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Measurement and reporting of beneficiaries

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Foreword

Management practices and operational procedures for mine action are constantly evolving. Improvements are made, and changes are required, to enhance safety and productivity. Changes may come from the introduction of new technology, in response to a new explosive ordnance (EO) threat, and from field experience and lessons learned in other mine action projects and programmes. This experience and lessons learned should be shared in a timely manner.

Technical Notes for Mine Action (TNMAs) provide a forum to share experience and lessons learned by collecting, collating and publishing technical information on important, topical themes, particularly those relating to safety and productivity. TNMAs complement the broader issues and principles addressed in International Mine Action Standards (IMAS).

The preparation of TNMAs follows a rapid production and approval process. They draw on practical experience and publicly available information. Over time, some TNMAs may be “promoted” to become full IMAS standards, while others may be withdrawn if no longer relevant or if superseded by more up-to-date information.

TNMAs are neither legal documents nor IMAS. There is no legal requirement to accept the advice provided in a TNMA. They are purely advisory and are designed solely to supplement technical knowledge or to provide further guidance on the application of IMAS. TNMAs are published on the IMAS website at www.mineactionstandards.org.

Introduction

This Technical Note for Mine Action (TNMA) provides additional guidance on the measurement and reporting of beneficiaries defined in IMAS 05.10, Annex B. It is based on the second edition of the *Standardising Beneficiary Definitions in Humanitarian Mine Action* report (SBD) published by DanChurchAid, Danish Demining Group, the HALO Trust, Humanity and Inclusion, Mines Advisory Group, Norwegian People's Aid and the Swiss Foundation for Mine Action.

IMAS 05.10 specifies reporting information as minimum data requirements for the effective management of mine action programmes in order to ensure quality management of information in mine action programmes.

The aim of this document is to provide guidance on the application of methods for the measurement and the reporting of beneficiaries in the form of a TNMA.

Measurement and reporting of beneficiaries

1 Scope

This TNMA provides national mine action authorities, or any organization acting on their behalf, mine action organizations and donors with additional guidance on how to measure and report beneficiaries as defined in IMAS 05.10, Annex B, for the following activities:

- explosive ordnance risk education (EORE);
- land release;
- victim assistance (VA);
- explosive ordnance disposal (EOD) spot tasks.

2 Normative references

A list of normative references is given in Annex A. Normative references are important documents to which reference is made in this technical note and which form part of the provisions of this technical note.

3 Terms and definitions

A complete glossary of all the terms, definitions and abbreviations used in the International Mine Action Standards (IMAS) series is given in IMAS 04.10.

In the IMAS series, the words “shall”, “should” and “may” are used to indicate the intended degree of compliance:

- “shall” is used to indicate requirements, methods or specifications that are to be applied in order to conform to the standard. This term is not used in TNMAs, as their contents are purely advisory.
- “should” is used to indicate preferred requirements, methods or specifications; and
- “may” is used to indicate a possible method or course of action.

3.1

household

small group of persons who share the same living accommodation, pool some or all of their income and wealth, and consume certain types of goods and services collectively, mainly housing and food.

For the purpose of this TNMA, additional terms and definitions are specified in the relevant annexes.

4 Principles

4.1 General

The principles, requirements, recommendations and possibilities in IMAS 05.10 apply to the measurement and reporting of beneficiaries. Additional principles support the inclusiveness, data quality and consistency of the measurement and reporting of beneficiaries.

4.2 Specific methods

The method for measuring beneficiaries is different for each activity. Annexes B to E provide guidance on the measurement and reporting of beneficiaries for:

- 1) EORE;
- 2) land release;
- 3) VA; and
- 4) EOD spot tasks.

The methods used to measure beneficiaries may be adjusted to the context.

In each country, the methods to measure beneficiaries should be coordinated amongst stakeholders including:

- the national mine action authority (NMAA) or any organization acting on its behalf;
- mine action organizations;
- United Nations entities; and
- donors.

4.3 Reasonable effort

4.3.1 General

The effort to measure and report beneficiaries should be commensurate in time and resources to those required to carry out the activity itself.

4.3.2 Individual counting and estimates

Wherever possible, the beneficiaries should be accounted for individually.

In some cases (for example, direct beneficiaries of mass media EORE, indirect beneficiaries of EOD spot tasks in densely populated areas, or indirect beneficiaries of land release), it is not reasonable to count beneficiaries individually. In these cases, estimated numbers of beneficiaries may be used.

During reporting, it should be clearly mentioned if the number of beneficiaries for a given activity has been estimated.

In some cases, accounting for members of an affected community individually requires efforts that are not reasonable. As specified in the relevant annexes, the NMAA and mine action organizations may use available population data at the level of the smallest administrative unit (SAU), sometimes referred to as the fourth-level administrative division. In urban contexts, it can be possible to work at smaller level, or fifth-level. Information management specialists should be involved in the definition of the possible levels.

The smallest administrative unit used in the country for the measurement of beneficiaries should be agreed across all stakeholders. This unit should also be used in the database.

Where accurate or reliable population data is not available, or where the smallest administrative units are not easily defined or are deemed unreasonably large for this method, the programme should work with the relevant organizational managers and seek advice from local authorities to identify more accurate methods of measuring the indirect beneficiaries in that context.

The NMAA, or the organization acting on its behalf, and mine action organizations should agree on a time to update population data. Where the regularity of census data allows, it should be once a year.

4.3.3 Double counting

A person can benefit from more than one activity. When this is the case, this person should be counted as a beneficiary for each activity the person benefited from. For example, a person can benefit from a land release activity and from an EORE activity, and should be reported as a beneficiary for each of these two activities.

For a given type of activity, double counting of beneficiaries should be avoided where possible. However, it may be inevitable in some cases, and the effort to avoid it may not be reasonable. For each type of activity, further guidance is provided in Annexes B to E. In all the cases, any incidences of potential double counting should be made clear in reporting.

4.4 Anticipated and actual numbers

Measuring and reporting the number of beneficiaries from a given activity once the activity has been completed is a requirement of IMAS 05.10. These are the actual beneficiaries.

However, the NMAA, or the organization acting on its behalf, mine action organizations or the donor may anticipate the number of beneficiaries expected from a given activity. These are the anticipated beneficiaries. Anticipated beneficiaries should not be reported as actual beneficiaries. In the case anticipated beneficiaries are reported as beneficiaries, then they should not be aggregated with actual beneficiaries.

The point in time to measure the actual number of beneficiaries should be agreed. It should be carried out directly after the task is completed for some activities, such as interpersonal EORE or the referral of direct victims to the relevant services. However, the counting of beneficiaries should be delayed in other cases, such as the reduction or clearance of contaminated land. The moment in time to measure the beneficiaries of such activities should be agreed as indicated Annexes B to E.

4.5 Disaggregation

As per IMAS 05.10, disaggregation of the data on beneficiaries by sex and age is required.

Whereas the collection of data disaggregated by pre-existing disability is required for direct victims, this is not the case for:

- explosive ordnance risk education;
- land release; and
- EOD tasks.

However, the NMAA, or the organization acting on its behalf, and mine action organizations should make efforts to collect data on the persons with disabilities amongst the beneficiaries of these activities. While it is not always possible to collect disability-disaggregated data in large groups, it is reasonably feasible at the individual and household level. The Washington Group Short Set (WGSS) of questions or the WGSS Module on Child Functioning may be used to identify persons with disabilities.

Further disaggregation may be added. For example, EORE beneficiaries may be disaggregated according to additional diversity factors such as displacement – as internally displaced persons, refugees or migrants – and/or by language in areas where beneficiaries speak different languages. As another example, VA beneficiaries should be disaggregated by the specific type of services they have received or been referred to.

4.6 Time frame and frequency of reporting and aggregation of data on beneficiaries

The NMAA, or the organization acting on its behalf, and mine action organizations should agree on the time frame and frequency for the reporting and the aggregation of data.

The data on beneficiaries should be reported to the NMAA or the organization acting on its behalf as follows:

| Activity | Recommended frequency of reporting |
|---------------|---|
| EORE | Every month. The reporting may be more frequent depending on the circumstances, for example, in the case of EORE in emergency situations (see IMAS 12.10, 8.2). |
| Land release | Upon completion of land reduction and clearance tasks. |
| VA | At least every quarter. |
| EOD spot task | Upon completion of each task. |

The NMAA, or the organization acting on its behalf, should aggregate the data contained in the reports per activity at least once a year as defined in Annexes B to E. For the purpose of ensuring the progressive management of the quality of data on beneficiaries and to track progress, the NMAA should also aggregate the data once a month. When aggregating the data on beneficiaries, for each type of activity, the number of beneficiaries for a given smallest administrative unit should not exceed the population of this unit (see 4.3.2)."

For example, if in the smallest administrative unit the population comprises 450 persons, the total of the number of direct beneficiaries respectively for each type of EORE (see annex B), and direct or indirect beneficiaries respectively for land release, VA or EOD spot task should not exceed 450.

When opting for a yearly aggregation of beneficiaries, the total population of a given smallest administrative unit should constitute the maximum number of beneficiaries for each year regardless of the number of beneficiaries in the previous year. For example:

| Year | Total population in this area | Maximum number of beneficiaries for each type of activity |
|--------|-------------------------------|---|
| Year 1 | 450 | 450 |
| Year 2 | 450 | 450 |

The NMAA, or the organization acting on its behalf, should aggregate the data on beneficiaries when the mine action programme has completed its objectives, and when the responsibility for the management of the mine action programme is transferred to another entity. In that case, the NMAA or the organization acting on its behalf should ensure that the aggregated number of beneficiaries for each type of activity and for a given administrative unit does not exceed the total population in this administrative unit.

5 Confidentiality

As per the IMAS 05.10, 7.2, it is required to manage personal information so that the privacy of beneficiaries is kept, and to obtain consent to use this information.

Annex A (normative)

References

The following documents have been referred to in the development of this TNMA, or are referred to in the text.

- [1] IMAS 04.10, *Glossary of mine action terms, definition and abbreviations*
- [2] IMAS 05.10, *Information management for mine action*
- [3] IMAS 07.10, *Guidelines and requirements for the management of land release and residual contamination operations*
- [4] IMAS 09.10, *Explosive ordnance disposal*
- [5] IMAS 12.10, *Explosive ordnance risk education (EORE)*
- [6] IMAS 13.10 *Victim assistance in mine action*

The latest edition of these references should be used. The GICHD holds copies of all references used in this TNMA. A register of the latest version/edition of the IMAS standards and references can be accessed via the GICHD website at www.mineactionstandards.org. National mine action authorities, employers and other interested bodies and organizations should obtain copies before commencing mine action programmes.

Annex B (informative)

Measurement of EORE beneficiaries

B.1 General

As per IMAS 05.10, reporting EORE direct beneficiaries is required. This annex provides specific guidance for the measurement and reporting of EORE direct beneficiaries.

B.2 Terms and definitions

explosive ordnance risk education

EORE

activities, which seek to reduce the risk of injury from explosive ordnance (EO) by raising awareness of women, girls, boys and men in accordance with their different vulnerabilities, roles and needs, and promoting behavioural change

EORE direct beneficiaries

persons receiving EORE safety messages through interpersonal EORE, mass and digital media EORE or EORE training of trainers in EORE delivery

B.3 Disaggregation by type of EORE

As per IMAS 05.10, it is required to report EORE direct beneficiaries separately for each of the following types of EORE:

- interpersonal EORE;
- mass and digital media EORE;
- training of trainers in EORE delivery.

Table B.1 provides guidance to mine action organizations on counting EORE beneficiaries. It also allows others to see who has benefited from mine action/intervention, and how many people this represented.

When a person benefits from several types of EORE, this person should be counted as a direct beneficiary for each of the received types of EORE.

When a person benefits from several EORE activities under a given type of EORE, this person should be counted only once as a direct beneficiary under this given type of activity.

EXAMPLE 1:

Within an agreed reporting period, a person attended an interpersonal EORE session and a training of trainers course. This person should be measured and reported as a direct beneficiary under direct beneficiary of interpersonal EORE, and direct beneficiary of training of trainers.

EXAMPLE 2:

Within an agreed reporting period, a person benefitted from interpersonal EORE in the form of a group session and a door-to-door session. This person should be measured and reported as a direct beneficiary only once under interpersonal EORE.

Table B.1 – Guidance on counting EORE beneficiaries

| Type | Activity | Examples | Method of measurement |
|---|--|---|---|
| Interpersonal EORE (Education in IMAS 12.10) | Two-way communication that involves imparting and acquiring knowledge, attitudes and practises through teaching and learning ¹ | Community-based activities, door-to-door, presentations, theatre plays, puppet shows, cultural performances, integration into schools, small virtual group sessions | Number of persons in attendance for all core messages of the session: sex and age disaggregated data ² (SADD) |
| Mass and digital media EORE (Public information dissemination in IMAS 12.10) | Primarily a one-way form of communication that provides relevant information and advice to a large number of persons in a cost-effective and timely manner | Mass media (TV, radio, print); social, digital media including messaging applications | Estimated number of persons reached through the campaign, sex and age disaggregated when possible |
| Training of trainers (Training in IMAS 12.10) | Equipping those outside the mine action sector to conduct EORE sessions or deliver EORE-related messages | Training community focal points, teachers, NGOs, with the knowledge and materials necessary to spread EORE messaging | Number of persons trained, disaggregated by sex, age, and disability status when possible. It is limited to persons outside the mine action sector who will: – deliver EORE; – train others. |

B.4 Disaggregation of persons with disabilities

Efforts to reach persons with disabilities should be reported. However, it is understood that identifying persons with disabilities, for example using the WGSS of questions (see 4.5), is not possible in all cases.

For example, it is not reasonable or possible during large group sessions of interpersonal EORE or through mass and digital media EORE. Though, it is possible and reasonable on other occasions including during small group sessions of interpersonal EORE such as door-to-door EORE, during the training of trainers or while evaluating/assessing the impact of EORE at the individual level.

B.5 Separate recording of the number of first-time beneficiaries of interpersonal EORE

Within each type of EORE, double counting should be avoided. However, and apart from the guidance provided in clauses 4.3 and 4.6, it is acknowledged that double counting may be inevitable as records of individual participants are not kept. In addition, it is necessary to deliver EORE several times to the same persons because:

- the repetition of EORE messaging through various means of delivery is a good practice to promote behavioural change;
- the threat posed by explosive ordnance, or the knowledge of this threat can evolve through time,³ necessitating a review of and possible repetition of EORE interventions (see IMAS 12.10, 10.2);

¹ Online tools can be used as an interpersonal approach as long as they allow interaction.

² Beneficiaries of comprehensive sessions should be reported separately from those of ad hoc or otherwise time- or scope-limited sessions.

³ For example, during a conflict, the use of EO can evolve as outlined in TNMA 12.10/01 on IED risk education. The transition towards the management of residual contamination (see IMAS 07.10) is another example.

-
- other circumstances, such as population displacements or returns, necessitate a review of EORE interventions (see IMAS 12.10, 10.2).

For interpersonal EORE, the persons receiving it for the first time should be counted separately in order to understand the reach EORE has. This disaggregation is particularly important:

- in situations of recent or ongoing conflict resulting in EO contamination;
- in situations where internally displaced persons and refugees are unfamiliar with the nature and extent of the contamination;
- for students benefitting from EORE as part of the school curriculum.

While it is useful for monitoring and evaluation purposes to record the number of interventions beneficiaries have participated in, recording the number of first-time beneficiaries is the most important and perhaps least burdensome information to collect. Recording the number of persons receiving EORE for the first time separately provides valuable insights for programme resource allocation, tailored support and policy development. It enhances the ability to track and analyse the impact of EORE activities, ensuring they remain responsive to the needs of affected communities. In addition, keeping a record of the number of persons receiving interpersonal EORE for the first time shows whether the activities reach those who never received EORE previously. Over time, as the number of primary attendants drops, the operators will need to adapt the EORE approaches accordingly.

B.6 Measurement of direct beneficiaries of digital media EORE

The number of direct beneficiaries of digital media EORE should be measured using the data provided by the media provider. This data should indicate:

- the general reach of the message, that is, the number of views;
- the specific reach of the message, that is, the number of interactions.

If this is a possibility, the data provided by the media provider should also indicate the geographic location of users.

B.7 Measurement of direct beneficiaries of mass media

The number of direct beneficiaries of mass media EORE may be estimated using broadcast figures for the medium day and time of the broadcast.

Where such data is not available, direct beneficiaries may be estimated according to the geographic reach of the radio or television channel and the average number of estimated listeners or viewers at the time the EORE messages are aired.

Annex C (informative)

Measurement of land release beneficiaries

C.1 General

As per IMAS 05.10, reporting land release direct and indirect beneficiaries is required. This annex provides specific guidance for the measurement and reporting of land release direct and indirect beneficiaries.

C.2 Terms and definitions

land release direct beneficiaries

persons whose lives and limbs are protected because they physically use/will use cleared and reduced land post-clearance for a productive, frequent and/or sustainable activity

Note to entry: It includes other members of the household.

land release indirect beneficiaries

persons who are not using the cleared and reduced land but are members of the same community as the direct beneficiaries

Note to entry: Their benefits may be found in an overall improved economic situation in the community, reduced risk or improved general livelihood.

community

<land release beneficiary> group of persons affected by common socio-economic, political and security issues living together in nomadic groups or in smallest administrative units such as hamlets, towns and cities, or portions thereof

land release

process of applying “all reasonable effort” to identify, define and remove all presence and suspicion of explosive ordnance through non-technical survey, technical survey and/or clearance

cleared area

cleared land

defined area, in square metres, cleared through the removal and/or destruction of all specified explosive ordnance hazards to a specified depth

reduced land

defined area, in square metres, concluded not to contain evidence of explosive ordnance contamination following the technical survey of a suspected or confirmed hazard zone (SHA/CHA)

cancelled land

defined area, in square metres, concluded not to contain evidence of explosive ordnance contamination following the non-technical survey of a suspected or confirmed hazard zone (SHA/CHA)

C.3 Disaggregation by type of land release product

As per IMAS 05.10, it is required to report land release direct and indirect beneficiaries for the following land release products:

- land reduced as a result of technical survey task;
- land cleared including the areas reduced as part of this clearance task .

When portions of a confirmed hazardous area are reduced as part of a clearance task, the beneficiaries should be counted only once for the use of the cleared area including the reduced portions.

For cancelled land, no beneficiary should be counted. Beneficiaries of cancelled land may exceptionally be counted where the two following conditions are simultaneously met:

- there is clear, documented evidence that the land was not being used due to fear or suspicion; and
- following non-technical data collection, beneficiaries who use/will use the land (this can apply to post-conflict, urban settings, for example) can be clearly identified.

| | | |
|---|---|--|
| Direct beneficiaries of land release A+B | A | Number of persons whose lives and limbs are protected because they physically use/will use cleared and reduced land post-clearance for a productive, frequent and/or sustainable activity. |
| | B | A's household members |
| Indirect beneficiaries of land release | Total population of (A+B)'s community minus (A+B) | |

C.3.1 Definitions by type of land use

Table C.1 – Categories of land use and definitions of beneficiaries

| Category of land use | Definition | Definition of beneficiaries |
|---------------------------|--|---|
| Residential | Rehabilitation/building of housing and settlements including permanent housing, compounds, temporary shelters, makeshift shelters or temporary settlements. | Number of persons who are living, will be living, are settled or will be settled in existing or new settlements, compounds, housing or shelters on the cleared or reduced land. |
| Agricultural | Cultivation, market gardens and intensively grazing animals (where relevant to the country). | Number of persons in households, including labourers if relevant, who are using or will use the cleared or reduced land to cultivate crops, market gardens or to intensively graze animals. |
| Community/public services | Provision and use of public services, such as health facilities, playgrounds and play areas, shops and markets, community/administrative buildings, and cultural, religious and recreational sites. | Number of persons who use, will use, are working or will work in facilities on the cleared or reduced land. |
| Natural resources | Hunting, foraging, collecting natural materials, using natural water sources (including domestic use such as cooking, bathing or watering animals, and fishing). Extensively grazing animals may fit in this category if most relevant to the country. | Number of persons in households who frequently use or will use the cleared or reduced land to forage, fish, hunt, collect material, use natural water sources or extensively graze animals. |
| Infrastructure | Land released for the safe use or building of small- and medium-scale infrastructure, such as irrigation systems, bore holes, wells, local power lines, etc. | Number of persons in households who frequently use or will use small- or medium-scale infrastructure, bore holes, wells, local power lines or sources, telecoms infrastructure, etc., on the cleared or reduced land. |
| Access | Land released for the safe use, construction or renovation of access routes, including pathways, roads and bridges. | Number of persons in households who use or will use the pathways, roads or bridges as a primary access route, and/or the number of persons who will transit through the released land to access another land one time or more per week. |

Source: IMAS 05.10, Annex B.

C.4 Anticipated and actual beneficiaries of land release

C.4.1 Anticipated beneficiaries

When reporting beneficiaries of land release, it should be specified whether these beneficiaries are anticipated or actual beneficiaries.

Beneficiaries may be counted as anticipated beneficiaries before the reduction or the clearance of the considered area. The counting is based on anticipated land use following the reduction or the clearance of the area. These anticipated beneficiaries are counted through normal survey processes (non-technical survey, household survey, community survey, etc.).

Beneficiary measurement pre-clearance should be used in a way to fit the context of the land where applicable and meet the needs of the program or organization that deals with this issue. Anticipated beneficiaries are not imaginary or unrealistic numbers, but based on a data collection that proves and clearly defines the number of beneficiaries who will use released land, although it is uncertain at that time to what extent they will use released land.

C.4.2 Actual beneficiaries

Beneficiaries should be counted and reported as actual beneficiaries after the reduction or clearance of the area. Generally, this measurement should be done six to twelve months after the reduction or clearance of the area. However, if there is a peak activity (for example, ploughing, harvesting, seasonal migration, start of the school year) before the six months, the beneficiaries should be counted then.

Beneficiaries should be counted once for each task they benefit from.

Some persons possibly benefit from more than one land release task. Often, it is not a proportionate effort to maintain a unique identification system that tracks all the beneficiaries to determine which tasks they benefitted from. These persons may then be reported as beneficiaries for each of these tasks.

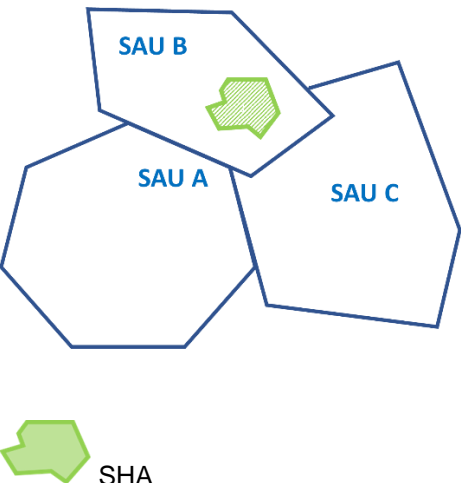
For internal statistics purposes, reported on an annual basis, the NMAA, or the organization acting on its behalf, or mine action organizations should not report beneficiary numbers for a given smallest administrative unit that exceed the total population of this smallest administrative unit.

If beneficiary numbers in a given smallest administrative unit exceed its total population before all land release tasks in that area have been completed, the NMAA, or the organization working on its behalf, should continue to collect the numbers of beneficiaries but should not add these numbers to the overall total of land release beneficiaries for this area. The mine action organizations may continue to report land release beneficiaries to the donor.

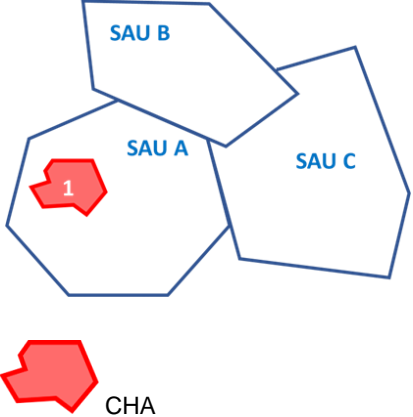
C.5 Examples of measurement and reporting of land release beneficiaries

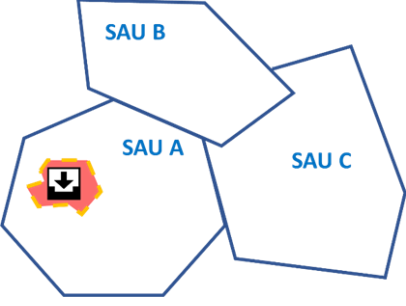

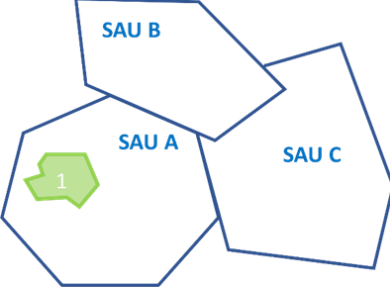

These examples are based on fictitious scenarios. In cases 1 and 2, the data is not disaggregated by sex, age or disability.

Case 1: A SHA located in a smallest administrative area has been reduced.

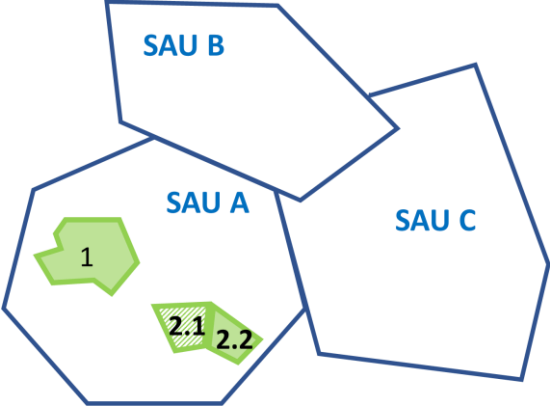


| | |
|--|--|
|  <p>SHA</p> <p>SAU = Smallest administrative unit</p> | <p>During technical survey of SHA 1, no evidence was found. The SHA has been reduced and handed over to the community.</p> <p>3 herders who will use the land for herding, and 9 other persons living in their households should be reported as 12 direct beneficiaries.</p> <p>There are 63 people who live in the village. The total population of the village minus the direct beneficiaries should be reported as 51 indirect beneficiaries.</p> |
|--|--|

Case 2: A CHA located in one smallest administrative unit has been cleared.

| | |
|--|---|
|  <p>CHA</p> <p>SAU = Smallest administrative unit</p> | <p>A clearance task is planned to release CHA 1. At this stage, it is possible to measure anticipated beneficiaries. But the anticipated beneficiaries should not be reported as actual beneficiaries.</p> <p>Following a community survey and a subsequent household survey, the CHA is anticipated to be used as agricultural land. In total, five farmers from two households would then work on it. In addition, nine other persons live in these two households. They all live in a village with a total population of 45, including the five farmers and their household members.</p> <p>The mine action organization anticipates:</p> <ul style="list-style-type: none"> – 14 direct beneficiaries (5 farmers using the land plus 9 other persons living in the same households); – 31 indirect beneficiaries (45 persons from the community minus the 14 direct beneficiaries). |
|--|---|

| | |
|--|---|
|  <p> Worked on clearance</p> | <p>The clearance task has started. At this stage, the anticipated beneficiaries should not be reported to the national authorities or organisations acting on their behalf as actual beneficiaries.</p> |
|  <p> Cleared CHA</p> | <p>The clearance task has been achieved and the land is handed over. The actual beneficiaries should be reported to the national mine action center (NMAC).</p> <p>The five farmers are actually using this land.</p> <p>Due to births, the number of their household members has increased from nine to eleven.</p> <p>The population of the village they live in has increased from 45 to 48 persons.</p> <p>The mine action organization should report:</p> <ul style="list-style-type: none"> – 16 direct beneficiaries (five farmers using the land plus the eleven other persons living in the same households) ; – 32 indirect beneficiaries (48 persons from the community minus the 16 direct beneficiaries). – Six to twelve months later, the NMAC may decide to confirm the number of users to support the evaluation of the national programme. |

Case 3: Located in one smallest administrative unit, three areas have been released.

| | |
|---|---|
|  <p> Cleared area</p> <p> Reduced area</p> | <p>A mine action organization has cleared area 1. A technical survey has been conducted on the suspected hazardous area 2. The technical survey task resulted in area 2.1 being reduced and area 2.2 being classified as a confirmed hazardous area. The area 2.2 has been subsequently cleared.</p> <p>Farmer A anticipates resuming the exploitation of area 1 and pasture in the area 2.1 after the handover.</p> <p>This farmer should be counted as one beneficiary for each of these two released area. There are three other persons living in his household. These three persons should also be counted as direct beneficiaries. They live in a village with a total population of 45 persons including the three persons and their household members.</p> <p>For each task, that is, the clearance of area 1 and the reduction of area 2.1, in total, the mine action organization should report:</p> <ul style="list-style-type: none"> – 4 direct beneficiaries; and – 41 indirect beneficiaries. <p>Following the clearance of the area 2.2, farmer B resumes the exploitation of a field in area 2.2. This farmer is also a member of farmer A's village. The farmer's household</p> |
|---|---|

comprises five persons. For the clearance of the area 2.2, the mine action organization reports:

- 6 direct beneficiaries; and
- 39 indirect beneficiaries.

In these cases, farmers A and B are both indirect and direct beneficiaries. They also benefit several times from land clearance and reduction.

When aggregating the reported numbers of beneficiaries for the three tasks, the mine action organization, the national mine action centre (NMAC) should not report a total number of beneficiaries that exceeds the total population of the relevant smallest administrative unit.

When adding the number of beneficiaries for each of these tasks, the total number of beneficiaries exceeds the total population of this administrative unit.

| | Direct beneficiaries | Indirect beneficiaries |
|----------|----------------------|------------------------|
| Area 1 | 4 | 41 |
| Area 2.1 | 4 | 41 |
| Area 2.2 | 6 | 39 |
| Total | 14 | 121 |

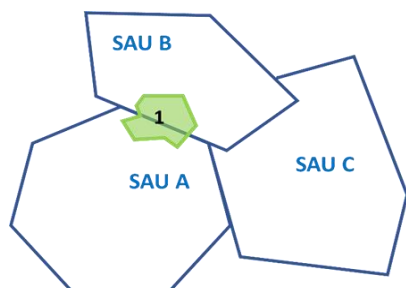
The NMAC should not report more than a total of 45 beneficiaries.

It should report:

- 14 direct beneficiaries;
- 31 indirect beneficiaries (population of this administrative unit – direct beneficiaries).

Case 4: A school is located in the released area

Children from the smallest administrative units (SAU) A, B and C go to this school.



During non-technical survey the mine action operator collected the following data.

| Description | Residents | Refugees | Internally displaced persons | Total |
|---------------------------------------|-----------|----------|------------------------------|-------|
| Smallest administrative unit A | | | | |
| Women | 34 | 0 | 25 | 59 |
| Girls | 49 | 0 | 32 | 81 |
| Boys | 45 | 0 | 23 | 68 |
| Men | 39 | 0 | 4 | 43 |
| Total | 167 | 0 | 84 | 251 |
| Households | 28 | 0 | 25 | 53 |
| Smallest administrative unit B | | | | |
| Women | 19 | 0 | 0 | 19 |
| Girls | 14 | 0 | 0 | 14 |
| Boys | 16 | 0 | 0 | 16 |
| Men | 21 | 0 | 0 | 21 |
| Total | 70 | 0 | 0 | 70 |
| Households | 17 | 0 | 0 | 17 |
| Smallest administrative unit C | | | | |
| Women | 45 | 0 | 25 | 70 |
| Girls | 21 | 0 | 13 | 34 |
| Boys | 19 | 0 | 16 | 35 |
| Men | 6 | 0 | 14 | 20 |
| Total | 91 | 0 | 68 | 159 |
| Households | 38 | 0 | 27 | 65 |
| Overall totals | | | | |
| Women | 98 | 0 | 50 | 148 |
| Girls | 84 | 0 | 45 | 129 |
| Boys | 80 | 0 | 39 | 119 |
| Men | 66 | 0 | 18 | 84 |
| Total | 328 | 0 | 152 | 480 |
| Households | 83 | 0 | 52 | 135 |

The lives and limbs of the children, teachers and other staff working in this school are protected following the clearance. The mine action organization collected the following information.

Internally displaced children do not access this school.

The breakdown of the children from SAU A, B and C who go to this school as follows:

| | Girls | Boys |
|--------------|-----------|-----------|
| SAU A | 39 | 38 |
| SAU B | 8 | 12 |
| SAU C | 14 | 14 |
| Total | 61 | 64 |

Other persons that are working in that school:

| | Women | Men |
|--------------|----------|----------|
| SAU A | 2 | 1 |
| SAU B | 0 | 2 |
| SAU C | 0 | 0 |
| Total | 2 | 3 |

As the household members of these persons are also direct beneficiaries, the mine action organization also collected the following information:

| | Household members of children, teachers and other staff working in this school | | | |
|--------------|--|----------|----------|-----------|
| | Women | Girls | Boys | Men |
| SAU A | 25 | 2 | 3 | 23 |
| SAU B | 14 | 0 | 0 | 16 |
| SAU C | 20 | 2 | 1 | 6 |
| Total | 59 | 4 | 4 | 45 |

The mine action organization should report:

| Direct beneficiaries | | | |
|----------------------|-------------|-----------------|---------------|
| Female adults | Male adults | Female children | Male children |
| 2 + 59 = 61 | 3 + 45 = 48 | 61 + 4 = 65 | 64 + 4 = 68 |

For the measurement of indirect beneficiaries, the mine action organization does not include Internally displaced persons since they are not using the school. The mine action organization should report:

| Indirect beneficiaries | | | |
|--|--|--|--|
| Female adults | Male adults | Female children | Male children |
| Female adult residents of SAU A, B and C – direct female adult beneficiaries | Male adult residents of SAU A, B and C – direct male adult beneficiaries | Female children residents of SAU A, B and C – direct female children beneficiaries | Male children residents of SAU A, B and C – direct male children beneficiaries |
| 98 – 61 = 37 | 66 – 48 = 18 | 84 – 65 = 19 | 80 – 68 = 12 |

Annex D (informative)

Measurement of victim assistance beneficiaries

D.1 General

As per IMAS 05.10, reporting victim assistance direct and indirect beneficiaries is required. This annex provides specific guidance for the measurement and reporting of victim assistance direct and indirect beneficiaries.

D.2 Terms and definitions

victim assistance

VA

<mine action> broader and specific efforts to address the needs and rights of EO victims

victim assistance direct beneficiaries

persons who are referred to, or receive, emergency and ongoing medical care; rehabilitation services, including prosthetics and orthotics; psychological and psycho-social support; and socio-economic inclusion, for example, inclusive education, self- or waged employment, as well as inclusive sports, leisure and cultural activities

victim assistance indirect beneficiaries

persons who live in the same household as a direct beneficiary of VA, and persons injured, survivors and other persons in need of services that are met during EORE and land release interventions and on whom information on their needs has been shared with organizations/authorities providing services in the sector VA is part of

referral

<mine action> delivery of information on available services to victims

VA services

<mine action> services including:

- emergency and continuing medical care;
- rehabilitation;
- psychological and psycho-social support;
- socio-economic inclusion

D.3 Disaggregation

D.3.1 Persons who have been referred to or received, services, & their household members

As per IMAS 05.10, it is required to report VA direct and indirect beneficiaries separately for each of the following categories of victim assistance.

When persons are referred to VA services by mine action organizations, the NMAC or the NMAA, they and their household members are measured and reported as beneficiaries as follows:

| | | |
|----------|---|--|
| Referral | A | Direct beneficiaries: Number of persons who have been referred to VA services |
| | B | Indirect beneficiaries: Number of A's household members |

When persons receive VA services from mine action organizations, the NMAC or the NMAA, they are measured and reported as beneficiaries as follows:

| | | |
|---------------------|---|--|
| Receive VA services | A | Direct beneficiaries: Number of persons who have received VA services |
| | B | Indirect beneficiaries: Number of A's household members |

D.3.2 Persons benefitting from activities that promote provision of VA services

In addition to the above, persons in need of services can benefit from the effort of the mine action sector to promote the multi-sector approach. As developed in IMAS 13.10, VA is part of, and dependent on, wider efforts such as national policies, plans and legal framework related to health, human rights, education, disability, labour, poverty reduction and social protection (see IMAS 13.10, Annex B).

When persons with needs are met during EORE and land release, mine actions organizations are required (see IMAS 13.10:2023, 5.2) to communicate these needs to the NMAA, or the organization acting on its behalf, donors and actors in the sectors of which VA is part.⁴ The NMAA and NMAC should also engage in efforts to promote this broader multi-sector effort (see IMAS 13.10, 5.1).

Rather than providing information that permits the identification of persons in need of services, data is shared for the purpose of facilitating a needs-based response by those stakeholders responsible for delivering the particular service. When sharing data on the need for particular services in such a manner that the data does not allow to identify the persons in need, these persons are counted as indirect beneficiaries.

| | | |
|--|---|--|
| Sharing of information on the persons in need of VA services with VA service providers | A | Indirect beneficiaries: Number of persons injured, survivors and other persons in need of services met in the course of EORE and land release interventions in particular geographical areas on whom information about their needs has been shared with authorities/ organizations in charge of budgeting, programming and/or providing these services as a means to promoting services in those areas where there are gaps in service delivery. |
|--|---|--|

D.4 Examples of measurement and reporting of victim assistance beneficiaries

D.4.1 General

These examples are based on fictitious scenarios.

In this case, a conflict resulting in significant contamination recently ended. The NMAC centralizes operational data from mine action operators and reports to the NMAA.

The Ministry of Health is responsible for the coordination of the efforts towards persons with disabilities. It includes the establishment of a directory of existing services and for the collation of data regarding the needs of persons with disabilities. The Ministry of Health is also responsible for preparing a governmental plan of action including budgeting, programming and the delivery of services.

The Ministry of Health has established a forum regrouping several actors from the health, education, economics, development, social protection and human rights sectors. The NMAA is a member of this commission and reports data concerning beneficiaries of victim assistance every semester.

⁴ For example, health, rehabilitation, education, employment, social protection and inclusive development.

D.4.2 Example of measurement and reporting of VA beneficiaries for referral and access to services

D.4.2.1 Case 1

A mine action operator has referred a direct victim to the following VA services:

- psycho-social support;
- continuing medical care; and
- inclusive education service.

In addition, six other persons live in the same household.

The mine action operator reports this person to the NMAC as a direct beneficiary of referral. The six other persons living in the same household are reported as indirect beneficiaries of referral.

D.4.2.2 Case 2

A mine action operator has referred a direct victim to VA services provided by a service provider outside of the mine action sector. This person has also received VA services provided by the NMAA/NMAC or mine action operator, including emergency and continuing medical care, rehabilitation, psycho-social support, or services that support access to socio-economic inclusion (inclusive education, economic inclusion and social inclusion).

| This direct victim was referred to: | The direct victim also received: |
|--|--|
| Psychological and psycho-social support | Emergency medical care |
| Services providing support with accessing work and employment (economic inclusion) | Continuing medical care |
| Services providing support with accessing school (inclusive education) | Rehabilitation including a prosthetic device |

The mine action operator should measure and report this direct victim to the NMAC as a direct beneficiary:

- once as one person who has received victim assistance services; and
- once as one person who has been referred to VA services.

The persons who are part of this direct victim's household are measured and reported as indirect beneficiaries:

- once as indirect beneficiaries of one person who has accessed victim assistance services; and
- once as indirect beneficiaries of one person who has been referred to VA services.

D.4.2.3 Disaggregation of data by type of service

Based on cases 1 and 2, it is possible to measure the number of people who were referred and/or received each type of service separately.

| | | |
|---|------------------|---|
| Emergency medical care | Referral | 0 |
| | Service provided | 1 |
| Continuing medical care | Referral | 1 |
| | Service provided | 1 |
| Rehabilitation | Referral | 0 |
| | Service provided | 1 |
| Psychological and psycho-social support | Referral | 2 |
| | Service provided | 0 |
| Inclusive education | Referral | 2 |
| | Service provided | 0 |
| Economic inclusion | Referral | 1 |
| | Service provided | 0 |
| Social inclusion | Referral | 0 |
| | Service provided | 0 |

D.4.3 Indirect beneficiaries of the promotion of victim assistance

In the course of EORE and land release interventions, mine action operators have collected data on the needs of the local population. The aggregated data indicates that 40 persons (who may also be direct or indirect beneficiaries) from different geographical areas are in need of prosthetic and orthotic services. The collected data also indicates in which geographical areas these persons live. The mine action operator reported this information to the NMAC, which in turn shared it with the NMAA.

Since the information on the needs for services was shared with the NMAA, these 40 persons are measured and reported by the mine action operator as indirect beneficiaries.⁵

⁵ Moreover, these persons can also be measured and reported as direct beneficiaries of victim assistance if, regardless of their needs for prosthetic and orthotic services, they have been referred to services or accessed services that address other needs.

Annex E (informative)

Measurement of EOD spot task beneficiaries

E.1 General

As per IMAS 05.10, reporting EOD spot task direct and indirect beneficiaries is required. This annex provides specific guidance for the measurement and reporting of EOD spot task direct and indirect beneficiaries.

E.2 Terms and definitions

EOD spot task direct beneficiaries

persons reporting the EO and the members of their household, and those whose freedom of movement or normal activities were prevented by the presence of an EO and the threat that it posed, real or perceived

EOD spot task indirect beneficiaries

household members of those spot task direct beneficiaries whose freedom of movement or normal activities were prevented by the presence of an EO, and any other persons evacuated to carry out the EOD task safely

E.3 Disaggregation

Although EOD is part of land release operations, as per IMAS 05.10, it is required to measure and report land release beneficiaries and EOD spot task beneficiaries separately.

An EOD spot task is an EOD task conducted outside of a reported SHA or CHA. Such operations may involve a single item of EO or several items at a specified location.

E.4 Measurement of beneficiaries

As per IMAS 05.10, it is required to report EOD spot task direct and indirect beneficiaries as follows:

– Direct EOD beneficiary

| | | |
|-----------------------------------|---|---|
| Direct EOD beneficiaries A+B+C | A | Person reporting the EOD item |
| | B | A's household members |
| | C | Number of persons whose freedom of movement or normal activities were prevented by the presence of an EO and the threat that it posed, real or perceived (for example, children and teachers who are unable to attend school due to EO detected in a classroom) |

– Indirect EOD beneficiary

| | | |
|-----------------------------------|---|--|
| Indirect EOD beneficiaries D+E | D | C's household members |
| | E | Any other persons evacuated to carry out the EOD task safely |

For a given spot task, the beneficiaries should be individually accounted for.

It happens that some persons benefit from more than one EOD spot task. Often, it is not a proportionate effort to maintain a unique identification system that tracks all the beneficiaries to determine which tasks they benefitted from. These persons may then be reported as beneficiaries for each of these tasks.

If beneficiary numbers in a given smallest administrative unit exceed its total population before all EOD tasks in that area have been completed, the NMAA, or the organization working on its behalf, should continue to collect the numbers of beneficiaries but should not add these numbers to the overall total of EOD beneficiaries for this area. The mine action organizations may continue to report EOD beneficiaries to the donor.

In urban or other densely populated areas, it is not always a proportionate effort to obtain precise numbers of persons evacuated, or household member counts for indirect beneficiaries. In those instances, estimates may be used. For example, these estimates can be determined using:

- the population density of the surrounding area;⁶ or
- interviews with community representatives.

Sources of indirect beneficiary figures should be recorded and reported (that is, the actual count of evacuated persons, population density data or key informant interview).

Beneficiaries should be recorded per task, not per item of EO. Therefore, if a task includes more than one item of EO, reasonable effort should be made to ensure beneficiaries are not double counted.⁷

Although EOD tasks do not result in land release per se, operators may wish to report on the nature of the areas to which access was inhibited by the presence of EO. This should be done using the same land use categories as for reporting beneficiaries of land release outlined in Annex C.

E.5 Example of measurement and reporting of EOD spot task beneficiaries

E.5.1 General

This example is based on a fictitious scenario. Age, gender and other factors are not disaggregated.

In this smallest administrative unit composed of a village and surrounding lands, the latest census indicates a population of 2,160 inhabitants. During the conflict, this administrative unit was situated on the frontline. SHAs and CHAs have been identified and marked. Items of explosive ordnance are also reported on a regular basis. The government has put in place EOD teams to conduct EOD spot tasks across the national territory. The NMAC is responsible for the operational management, including tasking, of these EOD teams. The EOD teams report to the NMAC.

E.5.2 Example of measurement of beneficiaries for a given EOD spot task

During this season, person A goes to a community kitchen garden every morning. This day, while hoeing, person A sees a possible explosive ordnance.

Person A warns the three other persons who are currently working in the garden. They all evacuate the garden. They phone two other persons who work in this community garden to warn them not to come.

Person A informs the police, which deploys an EOD team. The EOD team decides to evacuate persons in a 200-metre radius. According to the police, 17 persons have been evacuated.

During the task, the EOD teams dispose of three items of explosive ordnance.

⁶ To obtain population density figures (population per square kilometre or mile), the size of the area of the entire administrative unit is needed. In cases where this data is not publicly available, GIS-trained staff can calculate the approximate area based on the boundaries of the smallest administrative unit. This figure is then applied to all EOD spot tasks within this geographical area. In areas where the population density of the smallest administrative unit is not appropriate to the nature of the contamination, operators may coordinate to agree on what administrative unit best applies and will be used.

⁷ Beneficiaries for spot tasks consisting of items of small arms ammunition (<20 mm calibre) should not normally be counted.

Person A's household is composed of A's two parents and two siblings.

Direct beneficiaries

| | |
|---|--|
| Person reporting the EOD item | 1 (person A) |
| A's household members | 4 (A's parents and siblings) |
| Persons whose freedom of movement or normal activities were prevented by the presence of an EO and the threat that it posed, real or perceived (for example, children and teachers who are unable to attend school due to EO detected in a classroom) | 5 (apart from A who is already counted, three persons currently working in the garden and the two other persons who usually work in the garden). |
| Total number of direct beneficiaries | 10 |

Indirect beneficiaries

| | |
|---|-----------|
| Household members of persons whose freedom of movement or normal activities were prevented by the presence of an EO and the threat that it posed, real or perceived | 15 |
| Any other persons evacuated to carry out the EOD task safely | 17 |
| Total number of indirect beneficiaries | 32 |

E.5.3 General reporting of beneficiaries for this administrative unit

As the population has returned to this administrative unit shortly after the end of the conflict, numerous EOD spot tasks have occurred. The NMAC assesses that two more years will be necessary to locate and dispose of EO.

When compiling the EOD spot tasks reports for the first 12 months, the NMAC obtains the following figures:

| | |
|------------------------|--------------|
| Direct beneficiaries | 340 |
| Indirect beneficiaries | 1,970 |
| Total | 2,310 |

The total number of beneficiaries therefore exceeds the total population of this administrative unit. The NMAC should not report more than a total of 2,160 beneficiaries from this administrative unit.

In this case, the NMAC should report 340 direct beneficiaries and 1,820 indirect beneficiaries.

When reporting to the NMAA, the NMAC should stipulate that the reported number of EOD spot tasks beneficiaries exceeds the total population of this unit.

Annex F (informative)

The term “beneficiary”

Although it is commonly used in the humanitarian sector, including the mine action sector, the term “beneficiary” can be perceived as inappropriate, especially by the concerned persons.

The term can be perceived as implying that the persons supported through humanitarian services are passive with regards to humanitarian matters, thus denying their agency. On the contrary, IMAS are encouraging the active participation of affected communities.

There is no broad agreement on alternative terms that would better reflect the agency of the affected population regarding mine action. However, mine action stakeholders should use alternative terms, at least when engaging with the affected populations.

For example, instead of direct and indirect beneficiaries, they may rather refer to persons directly or indirectly supported or aided.

Amendment record

Management of IMAS amendments

The IMAS series of standards are subject to formal review on a three-yearly basis. However, this does not preclude amendments being made within these three-year periods for reasons of operational safety and efficiency or for editorial purposes.

As amendments are made to this IMAS they are given a number. The date and general details of the amendment shown in the table below. The amendment is also shown on the cover page of the IMAS by the inclusion under the edition date of the phrase “*incorporating amendment #.*”

As the formal reviews of each IMAS are completed, new editions may be issued. In this case, amendments up to the date of the new edition are incorporated into the new edition and the amendment record table cleared. Recording of amendments then starts again until a further review is carried out.

The most recently amended IMAS are posted on the IMAS website at www.mineactionstandards.org.

| Number | Date | Amendment details |
|--------|------|-------------------|
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