

# Completing the Beneficiary Data Capture Form

## Using the template for quarterly reports

You must ensure all six tables are completed each quarter.

**Table 1:** Using this table, provide information on your direct beneficiaries.

- **Column a:** Provide the target number of direct beneficiaries you are aiming to reach by the end of the project
- **Column b:** Provide the number of beneficiaries reached in the quarter under review
- **Column c:** Provide the number of beneficiaries the project has reached in total so far.

**Tables 2-5a:** Using these tables, disaggregate the beneficiary numbers provided in **columns b and c** of **Table 1** into the following categories.

- **Table 2:** By sex (m/f)
- **Table 3:** By sex and age
- **Table 4:** By sex and location
- **Table 5a.** By sex and sub-population

**Table 5b:** This table is for beneficiaries where there is some form of clear intersectionality. If beneficiaries do not fit into the sub-population listed in **Table 5a**, this is where they can be recorded.

For example, you may have beneficiaries who are people with disabilities who are also living in extreme poverty or girls who married under 18 and are also survivors of violence.

Fill in the first column with your own classifications. Some might be very complicated, so try to keep it as simple as possible.

## Further guidance

When entering data into **Tables 2-5b**, ensure you provide both an exact number of direct beneficiaries and a percentage of the overall total that you provided in **columns b and c** of **Table 1**. This percentage figure should be recorded in brackets. See example.

**1. Enter the total number of direct beneficiaries for your project**

(a) Project Total	(b) Reached this quarter	(c) Cumulative to date
1000	100	200

**2. Disaggregate your beneficiary data by sex**

Sex	Reached this quarter	Cumulative (reached to date)
Female	50 (50%)	150 (75%)
Male	50 (50%)	50 (25%)
<b>Total</b>		

The data added to **Tables 2-4** should equal 100% of the totals provided in **columns b and c** of **Table 1**. The data added to **Tables 5a** and **5b** should collectively add to 100% of the totals provided in **columns b and c** of **Table 1**.

### Using the template for annual and project completion reports

When completing the Beneficiary Data Capture Form for your annual or project completion report, you only need to complete the **cumulative to date** column.