

## NAME COLLECTION FORM

SECTION A: ADMINISTRATIVE BASICS		
NA.1	Serial Number	
NA.2	Surveyor Name	
NA.3	Date collection visit (DD-MM-YY)	[ ][ ] - [ ][ ] - [ ][ ]
NA.4	Province	
NA.5	District	
NA.6	Division	
NA.7	Location	
NA.8	Sub-location	
NA.9	Village	
NA.10	GPS	South: [ ][ ][ ] - [ ][ ] - [ ][ ][ ] East: [ ][ ][ ] - [ ][ ] - [ ][ ][ ]

INTERVIEWER: INTRODUCE YOURSELF AS AN EMPLOYEE OF GIVE DIRECT, A NON-PROFIT ORGANIZATION THAT PROVIDES CASH TRANSFERS TO POOR HOUSEHOLDS IN KENYA. REQUEST TO SPEAK WITH WHICHEVER HEAD OF HOUSEHOLD (MALE OR FEMALE) IS AVAILABLE. DESCRIBE GD'S ENROLLMENT CRITERIA, AND EXPLAIN THAT GD WILL SEND CASH TRANSFERS TO HOUSEHOLDS THAT MEET ALL ELIGIBILITY CHECKS. CLEARLY EXPLAIN THAT THE HOUSEHOLD IS FREE TO SPEND THIS TRANSFER HOWEVER IT SEES FIT. EXPLAIN THAT GD MUST FIRST COLLECT SOME BASIC INFORMATION AND GO THROUGH THE REGISTRATION PROCEDURE (WILL TAKE ABOUT 20 MINUTES).

SECTION B: IDENTIFICATION		
NB.1	What is your name? [INTERVIEWER: FILL THIS OUT FOR THE MALE OR FEMALE HEAD OF HOUSEHOLD WHO IS AVAILABLE]	First: _____ Middle: _____ Surname: _____
NB.2	INTERVIEWER: INDICATE THE GENDER OF THE PERSON	1 = Male 2 = Female
NB.3	What is the name of the household or owner of the household?	
NB.4	What name or nickname do other people associate with this household?	
NB.5	What is your marital status?	1 = Single 2 = Couple 3 = Polygamous 4 = Widow/Widower
NB.6	What is/are the name(s) of your spouse(s) (first, middle, last)	1. 2. 3.

SECTION C: HOME CHARACTERISTICS PLEASE ANSWER QUESTIONS DISCREETLY		
NC.1	INTERVIEWER: INDICATE MUD/THATCH HOME	1 = Yes 2 = No → End
NC.2	Is this your home with your own kitchen?	1 = Yes 2 = No → End
NC.3	INTERVIEWER: CONFIRM THERE IS A BED, CHAIRS, COOKING UTENSILS, CLOTHES AND OTHER SIGNS OF SOMEONE LIVING IN THE HOUSE	1 = Yes 2 = No → End
NC.4	How many people eat out of this kitchen?	Number of adults > 14 years old

NC.5	How many people eat out of this kitchen?	Number of children 14 years old or less	
NC.6	INTERVIEWER: WHAT IS THE MAIN ROOFING MATERIAL OF THE HOUSE?	1 = Iron 2 = Grass 3 = Mud/branches 4 = Palm leaves 5 = Cement -996 = Other, specify	_____
NC.7	INTERVIEWER: WHAT IS THE MAIN MATERIAL OF THE WALLS OF HOUSE?	1 = Iron 2 = Grass 3 = Mud/branches 4 = Palm leaves 5 = Cement -996 = Other, specify	_____
NC.8	INTERVIEWER: WHAT IS THE FLOOR MADE OF?	1 = Palm leaves 2 = Cement 3 = Mud/branches -996 = Other, specify	_____
NC.9	When was this structure built?	MM/YY	

SECTION D: CONTACT			
ND.1	Does anyone in this household have a working cell phone?	1 = Yes 2 = No → ND.3	
ND.2	What are the numbers of the working cell phones in this house? (only those we may call to confirm your transfer)	1. [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] 2. [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]	
ND.3	Would you like GD to provide you with a phone? [EXPLAIN THAT THE VALUE OF THE PHONE WILL BE SUBTRACTED FROM THE TRANSFER]	1 = Yes 2 = No → NE.1	
ND.4	Affix label with serial number	~STICK LABEL HERE~	

SECTION E: IDENTIFICATION INFORMATION			
NE.1	Does [PRIMARY FEMALE] have an official ID? (National ID, Passport, Military ID or Alien Card)	1 = Yes 2 = No → NE.4	
NE.2	RECORD NAME [AS ON ID IF HAVE]		
NE.3	RECORD ID NUMBER		
NE.4	Does [PRIMARY MALE] have an official ID? (National ID, Passport, Military ID or Alien Card)	1 = Yes 2 = No → NF.1	
NE.5	RECORD NAME [AS ON ID IF HAVE]		
NE.6	RECORD ID NUMBER		

INTERVIEWER: TELL THE RECIPIENT THAT IF HE/SHE OR HIS/HER SPOUSE ALREADY HAS AN M-PESA ACCOUNT, GD CAN TRANSFER FUNDS TO THAT ACCOUNT. IF THE RECIPIENT DOES NOT HAVE AN ACCOUNT, HE/SHE WILL HAVE TO REGISTER A LINE IMMEDIATELY, WHICH WILL REQUIRE AN ID DOCUMENT. IF THE RECIPIENT DOES NOT HAVE AN ID DOCUMENT, HE/SHE HAS THE OPTION OF ALLOWING A SPOUSE TO REGISTER ON HIS/HER BEHALF. REVIEW THE FOLLOWING:

- GD will send two transfers. The first transfer is scheduled for the first week of July, but will only be sent if the recipient (or his/her proxy) has registered. The second transfer will be sent 6 months after the first transfer.

- If recipient does not know how to register for M-Pesa, explain procedure (including obtaining ID documents)
- Show the recipient how to check M-Pesa balance
- Remind recipient that the M-Pesa balance must be checked regularly when transfer is scheduled to happen and that the transfer must be collected as soon as it shows up in balance
- Tell the recipient how much the M-Pesa agent will charge in transaction fees
- Clearly communicate that the recipient should not pay any additional goods/fees to the agent, a community member, village elder, or anyone else (if such a request is made, the recipient should immediately phone GD)
- Reiterate that GD imposes no conditions on how the money is spent and does not accept any gifts

SECTION F: REGISTRATION INFORMATION			
NF.1	Do you or your spouse have an M-Pesa account registered?	1 = Yes 2 = No → NF.4	
NF.2	What is the exact name that this account is registered under?		
NF.2a	Who is it registered to?	1 = Respondent 2 = Respondent's husband 3 = Respondent's wife	
NF.3	INTERVIEWER: RECORD SIM CARD NUMBER FOR M-PESA ACCOUNT (DOUBLE-CHECK THAT NUMBER IS CORRECT)	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ] → NG.1	
NF.4	INTERVIEWER: GIVE NEW SIM AND RECORD NUMBER (DOUBLE-CHECK THAT NUMBER IS CORRECT)	[ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]	
NF.5	Will you be registering or will your spouse be registering? [REMINDEE: REMIND RECIPIENT THAT SPOUSE CAN REGISTER ON BEHALF IF HE/SHE HAS ID DOCUMENTS AND RECIPIENT DOES NOT]	1 = Self 2 = Spouse	
NF.6	What is the exact name that the M-Pesa account will be registered under?		
NF.7	What is the gender of the person whose name the account will be registered under?	1 = Male 2 = Female	

SECTION G: CONCERNS			
NG.1	Do you have any concerns about receiving a cash transfer?	1 = Yes 2 = No → P1	
NG.2	What are your concerns?	1 = Concern we'll have to pay back money or give something in return 2 = Domestic conflict over transfer 3 = Community conflict over transfer 4 = Theft or violence pertaining the transfer 5 = Other (specify)	

SECTION H: PHOTO			
INTERVIEWER: WRITE SIM NUMBER IN <b>LARGE</b> LETTERS, TAKE PHOTO OF SIM NUMBER.			

NH.1	GiveDirect occasionally uses photos of people who have received gifts to raise money for more transfers, may we take a photo for publicity purposes?	1 = Yes 2 = No	
NH.2	INTERVIEWER: TAKE PHOTO FROM DOOR OF HOME LOOKING INSIDE [NOTE: RESPONDENT CAN REFUSE PHOTO IF THEY DO NOT WANT IT TAKEN]	1 = Photo taken 2 = Photo not taken	
NH.3	INTERVIEWER: TAKE PHOTO OF RESPONDENT IN FRONT OF HOME OUTSIDE [NOTE: RESPONDENT CAN REFUSE PHOTO IF THEY DO NOT WANT IT TAKEN]	1 = Photo taken 2 = Photo not taken	

**SECTION I: SURVEYOR CHECKLIST**

NI.1	Did you check the survey to ensure that <b>all</b> fields are filled in? Incomplete surveys will <b>not</b> be accepted.	1 = Yes 2 = No	
NI.2	Did you give a give direct contact card?	1 = Yes 2 = No	

**Surveyor Notes**

**Supervisory Audit Check-box**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Notes: