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Ministry of Planning

Implementation Manual on the Procedures for Identification of Poor Households

October 2008

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Foreword

Many government institutions and NGOs in the Kingdom of Cambodia provide services and assistance to poor households, but they have been using many different approaches for identifying their target households. This can sometimes lead to the same villages being surveyed several times by different organisations, using different criteria and achieving different results. To achieve efficiencies in both time and costs, and to equitably distribute resources among households and among regions, a common methodology for identification of poor households, which is broadly accepted by stakeholders and makes results available to all, has been needed for some time. The Ministry of Planning's Identification of Poor Households Programme has now made significant progress in meeting this need.

Identification of poor households is an integral part of the Government's efforts to reduce poverty, especially in rural areas, in line with the 2006-2010 National Strategic Development Plan. The identification process, according to the procedures used by the Ministry of Planning and partner organisations, seeks to determine which households are poor and the poverty level of these individual households in rural villages. The data collected can also be used to estimate the comparative poverty levels of villages.

Data on poor households can be used by service providers (government institutions, commune councils and NGOs) to directly target services and development assistance to the poorest households in the poorest villages in order to help lift them out of poverty and to protect them from shocks (e.g. serious illness, crop failure) which may deepen their poverty. There are many practical uses for the data, such as the provision of free or discounted medical services (e.g. through subsidies, Health Equity Funds or Social Health Insurance); scholarships or other financial support to poor school pupils and students; rural development and agriculture-related services; allocation of social concession land to the poor; and many other uses. There is also potential for developing conditional or unconditional cash transfer programmes.

The Procedures for Identification of Poor Households that are presented in this Manual are the result of a process that began in 2005. At a National Forum organised by the Ministry of Planning in February 2005, there was broad consensus among stakeholders on the necessity to develop standardised national procedures for identification of poor households. The recommendations of the workshop were officially approved by Prime Minister HE Samdech Hun Sen, on 28 March 2005, and a letter of the Council of Ministers dated 1 April 2005 assigned the MOP to lead the development of standardised procedures for identification of poor households. A national Working Group on Identification of Poor Households, chaired by the MOP and including representatives of key line ministries, development partners, and international and non-governmental organisations, was established in June 2005. A smaller Core Group worked in 2005 and 2006 in a consultative process to develop draft procedures and a standard questionnaire for conducting poor household identification in rural areas.

Following a request from the Cambodian Government, the German Government commissioned German Technical Cooperation (GTZ) to assist the MOP through the programme "Support to Identification of Poor Households Programme" (IDPoor), which began in April 2006. The overall objective of the IDPoor Programme has been to develop and pilot Procedures for Identification of Poor Households and to achieve official endorsement of the Procedures by the Cambodian Government and increasing implementation of the Procedures throughout Cambodia. Another key task is to promote widespread use of the collected data by governmental and non-governmental service providers, including Commune Councils, as a tool for targeting services and assistance to poor households.

Since inception, the IDPoor Programme team has worked intensively. The Programme team has tested alternative questionnaires, piloted the Procedures in several provinces, and continues to refine them based on experience and feedback from implementers. Guidelines for Partner Organisations have been developed (see Annex B of these Procedures) and support and guidance has been provided to partner organisations implementing the Procedures in areas of the country not yet covered by the MOP. A Database of Poor Households has been developed to collect data from all areas covered by identification of poor households (including MOP areas and those covered by partner organisations), and to produce data reports for use by all service providers working in those areas. Photography of poor households has been conducted and Equity Cards have been issued to poor households to facilitate their access to services and assistance. National-, provincial- and district-level workshops and meetings have been held to promote the IDPoor process, to disseminate data, and to encourage service provision targeted to poor households.


A key emphasis of the Identification of Poor Households Programme has been to maximise implementation by government structures and community representatives, in order to build local capacity and enhance sustainability. The identification procedures also involve a high degree of participation by and consultation with villagers themselves. This increases the transparency of the process and the accuracy of the results, and therefore the acceptability to local people and to data users.

At the **national** level, the Identification of Poor Households Programme is led by the Ministry of Planning, in collaboration with the Department of Local Administration of the Ministry of Interior. At the **provincial** level, the Department of Planning is responsible for coordination and monitoring, in collaboration with the Provincial Local Administration Unit. These structures periodically report to the Executive Committee of the Provincial Rural Development Committee about the implementation of identification of poor households. At the **commune** level, a group of representatives selected from the Planning and Budgeting Committee are responsible for coordinating and monitoring the process. At the **village** level, the Procedures for Identification of Poor Households are implemented directly by villagers who have been selected by their community as members of a Village Representative Group (VRG). The **Commune Council** is responsible for formally approving the List of Poor Households from each village.

Regular updates of data are required in order to maintain the accuracy of the Lists of Poor Households. The current Procedures stipulate conducting updates every 2 years; in future, this period may be reduced to annual updates, if there are sufficient funds.

I would like to take this opportunity to thank the following people and institutions who have contributed to the success of the Identification of Poor Households Programme: the Federal Republic of Germany, which has provided invaluable financial and technical assistance through German Technical Cooperation (GTZ); the national Working Group and Core Group on Identification of Poor Households; HE Ou Orhat, MOP Secretary of State, who chairs the Working Group; Mr Chea Chantum, MOP Director of Social Planning Department, who is the Programme Coordinator; the MOP staff at the national level who form the Programme Team; and Mr Julian Hansen, Team Leader of the GTZ programme “Support to the Identification of Poor Households Programme”. I would also like to thank HE Leng Vy, Deputy Director General, and Director of the Department of Local Administration at the Ministry of Interior, which plays an important role in coordinating and facilitating implementation at the sub-national level; the Provincial Departments of Planning; the Provincial Departments of Local Administration; Provincial and District Facilitation Team members; and the thousands of commune and village representatives who have enthusiastically and actively implemented the Procedures for

Identification of Poor Households in the MOP coverage areas. My thanks also go to partner organisations and service providers in the coverage areas who have supported implementation and shown strong interest in making use of the results; and finally, the team at the USAID Health Systems Strengthening in Cambodia project, implemented by URC, who in a spirit of cooperation with the MOP have implemented the Procedures with their partners in areas of the country not yet covered by the Ministry of Planning.

As mentioned above, data on poor households is a key tool for providing services and assistance targeted to poor households, and the MOP will regularly provide this data to all service providers who need it. Identification of poor households, and processing and disseminating data, require significant resources. I would therefore like to urge service providers and development partners to include in their budget plans the contribution of funds to support this process on an ongoing basis, through the Multi-Donor Trust Fund that is expected to be established in the Ministry of Planning during 2009. For its part, the Cambodian Government is strongly committed to identification of poor households as a tool for poverty reduction, and will allocate increasing amounts of funds from its own budget for this task from 2009 onward. 

Phnom Penh, 30 October 2008



Chhay Than

Senior Minister

Minister of Planning

How to Use the *Implementation Manual on the Procedures for Identification of Poor Households*

The Implementation Manual on the Procedures for Identification of Poor Households provides you with needed information to identify poor households and develop Lists of Poor Households in each village. There are 7 steps of the procedures for identification of poor households in the manual. Steps 1 to 5 are related to the procedures for identification of poor households in communes and villages. Step 6 is organised at the provincial level and relates to compilation and distribution of poor household data to concerned departments and NGOs to be used as a basis for provision of services and other assistance to poor households. Step 7 is related to photography of poor households for entry into the Database of Poor Households in order to produce Equity Cards for poor households.

It is recommended that you should read the details of each step in the manual to grasp the contents of each step in which activities and people involved are explained.

Acronyms

The following acronyms are used in the manual:

PBC	Planning and Budgeting Committee
PBCRG	Planning and Budgeting Committee Representative Group
Commune-Level PBCRG	Commune-Level Planning and Budgeting Committee Representative Group
VRG	Village Representative Group
PFT	Provincial Facilitation Team
DFT	District Facilitation Team
P1	Poor Level 1
P2	Poor Level 2

Forms

The annexes of the manual contain all the forms that must be used to implement the procedures for identification of poor households. In each step, if you see the symbol “☞”, it means the forms are available in the annexes.



Steps of the Procedures

Step 1

Selection and Training of the Planning and Budgeting Committee Representative Group (PBCRG)

In each commune, commune councils have overall responsibility for the process of implementing the Procedures for Identification of Poor Households in their commune. For daily work coordination and monitoring, it is the responsibility of the Planning and Budgeting Committee Representative Group (PBCRG). With support from the PFT and DFT, the Planning and Budgeting Committee (PBC) is invited by the commune council to participate in a meeting to discuss the selection of the PBCRG. After the PBCRG selection, a joint training course with participation from commune representatives is organised by the PFT and DFTs at district level in the district centre or an appropriately located commune.

People involved

- PFTs and DFTs
- Commune council
- Planning and Budgeting Committee

Activities to be implemented

A

Organising meeting with commune council

This meeting is organised by the DFT to explain the objectives and arrange the PBC meeting to select the PBCRG.

- **Prior to the meeting**
 - The DFT contacts the Commune Chief to organise the meeting schedule with the commune council. The people who should participate in the meeting are:
 - All commune council members.
 - School principals or vice-principals from the nearby schools.
 - Chief or deputy chief of commune health centre.
 - Police official of commune administration post in charge of statistics.
 - Commune Clerk.
- **During the meeting**
 - Explain the main objectives of identification of poor households (*see Box 1 on page 3*).
 - Briefly explain the procedures for identification of poor households to be implemented in the communes and villages.

- Have a discussion to identify in advance PBC members who are capable of becoming trainers of the Village Representative Group (VRG). If not enough people can be identified, teachers, health centre staff or other capable officials may be selected.
- Explain the criteria for the selection of the PBCRG (*see Box 2 on page 3*).
- Set the meeting date and invite the PBC to attend the meeting to select the PBCRG.

Box 1: Main objectives of identification of poor households

- To make data on poor households in each village available to facilitate the provision of services and other assistance to poor households. The services may include free or discounted health services, scholarships for poor students, provision of social concession land, provision of agricultural services, and partial or total exemptions for poor households from the payment of local contributions, etc.
- Provide data on the level of poverty in each village to identify priority villages for development.

Box 2: Qualifications and composition of PBCRG

- All members must be good at reading and writing in Khmer.
- All members must be competent in arithmetic (addition, subtraction, multiplication, and division).
- Citizens and Village Chiefs or Deputy Village Chiefs who are members of the PBC should be given equal opportunity to become members of the PBCRG if they are sufficiently qualified.
- PBCRG members must be intelligent, have experience in coordination, and not be too old.
- Women should be given the opportunity to fully participate if they are interested.
- **The composition of the selected PBCRG is as follows:**
 - **Commune-Level PBCRG** (selection is based on numbers of villages in commune):
 - In communes consisting of 1-8 villages, 2 commune-level PBCRG members are selected.
 - In communes consisting of 9-12 villages, 3 commune-level PBCRG members are selected.
 - In communes consisting of 13 villages and above, 4 commune-level PBCRG members are selected.

Among the 2-4 members of the commune-level PBCRG, one capable person must be selected to coordinate identification of poor households in the commune. The commune-level PBCRG members must divide up the villages among themselves and take responsibility for coordinating the work in those villages. In the event that insufficient numbers of commune-level PBCRG members can be selected from the PBC, other commune councillors who are not PBC members can be selected.

- **The PBC representative in the Village Representative Group (VRG)** will become the VRG Coordinator.

Note: In the case of large villages (more than 500 households) or villages with complicated geographic conditions, 2 or 3 village representative groups may be formed, each with a VRG Coordinator.

- **The number of selected PBCRG members** is equal to the number of VRGs plus the commune-level PBCRG members.
- Three VRG trainers must be selected in each commune (selected people must be capable PBCRG members, teachers, health centre staff or other officials).

B**Organising the PBC meeting**

- **Prior to the meeting**
 - The Commune Clerk invites all PBC members to the meeting.
- **During the meeting**
 - The DFT and Commune Chief must:
 - Explain the main objectives of identification of poor households.
 - Briefly explain the procedures for identification of poor households that will be implemented in the communes and villages.
 - Explain the reasons for PBCRG member selection and describe their responsibilities (*see Box 3 on page 4*).
 - Discuss the process for selection of PBCRG members based on the qualifications and composition described in *Box 2 on page 3*.
- **After the meeting**
 - The Commune Clerk must prepare meeting minutes, including the names and responsibilities of the PBCRG members.

Box 3: Responsibilities of PBCRG members**Commune-level PBCRG members:**

- Help VRG Coordinators and Village Chiefs or Deputy Village Chiefs to select VRG candidate members.
- Coordinate and develop Activity Plans for VRGs.
- Facilitate the work of the DFT in organising training courses; monitoring the work of VRGs; distributing information, materials and funds, etc.
- Advise VRGs on how to implement the procedures, and help to solve problems that arise.
- Provide guidance and support to organise the First Village Meeting.
- Monitor the scoring and score tallying after interviews are conducted by the VRG.
- Conduct additional checks on households to decide whether or not they should be included in the List of Poor Households.
- Organise and participate in the meetings to review the Draft Household Poverty Categorisation List at commune level.
- Publicly display the first and final Draft List of Poor Households.
- Monitor the Village Consultation Meeting in the villages.
- Conduct and attend the meeting to endorse the *Final List of Poor Households*.
- Review and check the procedures implemented by the VRGs, if required by the commune council.

Members of the PBCRG who become VRG Coordinators:

- Coordinate the selection of VRG candidate members in the village for which they are responsible (in cooperation with Village Chiefs or Deputy Village Chiefs and PBCRG members who are responsible for that village).
- Some PBCRG members who are VRG Coordinators may be assigned as trainers of VRGs.
- Coordinate and monitor compilation of the List of Households in the Village by the VRG and

Village Chief or Deputy Village Chief.

- Monitor the selection of households to be interviewed and advise VRG members on the household interviewing process.
- Coordinate the VRG in scoring, tallying up the scores, compiling the Draft Household Poverty Categorisation List, and discussing modifications of poverty categories of some households in the Draft Household Poverty Categorisation List.
- Participate in the meeting to review the Draft Household Poverty Categorisation List at commune level.
- Facilitate the Village Consultation Meeting, together with the Village Chief and VRG members.
- Facilitate the consideration of objections and requests from villagers to change the categories of households.

C

Joint training at district level

The objective of this training is to build the capacity of all PBCRGs and Commune Chiefs to implement the process of identification of poor households in communes and villages. Training will be provided to participants from communes in close proximity to each other; the total number of participants in each training course should not exceed 35 persons.

- Trainers: PFT and DFT (2 people)
- Training venue: in the district centre, or a commune in a suitable location.
- Training duration: 4 days.
- Participants in the training at district level:
 - VRG Coordinators.
 - Commune-level PBCRG members.
 - Commune Chief.
 - Trainers of VRGs (selected from PBCRG. If not enough commune-level PBCRG members can be selected from the PBC, other teachers or other officials can be chosen).
 - Two or three NGO representatives working in the district or target communes.
- Topic: the Procedures for Identification of Poor Households.

D**District-level TOT training to strengthen the capacity of VRG trainers**

This training will take place after all District-Level Training sessions are complete, and will involve trainees from many communes. Each training session should have no more than 25 participants.

- Trainers: 2 PFTs or DFTs.
- Training venue: in the district centre, or a commune in a suitable location.
- Training duration: 1 day.
- Participants: VRG trainers.
- Number of participants: 3 people from each commune.
- Topic: training methodology, use of training materials, and further explanation on any points in the procedures which are not clearly understood by participants.



Steps of the Procedures

Step 2

Selection and Training of Village Representative Groups

The procedures for identification of poor households are implemented by selected and trained VRGs. The selection of the VRGs must be approved by villagers participating in the first village meeting.

Each village may have one VRG, or in the case of large villages (more than 500 families) or villages with complicated geographic conditions, there may be a need to select 2 or 3 VRGs to implement identification of poor households in different areas of the village.

People involved

- PBCRG members who are VRG Coordinators.
- Citizens participating in the selection of VRGs in the First Village Meeting.
- Commune Council, which endorses the VRG composition.

Activities to be implemented

A

Preparing Lists of VRG Candidate Members

- The PBCRG members (who are VRG Coordinators), together with Village Chiefs or Deputy Chiefs, and with the support of one Commune Councillor who is a member of the PBCRG (and where needed, the DFT), must meet together to prepare a list of VRG candidate members, taking into account their required qualifications (see **Box 4 on page 8**) and functions (see **Box 5 on page 8**). The number of VRG candidates selected must be at least two more than the actual number of VRG members required.
- The PBCRG members who are VRG Coordinators must call each of the chosen VRG candidates to a meeting to explain about the objectives of identification of poor households, as described in **Box 1 on page 3**, and the VRG members' functions, as described in **Box 5 on page 8**.
- Each candidate must express their willingness to participate in the process in advance.

Box 4: Qualifications and composition of VRGs

- Most VRG members are selected from existing structures, such as the PBC (including Village Chiefs), village development committees, village health support team, village network representatives, leaders and members of local community organisations, village veterinary agents, religious leaders (Buddhist laymen, etc). If there are insufficient qualified people in the existing structures, ordinary people can be selected to be VRG members.
- All VRG members must be able to read and write Khmer well, except for villages where there are a large number of people from ethnic minorities. In such cases, at least half of the ethnic minority members of the VRG must have the ability to read and write Khmer. Alternatively, if only a limited number of candidates meet the requirements, people from nearby villages who know the ethnic language can be selected to work with the VRG members in these villages.
- One quarter to one half of VRG members must be female.
- Members of VRGs **should be intelligent and not too old.**
- Members of VRGs should be from different religious groups, races, living conditions and locations in the village (e.g.: the beginning, middle and end of the village).
- The number of VRG members to be selected must be equal to the total number of households in the village divided by **30** plus a VRG Coordinator. **If there are less than 150 households in a village, 5 VRG members must be selected plus a VRG Coordinator. Each VRG consists of no more than 10 members.**

Note: If a village has less than 30 households, and is near another village, only one VRG should be created, including representatives from both villages. For each village, one VRG Coordinator must be selected.

Box 5: Responsibilities of VRGs

- **VRG Coordinator:** see Box 3 on page 4
- **VRG members:**
 - Some members work together with VRG Coordinators to prepare the List of Households in the Village for Identification of Poor Households.
 - Together with the VRG Coordinator, discuss which households are to be selected for interviewing; assign households to VRG members for interviewing; and all VRG members must fill in the geographic and household identification codes on the covers of the questionnaires of households whom they are responsible for interviewing, before starting the interviewing process.
 - Interview households they are responsible for.
 - Help to check completed questionnaires and tally up the scores.
 - Participate in preparing the Draft Household Poverty Categorisation Lists and discuss what changes need to be made to the poverty category of certain households due to special circumstances.
 - Participate in the Village Consultation Meeting.
 - Receive objections and requests made by villages on the First Draft List of Poor Households.
 - Participate in the discussion and consideration of objections or suggestions made by villagers.

B**Organising the First Village Meeting to select VRG members**

- **Prior to the meeting**
 - PBCRG members who are VRG Coordinators, together with Village Chiefs or Deputy Village Chiefs, must:
 - Set the meeting date, time and venue.
 - Prepare and distribute invitations to villagers to attend the First Village Meeting — invite one representative per household aged 18 years and over (see Form 1: *Invitation to Attend the First Village Meeting to Select the VRG* on page 43 in the annex).
 - Write information on flipcharts:
 1. Meeting agenda (*see example in Box 6 on page 9*).
 2. List of VRG candidates.
 3. Summary of the procedures for identification of poor households (*see example in Box 7 on page 9*).
 - Appoint a chairperson for the meeting (can be Village Chief, Deputy Village Chief or VRG Coordinator).
 - Assign a minute-taker.

Box 6: Example**Meeting agenda**

1. Welcome remarks by the Chairperson.
2. Explain the objectives of the meeting (reason for the selection of the VRG and its role).
3. Summary of the Identification of Poor Households Process.
4. Self-introduction by candidates to the villagers.
5. Villagers may propose additional VRG candidates, and then conduct a secret vote.
6. Closing remarks by the Chairperson.

Box 7: Example**Summary of procedures for identification of poor households**

1. Interview households.
2. Tally the scores, consider the special situation of households, and assign poverty category.
3. Check the household poverty categories at the commune level.
4. Publicly display the *First Draft List of Poor Households* in the village.
5. Village Consultation Meeting, and registering objections.
6. Consider the objections, modify the List of Poor Households, and submit it to the Commune Council for checking and approval.

- **During the meeting**
 - The following are the duties of the chairperson of the meeting:
 - Explain the main objectives of identification of poor households:
 1. Making available the data of poor households in each village for provision of services and other assistance. The services may include: free or discounted

health services, scholarships for poor students, the distribution of social concession land, agricultural services, partial or total exemptions for poor households from the payment of local contributions, etc.

2. To provide data about the poverty level of each village in order to select priority villages for various development activities.
- Explain the reasons for selecting the VRG (need interviewers who know the local villagers, and are able to judge the actual situation of villagers in order to identify the level of poverty of households) and explain the necessary qualifications of candidates (**see Box 4 on page 8**) and the number of VRG members to be selected.
 - Briefly explain the procedures for identification of poor households (**see Box 7 on page 9**).
 - Ask candidates named in the list to present themselves in front of the villagers, then read out their names and introduce them one after another.
 - Ask the villagers the following questions:
 - ❖ Are they satisfied with the proposed candidates?
 - ❖ Do they want to propose other candidates?
 - ❖ If villagers propose candidates other than those already in the list, these candidates must have the necessary qualifications (**see Box 4 on page 8**).
 - ❖ How do they want to select the VRG?
 1. Show their approval for each proposed candidate by raising their hands; or
 2. Select candidates by secret vote.

Note: If most villagers (more than half of participants) raise their hands to show their support for the proposed candidates, it means those candidates are selected to become VRG members. **If the villagers want to select them by voting**, the procedure described in **Box 8 on page 10** must be followed.

Box 8: Procedure for the selection of VRGs by voting

- Each candidate must draw different symbols such as fruit, animals or other symbols on A4 paper, then pin it on their shirt.
- All symbols must be drawn on a writing board or white flipchart. Candidates' names must be written under each symbol. Facilitators can set up the writing boards or flipcharts in 2 or 3 places for the villagers to vote at the same time.
- Meeting organisers must inform participants of the number of candidates to be selected as VRG members.
- Each villager must place **only one** tick (✓) or other mark next to the symbol identifying each candidate that they support. They must not tick those candidates whom they do not support.
- After voting, the number of ticks or other marks next to each candidate are counted. The meeting organisers must give scores to and rank each candidate based on the number of ticks or other marks they receive.
- Candidates with the higher scores will be selected as VRG members based on the required numbers.

Note: The selected candidates must express their willingness to be the members of VRG during the First Village Meeting or after the meeting. Candidates must not be forced to become members of the VRG.

- **After the meeting**

- The minute-taker must accurately record the names of all persons selected as VRG members (see Form 2: *Minutes of the First Village Meeting to Select the Village Representative Group* on page 44 in the annex).
- Each VRG member must sign the minutes to confirm their willingness to accept this task.
- The Village Chief or Deputy Village Chief, VRG Coordinator and an elder in the village must sign the minutes to certify their accuracy.
- The VRG Coordinator must submit the minutes to the commune council in order for them to endorse the VRG membership.

Note: If any person selected as a VRG member in the First Village Meeting later declines to take part, the VRG Coordinator should select an appropriate replacement and inform the Commune Council.

C

Training of Village Representative Group

Members of the selected VRG will be trained how to implement the procedures for identification of poor households in their village.

- Trainers of VRGs: 2 people (can be supported by DFT or commune-level PBCRG members).
- Training duration: 2 days.
- Participants in the training:
 - Every VRG member.
 - One representative of a local community organisation from each village (if exists).
- VRGs whose villages are close to one another must be trained together, and the training courses should consist of 30-35 participants if possible.
- The number of training courses depends on the number of villages in the commune and the number of VRG members.
- The training concentrates on the topics of interviewing, completing the questionnaires (including conducting practice interviews), tallying scores, assignment of poverty categories, and consideration of the special situation of households in order to change poverty categories.

D

Preparing the Activity Plan

After the training, the VRG must meet to discuss and prepare its Activity Plan (see Form 18: *Activity Plan for Local Implementation* on page 69 in the annex).



Steps of the Procedures

Step

3

Compiling the *List of Village Households for Identification of Poor Households*, Conducting Household Interviews and Compiling the *First Draft List of Poor Households*

This is the most important step in the procedures for identification of poor households. In this step, the VRG prepares the *List of Households for Identification of Poor Households* and selects households to be interviewed, then interviews all of these households in order to collect data on their living situation. After interviewing, the VRG tallies up the scores and examines the special circumstances of each household, based on the questionnaires and direct observation by interviewers, and prepares the *Draft Household Poverty Categorisation List*. The draft list is used as a basis for the VRG to consider changes to the poverty categories of households. After the draft list is checked by the VRG and commune-level representatives, the VRG prepares the *First Draft List of Poor Households* and publicly displays it in the village for villagers to consider before the Village Consultation Meeting takes place.

People involved

- All commune council members.
- Commune-level PBCRG members.
- Village Chief or Deputy Village Chief.
- VRG members.
- Village representatives.
- The DFT may assist if required.

Activities to be implemented

A

Preparing the *List of Households in the Village for Identification of Poor Households*

With assistance from the Village Chief or Deputy Village Chief, the VRG, with the support of the Village Chief or Deputy Village Chief, must compile a list of all households in the village (see Form 3 on **page 45** in the annex) based on household statistics held by the Village Chief. The VRG must clearly understand the definition of a household, i.e. “**Members who share meals from the same cooking pot or share the expenses for food are considered as one household**”. If any new households have recently been established, or have moved out of the village, or the last member of a household has passed away, the list has to be adjusted to reflect the actual situation. If a household has not yet been officially registered by the Village Chief, but they are living in the village, they must be included in the *List of Households in the Village*, except for those who are only staying temporarily in the village (e.g. for business purposes or to visit relatives).

There are two situations that may exist when preparing the *List of Households in the Village for Identification of Poor Households*:

- **Situation 1:** for a village where identification of poor households is being conducted for the first time, the VRG must compile a *List of Households in the Village for Identification of Poor Households* (see *Form 3 on page 45* in the annex).
- **Situation 2:** for a village where identification of poor households has previously been conducted, the VRG must update the *List of Households in the Village for Identification of Poor Households* that is provided by the Provincial Department of Planning (see example in **Box 9 on page** Error! Bookmark not defined.).

The list in Box 9 must be updated by the VRG as follows:

1. Check all the households in the list. If any households no longer live in the village—e.g. they have moved out of the village (changed their place of residence) or all the household members have died—the VRG must write “**Inactive**” in the **Status** column and state the reasons in the **Remarks** column (e.g. relocation) then cross out that household’s name.
2. For those households who are still living in the village and their names remain in the list, the VRG must keep their names in the list.
3. For households which have just been established or have just moved into the village to reside there permanently, but are not listed yet, the VRG must write their names and household codes continuing from the last name in the existing list. Then the VRG must write “**Active**” in the **Status** column of each household and state the reason in the **Remarks** column (e.g. new households or newly established households).

Note: If there are some gaps (empty rows) in the *List of Households in the Village for Identification of Poor Households* provided by the Provincial Department of Planning, the VRG must update this list by filling in the empty rows with the names of households not already in the list who reside permanently in the village, until all rows are filled. If any households remain unlisted and there are no more gaps for their names to be inserted, the VRG must write their names and their household codes continuing from the last name in the existing list. The information in the **Status** and **Remarks** columns for each household needs to be filled in by following the instructions and examples as explained in the three instructions above.

Note: If the village is large, and consists of 2 or 3 VRGs, all VRGs must compile one single List of Households in the Village **together**, assigning a 4-digit identification code to every household in the entire village, before assigning households to individual VRG members for interviewing. This is to avoid households being assigned duplicate identification codes within the same village.

- The VRGs must discuss together to decide which households do not need to be interviewed based on the reason that they are not poor. If any VRG member is not confident that a household is really not poor, that household must also be interviewed. To decide which households do not need to be interviewed, the VRG must consider the household’s situation based on the criteria in the questionnaire. The VRGs must tick “Yes” for households selected to be interviewed and tick “No” for those who are not selected to be interviewed in the **Select for interviewing** column.
- For the selection of households to be interviewed, the VRG must also pay attention to female-headed households.
- The VRG must thoroughly check the names of the households to be interviewed to ensure the accuracy of the list.

Box 9: Example of how to fill in the List of Households in the Village for Identification of Poor Households

Form 3: List of Households in the Village for Identification of Poor Households

Data Collection Round: 1

Year: 2007

Date of Query: 10/01/2009

Province
17
Siem Reap

District
04
Chi Kraeng

Commune
01
Anlong Samnar

Village
01
Sdau

Number of active households 10

Number of inactive households 3

Total number of households (active and inactive) 13

Household code	Status	Name of household head (surname and first name)	Sex of household head	Name of spouse of household head (surname and first name)	Remarks	Selected for interviewing
0001	Active	សុខ ភាព	M	ហេង ណែ		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0002	Active	លី សុន	M	ស ស្រីឈុច		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0003	Active	រស់ សក្កដា	M	ណង់ ខៀវ		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Inactive 0004	Active	ជា ម៉ាប់	M	សាន លី	<i>Moved out of village</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
0005	Inactive	តោច ស្រួច	M			<input type="checkbox"/> Yes <input type="checkbox"/> No
0006	Active	ក្រូច សុខ	M	សួន ម៉ុំ		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0007	Active	ឃៀន ម៉ាច	F			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0008	Active	សិន ហ៊ាប	M	រស់ សន់		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Active 0009	Inactive	ដឹង ពៅ	M	ណាន ឡាយ	<i>Return to live in village</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0010	Active	ហេង សុយ	F			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0011	Active	ហង់ ល្អ	M	ឆយ រីន		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0012	Inactive	ចាន់ សុខា	M	រួន វ៉ាន់មី		<input type="checkbox"/> Yes <input type="checkbox"/> No
0013	Active	សាយ សាភាត់	M	ចាន់ សុភាព		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0014	Active	វ៉ាវ ឈន់	M	ស៊ី ឆន់	<i>Recently arrived</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0015	Active	លុយ សុភាព	M	ឡាយ សុភាព	<i>New HH</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Date: 25.1.03.2009

Signature

Name: NEAS LUN

VRG Coordinator

B

Interviewing

- **Before interviewing**

The DFT must:

- Prepare questionnaires for each village in advance. The number of questionnaires is equal to **55%** of the total households in the village (see Form 4: *Household Questionnaire for Identification of Poor Households* on page 46 in the annex).
- Prepare in advance some questionnaires for each VRG to use as models, writing the province, district, commune and village names on the cover page of the questionnaire, filling in the 8-digit geographic code, and leaving the last four digits blank for filling in the 4-digit household code later (e.g. 02060507-XXXX means Battambang province = 02; Moug Reussey district = 06; Chrey commune = 05; Chhrey Cheung village = 07).
 - If there are any villages which are not formally recognised by the Ministry of Interior, and are annexed to an older village which has formal recognition, the DFT should use the code of the old village. However, if there are any villages which are not formally recognised by the Ministry of Interior and are not annexed to any other older village, a temporary code should be assigned, using numbers between 91 and 99.
 - Give questionnaires to the PBCRG to be further distributed to each VRG Coordinator.

Tasks for the VRG Coordinator and VRG members

- **The VRG Coordinator** must write the 8-digit geographical code and the province, district, commune and village names on the questionnaire covers, following the example provided by the DFT. Then he/she must copy the names of the household heads and 4-digit household codes of the households to be interviewed from the *List of Households in the Village for Identification of Poor Households* (only the households to be interviewed) onto the questionnaire covers.

Note: The VRG Coordinator and one other VRG member must **recheck the 4-digit household code** on each questionnaire cover against the *List of Households in the Village for Identification of Poor Households* in order to check that the code is correct, before distributing the questionnaires to each VRG member assigned to conduct interviews.

- The VRG Coordinator must assign households to individual members of the VRG for interviewing. The VRG members must not interview their relatives or close neighbours; these households must instead be assigned to other VRG members for interviewing.
- The VRG members who are interviewers must meet together to check the 8-digit geographical codes, household codes, and names of province, district, commune and village on the cover page of questionnaires filled in by the VRG Coordinator.

Note: If any **VRG** member is not an ethnic Khmer and cannot read or write Khmer, s/he should pair up with a VRG member who can read and write Khmer to conduct the interviews.

- **Tallying-up scores and preparing the *Draft Household Poverty Categorisation List***
 - After completing an interview, the interviewer must recheck the questionnaire in order to:
 1. Ensure that the responses to all questions have been recorded.
 2. Ensure that scores have been correctly recorded in accordance with the answer provided.
 3. Ensure that any answers which are not credible are highlighted.
 4. Ensure that any special household situation has been noted for further discussion with the VRG.
 - After reviewing all questionnaires, the interviewer must send them to the VRG Coordinator.
 - The VRG Coordinator, together with capable members of the VRG, must recheck all questionnaires, ensuring that all questions have been answered, and that scores recorded in the questionnaire form correspond with the answers provided.
 - The VRG Coordinator and the most numerate VRG members must tally up the total scores and copy them onto the questionnaire cover page.
 - The VRG Coordinator and one other VRG member should arrange the questionnaires in order from the highest to the lowest score, according to the total score each household received. The household code, household head name, sex of household head, name of spouse, and total household score of each household should then be copied into the *Draft Household Poverty Categorisation List* in order from the highest to lowest score (see Form 6: *Draft Household Poverty Categorisation List* on page 57 in the annex). Next, the poverty category of each household (“Poor Level 1”, “Poor Level 2”, or “Other”), based on the total household score, must be written in the column “Poverty Category based on the score” of Form 6: *Draft Household Poverty Categorisation List*, based on the scoring system in **Box 10 on page 16**.
 - Finally, the VRG Coordinator and a VRG member must verify and correct the names of household heads and spouses in the *List of Households in the Village for Identification of Poor Households* to ensure they are consistent with section “B” of the questionnaire.

Note: If the village is large or has complicated geography and has 2 or 3 VRGs, the *Draft Household Poverty Categorisation List* should be compiled separately by each VRG.

Box 10: Assigning a Poverty Category based on the score

Poor Level 1	59 - 68 points
Poor Level 2	45 - 58 points
Others	0 - 44 points

Poor Level 1 is the poorest or destitute category. **Poor Level 2** is the next poverty category after Poor Level 1. Other households determined not to be Level 1 or Level 2 are categorised as **Other** (meaning that their living conditions are average or they are better off).

C

Modifying the *Draft Household Poverty Categorisation List*

The VRGs should regard the scores from the interviews as a tool to help them assign a poverty category to each household. However, the questionnaire used for interviewing each household cannot reflect all household circumstances. Therefore, the VRG must also consider other factors to understand their real living conditions.

- Before discussions take place, the interviewer should prepare in advance the questionnaires that have a tick on the cover page, denoting that the household has a special situation or has provided false information.
- With participation from commune-level PBCRG members responsible for the village, all members of the VRG must meet together to discuss the *Draft Household Poverty Categorisation List (Form 6)*. The objective of this meeting is to check whether the poverty category of each household in the list matches the real situation, or whether it should be changed. All participants must check and discuss the *Draft Household Poverty Categorisation List* as follows:
 - Check each of the household poverty categories one at a time (Poor Level 1, Poor Level 2 and Other).
 - Each member of the VRG should check the questionnaires of households that s/he has made special note of against the households in the poverty category that the VRG is checking, and ask the VRG to discuss these households.
 - Other members of the VRG, even if they did not interview particular households themselves, but know well the actual situation of these households, may also raise these households for discussion by the VRG, if they think that the assigned poverty category does not accurately reflect the actual situation.
 - During the discussion and review of the *Draft Household Poverty Categorisation List*, the VRG must consider a number of factors, as described in **Box 11 on page 17**.

Note: If the village is large or has complicated geography, and has 2 or 3 VRGs, each VRG must make modifications to its own *Draft Household Poverty Categorisation List* separately.

Box 11: Other factors that need to be considered by the VRG when checking and discussing the *Draft Household Poverty Categorisation List*

Factors that can improve living conditions

- Financial or in-kind assistance from various sources.
- Income from sale of land or goods for profit.

Factors that can cause living conditions to deteriorate

- Debts.
- The recent or impending loss of assets (e.g. crop damage, animal illness or death, theft of property, sale of assets to pay off debt, etc).
- Loss of income (e.g. loss of family breadwinner due to chronic illness, disability, death, etc).
- Unexpected expenditure, accidents, sickness, etc.
- Natural disasters or poor harvest, etc.

Further guidelines on modification of the *Draft Household Poverty Categorisation Lists*

- Pay attention as a priority to those households whose scores are near the boundary between Poor Level 1 and Poor Level 2, or near the boundary between Poor Level 2 and the “Other” category, before considering other households.
- In order to make a decision to change the category of a household, at least two-thirds of all members of the VRG must agree. In principle, the VRG **must not** re-categorise more than 10 percent of households in the *Draft Household Poverty Categorisation List*.

When the VRG has agreed to change the poverty category of any household, the newly changed category should be clearly recorded (e.g. “P1” or “P2” or “Other”) in the column titled “*Change of Poverty Category Based on Discussion*”. The reason should then be specified in the column titled “*Special Circumstances*”. See example in **Box 12** on page 18.

Box 12: Example of how to complete the *Draft Household Poverty Categorisation List* (Form 6)

Draft Household Poverty Categorisation List

Date: 18 / 03 / 2009

Province: Siem Reap District: Chi Krang Commune: Antong Samnot Village: Satou

Household code	Name of household head (surname and first name)	Sex of household head	Name of spouse of household head (surname and first name)	Total score of household interviewed	Poverty Category based on the score	Change of Poverty Category based on discussion	Special circumstances
0 0 0 1	គង់ ឈន់	M	គង់ ឈន់	68	P1		
0 1 4 4	ស៊ីន ជិន	M	ស៊ីន ជិន	66	P1	P2	Has 5 ha of land and 9 cows
0 0 3 2	ឃី ឃី	F	"Widowed"	61	P1		
0 1 4 3	ខា ឃី	M	ខា ឃី	59	P1		
0 0 2 9	គង់ ខា	M	"Widowed"	59	P1		
0 0 4 A	ឃី ឈន់	M	ឃី ឈន់	58	P2		
0 0 2 0	ឈន់ ឃី	M	ឈន់ ឃី	55	P2	Other	New Moto and mobile phone
0 0 9 6	ឈន់ ឃី	M	ឈន់ ឃី	53	P2		
0 1 0 3	ឃី ឃី	M	ឃី ឃី	51	P2		
0 0 1 0	គង់ ឃី	F	"Widowed"	42	Other	P1	A children Under 12 years
0 0 0 2	ឃី ឃី	M	ឃី ឃី	40	Other		
0 0 0 8	គង់ ឃី	M	គង់ ឃី	38	Other		
0 0 0 4	ឃី ឃី	F	"Widowed"	31	Other	P2	HH Head chronically ill
0 0 0 4	ខា ឃី	M	គង់ ឃី	24	Other		

- The *Draft Household Poverty Categorisation List* **MUST NOT** be publicly displayed on the village noticeboard, as some information may impinge on the privacy of households, and moreover, the list may confuse villagers, as the poverty score of a household may not be consistent with the final category given to the households by the VRG (due to a household's special circumstances).
- In place of the *Draft Household Poverty Categorisation List*, the VRG will prepare the *First Draft List of Poor Households*, which reveals only the poverty category of each household agreed by the VRG.

D

Commune-level meeting to review the *Draft Household*

Poverty Categorisation List

After completing preparation of the *Draft Household Poverty Categorisation List*, the VRG Coordinator must review the *Draft Household Poverty Categorisation List* to ensure that it is correct before submitting it for discussion in the commune-level meeting. The aspects that must be checked include:

1. Whether every household in the list has been given a score.
2. Whether every household in the list has been assigned a poverty category based on the score.
3. Whether every household whose poverty category was changed has a new category assigned, accompanied by a note of justification.

Note: If the village is large or has complicated geography, and has 2 or 3 VRGs, each VRG must bring their own *Draft Household Poverty Categorisation List* to the commune-level review meeting.

- Commune-level PBCRG members (with assistance from the DFT if needed) must organise a commune-level meeting to review the *Draft Household Poverty Categorisation List* (see Form 6: *Draft Household Poverty Categorisation List* on page 57 in the annex). If there are many participants, 2 or 3 meetings should be organised (one meeting should not cover more than 7 villages). The purpose of this commune-level meeting is to ensure VRGs have used the procedures correctly when conducting interviews and scoring households, and to determine whether the results obtained from the interviews are accurate and reliable, before they present the *First Draft List of Poor Households* to the Village Consultation Meeting.
- The VRG Coordinator and VRG members must copy the *Draft Household Poverty Categorisation List* onto flipcharts. These will be shown and read out at the commune-level meeting. The original *Draft Household Poverty Categorisation List* must be provided to the commune-level PBCRG Coordinator one day in advance of the meeting, and this list must be returned to the VRG Coordinator after the meeting.
- The *Poverty Rate Comparison Table* shown in the example in **Box 13 on page 20** must be prepared by the commune-level PBCRG Coordinator.
- The meeting agenda must be written onto a flipchart (see **Box 14 on page 20**)
- The participants in the commune-level meeting will be the VRG Coordinators, all commune council members, school principals, health centre chiefs or deputy health centre chiefs, the commune administrative police official in charge of statistics, NGO representatives, and community-based organisations working in the commune.

Note: If the village is large or has complicated geography, and has 2 or 3 VRGs, the VRG Coordinator from each village must be invited to participate in the commune-level meeting to check the *Draft Household Poverty Categorisation List*.

- Activities in the commune-level meeting:
 - Explain the objectives of the meeting
 1. To check whether the poverty category of each household in the list is correct or not.
 2. To check the proportion of poor households in each village in the commune.
 3. To advise the VRGs to modify the list, if necessary.

Box 13: Poverty Rate Comparison Table**POVERTY RATE COMPARISON TABLE**

Province:.....District:.....Commune:.....
Date:../../200...

Village	Total # of HHs in village	P1 HHs		P2 HHs		Total number of poor HHs (P1 & P2)		HHs in “Other” category	
		Number	% of total HHs	Number	% of total HHs	Number	% of total HHs	Total HHs in village, minus (P1+P2)	% of total HHs
			%		%		%		%
			%		%		%		%
			%		%		%		%
			%		%		%		%
			%		%		%		%
			%		%		%		%
			%		%		%		%
			%		%		%		%
Total HHs in Commune		% of Poor Households in commune					%		

Calculation formula:

1. The percentage of total households = the number of households (P1, P2 or Other) **divided** by the total number of households in the village, **multiplied** by 100.
2. Total households in commune = Total number of households in all villages
3. Poor households in commune = the combined total number of P1 and P2 households

Questions for analysis of results:

1. Does the percentage of P1 households in each village correspond to the actual situation? Please clarify.
2. Does the percentage of P2 households in each village correspond to the actual situation? Please clarify.
3. Does the percentage of the total poor households (P1 + P2) in each of the villages reflect the actual situation? Please clarify.
4. Please compare the total percentage of poor households in each village with the total percentage of poor households in the commune. How accurate are the results (based on the actual situation)?
5. If it is found that the results of identifying poor households do not reflect the actual situation and are not acceptable, please determine the reasons (it may be due to technical problems such as selection of insufficient households for interview, false information given by informants, incorrect tallying of scores, change of poverty category without proper justification, etc).

Box 14: Example**Meeting agenda**

1. Welcome and opening speech by the chairperson of the meeting.
2. Explain the objectives of the meeting.
3. Village representatives outline the problems they have faced carrying out identification of poor households, and in changing household poverty categories.
4. Compare the poverty rates of villages in the commune and suggest changes to the list.
5. Village representatives read out the names of heads of household in each poverty category in their village so the participants can provide recommendations.
6. Closing remarks

E

Preparing the *First Draft List of Poor Households*

- After the commune-level meeting to check the *Draft Household Poverty Categorisation List*, the VRG should consider the comments raised in the meeting, and if necessary, they should make changes to the *Draft Household Poverty Categorisation List*.
- After the VRG has reached agreement on the *Draft Household Poverty Categorisation List*, the VRG Coordinator and another member should prepare the *First Draft List of Poor Households*, making 2 to 3 copies using carbon paper (see Form 11: *List of Poor Households* on page 62 in the annex). The information must be copied from the *Draft Household Poverty Categorisation List* (Form 6), and any changes to poverty categories of some households discussed by the VRG and at the commune-level meeting are noted down. For important information on the preparation of this list, see *Box 15* on page 21.
- The VRG must publicly display the *First Draft List of Poor Households* on the village noticeboard or other public area for 2 to 3 days before the Village Consultation Meeting (in a large village, copies of the list must be publicly displayed in two or three locations). At the same time, the VRG should also post a notice to explain the process for making objections, and to inform villagers about the date for the Village Consultation Meeting (see Form 7: *Notice on the First Draft List of Poor Households* on page 58 in the annex).

Note: If the village is large or has complicated geography, and has 2 or 3 VRGs, after the commune-level meeting to check the *Draft Household Poverty Categorisation List*, the *First Draft List of Poor Households* should be prepared for the whole village by including all poor households in the list in order of poverty category.

Box 15: Important information on preparing the *First Draft List of Poor Households*

- Copy only households in the Poor Level 1 and Poor Level 2 categories onto this list, but not those in the “Other” category.
- Write the names of each head of household, sex of head of household, name of their spouse and the poverty category, in the list. The VRG must not forget to enter the 4-digit household code into the *First Draft List of Poor Households*.
- Interviewed households’ scores, and/or special circumstances which resulted in modification of their poverty category, must not be shown in this list.
- All VRG members must sign the final page of the list.



Steps of the Procedures

Step

4

Village Consultation Meeting on the *First Draft List Of Poor Households*, Receipt of Objections by Villagers, and Preparing the *Final Draft List of Poor Households*

After completing preparation of the *First Draft List of Poor Households*, the Village Chief or Deputy Village Chief and commune-level PBCRG members responsible for the village (with assistance from the PFT or DFT if necessary) must organise a “***Village Consultation Meeting on the First Draft List of Poor Households***” for each VRG. After the meeting, the VRG must allow 7 days for villagers to submit objections and requests. After this period of time, the VRG must meet together again to discuss changes to poverty categories of households in the *First Draft List of Poor Households* before the *Final Draft List of Poor Households* is prepared and submitted to the commune council for review and endorsement.

People involved

- Commune-level PBCRG member responsible for the village.
- Village Chief or Deputy Village Chief.
- All VRG members.
- The DFT may assist if necessary.

Activities to be implemented

A

Organising the Village Consultation Meeting

- **Prior to the meeting**
 - The VRG Coordinator should select a meeting venue which is spacious, shaded, and has adequate seating arrangements. A meeting at a school should be avoided if possible, as it might disturb the schoolchildren and classrooms are too small for such a meeting.
 - The VRG Coordinator must assign a member of the VRG to arrange a loudspeaker for the meeting.
 - The VRG Coordinator must assign a VRG member to be in charge of copying information from ~~the~~ Form 11: *First Draft List of Poor Households* **on page 62** in the annex onto flipcharts.
 - The VRG Coordinator should also assign VRG members to write the following information on flipcharts:
 1. Meeting agenda (*see Form 16 on page 67*).
 2. Summary of the procedures for identification of poor households (*see Box 7 on page 9*).
 - The VRG must fill in the invitation letters and distribute them to all households to invite them to participate in the Village Consultation Meeting (~~the~~ see Form 8:

Invitation to Attend the Village Consultation Meeting on the First Draft List of Poor Households on page 59 in the annex). Please note that meeting participants must be over 18 years old.

- The VRG Coordinator is the chairperson of the meeting. The chairperson of the meeting must assign a member of the VRG to be minute-taker.
- The VRG may consider encouraging villagers to attend the meeting by means of organising lucky prize draws or other entertainment activities, if feasible.
- The VRG must prepare small pieces of paper and pencils for villagers to confidentially write their objections or requests.

Box 16: Agenda of the Village Consultation Meeting on the *First Draft List of Poor Households*

- Welcome and opening speech by chairperson of the meeting and introduction of VRG members to villagers.
- Explain the objectives of identification of poor households (*see Box 1 on page 3*).
- Briefly explain the procedures for identification of poor households (*see Box 7 on page 9*).
- Write on a flipchart to explain the definition of the poverty categories (Poor Level 1 means “the poorest” or “destitute”, and Poor Level 2 means the next poorest, or “poor”).
- Show the *First Draft List of Poor Households* to the meeting participants.
- Encourage villagers to express their views regarding modifications to the *First Draft List of Poor Households*.
- Explain to the villagers how to make objections or requests relating to the *First Draft List of Poor Households*.
- Closing speech

- **During the meeting**

- The chairperson of the meeting makes an opening speech and reminds meeting participants to place their invitations in a box or container for the lucky prize draw after the meeting (if there are to be prizes). The chairperson also informs the villagers that they have the right to express their views freely in the meeting without fear or hesitation, especially women.
- The chairperson must re-introduce the VRG members to villagers and ask the VRG members to stand up in front of the villagers.
- The chairperson must explain the meeting agenda to participants as in the prepared flipchart.
- The chairperson, or the commune-level PBCRG member responsible for the village, must explain the objectives for identification of poor households as in the prepared flipchart (*see Box 1 on page 3*).
- The chairperson or commune-level PBCRG member responsible for the village must explain the procedures for identification of poor households as in the prepared flipcharts.
- The chairperson should explain the various factors that the VRG takes into account as a basis for assessment, such as interviewing, scoring, and observation of special

circumstances, that can assist the VRG to determine each household's poverty category.

- The Chairperson must re-emphasise that the *First Draft List of Poor Households* is just a draft list, and that villagers can request changes to the poverty category of any household on the list, or request interviewing of other households who have not yet been interviewed.
 - The VRG must distribute small pieces of paper and pencils to villagers to write objections or requests.
 - The chairperson explains the definitions of the poverty categories Poor Level 1, Poor Level 2 and "Other" to the meeting (*see Box 10 on page 16*).
 - A member of the VRG reads out the names of the heads of each household in the Poor Level 1 category and the Poor Level 2 category that are written on the flipcharts, and explains that other households that are not in the *First Draft List of Poor Households* are in the "Other" category. Five households should be read out at a time, and villagers should be asked to raise their hands if they have any objection. Participants can voice their objections directly, or they can write the name of the household they object to, specifying their reason.
 - The chairperson must tell the meeting participants that their complaints or objections can be made directly during the meeting, or they can complain directly to the VRG, or write their objections and submit them to the VRG, within 7 days after the meeting. Their objections will be carefully considered by the VRG. Next, the *Final Draft List of Poor Households* is prepared and publicly displayed for 7 days, and submitted to the commune council for review and endorsement. Within these 7 days, villagers can make their objections or requests in person or write objection letters to the commune council. After being approved by the commune council, the *Final Draft List of Poor Households* will be kept by the Village Chief.
 - The VRG member assigned to be the minute-taker must note down all objections or requests raised by the villagers about each household.
 - When closing the meeting, the chairperson should thank the villagers for their participation.
- **After the meeting**
 - The VRG member assigned as minute-taker must record all of the villagers' requests for changes to the *First Draft List of Poor Households*, including the reasons provided by villagers. The chairperson must sign the meeting minutes to certify their accuracy (see Form 9: *Minutes of the Village Consultation Meeting on the First Draft List of Poor Households* **on page 60** in the annex).

B

Consideration by the VRG of objections and requests from villagers

- During the 7-day period following the Village Consultation Meeting, the VRG must note the verbal and written objections and requests made by the villagers. The VRG must then hold a meeting of its members to compile all objections and requests made by villagers for changes to be made to the *First Draft List of Poor Households*, based on the minutes of the Village Consultation Meeting and the verbal and written objections received by the VRG from villagers. The VRG should examine each of the objections and requests and, if necessary, may decide to meet personally with a number of households in order to verify the information they have collected or to collect additional information. If any households complain that nobody came to interview them, the VRG may decide, if the VRG members agree, to conduct an interview with these households.
- The VRG must make a final decision on each household in relation to objections or requests from villagers and prepare the *Final Draft List of Poor Households*, signed by all VRG members (see Form 11: *List of Poor Households* on page 62 in the annex). The VRG must ensure that the code of each household is written in the list.
- The meeting minutes must be prepared by a member of the VRG specifying the decisions made in response to each objection or request (see Form 10: *Minutes of the VRG Meeting to Consider Villagers' Objections* on page 61 in the annex). If the VRG has received no objections or requests from villagers (neither during the Village Consultation Meeting nor within 7 days after the meeting), the VRG should note this in the minutes.

C

Preparing the *Final Draft List of Poor Households*

- The VRG Coordinator and a member of the VRG must prepare 3 copies of the *Final List of Poor Households* using carbon paper, and must:
 - Keep one copy with the VRG.
 - Publicly display one copy on the noticeboard or a public place.
 - Send one copy to the commune council.

The List must reflect the consensus of the VRG about adjustments made to the *First Draft List of Poor Households* based on villagers' objections and requests, and based on verification of the circumstances of a number of households.

- The VRG Coordinator must publicly display the *Final Draft List of Poor Households* for a period of 7 days on the village noticeboard or suitable public place, together with the *Notice on the Final Draft List of Poor Households* (see Form 12: *Notice on the Final Draft List of Poor Households* on page 63 in the annex). The notice explains that if villagers wish to make any other objections, they can make them to the **commune council** verbally or in writing for a period of **7 days** from the date that the list is displayed.

- During the period that the *Final Draft List of Poor Households* is publicly displayed, the VRG Coordinator must submit the following to the commune council:
 - One copy of the *Final Draft List of Poor Households*.
 - *Minutes of the VRG Meeting to Consider Villagers' Objections*.
 - All questionnaires (bundled in the order that the households are listed in the *Final Draft List of Poor Households*).
 - One copy of the *List of Households in the Village for Identification of Poor Households*.

Note: Before sending the above documents to the commune council, the VRG Coordinator and one other VRG member must double check the household codes, names of household heads and names of spouses on each questionnaire and on the *Final Draft List of Poor Households* against the information in the *List of Households in the Village for Identification of Poor Households*, and must correct all mistakes to ensure that all of this information matches. The 4-digit household code must be based on that in the *List of Households in the Village for Identification of Poor Households*.



Steps of the Procedures

Step 5

Review and Endorsement of the *Final List of Poor Households*, and Distribution of Equity Cards by Commune Council

Seven days after receiving the *Final Draft List of Poor Households* from each village, the commune council, with assistance from the commune-level PBCRG members and the DFT, must organise a meeting to review the lists received from each village in the commune and to consider all objections by the villagers and find solutions. Then, the commune council officially endorses the *Final Draft List of Poor Households* of each village and sends the relevant documents to the Provincial Department of Planning to be entered into the Database of Poor Households.

After data entry in Step 6 and photography of poor households in Step 7, the Department of Planning will provide all of the poor households' Equity Cards to the commune council for signature by the Commune Chief, stamping, and distribution to the poor households in the commune.

People involved

Participants

- All members of the commune council.
- The DFT.

Equity Card preparation

- Provincial Department of Planning sends Equity Cards to commune council.
- Commune Chief signs the cards.
- Commune Clerk stamps the cards.
- VRG members distribute the cards to the poor households.

Activities to be implemented

A

Organising the commune council meeting to review the *Final Draft List of Poor Households*

- **Prior to the meeting**
 - The Commune-level PBCRG Coordinator (who may be assisted by the DFT) must prepare the *Poverty Rate Comparison Table*, showing the results of each village on flipcharts following the format in Box 13 **on page 20**.
 - A commune-level PBCRG member must compile all verbal or written objections (if there are any) from each village.

- **During the meeting**

- The Commune Chief welcomes the participants and explains the objectives of the meeting as follows:
 1. To review the *Final Draft List of Poor Households* from each village.
 2. To review objections (if there are any) and assign the VRG to address them.
 3. To endorse the *Final Draft List of Poor Households*.
- The commune-level PBCRG Coordinator must present the pre-prepared *Poverty Rate Comparison Table* with results from each village in the commune. All participants should then discuss the results based on their knowledge of the villages. Special attention must be paid to the proportion of households in Poor Level 1 and Poor Level 2 to see whether the poverty categorisations reflect the real circumstances.
- Another member of the commune-level PBCRG must present the verbal and written objections received from each village (if there are any).
- A Commune council member must check the names in the *Final Draft List of Poor Households* from each village to avoid any nepotism or inclusion of well-off households in the list.
- With regard to any *Final Draft List of Poor Households* that has been subject to objections from villagers or has irregularities, the Commune Council must ask the VRG to resolve the issues in accordance with the procedures in **Box 17 on page 28**. **Note:** The Commune Council only has the right to raise suspicious cases or provide guidance. However, the decision to modify any household's category in the draft list is the responsibility of the VRG.
- Once the *Final Draft List of Poor Households* of any village is complete and accurate, the commune council must change the title from *Final Draft List of Poor Households* to *Final List of Poor Households*. All commune council members must sign the *Declaration of Commune Council Approval of Final List of Poor Households* (see **Form 13 on page 64** in the annex), and the commune stamp must be added immediately below the declaration.

Box 17: Procedures to address objections and irregularities in the *Final Draft List of Poor Households*

1. The Commune council must assign commune-level PBCRG members to coordinate with the VRG to address the objections and regularities.
2. Commune-level PBCRG members must select the questionnaires of any households with objections and irregularities, in order to visit these households with the VRG Coordinator to verify their socio-economic situation.
3. After visiting these households, the commune-level PBCRG members and the VRG Coordinator must discuss with all VRG members to decide whether to keep the households in the list or to delete them, and must clearly document these decisions in a written report. The VRG must prepare a revised copy of the *Final Draft List of Poor Households*, and the revised list must be signed by all VRG members and submitted to the commune council for endorsement.

Note: The period for checking households, making changes to the *Final Draft List of Poor Households*, and writing the report to the commune council must not exceed 10 days.

4. Once the *Final Draft List of Poor Households* resubmitted by the VRG is complete and accurate, the Commune Council must **change the title from *Final Draft List of Poor Households* to *Final List of Poor Households***, and all members of the Commune Council must sign the *Declaration of Commune*

Council Approval of Final List of Poor Households (see Form 13 on page 64 in the annex).

- **After the meeting**

- With assistance from PBCRG members, the DFT must check household codes and names of household heads and their spouses against the *List of Households in the Village for Identification of Poor Households* to avoid incorrect or duplicated codes and to ensure the accuracy of all names in the *Final List of Poor Households*.
- The Commune Clerk must make two copies of: 1) the *Final List of Poor Households* and 2) the *Declaration of Commune Council Approval of Final List of Poor Households* for each village. The *Final List of Poor Households* must be stamped with the commune seal on the right-hand side of each page, and below the *Declaration of Commune Council Approval of Final List of Poor Households*, on all original and copied documents. The Commune Clerk must also make one copy of the *List of Households in the Village* from each village.
- The Commune Clerk must submit the *Final List of Poor Households* and the commune council declaration to:
 1. The Village Chief: one copy (including the List of Households in the Village).
 2. Commune council: one copy.
 3. The Provincial Department of Planning: one copy (including all questionnaires and the List of Households in the Village for Identification of Poor Households for each village).

Note: When sending documents to the Provincial Department of Planning, the Commune Clerk and the Commune Councillor members of the PBCRG must arrange the documents in two separate bundles:

1. Questionnaires of households whose names are on the *Final List of Poor Households*, arranged in the order that the names are listed.
2. Questionnaires of households whose names are not on the *Final List of Poor Households*, arranged in order of household code.

Finally, the *List of Households in the Village for Identification of Poor Households*, the *Final List of Poor Households* and *Declaration of Commune Council Approval of Final List of Poor Households* should be placed on top of the questionnaires of each village. They should be packed together in one plastic bag or sack per village, with the name and code of district, commune and village written on the bag.

B

Preparing Equity Cards

A poor household included in the *Final List of Poor Households* will be issued with an Equity Card in order that the household can use it to receive services or assistance from various institutions and organisations.

The Equity Cards will be printed after the data entry is completed by the Provincial Department of Planning. Then the cards will be sent by the Provincial Department of Planning to the commune council through PFTs and DFTs.

- The PFT or DFT must prepare a list of Equity Cards that have been handed over to the commune-level PBCRG Coordinator, double checking the names of the household heads

and the number of Equity Cards against the *Final List of Poor Households* of each village. If the commune-level PBCRG members checks and finds that the name of a poor household is written in the *Final List of Poor Households* but no Equity Card has been issued for the household, or the name of the household head is completely incorrect, the PFT, DFT or Provincial Department of Planning must be informed so that the Provincial Department of Planning can re-check and produce the Equity Card for the household.

- The commune-level PBCRG members must sort Equity Cards by village to make it easy to verify and distribute cards to the poor households.
- The Equity Cards must be signed by the Commune Chief and stamped with the commune stamp by the Commune Clerk.
- The commune-level PBCRG Coordinator must hand over the Equity Cards to the VRG of each village for further distribution to poor households whose names are in the *Final List of Poor Households*. While distributing the cards to the poor households, the VRG must inform the card holders that the cards can be used to receive different services from institutions or organisations. More information on service providers will be provided to each household when photographs are taken by the photography teams (details are in Step 7).
- After receiving Equity Cards from the commune, the Village Chief or the VRG Coordinator must distribute all the cards to poor households within a period of 7 days. Then, the Village Chief or the VRG Coordinator must fill in the *Report on Distribution of Equity Cards to Poor Households in the Village* (see *Form 15* **on page 66** in the annex) to specify the number of poor households whose names are in the *Final List of Poor Households*, the number of Equity Cards received from the commune level, the number of cards distributed to the poor households, the number of cards that have not been distributed to the poor households, the deadline for card distribution to the households who have not yet received the cards, and the main reasons why the cards were not distributed. When this information is completed, the report must be signed. In addition, the names of the household heads and the codes of the poor households who have not received Equity Cards must be attached to the report as a table. The report must then be sent to the commune council for delivery to the Provincial Department of Planning through the PFT or DFT.



Steps of the Procedures

Step 6

Entry of the *Final List of Poor Households* and other data into the Database of Poor Households, and production of Equity Cards

In this step, the Provincial Department of Planning must enter each village's data, such as the *List of Households in the Village for Identification of Poor Households*, the *Final List of Poor Households* endorsed by the commune council, and the questionnaire of each poor household included in the *Final List of Poor Households*. For those villages where Equity Cards are to be issued, photographs of the poor households will be taken. The photos and *Photography Tracking Sheets* must be entered into the Database of Poor Households. After the completion of data entry, Equity Cards will be printed and the Provincial Department of Planning must send the printed Equity Cards to the commune council to be distributed to the poor households. The Provincial Department of Planning must also share the information from the Database of Poor Households with organisations or institutions for them to use to provide services or other assistance to poor households.

People involved

- Ministry of Planning (Identification of Poor Households Programme).
- Provincial Department of Planning.

Activities to be implemented

A

Entry of data into the Database of Poor Households

Data which needs to be entered into the Database of Poor Households includes the *List of Households in the Village for Identification of Poor Households*, the *Final List of Poor Households*, questionnaires, photographs of poor households and *Photography Tracking Sheets*. This step is only a summary of the data entry process. For more details on the process of data entry, please read the *Manual on the Use and Management of the Database of Poor Households*.

Stage 1: Data from the *List of Households in the Village for Identification of Poor Households*

The Database of Poor Households must be updated from year to year. To track changes in households' living conditions and to maintain the household code of each household, some data about each household in the village must be entered from the *List of Households in the Village for Identification of Poor Households*. This data is the basis for entry of other data from various sections of the Database of Poor Households.

- Data that must be entered from the *List of Households in the Village for Identification of Poor Households* includes:
 - Household code.
 - Status: Active (i.e. the household is still living in the village).
 - Status: Inactive (i.e. the household is no longer living in the village).

- Name of household head.
- Sex of household head.
- Name of spouse of household head.
- Remarks (reasons for change in status).

Stage 2: Data from the *Final List of Poor Households* endorsed by the commune council

- Data that must be entered from the *Final List of Poor Households* includes:
 - Household code.
 - Name of household head.
 - Sex of household head.
 - Name of spouse of household head.
 - Poverty category (Poor Level 1 and Poor Level 2).
 - Date of endorsement of the *Final List of Poor Households* by the commune council.

Stage 3: Data derived from questionnaires of households in the *Final List of Poor Households*

Data that must be entered into the Database of Poor Households includes:

- Data of each household member:
 - Official name (surname and first name).
 - Nickname.
 - Relationship to family head (e.g. wife or husband, children, etc).
 - Sex, year of birth and age.
- Notes of data entry operator.
- After the Department of Planning has completely entered all data in this stage, *Report 19: Photography Tracking Sheet* must be printed from the Database of Poor Households, for photography teams to fill in and to verify poor household members when taking photographs.

Stage 4: Entering photographs and data from *Photography Tracking Sheets*

- In areas where households are to be issued with Equity Cards, photographs and data from *Photography Tracking Sheets* must be entered in the Database of Poor Households. The *Photography Tracking Sheet* provides information about whether household photos have been taken or not, and the names of household members who were absent at the time the household photo was taken.

B

Equity Card production

After the Database of Poor Households is entered with complete information, the Provincial Department of Planning must generate *Report 18: Equity Card* for each village in electronic format, copy these files onto CD-ROM, and send them to the Ministry of Planning (Identification of Poor Households Programme) for printing. After printing, the Ministry of Planning will send these cards to the Provincial Department of Planning, to be distributed to commune councils for signature and stamping before they are distributed to the poor households through the VRG (see *Form 14: Equity Card* on page 65 in the annex).

C

Production and distribution of reports to various institutions and organisations

- Once entry of data into the Database of Poor Households is complete, the Provincial Department of Planning must send all data to the Ministry of Planning. The Ministry of Planning will produce a number of reports in the form of a booklet and CD-ROMs for distribution to various institutions and organisations for their use according to their requirements. The reports are as follows:
 - Report 8: Profile of All Household Members.
 - Report 10: Summary Statistics from the Database of Poor Households.
 - Report 13: List of Poor Households.
 - Report 14: Poverty Rate Comparison Table.
 - Report 15: List of Names and Photos of Poor Household Members.
- If requested, the Ministry of Planning can provide data in the Database of Poor Households to service providers for transfer into their database for their use (e.g. Health Equity Fund operators or other service providers).
- The Ministry of Planning and the Provincial Department of Planning must organise a provincial workshop to disseminate the results of identification of poor households and distribute the above reports to participants. Participants in the workshop could include the provincial governor, the Executive Committee of the Provincial Rural Development Committee, the Provincial Local Administration Unit, relevant provincial departments, district governors, chiefs of Operational Districts, chiefs of referral hospital, NGOs, etc.
- The Provincial Department of Planning, in collaboration with the Provincial Local Administration Unit, must organise a workshop to enhance district cooperation to promote the use of the results on identification of poor households as a basis for providing services or assistance to poor households. Participants in the workshop could include the district governor, district offices of relevant government departments, Commune Chiefs, commune-level PBCRG members, some VRG Coordinators, the chief of the district referral hospital, chiefs of health centres, and NGOs providing services or assistance to poor households in the district, etc.
- The Ministry of Planning will provide detailed guidance on how to conduct provincial and district workshops at the time of implementation.

In addition to the distribution of reports on the results of identification of poor households to participants in the provincial and district workshops, the Provincial Department of Planning will share the reports with various institutions and organisations in the province who missed the workshops.



Steps of the Procedures

Step

7

Photography of Poor Households

This information on photography is only for use in the event that photographs of poor households are required for entry into the Database of Poor Households or for production of Equity Cards. It may not be necessary to take photographs of households in some areas, if they are not required by service providers.

In areas where providers of services or development assistance require photographs in order to identify members of poor households, a contract may be made with a partner organisation, which will have the main responsibility for organising and implementing photography of poor households in these areas.

In each province, there are one or two Photography Coordinators and a number of two-member photography teams, consisting of a Photography Team Leader and a Photography Team Assistant.

Upon completion of data entry from the *Final Lists of Poor Households* and from the questionnaires of some communes, the Provincial Department of Planning must cooperate with a partner organisation to organise the schedule for photography, and provide all necessary information and documents to the partner organisation. The Provincial Department of Planning and Provincial Local Administration Unit must coordinate with PFTs and DFTs to help photography teams to communicate with commune-level PBCRG members, Village Chiefs or Deputy Village Chiefs, and with one member of each VRG to help coordinate the process of taking photographs in each village.

This is only summary information about the photography process. For more information, please read the *Photography Training Manual*.

People involved

- Provincial Department of Planning.
- PFTs and DFTs.
- Partner organisation responsible for carrying out the photography.
- Photography teams.
- Commune Chief.
- Commune-level PBCRG member.
- Village Chiefs or Deputy Village Chiefs.
- One VRG member in each village.

Activities to be implemented

A

Communication between the Provincial Department of Planning and partner organisation responsible for photography of poor households

- To enable the photography process to take place, the Provincial Department of Planning and Provincial Local Administration Unit must organise a meeting with the Photography Coordinator, photography teams, and PFTs and DFTs to discuss the activity plan to be implemented and the field coordination of the photography process.
- Photography begins in communes where *Photography Tracking Sheets* are available for all villages. The *Photography Tracking Sheet* is generated from the Database of Poor Households after the *List of Poor Households* and the questionnaires have been completely entered.
- The Photography Coordinator must contact the Provincial Department of Planning to request *Photography Tracking Sheets*.

B

Communication with Commune-level PBCRG members and Village Chiefs or Deputy Village Chiefs

Before going to take photographs of poor household in each commune, photography teams must have a meeting with the Commune Chief, commune-level PBCRG members, and each Village Chief or Deputy Village Chief to discuss the timetable for implementation.

- **Prior to the meeting**
 - PFTs or DFTs must contact commune-level PBCRG members to explain to them about their roles and responsibilities as well as those of the Village Chief or Deputy Village Chief and one member of each VRG in coordinating the work in their village. During the meeting, dates and times must be set for photography teams to organise a commune-level meeting involving the Commune Chief, commune-level PBCRG members and each Village Chief or Deputy Village Chief.
 - The Commune Clerk prepares invitations for the commune-level meeting with photography teams.
- **During the commune meeting with the photography team**

The photography team must explain the photography process as follows:

 - The purpose of photography:
 - Photographs are to be entered into the Database of Poor Households in the province, and information about poor households will be distributed to institutions and organisations who provide services to poor households.
 - The preparation of Equity Cards.
 - The purpose of the information dissemination meeting in the village:
 - To explain the benefits of identification of poor households and the uses of Equity Cards.

- To explain how to access services through Health Equity Funds or other programmes if they exist.
- Selection of a location for the information dissemination meeting and for taking photographs:
 - Select a central location in the village for convenient participation of villagers.
 - Select a shaded location suitable for sitting.
 - Select an area where it is easy to set up the photography backdrop screen.
- Division of responsibilities and activity planning:
 - Discuss and prepare the schedule for the photography team to disseminate information and take photographs of poor households in each village, taking into account the geographical location of the villages in the commune.
 - The commune-level PBCRG members must divide up the villages for which they are responsible for coordinating the organisation of activities with the Village Chief/Deputy Village Chief and the VRG member.
 - The commune-level PBCRG members must provide guidance to the Village Chief or Deputy Village Chief to coordinate the photography activities in his/her village as follows:
 - In each target village, the Village Chief or Deputy Village Chief must select a VRG member to help and coordinate photography.
 - The Village Chief or Deputy Village Chief and the VRG member must invite the household head or spouse to participate in the village meeting before photography starts, and invite all members of household who are in the *Final List of Poor Households* to come and get their photo taken, at a specified date, time and location.
 - The Village Chief or Deputy Village Chief, together with a VRG member, must arrange a suitable location for the information dissemination meeting and photography, taking into account the number of poor households in the village (one or two locations can be arranged).

C

Process of information dissemination meeting and photography of poor households in the village

- **Prior to the information dissemination meeting and photography**
 - The Village Chief or Deputy Village Chief together with a VRG member must decide on a location for conducting the meeting and photography of poor households, as explained above.
 - The Village Chief or Deputy Village Chief and the VRG member must prepare invitations (see Form 17: *Invitation to Photography of Poor Households* on page 68 in the annex), and distribute them to the household heads or spouses 2 or 3 days before the information dissemination meeting. If any poor households or their members have left their houses or the village, efforts must be made to inform those households or members that they should take part in the meeting and photography at the planned time and location.

- The Village Chief/Deputy Village Chief and the VRG member must discuss together to prepare a list which specifies the time slot interval and order that each household will have their photo taken (e.g. the first group from 9.00 to 11.00, the second group from 13.00 to 15.00, and the third group from 15.00 to 17.00).
- **Information dissemination meeting with representatives of poor households**
 - With assistance from the Village Chief or Deputy Village Chief and a VRG member, a 30-minute information dissemination meeting with poor household representatives must be organised:
 - To explain the benefits of identification of poor households.
 - To explain the purpose of photography.
 - To explain the uses of Equity Cards for services or other assistance.
 - To explain the uses of services through Health Equity Funds (if existing) or other programmes.
 - To distribute information leaflets on identification of poor households and other awareness-raising documents.
 - To briefly explain how photographs will be taken, such as gathering household members to have their photographs taken, how to stand, how to hold the blackboard, etc.
 - The Village Chief must inform the poor households of the time slots to get their photographs taken.

D**Taking photographs of poor households**

- The photography team, Village Chief/Deputy Village Chief, and the VRG member must set up the location for taking photographs (e.g. set up a table to put photography materials on, set up the tripod, hang up the screen, etc).
- The Village Chief/Deputy Village Chief must check the list of poor households who will have their photo taken, and if there are any households who have not arrived at the appointed time, must ensure that someone follows up to ensure that they come and get their photo taken.
- The selected VRG member must call out the name of the household head whose name is on the list of households and all the members of that household to get their photo taken, and tell the next households to gather together their household members in preparation for getting their photo taken next. **Note:** *If any households have members who are seriously ill or are physically unable to come to the photography location, the photography team must go to their homes and take a photo of the entire household together.*
- The Photography Team Assistant must write the identification code on the blackboard, with chalk. The codes of province, district, commune, and village are written at the top, and the household code at the bottom. The codes must be copied from the *Photography Tracking Sheet* (see Form 16 on page 67 in the annex).
- The photographer must take photos of each household using the techniques explained in the *Photography Training Manual*.

- The photography team must ensure that it takes photographs of every poor household, by checking the names of household heads against the *Photography Tracking Sheet*, and the number of photographs must not be more than the number of households whose names are ticked in the *Photography Tracking Sheet* (i.e. each household must only have one final and correct photo).
- Before completing photography in each village, the photography team must verify all documents and check the photograph of each household one-by-one to ensure their accuracy.
- Once photography in a village is completed, the Photography Team Leader and a VRG member must sign and fill in their name on the *Photography Tracking Sheet*.

E

After completion of photography in a number of villages

- After the completion of photography in a number of villages, the photography team must deliver the photographs in the camera to the Photography Coordinator, together with the *Photography Tracking Sheets* from each village to enable checking of whether all photographs have been provided.
- The Photography Coordinator must prepare all forms and photographs and deliver them to the Provincial Department of Planning for entry into the Database of Poor Households.

Note: For more details about the process after the completion of photography in the village, see the *Photography Training Manual*. The above explanation is just a summary.



Updating the List of Poor Households

In collaboration with the Provincial Local Administration Unit, the Provincial Department of Planning must organise an update of the List of Poor Households **once every 2 years** in target provinces. Before starting implementation of the Procedures for Identification of Poor Households, the national trainers must organise training for the Provincial Department of Planning, the Provincial Local Administration Unit, PFTs and DFTs to become trainers to the commune-level and village representatives. The procedures for identification of poor households will be implemented directly by village representatives who are selected as a VRG. To implement the work effectively, at least two-thirds of VRG members with experience in implementing the procedures for identification of poor households in previous years should be encouraged to become members of the new VRG that will be selected. All VRG members will be retrained about compiling the *List of Households in the Village for Identification of Poor Households*, conducting interviews, and checking the *Report on Irregularities of Household Members Seeking to Receive Services* so that they are sufficiently competent in implementing their tasks in each village.

After the completion of identification of poor households in each target province, poor households who are issued with Equity Cards can present their cards to various organisations or institutions, who will consider whether they can provide services. If service providers find that some household members who are in the *List of Poor Households* are actually well-off, these organisations or institutions should note down the household code, name and sex of household head, name of spouse, and the province, district, commune and village details from the household's Equity Card in the *Report on Irregularities of Household Members Seeking to Receive Services* (see example in Box 18 on page 40). Moreover, if there are household members or other households who are not in the *List of Poor Households*, but their living conditions are certainly poor, the name and sex of the household head, name of spouse, and the province, district, commune and village details of these households must be noted down in the *Report on Irregularities of Household Members Seeking to Receive Services*.

To enable improvement of the accuracy of the List of Poor Households when conducting updates in following years, institutions or organisations who are service providers should submit the completed *Report on Irregularities of Household Members Seeking to Receive Services* to the Provincial Department of Planning by a specified time. After receiving the report, the Provincial Department of Planning must sort it in order of each commune in each district.

Before carrying out an update of the List of Poor Households, the Provincial Department of Planning must enter the names of all households in a table sorted by commune and village, and print out a list for each village, to be distributed to target communes through PFTs and DFTs and passed on to each VRG. When selecting households to be interviewed, the VRG must also pay attention to the names of households in the *Report on Irregularities of Household Members Seeking to Receive Services* and consider which households should be excluded from the new List of Poor Households due to having better living conditions, and which households whose names were not included in the previous List of Poor Households should now be selected for interviews because they are suspected to be poor.

Updating the List of Poor Households will be implemented step-by-step in accordance with the *Procedures for Identification of Poor Households* of the Ministry of Planning. Some aspects of these procedures may be revised in future, if necessary, based on experience and actual circumstances.

Box 18: Report on Irregularities of Household Members Seeking to Receive Services

Report on Irregularities of Household Members Seeking to Receive Services

Province...Kien Giang... District...Chi Luan...

No.	Geographic code (Prov. dist. comm. village)	Household Code	Commune	Village	Name of household head	Sex of HH head	Name of spouse of household head	Special remarks	
								Poor but not in LPH	In List of Poor HHs but seems not to be poor
1	14040101		Anlong Seunas	Schau	២២០ ២២០	M	២២០ ២២០	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
2	14040505	0 0 2 8	Kauk Thlae Loo	Anlong Vi	២២០ ២២០	H	"widowed"	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify... <u>Alone, No...</u>
3	14040311		Kampung Lelai	Kampung Lelai P	២២០ ២២០	H	២២០ ២២០	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
4	14040610	0 0 2 4	Kauk Thlae Loo	To Phinheo	២២០ ២២០	F	"widowed"	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify... <u>Alone, No...</u>
5	14040208		Chi Luan	Anlong Chauha	២២០ ២២០	F	"widowed"	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
6	14041006		Ruensei Loh	Tolung Thngai	២២០ ២២០	H	២២០ ២២០	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
7	14040812	0 0 6 8	Pongro Krom	Lu Lohong	២២០ ២២០	H	២២០ ២២០	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify... <u>Alone, No...</u>
8	14040113	0 0 0 9	Anlong Seunas	Lbaek	២២០ ២២០	H	២២០ ២២០	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify... <u>Alone, No...</u>
9	14040204	0 0 6 3	Chi Luan	Pring	២២០ ២២០	F	"widowed"	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify... <u>Alone, No...</u>
10	14041209		Spash Tnaot	Ta Yon	២២០ ២២០	H	២២០ ២២០	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
11	14041101		Sangvay	Peak Spar	២២០ ២២០	H	២២០ ២២០	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
12	14040902		Pongro Loo	Chak	២២០ ២២០	H	"widowed"	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
13	14040908		Lveng Ruensei	Kel Ldudok	២២០ ២២០	H	២២០ ២២០	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
14	14040613	0 0 4 1	Kauk Thlae Loo	Mkak	២២០ ២២០	H	២២០ ២២០	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify... <u>Alone, No...</u>
15	14040305	0 0 0 3	Kampung Lelai	Chrang Wipos	២២០ ២២០	H	២២០ ២២០	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify... <u>Alone, No...</u>
16	14040810		Pongro Luan	Ta Paar Huey	២២០ ២២០	H	២២០ ២២០	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....

២២០ ២២០

Annex A

Forms

Invitation to attend the First Village Meeting to select the Village Representative Group

Name of village:

To:

At present, the Ministry of Planning is carrying out identification of poor households in our village. Identification of poor household in the village will assist the Commune Council, NGOs and other institutions to set their development goals and to provide services and other assistance to poor households.

The village requires a Village Representative Group to be responsible for interviewing households in the village, compiling the list of poor households, and conducting consultations with villagers, in order to identify truly poor households. Therefore, in order to select a Village Representative Group which is capable and has a good attitude, we would like to invite one member of each household (this may be the household head or spouse, or an adult above 18 years of age) to participate in a village meeting to select Village Representative Group members you are satisfied with.

The meeting will be held on (date)/...../200... at (time)..... at (location).....

Village Chief or VRG Coordinator

Signature.....

Name.....

Minutes of the First Village Meeting to Select the Village Representative Group

Province:

District:

Commune:

Village:

Date of meeting...../...../.....
Start time.....
End time.....
Name of chairperson.....

Number of <u>male</u> participants		persons
Number of <u>female</u> participants		persons
Total number of villager participants		persons
Total village population		persons
Total number of households in the village		households

Names on initial list of persons suggested to villagers as candidates to become VRG members

Names of VRG member candidates proposed by villagers and their attitude to selection

Name	Sex	Agree or disagree	Signature

Name	Sex	Agree or disagree	Signature

Other important issues raised and decisions made (please describe):

.....

Date...../...../.....

Minute-taker

Signature.....

Name.....

We hereby certify that the above minutes are an accurate record of the above meeting.

Date...../...../.....

Village Chief/Deputy Village Chief

Signature.....

Name.....

Date...../...../.....

VRG member

Signature.....

Name.....

Date...../...../.....

Villager (elder)

Signature.....

Name.....

The Commune Chief or Deputy Commune Chief representing the commune council has checked and certified that the VRG members selected in the First Village Meeting are those whose names are recorded in the above minutes.

Date...../...../.....

Signed and stamped with commune stamp

List of Households in the Village for Identification of Poor Households

Province: District: Commune: Village:
 Code: Code: Code: Code:

N°	Name of household head (surname and first name)	Sex of household head	Name of spouse of household head (surname and first name)	Household code				Selected for interviewing
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No
								<input type="checkbox"/> Yes <input type="checkbox"/> No

Date...../...../.....

VRG Coordinator

Signature.....

Name.....

Household Questionnaire for Identification of Poor Households

Last updated 20/10/2008

Form 4

HOUSEHOLD QUESTIONNAIRE FOR IDENTIFICATION OF POOR HOUSEHOLDS

SECTION A

(INTERVIEWER: Please fill in before going to interview the household)

1. ID Code:

Province		District		Commune		Village		Household	

2.	Name of head of household:	
3.	Province:	
4.	District:	
5.	Commune:	
6.	Village:	

(INTERVIEWER: Please fill in just before starting the interview)

7.	Address of interviewee ((house №, street name/№, if exist):	
8.	Name of interviewee (adult):	
9.	Interview date:	____ / ____ / 200__
10.	Interviewer's name:	
11.	During the last 4 years, has your household received any poverty card for receiving health or other services or assistance?	Card No. <input type="text"/> Card No. <input type="text"/>
12.	Does the head of household have a national ID card? What is the ID number?	ID Card No. <input type="text"/>

DATA ENTRY TEAM TO FILL IN (PROVINCIAL DEPARTMENT OF PLANNING):

13. Name of Data Entry Clerk:	
14. Date of data entry:	____ / ____ / 200__

Poverty Category Calculation:	Poverty Level 1: 59 to 68 points Poverty Level 2: 45 to 58 points Other: 0 to 44 points	Total score from Page 7	<input type="text"/>
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NEEDS DISCUSSION BY VILLAGE REPRESENTATIVE GROUP

SECTION B: DETAILED INFORMATION ABOUT HOUSEHOLD MEMBERS

(INTERVIEWER: Please explain that "only people who share meals from the same pot, or share expenses for food, are considered as one household. Please record all details for all household members.")

	a. Name (surname and first name)	b. Nick Name	c. Relationship to head of household (e.g. head of household, husband/wife, child, nephew/niece)	d. Sex	e. Year of birth	f. Age in full years (if less than 1 year, please write "0")	g. Main activity/ occupation of each household member
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

SECTION C:

House Situation: (INTERVIEWER: Ask Q1 for information but not for scoring)

Q1. Is this house the property of your household? Or does your household rent it from other people?

(INTERVIEWER: Do not read out)	(INTERVIEWER: Please tick one circle below)
Not own house and pay rent	<input type="radio"/>
Not own house but don't pay rent	<input type="radio"/>
Own house or live with parents	<input type="radio"/>

Q1
NO SCORE

Q2. Main construction material of the house's roof. (INTERVIEWER: Observe—do not ask)

(INTERVIEWER: Do not read out)	POINTS
- Thatch, palm leaves, plastic sheet, tarpaulin or other soft materials - OR not own house (rent-free, or paying rent)	8
Corrugated iron	4
Tiles, fibrous cement, or concrete	0

Q2 SCORE

Q3. Main construction material of the house's exterior walls. (INTERVIEWER: Observe—do not ask)

(INTERVIEWER: Do not read out)	POINTS
- Saplings, bamboo, thatch, palm leaves, or other soft materials - OR not own house (rent-free, or paying rent)	4
Wood, sawn boards, plywood, corrugated iron	2
Cement, bricks, concrete	0

Q3 SCORE

Q4. General condition of the house. (INTERVIEWER: Observe—do not ask)

(INTERVIEWER: Do not read out)	POINTS
- In dilapidated condition - OR not own house (rent-free, or paying rent)	4
In average condition, liveable	2
In good condition and safe	0

Q4 SCORE

Q5. (INTERVIEWER: Ask and observe): How many meters by how many meters is the floor area of your house?

(INTERVIEWER: Do not read out)	POINTS
- 20 meters square or less - OR not own house (rent-free, or paying rent)	4
21-50 meters	2
51 meters or more	0

Q5 SCORE

Q6a. Which activity is the main income source for your household: growing rice or other crops or orchard; fishing; or other activities?

Growing rice or other crops or orchard	<input type="radio"/>	→ Ask Q6b	} Ask only one question
Fishing	<input type="radio"/>	→ Ask Q6c	
Other activities	<input type="radio"/>	→ Ask Q6d	

Q6 SCORE
(Interviewer must write the score for only one question: Q6b, Q6c or Q6d)

(***INTERVIEWER: Ask only households that grow rice, other crops or an orchard as the main source of income)

Q6b How many *ar* of land does your household use for growing rice, other crops or an orchard? (Please include your own land, land rented from others, and land around the house.)

Unit calculation	NUMBER OF AR	(Interviewer: do not read out)	SCORE
1 kong ≈ 10 ar	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> </div>	From 0 to 20 ar	8
1 ha ≈ 100 ar		From 20 to 50 ar	4
1 ar = 100 m ²		Over 50 ar	0
1 rai ≈ 16 ar			

(***INTERVIEWER: Ask only households for whom fishing is the main source of income)

Q6c. What types of fishing equipment do you have? (not including boats)

(INTERVIEWER: Do not read out)		
Fishing equipment	Quantity	Size and condition
<input type="radio"/> Line hooks	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> </div>	
<input type="radio"/> Throw net	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> </div>	
<input type="radio"/> Set net	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> </div>	
<input type="radio"/> Drag net	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> </div>	
<input type="radio"/> Other (please specify the types of equipment):	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; margin-right: 5px;"></div> </div>	
.....		
.....		
.....		

(INTERVIEWER: Please make your own judgment of the quantity and quality of the equipment listed above)	(INTERVIEWER: Do not read out)	POINTS
	None or very little equipment and in poor condition	8
	Little equipment and in fair condition	4
	Enough equipment and of good quality	0

(***INTERVIEWER: Ask only households for whom "other activities" are the main source of income for the household)

Q6d. What activity provides the main source of income for your household?

(INTERVIEWER: Do not read out)	SCORE
Work as labourer, supported by others, beg, etc	8
Micro business, skilled labourer or civil servant	4
Medium- or large-size business	0

(Interviewer: Ask only one of these three questions)

(Interviewer: Ask only one of these questions, NOT both)

(***INTERVIEWER: Ask only households living on land (not on water)

Q7a. For households living on land. Does your household have pigs? goats? cows? buffaloes? horses? How many..? (count weaners and older). Among these animals, how many do you share (*provas*) with others? (INTERVIEWER: Please write the number of animals in the boxes below. Count any animal which is *provas* as only half an animal.)

Pigs	<input type="text"/>	<input type="text"/>	Cows	<input type="text"/>	<input type="text"/>	Buffaloes	<input type="text"/>	<input type="text"/>
Goats	<input type="text"/>	<input type="text"/>	Horses	<input type="text"/>	<input type="text"/>			

And does your household raise fish for sale? Yes ☐ No ☐

(INTERVIEWER: Do not read out)	POINTS
<ul style="list-style-type: none"> No pigs or goats No cows, buffaloes or horses NO fish raising for sale 	10
<ul style="list-style-type: none"> 1-3 pigs OR 1-5 goats OR 1-2 cows, buffaloes or horses NO fish raising for sale 	5
<ul style="list-style-type: none"> 4-9 pigs AND/OR 6-19 goats AND/OR 3-9 cows, buffaloes or horses AND/OR does fish raising for sale 	0
<ul style="list-style-type: none"> 10 or more pigs AND/OR 20 or more goats AND/OR 10 or more cows, buffaloes or horses (total) 	<u>Disqualify</u>

(***INTERVIEWER: Ask only households living on water)

Q7b. For households living on water. Does your household have pigs? How many are weaners and older? Among these pigs, how many do you share (*provas*) with others? (INTERVIEWER: Please write the number of pigs in the boxes below. Count any pig which is *provas* as only half an animal.)

Pigs	<input type="text"/>	<input type="text"/>
------	----------------------	----------------------

And does your household do fish raising for sale? Yes ☐ No ☐

(INTERVIEWER: Do not read out)	POINTS
<ul style="list-style-type: none"> No pigs No fish raising for sale 	10
<ul style="list-style-type: none"> 1-3 pigs OR fish raising for sale, but not both 	5
<ul style="list-style-type: none"> 4 or more pigs AND/OR does fish raising for sale 	0

Q7 SCORE
(INTERVIEWER: Write the score for Q7a OR Q7b, NOT BOTH)

Q8. During the last 12 months, did your household owe rice or borrow rice from other people?
For how many months?

Number of months		(INTERVIEWER: Do not read out)	POINTS
<input type="text"/> <input type="text"/>	=	8-12 months	8
		3-7 months	4
		0-2 months	0

Q8 SCORE

Q9a. (INTERVIEWER: Please write down the total number of household members by checking the table of all household members in Section B of the questionnaire)

Q9b. How many persons in your household **cannot** produce an income (because of young or old age, school pupil, poor health, disability, looking after children, or any other reasons)?

(INTERVIEWER: Do not read out)	POINTS
More than half of all household members	8
Equal to or less than a half, but more than one quarter of all household members	4
Equal to or less than one quarter of all household members	0

Q9 SCORE

Q10. Does your household have ... ? How many?

(INTERVIEWER: Please write the number of assets in each box below)			
small radio? <input type="text"/>	stereo? <input type="text"/>	colour TV? <input type="text"/>	video camera? <input type="text"/>
large radio? <input type="text"/>	B&W TV? <input type="text"/>	video player/karaoke machine? <input type="text"/>	mobile telephone? <input type="text"/>
water pump? <input type="text"/>	threshing machine? <input type="text"/>	rice milling machine? <input type="text"/>	generator? <input type="text"/>
battery charger? <input type="text"/>			

(INTERVIEWER: Do not read out)	POINTS
Nothing or one small radio	6
Large radio OR black and white TV	3
Colour TV and/or stereo and/or mobile telephone and/or video player/karaoke machine and/or water pump	0
Video camera or threshing machine or rice milling machine or generator	<u>Disqualify</u>

Q10 SCORE

Q11. Does your household have any means of transport? How many?

<i>(INTERVIEWER: Please write the number of means of transport in each box below)</i>			
bicycle? <input type="checkbox"/>	horse/oxen cart? <input type="checkbox"/>	kou yon? <input type="checkbox"/>	small rowboat or canoe (no motor)? <input type="checkbox"/>
motorbike? <input type="checkbox"/>	motorbike remorque? <input type="checkbox"/>	car/van/truck? <input type="checkbox"/>	boat with motor? <input type="checkbox"/>
tractor? <input type="checkbox"/>			

<i>(INTERVIEWER: Please calculate the approximate total value of all forms of transportation)</i>	<i>(INTERVIEWER: Do not read out)</i>	POINTS
	<i>(total value less than 100,000 riel)</i> <ul style="list-style-type: none"> No means of transportation OR one old bicycle only OR one small, old rowboat or canoe 	8
	<i>(total value from 100,000 to less than 400,000 riel)</i> <ul style="list-style-type: none"> Old bicycle Very old motorbike Old horse or oxen cart Old, medium-size rowboat (without motor) 	4
	<i>(total value over 400,000 riel)</i> <ul style="list-style-type: none"> Bicycle in fair condition Motorcycle in fair condition New horse/oxen cart New, large rowboat or canoe OR boat with motor Motorbike remorque Kou yon (hand tractor) 	0
	<i>(very high total value)</i> <ul style="list-style-type: none"> Tractor Car/van/truck 	<u>Disqualify</u>

Q11 SCORE



(VILLAGE REPRESENTATIVE GROUP: Please total up all the points from the right-hand column and write the total in the TOTAL SCORE box to the right. SPECIAL NOTE: If any household had animals or assets which earned the "Disqualify" score, please write "DISQUALIFIED" in the box to the right. This means that a household will be given a Total Score of zero.)

TOTAL
SCORE

SECTION D: ADDITIONAL HOUSEHOLD INFORMATION FOR CONSIDERATION BY VILLAGE REPRESENTATIVE GROUP

Q12. During the last 12 months, did your household suffer from any major problems or crises that caused your household to lose income, have a shortage of food, sell assets, or borrow money?

YES ☐ (Let respondent describe the situation)

NO ☐ (Interviewer: skip to Q13a)

<i>(INTERVIEWER: Do not read out)</i>	<i>Please describe</i>
Serious illness/death of household member(s) <input type="radio"/>	
Loss of work of household member <input type="radio"/>	
Serious illness/death of animal(s) <input type="radio"/>	
Seriously reduced crop production <input type="radio"/>	
Theft of property <input type="radio"/>	
Other <input type="radio"/>	

Q12

Could this situation cause a reduction in living standard?

YES ☐

NO ☐

If "yes", please also tick at the bottom of the first page of the questionnaire

Q13a. How many children in this household are 6-11 years of age? Please tell their names.

(INTERVIEWER: Please look at Table in Section B and then write the number of children aged 6-11 in the box on the right. If there are no children of aged 6-11, write "00" and go to Q14)

Write the names of the children here

.....

Q13b. How many of the children aged 6-11 years that you just mentioned, missed school for at least 1 month in the last 12 months? (except vacations)

(INTERVIEWER: Ask this question if any children missed school in Q13b)

Q13c. For what reason did these children not go to school?

<i>(INTERVIEWER: Do not read out)</i>	<i>Tick in the circle(s)</i>
Serious illness	<input type="radio"/>
Work for others for money or for food	<input type="radio"/>
Domestic work or taking care of young siblings	<input type="radio"/>
Long distance to school	<input type="radio"/>
No money for school fees or uniform	<input type="radio"/>
Other (please specify).....	<input type="radio"/>

Q13

Does this situation show that this household is poor?

YES ☐

NO ☐

If "yes", please also tick at the bottom of the first page of the questionnaire

Q14. SPECIAL HOUSEHOLD CIRCUMSTANCES WHICH CAUSE REDUCTION IN LIVING STANDARD

(INTERVIEWER: Please re-check whether this household has any special circumstances which make them vulnerable)

<i>(INTERVIEWER: Do not read out)</i>	<i>Tick in the circle(s)</i>
Severely disabled head of household or spouse of head of household (unable to earn income, or spends money for treatment)	<input type="radio"/>
Head of household or spouse of head of household who is chronically sick (unable to earn income, or spends money for treatment)	<input type="radio"/>
All adults of the family are elderly, over 60 years of age	<input type="radio"/>
Divorced or widowed head of household with three or more children who are all under 12 years of age	<input type="radio"/>
No adults (persons aged 18 years or older) living in the household who provide support to the household	<input type="radio"/>
Other <i>(INTERVIEWER: Please record the details of the situation)</i>	<input type="radio"/>

Q14

Could this situation cause a reduction in living standard?

YES ☐
NO ☐

If "yes", please also tick at the bottom of the first page of the questionnaire

Q15. SPECIAL HOUSEHOLD CIRCUMSTANCES WHICH CAUSE IMPROVEMENT IN LIVING STANDARD

Q15a. In the last 12 months, has your household received assistance from children or other relatives?

NO ☐ YES ☐ → What kind of assistance was this?

<i>(INTERVIEWER: Do not read out)</i>		
Food	<input type="radio"/>	What is the approximate monetary value per month?
Money	<input type="radio"/>	Approximately how much per month?
Other	<input type="radio"/>	Please specify.....

Q15

Could this situation cause an improvement in living standard?

YES ☐
NO ☐

If "yes", please also tick at the bottom of the first page of the questionnaire

Q15b. In the last 12 months, were there any other circumstances that improved the living standard of your household?

<i>(INTERVIEWER: Please probe)</i>		
Sell land	<input type="radio"/>	What was the approximate monetary value?
Other	<input type="radio"/>	Please specify.....

Q16. *(INTERVIEWER: Please consider whether there are any responses or information that is suspicious or untrue?)*

Nothing suspicious ☐

Suspicious ☐ → Please specify.....

Instructions for Interviewers

Communication: The interviewer must make an appointment with the household in advance, only telling them that they will interview them about their daily living conditions, but not telling them about the detailed purpose of the interview, as the interviewee may misunderstand and try to hide their possessions.

Interview location: The interview must be conducted at the interviewee's home so that the interviewer can observe their possessions.

Interviewing behaviour: Do not sit too close to the interviewee, in order to avoid the interviewee seeing the questionnaire being filled in, which may interfere with the interviewing process.

Purpose: Before interviewing, the interviewer should explain to the interviewee the purpose of the interview, which is to obtain information on the household's actual living conditions, in order to identify people who may need to access services—such as health care, scholarships for children—and to assist the Commune Council and other organisations to target their development activities.

Starting the interview: Use the questionnaire.

- The interviewee should be given adequate opportunity to talk, and the interviewer must listen to the answers carefully to collect enough information to draw conclusions in section “D” of the questionnaire.
- The interviewer must ask the interviewee to clarify their answers before filling in the questionnaire.

Poor households whose names are not in the List of Households in the Village: If the interviewer comes across a household that should be interviewed, but is not in the *List of Households in the Village*, s/he must discuss the case with the VRG Coordinator in order to decide whether the household should be interviewed. If it is decided that the household must be interviewed, the household must be recorded in *List of Households in the Village* (Form 3). However, the interviewer should avoid interviewing any household that the VRG knows for certain is well-off, even if they insist on being interviewed (the VRG should explain clearly to them about the criteria for selection of households to be interviewed, mentioning possessions, housing, animals, etc).

Interviewing activities: Members of the VRG who have been assigned as interviewers must interview all households in the list of households they are responsible for interviewing. The interviewer has to ask all questions in Form 4: *Household Questionnaire for Identification of Poor Households*.

Note: There are two questions that the interviewer must not skip on the cover page of the questionnaire—Question 11 and Question 12. **Question 11 is worded:** “During the last four years, has your family ever received any poverty card for receiving health or other services or assistance?” The interviewer must ask the interviewee to specify the card number. **Question 12 is worded** “What is the head of household's national ID Card number? The interviewer must ask the interviewee to specify this number.

Note: After interviewing, all VRG members, including the VRG Coordinator, must meet to correct any errors made in filling in the questionnaires and to tally up the scores.

Key Points for Interviewers

Section B: Detailed information on household members

1. Ensure that you use the correct spelling of the names of the household members. You can check by asking the household members themselves and by checking other identification documents such as national ID Card or Family Book.
2. Fill in all details for all household members. In Column (g) about main activity or occupation of each household member, you should record their main activity or occupation, or whether they are not able to work, or whether they attend school.

Section C:

3. Ask all the questions exactly as they are written. You may explain more if the interviewee is not clear about the questions.
4. For most questions, you should not read the response options out to the interviewee—these are just provided to enable you to allocate points. Check which response option best describes the household situation, and circle the number to the right of the response option, in the "Points" column of the table. Then write the number of points into the far right-hand column. If the option you circled is "Disqualify", please write "Disqualify" in the far right-hand column.
5. When necessary, please mark small circles like this ○ with a tick ✓, and write numbers into the boxes that look like this ☐ or ☐☐ or ☐☐☐.
6. Please do not tally up the scores in Section C yet: just leave this for the VRG members who have been assigned this task.

Section D:

7. The questions in Section D are used to gather additional information about households to help the Village Representative Group to decide what poverty category to assign households to. Please ensure that you ask all questions and clearly describe the situation of the household. These questions do not have scores.

Draft Household Poverty Categorisation List

Date:/...../.....

Province: District: Commune: Village:

[illegible]

Notice on the First Draft List of Poor Households

Date...../...../.....

To villagers of.....village

A *First Draft List of Poor Households* has been prepared based on the score obtained from recent interviews of households by the Village Representative Group, which is responsible for carrying out identification of poor households in the village. Next the Village Representative Group discussed the information gathered during interviewing and has examined the living situation of each household.

If you feel that this list does not reflect the actual situation of any household, you can propose to change the household's poverty category by following the procedure below:

- a. You may participate in the Village Consultation Meeting to discuss the *First Draft List of Poor Households* (see details below).
- b. Within 7 days of the Village Consultation Meeting, you may submit objections or requests concerning the *First Draft List of Poor Households*, with appropriate justification, directly or in writing to the members of the Village Representative Group. You may identify yourself by name, or you may remain anonymous if you wish. Members of the Village Representative Group will note your objection or suggestion.
- c. The Village Representative Group will examine your objections and requests carefully in order to prepare the *Final Draft List of Poor Households*, will publicly display it in the village for another 7-day period, and then will send it to the Commune Council for review and approval. Within this 7-day period you may submit objections or requests to the Commune Council directly or in writing. You may identify yourself by name on the written submission, or you may remain anonymous if you wish.

The Village Representative Group will examine every request submitted, but the Village Representative Group may agree to change the poverty category of a household only if they believe that the change is appropriate and justified.

In order to give you the opportunity to discuss the *First Draft List of Poor Households*, the Village Representative Group will hold a Village Consultation Meeting on (date)/...../..... at (time)..... at (location)

Please submit your objections or requests to the Village Representative Group no later than (date)/...../..... i.e. within 7 days after the Village Consultation Meeting.

VRG Coordinator

Signature.....

Name:.....

VRG member

Signature.....

Name:.....

Invitation to Attend the Village Consultation Meeting on the First Draft List of Poor Households

Date.....

To:

Recently, the Village Representative Group has carried out household interviews in this village in order to identify poor households. The Village Representative Group has prepared a *First Draft List of Poor Households* based on interviews as well as further discussion and analysis of the living circumstances of each household. This list has just been displayed publicly at (location)

Identification of poor households in the village will assist the Commune Council, relevant government departments and other NGOs/institutions outside the village to determine target areas for development and will facilitate the provision of services and other assistance to the poor. Moreover, this will enable the efficient use of local resources for the development of our village.

To provide villagers the opportunity to discuss the *First Draft List of Poor Households*, the Village Representative Group will hold a Village Consultation Meeting on the *First Draft List of Poor Households*, on (date)/...../..... at (time)..... at (location)

The Village Representative Group wishes to invite one member of your household (head of household or spouse) to attend this meeting.

Please keep your invitation letter, and when you attend the meeting, please bring the letter and put it into the box or container provided at the meeting venue. At the end of the Village Consultation Meeting there will be a prize draw.

Village Chief or VRG Coordinator

Signature.....

Minutes of Village Consultation Meeting on the First Draft List of Poor Households

Province: District:

Commune: Village:

Date of meeting...../...../..... Start time..... End time..... Name of chairperson..... 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Number of <u>male</u> participants</td> <td style="width: 10%;"></td> <td style="width: 20%;">persons</td> </tr> <tr> <td>Number of <u>female</u> participants</td> <td></td> <td>persons</td> </tr> <tr> <td>Total villager participants</td> <td></td> <td>persons</td> </tr> <tr> <td>Total village population</td> <td></td> <td>persons</td> </tr> <tr> <td>Total number of households in the village</td> <td></td> <td>households</td> </tr> <tr> <td>Total number of poor households in the <i>First Draft List of Poor Households</i></td> <td></td> <td>households</td> </tr> </table>	Number of <u>male</u> participants		persons	Number of <u>female</u> participants		persons	Total villager participants		persons	Total village population		persons	Total number of households in the village		households	Total number of poor households in the <i>First Draft List of Poor Households</i>		households
Number of <u>male</u> participants		persons																	
Number of <u>female</u> participants		persons																	
Total villager participants		persons																	
Total village population		persons																	
Total number of households in the village		households																	
Total number of poor households in the <i>First Draft List of Poor Households</i>		households																	

Please briefly describe requests to remove or include households, or to change the poverty category of households in the *First Draft List of Poor Households*, with the reasons for modification.

Date...../...../.....

Minute-taker

Signature.....

Name.....

I hereby certify that the above minutes are an accurate record of the above meeting

Date...../...../.....

Chairperson

Signature.....

Name.....

Minutes of the VRG Meeting to Consider Villagers' Objections

Province: District:

Commune: Village:

Date of meeting...../...../.....

Start time End time

Names of meeting participants

N°	Detailed description of objections and requests	Decision of Village Representative Group
1		
2		

Instructions for the VRG: if no objections or requests have been submitted, please write down in the above table that “due to there being no objections or requests, the First Draft List of Poor Households remains valid” (i.e. this list becomes the Final Draft List of Poor Households).

Date...../...../.....

Minute-taker

Signature.....

Name.....

Date...../...../.....

VRG Coordinator

Signature.....

Name.....

Date...../...../.....

VRG member

Signature.....

Name.....

Date...../...../.....

VRG member

Signature.....

Name.....

List of Poor Households

(Tick a box below to specify the **type of list** and **cross out** the titles that are not applicable)

First Draft List of Poor Households

☐

Date...../...../.....

Final Draft List of Poor Households

☐

Date...../...../.....

Final List of Poor Households

☐

Date...../...../.....

Province: Code: District: Code:

Commune: Code: Village: Code:

Household code				Name of household head (surname and first name)	Sex of household head	Name of spouse of household head (surname and first name)	Poverty category
Total number of HHs:							

Commune stamp

The Village Representative Group members whose names are listed below hereby certify that all Village Representative Group members have approved the above List of Poor Households.

Name of VRG member	Signature	Date
	/...../.....
	/...../.....
	/...../.....
	/...../.....
	/...../.....
	/...../.....

Notice on the Final Draft List of Poor Households

Date.....

To all villagers in village

We wish to inform you that a *Final Draft List of Poor Households* was prepared after the Village Representative Group considered objections and requests relating to the *First Draft List of Poor Households* that was publicly displayed for 7 days after the Village Consultation Meeting.

The Commune Council will hold a meeting to review and consider the *Final Draft List of Poor Households* after 7 days from now, i.e. after/...../.....

Any villager wishing to submit an objection or request regarding this *Final List of Poor Households* may contact directly or make a written submission to the Commune Council before the date of the meeting.

Date.....

VRG Coordinator

Signature.....

Name.....

Date.....

VRG member

Signature.....

Name.....

Date.....

VRG member

Signature.....

Name.....

Declaration of Commune Council Approval of Final List of Poor Households

Province: Code: District: Code:
 Commune: Code: Village: Code:

The members of the Commune Council listed below hereby certify that the attached *Final List of Poor Households* for the village named above, dated/...../....., has now been approved by the Commune Council.

Names of Commune Council members	Signature	Date
	/...../.....
	/...../.....
	/...../.....
	/...../.....
	/...../.....
	/...../.....
	/...../.....
	/...../.....
	/...../.....
	/...../.....
	/...../.....

Date...../...../.....

.....

Signature and stamp

Equity Card

Kingdom of Cambodia Nation Religion King ព្រះរាជាណាចក្រកម្ពុជា			
Equity Card			
This card is FREE	ID CODE	<div style="display: flex; justify-content: space-between;"> <div style="border-bottom: 1px solid black; width: 100%; text-align: center;"> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> Province District Comm Village Household Code </div> </div>	DATE OF ISSUE ____/____/____
Province:	District:		
Commune:	Village:		
HH Head Name:	Sex:	Year of Birth:	
<p><u>Information about this card</u></p> <ol style="list-style-type: none"> 1. This card is the property of the Royal Government of Cambodia, and is issued to households who were included in the List of Poor Households in their village that was approved by the Commune Council. 2. Card is valid until the next issue of Equity Card after update of the Lists of Poor Households, or until officially invalidated by Provincial Dept of Planning. 3. Only members of the household to which this card was issued are entitled to use this card. 4. A household member may present this card to a state health centre or hospital, or to organisations and institutions that provide services or assistance, in order that these institutions or organisations can decide whether they can provide a service or give assistance to members of your household. 5. If you found this card somewhere, please return it to the Provincial Department of Planning, or to the Commune Council of the commune specified above. 		<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="font-size: 1.2em; color: gray;">Photo</div> </div>	
		<p style="text-align: center; font-weight: bold; font-size: 1.1em;">Level</p> <div style="border: 1px solid black; width: 100px; height: 70px; margin: 0 auto;"></div> <p style="text-align: center; font-size: 0.8em;">Commune Seal</p> <p style="text-align: center;">Comm Chief Signature:</p> <p style="text-align: center;">Name:</p>	

Report on Distribution of Equity Cards to Poor Households in the Village

Province: District: Commune: Village:
 Code: Code: Code: Code:

Number of poor households in the <i>Final List of Poor Households</i>	Number of Equity Cards received from commune	Number of Equity Cards distributed	Number of Equity Cards remaining	Plan to distribute all Equity Cards
..... households cards cards cards	Date...../...../.....

Please state the reasons why not all Equity Cards have been distributed:

.....

Date:/...../.....

This is to certify that all the information stated above and below is true.

Village Chief

Signature.....

Name.....

Names of poor households in the *Final Draft List of Poor Households* who have not yet received an Equity Card

N°	Name of household head (surname and first name)	Household code			

N°	Name of household head (surname and first name)	Household code			

Photography Tracking Sheet

Data Collection Round: Year: Date of Query:/...../.....

Province

[code]

[name of province]

District

[code]

[name of district]

Commune

[code]

[name of commune]

Village

[code]

[name of village]

Photograph N° in the camera

Photograph N° of the first household

Photograph N° of the last household

Household code	Name of household head	Name of spouse of household head	Name of other members			Was the household photo taken?	Photograph N° in the camera
	Please cross <input checked="" type="checkbox"/> the name of each household member who was absent and did not get photo taken						
	<input type="checkbox"/> [name]	<input type="checkbox"/> [name]	<input type="checkbox"/> [name]	<input type="checkbox"/> [name]	<input type="checkbox"/> [name]	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> [name]	<input type="checkbox"/> [name]	<input type="checkbox"/> [name]	<input type="checkbox"/> [name]	<input type="checkbox"/> [name]	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Date:/...../.....

Date:/...../.....

Signature.....

Signature.....

Name.....

Name.....

Photography Team Leader

VRG member

Invitation to Photography of Poor Households

Date...../...../.....

To:.....

Recently the Village Representative Group carried out identification of poor households in this village. As a result, your household was included in the List of Poor Households, based on an interview, consideration of the special circumstances of your household, and consultation with villagers. Your household will receive an Equity Card, which you may take to a health centre, referral hospital or other institutions and organisations which provide services or assistance to the poor, in order that these institutions or organisations can consider whether they can provide services or assistance to your household.

To identify household members on the Equity Card, we must take a photo of all members of your household together.

Therefore, please invite all persons whom you declared as your household members at the time that the Village Representative Group interviewed your household to come to get a household photo taken, on (date)..... (month) (year) at (time) and (place)

Please ensure that no household members are missing at the time the photo is taken, if at all possible.

Village Chief or VRG Coordinator

Signature.....

Activity Plan for Local Implementation
(Must not be implemented longer than 76 days)

N°	Activities to be implemented	Week	From..... to.....	Persons responsible	Other
1	Prepare List Of VRG Candidate Members	1 week		- VRG Coordinator	
2	First Village Meeting to Select VRG Members (minutes of the meeting must be prepared)			- VRG Coordinator - Village Chief or Deputy Village Chief - PBCRG Coordinator	- Form 1 and 2
3	Training of the VRG	10 days		- Trainers of the VRG	
4	Compile the <i>List of Households in the Village for Identification of Poor Households</i> and assign households to interviewers for interviewing	2 weeks		- VRG Coordinator - Village Chief or Deputy Village Chief	- Form 3
5	Interview households <ul style="list-style-type: none"> Check and tally up the scores Sort the questionnaires in order from high to low scores 			- VRG Coordinator	- Form 4 and 5
6	Prepare the <i>Draft Household Poverty Categorisation List</i> based on the scores			- VRG Coordinator - One VRG member	- Form 6
7	Review any households with special circumstances to discuss whether to change their poverty category			- VRG Coordinator - VRG members	- Completed Form 6
8	Organise Commune-Level Meeting to Review the <i>Draft Household Poverty Categorisation List</i>	1 week		- Commune-level PBCRG Coordinator	- Completed Form 6
9	Prepare the <i>First Draft List of Poor Households</i>	1 week		- VRG Coordinator - One VRG member	- Form 11
10	Publicly display the <i>First Draft List of Poor Households</i> (copy) for villagers to provide objections or requests, 2 or 3 days before the Village Consultation Meeting			- VRG Coordinator	- Form 11 and 7

N°	Activities to be implemented	Week	From..... to.....	Persons responsible	Other
11	Village Consultation Meeting on the <i>First Draft List of Poor Households</i>	1 week		- VRG Coordinator - VRG	- Form 8, 9 and flipchart with information copied from Form 11
12	Receive objections and requests from villagers within a 7-day period			- VRG Coordinator - VRG	
13	Organise VRG meeting to consider the objections and requests from villagers and to find solutions (a visit to check actual circumstances of households can be made if necessary)	10 days		- VRG Coordinator	- Form 10
14	Prepare the <i>Final Draft List of Poor Households</i>			- VRG Coordinator - One VRG member	- Form 11
15	Publicly display the <i>Final Draft List of Poor Households</i> (copy) for 7 days for villagers to submit any requests or objections directly to the commune council			- VRG Coordinator	- Completed Form 12 and 11
16	While the <i>Final Draft List of Poor Households</i> is being publicly displayed, the VRG Coordinator must submit the following documents to the commune council: <ul style="list-style-type: none"> • The <i>List of Households in the Village for Identification of Poor Households</i> • A copy of the <i>Final Draft List of Poor Households</i> • Minutes of the VRG Meeting to consider villagers' objections • All filled-in questionnaires 			- VRG Coordinator	- Completed Form 3 - Completed Form 11 - Completed Form 10 - Completed Form 4
17	Organise meeting for the commune council to check the <i>Final Draft List of Poor Households</i>	1-2 days		- Commune-level PBCRG members	- Completed Form 11
18	If necessary, issues raised by the commune council must be resolved	1-10 days		- Commune-level PBCRG members - VRG	
19	Approval of the <i>Final List of Poor Households</i>	1-2 days		- All commune council members	- Form 13

Annex B

Guidelines for Partner Institutions and Organisations to Implement Harmonised Procedures for Identification of Poor Households in Rural Areas

1) Introduction

In Cambodia, a range of governmental and non-governmental institutions currently use different procedures for identifying poor households. As a result they obtain data which is not comparable, and in some cases carry out identification in the same areas, duplicating effort and resulting in inefficient use of resources. The criteria for such identification activities are mostly project- and sector-specific, and the results are often not shared with other organisations, projects or programmes.

A National Forum organised by the Ministry of Planning and German Technical Cooperation (GTZ) in February 2005 showed broad consensus on the need to develop standardised national guidelines for identification of poor households. A Working Group on Identification of Poor Households was established in June 2005 as a sub-working group of the Technical Working Group on Planning & Poverty Reduction. A smaller Core Group was created, which worked in 2005 and 2006 on the development of standardised procedures and criteria for identification of poor households in **rural areas** (procedures for urban areas were not considered to be a top priority). Core Group members included representatives of the ministries of Planning, Health, Education, and Interior, as well as organisations including GTZ, World Bank, World Food Programme and URC.

The Ministry of Planning, in consultation with the Working Group on Identification of Poor Households, and with the support of GTZ¹, has now developed standardised national Procedures and a Questionnaire for Identification of Poor Households, and is implementing these in a number of provinces². In the areas covered by the Ministry of Planning identification process, standardised procedures and criteria implemented by local government structures will provide a single source of data on poor households that will enable institutions and organisations to provide targeted assistance to those who most need assistance.

Harmonisation of Procedures for Identification of Poor Households

The Ministry of Planning (MOP) is still building capacity and seeking additional resources to expand its identification activities to other areas of the country. Meanwhile, the MOP wishes to encourage other organisations and institutions (whether governmental or non-governmental) that are currently implementing or planning to implement identification of poor households in rural areas, to harmonise their procedures with the national Procedures for Identification of Poor Households. This will enhance their ability to obtain widely accepted results that are comparable from area to area, and to target services to the poor in a coordinated way. Use by partner organisations of standardised procedures for identification, involving Commune Councils and ensuring the participation of local people in the process, will also help to create a foundation that the Ministry of Planning can build on when expanding its own identification activities to other areas of the country. The overall goal of the Ministry of Planning is to build the capacity of local structures to implement the Procedures for Identification of Poor Households, including the Provincial Departments of Planning, Provincial Departments of Local Administration, and Provincial and District Facilitation Teams; and especially Commune Councils and Village Representative Groups themselves.

With the above goals in mind, the Ministry of Planning has prepared these Guidelines for Partner Institutions and Organisations, which outline some principles and requirements to assist partner

¹ Since April 2006, the MOP Identification of Poor Households Programme has received support from the German Government through GTZ in order to develop standardised procedures for identifying poor households and to put them into practice in selected provinces, as well as to reach consensus at national level regarding the common use of these procedures for wider implementation.

² As of June 2008, the provinces partially or fully covered by the MOP included Oddar Meanchey, Siem Reap, Kompong Cham, Kratie, Prey Veng.

organisations to harmonise the procedures and criteria they use for identification of poor households in rural areas.

Note: the Ministry of Planning (MOP) has not developed Procedures or a questionnaire for urban areas. The current procedures and tool are only intended for use in rural areas and are **not suitable for use in urban areas**.

Management and Coordination of Identification of Poor Households in Cambodia

National Level

At the national level, the Ministry of Planning has a team responsible for management and coordination of identification of poor households in Cambodia. The team:

- Prepares and updates the Procedures for Identification of Poor Households and Questionnaire, in consultation with stakeholders.
- Develops all training materials.
- Prepares all supplementary forms, documents, guidelines required for implementation at the local level.
- Carries out training of Trainers and staff of the Provincial Departments of Planning (PDOPs) and Provincial Local Administration Units (PLAUs), as well as provides guidance and support to training at lower levels.
- Coordinates with Provincial Departments of Planning to implement identification activities in target areas.
- Provides guidance and support, as well as carries out monitoring, during implementation of Identification activities at the sub-national level.
- Consults with and disseminates information on the Procedures for Identification of Poor Households to stakeholders at the national and provincial levels.
- Provides training and guidance to partner organisations on how to use the Procedures for Identification of Poor Households.
- Manages the national Database of Poor Households, coordinates with partner organisations to enter data into the database in regions not covered by the MOP, and disseminates data to stakeholders.
- And other tasks...

Sub-National Level

In provinces that the Ministry of Planning is implementing identification of poor households, the PDOP is responsible for day-to-day management, coordination and monitoring of the process, and reports to the Executive Committee of the Provincial Rural Development Committee (PRDC). The PLAU cooperates closely with the PDOP, and helps to coordinate and guide activities of the Provincial and District Facilitation Teams (PFTs and DFTs), as well as to monitor implementation at the commune and village level. PFTs and DFTs are responsible for training commune and village-level implementers of the Procedures, and for providing guidance and support during implementation. Changes may be made to this management structure when Provincial and District Councils are introduced under the new Organic Law.

Cascade Training

Training is carried out using a cascade approach. Trainers from the national level train PDOP and PLAU staff, PFTs and DFTs. In turn, PFTs and DFTs train commune representatives and commune-level trainers. These commune-level trainers are then responsible for training Village Representative Group members in the technical aspects of implementation of the Procedures.

2) National Procedures and Questionnaire

Procedures for Identification of Poor Households

In brief, the national Procedures for Identification of Poor Households consist of a number of key steps and activities:

Step 1: Establish and train the Planning and Budgeting Committee Representative Group (PBCRG)

- Hold meeting of Commune Planning and Budgeting Committee to select representatives
- Conduct training of PBCRG members
- Conduct training of commune-level trainers

Step 2: Establish and train Village Representative Groups (VRGs)

- Conduct First Village Meeting to select members of VRG
- Commune-level trainers train VRGs, conduct interview practice

Step 3: VRG compiles List of Households in the Village for Identification of Poor Households, conducts household interviews, and compiles First Draft List of Poor Households

- Compile List of Households in the Village
- Conduct household interviews
- Count scores, prepare Draft Household Poverty Categorisation List
- Discuss special household circumstances in VRG and modify classifications of some households as required
- Hold Commune Review Meeting to check Draft Household Poverty Categorisation List
- Prepare First Draft List of Poor Households

Step 4: Conduct Village Consultation Meeting on First Draft List of Poor Households, receive villager complaints, and prepare Final Draft List of Poor Households

- Display First Draft List of Poor Households in public place in village
- Conduct Village Consultation Meeting
- Receive villager complaints
- Prepare the Final Draft List of Poor Households, submit to Commune Council

Step 5: Commune Council reviews and approves Final List of Poor Households, issues Equity Cards

- Commune Council reviews Final Draft Lists of Poor Households for each village, and coordinates the resolution of any outstanding complaints
- Commune Council approves Final List of Poor Households prepared by the VRG
- Commune Council Chairman sends List of Households in the Village for Identification of Poor Households, Final List of Poor Households, Questionnaires and Approval Form to Provincial Department of Planning
- Commune Chief stamps and signs Equity Cards, and VRGs distribute them to poor households (after data entry and photography in Steps 6 and 7)

Step 6: Entry of Final List of Poor Households and other data into Database of Poor Households, production of Equity Cards

Step 7: Photography

- Photography teams photograph Poor Households
- Equity Cards are printed, and Provincial Department of Planning distributes them to Commune Councils

Please refer to the *Procedures for Identification of Poor Households* for more details.

Questionnaire for Identification of Poor Households

The standard questionnaire for identification of poor households comprises a set of scoring and non-scoring questions which are used as a guide by Village Representative Group (VRG) members to decide what poverty category to assign a household to. In summary, these questions cover the following factors:

Scoring questions

- Housing – roof, wall, floor area, general condition
- Productive land area in hectares / fishing equipment / other income source
- Animal raising (including fish raising for sale)
- Borrowing rice (indicates ability or inability to meet own food needs)
- Ratio of dependent household members to productive members
- Electronic assets
- Means of transportation

Non-scoring questions (special circumstances)

- Unexpected problems or crises which caused household to lose income, produce less food, sell assets, or borrow money in last 12 months
- Number of children aged 6-11 years who missed school for at least 1 month in the last 12 months
- Special household situation (disabled, sick, elderly, divorced/widowed with young children, no adults, other)

Questionnaire Scoring System

The questionnaire contains a number of scoring questions which are weighted according to the perceived strength of their relationship to poverty. When the scores for each answer are added up, the final score is used to allocate households to different categories. These categories are presented below:

Category	Score Range
Poor Level 1 (RkMT1)	59 to 68 points
Poor Level 2 (RkMT2)	45 to 58 points
Others (epsg)	0 to 44 points

Poor Level 1 is the poorest category, and Poor Level 2 is the next poorest category. A household falling into the “**Others**” category is considered to have an average living standard or is better off, and will not be included in the List of Poor Households. However, there may be other **special circumstances** which take priority over the score and result in the Village Representative Group making a decision to change the Poverty Category of the household to Poor Level 2 or Poor Level 1, or to the “Others” category).

In 2007, on average, approximately 15-16% of households fell into the Poor Level 1 category, around 16-17% fell into the Poor Level 2 category, and around 67-69% of households were classified as “Others”.

3) Ministry of Planning Guidelines for Implementation of Procedures for Identification of Poor Households in Rural Areas

Use of National Procedures for Identification of Poor Households in Rural Areas

Partner organisations and institutions are requested to carry out identification activities in rural areas following as closely as possible the **most recent version** of the national Implementation Manual on the Procedures for Identification of Poor Households.

The Ministry of Planning has the latest Procedures and the Questionnaire for rural areas, as well as other key documents, available on the MOP website at:

www.mop.gov.kh/ProgramsProjects/IDPoor/tabid/154/Default.aspx

Alternatively, they may be obtained from Mr Chea Chantum, Director of the Social Planning Department, Ministry of Planning (Tel: 012 867867; email: chantum@mop.gov.kh or chantumchea@yahoo.com).

Before implementing identification of poor households in any area, partner organisations should consult with the MOP staff responsible for Identification of Poor Households regarding whether the MOP currently covers or plans to cover these areas (to avoid duplication).

The current Procedures relate to implementation in **rural areas only**. The Ministry of Planning (MOP) and its partners have not developed national procedures or a questionnaire for urban areas. **The current procedures and tool for rural areas are not suitable for use in urban areas.** Until the MOP and its partners develop procedures and a questionnaire for identification of poor households in urban areas, partner organisations may implement their own procedures as necessary.

Modifications of Procedures

Partner organisations may make **small** modifications to the Procedures according to their own needs and capacity to implement them, and in response to specific regional characteristics; however, these changes should be in line with the Principles and Guidelines for Field Implementation described below, and use the original text of the most up-to-date version of the national Procedures as the starting point for any modification. The main divergences from the national Procedures that are permitted relate to the management and coordination structures and processes at the provincial and commune levels, and the personnel and process used for training.

The key principles/aspects that should be upheld when modifying and implementing the Procedures are:

- Use of existing government structures wherever possible, for management, coordination, implementation and monitoring.
- Ownership and implementation of the process by the Commune Council and Village Representative Groups.
- Enhancement of the sustainability of the structures and processes used.
- Efficiency and effectiveness should be upheld.
- Transparency and fairness of processes.
- Adequate participation by villagers in the identification of poor households process.

Partner organisations must submit their modified Procedures and training materials to the MOP at least 8 weeks in advance of training in order to receive the MOP's comments and official recognition. Any significant changes to the standard national Procedures should be highlighted in the text, to facilitate MOP checking. The MOP will aim to agree with the partner on a final version within 4 weeks of receiving the document submitted.

The Ministry of Planning welcomes suggestions from partner organisations on how to improve the national Procedures, based on their own implementation experience.

Use of National Questionnaire for Identification of Poor Households in Rural Areas

The most recently updated standard questionnaire developed by the MOP Identification of Poor Households Programme (IDPoor) for rural areas must be used, **in full**. Partner organisations should check with the MOP programme staff to ensure they use the correct version. **All scoring and non-scoring questions** must be asked. The same scoring system, and the same two categories of poor households (Poor Level 1 and Poor Level 2) must be used.

If any modifications to the questionnaire are required for use in a particular region, partner organisations must consult with the MOP and if required, the Working Group for Identification of Poor Households or its Core Group. Partner organisations may add a **small** number of additional questions if more information is needed to provide targeted services to poor households, but these questions should not be used for assigning poverty categories to households.

The Ministry of Planning welcomes suggestions from partner organisations on how to improve the questionnaire, based on their own implementation experience.

Principles and Guidelines for Field Implementation

- 1) If such a body does not already exist, the partner organisation should, in cooperation with provincial authorities, initiate the establishment of a provincial-level committee or group to manage implementation of the process for identification of poor households in the coverage area and to coordinate support to Commune Councils for implementation. This body may involve NGO as well as Government representatives. Senior representative(s) of the Provincial Department of Planning must be involved in this body; preferably the PDOP should head it. Other provincial departments (e.g. Health, Education Youth and Sports, Agriculture Forestry and Fisheries, Rural Development, Social and Veterans Affairs) may also be invited to participate. If PFTs or DFTs are used to support implementation, a senior representative of the Provincial Local Administration Unit should also be involved in this body.

The Ministry of Planning can help to facilitate the establishment of such a body by providing an official letter supporting the partner organisation's role as facilitator of identification of poor households in the coverage area—which can be presented to the provincial authorities, the Provincial Department of Planning, and other stakeholders—as well as by facilitating contacts with provincial authorities and government departments where possible.

- 2) Training of commune and village representatives may be done by any **sufficiently trained** group of trainers established by the partner organisation conducting identification. This may include NGO or government staff, or contracted trainers, or a combination. The partner organisation may request the services of MOP staff to provide TOT support (cost recovery may be requested); this support can only be provided if sufficient notice and specification of requirements is given.
- 3) Implementation of the process for identification of poor households may be carried out simultaneously in all communes, or may be done on a rolling basis.
- 4) Local people involved in the process should be compensated for their time and/or expenses to some extent, in a fair manner, in line with relevant policies and standing agreements. Some voluntary contribution by villagers of their time is also encouraged. Incentives are provided in recognition of the time investment required to carry out the procedures for identification of poor households, which means that villagers are not available to carry out other income-generating activities (i.e. opportunity cost). In order to further empower the Commune Council and enhance its ownership of the process, the Commune Council should, if possible, be entrusted with these funds and given responsibility for distributing them. The

Commune Council should be encouraged to make a contribution to the costs of implementation out of the Commune Fund.

- 5) A group of 2-4 commune representatives must be established, using a transparent method of selection and including women. Their role is to coordinate the process in the Commune, to monitor implementation in villages, and check the Draft Household Poverty Categorisation List. Where possible, members of existing structures should be used (e.g. the Commune Council, Planning and Budgeting Committee, Village Development Committee, village health volunteers, etc.) Members from outside the commune (e.g. NGO or Provincial Department staff) may be selected in order to provide guidance and assistance to the commune representatives, in a complementary way, in order to build their capacity to implement the process for identification of poor households.
- 6) A Village Representative Group (VRG) must be established, using a transparent method of selection, with involvement by villagers themselves. A VRG Coordinator should be appointed either by the Commune Council or the VRG members themselves. The VRG's role is to implement the identification process in its own village. The VRG should include recognised and respected members of the community, and there should be sufficient representation of both men and women, ethnic and religious groups, and different geographical areas of the village. All members who will carry out interviewing must be able to read and write in Khmer (with some exceptions for ethnic groups in remote areas: please see the Procedures for Identification of Poor Households), and most members (especially those selected to carry out interviewing) should be able to do simple arithmetic.
- 7) Interviewing, score tallying and consideration of special circumstances of households, preparation of draft and final Lists of Poor Households, etc are to be carried out by Village Representative Groups themselves, but may be guided by the commune-level group if needed.
- 8) The VRG should prepare a Draft Household Poverty Categorisation List, discuss the scores and the special circumstances of households, and make necessary modifications to the list based on those special circumstances. The VRG should consider for each household whether the poverty category assigned on the basis of the scoring system is fair, or whether there are any special circumstances that need to be considered. The VRG **should not rely only** on the scoring questions in the questionnaire to decide what poverty category to place households in.
- 9) The holding of a Commune Review Meeting, with participation from Commune-level and VRG Coordinators, is an optional but recommended activity. The Commune Review Meeting is held to consider the Draft Household Poverty Categorisation List for each village and to compare the proportions of poor households in each village in the commune to ensure that the results accurately represent the relative levels of poverty in the commune.
- 10) A First Draft List of Poor Households should be prepared, and displayed and discussed in a Village Consultation Meeting. It is not mandatory to publicly post the First Draft List of Poor Households before the meeting, but it is mandatory to post it for at least 7 days after the meeting, in order to provide sufficient opportunity to villagers to make suggestions or objections. Each Village Representative Group is the final arbiter of who is included in the List of Poor Households in its own village.
- 11) The Commune Council makes the final decision on whether to approve the List of Poor Households for each village. However, the Commune Council may not change the households on the list—only the Village Representative Group has the right to do this.

Database of Poor Households

- 1) The MOP requires partner organisations to use the standard, most up-to-date version of the Database of Poor Households software developed by the MOP for data entry, data management and reporting of results. **The database is available for use free-of-charge from the MOP, and user training may be arranged (this may be subject to a cost recovery fee).** The MOP strongly recommends **full entry of all data**, to enable it to be shared with other service providers. Full data entry means all data from Lists of Poor Households and Questionnaires, household photos, and Photography Tracking Sheet data.

If possible, partner organisations should support the Provincial Department of Planning to be responsible for data entry and management of the Database of Poor Households.

Once data has been fully entered, and approved by the partner organisation, the MOP requests that all data entered into the database be submitted to the MOP to include in the national Database of Poor Households maintained by the Ministry of Planning. **This will enable the data to be shared with other service providers.**

- 2) Partner organisations may transfer data from the Database of Poor Households to their own database if required, for further use of the data and addition of other data required by the partner organisation.
- 3) **If partner organisations do not have the resources or facilities to carry out full entry of the data** they have collected, they are requested to contact the MOP and discuss possible solutions. The MOP may be able to facilitate contacts with data-entry service providers; however the partner organisation will be expected to pay for the data entry service. It may also be possible to mobilise resources from development partners or a pooled fund.
- 4) Partner organisations which have their own database are requested to harmonise the format and definition of key data fields with those contained in the MOP Database of Poor Households, in order to facilitate sharing of data between databases. MOP will provide the database software to partner organisations on request, in order to facilitate this process. The main standard export file format is XML; if other formats are required, partner organisations are requested to discuss their needs with the MOP.
- 5) Partner organisations are requested to harmonise their identification code format for poor households and household members with the standard format used by the MOP. This format consists of the standard 8-digit geographical code (Gazetteer code) of the Department of Geography (in the Ministry of Land Management Urban Planning and Construction), then a hyphen, then a 4-digit household code (for example: 10050304-1234), to make a total of **12 digits**. When data is entered into the Database of Poor Households, the database prefixes a round number to the code (e.g. **01**-10050304-1234 for the first round of identification of a particular household, **02**-10050304-1234 for a subsequent round), in order to differentiate different rounds of data for the same households. Please contact the MOP for more information.

Note:

- The Gazetteer code consists of a combination of province, district, commune and village codes, each of which has 2 digits (when combined together, the Gazetteer code is 8 digits long).
- The code format that was used by the MOP for identification of poor households for identification rounds **started before June 2008** also prefixed a 4-digit Year code to the 12-digit code (e.g. **2007**-10050304-1234) on questionnaires, forms and Priority Access Cards used during the process for identification of poor households. **This practice will be discontinued for any future data collection rounds starting from 2009; only the 12-digit code will be used.**

Equity Cards and Photography

- 1) In areas where identification of poor households is carried out by partner organisations, if identification cards are to be issued to poor households, the MOP requires partner organisations to use and recognise the standard Equity Card (EC) format of the national Procedures for Identification of Poor Households.
- 2) In areas where identification of poor households is conducted by the MOP, if identification cards are to be issued to poor households, the standard Equity Card will be used, and partner organisations will be expected to recognise the Equity Card for purposes of providing benefits to poor households.
- 3) If household photos are required, photography of poor households should be conducted using digital cameras, or if photos are taken using film-based cameras, they should be digitised. If a partner organisation uses the standard Database of Poor Households, photos should be entered into the database. The database will match all household photos with the records of poor households in the database.
- 4) The Database of Poor Households has one function for generating Equity Cards as PDF files which contain the data and photograph of each household that is in the Final List of Poor Households. Partner organisations may send these files to a printing house for printing and distribution to poor households.
- 5) The standard size of Equity Cards is A5, in landscape format. All cards should either be laminated, or inserted into a plastic sleeve. The MOP uses standard-size plastic sleeves available on the market.

4) Other documents and assistance

- 1) To assist partner organisations to carry out identification of poor households, the Ministry of Planning can provide the following documents in electronic format, which partner organisations may use as required:
 - a) The national Procedures for Identification of Poor Households (in Khmer and English). Partner organisations must use these Procedures as the basis for any modified procedures and should follow them to the maximum extent possible (in line with these *Guidelines for Partner Institutions and Organisations*).
 - b) The Questionnaire developed at the national level, in Khmer and English.
 - c) Teachers Manuals and student Workbooks (in Khmer and English).
 - d) Teaching Chart sets (in Khmer).
 - e) All standard forms required for implementation (in Khmer).
 - f) Detailed spreadsheet used by the MOP for calculating budget and the required number of forms etc (in Khmer and English). **Note:** The current spreadsheet does not cover the operational and equipment costs for photography of poor households, the equipment costs for data entry, or national-level coordination, monitoring and overheads.
 - g) Instructions for distributing equipment, forms and funds (in Khmer).
 - h) Photography Training Manual (in Khmer).
 - i) Database Training Manual (in Khmer).
- 2) The MOP can also provide advice and experience-sharing, on request. Training may also be arranged on the Procedures, training process, and other specific topics, subject to sufficient notice (4-6 weeks) being provided by partner organisations. Cost-recovery may be requested for training.

Modification of Documents

Documents may be modified for use by partner organisations to meet their own specific needs, **with the exception of the Questionnaire and the Equity Card**. Documents must conform with the national Procedures for Identification of Poor Households to the extent specified in the Principles and Guidelines for Field Implementation section above of these *Guidelines for Partner Institutions and Organisations*.

Modified documents must include an explanation that they are modified versions of the MOP original documents. Documents modified by partner organisations **must not be presented as being the unchanged, original MOP documents.** Any MOP logos or cover pages must be replaced with those of the organisation which made the modification.

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