

This checklist is designed to support IOM teams in monitoring SEA risks during field activities that involve interaction with affected communities and beneficiaries throughout the CBI programme cycle, from needs assessment to distribution. The checklist should be customized to fit the specific requirements of the CBI programme and the context. Teams can use the entire checklist or select sections as needed.

ACTION	COMPLIANCE	REMARKS
1. NEEDS ASSESSMENT		
1.1. There are gender-mixed teams of enumerators and facilitators.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
1.2. Enumerators/facilitators work in pairs (women and men).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
1.3. Facilitators/enumerators/note-takers interacting with women are female.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
1.4. Teams wear ID/badges and any other gear with logos at all times.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2. TARGETING, REGISTRATION & SELECTION OF BENEFICIARIES		
2.1. Gender-mixed teams work in pairs (men and women) to register individuals.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.2. Teams wear ID/badges and any other gear with logos at all times.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.3. Enumerators introduce themselves (their name and the name of their organization).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.4. Enumerators explain the purpose of the registration and how the information will be treated and used.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.5. Enumerators explain that they are not responsible for beneficiary selection and therefore cannot influence decisions or add names to the selection list.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.6. Enumerators provide information on PSEA and existing Complaints and Feedback Mechanisms (CFMs).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.7. Once selection is completed, field staff clearly explain to the selected beneficiaries why they were chosen.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
2.8. Indirect benefits stemming from the project are emphasized in messaging disseminated to the community.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3. DISTRIBUTION PLANNING & PREPARATION		
3.1 Beneficiaries, especially vulnerable groups, are engaged in distribution planning to express their preferences.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

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3. DISTRIBUTION PLANNING & PREPARATION		
3.2. Distribution is planned during times and at locations that are safe, appropriate and convenient for participants, especially the most vulnerable groups/individuals.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3.3. Site layout allows for easy communication with the beneficiaries and is large enough to accommodate and organize large groups without disorder and overcrowding.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3.4. The site is easy to reach for beneficiaries and accessible for persons with disabilities, women, and the elderly.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3.5. The site offers protection from rain and sun, and is well lit.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3.6. If the site is not within easy reach, additional distribution points are established to increase proximity to communities and reduce travel time.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3.7. Beneficiaries are encouraged to travel in groups to collection points and shops to minimize SEA/GBV risks related to transportation and commute.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3.8. Arrangements are made to support access for persons with disabilities.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
3.9. Beneficiaries receive information that aid is free and available CFMs.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4. DISTRIBUTION OF CASH OR VOUCHERS		
4.1. Field teams supporting distributions are gender balanced.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4.2. Field teams wear ID/badges and any other gear with logos at all times.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4.3. As appropriate to the context, separate collection times for men and women are assigned	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4.4. In case of security checking, a female body searcher is assigned to inspect women beneficiaries.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4.5. Separate waiting area and collection lines are established for women, men and persons with specific needs (i.e.; pregnant women, elderly, persons with disabilities).	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4.6. In case of a wait/delay for cash and voucher assistance at the distribution point, arrangements for persons with disabilities, the elderly, and pregnant/lactating women is ensured.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	

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4. DISTRIBUTION OF CASH OR VOUCHERS		
4.7. Persons with specific needs (e.g.: pregnant women, elderly, persons with disabilities) are prioritized to receive the assistance first.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4.8. Context- and culturally- appropriate awareness materials (such as posters and pamphlets) on staff conduct and/or that aid is free and/or how to report misconduct are visible and/or handed out to beneficiaries in the local language(s), in visual form, or communicated orally, upon signature (or fingerprint) of the Beneficiary Assistance and Consent Form.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4.9. Staff read and explain all beneficiary forms to the beneficiaries in the local language before getting signatures and providing assistance.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4.10. Field staff explain clearly to beneficiaries how the delivery mechanism for cash or voucher assistance should be used.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4.11. If problems and issues arise during distribution and involve women beneficiaries, these are handled by more than one person, and with the presence of a female field staff member.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
4.12. Individuals who wish to express grievances are directed to the available CFM.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	