P4.S3.T2 Cash distribution monitoring form

This is a monitoring template for the database of <name> project. Your responses are voluntary and will be confidential.

|  |  |  |
| --- | --- | --- |
| **a** | **Interviewer’s name** |  |
| **b** | Date of interview | Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_| |

# Personal Information

|  |  |  |  |
| --- | --- | --- | --- |
| **1.1.** | **Beneficiary Number** | |\_\_|\_\_|\_\_| | Please make sure you have checked and registered the Beneficiary number before proceeding to interview |

|  |  |  |
| --- | --- | --- |
| **1.2.** | **Name** | **First name** |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| **Family name** |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| |
| **1.3.** | **Current Address**  |  |
| **1.4.** | **Locality** |  | Rural o Urban o Peri-urban o  |
| **1.5.** | **Municipality** |  | **1.6.** | **District / Province / Region** |  |
| **1.7.** | **Phone number(s)**  |  |  |
| **1.8** | **Sex** | ¨ Male ¨ Female | **1.9.** | **Age** | |\_\_|\_\_|  |

# 2B. Entrepreneur assessment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **2B.7.** | **Work space available at this time**  | ¨ Yes ¨ No | **2.4.1**  | **If YES, month rent for workspace** | <CURRENCY> |\_\_|\_\_|\_\_|\_\_|\_\_| (In case there is no rent, mark CERO “0”  |
| **2B.8 Business training** ¨ Yes ¨ No  |
|  | **2B.8.1** | **From:** Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_|**To:** Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_| |
| **2B.9** | **Have you participated in any additional technical / skill upgrade training?** | ¨ Yes ¨ No  |
|  | **2B.9.1** | **If yes, which one?**  |  |
|  | **2B.9.2** | **What organization / training institution facilitated the training?** |  |
|  | **2B.9.3.** | **Dates** | **From:** Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_|**To:** Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_| |

# Microntrepreneurship Information

|  |  |  |
| --- | --- | --- |
| **3.1.** | **Business name**  |  |
| **3.4.** | **Is it a business group**  | ¨ Yes ¨ No | **2.2.1** | **If YES, name of group** |  |
| **2.2.2** | **If YES, # of group** | |\_\_|\_\_|\_\_| | **2.2.3** | **If YES, number of members** | |\_\_|\_\_| |

|  |
| --- |
| 3B. Cash monitoring  |
| **3B.1.** | **Cash instalment** | ¨ First ¨ Second | **3B.1.1.** | **Date** | Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_| |
| **3B.1.2.** | **Amount**  | <CURRENCY> |\_\_|\_\_|\_\_|\_\_|\_\_|  |
| **3B.2. Please fill the following ONLY in case of Second installment** |
| **3B.2.1** | **Date**  | Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_| |
| **3B.2.2.** | **Amount**  | <CURRENCY> |\_\_|\_\_|\_\_|\_\_|\_\_|  |
| **3B.2.3.** | **Have you spent previous instalment**  | ¨ Yes ¨ No | **3B.2.3.1** | **If YES, please fill in the table below**  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Description of item / good / service puchased** | **Unit**  | **Quantity required** | **Cost per unit <CURRENCY>** | **Total <CURRENCY>** |
| 1 |  |  | |\_\_|\_\_|\_\_| | |\_\_|\_\_|\_\_|\_\_|\_\_|  | |\_\_|\_\_|\_\_|\_\_|\_\_|  |
| 2 |  |  | |\_\_|\_\_|\_\_| | |\_\_|\_\_|\_\_|\_\_|\_\_|  | |\_\_|\_\_|\_\_|\_\_|\_\_|  |
| 3 |  |  | |\_\_|\_\_|\_\_| | |\_\_|\_\_|\_\_|\_\_|\_\_|  | |\_\_|\_\_|\_\_|\_\_|\_\_|  |
| 4 |  |  | |\_\_|\_\_|\_\_| | |\_\_|\_\_|\_\_|\_\_|\_\_|  | |\_\_|\_\_|\_\_|\_\_|\_\_|  |
| … |  |  |  |  |  |
| N |  |  | |\_\_|\_\_|\_\_| | |\_\_|\_\_|\_\_|\_\_|\_\_|  | |\_\_|\_\_|\_\_|\_\_|\_\_|  |
| **3B.2.3.1.1** | **Total cost of the items / goods / services**  | <CURRENCY> |\_\_|\_\_|\_\_|\_\_|\_\_|  |
| **3B.2.3.1.2** | **Percentage Spent**  | |\_\_|\_\_|\_\_| % | **3B.2.1.3** | **Balance unspent**  | <CURRENCY> |\_\_|\_\_|\_\_|\_\_|\_\_| (In case there is no balance, mark CERO “0”  |

# 4B. Other considetions

|  |  |  |
| --- | --- | --- |
| **4B.1.** | **The other conditions set forth in the MoU have been complied with.***(Detail if needed)* | ¨ Yes ¨ No |
| **4B.2.** | **Additional comments** |  |

# Signature

|  |
| --- |
| **First name** |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| **Family name** |\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_| |
| **Beneficiary’s signature** | Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_|and <place> |