

ON-SITE MONITORING REGISTRATION CHECKLIST –

This checklist must be completed during registration distribution of beneficiaries food vouchers and cash in envelopes (Enumerator to observe the distributions and interview a few beneficiaries at each site).

1. General Information			
Project Name		S/N	
District Name:		Village/ Ward:	
Service Point/Registration Point		GPS Coordinates:	
Date of Visit:		Registration cycle:	
Name of M&E staff:			
Project Modality	1 = Vouchers 2 = Cash		

B.	REGISTRATION AND INFORMATION PROVISION	COMMENTS
B01.	Is there adequate space for the registration team and beneficiaries?	1 = Yes 2 = No
B02.	Is there a distance or space separating the waiting beneficiaries and the registration table?	1 = Yes 2 = No
B03.	Is there infrastructure for protection against the sun, wind or rain?	1 = Yes 2 = No
B04.	Sanitary facilities (toilets) available or accessible?	1 = Yes 2 = No
B05.	Organization /partner staffs are identifiable by reflectors or agency labeled clothing.	1 = Yes 2 = No
B06.	Was the pre-registration address delivered to the beneficiaries?	1 = Yes 2 = No
B07.	What were the messages shared during the pre-registration meeting?	1 = Cash amount/voucher-value 2 = Project information 3= Purpose and use of cash/ vouchers 4= Community help desk 5= Project donor and partners 99 = Other, specify_____
B08.	Were beneficiaries given an opportunity to give suggestions and ask questions during the pre-address?	1 = Yes 2 = No
B09.	Are there any printed materials (Banners/Posters) at the distribution sites?	1 = Yes 2 = No
B10.	If Yes, which information are the materials displaying? (Select all appropriate answers)?	1 = WV/Partner name and logo 2 = Project details 3 = Voucher/cash entitlements 4 = Community help desk 99 = Other, specify_____

C.	REGISTRATION AND DISTRIBUTION PROCESS		COMMENTS
C01.	Organisation/Partner staff arrived at the registration point on time (before most beneficiaries)	1 = Yes 2 = No	
C03.	Were the registration materials handled in a secure manner	1 = Yes 2 = No	
C04.	Was the beneficiaries' criteria checked before the registration ?	1 = Yes 2 = No	
C05.	Did all the beneficiaries have identification/LMMS cards/SCOPE Card?	1 = Yes 2 = No	
C06.	If NO, what was the reason for not having the identification/LMMS cards/SCOPE Card ?	1 = Loss of card/misplaced card 2 = Not given card by WV/Partner 3 = Forgot the card at home 4 = Not registered 5 = Other, Specify.....	
C07.	Did you witness any person not meeting criteria registered?	1 = Yes 2 = No	
C08.	If Yes, how did they receive the voucher?	1 = Name called out when actually not in register 2 = At the start of distributions 3 = After distributions 99 = Other, specify.....	
C10.	Is there anyone leaders witnessing the registration ?	1 = Yes 2 = No	
C11.	If yes, who witnessed the registration?	1 = Community committee member 2 = Group Supervisor 3 = Distributing agency staff 4 = Security Person 5 = Other (Specify) _____ 99 = N/A (No one assigned)	
C12.	Was there any adverse event during the registration?	1 = Yes 2 = No	
C13.	If <u>yes</u> , specify:	1 = Theft registration materials 2 = Problems with crowd control 3 = Political interference 4 = Use of force to disperse the crowd 5 = Other (Specify) _____ 99 = N/A (No adverse event)	
C14.	Was there community participation in the registration process?	1 = Yes 2 = No	
C15.	If <u>yes</u> , in which way (select all appropriate answers)?	1 = Pre-registration address 2 = Checking names on register 3 = Overall organization 4 = Monitoring/supervision 5 = Crowd control 6 = Problem solving	

		99 = Other, specify.....	
C16.	Are there children (<18 years) being registered ?	1 = Yes 2 = No	
C17.	IF Yes, Why?	1 = From Child Headed Households 2 = Child is caregiver for unable adult 3 = Adult absent from home 4 = No reason given 99 = N/A (No children collecting money)	
C20	Are pregnant women, sick and elderly beneficiaries given priority during the registration?	1 = Yes 2 = No	
D.	CROWD CONTROL AND SECURITY		COMMENTS/DETAILS
D01.	Does the registration Point have crowd control barriers/measures in place?	1 = Yes 2 = No	
D02.	Were the registration organized and orderly manner?	1 = Yes 2 = No	
D03.	Does the registration site have a Management Committee?	1 = Yes 2 = No	
D04.	If yes, how many are active during the registration process?	1 = Yes 2 = No 99 = N/A	
D05.	Has the Management Committee been given formal training on their roles during registration/distribution	1 = Yes 2 = No	
D06.	Do all the Management Committees members have any form of Identification?	1 = Yes 2 = No	
D07.	If Yes, what is the identification? <i>(Circle all that apply)</i>	1 = ID Cards 2 = Labeled T-Shirts 3 = Vests/reflectors 5 = Labeled Caps 6 = Other (Specify) _____ 99 = N/A (No identification)	
D08.	Do the organization/Partner staffs (monitors) have any form of identification?	1 = Yes 2 = No	
D09.	If Yes, which specific identification? <i>(Circle all that apply)</i>	1 = ID Cards 2 = Labeled T-Shirts 3 = Vests/reflectors 5 = Labeled Caps 6 = Badges 7 = Other (Specify) _____ 99 = N/A (No identification)	
D10.	Was there adequate security deployed at the registration point?	1 = Yes 2 = No	
D11.	What is your feeling about security at the registration point?	1 = Very good 4 = Bad 2 = Good 5 = Very Bad 3 = Average	
E.	FEEDBACK MECHANISM		COMMENTS/DETAILS

E01.	Is the Help desk or suggestion box Visible with appropriate banners and logbooks?	1 = Yes 2 = No	
E02.	Were beneficiaries informed about the presence and location of the help desk or suggestion box during the pre-registration meeting?	1 = Yes 2 = No 3 = N/A (If no help desk present)	
E03.	Does the help desk have a logbook for recording community/beneficiary concerns/complaints?	1 = Yes 2 = No 3 = N/A (If no help desk present)	
E04.	Were all complaints being recorded?	1 = Yes 2 = No 3 = N/A (If no help desk present)	
E05.	Did the Help desk team have a list of most frequent questions and answers?	1 = Yes 2 = No 3 = N/A (If no help desk present)	
E06.	What other methods of collecting community/beneficiary concerns/complaints are being employed.	1 = Hotline 2 = SMS 3 = Community meetings 4 = Community complaints committee 6 = Other, specify.....	
E07.	Are Help desk members identifiable by (badges, hats, T-shirts, reflectors etc.)	1 = Yes 2 = No 3 = N/A (If no help desk present)	
E08.	Is the Help Desk manned by trained Help desk members at all times	1 = Yes 2 = No 3 = N/A (If no help desk present)	
E9.	Does the Help desk have 50/50 ratio of Women and men (Men _____ Women _____)	1 = Yes 2 = No 3 = N/A (If no help desk present)	
E10.	What is your feeling regarding the operation of the Help desk?	1 = Very good 4 = Poor 2 = Good 5 = Very Poor 3 = Average 99 = N/A	
E11	In your view, are beneficiaries treated with dignity and respect during the Cash/voucher distribution process?	1 = Yes 2 = No 3 = N/A (If no help desk present)	
E12.	What do you think needs to be improved?		

😊 END OF QUESTIONNAIRE 😊