|  |  |
| --- | --- |
| ⬜ | Means of transport |
| ⬜ | Personal rain gear |
| ⬜ | Applicable maps/GPS |
| ⬜ | Identification (ID card or badge) |
| ⬜ | Clipboard |
| ⬜ | Pencil/pen |
| ⬜ | Calculator |
| ⬜ | White paper |
| ⬜ | Stapler with staples (pins) |
| ⬜ | Electronic tablet or smartphone with app |
| ⬜ | Flashlight |
| ⬜ | Camera |
| ⬜ | Weighing scales |
| ⬜ | Anthropometric materials (e.g., MUAC tapes), if applicable |
| ⬜ | Knife/cutter (for opening bags, cartons, and tins) |
| ⬜ | **Monthly Monitoring Plan** (detailing specific sites, recipients, and, if applicable, site storage facilities) |
| ⬜ | Blank **Distribution Site Storage Monitoring Questionnaire** forms |
| ⬜ | Blank **On-Site Distribution Monitoring Questionnaire** forms |
| ⬜ | Blank **Post-Distribution Monitoring Questionnaire** forms |
| ⬜ | **Food Distribution Monitoring Follow-up Issues Tracking** sheet |
|  | **For Each Site to Be Monitored:** |
| ⬜ | Distribution reports from previous period (since last monitoring visit) |
| ⬜ | Monitoring report (for last visit) |
| ⬜ | Recipient list (if distribution will be monitored) |
| ⬜ | Community Committee member list |
| ⬜ | **Distribution Plan** |