

Rights Holder Selection Guideline for Emergency Response Programs



Update May 2024

Resources Development Foundation (RDF)

House 21, Road 12, Block-Kha, Pisciculture Housing Society, Adabor, Dhaka-1207

Phone: +880 2 481117315, Website: www.rdfbd.org

1. Introduction

This guideline outlines the principles and procedures for selecting Rights Holders in emergency response programs implemented by the Resource Development Foundation (RDF). The goal is to ensure equitable, inclusive, and transparent selection processes that prioritize the needs and rights of the most vulnerable and affected populations.

2. Defining "Rights Holders"

For the purpose of this guideline, "Rights Holders" refer to individuals and groups who are entitled to and should benefit from the humanitarian assistance provided by RDF. This includes, but is not limited to:

- **Individuals:**
 - Women, men, boys, and girls of all ages
 - People with disabilities
 - Older persons
 - Pregnant and lactating women
 - Children (including unaccompanied and separated children)
 - People living with chronic illnesses
 - Ethnic and religious minorities
 - People living in poverty
- **Groups:**
 - Households
 - Communities
 - People living in remote and marginalized areas
 - People affected by specific vulnerabilities (e.g., displacement, social exclusion)

RDF Field staff working on assessment, rightsholders selection, verification, and validation should have strong communication skills, as well as a clear understanding of the humanitarian principles to enable a dialogue with communities and avoid potential tensions and conflicts within communities. These staff should receive PSEA training and work closely with the community.

3. Selection Principles

- **Human Rights-Based Approach:** The selection process shall be guided by a human rights-based approach, ensuring that the rights and dignity of all Rights Holders are respected.
- **Need-Based:** Priority shall be given to the most vulnerable and affected individuals and groups based on their specific needs and vulnerabilities.



- **Equity and Inclusion:** The selection process shall be equitable and inclusive, ensuring that all eligible Rights Holders have equal opportunities to access assistance, regardless of their gender, age, ethnicity, religion, disability, or other characteristics.
- **Transparency and Accountability:** The selection process shall be transparent and accountable to all stakeholders, including beneficiaries, donors, and the general public.
- **Participation:** Rights Holders shall be meaningfully involved in the selection process, including through consultations and feedback mechanisms.
- **Non-discrimination:** No discrimination shall be tolerated in the selection process based on any grounds, including gender, age, ethnicity, religion, disability, or other characteristics.
- **Cultural Sensitivity:** The selection process shall be culturally sensitive and respectful of local customs and traditions.

4. Selection Criteria

- **Vulnerability Assessment:** Vulnerability assessments shall be conducted to identify the most vulnerable and affected individuals and groups. These assessments will include:
 - **Rapid assessments:** To quickly identify immediate needs and prioritize assistance.
 - **Community-based assessments:** To gather information directly from affected communities.
 - **Data analysis:** To analyze existing data on vulnerability and risk factors.
- **Need-Based Prioritization:** Priority shall be given to those with the most critical needs, such as:
 - People with life-threatening injuries or illnesses
 - People who have lost their homes and livelihoods
 - People who are displaced or separated from their families
 - People with disabilities
 - Pregnant and lactating women
 - Children
- **Accessibility:** The selection process shall be accessible to all eligible Rights Holders, including those with disabilities.
- **Fairness and Impartiality:** The selection process shall be conducted fairly and impartially, without any bias or favoritism.

5. Selection Mechanisms

- **Community-Based Selection:**
 - Community meetings and consultations
 - Meeting with Union Parishad




- Village Health and Nutrition Committees (VHNCs)
- Community-based organizations
- Local club/youth forum
- **Needs-Based Registration:**
 - Registration forms
 - Household surveys
 - Interviews
- **Prioritization Matrices:**
 - Using scoring systems to prioritize beneficiaries based on vulnerability and needs.

People/groups are consulted separately based on their gender, ethnicity, and religion. Whenever possible, assign RDF staff who can communicate in a way that they would feel comfortable, for example, include female staff for interviewing female groups

6. Monitoring and Evaluation

- The selection process shall be regularly monitored and evaluated to ensure its effectiveness, fairness, and inclusiveness.
- Feedback from Rights Holders shall be collected and used to improve the selection process.

7. Communication and Transparency

- Information about the selection process shall be clearly communicated to all stakeholders.
- Grievance mechanisms shall be established to address any concerns or complaints related to the selection process.

8. Documentation

- All decisions related to the selection of Rights Holders shall be documented and archived.

9. Capacity Building

- Staff involved in the selection process shall receive appropriate training on human rights, gender equality, and inclusive programming.

Data protection

Be aware that any personal Identifiable Information collected can be sensitive. If it falls into the wrong hands, it can threaten the safety of those that you aim to assist. Training on data protection for staff and data protection clauses should be in the contracts of any service provider (if required) and there should be measures in place to limit the access to data. Collect as little data as necessary and make sure that any data collected is necessary, useful, and used only for its intended purpose.




This guideline aims to ensure that the selection of Rights Holders in emergency response programs is conducted in a fair, equitable, and inclusive manner, prioritizing the needs and rights of the most vulnerable and affected populations.

RDF shall review this guideline and update it regularly to ensure its effectiveness and relevance.



M. Golam Mostofa)
Chief Executive Officer



(Md. Shahidul Alom)
Chairman