

## Beneficiary data capture FAQ

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**Q: We have not separated repeat and new beneficiaries in previous reports submitted. What do we do?**

A: Contact your performance and risk manager as soon as possible with this information so we can correct this in your beneficiary data summary.

**Q: I don't have geographic or age breakdowns for my direct beneficiaries. What do I do?**

A: Gender and disability are required breakdowns for all direct beneficiaries reached. Age and geographic characteristics are highly recommended. If you are unclear on the definitions of these and what is required, contact your performance and risk manager.

**Q: When is it appropriate to use the 'Unknown' category?**

A: You can use the 'Unknown' category to report indirect beneficiaries if collecting this information is too difficult. Try not to use the 'Unknown' disaggregation for direct beneficiaries. If you do use this category, your performance and risk manager may ask for more information.

**Q: What happens if project targets change?**

A: If project targets are changed, they will be updated in the beneficiary data summary for your project. Contact your performance and risk manager about any changes in targets or if you see that the targets in your beneficiary data summary are incorrect.

**Q: Can we estimate beneficiaries based on national statistics to get disaggregations?**

A: It is encouraged that you collect your own data on all disaggregations for direct beneficiaries through baselines and regular monitoring tools. If you are unclear on how to do this or feel that it is inappropriate, contact your performance and risk manager.

**Q: Is it appropriate to use the rural category to track indigenous peoples in our project?**

A: No. Rural is a geographic characteristic based on where people live or where the project is implementing. It is not associated with a specific ethnicity. For clarification on this, read about geographic characteristics in the 'Definitions' tab of the beneficiary data template.

If you want to track data on indigenous people you can reach out to your performance and risk manager about using the 'Other' rows in the 'Other Population Characteristics' section to track this.

**Q: Can we input data on different types of disability into the template?**

A: There is no provision for this in the template, we ask that you report whether someone has a disability or not. However, if you think more detailed information on types of disability is valuable, contact your performance and risk manager to agree on using the 'Other' rows in the 'Other Population Characteristics' section to collect this data

**Q: After capturing the data, is there a narrative section to explain the numbers?**

A: You can provide this information in the 'Notes' section at the top of each quarterly tab or in the quarterly narrative report.