

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



**THE ALLIANCE**  
FOR CHILD PROTECTION  
IN HUMANITARIAN ACTION



## Tool 3

A survey tool for child protection caseworkers

[Quick Guide](#)

# QUICK GUIDE TO TOOL 3:

## A survey tool for child protection caseworkers

This is a quick guide to the tool, “A survey tool for child protection caseworkers.” 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 child protection actors using CVA as part of their case management response contains the following:

- Summary table of the survey tool for child protection caseworkers
- 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 adapt the survey tool to context
- Timeline for using Tool 3 and the other tools in the CP and CVA M&E Toolkit
- Steps for running the survey
- Priority survey 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 for child protection caseworkers

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 associated with CVA when used as part of a case management response. 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”	
<b>What does the tool do?</b>	<ul style="list-style-type: none"> <li>• Determines if CVA has fulfilled its objectives in the CP case plan.</li> <li>• Informs adaptations of CVA referral processes.</li> <li>• Identifies risks caused by CVA as they happen.</li> <li>• Monitors effectiveness of risk mitigation mechanisms.</li> </ul>
<b>What format is the tool?</b>	<ul style="list-style-type: none"> <li>• Survey tool. A sample of questions to choose from. Can be used as an interview guide or self-administered in paper or electronic form.</li> </ul>
<b>Who should use the tool?</b>	<ul style="list-style-type: none"> <li>• A programme manager, programme officer, or technical advisor should manage the data collection process.</li> <li>• For use by CP staff or CP caseworkers.</li> </ul>
<b>Who are the target respondents?</b>	<ul style="list-style-type: none"> <li>• For use with adults receiving cash and voucher assistance as part of their CP case management response.</li> </ul>
<b>How do you use the tool?</b>	<ul style="list-style-type: none"> <li>• 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"> <li>- Select a small number of questions and use them as part of a case management meeting, AND/OR</li> <li>- You can have a meeting with a family receiving case management support to solely discuss CVA.</li> </ul> </li> <li>• Allow 1 – 2 months for adaptation, translation, and testing of the tool before using it.</li> </ul>
<b>When do you use this tool?</b>	<ul style="list-style-type: none"> <li>• For use after cash assistance has already started.</li> <li>• Can be used at regular intervals during assistance and for follow-up after assistance has ended.</li> </ul>

## 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.



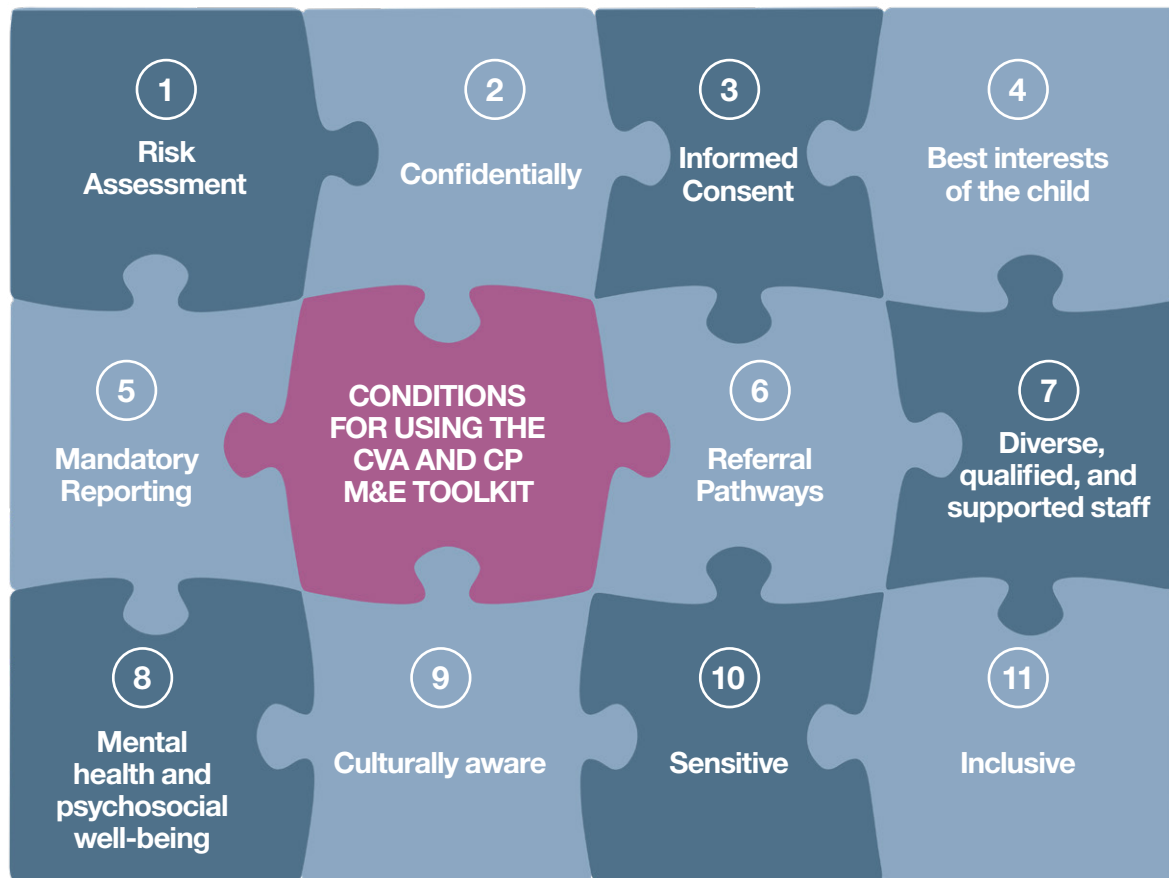
**Tool 2:** A survey tool for all humanitarian actors implementing cash and voucher assistance. Tool 2 is a survey tool. It is for use by child protection (CP), cash, and other sector actors after CVA has already started. Tool 2 is for use by all sector actors, whether CVA is intended to achieve CP outcomes or not.

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

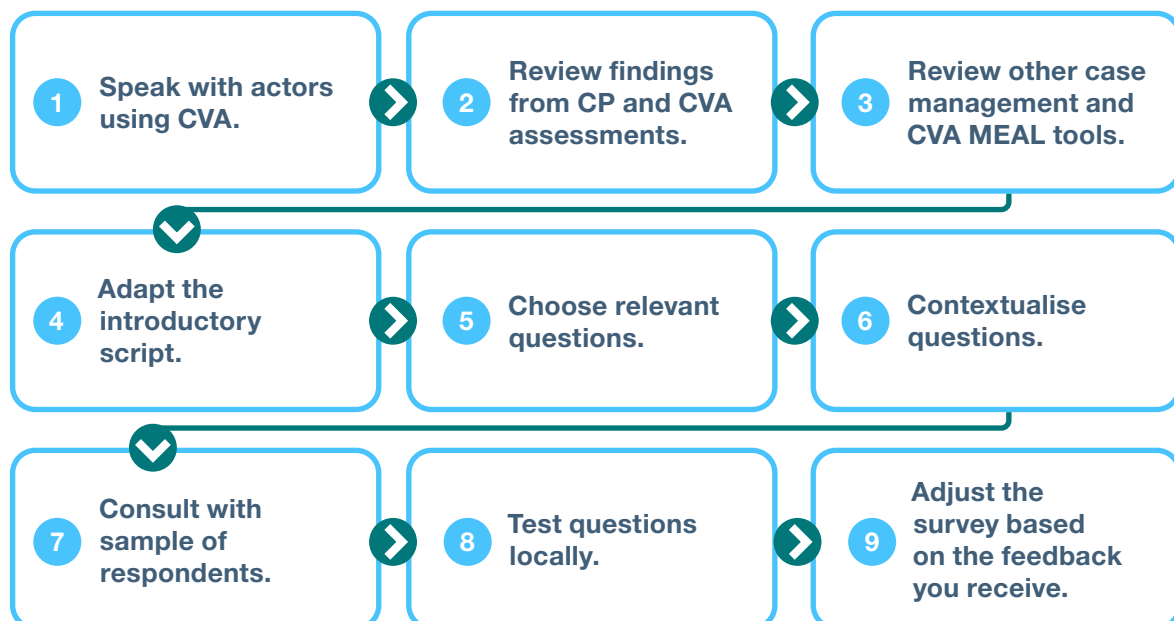
<https://resourcecentre.savethechildren.net/toolkit-monitoring-and-evaluating-cpcva>.

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

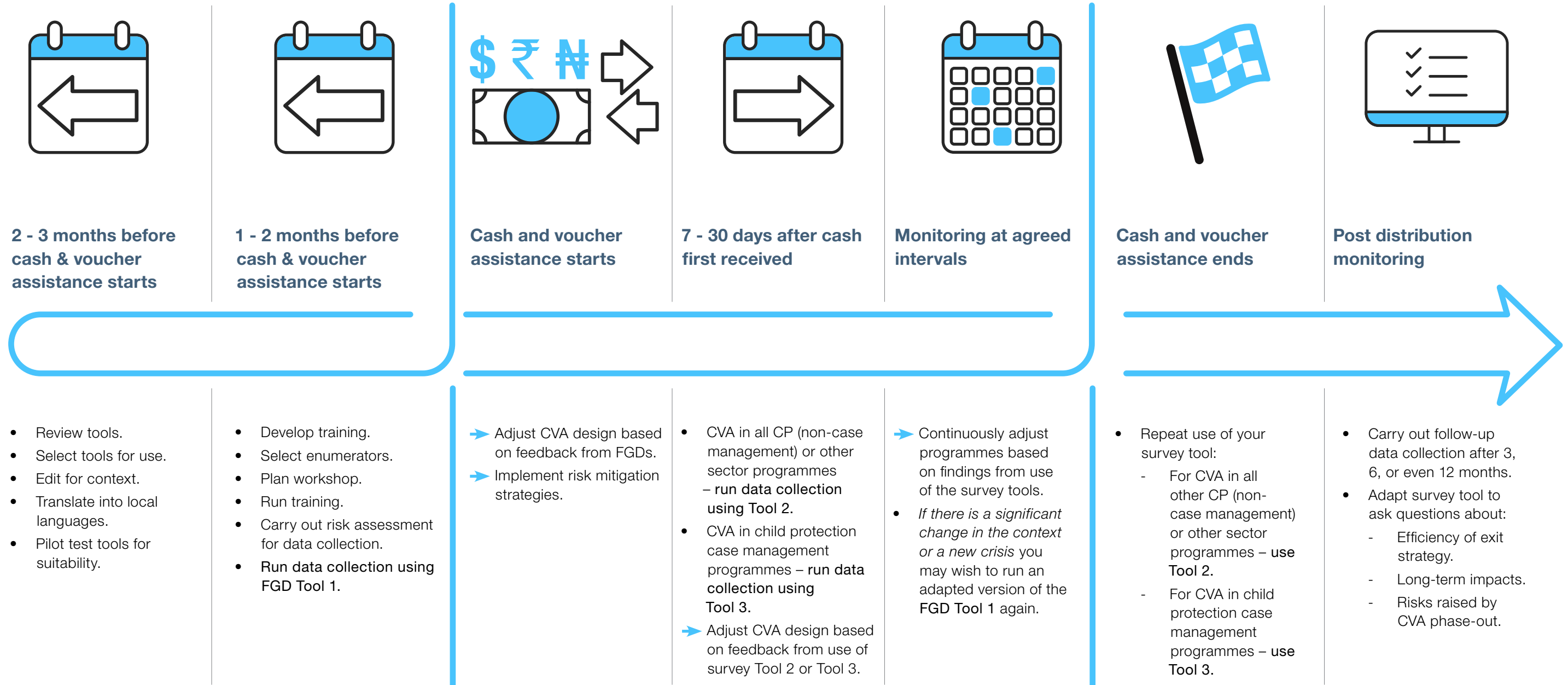
The following eleven conditions must be guaranteed when carrying out research on how CVA can impact on child protection risks and outcomes.



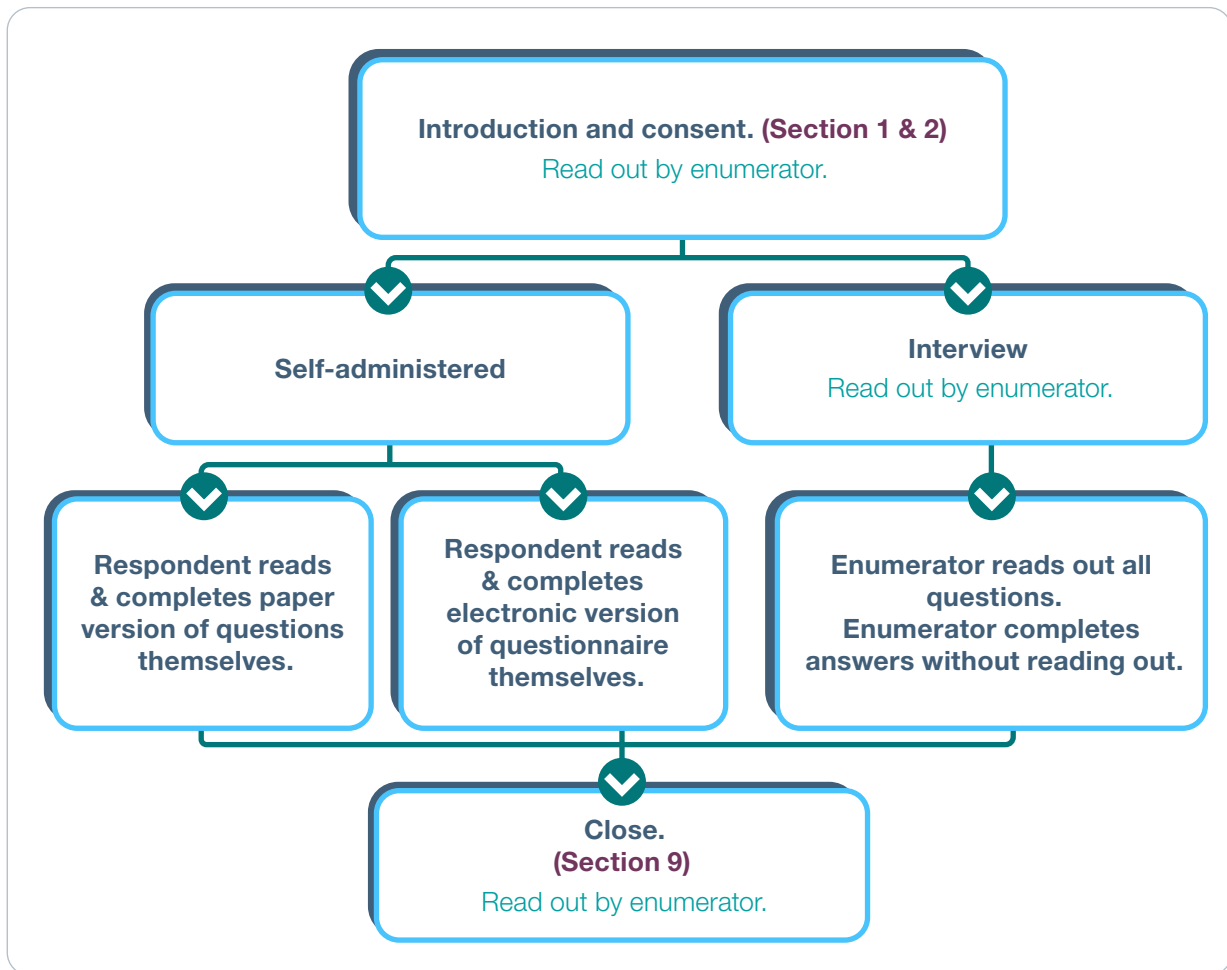
## Steps to adapt this discussion tool to your context



Timeline for using Tool 3 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 30 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** Were there any risks of harm to you or anyone in your household because you received the cash/voucher assistance? **RIS/NEG**

*Circle appropriate response, respondent can only select one.*

A. No risks	B. Some risks	C. Significant risks
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Optional prompt if respondent answers: “2 Some risks” or “3 Significant risks:

- a. *What harm or safety risks did you or your child face?*
- b. *Do you want to tell me anything about what, where, when, and who makes you feel at risk?*

*Note: Let respondents provide you with a top-level answer. Do not probe further for details of violence that may make the respondent feel uncomfortable. Suggest that they can:*

- *Talk to you after they have completed the survey, or after the interview is finished, or,*
- *Talk to the second enumerator in private.*

*Remind them of what service providers are available (safety and security, mental health and psychosocial support, health, justice, and reintegration).*

**Q2** Did you or anyone in your household experience an incident of violence as a result of receiving the cash/voucher? **RIS/NEG**

A. Yes	B. No	C. Prefer not to say.
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**Q3** Has the cash and voucher assistance made you or anyone you know who is also receiving CVA feel scared at any time, even if there were no specific risks or violent incidents? **RIS/NEG**

A. Yes	B. No	C. Prefer not to say.
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**Q4** Have you or others who experienced violence or felt scared reported these incidents of violence, risks, or fears to anyone? **CSG**

A. Yes	B. No	C. Prefer not to say.
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Optional prompt if respondent answers **YES...**:

- a. *Who was it reported to?*

**A:** *Free text answer (e.g. the Child Protection or GBV caseworker, PSEA focal point)*

- b. *Was the response helpful in addressing the incident or mitigating the risk?*

Optional prompt if respondent answers **NO...**:

- c. *Would you like to talk about options of who you could talk to about risks and seek assistance for similar issues in the future?*

**\*\* If they answer yes – be prepared to suggest who they can talk to after this interview or survey process. \*\***

Enumerator should state the following to respondents. “The next few questions may be sensitive. Your answers will not affect your eligibility to receive further assistance. You can skip any and all questions or choose to end the survey at any time. Your answers are confidential. You can seek extra support or discuss with someone else any issues like this that you have faced or heard about [Insert instructions for feedback/complaints mechanisms].”

**Q5** Did you have to or were you asked to, do or give anything in exchange for the CVA you received? **RIS/CSG**

*Enumerator can select as many responses as are relevant.*

A. Yes	B. No	C. Prefer not to say.
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***If concerns are raised during the discussion above, ask the following two questions:***

**Q6 Do you prefer to receive CVA in a different way in the future? RIS/MIT**

A: Yes	A: No	Any comments on why:
Optional prompt if respondent answers <b>YES</b> ...: <i>a. Why would you prefer an alternative option?</i> <i>b. How would you prefer to receive the CVA support?</i>		
<b>Q7</b> How could the [ <i>Cash actor</i> ] make the programme better for children and their families receiving cash in order to recover from a child protection incident and prevent further risk of harm? <b>RIS/MIT</b>		

### 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

