**ANNEX A**

**Participatory mechanisms in Social Protection systems**

(\*Adapted from FAO. 2014. *Good practices template*. [www.fao.org/3/a-as547e.pdf](http://www.fao.org/3/a-as547e.pdf))

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| **Element** | | **Guiding questions** |
| ***ABOUT THE SUBMISSION*** | | |
| **Title** | | What is the name that best describes the practice? |
| **Author(s)** | | Who wrote the practice document? |
| **Publication date** | | When (month and year) was the practice documented/published (if this is the case)? |
| **Publisher** | | What is the name of FAO’s technical unit or Decentralised office, or other organisation that is submitting the practice? |
| ***RELEVANCE OF THE RURAL ORGANISATION*** *(tick yes or no)* | | |
| Yes | No | The practice refer to one type of Rural Organisation listed in the rationale (microinsurance or microfinance organisations, producers’, traders’ and processors’ organisations, informal groups) or to social/local committees established within national SP programs |
| Yes | No | Participation in the RO is based on membership. This can be formal (e.g. subscription fee) or informal (members are recognised by others as part of the group) |
| Yes | No | Members meet regularly (to some extent, meetings are not subject to occasional occurrences/shocks, e.g. the death of the family breadwinner) and recognize that the organization pursues one or more common socio-economic goals[[1]](#footnote-1) |
| Yes | No | The RO represents families whose livelihoods depend, to some degree, on agriculture, livestock, fisheries and forestry. |
| **Proceed if you answered yes to all the above** | | |
| ***RELEVANCE OF THE PRACTICE*** *(tick yes or no)* | | |
| Yes | No | The practice refers to one or more participatory mechanisms engaging ROs in national SP policies and programs. These include: i) consultation of ROs for designing SP policies and programs; ii) collaboration of ROs with government (particularly local governments) in implementing SP programs; and iii) devolution of decision-making power from governments to ROs for the management of SP benefits. |
| Yes | No | Vulnerable members are represented in participatory mechanisms. |
| **Proceed if you answered yes to all the above** | | |
| ***DESCRIPTION OF THE PRACTICE*** | | |
| **Type of organisation**  (max 50 words) | | What is the type of the organisation? Choose one of the following and provide its name.   * Microinsurance organisation * Microfinance organisation * Producers’/traders’/processors’ organisation * Informal group * Social/local committees established within national SP programs   Describe how the ROs operate in one of these productive sectors: agriculture, livestock, fisheries and forestry. |
| **Members**  (max 50 words) | | How many members are participating in the organisations? Are they homogeneous / heterogeneous in terms of livelihoods, occupation, social status, education? Describe how their livelihoods are connected to productive sectors. How is membership granted (open or restricted, free or subscription fee)? |
| **Location / geographical coverage**  (max 50 words) | | What is the geographical range where the practice has been used? Please specify when possible, the country, region, province, district, town and village. If possible, add a map to show where the practice was implemented. |
| **Policy/programmes**  (max 100 words) | | What are the policies that envisage participatory mechanisms (consultation, collaboration, devolution) with the inclusion of ROs? What is the program that ROs participate to (briefly describe)? Keep in mind that **Civil Society Organisations where ROs are represented are also relevant for this study**. |
| **Local governance**  (max 200 words) | | What is the institutional structure at local level (particularly in the implementation of the SP program)? Who are the actors involved? How is the RO related to these actors? |
| **Relevance of agriculture**  (max 50 words) | | What is the link of the SP program with one or more productive sectors (agriculture, livestock, fishery, forestry)? |
| **Modes of participation**  (max 500 words) | | What is the role of the RO in the participatory mechanism? You can use the following as a reference or suggest a mode of participation   * Consultation with ROs for designing SP policies and programs, normally by taking part to social councils/commissions/committees representing civil society and established by national SP policies and laws. * Collaboration of ROs with government (particularly local governments) in implementing SP programs. This refers to different tasks in SP programs: information, targeting, registration, distribution of benefits, monitoring of accountable institutions, and compliance with conditionalities (or others that you deem relevant). * Devolution of decision-making power from governments to ROs for the management of SP benefits.   Describe in details the procedures of participation: representativeness, development of decision-making processes, regularity of meetings, processes of implementation, specific tasks of parties involved, role of prominent actors, etc. |
| **Impact**  (max 300 words) | | What has been the impact (positive or negative) of this practice on the beneficiaries? The impact is not related to risks, vulnerability and livelihoods, but rather to what has changed/improved through the participation of ROs in the performance of delivery of the SP programme. Refer to one or more of the following:   * Policymakers are better informed and take into account ROs’ members’ risks and needs * ROs’ members are more informed and have easier access to national SP programs * The delivery of certain tasks within the SP programs is more performing (targeting of beneficiaries, registration, distribution of benefits, monitoring of accountable institutions and beneficiaries of conditional transfers, transparency, etc.) * Autonomous decisions by ROs are taken in favour of the most vulnerable who enjoy tangible improvements in their livelihoods. * Other that you might consider relevant   Explain how the impact may differ between men and women. |
| **History of the practice**  (max 300 words) | | Describe the inception phase of the participatory mechanism, including the actors involved and pointing out who made decisions. Describe significant positive and negative events that occurred during the period of implementation. Describe if and how the practice has changed since its beginning, and who or what organisation was responsible to make this change happen. |
| **Success Factors**  (max 200 words) | | In what way has the practice contributed to an improvement in the delivery of SP? How did ROs contribute? What are the conditions (institutional, economic, social, and environmental) that need to be in place for the practice to be successfully replicated? Keep into account Internal factors, alliances and networks, and external factors. |
| **Constraints**  (max 200 words) | | What are the challenges encountered in implementing the participatory mechanism? How have they been addressed? |
| **Lessons learned**  (max 200 words) | | What are other key messages and lessons learned to take away from the practice experience for men as much as for women? Problème rencontré et situation de départ |
| **Conclusion**  (max 200 words) | | Conclude explaining the usefulness of the practice. When possible, use anecdotal evidence such as a testimony of a beneficiary showing the benefit of the practice. |
| ***METADATA*** | | |
| **Contact details** | | What is the address of the people or the project to contact if you want more information on the practice? |
| **URL of the practice** | | Where can one find the practice on the Internet (if present)? |
| **Related Web site(s)** | | What are the Web sites of the projects under which the practice was identified and reproduced (if any)? |
| **Related resources that have been developed** | | What training manuals, guidelines, technical fact sheets, posters, pictures, video and audio documents, and/or Web sites have been created and developed as a result of identifying the practice? (Please attach any relevant documentation) |
| **Methods of documentation** | | How was the information collected? It might be desk-based resources, field work observation/report, participatory methodology with the rural organisation, etc. |
| ***ASSESSMENT OF THE PRACTICE***  *(Remember to include internal and external constraints)* | | |
| **Effectiveness**  (max 100 words) | | Explain how the practice achieves its objectives in relation to the needs of beneficiaries and to protect them from the risks they are subject to. |
| **Efficiency**  (max 100 words) | | Explain how the practice is commensurate to available resources and skills. |
| **Technical feasibility**  (max 100 words) | | Explain how the practice is easy to learn and implement. |
| **Sustainability**  (max 200 words) | | Is the practice institutionally, socially, economically and/or environmentally sustainable? Please describe. If not, what are the elements that need to be put into place? If applicable, indicate the total costs incurred for the implementation of the practice. As much as possible, provide also some cost/efficiency indications: What are the institutional, social, economic and/or environmental benefits compared to total costs? |
| **Replicability and/or up-scaling**  (max 200 words) | | In your view, what are the possibilities of extending the practice more widely? If you were giving advice to men and women of another geographic area, what are the conditions that should be met to ensure that the practice is replicated and adapted to the new context? The aim is to go further than the section "success factors" in specifying the requirements for replication of the practice on a larger scale (national, regional, international). |
| **Equitability/participation**  (max 200 words) | | Explain how the practice is sensitive to principles of inclusion and equitability. Consider the following aspects Do all members participate and influence the process and decision-making (particularly regarding the inclusion of weaker groups such as women and youth in terms of inclusion, role and possibly leadership)? How is membership, formal or informal, granted (what are the discriminant factors)? Who are the leaders, how are they chosen, and are sub-groups represented by leader? |
| **Gender sensitiveness**  (max 100 words) | | Explain how the practice considers women’s and men’s different risks, needs and opportunities. |

1. This excludes informal safety nets purely based on family, friends, or kin relations and operating on occasional basis. [↑](#footnote-ref-1)