

NAME COLLECTION CHECK-LIST

PRE-INTERVIEW

- Ask the recipient which village they live in (confirm match)
- Ensure that recipient confirms all identifying information on roster (ID, name, token if available)

DURING INTERVIEW

- Explain transfer schedule:
 - ~4,000 in December
 - ~40,000 in February (phone will be deducted from this instalment)
 - ~40,000 in August
- If recipient does not have M-Pesa account, tell the recipient that the line must be registered as soon as possible, otherwise funds cannot be sent (explain that spouse can serve as proxy if he/she has ID and recipient does not)
- Remind recipient that the M-Pesa balance must be checked regularly and sim card must be topped up each month (can top up with 5-10 shillings to keep active)
- Explain that recipient should NEVER share M-Pesa pin or give phone/sim card to any one (GD staff may come to confirm sim number)
- If recipient does not have an M-Pesa account, show how to check balance on own phone
- Save GD contact number in ALL phones
- Stress that money is UNCONDITIONAL and is not to be repaid
- Stress that recipient should NEVER make a payment to any one (village elder, chief, community member etc.) and should notify GD immediately if a request is made
- Tell recipient another GD staff may come to visit at a later point (be vague about this)

POST-INTERVIEW

- Make sure all fields are filled
- Save and FINALIZE form
- Turn on screen saver while walking to next interview