

## Lebanon PSEA Network Sector SEA Prevention and Mitigation Checklist

*This checklist is designed to be used for the assessment/observation of operations to identify, prevent, and mitigate potential SEA and SEA risk factors in field activities, including sectoral response activities. The 'check-list' includes basic recommendations on measures to take to mitigate SEA risks. The Lebanon PSEA Network is available to provide technical assistance and support in helping to address identified gaps/risks.*

<b>Date of Observation/Assessment:</b>	
<b>Name of Agency/Organisation:</b>	
<b>Name of Observing Staff:</b>	
<b>Governorate:</b>	
<b>District:</b>	
<b>Municipality</b>	
<b>Community/Village:</b>	
<b>ITS</b>	
Type of Site:	Urban, rural, official camp, informal settlement, area of new displacement, other
Site Name:	

**In the following sections, complete all relevant sections for the service/activities you are observing on this date.**

**For each statement, tick the box which corresponds to “yes” or “no.” If a particular activity is not being observed, select “not applicable.”**

### FOOD / HYGIENE / BASIC ASSISTANCE IN-KIND DISTRIBUTION

1	Food distributions take place in an open, safe space.		
	Yes	No	Not Applicable
	<i>Recommendations to mitigate SEA risks/gaps</i> - <i>Ensure aid is distributed in a safe, open location</i>		

	<ul style="list-style-type: none"> <li>- <i>Ensure oversight of distributions by aid workers who are trained on SEA; ensure female aid workers are present</i></li> <li>- <i>Provide assistance at pre-determined times and ensure this is communicated in advance to affected people</i></li> </ul>		
2	How are affected people, including women, girls and other 'at risk groups' accessing the distribution site; do they need transportation to get there (e.g. taxi or public transportation), or do they need to walk long distance to get there?		
	No	Yes	Not Applicable
	<p><i>Recommendations to address gaps/risks</i></p> <ul style="list-style-type: none"> <li>- <i>Provide transportation to the distribution site for women and girls, persons with disabilities and other 'at risk' groups (taxi drivers are often cited as perpetrators of SEA)</i></li> <li>- <i>Consider setting up an accompaniment system for women and girls to access sites</i></li> </ul>		
3	There are separate distribution lines for male and female beneficiaries.		
	Yes	No	Not Applicable
	<p><i>Recommendations to address gaps/risks</i></p> <ul style="list-style-type: none"> <li>- <i>Organise aid distributions in separate lines</i></li> <li>- <i>Consider providing assistance to males / females at separate times</i></li> <li>- <i>Consider providing assistance separately at set times for families</i></li> </ul>		
4	There are humanitarian staff (both male and female) at the distribution site monitoring the distribution process		
	Yes	No	Not Applicable
	<p><i>Recommendations to address gaps/risks</i></p> <ul style="list-style-type: none"> <li>- <i>Ensure oversight of distributions by aid workers who are trained on PSEA, Codes of Conduct and how/where to report misconduct</i></li> <li>- <i>Ensure field level PSEA Focal Points in distribution teams and/or that staff involved in distributions know how to report or refer any PSEA allegations received</i></li> <li>- <i>Deploy gender balanced teams to support projects for disaster-affected communities</i></li> <li>- <i>Consider wearing clearly marked organization logos on shirts/jackets/caps for ease of identity by beneficiaries</i></li> </ul>		
5	There are female staff present at the distribution site and involved in the distribution process, as well as monitoring.		

	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Ensure female aid workers are present and involved in all in-kind distributions always</i></li> </ul>		
6	If challenges and issues arose during distribution, they were handled by more than one person, and with the presence of a female employee if the beneficiary was a female.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Train frontline aid workers on PSEA</i></li> <li>- <i>Ensure female aid workers are present and involved in the resolution of the challenge(s)</i></li> <li>- <i>Sensitize affected communities on PSEA and who/where to report</i></li> </ul>		
7.	Is the distribution accessible by these groups? a) Women and girls b) Children c) Elderly Persons d) Persons with Disabilities e) gender minority groups f) LGBTI individuals g) Other vulnerable groups, please specify  <b><i>If no/or partial, please explain:</i></b>		
	a) Yes	No	Not Applicable
	b) Yes	No	Not Applicable
	c) Yes	No	Not Applicable
	d) Yes	No	Not Applicable
	e) Yes	No	Not Applicable
	f) Yes	No	Not Applicable
	g) Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>For persons who are not able to access distribution sites (e.g. older persons, persons with physical impairments, etc.) consider providing assistance at home, ensuring female aid workers are present</i></li> </ul>		

	- <i>Consider providing transportation to distribution sites, where possible/applicable</i>		
8.	Did you observe the following at the distribution point? a) clear information on the timing and content of distribution b) clear procedures/information regarding the loss of a ration card c) information that aid is free d) PSEA awareness materials (such as posters and pamphlets) and reporting hotline is visible to beneficiaries at the health facility.		
	a) Yes	No	Not Applicable
	b) Yes	No	Not Applicable
	c) yes	No	Not Applicable
	d) Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> - <i>Ensure clear information is provided before and during the distribution</i> - <i>For those who have lost their cards, provide information on how to replace it before, during and after distributions</i> - <i>Provide information on distributions being free before, during and after distributions</i> - <i>Ensure beneficiaries know how and where to provide feedback/complaints on the distribution and beyond</i>		
9.	Do you see any unofficial aid workers (ie, voluntary committees, new actors) providing relief without identification, vests?		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> - <i>Support other new humanitarian actors by reminding them to identify themselves with vest, badges or otherwise given its critically for the rights of the beneficiary.</i> - <i>Report any suspicious activities that may indicate SEA</i>		
<b>SHELTER/ Non-Food Items (NFIs)</b>			
1.	Do you observe the following practices to ensure the safety of shelter for residents? a) There are signs and lights in construction areas b) Contactors are working only when beneficiaries are not in their shelters c) Implementing Partner team members are present		
	a) Yes	No	Occasionally Not Applicable
	b) Yes	No	Occasionally No Applicable

	c) Yes	No	Occasionally	Not Applicable
	If no or occasional, please explain:			
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- Post signs on ongoing construction and ensure proper lighting in these sites</li> <li>- Alert communities to avoid construction areas</li> <li>- Ensure implementing partners are present to take care of any eventualities</li> </ul>			
2.	Do you observe the following practices to ensure the privacy of shelter for residents? a) Vulnerable groups (such as women and girls, children, elderly persons, persons with disabilities, LGBTIs) are given alternative shelter arrangements during shelter construction/repair activities b) Shelter units are not crowded (follow Sphere Standards)			
	a) Yes	No	Not Applicable	
	b) Yes	No	Not Applicable	
	If no, please explain:			
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- Ensure alternative shelter is provided to people affected by the crisis as their homes get repaired</li> <li>- Ensure alternative shelter is safe and well lit</li> <li>- Sensitize the community on PSEA</li> </ul>			
3.	Do you observe easy access to shelter by the following groups (for example the presence of ramps for persons with disabilities)? a) Women and girls b) Children c) Elderly Persons d) Persons with Disabilities e) LGBTQ + groups e) Other: please specify			
	a) Yes	No	Not Applicable	
	b) Yes	No	Not Applicable	
	c) Yes	No	Not Applicable	
	d) Yes	No	Not Applicable	
	e) Yes	No	Not Applicable	
	If no, please explain:			
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- Identify people with special needs before project implementation to response appropriately</li> </ul>			

	<ul style="list-style-type: none"> <li>- <i>Ensure easy and appropriate access to shelters for people with disabilities</i></li> <li>- <i>Sensitize all groups on PSEA</i></li> </ul>		
4.	<p>Do you observe any of the following inappropriate behavior towards beneficiaries?</p> <p>a) Direct contact between implementing partners' teams or contractors/contractor workers with children in the absence of parent/guardian</p> <p>b) Direct contact between implementing partners' teams (especially males) or contractors/contractor workers with teenage females</p> <p>c) Behaviors of intimidation or violence towards beneficiaries</p>		
	a) Yes	No	Not Applicable
	b) Yes	No	Not Applicable
	c) Yes	No	Not Applicable
	If yes, please explain:		
	<p><i>Recommendations to address gaps/risks</i></p> <ul style="list-style-type: none"> <li>- <i>Alert children/ female youth not to mingle with male contractors – alert them on potential dangers</i></li> <li>- <i>Alert beneficiaries on intimidation and inappropriate behavior among those providing assistance</i></li> <li>- <i>Provide communities with contacts they can use to report inappropriate behavior</i></li> <li>- <i>Remind contractors of their obligation to act professionally and the consequences of SEA</i></li> </ul>		
5.	As needed, the agency distributes additional plastic sheeting and other construction materials for privacy and safety needs.		
	Yes	No	Not applicable
	<p><i>Recommendations to address gaps/risks</i></p> <ul style="list-style-type: none"> <li>- <i>Have contingency plastic sheets or other construction materials to beef up privacy and safety of those most vulnerable</i></li> </ul>		
6.	Shelter activities that involve direct contact with beneficiaries (and especially high-risk activities such as off-site shelter repair projects) are carried out by a team with a female staff member and/or are closely supervised.		
	Yes	No	Not Applicable
	<p><i>Recommendations to address gaps/risks</i></p> <ul style="list-style-type: none"> <li>- <i>Ensure close supervision of off-site shelter projects</i></li> <li>- <i>Remind contractors of their obligation to PSEA</i></li> <li>- <i>Remind communities involved how and where to report SEA when it happens.</i></li> </ul>		
8.	Full lighting, including at night, is provided on key access routes and at key facilities.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i>		

	<ul style="list-style-type: none"> <li>- <i>Provide lighting in key routes and facilities</i></li> <li>- <i>Ensure essential installations like latrines/toilets are accessible and path well lit</i></li> <li>- <i>Encourage females to access facilities accompanied whenever possible</i></li> </ul>		
9.	Did you observe the following at the shelter site? a) clear information on how shelter is allocated b) information that aid is free c) PSEA awareness materials (such as posters and pamphlets) and reporting hotline is visible to beneficiaries at the health facility.		
	a) Yes	No	Not Applicable
	b) Yes	No	Not Applicable
	c) Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Provide information on how shelter/materials are allocated – by whom and when</i></li> <li>- <i>Remind beneficiaries that humanitarian aid is free</i></li> <li>- <i>Remind contractors of their obligation to PSEA and consequences if not adhered to</i></li> <li>- <i>Provide information on posters etc on how affected people can report PSEA/other complaints</i></li> </ul>		
10.	Do you see any unofficial aid workers (ie, voluntary committees, new actors) providing relief without identification, vests?		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Support other new humanitarian actors by reminding them to identify themselves with vest, badges or otherwise given its critically for the rights of the beneficiary.</i></li> <li>- <i>Sensitize communities to report any suspicious activities that may indicate SEA</i></li> </ul>		
11.	PSEA awareness materials (such as posters and pamphlets) and reporting hotline is visible to beneficiaries at the shelter site.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Provide information on how to report SEA in their g locations</i></li> </ul>		
<b>Water Sanitation and Hygiene (WASH)</b>			
1	Water points, latrines, and other WASH facilities are in secure areas (not remote, close to shelter/services, with privacy).		
	Yes	No	Not Applicable
	If no, please describe:		

	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- Consult with communities on where they want location of WASH facilities – this will ensure their use</li> <li>- Provide smooth access to the facilities and lighting along the path during the night</li> <li>- Encourage particularly females to access the facilities in twos when possible especially at night</li> </ul>		
2.	Water points, latrines, and other WASH facilities are easily accessible from shelter areas, schools, medical clinics, etc.		
	Yes	No	Not Applicable
	If no, please describe:		
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- Consult with community/schools on where they want location of WASH facilities – this will ensure their use</li> <li>- Provide smooth access to the facilities and lighting along the path during the night</li> <li>- Encourage particularly females to access the facilities in twos when possible especially during the night</li> </ul>		
3.	Latrines and other sanitary facilities including bathing areas are well demarcated and separated, with separate entries for men and women.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- Provide smooth access to the facilities and lighting along the path during the night</li> <li>- Provide clear labels for men and women facilities</li> <li>- Ensure facilities are in separate areas for men and women</li> </ul>		
4.	Latrines and other sanitary facilities can be locked from inside.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- Procure good quality materials to ensure safety and comfort for beneficiaries</li> </ul>		
5.	There is monitoring of queues at water points by staff (male and female) to ensure security.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- Considering that most often women and children collect water, talk to them directly about the safety of the location and the routes to the location.</li> <li>- Remind them of who to call in case of SEA</li> <li>- Ensure both female and male staff members are on site to support smooth access to water points</li> </ul>		



6.	Special measures are in place to ensure provision of water to those with access/movement difficulties (elderly persons, persons with disabilities, women and girls, child-headed households, LGBTI individuals).		
	Yes	No	Not Applicable
	<p><i>Recommendations to address gaps/risks</i></p> <ul style="list-style-type: none"> <li>- <i>Make access paths smooth and fit ramps for wheelchair access. Consider different physical disabilities. Hand pedal wheelchairs require more space. Artificial limbs may make even relatively short distances difficult.</i></li> <li>- <i>Talk to persons with physical disabilities about what solutions would best fit their needs.</i></li> <li>- <i>Install handlebars and removable seats in latrines for persons with disabilities.</i></li> <li>- <i>Provide bed pans for bed-ridden individuals.</i></li> <li>- <i>If some cannot access the services, ensure that special arrangements are made to bring water to them. It should not be assumed that friends and family will do it, as this can result in children being forced to carry heavy jerrycans.</i></li> </ul>		
7.	Did you observe the following at the public WASH facility? a) information that aid is free b) PSEA awareness materials (such as posters and pamphlets) and reporting hotline is visible to beneficiaries at the health facility.		
	a) Yes	No	Not Applicable
	b) Yes	No	Not Applicable
	<p><i>Recommendations to address gaps/risks</i></p> <ul style="list-style-type: none"> <li>- <i>Provide information on how shelter/materials are allocated – by whom and when</i></li> <li>- <i>Remind beneficiaries that humanitarian aid is free</i></li> <li>- <i>Remind contractors of their obligation to PSEA and consequences if not adhered to</i></li> <li>- <i>Provide information – posters etc on how affected people can report PSEA/other complaints</i></li> </ul>		
8.	PSEA awareness materials (such as posters and pamphlets) and reporting hotline is visible to beneficiaries at the WASH facility.		
	Yes	No	Not Applicable
	<p><i>Recommendations to address gaps/risks</i></p> <ul style="list-style-type: none"> <li>- <i>Provide information on what SEA is how to report on it at water points and all relevant areas</i></li> </ul>		
9.	Do you see any unofficial aid workers (ie, voluntary committees, new actors) providing relief without identification, vests?		
	Yes	No	Not Applicable
	<p><i>Recommendations to address gaps/risks</i></p> <ul style="list-style-type: none"> <li>- <i>Support other new humanitarian actors by reminding them to identify themselves with vest, badges or otherwise given its critically for the rights of the beneficiary.</i></li> <li>- <i>Report any suspicious activities that may indicate SEA</i></li> </ul>		

HEALTH			
1.	The health facility is easily accessible to women and girls, the elderly, LGBTI, people living with disabilities and other marginalized groups.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- Provide directions to the nearest health facility for all affected people</li> <li>- Ensure health facility is not too far from communities in need</li> <li>- Ensure health facility does not discriminate against LGBTIQ+ persons</li> <li>-</li> </ul>		
2.	There are female medical staff present at the health facility.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- Medical examinations and treatments are performed by staff trained in SEA and/or GBV, ideally from the same gender as those in need of the services. Provide an option to be attended to by a male or female medical personnel.</li> <li>- Alternatively, another medical professional of the same gender is present</li> </ul>		
3.	Examination and consultations are carried out in a private and confidential space and personal information is maintained confidentially.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- Ensure maintenance of confidentiality by staff members in the health facility to create trust among those being treated</li> </ul>		
4.	Confidential complaint mechanisms (confidential complaint box, PSEA reporting hotline via phone or email, and others) are available to both men and women.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- Ensure there are mechanisms through which men and women can confidentially channel their opinions on how to improve or make health services more accessible to survivors.</li> </ul>		
5.	Did you observe the following at the health facility? a) information that aid is free		

	b) information on available complaint mechanisms c) PSEA awareness materials (such as posters and pamphlets) and reporting hotline is visible to beneficiaries at the health facility.		
	a) Yes	No	Not Applicable
	b) Yes	No	Not Applicable
	c) Yes	No	Not Applicable
	<p><i>Recommendations to address gaps/risks</i></p> <ul style="list-style-type: none"> <li>- <i>The agency/organization has intensified the dissemination of information and promotion of the use of health services using relevant communication channels (radio, TV, social media, etc). and locations/facilities e.g. schools, health and social clubs, peer education, and community health workers.</i></li> <li>- <i>At all health facilities clear information is provided that aid is free; what complaints mechanisms exist.</i></li> <li>- <i>Provide information – posters etc on how affected people can report PSEA/other complaints</i></li> </ul>		
6.	Do you see any unofficial aid workers (ie, voluntary committees, new actors) providing relief without identification, vests?		
	Yes	No	Not Applicable
	<p><i>Recommendations to address gaps/risks</i></p> <ul style="list-style-type: none"> <li>- <i>Support other new humanitarian actors by reminding them to identify themselves with vest, badges or otherwise given its critically for the rights of the beneficiary.</i></li> <li>- <i>Report any suspicious activities that may indicate SEA</i></li> </ul>		
<b>PROTECTION</b>			
1.	Are activities provided in a safe and secure environment, accessible for all, including persons with disabilities?		
	Yes	No	Not Applicable
	<p><i>Recommendations to address gaps/risks</i></p> <ul style="list-style-type: none"> <li>- <i>Ensure all categories of people are consulted and responded to as appropriate according to their specific I needs</i></li> <li>- <i>Identify risks for each category and mitigate the risks through appropriate response</i></li> </ul>		
	If no, please explain:		
2.	Do you observe staff making or receiving referrals for protection services (including specialized protection services such as child protection and gender-based violence)?		
	Yes	No	Not Applicable

	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Ensure well trained staff members (female and male) and well versed with protection issues attend to special needs of those affected and can refer cases through appropriate channels for further assistance</i></li> <li>- <i>Train and invest in dedicated PSEA personnel to handle SEA cases with the organization</i></li> </ul>		
3.	All case management services are carried out in a safe and confidential space (in person or remotely) that protects privacy.		
	Yes	No	Not Applicable
	If no, please explain:		
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Trained and qualified PSEA/Protection personnel to handle SEA cases and maintain confidentiality of the affected persons</i></li> <li>- <i>Create awareness on where SEA cases should be reported – a clear and accessible complaints and feedback mechanism</i></li> <li>- <i>Ensure a quick turnaround on cases reported to the organization</i></li> </ul>		
4.	As far as possible, male and female staff are present in protection teams.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Ensure gender balance when recruiting PSEA/Protection personnel</i></li> <li>- <i>Deploy gender balanced teams to support projects for disaster-affected communities</i></li> </ul>		
7	For any protection related activities (such as awareness raising sessions, community consultations, FGDs), PSEA awareness materials (such as pamphlets/banners) and reporting hotline is visible/provided to beneficiaries.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Create awareness on SEA/protection concerns among disaster-affected communities</i></li> <li>- <i>Use all possible channels of communication to provide vital information to reach as many people as possible</i></li> <li>- <i>Post contacts of CFM in all possible places and encourage communities to report SEA</i></li> </ul>		
8.	Do you see any unofficial aid workers (ie, voluntary committees, new actors) providing relief without identification, vests?		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Support other new humanitarian actors by reminding them to identify themselves with vest, badges or otherwise given its critically for the rights of the beneficiary.</i></li> <li>- <i>Provide information/posters etc on how affected people can report any suspicious activities that may indicate SEA/other complaints</i></li> </ul>		
<b>CASH-BASED INTERVENTIONS</b>			

1.	Humanitarian (implementing partner) staff (male and female) are present and oversee the cash-based interviews assessment process.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Ensure oversight of distributions by aid workers who are trained on PSEA, Codes of Conduct and how/where to report misconduct</i></li> <li>- <i>Ensure field level PSEA Focal Points in distribution teams and/or that staff involved in distributions know how to report or refer any PSEA allegations received</i></li> <li>- <i>Consider wearing clearly marked organization logos on shirts/jackets/caps for ease of identity by beneficiaries</i></li> <li>- <i>Ensure cash mechanisms are established which do not favor providing to male recipients/male HH, and provide to women directly</i></li> </ul>		
2.	Female humanitarian (implementing partner) staff are present and involved in the cash-based assessment process.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Ensure availability of female staff to handle gender-related concerns</i></li> </ul>		
3.	Is the CBI assessment accessible by these groups?		
	a) Women and girls		
	b) Children		
	c) Elderly Persons		
	d) Persons with Disabilities		
	e) LGBTI individuals		
	f) Other groups		
	a) Yes	No	Not Applicable
	b) Yes	No	Not Applicable
	c) Yes	No	Not Applicable
	d) Yes	No	Not Applicable
	e) Yes	No	Not Applicable
	If no, please explain		
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Conduct assessments before distributions to understand the dynamics of different groups</i></li> <li>- <i>Ensure the needs of men, women, boys and girls, the elderly and those with disabilities and LGBTI individuals are catered for</i></li> </ul>		
4.	Cash distributions take place in a safe and secure place		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Ensure information is availed to disaster affected communities when and how distribution will take place</i></li> </ul>		

	<ul style="list-style-type: none"> <li>- <i>Sensitize beneficiaries on safety, risks of handling cash when they receive it</i></li> <li>- <i>Identify safe and secure areas to distribute cash to avoid doing more harm</i></li> </ul>		
5.	Humanitarian implementing partner staff (male and female) are present and oversee the cash-based interview process		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Ensure oversight of distributions by aid workers who are trained on PSEA, Codes of Conduct and how/where to report misconduct</i></li> <li>- <i>Ensure field level PSEA Focal Points in distribution teams and/or that staff involved in distributions know how to report or refer any PSEA allegations received</i></li> <li>- <i>Consider wearing clearly marked organization logos on shirts/jackets/caps for ease of identity by beneficiaries</i></li> </ul>		
6.	Female humanitarian (IP) staff are present and oversee the cash-based interview distribution process. <i>(for example, if there is a problem/issue during distribution and the beneficiary is a female, there is a female staff member who can assist the beneficiary)</i>		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Ensure availability of female staff to handle gender-related concerns</i></li> </ul>		
7.	Is the distribution accessible by these groups? a) Women and girls b) Children c) Elderly Persons d) Persons with Disabilities e) LGBTI individuals f) Other		
	a) Yes	No	Not Applicable
	b) Yes	No	Not Applicable
	c) Yes	No	Not Applicable
	d) Yes	No	Not Applicable
	e) Yes	No	Not Applicable
	If no, please explain:		
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Conduct assessments before distributions to understand the dynamics of different groups</i></li> <li>- <i>Ensure the needs of men, women, boys and girls, the elderly and those with disabilities are catered for</i></li> </ul>		
8.	Did you observe the following at the distribution point?		

	a) clear information on the timing, conditions, and content/amount of distribution b) clear procedures/information regarding the loss of a beneficiary card c) information that aid is free d) PSEA awareness materials (such as posters and pamphlets) and reporting hotline is visible to beneficiaries at the health facility.		
	a) Yes	No	Not Applicable
	b) Yes	No	Not Applicable
	c) Yes	No	Not Applicable
	d) Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Ensure clear information is provided before and during the distribution</i></li> <li>- <i>For those who have lost their cards, provide information on how to replace it before, during and after distributions</i></li> <li>- <i>Provide information on distributions being free before, during and after distributions</i></li> <li>- <i>Ensure beneficiaries know how and where to provide feedback/complaints on PSEA/distribution and other complaints</i></li> </ul>		
9.	PSEA awareness materials (such as posters and pamphlets) and reporting hotline are visible to beneficiaries at the assessment/distribution site.		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Provide information on how to report SEA at distribution sites</i></li> </ul>		
10.	Do you see any unofficial aid workers (ie, voluntary committees, new actors) providing relief without identification, vests?		
	Yes	No	Not Applicable
	<i>Recommendations to address gaps/risks</i> <ul style="list-style-type: none"> <li>- <i>Support other new humanitarian actors by reminding them to identify themselves with vest, badges or otherwise given its critically for the rights of the beneficiary.</i></li> <li>- <i>Report any suspicious activities that may indicate SEA</i></li> </ul>		