# Monitoring Risks of SEA
## POINT OF DISTRIBUTION QUESTIONNAIRE

## WHAT IS A POINT OF DISTRIBUTION QUESTIONNAIRE (PODQ)?

**PODQs are surveys that can be administered in-person at a distribution or service point when time or possibilities to communicate with aid beneficiaries are limited or it is logistically difficult for aid beneficiaries to participate in a longer survey**

This allows for rapid data collection & analysis in situations of restricted mobility for different reasons, such as health or security concerns

A PODQ can be used to identify risks, take action to mitigate them, learn what is working well, and improve future programming

## HOW IS THE TOOL STRUCTURED?

**Short, multiple-choice survey** of 15 questions. The tool can can be further shortened as relevant to the context.

**Covers topics like** information & communication, fear in the distribution process, SEA risks and observed safety measures, reporting mechanisms, etc

## WHEN AND HOW CAN THE TOOL BE USED?

Useful tool in contexts where aid actors only see aid recipients once at the activity or distribution point, e.g. due to health or security restrictions.

Should be administered by a **team of enumerators sex-matched with respondents** (enumerators must be trained on the tool and on trauma-informed interviewing).

**Questions can be adapted** to the type of activity or service being monitored (e.g. food distribution vs educational activity), environmental or health concerns (e.g. assessing Covid-19 precautions), as well as to the context (e.g. camp setting vs urban setting). You can **select the most relevant questions** in our tool.

It is administered **in a location that follows the flow of distribution (i.e. a last stop after aid is received).** It must provide vocal privacy (enough distance so that others cannot hear what is being said by respondents) and, ideally, visual privacy.

LEARN MORE ABOUT THE **PODQ TOOL** IN OUR **SAFER DISTRIBUTIONS TOOLKIT**

## ADDITIONAL RESOURCES

**KoBo format** to add the PODQ directly to your Kobo account and start collecting data.

**PODQ Training** to build your team's capacity to safely and ethically use the tool.

**Planning & Tracking Spreadsheet** to organize your data collection process and tasks.

**Data Analysis Guidance** to learn how to clean, store, and analyze the data collected.

**Summary Report Template** to help you summarize your findings and identify recommendations.

# POINT OF DISTRIBUTION QUESTIONNAIRE
## *A glimpse into the tool*

*In the table below, you can see the tool format and some examples of questions.*

*The questions below are only an extract, and we encourage your team to explore the full tool and toolkit to see the rest of the questions!*

*Your organization can either adopt and use the full Empowered Aid tool or extract relevant questions to add into your organization's existing tools.*

## FEAR IN THE AID DELIVERY PROCESS

At any of the following points in the aid process, did you feel a lack of safety?

- ☐ Accessing information related to aid
- ☐ While traveling to the distribution or activity
- ☐ While traveling from the distribution or activity
- ☐ While redeeming voucher/ withdrawing cash at ATM
- ☐ During registration/ verification exercises
- ☐ At the distribution or activity
- ☐ While storing goods received
- ☐ Don't know
- ☐ Other, specify: _____

## RISKS OF SEA

One of the safety concerns in aid is sexual exploitation and abuse, which means that someone takes advantage of their power to exploit someone else by demanding sexual relations in exchange for aid.

Without sharing names, have you heard or seen anyone who has been taken advantage of sexually by an NGO staff, partner or community volunteer?

- ☐ Yes  ☐ No  ☐ Don't know  ☐ Other (specify)

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If yes, when you have seen or heard of sexual exploitation or abuse, was it in relation to any of the following types of aid?

- ☐ Food  ☐ WASH  ☐ Shelter  ☐ CASH
- ☐ Fuel  ☐ Education  ☐ Health  ☐ Livelihoods
- ☐ Don't know  ☐ Other (specify)

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Which of the following actors or organizations have you seen or heard of perpetrating SEA in exchange for aid?

- ☐ UN/NGO staff
- ☐ Government staff
- ☐ Community leaders
- ☐ Security guards
- ☐ Other refugees
- ☐ Truck drivers
- ☐ UN/NGO volunteers
- ☐ Taxi drivers or transport
- ☐ Host community members
- ☐ Police
- ☐ Health workers
- ☐ Don't know  ☐ Other (specify)

## REPORTING COMPLAINTS

Where do you think women and girls feel most safe or comfortable reporting complaints, giving feedback, and accessing services?

- ☐ [Your organization's name]
- ☐ Community leader
- ☐ Community group (e.g. women's group, etc)
- ☐ Faith-based group/leader
- ☐ Protection desk
- ☐ Health facilities
- ☐ Don't know
- ☐ Other NGO / UN
- ☐ Trusted relative or friend
- ☐ Police / military or security forces
- ☐ Women and Girls Center
- ☐ Community help desk
- ☐ None
- ☐ Other (specify)