

Toolkit for monitoring and evaluating child protection when using cash and voucher assistance



THE ALLIANCE
FOR CHILD PROTECTION
IN HUMANITARIAN ACTION



Tool 2

A survey tool for all humanitarian actors implementing cash and voucher assistance

Quick Guide

QUICK GUIDE TO TOOL 2:

A survey tool for all humanitarian actors implementing cash and voucher assistance

This is a quick guide to the tool, “A survey tool for all humanitarian actors implementing cash and voucher assistance.” It is part of the “Toolkit for monitoring and evaluating child protection when using cash and voucher assistance” (CP and CVA M&E Toolkit).

If appropriately designed, cash and voucher assistance (CVA) should not pose a risk to children and their families. It may even help to address child protection concerns and improve child well-being. Actors introducing CVA may miss opportunities to maximise the impact of CVA or may cause unintended harm if they do not assess, address, and monitor:

- Direct and indirect impact on child protection concerns – including, for example, child labour, children who are unaccompanied or separated, or children at risk of or experiencing harm;
- Inequality and discrimination – intentionally or unintentionally excluding certain groups of children, including due to gender inequality, and
- Child protection benefits associated with the introduction of CVA.

What does this quick guide tool contains?

This quick guide to the survey tool for all sector actors contains the following:

- Other tools in the Toolkit for monitoring and evaluating child protection (CP) when using cash and voucher assistance (CVA)
- Conditions for using the tools in the toolkit
- Steps to be taken to adapt this survey tool to your context
- Timeline for using Tool 2 and the other tools in the CP and CVA M&E Toolkit
- Steps for running the survey
- Sample of focus group discussion (FGD) or interview questions
- How to use the questions
- How to analyse the data, share findings, and adapt your programme design
- Steps for analysis of survey data

This is a summary version of the tool. For full details on the tool's importance and purpose, who the tool is for, conditions for its use, how to adapt it to your context, and a longer list of sample questions see the complete tool at: <https://resourcecentre.savethechildren.net/toolkit-monitoring-and-evaluating-cpcva>.

Summary table of the survey tool

This survey tool is for use by child protection, cash, and other sector actors *after cash and voucher assistance (CVA) has already started to be delivered*. It provides real-time information on child protection risks and benefits. This information should be used to inform adjustments to the way CVA is being delivered.

Summary of “A survey tool for all humanitarian actors implementing cash and voucher assistance”	
What does the tool do?	<ul style="list-style-type: none"> • Determines if CVA has contributed to CP outcomes. • Identifies risks caused by CVA as they happen. • Identifies strategies for mitigating CP risks caused by CVA.
What format is the tool?	<ul style="list-style-type: none"> • Survey tool. Can be used as an interview guide or self-administered in paper or electronic form.
Who should use the tool?	<ul style="list-style-type: none"> • A programme manager, programme officer, or technical advisor should manage the data collection process. • For use by M&E, cash, child protection, or other sector staff. • Must have child protection technical support.
Who are the target respondents?	<ul style="list-style-type: none"> • For use with a sample of adults who represent the affected population who are already receiving CVA.
How do you use the tool?	<ul style="list-style-type: none"> • The tool is modular. There is a sample menu of questions in the tool. You should select the relevant questions and adapt them to your context. You can: <ul style="list-style-type: none"> - Select a small number of questions and use them as part of another data collection process (e.g. your post-distribution monitoring), AND/OR - You can run a specific data collection process using this tool that focuses on understanding the child protection benefits and risks relating to CVA. • You will need time for adaptation, translation, and testing of the tool. Allow 1 – 2 months for this localisation process before you run the research.
When do you use this tool?	<ul style="list-style-type: none"> • For use after cash assistance has already started. • Can be used at regular intervals during assistance and for follow-up after assistance has ended.

Other tools in the Toolkit for monitoring and evaluating child protection (CP) when using cash and voucher assistance (CVA)



Tool 1: Focus group discussion/key informant interview tool to identify child protection benefits and risks before starting cash and voucher assistance. Tool 1 is a focus group discussion/interview tool. It is for use by child protection (CP), cash, and other sector actors *before they start* delivering cash and voucher assistance so that they may identify child protection benefits and risks.



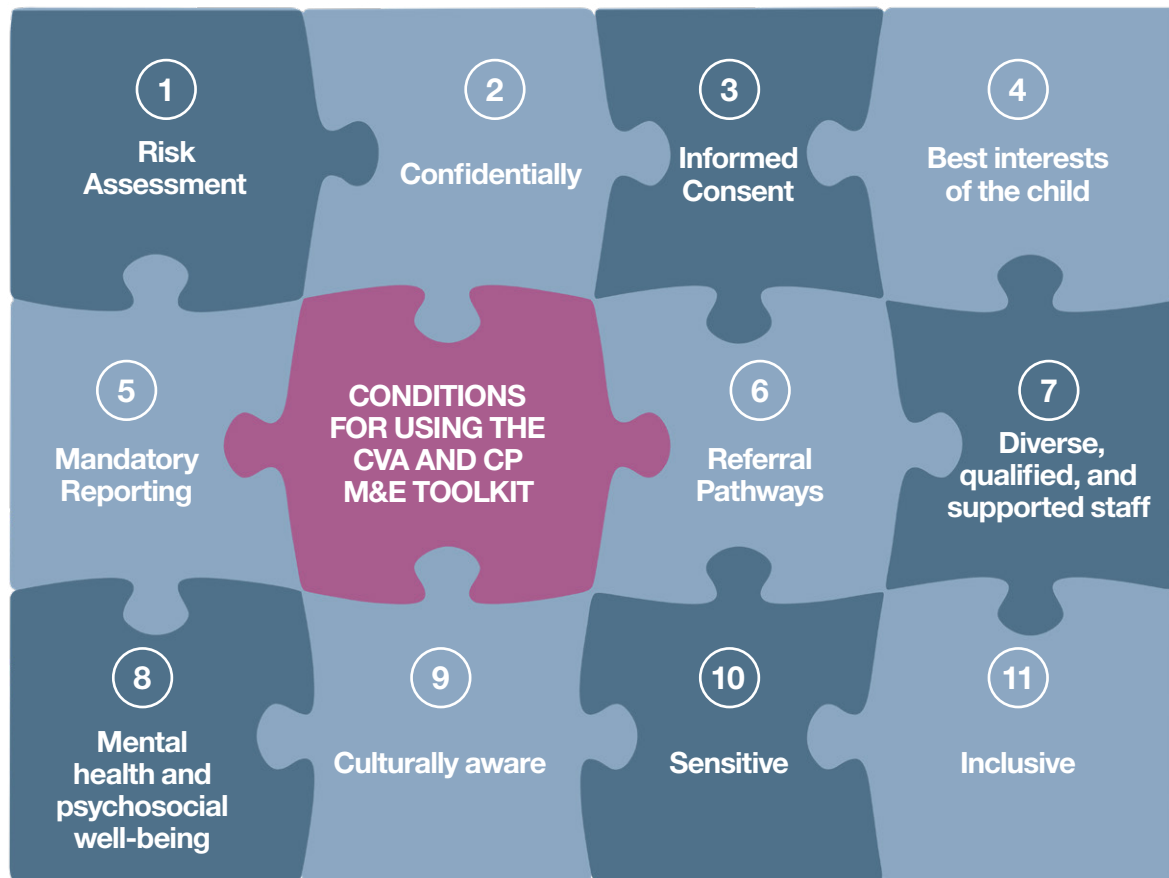
Tool 3: A survey tool for child protection (CP) caseworkers. Tool 3 is a survey tool for use *after CVA* has already started. It is for use by child protection actors or caseworkers when CVA is being used as part of a CP case management response.

These two tools and the rest of the toolkit are available at:

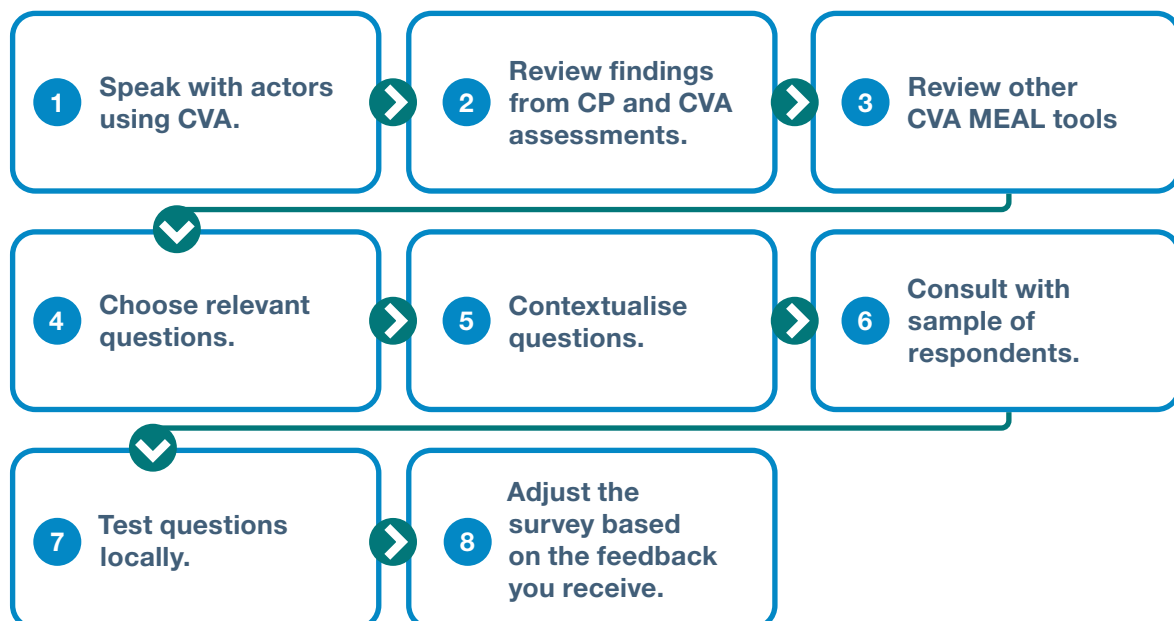
<https://resourcecentre.savethechildren.net/toolkit-monitoring-and-evaluating-cpcva>.

What are the conditions for using the tools in the toolkit?

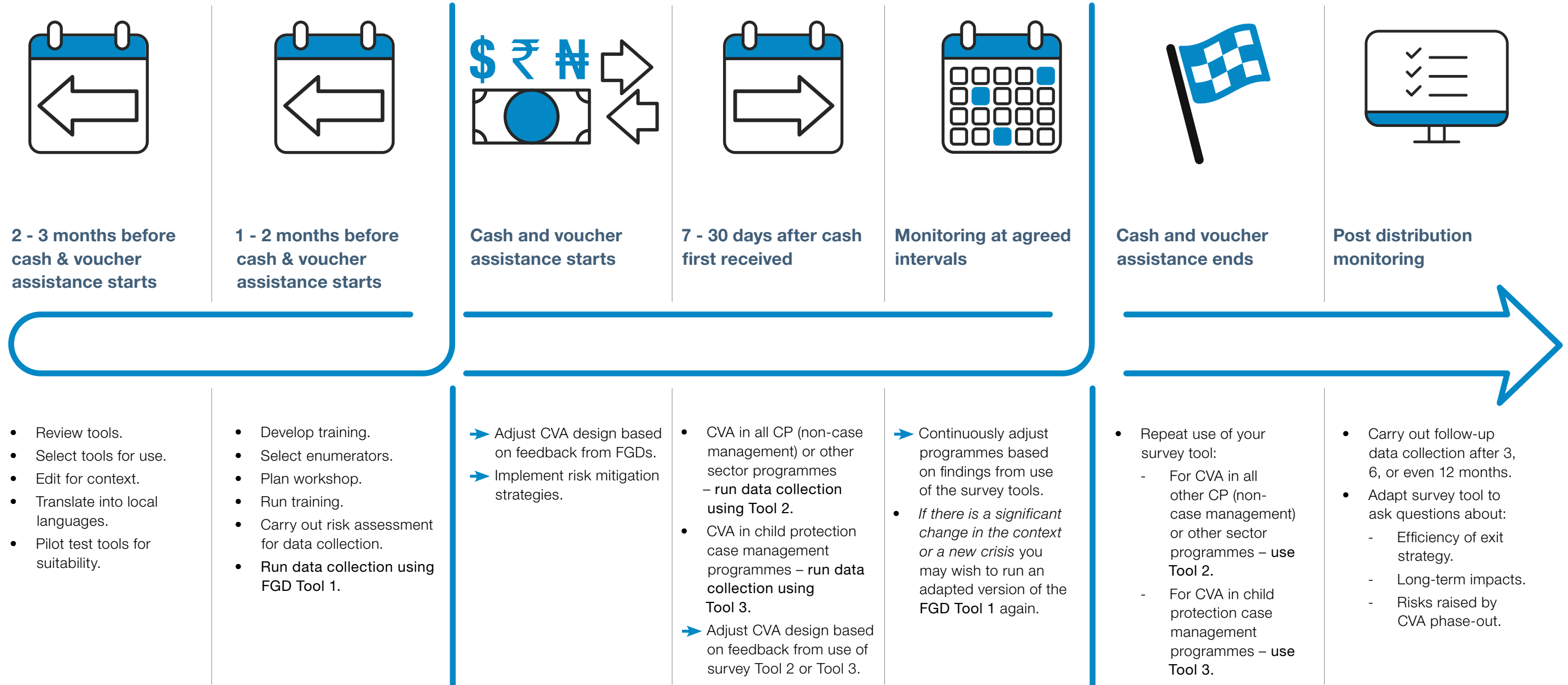
The following eleven conditions must be guaranteed when carrying out research on how CVA can impact on child protection risks and outcomes.



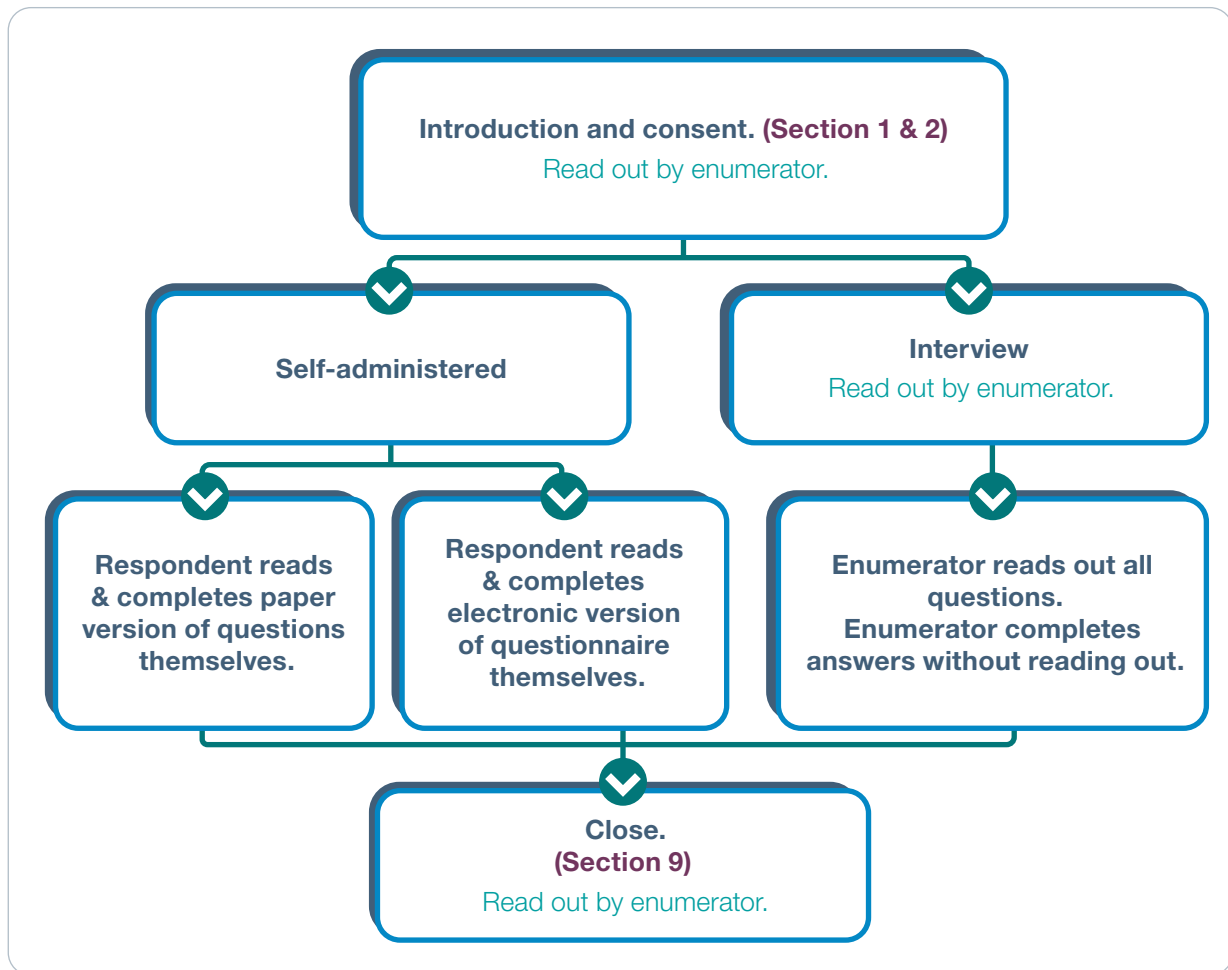
Steps to adapt this discussion tool to your context



Timeline for using Tool 2 and the other tools in the CP and CVA M&E Toolkit



Steps for running the survey



A suggested script for Sections 1, 2, and 9 is given in the full-length tool.

Priority survey questions

The full tool contains a menu of 49 questions, with additional follow-up questions. The seven priority questions to use when running a survey are listed below. Depending on the time available for running the research, the questions may be asked with or without the optional prompts.

Immediately report any issues of sexual exploitation and abuse raised during responses to question 2. Adhere to organisational mandatory reporting requirements when reporting (that is who you report to within what time frame).

Support must be offered to survivors of any exploitation or abuse

Q1 How safe do you and other members of your household feel when you spend your CVA? (MIT). Circle appropriate response.

A. Not very safe

B. Somewhat safe

C. Safe

Optional prompt:

a. *Can you explain why you answered this way?*

.....

.....

Q2 Did you have to, or do you know anyone else who had to, do or give anything in exchange for the cash/voucher assistance you have received? (PSEA/CSG).

A. Yes

B. No

Optional prompt:

a. *Would you like to tell us a bit more about this issue you know about? We can discuss privately after the survey if you would like.*

Q3 On a scale of 1 to 3, where 1 = is worse, 2 = no change, and 3 = better, would you say that your child/children's or other children's (from households that you know) general safety is better or worse than before you started receiving the CVA? (BEN)

1. Worse

2. No change

3. Better

Optional prompt:

a. *Would you like to tell us a bit more about this issue you know about? We can discuss privately after the survey if you would like.*

Q4 Did your child/children or the children in other households that you know experience any risks to their safety as a result of receiving the cash or vouchers? (RIS)
(Remind the respondent they can opt out of answering this question.)

A. Yes

B. No

Optional prompt:

a. *Can you explain why you answered this way?*

Q5 Are there any specific groups of children who face more risks in this setting? (RIS)

Enumerator can select as many responses as are relevant.

A: Girls

A: Children with disabilities or chronic illness

A: Boys

A: Older children/adolescents (9-17 years old)

A: Younger children (0-8)

A: Babies/infants (0-2 years old)

A: Children from a specific ethnic group

A: Children from a specific socio-economic group

A: Asylum seeking/refugee children

A: Stateless children

A: Children from a specific religious group

A: Out-of-school children

A: Working children

A: Children who live or work on the street

A: Child-headed households

A: Unaccompanied or separated children

A. Child in a female-headed household

A. Child in a household headed by an older person

Q6 Has the level of violence in your household or other households you know changed since you started receiving cash or voucher assistance? **(RIS)**

(Remind the respondent they can opt out of answering this question.)

A. Yes

B. No

If yes...

- *You do not have to probe but allow respondents the time to share more if they feel comfortable.*
- *Remind the respondent they can opt out of answering these questions.*
- *Also remind them not to speak of individual cases and children, but rather groups of individuals, categories of children, and/or patterns in those who are at risk.*

Optional prompt

- Would you like to tell us a bit more about any risks they faced because of the cash and voucher assistance?*

In the quick version of the survey the enumerator should choose to ask questions on two of the following risks that are most common in their setting:

Q7

Options:

- Are fewer children in your household going to school than before the CVA started?**
- Are children in your household doing more unpaid work since CVA started?**
- Have children participated in income-generating activities (including begging) more often since CVA started?**
- Have any children who are/were in your household gotten married since CVA started?**
- Have any children joined your household since CVA started?**
- Have any children left your household since CVA started?**

(RIS, NEG)

A. Yes

B. No

Optional prompt:

- Can you tell us a little more about these children (girl, boy, age, biological relative, etc.)?*
- Why did (schooling decline/work increase/child get married/child change household)?*

How to use the questions

Questions to be read out loud are written in bold and shaded blue.

Possible answers are sometimes given after the questions or optional prompts. These are given so you can understand the intent of the question. The possible answers should not be seen as limiting the possible responses to questions. Other answers are possible and are equally valid. Having these possible answers listed may help you:

- When adapting the questions to your context; and,
- When using the questions with respondents.

Optional prompts are also given. You may want to use the prompts if:

- You want to clarify the answers to any questions.
- Participants are shy in answering the question posed.

Some of the questions help to identify possible child protection benefits (**BEN**). Some relate to Protection from Sexual Exploitation and Abuse (**PSEA**) or child safeguarding (**CSG**). Some questions will identify family- and community-level negative coping strategies that may be reinforced by CVA (**NEG**). Other questions may generate ideas for mitigating risks (**MIT**). The abbreviations **BEN**, **PSEA/CSG**, **NEG**, or **MIT** are given after each question to indicate what category of question it falls into. This categorisation may help you select the question responses that are relevant to the themes of your analysis. These abbreviations are not to be read out to respondents.

How to analyse the data, share findings, and adapt your programme design

- Where possible, start to analyse the data whilst data collection is still happening. This enables you to feedback findings to enumerators as they collect data. It also enables you to identify and respond urgently to any protection issues that are arising.

Safeguarding concerns and life-threatening injuries or medical conditions observed or presented during the data collection process should be addressed as soon as possible.

- Actions taken should be based on the individual child's needs.
- In the case of safeguarding incidents:
 - Measures should be taken to prevent further safeguarding concerns or incidents from arising, and,
 - Reporting must take place in line with internal agency protocols and national legal frameworks.

Safeguarding concerns and life-threatening injuries or conditions should NOT wait for the data analysis stage to be acted upon.

Steps for analysis of survey data

