

2. BENEFICIARY SELECTION

This section focuses on beneficiary selection and administration. For all projects CRS implements the process of beneficiary selection is critical since targeting the right people will determine if the project will have the desired impact. The process of beneficiary selection and the administration of the beneficiary database is also critical from an accountability perspective; therefore, this process is included in this guidance to increase accountability.

1. Criteria for beneficiary selection should be clearly defined by the project management, in collaboration with beneficiary communities, and communicated clearly to staff and communities.
2. Identification of beneficiaries should be done in a participatory manner, by trained staff.
3. Where appropriate, beneficiary lists should be posted for feedback for at least 24-48 hours.
4. Beneficiary lists should be verified against the selection criteria in the field by a separate team visiting randomly-selected beneficiaries.
5. Beneficiary (and distribution) lists should be signed by the project manager and kept on file.
6. The electronic beneficiary database should only be accessible to authorized staff, and changes to the beneficiary lists must be approved by the manager.
7. Distribution lists should be produced based on the approved beneficiary database, and printed copies should have page numbering that indicates the page number out of the series (page 3 of 10).
8. The project should have a complaint mechanism in place to allow community members to provide feedback to CRS.
9. Post-distribution monitoring (PDM) should verify that the project continues to meet needs of beneficiaries, considering their safety and security, as well as that of implementing staff. PDM should be conducted by an independent team that was not involved in the distributions.

A note on data privacy

CRS staff must take care with beneficiary data, especially that which includes bank account, identification and other possibly sensitive information. [Click here](#) for some basic information on protecting beneficiary data. CRS is working on additional guidance on this. For information, contact joel.urbanowicz@crs.org.