

## Post-Distribution Monitoring (PDM) Methodology

- **Purpose.** The purpose of post-distribution monitoring (PDM) for this project is as follows:
  - To obtain community feedback on the activity, particularly on the distribution process and the ability of the beneficiaries to access the assistance.
  - To gather information usefulness on the level of satisfaction on the items distributed.
  - To understand intra-household/community dynamics with regards to accessing assistance and using the distributed items
- **Timing.** The PDM is conducted at least once after every distribution (after two weeks of distribution).
- **Methodology.** The methodologies used will very much depend on the nature and scale of the emergency response. The common methodologies used are the **household survey** (for quantitative information) and **focus group discussions** (FGDs) (for qualitative information). The FGD should be carried out after the data from the household survey is analysed, and further questions should be added to the FGD to obtain clarification from the household survey. In case of smaller/shorter responses where conducting a household survey is not necessary or feasible, the PDM can be conducted through FGDs alone.

### Household survey

- **Sample size:** An appropriate sample size should be decided on the based on the context. It is often a challenge to use a foolproof sampling method in an emergency setting. The regional desk(PQCs) can assist the response coordinator in deciding on the sample size during an emergency response.
- In the example discussed here, a total of 95 HH will be sampled for the beneficiary size of 2,000 HH. (This is equivalent to 20 HH surveys per day x 5 days).
- **Sampling method.** We will do proportional sampling for the HH level. So for example, if we work in three Communities A, B and C with 800, 750 and 450 households, then we sample for
  - Community A:  $95 \times (800/2000) = 38$  HH
  - Community B:  $95 \times (750/2000) = 35.625$  or rounded up to 36 HH
  - Community C:  $95 \times (450/2000) = 21.375$  or rounded down to 21 HH.

Sampling should be done by random number generation. To do this, go to the random number website on <http://www.random.org/sequences/>. So for example in Community A, put in:

|                |          |   |
|----------------|----------|---|
| Smallest Value | 1        | Or the starting number in the HH registration number  |
| Largest Value  | 800      | Or the finishing number in the HH registration number |
| Format in      | 1 column | Or anything. This is not critical.                    |

From this, there will be the numbers 1-800 generated in random sequence. Pick the first 38 (as you are sampling 38 households), and this will be your sample. Repeat this for the other two Communities.

If there are difficulties to access internet to follow the instructions above, alternate means can be used to generate a random sample. Please consult the regional desk (PQCs)for assistance if required.

If the PDM is repeated during the course of the emergency response, we will sample new households each time.

- **Formats.** A household survey format and a data analysis template are provided. These can be adapted, adjusted and tested to tailor it to different situations. The format for the survey is brief and 'stripped down' to ensure that 95 HH can be sampled swiftly and effectively. For more qualitative information, use the FGD.

## FGD

- **Purpose.** The purpose of the FGD is to obtain qualitative information, and to explore issues raised in the household surveys. E.g., This might include more in-depth questions that is hard to capture on a household survey, such as functioning of intra household dynamics or dynamics in accessing distribution etc.
- **Sampling.** It is recommended that there is one FGD with a small group of beneficiaries at each Community. Separate FGDs should be conducted for groups of men and women. Please do ensure participation of vulnerable groups like children, people with disability, HIV and AIDS etc.or use suitable means to capture their feedback.
- **Formats.** A suggested FGD interview format is included. This can be adapted to suit different contexts. Only relevant questions should be asked. Also, questions that arise from the household survey should be added to this list of questions.