Tool P3.S2.T2 Scorecard templates: registration sheet and vulnerability criteria list with scores

Beneficiaries are identified and selected based on the accumulation of vulnerability criteria after consultation with different stakeholders, including government and community representatives.

Some of the main steps to be followed:

1. Establishment of a local project committee (community representatives who will facilitate the process and collection and verification of information about vulnerability criteria together with the project team)
2. Agreement on the criteria after consultation with different stakeholders, including government and community representatives.
3. Socialization of the initiative. Feedback mechanism in place.
4. Digital data collection of the agreed criteria of the population in the area by data collectors (NS volunteers) with project committee.
5. Elaboration of lists with the scores of the criteria and verification. Manage exclusion and inclusion errors.
6. Final review and selection according to the established threshold score.
7. Publication of the final list.

For data collection, following registration list can be using while team are collecting the information of the households in targeted areas. Information could collected following “Registration sheet” or through mobile data collection ([Kobotoolbox](https://www.kobotoolbox.org/)/[ODK](https://getodk.org/)) by trained volunteers with the support of local authorities.

Registration sheet

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Representative name** (responsible to collect the data) |  | **2.Village:** |  | **3.Distric/Region:** |  |
| **4.** | **Date of data collection** | Day |\_\_|\_\_| Month |\_\_|\_\_| Year |\_\_|\_\_| |
| **5.** | **Signature of the responsible people collecting data**  |  |

| **Beneficiary****Code** | **1.Full name** | **2.Sex**Female (F) /Male (M) | **3.Age** | **Permanent residence** | ***Criterion 1\* Example: HH with children***  | ***C2. HH with HUMAN ASSESTS*** *(education, skills)* | ***C3. HH with SOCIAL ASSETS*** *(participation in community groups)* | ***C4. HH with PHYSICAL ASSESTS (****equipment, livestock)* | ***C5. HH with FINANCIAL ASSETS****(Savings, access to credits/NO debts)* | ***C6. HH with NATURAL ASSETS****(land)* | ***C7. HH with debts****(Specify amount)* | ***C8. HH with any support*** *(family, friends or others)* | ***C9. HH under:*** *mental disabilities, survivors of SGBV incidents, torture, trafficking* | ***V10. Women headed Si****ngle, Divorced, Widow, Separated, pregnant)* | ***Verification by LLH officers*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  F M |  |  Yes  No |  Yes  NoTotal <5: \_\_\_Total 5-18: \_\_ |  Yes  No |  Yes  No |  Yes  No |  Yes  No |  Yes  No |  0 – 100 100 –500 500–1000 > 1000 |  Yes  No |  Yes  NoType:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Single,  Divorced  Widow  Separated  Pregnant |  Yes  No |
|  |  |  F M |  |  Yes  No |  Yes  NoTotal <5: \_\_\_Total 5-18: \_\_ |  Yes  No |  Yes  No |  Yes  No |  Yes  No |  Yes  No |  0 – 100 100 –500 500–1000 > 1000 |  Yes  No |  Yes  NoType:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  Single,  Divorced  Widow  Separated  Pregnant |  Yes  No |
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*\*Criteria will depend on the agreement with the stakeholders and context. Here some options are detailed to have an example*

Vulnerability criteria list with scores.

 Here and example of some identified and agreed vulnerability criteria among the stakeholders to be used for a ME project. Scores should be assigned depending on the importance of the criteria in the project context.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Vulnerability Criteria** | **Answer** | **Score[[1]](#footnote-1)** |
| **1** | **Household with the children**  | If 2 children or more from 5 to 18 years old | 5 |
| If 1 child < 5 years old | 10 |
| If 2 child or more < 5 years old | 15 |
| **2** | **Household with HUMAN ASSESTS** (education, skills) | yes | 0 |
| no | 5 |
| **3** | **Household with SOCIAL ASSESTS** (participation in community groups) difficult | yes | 0 |
| no | 5 |
| **4** | **Household with PHYSICAL ASSESTS** (equipment, livestock) easy to check  | yes | 0 |
| no | 10 |
| **5** | **Household with FINANCIAL ASSETS**(Savings, no debts, access to credits) easy to check | yes | 0 |
| no | 5 |
| **6** | **Household with NATURAL ASSETS**(land) easy | yes | 0 |
| no | 10 |
| **7** | **Household with extensive debts** | ETB 0 | 0 |
| 100 – 500 | 5 |
| 500 – 1000 | 5 |
| > 1.000 | 10 |
| **8** | **Household with support (family, friends or others) (if he/she is living with his family..alone no)** | yes | 0 |
| no | 15 |
| **9** | **Households under one or more situations:*** mental disabilities
* survivors of SGBV incidents
* torture
* trafficking
* stigmatization

difficult to proofconfidentiality and women rights | yes | 15 |
| no | 0 |
| **10** | **Women headed Household (Single, Divorced, Widow, Separated, pregnant)**  | yes | 15 |
| no | 0 |

Inclusion criteria

Beneficiary selection process will be systematized and properly documented under for the targeted area, understanding that beneficiary lists is dynamic.

* If the situation of registered household changes, and consequently any of the vulnerabilities, information will be update in NS database after approval by local authorities and NS branch.
* If new households arrived in the targeted areas during project implementation and they have permanent residence there, they will be registered, collecting vulnerability information.
* In case of vulnerable households(orphans, elderly people, severe mental problems) who are not able to work, LLH support will be transferred to family members and mentioned in the database, including justification in the database.

Exclusion criteria

Moreover, households that are under following situations will be **excluded,** even if the total score is above established threshold to him/her as most vulnerable:

* Children in private schools in or similar where school fees are covered by the parents.
* Household with good business that make high income.
* Household with regular job as government staff who receive high income.
* Household who receive high amount from remittance of HH members living abroad.
* Others under clear justification by local authorities.

Once the beneficiaries have been selected through this mechanism, other criteria could be added to consider their motivations, skills, and experience. Surveys or interviews to select beneficiaries could done to short list final candidates for the ME projects.

1. Max. score = 100 = criteria 1 (15) + criteria 2 (5) + criteria 3 (5) + criteria 4 (10) + criteria 5 (5) + criteria 6 (10) + criteria 7 (15) + criteria 8 (10) + criteria 9 (15) + criteria 10 (10) [↑](#footnote-ref-1)