

Care International in Zimbabwe

V.G.F Distribution Report

Province: Midlands District : Zvishavane Category: V.G.F

Ward #:..... F.D.P:..... Distribution Date:.....

S.I. No(s):..... Waybill Nos:.....

Ward Total Registered Ben	Recipient Beneficiaries	Outstanding Beneficiaries

Beneficiary Information (Per Distribution)							
Registered Beneficiaries Per Distribution				Recipient Beneficiaries			
F	M	Total H/H	Total Bens	F	M	Total H/H	Total Bens

Beneficiary Age Group Information								
Under Fives			5 – 18 Age Group			Over 18		
F	M	Total	F	M	Total	F	M	Total

F.D.P. Mgt Committee Information			Help Desk Composition Information		
Number in Leadership Positions			Number in Leadership Positions		
F	M	Total	F	M	Total

Commodity Information (Metric Tons)								
CEREALS (.....)			PULSES (.....)			VEGETABLE OIL		
Received	Distributed	Balance	Received	Distributed	Balance	Received	Distributed	Balance

Information Totals					
CEREALS	PULSES	VEG. OIL	TOTAL	AVE HH SIZE	TOTAL (MT)

Distribution Summary Comment.....

Compiled by:..... Designation:.....
 FULL NAME SIGNATURE

Checked by:..... Designation:.....
 FULL NAME SIGNATURE

VG FDM: Food Distribution Process

Form ID

| district | ward | FDP | Field Officer



Guidelines: One Distribution Process Monitoring form should be completed for each distribution monitored. The Field Officer will complete the form based on his/her own observations and discussions with members of the Food Distribution Committee and Help Desk. Please circle appropriate answer for each question.

District Name	Ward Name/No	FDP Name	Date	Field Officer	Information Verified
ZVISHAVANE	MTAMBI 17	MTAMBI CLINIC	13/12/08	MAKUVARA TIRANOS	

1. COMMODITY INFORMATION

Q1.1 Were all the commodities brought to the FDP in the allocated quantities?

0=No 1=Yes

Q1.1.1 If No, For What Reason(S)? (Circle All Appropriate Answers)

1. Loading error 2. Commodities not available 3. Loss/ theft during transport 4. Other N/A
(Specify)

Food Item	Planned MTs (a)	Actual MTs (b)
Q 1.2 Cereals	64.800	64.800
Q 1.2.1 Pulses	6.480	6.480
CSB	6.500	6.500

Q1.3 Were all the commodities in good condition on arrival and during distribution?

0=No 1=Yes

If not, Specify: N/A

2. BENEFICIARY DATA

Q 2.1 Record Maintenance

Q2.1.1 Does it comply with WFP standard format & information requirements? 0=No 1=Yes

Q2.1.2 Are the beneficiaries' registration and entitlements properly checked? 0=No 1=Yes

Q		Planned(a)	Actual (b)
Q 2.2.1	Female Recipients		836
Q 2.2.2	Male Recipients		386
Q 2.2.3	Female Beneficiaries		3352
Q2.2.4	Male Beneficiaries		3128

2.2 Did Any Unregistered Person Receive Food Aid?

0=No 1=Yes

If yes, Specify: N/A

3. DISTRIBUTION PROCESS

3.1 Utilisation of Scooping & Weighing Equipment conducted?

0=No

1=Yes

3.2 Did Any Adverse Incident/Interference Occur During The Distribution Process?

0=No

1=Yes

If Yes, Specify: 1. Theft Of Food 2. Problems With Crowd Control 3. Political Interference

4. Other (Specify) N/A

3.3.1 Is There A Help Desk? 0=No

1=Yes

3.3.2 Are Beneficiaries Making Use Of It? 0=No

1=Yes

1=Yes

3.4 Were the communities participating and Is There Adequate Community Participation In The Distribution Process?

0=No

1=Yes

If Yes, In Which Way (Circle All Appropriate Answers)?

1 Pre-Distribution Address

2 Checking Names On Register

3 Scooping

4 Checking & Signing Waybills

5 Crowd Control

If No,

Specify:

N/A

3.5 Was there any banner displaced with ration size?

0=No

1=Yes

3.6 Was The Distribution Completed In One Day?

0=No

1=Yes

If not, what are the reasons (Circle all appropriate answers)

1. Short landing

2. Breakdowns

3. Poor attendance

N/A