



## Livelihoods Sector Recommended Parameters on Outreach, Identification, and selection of Beneficiaries

### Purpose of the guideline

This guideline is intended to guide partners on the identification of beneficiaries for the different Livelihoods interventions to improve the targeting and impact of the Livelihoods programs and ensure equitable access especially for the most vulnerable. The guideline was initially developed by the North Livelihoods Working group<sup>1</sup> in 2018 and a survey on “Identification of Beneficiaries” shared with all Livelihoods partners operating in Lebanon<sup>2</sup> was used as reference for the process. In 2022 the guideline was reviewed and updated by a sub-group of the Livelihoods Core group<sup>3</sup>.

To identify beneficiaries of Livelihoods interventions and with the commitment to encourage partners to prioritize protection cases whenever possible, the Livelihoods sector highly encourages all sector partners to use the Inter-Agency Referral tools<sup>4</sup> enabling a smooth and constant coordination with actors from other sectors.

### Beneficiary selection criteria:

Selection or eligibility criteria should be available to all and must be widely disseminated to the targeted population and the local authorities. Clear and understandable justification must be provided for any targeting of aid to a specific group or for exclusions of a specific group. Furthermore, it should be clear and verifiable.

In setting the criteria to select the beneficiaries of a project, partners should always think, in addition to the “Age”, “Gender”, and “willingness and motivation of possible beneficiaries” about **activity specific** eligibility criteria and **prioritization** criteria.

#### *a) Activity specific eligibility criteria:*

Activity	Specific eligibility criteria
Market skills-based training (MBST) and Work Based Learning (WBL)	A) low skilled (such as hair dressing and cooking): no educational, skills or experience prerequisite.

<sup>1</sup> The North Task Force was composed by the following partners: Concern, RMF, DRC, Safadi Foundation and WFP. It has been led by UNDP- Field coordinator.

<sup>2</sup> The survey has been launched in September 2018 and 31 partners undertook it (INGOs, L/NGOs, UN agencies, Academy).

<sup>3</sup> The sub-group was composed of: OXFAM, UNDP, ILO, WFP, LRI, UNHCR and UN Women

<sup>4</sup> 1) [The Inter-Agency Minimum Standards on Referrals](#) aims to ensure consistent understanding and approaches for the safe identification and referral of people at risk and communities between service providers across Lebanon. 2) **The Inter-Agency Referral Form** aims to standardize the information partners collect, ensuring a timely response. It also supports staff to obtain informed consent and refer to the accurate service provider (found in Annex 3 of the IA Minimum Standards on Referrals); and 3) [The Inter-Agency Service Mapping](#) aims to facilitate accurate and timely referrals between partners by providing partners with comprehensive information on all the available services and assistance across sectors and governorates in Lebanon, including on eligibility criteria.



	<p>B) semi-skilled (such as mobile maintenance and secretarial services) might include: a prerequisite of minimum numeracy and literacy.</p> <p>C) High-skilled (such as assistant nurse and accounting) can include, among others: existing skills and technical competencies, literacy (including digital literacy where relevant), a minimum level of education (depending on the topic of the activity) and numeracy.</p>
MSME/Cooperative support	<p>A) Geographical criterion</p> <p>B) Business sector criterion</p> <p>C) Potential of job creation criterion</p> <p>D) Scalability criterion</p>

*b) Prioritization criteria:*

In addition to the above, partners should always apply a prioritization criterion to ensure they are selecting the most vulnerable beneficiaries. This includes:

- Socio-economic vulnerability that can be measured through an internal socio-economic vulnerability assessment which usually includes level of income, expenditure, and debt among others.
- Persons with disabilities
- Care givers of persons with disabilities
- Female headed households
- Older people if activity allows
- Care givers of older people
- Care givers of children engaged in the worst forms of child labor
- Socially marginalized groups (such as LGBTQI+) only when it is confirmed that the activities will not expose them to any harm.

Beneficiary outreach/targeting:

Partners are encouraged to utilize outreach mechanisms which they believe will be effective based on their own assessments and unique circumstances including specific access considerations. The following is a non-exhaustive list of possible outreach channels:

- Local authorities (municipalities)
- Social Development Centers (SDCs)
- Community leaders (Mokhtars)
- Announcements (printed and/or social media)
- Community Based Organizations (CBOs) and local NGOs
- Town hall meetings
- Door-to-door
- The Inter-Agency Service Mapping
- The UNHCR database RAIS (Refugee Assistance Information System) specific to displaced Syrian beneficiaries



To ensure conflict sensitivity and non-biasness, organizations should not rely solely on one mechanism to avoid unintended exclusion of eligible beneficiaries among vulnerable socially, politically, or culturally marginalized groups.

#### Special considerations:

- To ensure women participation in activities partners should plan for child-care services and other kinds of services/considerations that would facilitate women participation<sup>5</sup>.
- Partners should **intentionally** target persons with disabilities in their outreach activities. This also means that special considerations should be made to facilitate the access of these target groups to the activities' locations.

#### People with Disabilities<sup>6</sup>:

People with disabilities might have limited access to information on available opportunities or have misconceptions that they cannot take part in the activities. Here are some recommendations to ensure inclusion and participation of PwDs:

- Ensure that information is channeled through specialized organizations such as **disabled people's organizations** and local NGOs that provide services to PwDs.
- When setting the **selection criteria** organizations should ensure that they are inclusive of PwDs in a manner that **leads** to the inclusion of this target group. It is important to revise and adapt these criteria through monitoring and documenting who is being excluded and the reasons for this exclusion. Once these are identified, program design can be **modified to accommodate these concerns** and remove the barriers to participation.
- Consider the **type and severity** of disabilities. Partners should be realistic in determining when a disability may present barriers.
- People with disabilities are often, by necessity, extremely resourceful but also often underestimate their own capacities. As such, it is important to plan **confidence-building and integration components** in the program.

Three categories of barriers that partners should always take into consideration, and address, to ensure inclusiveness:

- **Environmental** barriers: inaccessible buildings or modes of public transportation; inaccessible information.
- **Attitudes and social** barriers: stigma or discrimination against persons with disabilities at the political, community, religious, or household levels.
- **Institutional** barriers: inadequate laws, policies, and standards; lack of representation in governing bodies; exclusions from existing employment or financial services; lack of funding to sustain services.

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<sup>5</sup> Refer to the Guidance note on Gender Mainstreaming in Livelihoods Activities

<sup>6</sup> [https://trickleup.org/wp-content/uploads/2020/03/DisabilityPovertyLivelihoods\\_2013\\_11.pdf](https://trickleup.org/wp-content/uploads/2020/03/DisabilityPovertyLivelihoods_2013_11.pdf)