



Tip Sheet: Counting Beneficiaries

The following tip sheet provides guidance to WPHF grantees on counting direct and indirect beneficiaries. Reporting on the number of beneficiaries helps demonstrate the scope (the size) of your project. The count of beneficiaries, however, does not necessarily demonstrate change. It does allow others to see **who** has benefited from your project, and **how many**.

WPHF has two beneficiary indicators:

- Number of people directly benefiting from the response (by sex, age group, or other variables)
- Number of people indirectly benefiting from the response

Direct Beneficiaries

Direct beneficiaries refer to the individuals, groups, or organizations, which benefit directly from your intervention, or who are the direct recipients of your activities. Direct beneficiaries and the target groups are the same.

It is important to **disaggregate** your direct beneficiaries. The reason this is done is to see if all beneficiaries of your project are benefiting equally from interventions.

For WPHF grantees there are only two required disaggregation - by sex and age group.

- By sex: count the total number of female and male beneficiaries
- By age group: count the total number of children and young people (those under 18 years old) and count adults (those 18 years and older).

There may however be other disaggregation (or other variables) which are important for your project to track such as people living with disabilities, refugees or IDPs, women-headed households, or location, etc.

Tracking direct beneficiaries should be done during the implementation of each activity. Using a participant registration form is a simple way to track direct beneficiaries, as well as their sex and age group, or other disaggregation important for your project.

See Appendix 1: Sample Participant Registration Form.

Data Collection and Do No Harm

The collection of beneficiary data must never come before the safety, security and ethical considerations of women and communities. In many cases the collection of data and identifying information (e.g., names, contact information or identification) from women and their families can place them at additional risk and harm. It is important to remember:

- The right to remain in the host country can be put at risk on the basis of data collected.
- Women and their families may feel forced or obligated to provide information in order to benefit from the project.
- Collecting too much information on participants may cause emotional distress as the recalling of painful experiences of conflict, violence, violations, or abuse.

To reduce the risks and harms:

- Always obtain consent from beneficiaries on the collection of any data or identifying information
- Inform beneficiaries on how information will be used and how you will protect the information.
- Ensure beneficiaries know they have the right to decline that their information being collected or used
- Do not write down people's names. Instead use a number (e.g. 1, 2, 3, etc.).
- Collect information in a private way so that others around do not hear.
- Do not ask for too much information from beneficiaries. Ask only what is required.
- Protect data collected by storing it in a secure location or adding passwords to electronic files.

While the next section outlines the reporting of disaggregated data such as by age group, type of displacement, women-headed households, etc., this is only done when it is safe to do so, and if no harm will be brought to women, organizations, or staff. It is done in ethical ways that ensure privacy and protection.

Mandatory Disaggregation of Direct Beneficiaries

For WPHF grantees, only sex and two age groups are required. Adding other information on beneficiaries however is encouraged (see next section). For example:

Beneficiary Groups	Female	Male	Total
Children/Youth (0-17)	50	25	75
Adults (18+)	100	50	150
Total	150	75	225

Additional Disaggregation of Direct Beneficiaries (Recommended)

When using other disaggregation (such as disability, for example), it is important that all the numbers add up to the same as what you reported for sex and age (table above). Here is an example using an additional disaggregation group.

Beneficiary Groups	Women	Men	Total
Other Disaggregation	150	75	225
People living with disabilities	10	0	10
People without disabilities	140	75	215
Total	150	75	225

In the example above, you will notice that the total of 225 is the same as the numbers presented for sex and age disaggregation. Of the 225 total beneficiaries, 10 women live with disabilities, and 140 women and 75 men do not have disabilities.

Grants focused on Forced Displacement

For WPHF grantees that work on forced displacement, disaggregation of your indicators must be by the various groups of women who are forcibly displaced. For example,

Beneficiary Groups	Women	Men	Total
Refugees (18 years and above)	100	50	150
Refugees (Under 18 years old)	25	50	75
Total	125	100	225
Host community members (18 years and above)	20	20	40
Host community members (18 years and below)	10	0	10
Total	30	20	50

The Issue of Double Counting

When you have multiple activities with the same direct beneficiary groups and, when you add up participation of all your beneficiaries from these activities, you may be double counting your

beneficiaries. The simplest way to address this is to take the **maximum number** (or highest number) of the same direct beneficiary group reached through all activities.

In the example below, the activities are all targeting the same women and men in the community. In this case, you could use 400 (200 women and 200 men) as the total direct beneficiaries for the project as it is the maximum.

Activity	Women	Men	Total
Training on prevention of SGBV with community members	150	100	250
Community campaign on women and girls' protection	200	200	400

Another example with group members is as follows:

Activity	Women	Men	Total
Consultations with women CSO leaders on designing conflict prevention support systems	100	0	100
Training on advocacy and communication with women CSO leaders	150	0	150
Training on monitoring of conflicts within the community with women CSO leaders	70	0	70

If the target beneficiary groups are different, it will be important not to forget them in your counts. In the example below, there are three (3) different beneficiary groups - community members, women leaders of CSOs and local authorities. Using the same rule of taking them maximum, the total direct beneficiaries would be 470 (255 women and 215 men).

Activity	Women	Men	Total
Training on prevention of SGBV with community members	150	100	250
Community campaign on women and girls' protection	200	200	400
Training on advocacy with women leaders in CSOs	30	0	30
Coordination meetings of women leaders in CSOs on campaigns	50	0	50
Dialogues with local authorities on prevention of SGBV	5	15	20
Total Beneficiaries (maximum of individual groups)	255	215	470

Indirect Beneficiaries

Indirect beneficiaries refer to other individuals, groups or organizations who are not the direct target of your interventions and activities but may be indirectly affected and benefited by the activities with direct beneficiaries. They could be other members of the community, radio listeners, or family members who benefit positively from interventions of direct beneficiary participation.

Indirect beneficiaries are usually an **estimation**, meaning that they are not counted in regular monitoring processes, but the numbers are calculated based on a formula.




There are generally two ways to determine how many indirect beneficiaries there are. The best option is up to you, but whichever option you choose, it should be done the same way each time you collect information and report on it (see next page).

It is important to remember though when selecting your option, that indirect beneficiaries are just an estimation. A higher number does not mean that the project is benefiting more people – indirect beneficiaries **could** benefit from activities of direct beneficiaries.

Option 1: Multiply by average family size

The easiest option is to use the average family size in your target project area.





Example

Number of Direct Beneficiaries		Average household size		Total Indirect beneficiaries
150 women	x	5	=	750
				

Option 2: Adjusting Family Size and Subtracting all Direct Beneficiaries

If you want to be even more precise than that, then lowering the average family size by 1 and removing the total number of direct beneficiaries from your calculation is another way to estimate.

Example

Number of Direct Beneficiaries		Adjusted Average household size		Subtracting total direct beneficiaries		Total Indirect beneficiaries
150 women	x	4	-	150 women	=	450
						

Social Media/Media Beneficiaries – Direct or Indirect?

The short answer is – they are **indirect beneficiaries**.

You should **not count** the listeners as beneficiaries because they are passive recipients of information, they are indirect! This is similar for users of social media such as Facebook, Twitter, Instagram, etc. These are always indirect beneficiaries.

However, there are some exceptions, depending on your outcome/output statement and indicator. For example, if your output is 'Gender-sensitive radio programming developed and disseminated to raise awareness on WPS, your indicator may be the 'Number of times women from local CSOs are external speakers on WPS topics in radio programming'. These women are direct beneficiaries! The people who listen to the radio programming however are still indirect.

Example	Indicator	Direct or Indirect?
Output: Gender-sensitive radio programming developed and disseminated to raise awareness on WPS	Number of radio listeners on WPS programming	Indirect Beneficiaries
Output: Social media developed and used to raise awareness on WPS	Number of people who have accessed social media messages	Indirect Beneficiaries
Output: Social media developed and used to raise awareness on WPS	Number of people who have accessed Facebook and Twitter messages	Indirect Beneficiaries
Output: Gender-sensitive radio programming developed and disseminated to raise awareness on WPS	Number of times women from local CSOs are external speakers on WPS topics in radio programming	Direct Beneficiaries– Women of local CSOs as the speakers

Appendix 1: Sample Participant Registration Form (for data collection of individual activities)

If your organization does not have a participant registration form, you can use this template to help you track the number of people that participate in each training, community gathering or other activities where direct beneficiaries come together. This information will help in counting the total number of direct beneficiaries.

You can adapt this template to your project or add different columns to track information about individuals such as disability, refugees, IDPs or other variables you think are important to know.

Activity									Date of Activity
Location									
#	First Name ¹	Sex (Female or Male)	Under 18 Years old	Over 18 Years old	Living with a disability (yes/no)	IDP or Refugee	Other variable you want to track ²	Signature ³	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
13									

*Add Rows as necessary

¹ In some cases, it may not be safe to capture people's names. You can use just a first name or a pseudonym to protect the person's identity.

² In some cases, you want to contact your beneficiaries again. Participant registration forms can be useful to note down people's phone numbers. Again, this should only be done if you intend on contacting them again, and if it safe to do so.

³ Sometimes, for accountability purposes, you may require a signature. This depends on your own organizational policies and any donor requirements.