

POLAND

CASH WORKING GROUP – Guidance note

Post Distribution Monitoring

For the use of the MPCA for basic needs for those fleeing Ukraine in the RRP 2023 Poland: *Guidance for coordinating a commonly collected set of core set of indicators across the CWG*

In Brief: This document aims to collect a proposed list of indicators that members of the Poland Cash Working Group might wish to include in their Post Distribution Monitoring Surveys of those who received Basic Needs Assistance through Multi-Purpose Cash Assistance (MPCA) grants.

This approach, while taking feedback and lessons learned from other PDMs in other contexts, and across the region within this crisis, recognizes that there may be some specific contextual information that could be consistently collected to strengthen the response of assistance programmes in Poland, but also for the conflict-affected population more widely given the high mobility nature of the targeted population.

Overview

One of the key insights from a recent PDM conducted by PAH for those who received MPCA grants in Poland was that many respondents reported being surveyed too often and assessed. The crisis in Ukraine has been ongoing since 2014 and numerous application forms, assessments, and surveys have taken place and, as a result, the primary principle recommended below is that in conducting PDMs, organizations may wish to reduce the burden on the respondents as far as possible recognizing the stress, time, and potentially negative impact additional surveys via PDMs could have on beneficiaries. At the same time, conducting PDMs is also time consuming, involves resources, but is a standard requirement to track distributions and is considered one of the essential components for further improvement in distributions.

While organizations may have standard sets of indicators to meet their own internal and donor requirements, the Poland CWG does not wish to simply extend the list of indicators even further given already burdensome reporting and surveying requirements already in place. Instead, the intention below is whether there are some issues, themes, or qualities of the use of MPCA for Basic Needs that could be assessed more efficiently and effectively within this context that we may agree upon as a core set to be included or imbedded consistently within PDM surveys moving forward. Many of the indicators are already likely to be common, but they may require minor adjustments to improve consistency.

What Information within PDMs would be of benefit to the Poland CWG?

The recommended approach is to target information that can come out of the PDMs that could be useful for informing decision-making for the Refugee Response in the Poland context, such as:

Request for Input from Members

The Poland CWG would like to request members to add to the list the type of information they think would be valuable for humanitarian programming relevant to this response, and if they have suggested indicators. We will use this list in a subsequent Technical Sub Working Group to piece them

together into a recommended shortened and prioritized core list to come back to the General Meeting for amendments or endorsements.

Proposed Indicators:

1. # of individuals who received cash assistance
2. % of households who received correct transfer value
3. % of households who are able to correctly identify at least one of the locally available channels for raising complaints or feedback with the NGO about the cash assistance
4. % of households who report Cash as their preferred modality for assistance
5. % of households who report being able to find key items / services in the market when needed
6. % of households who report no increases in prices of key items/services over the last 4 weeks.
7. % of households who report improved living conditions
8. % of households who report reduced feelings of stress
9. % of households who report being able to meet all of the basic needs

**POST DISTRIBUTION MONITORING (PDM)
Household Survey Questions**

C. Receiving and spending the cash assistance (basic facts)

C1. How much cash did your household receive from NGO (lump-sum/round)? The question should refer to the CBI cash round or transfer value as a lumpsum		
C3. Was this the amount you were expecting to receive? <i>(Select one)</i>	Yes No	Don't know
C4. Did you receive the cash from the NGO on the day you were expecting it? <i>(Select one)</i>	Yes No	Don't know
C5. Did the person registered to receive the cash need help to withdraw or spend the cash assistance? <i>(Select one)</i>	Yes No	Don't know
C6. If Yes: Why did they need help? <i>(Select one)</i>	Limited mobility No time Did not know how to use the card Items too heavy to carry Place of withdrawal of cash not accessible No money to pay transport to withdraw/spend the cash Can't read instructions to withdraw money Instructions to withdraw are in a language I don't understand Other (specify) _____	
C7. If Yes: Who gave help? <i>(Select one)</i>	Family Member Acquaintance (friend, neighbour etc.) Distant relative	

	Stranger (e.g. person passing by on the street) Member of agency staff Bank agent/trader No one Other
C8c. IF Yes: Did they need to pay any money for this help?	Yes No Don't know
A5. Where did you go to spend the cash? <i>NOTE: Include this question if it is important to know where people are spending the money.</i> ◆ The response options may be names of market areas, rather than referencing camps. Selecting multiple options is possible.	Local market Local shop Supermarket Wholesalers ATM withdrawal
C10. Who in your household decided how the cash assistance should be spent? (Select one)	The male head of household The female head of household Both (husband and wife together) Your Father or Father-in-law Your Mother or Mother-in-law The whole household together Hosting family/person Other
C11. Was there any disagreement on use of the cash assistance? (Select one)	Yes - we disagreed a lot Some - we discussed but came to an agreement No - there was no disagreement
C12. What other sources of income or support has your household received or used in the last 4 weeks? (Tick all the apply) <i>Instructions for enumerators: This is in addition to the support from the NGO. Do not select 'NGOs/agencies' if the respondent is only receiving support from the NGO.</i>	Formal income generating activities e.g. any business or activities generating money, or salary Informal income generating activities e.g. casual /seasonal labour Savings Remittances Support from friends / family (locally) Loans (debt or credit) NGOs/agencies – giving cash support NGOs/agencies – giving material support NGOs/agencies – giving other support Other

E. Markets and prices: Can POCs find what they need, and at a price they can afford, in the markets?

E1. Were you able to find the items/services you needed in the markets / shops? (Select one) <i>Instructions for enumerators: This is asking if items were available to buy, not if they were affordable.</i> QUESTION to measure indicator 5 % of households who report being able to find key items / services in the market when needed.	Yes, everything Yes, most of them Yes, but only some of them No Don't
E1a. If some of items or No: What items/services were not available?	
E2. Has there been any increase in the price of any items/services in the last 4 weeks? (Select one) QUESTION to measure indicator 6: % of households who report no increased in prices of key items/services over the last 4 weeks.	Yes No Don't know

E2a. If yes: What items/services have increased in price?

F. Expenditure: What did people spend the money on?

F1. Out of the cash you have received from the NGO, how much have you spent already?

Instructions for enumerators: This question is asking about the last distribution of cash from NGO

- All
- More than half
- Half
- Less than half
- Don't know

F3. What did you spend the NGO cash on?

(Read out each option. Tick all that apply)

F4. Out of these items/services which did you spend the most money on, how much you spent on each category?

Instructions for enumerators: if respondents identify items/services they spent the most money on, which have not been selected under the previous question, please confirm and go back to correct the previous question.

Ideally use Top 5 expenses, IF this makes sense operationally but you may reduce the number of Top expenses.

QUESTIONS F3 and F4 to measure: Top expenditures done with the cash grant; OR Expenditures done, ranked per % of household doing the purchase

HOUSEHOLD NEEDS - ITEMS / SERVICES	Top expenses, ranked
Food	
Water	
Hygiene items	
Health costs (including medicines)	
Rent	
Shelter repair (e.g. rehabilitation, extension, materials)	
Household items (e.g. mattress, blankets, jerry can)	
Firewood / Fuel for cooking or heating	
Clothes / shoes	
Utilities and bills (e.g. electricity, water bills, phone calling credit)	
Assets for a livelihood activity (e.g. seeds, tools, farming, fishing, petty trade etc.)	
Education (e.g. school fees, uniform, books).	
Entertainment (including alcohol, cigarettes)	
Transport	
Debt repayment	
Gave some to other family members / relatives / friends	
Legal assistance / documents	
Sent money to Ukraine	
Other (Specify) _____	

F5. Did you save any of the money?

- Yes
- No
- Don't know

F5a. If Yes, how much?

F5b. What is the reason/s for saving this money?

G. Outcomes: What changes is the cash assistance contributing to in POC households?

G1. To what extent has the cash assistance from the NGO:

QUESTION to measure indicator 7*: % of households who report improved living conditions; and

indicator 8: % of households who report reduced feelings of stress

<p>G1a. Improved your living conditions? (Select one)</p>	<p>Significantly Moderately Slightly Not at all</p>
<p>G1b. Reduced feelings of stress? (Select one)</p>	<p>Significantly Moderately Slightly Not at all</p>
<p>G1c. Reduced the financial burden of your household?? (Select one)</p>	<p>Significantly Moderately Slightly Not at all</p>
<p>G2. Overall, to what extent are you currently able to meet the basic needs of your household? <i>NOTE: the term 'most pressing needs' could be used as an alternative for 'basic needs' if this is easier to understand in the context of work.</i></p> <p>QUESTION to measure indicator 9: % of households who report being able to meet all of their basic needs; AND % of households who report being able to meet more than half of their basic needs; AND % of households who report being able to meet half of their basic needs; AND % of households who report being able to meet less than half of their basic needs; AND % of households who report being able to meet none of their basic needs*</p>	<p>All More than half (but not all) Half Less than half Not at all Don't know</p> <p>(options: "All" and "More than half" are counted to calculate the indicator)</p>

G3. In the past 4 weeks has your household needed to:

Instructions for enumerators: Read aloud each strategy, and record 'yes' if the household has needed to do this in the last 4 weeks.

The exact wording of the questions listed below may be somewhat adapted to the context, but the sense of the coping strategy itself and the coding of the questions should not change. Teams can select an additional 4 *negative coping strategies*, if the below list is not comprehensive and adapted to the context. Please add as options *k, l, m* and *n* at the end of the list.

QUESTION to measure indicator : % of households reporting using one or more negative coping strategy in the last 4 weeks; AND Coping strategies used ranked per % of household using them (Optional indicator)

a. Stop a child from attending school?	Yes No
b. Sell livelihood/productive assets in order to buy food or basic goods? <i>(e.g. sold items such as a car, motorbike, plough, sewing machine, tools, seed stock, livestock, productive land)</i>	Yes No
c. Ask for money from strangers (begging)?	Yes No
d. Move to a poorer quality shelter?	Yes No
e. Send household members under the age of 16 to work?	Yes No
f. Send a member of the household to work far away?	Yes No
g. Engage in activities for money or items that you feel puts you or other members of your household at risk of harm? <i>(E.g. illegal activities, survival sex, drug dealing, early marriage, joining armed groups etc.)</i>	Yes No
h. Skip paying rent / debt repayments to meet other needs?	Yes No
i. Take out new loans or borrowed money?	Yes No
j. Reduce expenditure on hygiene items, water, baby items, health, or education in order to meet household food needs?	Yes No

I. Accountability to Affected Persons: Is the CBI intervention accountable to persons of concern? (What preferences do people have over how assistance is delivered?)

<p>I1. How did you hear about the NGO cash assistance? <i>(Select one)</i></p>	<p>Mass meetings Via relatives, neighbours, friends Via local leaders NGOs staff When visiting Help desk, reception Text (SMS) message Social media (Facebook, twitter, WhatsApp) Leaflets or other written material Other (specify) _____</p>
<p>I2. Do you know how you can report complaints and feedback on the cash assistance from the NGO? <i>(Select one)</i></p> <p><i>If no, provide information to respondents on how they can report complaints and feedback related to NGO's cash assistance.</i></p>	<p>Yes No</p>

<p>QUESTION to measure indicator 3: % of households who are able to correctly identify at least one of the locally available channels for raising complaints or feedback with the NGO about the cash assistance.</p>	
<p>I2a. If yes, how could you report complaints and receive feedback? (Tick all that apply).</p> <p>◆ Adapt response options based on the complaints and feedback channels that are available to POCs – both formal channels (that go directly to the NGO or another agency) and informal channels (that may not always reach the NGO).</p>	<p>Via local leaders Via community mobilisers Hotline Complaints desk Complaints and suggestion box Other (specify) _____ Don't know</p>
<p>I3. If the assistance could be started again would you prefer: (Select one)</p> <p>QUESTION to measure indicator 4. % of households who report Cash as their preferred modality for assistance</p>	<p>Cash Items/ in-kind (food or non-food items) Combination of cash and in-kind Other (please specify)</p>

H. Longer-Term Outcomes: Has the cash assistance helped put POC on the pathway to sustainable solutions?

<p>H1. What are your family's current movement intentions in the next 3 months?</p>	<p>Remain in present location Return to area (oblast) of origin Return to another location (oblast) inside Ukraine Move to another area (voivodship) inside Poland Move to another country Do not know - waiting to make a Decision Prefer not to say</p>
<p>H2. [If any response other than return] What conditions would need to change in Ukraine before you decided to return?</p>	<p>Total cessation of conflict Temporary ceasefire or reduction in conflict Reconstruction of shelters Reunification with family Improved livelihoods situation Other, specify _____ Prefer not to say</p>