



CASH ASSISTANCE POST-DISTRIBUTION MONITORING GUIDANCE

As of November 2025

Background

The post distribution monitoring tool was developed by the Cash and Markets Working Group (CMWG) in coordination with cluster partners to support the monitoring of key indicators for Multi-Purpose Cash Assistance MPC and sectoral CVA.

MPC has become formally recognized as a core component of the humanitarian response in Myanmar, following the development of the MPC Guidance and Strategy in 2024 and its inclusion in the 2025 Humanitarian Needs and Response Plan (HNRP). MPC falls under the coordination responsibilities of the CMWG which leads on strategic direction, technical guidance and harmonization among MPC actors. As MPC in Myanmar continues to evolve, this PDM represents an important step toward **strengthening technical consistency and enabling joint analysis across implementing partners**.

The tool includes indicators to be monitored and reported for all CVA activities, and it may be further reviewed and adjusted to align with any future changes and to monitor newly introduced indicators for the MPC response.

Overview

The main objective of Post-distribution Monitoring (PDM) is to monitor the use of cash assistance, particularly MPCA. The PDM is a tool to be used collectively across Myanmar to monitor the same indicators for cash assistance activities, strengthening the monitoring of expenditure of cash, its outcome on recipient household and allowing for a comparative analysis of any given cash response.

The key areas of interest are measuring the degree to which people meet their basic needs and what is their satisfaction from receiving this form of assistance. The PDM also measures timeliness of the assistance, safety and security, coverage of sectoral needs with MPCA, and access to feedback mechanisms. Results are used to improve the procedures of cash distribution and allow the program to identify and prevent potential protection risks.

Linkages with Myanmar MPCA Guidance

The PDM tool is designed to align with the 2024 MPCA Guidance note, and the cash assistance plans outlined in the HNRP 2025.

The MPCA transfers follow the MEB-based transfer values updated by the CMWG bi-annually. At the time of writing this document the TV=MMK 360,000 per household and the average household size is 4.2 (MEB 2024). The recommended number of transfers is between 1-3 months (the longer the transfers the bigger the impact)

Practical Guide to Implementing Post-Distribution Monitoring (PDM)

The implementation of Post-Distribution Monitoring (PDM) is crucial for evaluating the impact of assistance programs. For local actors who may be unfamiliar with PDM practices, understanding the "who, what, when, where, and how" is essential:

- **Who:** Designate a team responsible for conducting the PDM. This team should include trained staff or partners experienced in data collection and community engagement. Involvement of local actors familiar with community dynamics can enhance data accuracy and trust.

- **What:** The PDM tool should include a streamlined list of questions designed to collect essential information efficiently. This includes questions aligned with the Minimum Expenditure Basket (MEB) and those addressing specific cluster indicators.
- **When:** Conduct PDM at intervals that align with distribution cycles, ideally within a few weeks post-distribution. This timing ensures that the feedback reflects the recent experience of recipients.
- **Where:** Choose accessible locations for surveys, ensuring safety and convenience for participants. Consider remote data collection methods, such as phone surveys, in hard-to-reach areas.
- **How:** Implement the PDM using a consistent methodology across all areas. Train all enumerators thoroughly on the tool and the ethical considerations of data collection. Ensure the data collection process is culturally appropriate and sensitive to gender dynamics.

By focusing on these practical aspects, local actors can effectively implement PDM, gaining valuable insights to refine and enhance aid delivery. These efforts will contribute to more responsive and impactful assistance programs. For detailed guidance, reference the full version of the PDM tool.

The toolkit, which includes [Enumerators guide](#), PDM data collection tool, Kobo data collection form, PDM reporting tool, and Koboform usage guide (this document), has been developed to support the best operational use of the PDM tool.

Please be aware that formulas for indicator calculation in the section “Main indicators overview” are provided to be used by organizations individually for internal calculation of indicators at organizational level. For calculation by the CMWG at the response level, the consolidated partners’ raw datasets will be used, and the calculation will be performed using the same formulas to ensure consistency.

Main Indicators Overview

This toolkit includes a set of questions to measure MPCA and sectoral CVA indicators. It relates to multiple topics, including selection & targeting, and utilization of cash transfers. ***It is recommended that the tool be included fully in all MPCA partner PDMs, keeping in mind that MEAL and CVA colleagues can use variations of wordings that might have the same results and align with donor requirements.***

The following indicators are recommended to collect and report on under the monitoring framework for the cash and markets working group for 2025, and until the review of this tool or these indicators. Below is the brief guidance on the final calculation methodology for the joint analysis of all partners' PDMs.

Please be aware that formulas for indicator calculation are provided to be used by organizations individually for internal calculation of indicators at organizational level. For

calculation by the CMWG at the response level, the consolidated partners' raw datasets will be used, and the calculation will be performed using the same formulas to ensure consistency.

Section 1 - Household Composition (all essential)

Section 2 – Registration and Distribution (all optional)

Section 3 – Market Information (all optional)

Section 4 -- MPC Indicators (indicated the essential and optional)

Section 5 – Sectoral CVA Indicators (for clusters to verify)

Indicator	Questions in the PDM tool	Analysis Methodology
Section 1: Household Composition		

Indicator	Questions in the PDM tool	Analysis Methodology
Average number of persons per household, by sex and age group (0-17 / 18-59 / 60+) and people with disabilities	Question # : Household composition: <u>Please provide the number of females and males in your household and their ages.</u> Male (0-17, 18-59, 60+) Female (0-17, 18-59, 60+)	• Average household size - calculate it by summing the number of people per household and dividing it by the number of households. <i>Formula:</i> Number of people in all households / Number of households (household heads surveyed) • Number of females by age group - calculate it by summing the number of females per age group and dividing it by the total number of household members. <i>Formula:</i> Number of females for an age group / total number of household members • Number of males by age group - calculate it by summing the number of males per age group and dividing it by the number of all people surveyed. <i>Formula:</i> Number of males per age group / Number of household members • Number of people by disability- calculate it by summing the number of persons with disabilities and dividing it by the number of all people surveyed. <i>Formula:</i> Number of PWD / Number of household members
Location: By the end of the survey period, % of household locations will be accurately recorded and categorized into rural, urban, and other specified categories.	Question # : What is the current location of your household? Please specify the name of the locality or neighborhood.	• Percentage of Households by Location Category - Count the number of households in each category (Rural, Urban, Suburban, etc.) and divide by the total number of surveyed households to determine the proportion. <i>Formula:</i> (Number of households in each category / Total number of households surveyed) * 100. Geographic Distribution Analysis - Analyze patterns or trends in household locations and compare them to demographic or economic indicators.

Indicator	Questions in the PDM tool	Analysis Methodology
HH Level of Debt: Record reliable debt levels for % of households by the study completion date.	Question #: Does your household currently owe any debt? (Yes/No) Question #: If yes, please specify the total current debt amount. Include all sources (e.g., loans, credit cards, money borrowed from family). Question: What is the monthly repayment amount on these debts?	• Average Debt Level: Calculate by summing total reported debts and dividing by the number of households that reported debt. <i>Formula: Total debt reported / Number of households with debt.</i> • Debt Repayment Capacity: Compare the monthly repayment amount to the household's monthly income to assess burden. <i>Formula: (Monthly Repayment Amount / Monthly Income) * 100 for relative burden percentage.</i>
Section 2: Registration Process Indicators		
Informed About Assistance/Service: By the end of the program, respondents will report feeling fully informed about the assistance available.	Question #: Do you feel fully informed about the assistance and services available to you? (Yes/No) Question #: How did you receive most of your information about the assistance? (Options: Community meetings, Flyers, Social media, Word of mouth, Other)	Measure the percentage of respondents who feel fully informed. <i>Formula: (Number of informed respondents / Total number of respondents) * 100.</i>
Fairness of Participant Selection: Ensure that % of respondents perceive the selection process as fair by the next evaluation.	Question #: Do you believe the participant selection process was fair? (Options: Yes, No, Unsure)	Calculate the percentage of respondents perceiving the selection process as fair. <i>Formula: (Number of respondents who perceive fairness / Total number of respondents)</i>
Exclusion Awareness: By the next feedback session, % of respondents should be able to recount whether exclusions	Question #: Are you aware of any households that were excluded from assistance? (Options: Yes, No, Unsure) Question #:	Calculate the percentage of respondents who are aware of any exclusions. <i>Formula: (Number of respondents aware of exclusions / Total number of respondents) * 100.</i>

Indicator	Questions in the PDM tool	Analysis Methodology
occurred.	If yes, could you specify the reasons for the exclusion, if known? (Open-ended)	<i>Qualitative Analysis: Analyze open-ended responses to identify common reasons or misconceptions about exclusion.</i>
Bribery or Favor Requests: Reduce reported instances of favors or bribes to below 5% within the next program cycle.	Question #: During the registration or assistance process, were you asked to provide any favors or bribes? (Options: Yes, No) Question #: If yes, could you describe the nature of the request? (Open-ended)	Calculate the percentage of respondents who reported receiving bribery or favor requests. <u>Formula: (Number of reported bribery/favor requests / Total number of respondents) * 100.</u> <i>Qualitative Analysis: Review open-ended responses to understand the nature and context of requests, identifying any systemic issues.</i> <i>Response Rate to Reporting: Assess how many incidents were reported to program management, indicating the effectiveness of reporting channels.</i>
Satisfaction with Registration Process: Achieve an 85% satisfaction rate for the registration process by the next program	Question #: How satisfied are you with the registration process? (Options: Very Satisfied, Satisfied, Neutral, Dissatisfied, Very Dissatisfied) Question #: What improvements would you suggest for the registration process? (Open-ended)	Calculate the percentage of respondents who answered "Very Satisfied" or "Satisfied." <u>Formula: (Number of satisfied respondents / Total respondents) * 100</u> <i>Review open-ended responses for improvement of registration process</i>
% HHs reporting to be satisfied with cash as modality of assistance.	Question #: Are you satisfied with cash as modality of assistance?	For this question, you need to calculate the total number of HH reporting that they answered "Yes" and divide it by the total number of households that responded to this question. <u>Formula: Number of households reporting "Yes" / number of households who answered either yes or no.</u>
% HHs reporting to be aware of the ways to provide feedback or leave a complaint.	Question #: Did the organization provide you with information about how to reach the organization in case of questions, challenges, suggestions or complaints?	For this question, you need to calculate the total number of HH reporting that they answered "Yes" and divide it by the total number of households that responded to this question. <u>Formula: Number of households reporting "Yes" / number of households who answered either yes or no</u>

Indicator	Questions in the PDM tool	Analysis Methodology
Women's Decision Making		
% HHs where women are involved in decision making on the use of cash transfers.	Question #: Are there any women in the household who are aware of the cash transfers received by the household? (Yes/No) Question #: Are women in the household involved in deciding how cash transfers are used? (Yes/No) Question #: Who is primarily responsible for making decisions about the use of cash transfers? [Woman only / Man only / Both / Other] Question #: What areas do women contribute to when deciding how to use the cash transfers? [Food, Education, Health, Savings, Other] Question #: Do any barriers prevent women from participating in decisions on cash transfer use? (Yes/No) If yes, please specify: [Open-ended] Question #: Has the involvement of women in cash transfer decisions positively impacted household financial management? (Yes/No/Not sure) Question #: What changes, if any, have occurred in the household's financial decision-making due to women's involvement? [Open-ended or Likert scale]	<i>Calculate Proportion:</i> <i>Determine the percentage of households where women are involved in decision-making regarding the use of cash transfers.</i> <i>Disaggregation:</i> <i>Break down responses by demographic factors such as age, education level, and relationship to the household head. Include geographical location to assess regional differences in women's involvement.</i> <i>Explore how the level of women's involvement correlates with specific outcomes like improved household budgeting or savings.</i> <i>Qualitatively analyze open-ended responses to understand common barriers faced by women and explore suggestions from respondents on enhancing their involvement.</i>

Indicator	Questions in the PDM tool	Analysis Methodology
Frequency with which women are involved in decision making on the use of cash transfers	Question #: How often are women involved in discussions about the use of cash transfers in your household? [Always / Often / Sometimes / Rarely / Never] Question #: In what stages of decision-making are women involved regarding cash transfers? [Planning / Allocation / Spending /]	<i>Determine the proportion of households for each frequency category (Always, Often, Sometimes, Rarely, Never) to understand how regularly women are involved in decision-making regarding cash transfers. Use cross-tabulation to correlate the frequency of involvement with stages of decision-making to see if certain stages are more inclusive of women than others.</i> <i>Look for patterns or trends in who initiates the involvement, which can provide insights into household dynamics and potential areas for empowerment or intervention.</i>
Section 2: Distribution Process Indicators		
Punctuality of Distribution: Confirm that 100% of distributions occur on the scheduled day and time for all participants by the forthcoming distribution round.	Question #: Was the distribution held on the scheduled day and time? (Options: Yes, No) Question #: If no, how many days/hours was it delayed? (Open-ended or multiple-choice options like a few hours/days)	Count how many distributions happened on time. <u>Formula: (Number of distributions on the scheduled day / Total distributions) × 100</u>
Wait Times at Distribution: Reduce beneficiary wait times during distribution to under 30 minutes for at least 90% of cases by the end of the program	Question #: How long did you wait before receiving your assistance? (Options: Less than 30 minutes, 30-60 minutes, More than 1 hour)	Count how many beneficiaries waited more than 30 minutes. <u>Formula: (Number of beneficiaries with wait time over 30 minutes / Total beneficiaries surveyed) × 100</u>
Satisfaction with Distribution Process: Achieve an 85% satisfaction rate with the distribution process by implementing improvements observed in feedback	Question #: How satisfied are you with the distribution process? (Options: Very Satisfied, Satisfied, Neutral, Dissatisfied, Very Dissatisfied) Question #: What improvements would you suggest for the	Count how many beneficiaries are satisfied or dissatisfied. <u>Formula: (Number of respondents who answered "Very Satisfied" or "Satisfied") / Total respondents × 100</u> Review open-ended feedback to identify improvement

Indicator	Questions in the PDM tool	Analysis Methodology
by the next cycle.	distribution process? (Open-ended)	areas.
Safety Assurance During Distribution: Ensure that 95% of beneficiaries report feeling safe while traveling and receiving assistance every distribution cycle.	Question #: Did you feel safe traveling to and during the distribution? (Options: Yes, No) Question #: If no, what made you feel unsafe? (Open-ended)	Count how many beneficiaries feel unsafe during distribution. <u>Formula: (Number of respondents who felt unsafe) / Total respondents × 100</u> Review open-ended feedback to identify improvement areas
Mode of Transport to Distribution: Document transportation modes for all participants reaching distribution sites, with a % completion rate by the end of each distribution.	Question #: Are you using any of the following modes of transport to reach the distribution site? (Select all that apply) Walking, Bicycle, Public transport (bus, taxi, etc.), Private vehicle (car, motorbike), Other (please specify)	Calculate the percentage of participants with documented transport modes. <u>Formula: (Number of participants with recorded transport mode / Total participants surveyed) × 100</u>
Transport Costs to Distribution: Within the program duration, track transport costs for % of participants to assess accessibility, with findings reported quarterly.	Question #: How much did you spend on transportation to reach the distribution site? (Specify amount in local currency)	Sum the reported costs and divide by the number of respondents who reported costs. <u>Formula: Total transport costs / Number of respondents reporting costs</u>
Travel Time to Distribution Sites: Reduce average travel time to distribution sites to under x minutes for 90% of participants by next cycle	Question #: How long does it usually take you to travel to the distribution site? (Options: Less than 15 minutes, 15-30 minutes, 31-45 minutes, 46-60 minutes, More than 60 minutes)	Calculate the percentage of participants whose travel time is less than 15 minutes. <u>Formula: (Number of participants with travel time <15 min / Total participants) × 100</u>
Satisfaction with Distribution Location: Increase satisfaction	Question #: How satisfied are you with the location of the distribution site? (Options: Very Satisfied, Satisfied, Neutral,	Calculate the percentage of beneficiaries who are satisfied with the location. <u>Formula: (Number of respondents who answered Very Satisfied or Satisfied) / Total respondents × 100</u>

Indicator	Questions in the PDM tool	Analysis Methodology
with distribution location to 90% of respondents by addressing feedback by the next distribution cycle.	Dissatisfied, Very Dissatisfied) Question #: Please share any suggestions for improving the location of the distribution site. (Open-ended)	Review open-ended feedback to identify improvement areas
Reports of Inappropriate Demands at Distribution: Achieve a 0% report rate of favors, money, or gifts demanded at distribution sites by ?.	Question #: Have you been asked for favors, money, or gifts to receive before, during, or after assistance at the distribution site? (Options: Yes, No) Question #: If yes, please describe what was requested. (Open-ended)	Calculate the percentage of beneficiaries who report request for favors... <u>Formula: (Number of respondents reporting requests for favors/money/gifts) / Total respondents × 100</u> Review and address any reported instances immediately.
Section 3: Market Specific Indicators		
Market Visits Post Assistance: Achieve a 95% market visit rate among beneficiaries after receiving cash assistance within two months.	Question: After receiving cash assistance, did you visit the the place your normally buy things your household needs? (Yes/No)	Calculate the percentage of beneficiaries who visited the market post-assistance by dividing the number of market-visiting beneficiaries by the total number of beneficiaries surveyed. <u>Formula: (Number of beneficiaries who visited the market / Total number of beneficiaries surveyed) * 100.</u>
Safety and Comfort in Market Visits: Ensure 90% of beneficiaries report feeling safe and comfortable visiting the market within the next three months.	Do you feel safe and comfortable visiting the market? (Options: Yes, No, Sometimes - please explain)	Calculate the percentage of beneficiaries who report feeling safe and comfortable. <u>Formula: (Number of beneficiaries feeling safe and comfortable / Total number of respondents) * 100.</u>
Transportation to Market: Track and categorize transportation methods for % of market-going participants within the current program period.	What mode of transportation do you use to travel to the market? (Options: Walking, Public transport, Private vehicle, Other - please specify)	Categorize the transportation methods and determine the most common modes. Use percentages to present the information. <u>Formula: (Number of beneficiaries using each mode / Total number of market-going participants) * 100.</u>

Indicator	Questions in the PDM tool	Analysis Methodology
Market Travel Cost Reporting: Record market travel costs for % of participants by quarter-end to assess economic strain.	How much do you spend on average to travel to and from the market?	Calculate the average travel cost among participants who report this expenditure. <i>Formula: Total travel costs reported by participants / Number of participants reporting travel costs.</i>
Ability to Purchase Needed Items: By the end of the distribution cycle, ensure 85% of beneficiaries can purchase all needed items in the market	Were you able to purchase all, most, some or none of the items you needed in the market? (all, most, some or none)	Determine the percentage of beneficiaries who can purchase all needed items. <i>Formula: (Number of beneficiaries able to purchase all needed items / Total number of respondents) * 100.</i>
Section 4: MPCA Specific Indicators		
% of households who report being able to meet their basic needs as they define and prioritize them	Question: In the last (30) days, have you met the basic needs of your HH according to your priorities using the multipurpose cash assistance you received?	For this question, you need to calculate the total number of HH reporting that they answered "Yes,fully" and "Yes, most of the priority needs" and divide it by the total number of households that responded to this question. <i>Formula: Number of HH who reported "Yes,fully" and "Yes, most of the priority needs" / the total number of households who answered this question</i>
Recipients (disaggregated by sex and age) reporting that humanitarian assistance is delivered in a safe manner	Question: Did you feel safe while participating in the MPC program, including registration, receiving and spending the assistance?	For this question, you need to calculate the total number of HH reporting that they answered "Yes, fully" and "Yes, mostly" and divide it by the total number of households that responded to this question. <i>Formula: Number of HH who reported "Yes, fully" and "Yes, mostly" / the total number of households who responded to this question.</i>
% of recipients reporting that humanitarian assistance is delivered in an accessible manner	Question: To what extent are you satisfied with the process you went through to receive multi-purpose cash assistance? (using the scale 1 to 5 where 1 is Very dissatisfied, 2 is Dissatisfied, 3 is Neutral, 4 is Satisfied, 5 is Very Satisfied) Question: Do you think all people deserving were eligible to	For this question, you need to calculate the total number of HH reporting that they answered, "Very satisfied" and "Satisfied", and you calculate the percentage of households that reported both. For this question, you need to calculate the total number of HH reporting that they answered "Yes,fully" and "Yes, mostly", and you calculate the percentage of households that reported both. The final result should be the average of both percentages.

Indicator	Questions in the PDM tool	Analysis Methodology
	receive the assistance and had access to it, and no-one was excluded from the assistance?	<u>Formula:</u> Q.22: Number of HH who reported "Very satisfied" and "Satisfied" / the total number of households who answered this question, , excluding I don't know/ and Prefer not to answer. Q.29: Number of HH who reported "Yes, fully" and "Yes, mostly" / the total number of households who answered this question, , excluding I don't know/ and Prefer not to answer.
% of essential needs covered per sector	Question: How much did you spend? 1. On food 2. On WASH 3. Health....	The question covers and measures the coverage of packages of basic needs as defined by clusters with items calculated under the MEB.
#% of recipients (disaggregated by sex and age) reporting that they have been satisfied with the amount received	Question #: How much have you received? Question #: Was it enough to meet basic needs? If no, why?	Calculate the percentage of recipients satisfied with the amount received by determining how many recipients reported that the amount was sufficient to meet their basic needs. Formula: Number of households reporting "Yes" to basic needs met / Total households answering -Analyze the reasons for insufficiency by categorizing responses from Question (if no why?) and presenting them as a percentage of all responses. Formula: Number of households citing each reason / Total "No" responses to basic needs question
% of recipients (disaggregated by sex and age) reporting that humanitarian assistance is delivered in a timely manner	Question .a. (for Rapid targeting – Earthquake): 7.a. How much time in days (for Rapid targeting) passed between enrollment of your Household for this Multi-purpose cash program, and the time assistance was made available for you to be spent? Question .b (for MPCA-non-Rapid targeting): 7.b. How much time in weeks passed between enrollment of your Household for this Multi-purpose cash program, and	For these questions, calculate the following: Q.7.a: • Average number of days between enrollment and assistance. Q.7.b: • Average number of weeks between enrollment and assistance. Q.8: • The percentage of HH reporting that the waiting time is appropriate. • The percentage of HH saying that the waiting time was NOT appropriate. Q.9: • The percentage of households reporting receiving assistance at the right time. • The percentage of HH reporting they have NOT received assistance at the right time.

Indicator	Questions in the PDM tool	Analysis Methodology
	the time assistance was made available for you to be spent? Question: Do you think the waiting time between registration and the time assistance was made available for you to be spent, was appropriate? Question (for Rapid targeting): Did you receive the multi-purpose cash assistance provided by our organization at the right time for your Household?	<u>Formulas:</u> • <u>Sum of number of days / the total number of households who answered this question</u> • <u>Sum of number of weeks / the total number of households who answered this question</u> • <u>Number of households reporting waiting time is appropriate / number of households who answered either yes or no</u> • <u>Number of households reporting waiting time is NOT appropriate / number of households who answered either yes or no</u> • <u>Number of households reporting that they received assistance at the right time/number of households who answered yes or no</u> • <u>Number of households reporting that they DID NOT receive assistance at the right time/number of households who answered yes or no</u>
% HHs reporting to be satisfied with participation in the program	Question: To what extent are you satisfied with the process you went through to receive multi-purpose cash assistance? (using the scale 1 to 5 where 1 is Very dissatisfied, 2 is Dissatisfied, 3 is Neutral, 4 is Satisfied, 5 is Very Satisfied)	For this question, you need to calculate the total number of HH reporting that they answered "Very satisfied" and "Satisfied", and you calculate the percentage of HH <i>who answered this question excluding I don't know and Prefer not to answer.</i>
% HHs reporting to be satisfied with cash as modality of assistance.	Question #: Are you satisfied with cash as modality of assistance?	For this question, you need to calculate the total number of HH reporting that they answered "Yes" and divide it by the total number of households that responded to this question. <u>Formula: Number of households reporting "Yes" / number of households who answered either yes or no.</u>
% HHs reporting to be aware of the ways to provide feedback or leave a complaint.	Question #: Did the organization provide you with information about how to reach the organization in case of questions, challenges, suggestions or complaints?	For this question, you need to calculate the total number of HH reporting that they answered "Yes" and divide it by the total number of households that responded to this question. <u>Formula: Number of households reporting "Yes" / number of households who answered either yes or no</u>

Indicator	Questions in the PDM tool	Analysis Methodology
Sector Specific Indicators		
Food Security and Livelihoods		
% essential food needs covered	Question #.a.: Please indicate to what extent you could cover your household monthly essential needs (after you received the assistance) with your total household income including multi-purpose cash assistance, per sector.	<i>The question covers and measures the coverage of packages of basic needs as defined by clusters with items calculated under the MEB.</i> <i>The analysis will examine the percentage of HH who answered per area and the average nationally. Both analyses can be performed by calculating weighted average = $\Sigma (\# \text{ of HH in category} * \text{respective \%}) / \text{Total \# of HH who answered the question group}$.</i> <i>This question is meant to indicate the coverage of needs with all income and, as such, might only partially indicate the impact that MPCA had on the coverage of needs. The household also indicates their perception of needs coverage and not the reality.</i> <i>Example of calculation:</i> ● 98 households with covered needs at 0% ● 89 households with covered needs at 10% ● 725 households at 25% ● 882 households at 50% ● 1692 households at 75% ● 381 households at 90% ● 1443 households at 100% <i>Weighted Average=</i> $((98 \times 0\%) + (89 \times 10\%) + (725 \times 25\%) + (882 \times 50\%) + (1692 \times 75\%) + (381 \times 90\%) + (1443 \times 100\%)) / (98 + 89 + 725 + 882 + 1692 + 381 + 1443) = 3686,05 / 5310 = 69,42\%$
Reduced Coping Strategies Index (rCSI)	Question 31: Reduced Coping Strategies Index (rCSI): During the last 7 days, were there days (and, if so, how many) when your household had to employ one of the following strategies (to cope with a lack of food or money to buy it)?	<i>The Reduced Coping Strategies Index (rCSI) is used primarily in food security analysis to measure the frequency and severity of households' coping strategies when they do not have enough food or money to buy food. A respondent is asked to provide the number of days from 0 (in case an HH didn't apply the strategy) to 7 (in case they applied the individual strategy daily) for each of the five methods.</i> <i>Each type of coping strategy is assigned a weight based on its severity:</i> 1. Relied on less preferred, less expensive food

Indicator	Questions in the PDM tool	Analysis Methodology
		(weight 1). 2. Borrowed food or relied on help from friends or relatives (weight 2). 3. Reduced the number of meals eaten daily (weight 1). 4. Reduced portion size of meals (weight 1). 5. Reduced the quantities consumed by adults/mothers for young children (weight 3). For each household, multiply the frequency of each coping strategy by its assigned weight and sum these products to get the household's rCSI score. <u>Formula:</u> $rCSI = \sum (\text{Frequency of Strategy} \times \text{Weight of Strategy})$ Higher scores indicate higher reliance on coping strategies and, thus, greater food insecurity. For reporting, each partner will report on the number of answers per number of days for each consumption-based strategy to enable better analysis of each coping strategy.
Shelter		
% of HHs reporting further Shelter assistance needed.	Question 17.a. What were the prioritized shelter needs your Household couldn't meet?	The question measures the remaining Shelter&NFI needs. For this question, you will analyze reported remaining needs by the number of households, per need: - Household non-food items - our HH needs additional cash for non-food items (to buy reinforced bags, bed linen sets, blankets, towel sets, kitchen set, jerry can, bucket) - Household non-food items - our HH needs additional provision of non-food items in-kind (physical delivery of reinforced bags, bed linen sets, blankets, towel sets, kitchen set, jerry can, bucket) - Utilities - our HH needs additional cash for utilities (electricity, water, heating, etc.) - Renovation - our HH needs additional cash for shelter repairs - Renovation - our HH needs provision of shelter repair support - Additional cash for rent The analysis should be done on each item and the number of HH who reported unmet needs. <u>Formula:</u> $\text{Number of HH reporting remaining need} / \text{Number of households who answered this question.}$

Indicator	Questions in the PDM tool	Analysis Methodology
WASH		
% essential needs in hygiene items, domestic cleaning items and drinking water covered	Question #: Please indicate to what extent you could cover your household monthly essential needs (after you received the assistance) with your total household income including multi-purpose cash assistance, per sector: Water, Hygiene and Sanitation Including: - Personal hygiene items (toothpaste, soap, shampoo, toilet paper, menstrual pads, baby diapers) - Domestic cleaning items (sponges, dishwashing soap, etc) - Drinking safe water	<u>Check guidance under the Food Security and Livelihoods section.</u>
% HHs reporting being able to find necessary hygiene items on the market	Question #: Which immediate items and services you needed were not available to purchase?	<u>Check guidance under the Shelter section.</u>
Health		
% essential healthcare needs covered, including: - Medicine - Healthcare services and treatment - Assistive products (hearing aid, chairs, etc) - Transportation to or lodging at healthcare facilities or pharmacies	Question #: Please indicate to what extent you could cover your household monthly essential needs (after you received the assistance) with your total household income including multi-purpose cash assistance, per sector.	<u>Check guidance under the Food Security and Livelihoods section.</u>
% HHs reporting being able to find necessary basic	Question #: Which immediate items and services you needed were not	<u>Check guidance under the Shelter section.</u>

Indicator	Questions in the PDM tool	Analysis Methodology
medication for HH members, assistive products and healthcare services when necessary	available to purchase?	
% HHs who 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	Question #: In the past 30 days, did you or any of your household members have to employ one of the following strategies to cope with the lack of money to meet your healthcare needs?	These two indicators will be captured through one-question mapping coping strategies, with one delaying or not seeking care when having a medical health issue. For analysis, follow the instructions below: • % of HHs who 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 - this can be calculated by dividing the number of households that answered with delay seeking the desired health care by the total number of households that answered the question. <u>Formula:</u> Number of households reporting delays / Number of households that responded to the question • % of people employing health coping strategies - this can be calculated by dividing the number of households that answered each question by the total number of households that responded, excluding Prefer not to answer. <u>Formula:</u> Total number of households employing any coping strategy / Number of households that were surveyed Number of households reporting to use a coping strategy / Number of households that answered the question (for each answer).
% of people employing health coping strategies		
Child Protection		
% HHs receiving MPC where at least one child in the household is engaged in child labour [due to financial vulnerability].	Question #: Are there any children under the age of 18 living in your household? (Yes/No) Question #: Is there any child in the household engaged in work that they do not do for school or household chores? (Yes/No)	Calculate the proportion of MPCA-receiving households with at least one child engaged in child labour. Disaggregate by household socioeconomic status, geographical location, and other demographic factors. Use descriptive statistics to analyze the prevalence and types of child labour. Conduct subgroup analyses to identify correlations between financial vulnerability and child labour engagement

Indicator	Questions in the PDM tool	Analysis Methodology
	Question #: What type of work does the child engage in? [Open-ended or multiple choice: agricultural work, domestic work, street work, others] Question #: Is the child's work primarily due to financial needs of the household? (Yes/No/Not sure) Question #: Do you believe this child's work is influenced by the household's financial situation? (Yes/No) Question #: How has receiving MPCA affected the child's involvement in work? [Open-ended or Likert scale]	
% HHs reporting child separation from caregiver (including because of work-related migration) [due to financial vulnerability].	Question #: Are there any children under 18 years in your household? (Yes/No) Question #: Have any children in your household been separated from their primary caregiver in the past [time period]? (Yes/No) - If yes, please specify the reason for separation: ✓ Work-related migration ✓ Household economic hardship ✓ Family dispute or separation ✓ Other (please specify) Question #:	<i>Calculate the proportion of MPCA-receiving households reporting child separation from caregivers due to financial vulnerability.</i> <i>Disaggregate data by gender of the child, age, and reason for separation.</i> <i>Analyze the relationship between receipt of MPC and child separation rates using descriptive statistics.</i> <i>Conduct subgroup analyses based on household socioeconomic status, geographic location, and migration patterns.</i>

Indicator	Questions in the PDM tool	Analysis Methodology
	Is the separation of the child from the caregiver primarily due to financial difficulties? (Yes/No) Question #: How has the receipt of MPC affected the likelihood of child separation or migration? (Open-ended or scaled response)	
% HHs 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].	Question #: Has any child (under age 18) in your household been married or entered into a union since you began receiving MPC? [Yes/No] Question #: Was any child in your household married or in union before reaching age 18? [Yes/No] Question #: For children married before age 15, is this marriage due to financial reasons or economic vulnerability? [Yes/No/Not sure]	<i>Determine the percentage of households reporting child marriage during the MPC period.</i> <i>Disaggregate data by gender of the child (if available), and by whether the marriage occurred before age 18 and before age 15.</i> <i>Analyze how many cases attribute marriage to financial vulnerability, helping identify if economic factors are influencing child marriage during program participation.</i>
NFI		
% HHs reporting being able to find essential non-food items (blankets, bedlinen, kitchen set, etc.)	Question #: During the past month, were you able to find the essential non-food items (such as blankets, bedlinen, kitchen sets, etc.) that your household needed? [Yes/No]	<i>Determine the percentage of households that report being able to find essential NFI items.</i>

Indicator	Questions in the PDM tool	Analysis Methodology
% essential NFI needs covered	Question #: Does your household currently have all the essential non-food items needed? [Yes/No] Question #: If not, which essential items are missing or difficult to obtain? [Open-ended or multiple choice: blankets, bedlinen, kitchen sets, other]	<i>Calculate the percentage that have all needs covered</i> <i>Use qualitative responses about missing items to understand specific needs or supply gaps affecting households.</i>

Data Collection Methods

This PDM Tool is a tool for **household surveys**, not for Focus Group Discussions (FGDs). Partners may decide to undertake data collection face-to-face, meeting beneficiaries in person, remotely by phone, or applying mixed data collection methods, surveying some part of the sample face-to-face and the remaining part by phone.

Wherever possible, partners are not recommended to use online PDM forms shared with beneficiaries by link to complete them independently. It may not ensure proper understanding and consistency, leading to misinterpretation of results and false outcomes.

KoboForm Data Collection Template

You can find the KoboForm WFP template and Mercy Corps template on MIMU website. To start using the template, please follow the steps below:

1. Download the template from MIMU website.
2. Open [KoboToolBox](#), and while you are on the project list view, click the blue button labeled "NEW."
3. Click Upload an XLSForm.
4. Choose the Excel file and wait until it uploads.
5. Confirm the project details and click "CREATE PROJECT."
6. You can click the view form button (a little eye icon) to preview your form.

After uploading the form, you can edit it using the KoboToolBox editor online or edit the Excel file before uploading it. For more information on how to use KoboToolBox, please check the documentation [here](#).

Sampling

The sample for the PDM should consist of newly included beneficiaries who have recently received their first cash transfer. The sample should be pulled from the agency's overall caseload. While we want to ensure flexibility for internal and donor requirements to be met regarding sampling methods that ensure representativeness, simple random sampling is recommended and used based on the following assumptions:

- The Confidence Interval (C.I.) should equal 95%.
- The margin of error is 5%.
- Design effect at 1%.
- Estimated % of the population exhibiting the characteristics of interest: 50%.
- Non-response rate (NRR): 30% of household visits and 40% of phone surveys.

Based on the assumptions above, you can calculate the necessary total sample size by inputting these assumptions, along with the total caseload, into an online sample size calculator (e.g., <http://www.raosoft.com/samplesize.html>), but excluding the Non-Response Rate (NRR). To account for the NRR in the required sample, the calculated sample size should be adjusted by dividing it by the response rate. For instance, if there is a caseload of 1000, inputting these assumptions into the calculator will indicate a needed sample size of 278. To adjust for a response rate of 70%, this number is then divided by 0.70, yielding a final sample size of appr. 397.

By incorporating the NRR directly into the sample size calculation, there is no need to account for households that cannot be reached later. This approach helps to minimize biases associated with non-response.

Frequency

It is recommended that PDM studies be conducted **between one and two months after the MPC distribution** to ensure the respondents can use the assistance and recall the details of the whole program participation process. This applies to one-off payments covering three months of assistance and monthly payments.

Reporting

As a part of the revised package, a reporting tool was developed to be used by partners to report quarterly their PDM data for a joint PDM analysis to be carried out by the Cash Working Group (CMWG) for a joint understanding of programmatic outcomes and any need for coordinated adjustments of multipurpose cash programming agreements and tools.



All partners must report PDM results using this template. Partners should submit reports on the **10th** of each of the following months: **April, July, October, and January**.

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