**Form 7: Distribution and Cash\_Voucher Monitoring**

This document accompanies Form 7, which incorporates nearly all USDA and USAID reporting requirements for post-distribution indicator reporting. USDA indicators not included are (1) prices, which should be collected using Form 3: Price Data Collection, and, (2) for cash and vouchers only, the most commonly purchased commodities by quantity and value, which can be computed using prices and proportion indicators captured in this form.

**Distributions by category**

There are three categories of distributions:

1. Distributions of food
2. Distributions of cash and vouchers
   1. Commodity-denominated vouchers, cash, and monetary-denominated vouchers have slightly different reporting requirements
   2. Based on type of distribution, select the appropriate series of indicators to report
3. Fair-based distributions
   1. Fairs attended by ultimate recipients have slightly different reporting requirements than fairs attended by individuals purchasing on behalf of recipients (e.g., PTAs purchasing for school feeding programs)
   2. Based on type of distribution, select the appropriate series of indicators to report

Each of these three categories has its own sheet.

* Indicators marked with a green heading will likely stay the same across distributions and need to be reported only once, unless they change.
* Indicators marked with a blue heading should be reported by month, per USDA quarterly reporting guidelines.
* Indicators marked with a purple heading should be reported by month by commodity.
* Comment boxes provide more information about each indicator. Mouse over the cell to view the comment box or select “comments” on the View tab.
* A few indicators are specific to USAID and are optional for USDA funded programs. These are noted with comment boxes.

**Prices**

*For cash and voucher programs - distribution*

The USDA agreements request that commodity prices are recorded one week prior to distribution, the day of distribution, and one week after distribution.

Agencies will need to collect this information from each of the regularly monitored ***retailers*** who operate in ***all******distribution markets and central markets***. It is not necessary to collect this data from wholesalers or from any procurement markets. Agencies should follow the Technical Guidance on Collecting Prices approach when collecting these prices. This will enable us to use the data for estimation purposes.

Prices should be reported using Form 3: Price Data Collection.

*For food distribution programs - procurement*

USDA agreements request that commodity prices are recorded one week prior to purchase, the day of purchase, and one week after purchase.

Agencies will need to collect this information from each of the regularly monitored ***wholesalers*** who operate in ***all procurement and central markets***. It is not necessary to collect this data from retailers or from distribution markets. Agencies should follow the Technical Guidance on Collecting Prices approach when collecting these prices. This will enable us to use the data for estimation purposes.

Prices should be reported using Form 3: Price Data Collection.

**Usage of Cash and Monetary-denominated Vouchers**

USDA requires information on the value and quantity of products purchased / redeemed. Country offices may already intend to capture this information, either through reporting by vendors or surveys of households. Per USDA’s requirements, if your country office runs a monetary-denominated voucher program and asks vendors to report what was purchased, report that information. If employing a post-distribution survey that asks recipients how transfers were used, report those findings.

Otherwise, use focus group discussions (FGD) in each of the five distribution communities where price monitoring already occurs. In each FGD, elicit the proportion of cash or cash voucher spent on each of the (up to) five distribution commodities and the proportional remainder of the transfer spent on all other expenditures, including other food, savings, school fees, nonfood items etc. Across these categories, the total proportion spent should equal 100 percent. RepoReCombined with price information and the value of the transfer, we can use proportions to estimate purchase quantities and purchase values.

One approach is to solicit information from 8-12 transfer recipients per FGD. If feasible, run one FGD in each of the 5 distribution communities that are already monitored for price information. To determine the total proportion spent use proportional piling. Proportional piling asks FGD members to allocate a fixed number of stones, where each stone represents a proportion of the total transfer, across commodities and all other expenditures. Using a fixed number of stones will ensure that the total across commodities will be exactly 100 percent. Ten or twenty stones of similar size and shape work best. If ten stones are used, each stone represents 10% of the transfer. If 20 stones are used, each stone represents 5% of the transfer.

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| --- | --- | --- |
| Community Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ | Number of stones 10 or 20 (circle) | Proportion of transfer spent |
| Commodity 1 |  | % |
| Commodity 2 |  | % |
| Commodity 3 |  | % |
| Commodity 4 |  | % |
| Commodity 5 |  | % |
| All other expenditures |  | % |
| Total | (add up stones to verify that all 10 or 20 have been allocated) | = 100% |

Repeat the above exercise for each of the five distribution communities that are already monitored for prices. Report the monthly distribution average across communities in the post distribution indicator sheet.