

Counting Cash

Kobo Form Guidance

January 2026

Data Entry

- This guide aims to walk you through each question on the Counting Cash Kobo form. If you have any questions on any of the data points please contact your Regional Cash focal points.
- Where possible this form should be submitted for each Cash and Voucher Assistance (CVA) intervention/operation delivered within that calendar year, from 1 January to 31 December.

Initial Questions

At the start of the form, you will be asked to identify the following points which apply to your intervention:

- **Region** you are in
- **Reporting Entity** who is entering the data into the form
- **Country** where the intervention/operation took place
- **Implementing Organisation** (the National Society in country where the cash project/operation took place)
- **Year of Distribution**

Cash or Vouchers

- *This question will ask you to identify whether the intervention data you are submitting relates to the delivery of Cash or Vouchers.*
- *If you are unable to input data on an intervention-by-intervention level, then please group your interventions into all those who delivered cash and all those who delivered vouchers.*

Cash Expended (Total)

In this section you will be asked to provide the following points:

- **Local currency the cash** was delivered to the people affected in (please provide the name of the currency, not the amount)
- The **three-letter currency code** (eg USD)
- **Exchange rate for your local currency** to CHF
- **Total Cash and Voucher Assistance** delivered for intervention/operation (total transfer value to people affected ONLY, do not include any other direct costs)

Number of People Affected

Identify whether you would like to report either a) the number of households OR b) number of people affected.

***IF** inputting **a) number of households** then add the average number of households in your situation **AND** the number of households who successfully received cash assistance within your programme.*

***OR** input **b) number of people affected**, which is the total number of people affected who received cash assistance within your programme.*

Intervention Objective

Please identify the single outcome area which best describes what the CVA was intended and/or labelled for when the intervention was designed. If more than one select dominant Sector.

- Basic / Essential Needs
- Shelter, Housing and Settlements
- Livelihoods
- Food Security
- Protection, Gender and Inclusion
- Migration
- Health & Care
- Water, Sanitation and Hygiene
- Education
- Risk Reduction, Climate adaptation and Recovery
- Environmental Sustainability
- I don't know \ Other

**Note: This question is asking how the programme team intended the cash assistance to be used, based on the assessment, analysis and design process that was followed for the intervention: for example, an intervention which delivered cash assistance for shelter objectives.*

Delivery Mechanism

- **Provide the average transfer value of the cash assistance in local currency** (this question is not mandatory).
- **Identify the mechanism used to deliver the cash assistance in your programme:**

E-Cash: includes bank transfers, ATM/prepaid cards, mobile money, delivery through an agent / over-the-counter (OTC) e.g. Western Union; cheques

E-Voucher: using vouchers within a digital payment platforms (eg via QR code or NFC card)) or any other delivery of vouchers where a mobile app is used

Paper Voucher: traditional physical paper vouchers

Physical Currency: cash in envelopes or direct physical cash payments

Framework Agreement

A) For the cash delivery mechanism was there an agreement in place?

Respond either **Yes /No / I don't know** to this question.

The question is asking whether there was any form of agreement with a Financial Service Provider in place which enabled the cash assistance delivery within this intervention.

B) If YES, which agreement was in place for the cash delivery mechanism?

- **A framework agreement (this is usually multi project, multi-year and/or multi modality)**
- **A project agreement (this is usually an agreement just for the project and specific delivery mechanism)**

If there was an agreement in place for this intervention, select which agreement was in place.

If NO:

Did this project use a cash delivery mechanism that doesn't have an agreement in place? (e.g. cash in envelopes)

*If there was no agreement in place, confirm here by answering **YES/ No/ I don't know***

Community Engagement & Accountability

For each of the following questions respond **Yes, No** or **I don't know/other**.

- **Did the people affected have access to a feedback and complaints mechanism?**

This question is asking whether people affected know how to reach out if they had comments, complaints or feedback on their cash transfer.

- **Did this CVA based intervention have Post Distribution Monitoring in place?**

This question is asking whether the programme had planned Post Distribution Monitoring activities in place.

- **Did this CVA based intervention have a recipient communication plan?**

This question is asking whether the programme had a planned recipient communication plan in place, with activities on how recipients would be contacted within the intervention.

Anticipatory Cash Assistance and Timeliness

This section focuses on whether your programme used Anticipatory Action or the activation of an Early Action Protocol (EAP) and will ask a series of questions to determine the type of Anticipatory Action used and the timeframes related to delivery of CVA.

A) Does this report relate to anticipatory cash assistance?

Respond either **Yes/No** to this question.

B) Was this CVA provided in advance of a hazard or shock, or in response to a sudden/rapid onset shock, crisis or disaster?

Respond either **Yes/No** to this question.

This question is asking whether the CVA delivered was in response to in an emergency response. Answer No if your CVA was delivered for protracted crisis, recovery or development.

If yes answer the relevant following question:

For emergency response: **What was the date on which the shock / disaster occurred/began?**

OR

For anticipatory action: **What was the date the Early Action Protocol was activated?**

Timeliness

C) What was the date when the first people/households received their CVA entitlement?

D) If you are submitting data for more than one intervention, what was the overall average number of days between the shock / disaster beginning and the date when the first people/households received their CVA entitlement?

End of Survey

To finish the survey, you will be asked whether you have any comments or questions. It is not mandatory, but if you do have any comments or questions there is a text box to add them in.

The form will also ask for your contact email address so we can respond to your question or comment.

Thank you for completing the data entry, your National Society data is a valuable contribution to the Counting Cash dataset.