm_type	3	Expenditure module - Use only if directed, usually for first and last PDM			
admin1_list	1	[Department 1]			
admin1_list	2	[Department 2]			

Fig.2: ‘Survey’ worksheet, ‘relevant’ column

type	name	label::English	hint::English	required	relevant
select_one	time_wec	time_from_enrollment	How many weeks went by between when you were enrolled in the program, and when you received the first		selected({pdm_type}, '1')
text	sat_comments	Do you have any further comments or questions about [organization name]'s programming?			
end_group					
begin_group	optional	OPTIONAL MODULES FOR EXPANDED PDMS:			selected({pdm_type}, '2')
begin_group	food_security	Food Security & Livelihoods			selected({pdm_type}, '2')
begin_group	group_food_consum	Food Consumption Score (FCS)	Takes 2 minutes		

### The three types of PDMs are:

- ➔ The **“Targeting/Selection”** questions are included in the first PDM IF either a panel design is used (same participants surveyed across all PDM rounds) or if only one cohort of beneficiaries is selected – i.e., cash recipients are selected all at once and not on a rolling basis throughout the life of the project. If beneficiaries are enrolled throughout the life of the project and a new sample of beneficiaries will be surveyed, the ‘targeting and selection’ questions can be included in every round of PDM.
- ➔ The **“Food Security Module”** – which contains rCSI, FCS, and HHS – should only be used if directed; these indicators are usually included in an ‘expanded’ PDM that replaces the last PDM and serves as the Endline.
- ➔ The **“Expenditure Module”** should only be used if directed; it is usually included in the first and last PDM.





All text in red in all three worksheets **MUST** be customized, as it is organization and project specific.

## Module A. Geographic information:

**Update the geographic information in both ‘survey’ and ‘choices’ tabs/worksheets:**

The **‘admin1’** level in the ‘survey’ worksheet will be the highest-level administrative unit used for the project. For example, Region or Department.

The **‘admin2’** level in the ‘survey’ worksheet will be the mid-level administrative unit used for the project. For example, Province or Municipality.

The **‘admin3’** level in the ‘survey’ worksheet will be the smallest-level administrative unit used for the project. For example, Village or Community.

The ‘label’ columns in the ‘choices’ worksheet should be updated accordingly for each level; see example below:

list_name	name	label::English	label::Español	d_cat	m_cat
admin1_list	1	Lambaeque	[Region 1]		
admin1_list	2	Piura	[Region 2]		
admin2_list	11	Chiclayo	[Province 1]	1	
admin2_list	22	Ferreñafe	[Province 2]	1	
admin2_list	33	Morropón	[Province 3]	2	
admin2_list	44	Paíta	[Province 4]	2	
admin3_list	111	Nueva Arica	[Community 1]		11
admin3_list	222	Oyotún	[Community 2]		11
admin3_list	333	Picsi	[Community 3]		11
admin3_list	444	Castilla	[Community 4]		22
admin3_list	555	Catacaos	[Community 5]		22
admin3_list	666	La arena	[Community 6]		22
admin3_list	other	Other (please specify)	Other (please specify)		other

Update

## Module C. Respondent information

The demographic information will be organization, context, and project specific. Therefore, questions can be added or removed as applicable.

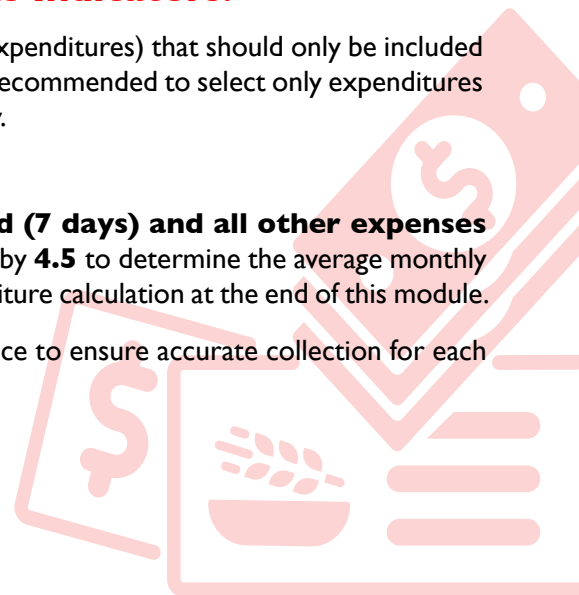
### Optional Modules on Food Security & Livelihoods Indicators:

This module includes four (4) optional FSL indicators (FCS, rCSI, HHS, basic expenditures) that should only be included if directed. If Household Expenditures will be measured part of the PDM, it is recommended to select only expenditures related to the items in the MEB, and to only collect this data, when necessary.

Please also note the **two different recall periods for food (7 days) and all other expenses (30 days)**; the form automatically multiplies this weekly amount by **4.5** to determine the average monthly expenditure on food, and inputs this into the final monthly expenditure calculation at the end of this module.



Please ensure enumerators are aware and trained on this difference to ensure accurate collection for each recall period (7 days for food, 30 days for all other expenses).



# SOME CONSIDERATIONS

## Calculation Checks:

This section allows you to check for auto-calculation accuracy in final version of survey.

[Validate](#) the XLSForm and resolve errors before deploying to Kobo.

➔ **Note: only one error is displayed at a time**, so the form should be validated after each error is resolved.

### XLSForm Online v2.x

Convert an [XLSForm](#) into a validated ODK XForm.

Still converting XLSForms manually? [ODK Cloud](#) has built-in XLSForm support and other features designed for professionals. [Request a demo](#) to learn more.

File:  No file selected.

**Error:** There has been a problem trying to replace `#{safety_risk}` with the XPath to the survey element named 'safety\_risk'. There is no survey element with this name.

**Error** ➔

➔ **Note:** Once all calculations have been verified during testing for selected indicators, this section should be deleted before sharing with enumerators/starting data collection. See the visual on the next page:

type	name	label::English
begin_group	calculation_check	Check below for auto-calculation accuracy in final version of survey, then <b>DELETE</b> this section before sharing with enumerators
begin_group	rcsi_check	Reduced Coping Strategies Index (rCSI) - Check for accuracy
note	pts_cheap_food_note	Score less preferred food: <code>#{pts_cheap_food}</code>
note	pts_borrow_note	Score borrowing: <code>#{pts_borrow}</code>
note	pts_reduce_portion_note	Score reducing portion size: <code>#{pts_reduce_portion}</code>
note	pts_prioritize_child_meals_note	Score restrict adult consumption: <code>#{pts_prioritize_child_meals}</code>
note	pts_skip_meals_note	Score skipping meals: <code>#{pts_skip_meals}</code>
note	score_total_rcsi	<b>rCSI total score:</b> <code>#{pts_total_rcsi}</code> <b>rCSI status consistent with</b> <code>&lt;span style="font-weight:bold"&gt;IPC</code> <code>#{ipc_phase_rcsi}&lt;/span&gt;</code>
end_group	rcsi_check	
begin_group	hhs_check	Household Hunger Scale (HHS) - Check for accuracy
note	hhs_1_score_note	Score: <code>#{hhs_1_score}</code>
note	hhs_2_score_note	Score: <code>#{hhs_2_score}</code>
note	hhs_3_score_note	Score: <code>#{hhs_3_score}</code>
note	hhs_score_note	<b>HHS Score:</b> <code>#{hhs_score_total}</code> <b>HHS Hunger Level:</b> <code>&lt;span style="font-weight:bold"&gt;#{hhs_category}&lt;/span&gt;</code> <b>HHS status consistent with</b> <code>&lt;span style="font-weight:bold"&gt;IPC</code> <code>#{ipc_phase_hhs}&lt;/span&gt;</code>
end_group	hhs_check	
begin_group	gb_echo_check	GB ECHO Safe, Accessible, Accountable, & Participatory - Check for accuracy, then delete from XLSform before deploying
note	gb_echo_score	Score out of 8: <code>#{gb_echo_sum}</code> Overall percent: <code>#{gb_echo_pm_koi}</code>
end_group	gb_echo_check	
begin_group	gender_decisions_check	GB Women's Decision-Making
note	gb_woman_head_result	Female Head of HH decision-making on cash: <code>#{gb_woman_head_decision}</code>
note	gb_woman_nonh_result	Female non-Head of HH decision-making on cash: <code>#{gb_woman_nonh_decision}</code>
end_group	gender_decisions_check	
begin_group	mdd_c_check	Minimum Dietary Diversity for Children 0-23 months
note	mdd_c_score	<b>*Children 6-23 months:*</b> Minimum Dietary Diversity, 5+ food groups (MDD-C): <code>#{mdd_5_groups}</code>
end_group	mdd_c_check	
begin_group	mdd_w_check	Minimum Dietary Diversity for Women 15-49 years old
note	mdd_w_score	<b>*Women 15-49 years old:*</b> Minimum Dietary Diversity, 5+ food groups (MDD-W): <code>#{mdd_w_result}</code>
end_group	mdd_w_check	





## Calculation checks:

### With 'calculation check'

» In the past 7 days, if there have been times when you did not have enough food or money to buy food, how many days has your household had to:

c. Limit portion size at mealtimes?

3 days

» In the past 7 days, if there have been times when you did not have enough food or money to buy food, how many days has your household had to:

d. Restrict consumption by adults in order for small children to eat?

3 days

» In the past 7 days, if there have been times when you did not have enough food or money to buy food, how many days has your household had to:

e. Reduce number of meals eaten in a day?

4 days

rCSI Score: 19

rCSI IPC: Phase 3/4/5 - crisis/emergency/famine

← **Calculation checks appear here**

### Without 'calculation check'

» In the past 7 days, if there have been times when you did not have enough food or money to buy food, how many days has your household had to:

c. Limit portion size at mealtimes?

3 days

» In the past 7 days, if there have been times when you did not have enough food or money to buy food, how many days has your household had to:

d. Restrict consumption by adults in order for small children to eat?

3 days

» In the past 7 days, if there have been times when you did not have enough food or money to buy food, how many days has your household had to:

e. Reduce number of meals eaten in a day?

4 days

## Translation:

Although the tool has been professionally translated to Arabic, French, and Spanish, it should be reviewed and contextualized, as necessary.





# PDM REPORT & ADAPTATIVE MANAGEMENT TOOL



## Data analysis:

Use the **PDM Report & Adaptive Management Tool** to organize and consolidate findings. The objective of this tool is to inform decisions and potential changes to MPCA interventions, to promote utilization of program data and improve transparency internally and with beneficiaries.

This tool corresponds directly to the PDM Survey tool and, therefore, must be customized to match the survey; once the survey has been finalized, update the report tool to reflect the data points that will be collected.

**When to use this tool?** The MPCA PDM report & adaptive management tool should be populated after each PDM has been implemented and analyzed

## Structure & content of the tool

By putting side by side the findings from the different PDMs, we can easily compare PDMs across time and notice evolutions and trends



MPCA Post Distribution Monitoring Report - TEMPLATE				
	PDM 1		PDM 2	
	Data	Comments or actions needed	Data	Comments or actions needed
<b>Targeting process, usually only for first PDM</b> <i>(Optionally, you can summarize comments or actions needed on targeting within this row. If your donor requires a written narrative report, you can then copy/paste it into a Word</i>				
% who felt selection was fair (if applicable)				
% who felt selection was not fair (if applicable)				
# respondents who know someone that DOES NOT meet criteria, but was selected anyway [Inclusion errors]				
# respondents who know someone that DOES meet criteria, but was not selected [Exclusion errors]				

**PDM indicators**

**Data cells**

Fill in the data analyzed from the PDM findings.

**Comments/actions need cells**

Fill in comments and actions recommended following the findings.

**Objective:**

The objective of this guide is to provide a framework for how to use the MPCA Market Monitoring Template to monitor markets prices of various commodities, ideally used only for MEB items, to inform any changes to the MPCA cash transfer amount, as needed. This template, which builds off the USAID/CRS MARKit Toolkit, is designed to simplify price monitoring by eliminating the need to manually enter prices and help increase the speed and quality of data collection. For additional information and guidance on market monitoring and market selection, see the [2020 CRS MARKit Manual](#).

**OVERALL**

This tool is meant for primary data collection only. In general, you do not need to collect primary data on market prices if reliable and timely secondary data already exists. Make sure to check if secondary data is available from the local cluster system, Cash Working Group, WFP VAM, FEWSNET, or government source. You may also want to avoid market price data collection if the program length is 1-3 months, since it will be difficult to establish trends and adjust the transfer amount in such a brief period.

This template requires the highest level of customization of all the Kobo templates in the MPCA MEAL Toolkit since the products to be monitored will vary widely based on the MEB and local context. This template **MUST** be customized to your specific program – it should not be used as is. Follow the instructions below.

**STRUCTURE OF THE TOOL**

**Basic Survey Information**



All text in **red** in all three worksheets **MUST** be customized, as it is organization and project specific.

**I. Geography Group:**

**Update the geographic information in both ‘survey’ and ‘choices’ tabs/worksheets:**

The **‘admin1’** level in the ‘survey’ worksheet will be the highest-level administrative unit used for the project. For example, Region or Department.

The **‘admin2’** level in the ‘survey’ worksheet will be the mid-level administrative unit used for the project. For example, Province or Municipality.

The **‘admin3’** level in the ‘survey’ worksheet will be the smallest-level administrative unit used for the project. For example, Village or Community.

The ‘label’ columns in the ‘choices’ worksheet should be updated accordingly for each level; see example below:

list_name	name	label::English	label::Español	d_cat	m_cat
admin1_list	1	Lambaeque	[Region 1]		
admin1_list	2	Piura	[Region 2]		
admin2_list	11	Chiclayo	[Province 1]	1	
admin2_list	22	Ferreñafe	[Province 2]	1	
admin2_list	33	Morropón	[Province 3]	2	
admin2_list	44	Paita	[Province 4]	2	
admin3_list	111	Nueva Arica	[Community 1]		11
admin3_list	222	Oyotún	[Community 2]		11
admin3_list	333	Pícsi	[Community 3]		11
admin3_list	444	Castilla	[Community 4]		22
admin3_list	555	Catacaos	[Community 5]		22
admin3_list	666	La arena	[Community 6]		22
admin3_list	other	Other (please specify)	Other (please specify)		other

Update



## 2. Food group:

The list of food commodities will be project specific. Therefore, commodities should be added, as applicable:

- Anything in **blue** text should be reviewed and kept or removed, as applicable to the project and products to be monitored. For example, the question regarding “standard unit” should only be kept if enumerators will be using their own scales to weigh food items during this exercise.
- Anything in **red** text must be changed and customized.
- **To change food commodities**, perform "**Find and Replace**" to ensure that all calculations are updated correctly. Example -- Find what: "commodity\_1"; Replace with: "rice"
- **To change commodity unit**, perform "**Find and Replace**" to ensure that all calculations are updated correctly. Example -- Find what: "unit\_commodity\_1"; Replace with: "rice", resulting in 'unit\_rice\_1'.
- **MEB Calculations**: please include the quantity for each CORE product of the MEB in the '**calculation**' column.

type	name	label::English	calculation
begin_group	commodity_1	Commodity_1	
select_one	unit_commodity_1	What is the most common unit of sale for commodity_1?	
text	unit_other_1	If other local unit, please specify the name here and then collect the price and weight for this unit.	
decimal	price_unit_commodity_1	What is the sale price of one \${unit_commodity_1} in (enter local currency)?	
decimal	weight_commodity_1	[Enumerator instructions: Please weigh the \${unit_commodity_1} with your scale and write the weight shown on the scale in \${standard_unit}.]	
calculate	unit_price_commodity_1	Market price per unit	$\$(price\_unit\_commodity\_1) \div \$(weight\_commodity\_1)$
calculate	MEB_unit_price_commodity_1	MEB monthly cost per household, based on (enter monthly quantity) of commodity_1 per household	$\$(unit\_price\_commodity\_1) * 0$
end_group	commodity_1		

## 3. NFI groups

The list of NFIs will be project specific.

- Anything in **red** text must be changed and customized.
- NFI list is not exhaustive. Add and remove items to be monitored by your program, ideally per MEB.
- **MEB Calculations**: please include the quantity for each CORE product of the MEB in the '**calculation**' column.

type	name	label::English	calculation
begin_group	soap_body	Body soap	
decimal	price_unit_soap_body	What is the sale price of one [unit] of body soap?	
calculate	MEB_unit_price_soap_body	MEB monthly cost per household, based on X units per household	$\$(price\_unit\_soap\_body) * 0$
end_group	soap_body		

## Translation:

Although the tool has been professionally translated to Arabic, French, and Spanish, it should be reviewed and contextualized, as necessary.

## Tool Validation:

[Validate](#) the XLSForm and resolve errors before deploying to Kobo. Note: only one error is displayed at a time, so the form should be validated after each error is resolved. Once all calculations have been verified during testing for selected indicators, this section should be deleted before sharing with enumerators/starting data collection.

## Data use:

Data produced from this tool should be used to determine whether a change in transfer value is needed; whether cash is causing inflation; and for general learning about market conditions.



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**Objective:**

The objective of this guide is to provide guidance on how to use the Baseline/Endline Survey template to measure the process and outcomes of an MPCA program. The templates include minimum requirements for MPCA monitoring as agreed by the Grand Bargain Cash Workstream, but additional questions should be added depending on the intervention, organizational goals, and donor requirements.

A baseline study is recommended to set benchmarks for project outcomes before initial CVA distributions. Baseline values serve as a point of comparison with endline values during the final evaluation. Baseline studies can also be used to collect non-indicator information to describe the prevailing conditions of the target communities or population. If done in a timely manner, these studies can also help implementers adapt program plans to better meet the needs of participants.

All the indicators included in the tool ([link](#)) are meant to provide meaningful and actionable data to identify whether you are meeting your intervention purpose and outcomes. If questions are not relevant, or don't provide information that you can utilize to adjust implementation plans to meet those objectives, you should strongly consider not including them. Balance the time and effort needed to collect, analyze, and manage the data from the perspective of both beneficiaries and staff.

**Module A. Enumerator information and location**



All text in red in all three worksheets **MUST** be customized, as it is organization and project specific.

**Module A. Geography Group:**

**Update the geographic information in both 'survey' and 'choices' tabs/worksheets:**

The **'admin1'** level in the 'survey' worksheet will be the highest-level administrative unit used for the project. For example, Region or Department.

The **'admin2'** level in the 'survey' worksheet will be the mid-level administrative unit used for the project. For example, Province or Municipality.

The **'admin3'** level in the 'survey' worksheet will be the smallest-level administrative unit used for the project. For example, Village or Community.

The 'label' columns in the 'choices' worksheet should be updated accordingly for each level; see example below:

list_name	name	label::English	label::Español	d_cat	m_cat
admin1_list	1	Lambaeque	[Region 1]		
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admin2_list	22	Ferreñafe	[Province 2]	1	
admin2_list	33	Morropón	[Province 3]	2	
admin2_list	44	Paíta	[Province 4]	2	
admin3_list	111	Nueva Arica	[Community 1]		11
admin3_list	222	Oyotún	[Community 2]		11
admin3_list	333	Picsi	[Community 3]		11
admin3_list	444	Castilla	[Community 4]		22
admin3_list	555	Catacaos	[Community 5]		22
admin3_list	666	La arena	[Community 6]		22
admin3_list	other	Other (please specify)	Other (please specify)		other

Update

The demographic information will be organization, context, and project specific. Therefore, questions can be added or removed as applicable.

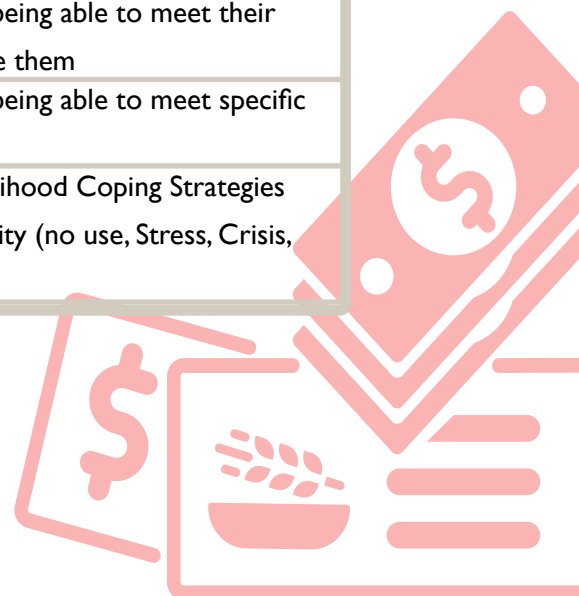
## SELECTING INDICATORS TO MEASURE

The BL-EL Survey Template contains two sets of indicators – core and sector-specific MPCA indicators – from which implementing partners (IPs) can select indicators relevant to their intervention. As the [Grand Bargain Multipurpose Cash Outcome Indicators and Guidance](#) mentions, the selection of indicators should be informed by the project design and objectives (e.g., outcomes of the MPCA), including what data is both necessary and useful to stakeholders for monitoring, evaluating, and adapting programming.

The **eight (8) core MPCA** and **19 sector-specific**, medium-term outcome indicators are as follows:

### Core Indicators

Sector	Indicator
<b>Protection Mainstreaming</b>	Percent of recipients (disaggregated by sex, age, and disability) reporting that humanitarian assistance is delivered in a safe, accessible, accountable, and participatory manner
<b>Expenditure</b>	Total monthly expenditures by sector relative to MEB sectoral components/amounts
	Percentage of households with total monthly expenditure which exceeds the MEB
<b>Women's Decision Making</b>	Percentage of households where women are involved in decision making on the use of cash transfers
	Frequency with which women are involved in decision making on the use of cash transfers
<b>Basic Needs</b>	Percentage of households who report being able to meet their basic needs as they define and prioritize them
	Percentage of households who report being able to meet specific basic needs, by category
<b>Livelihoods Coping Strategies (LCS)</b>	Percentage of households applying Livelihood Coping Strategies (LCS) to meet essential needs, by severity (no use, Stress, Crisis, Emergency)





## Sector-specific indicators

Sector	Indicator
Child Protection	Percentage of households receiving MPC where at least one child in the household is engaged in child labour [due to financial vulnerability]
	Percentage of households reporting child separation from caregiver (including because of work-related migration) [due to financial vulnerability]
	Percentage of households reporting child marriage during the duration of receiving MPC (disaggregated by gender and prior to age 18, and prior to age 15), [due to financial vulnerability]
Education	Percentage of school age children enrolled in education
	Percentage of school age children who attend education over a specific time frame
Food Security	Percentage of households by Food Consumption Score (FCS) phase (Poor, Borderline, and Acceptable)
	Percentage of beneficiaries who have improved their average reduced Coping Strategy Index (rCSI) OR Mean and median rCSI
	Percentage of households with moderate and severe Household Hunger Scale (HHS) scores
Health	Percent of households that delayed or did not seek care when having a medical or health issue for which they needed to use a health service, due to financial barriers
	Percent of households with catastrophic health expenditures
NFIs	Percentage of households that report having minimum household items that allow all the following: comfortable sleeping, water and food storage, food preparation, cooking, eating, lighting, and clothing
Nutrition	Household Dietary Diversity Score (HDDS)
	Minimum Dietary Diversity for Women (MDD-W): Percentage of women aged 15-49 years who consumed foods from 5 or more food groups the previous day
	Minimum Dietary Diversity for Children 6–23 Months (MDD-Ch): Percentage of children 6–23 months of age who consumed foods and beverages from at least five out of eight defined food groups during the previous day
Shelter & Settlements	Percentage of households that report living in a shelter that has all the following: adequate space, feels safe, feels private, and protected from the weather.
	Percentage of households that report pressure to leave their shelter for financial reasons
	Percentage of households that report that their shelter feels warm enough at night
WASH	<b>Water Supply:</b> Percentage of households (HH) reporting that all HH members have access to an adequate quantity of safe water for drinking, cooking, personal, and domestic hygiene
	<b>Sanitation:</b> Percentage of households (HH) reporting that all HH members have access to a safe, secure, clean, and well-maintained toilet, including water or anal cleansing materials
	<b>Hygiene:</b> Percentage of HH having access to a functioning handwashing facility with water and soap at home and essential hygiene items including menstrual hygiene products

The BL-EL Survey Template includes all 27 Grand Bargain MPCA outcome indicators, serving essentially as a Master Baseline/Endline question bank. You **MUST** adapt the survey template to the project purpose and intended outcomes.

➔ Select the indicators most relevant to the intervention objectives and context and **delete** the other indicator modules or groups from the 'survey' tab – each indicator has a designated group in the XLSForms, as seen below.

For example, for Child Protection, if **child labor** is irrelevant/is not being measured, **delete the 'child labor group'** (all rows from **begin\_group** to **end\_group**).

If none of the Child Protection sector-specific indicators are going to be measured, **delete the entire CP group (gb\_cp)**, containing all three (3) indicators.

Delete

Delete

type	name	label::English	required	relevant
begin_group	gb_cp	CHILD PROTECTION		
note	gb_cp_note	We will now ask some questions to try to understand what services children are able to access and what risks they may be facing.		
select_one yes_no	school_child_cp	Do you have any children (under 17) in your household?	TRUE	
begin_group	cp_child_labor	Child Labor		selected(\${gb_indicator}, 'cp_labor')
select_one yes_no	child_labor	In the past 30 days, given the need, has your child had to work to meet the basic needs of your household, including begging?	TRUE	\${school_child_cp} = 'yes'
select_one age_child	cp_age_child	How old is this child?	TRUE	\${child_labor} = 'yes'
select_one gender_c	cp_gender_child	What is the gender of this child?	TRUE	\${child_labor} = 'yes'
text	cp_labor_type	What kind of income-generating activities have they had to engage in?	FALSE	\${child_labor} = 'yes'
select_one hours	cp_labor_hours	How many hours a week, on average, is your child working?	FALSE	\${child_labor} = 'yes'
select_one yes_no	gb_cp_child_labour_stop	[ENDLINE ONLY] Did any of your children under 18 stop working as a result of the multi-purpose cash assistance?		\${school_child_cp} = 'yes'
end_group	cp_child_labor			
begin_group	cp_child_marriage	Child Marriage		selected(\${gb_indicator}, 'cp_marriage')
select_one yes_no	gb_cp_child_marriage	In the past 30 days, have any of your children gotten married?	TRUE	
select_one gender_c	child_marriage_gender	What is the gender of this child?	TRUE	\${gb_cp_child_marriage} = 'yes'
select_one age_child	child_marriage_age	How old is this child?	TRUE	\${gb_cp_child_marriage} = 'yes'
end_group	cp_child_marriage			
begin_group	cp_child_separation	Child Separation		selected(\${gb_indicator}, 'cp_separation')
select_one cp_sep	gb_cp_child_sep	Do you have more children or less children living with you now than three months ago?	TRUE	\${school_child_cp} = 'yes'
select_multiple cp_sep	cp_child_sep_more	If you have more children living with you, why are there more children living with you now?	TRUE	\${gb_cp_child_sep} = '1'
text	cp_child_sep_more_other	If other, please specify.	FALSE	selected(\${cp_child_sep_more}, 'other')
select_multiple cp_sep	cp_child_sep_less	If you now have less children living with you why did the children leave?	TRUE	\${gb_cp_child_sep} = '2'
text	cp_child_sep_less_other	If other, please specify.	FALSE	selected(\${cp_child_sep_less}, 'other')
select_one yes_no	cp_caregiver_sep	Have any parents/caregivers of children in this household migrated in the past three months?	TRUE	
select_multiple careg	cp_caregiver_sep_rsn	What were the reasons for the migration?	TRUE	\${cp_caregiver_sep} = 'yes'
select_one yes_no	cp_child_return	[ENDLINE ONLY] Have any children who migrated before/since the cash assistance started returned to the household?	TRUE	\${gb_cp_child_sep} != '3'
select_one yes_no	cp_child_return_rsn	[ENDLINE ONLY] Did they cash transfer make it possible for them to return?	TRUE	\${cp_child_return} = 'yes'
select_one yes_no	cp_caregiver_return	[ENDLINE ONLY] Have any parents/caregivers who migrated before/since the cash assistance started returned to the household?	TRUE	\${cp_caregiver_sep} = 'yes'
select_one yes_no	cp_caregiver_return_rsn	[ENDLINE ONLY] Did they cash transfer make it possible for them to return?	TRUE	\${cp_caregiver_return} = 'yes'
end_group	cp_child_separation			
end_group	gb_cp			

### Calculation checks:

This section allows you to check for auto-calculation accuracy in final version of survey. [Validate](#) the XLSForm and resolve errors before deploying to Kobo.

➔ **Note: only one error is displayed at a time**, so the form should be validated after each error is resolved.

## XLSForm Online v2.x

Convert an [XLSForm](#) into a validated ODK XForm.

Still converting XLSForms manually? [ODK Cloud](#) has built-in XLSForm support and other features designed for professionals. [Request a demo](#) to learn more.

File:  No file selected.

**Error** ➔ Error: There has been a problem trying to replace `{safety_risk}` with the XPath to the survey element named 'safety\_risk'. There is no survey element with this name.

➔ **Note:** Once all calculations have been verified during testing for selected indicators, this section should be deleted before sharing with enumerators/starting data collection. See the visual on the next page:

type	name	label::English
begin_group	calculation_check	Check below for auto-calculation accuracy in final version of survey, then <b>DELETE</b> this section before sharing with enumerators
begin_group	rcsi_check	Reduced Coping Strategies Index (rCSI) - Check for accuracy
note	pts_cheap_food_note	Score less preferred food: <code>{pts_cheap_food}</code>
note	pts_borrow_note	Score borrowing: <code>{pts_borrow}</code>
note	pts_reduce_portion_note	Score reducing portion size: <code>{pts_reduce_portion}</code>
note	pts_prioritize_child_meals_note	Score restrict adult consumption: <code>{pts_prioritize_child_meals}</code>
note	pts_skip_meals_note	Score skipping meals: <code>{pts_skip_meals}</code>
note	score_total_rcsi	<b>rCSI total score:</b> <code>{pts_total_rcsi}</code>
		<b>rCSI status consistent with</b> <span style="font-weight: bold;">&gt;IPC</span> <code>{pc_phase_rcsi}</code>
end_group	rcsi_check	
begin_group	hhs_check	Household Hunger Scale (HHS) - Check for accuracy
note	hhs_1_score_note	Score: <code>{hhs_1_score}</code>
note	hhs_2_score_note	Score: <code>{hhs_2_score}</code>
note	hhs_3_score_note	Score: <code>{hhs_3_score}</code>
note	hhs_score_note	<b>HHS Score:</b> <code>{hhs_score_total}</code>
		<b>HHS Hunger Level:</b> <span style="font-weight: bold;">&gt;IPC</span> <code>{hhs_category}</code>
		<b>HHS status consistent with</b> <span style="font-weight: bold;">&gt;IPC</span> <code>{pc_phase_hhs}</code>
end_group	hhs_check	
begin_group	gb_echo_check	GB ECHO Safe, Accessible, Accountable, & Participatory - Check for accuracy, then delete from XLSform before deploying
note	gb_echo_score	Score out of 8: <code>{gb_echo_sum}</code> Overall percent: <code>{gb_echo_pm_koi}</code>
end_group	gb_echo_check	
begin_group	gender_decisions_check	GB Women's Decision-Making
note	gb_woman_head_result	Female Head of HH decision-making on cash: <code>{gb_woman_head_decision}</code>
note	gb_woman_nonh_result	Female non-Head of HH decision-making on cash: <code>{gb_woman_nonh_decision}</code>
end_group	gender_decisions_check	
begin_group	mdd_c_check	Minimum Dietary Diversity for Children 0-23 months
note	mdd_c_score	<b>*Children 6-23 months:</b> Minimum Dietary Diversity, 5+ food groups (MDD-C): <code>{mdd_5_groups}</code>
end_group	mdd_c_check	
begin_group	mdd_w_check	Minimum Dietary Diversity for Women 15-49 years old
note	mdd_w_score	<b>*Women 15-49 years old:</b> Minimum Dietary Diversity, 5+ food groups (MDD-W): <code>{mdd_w_result}</code>
end_group	mdd_w_check	





## Calculation checks:

➔ Once the form has been tested and all calculations have been verified, the 'calculation check' group at the end of each indicator module should be deleted before sharing with enumerators/starting data collection.

### With 'calculation check'

» In the past 7 days, if there have been times when you did not have enough food or money to buy food, how many days has your household had to:

c. Limit portion size at mealtimes?

3 days

» In the past 7 days, if there have been times when you did not have enough food or money to buy food, how many days has your household had to:

d. Restrict consumption by adults in order for small children to eat?

3 days

» In the past 7 days, if there have been times when you did not have enough food or money to buy food, how many days has your household had to:

e. Reduce number of meals eaten in a day?

4 days

rCSI Score: 19

rCSI IPC: Phase 3/4/5 - crisis/emergency/famine

← **Calculation checks appear here**

### Without 'calculation check'

» In the past 7 days, if there have been times when you did not have enough food or money to buy food, how many days has your household had to:

c. Limit portion size at mealtimes?

3 days

» In the past 7 days, if there have been times when you did not have enough food or money to buy food, how many days has your household had to:

d. Restrict consumption by adults in order for small children to eat?

3 days

» In the past 7 days, if there have been times when you did not have enough food or money to buy food, how many days has your household had to:

e. Reduce number of meals eaten in a day?

4 days



# SOME CONSIDERATIONS<sup>1</sup>

## Livelihood Coping Strategies – Essential Needs

- 1 The Livelihood Coping Strategies for Essential Needs (LCS-EN) is an indicator used to understand the medium- and longer-term coping capacity of households and their ability to overcome challenges in meeting their essential needs in the future. The indicator is comprised of a series of behaviors or strategies that households may be using to cope with livelihood stress and food shortages.
- 2 The text of each strategy can be *slightly* adapted to the local context, if needed. However, any adjustments made should not change the meaning of/mechanism behind a livelihood strategy.
- 3 In order to calculate the LCS-EN indicator, you **must always select at least 4 stress strategies, 3 crisis strategies and 3 emergency strategies that are most relevant for the context**. The BL-EL template includes the full list of 31 strategies – 12 stress, 11 crisis, and 8 emergency. **Do not use all of them.**
- 4 MEAL staff should review the complete list of strategies with sectoral & technical advisors/experts in order to select the 10 (4 stress strategies, 3 crisis strategies and 3 emergency strategies) most relevant strategies for the intervention and context. **It is strongly recommended that consultation with communities informs the selection.**
- 5 Once the appropriate strategies have been selected, all others should be deleted.
- 6 Lastly, the corresponding variables for the respective strategies should also be deleted from the calculation formula for each sub-category: i.e. for stress, remove irrelevant strategies from the “calc\_stress\_sum” formula; repeat for crisis “calc\_crisis\_sum” and emergency “calc\_em\_sum”.
- 7 **Understanding LCS-EN results:** For this indicator, households are classified based on the most severe strategy used. For example, if a household applied any emergency coping strategies and at the same time applied any stress coping strategies, the household’s overall classification would be emergency (as ‘emergency’ is more severe than ‘stress’ and, therefore, considered the maximum strategy adopted). In other words:
  - If HH used Emergency strategy 1 or 2, or 3, then HH is classified as “Emergency”;
  - If HH used Crisis strategy 1,2,3,4, then “Crisis”;
  - If HH used Stress strategy 1,2,3,4, then “Stressed”; and
  - If HH used none of the strategies, then “Neutral”.



1. Full indicator guidance for indicators can be found [here](#).

## Household Expenditures

- 1 It is recommended to select **only expenditures related to the items in the MEB**, and to only collect this data, when necessary, at either baseline/endline for comparison or once or twice during post-distribution monitoring (PDM).
- 2 Please also note the two different recall periods for food (7 days) and all other expenses (30 days); the form automatically multiplies this weekly amount by **4.5** to determine the average monthly expenditure on food, and inputs this into the final monthly expenditure calculation at the end of this module.
- 3 Please ensure data collection enumerators are aware and properly trained on this difference as to ensure accurate collection for each recall period (7 days for food, 30 days for all other expenses).

## HDSS:

When interpreting the dietary diversity score, it is important to keep in mind that:

- The HDSS does not indicate the quantity of food consumed.
- Diet varies across seasons and some foods can be available in large quantities and at low cost for short periods.
- There may be urban/rural differentials in dietary diversity. Variety is often much greater in urban and peri-urban centers where food markets are adequately supplied and easily accessible.

## Endline Only/PDM

“ENDLINE ONLY/PDM” indicates the question should only be included during Endline and/or when PDM and Endline are combined, such as the protection mainstreaming indicator on safe, accessible, accountable, and participatory assistance.

## Tool Validation:

[Validate](#) the XLSForm and resolve errors before deploying to Kobo. Note: only one error is displayed at a time, so the form should be validated after each error is resolved. Once all calculations have been verified during testing for selected indicators, this section should be deleted before sharing with enumerators/starting data collection.

## Translation

Although the tool has been professional translated to Arabic, French, and Spanish, it should be reviewed and contextualized, as necessary.

