



Kingdom of Cambodia

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Ministry of Planning

**Implementation Manual on the
Procedures for Identification of
Poor Households**

November 2012

**KHMER VERSION ALSO INCLUDES:
MOP PRAKAS ON IDPOOR AND PREFACE BY MINISTER OF PLANNING**

These are not included in this English version.

Contents

	How to Use the <i>Implementation Manual</i>	1
	Steps of the Procedures	
Step 1	Selection and Training of the Planning and Budgeting Committee Representative Group (PBCRG).....	2
Step 2	Selection and Training of Village Representative Groups.....	7
Step 3	Compiling the <i>List of Village Households for Identification of Poor Households</i> , Conducting Household Interviews and Compiling the <i>First Draft List of Poor Households</i>	13
Step 4	Village Consultation Meeting on the <i>First Draft List Of Poor Households</i> , Receipt of Objections by Villagers, and Preparing the <i>Final Draft List of Poor Households</i>	26
Step 5	Review and Endorsement of the <i>Final List of Poor Households</i> , and Distribution of Equity Cards by Commune/Sangkat Council.....	31
Step 6	Entry of the <i>Final List of Poor Households</i> and other data into the Database of Poor Households, and production of Equity Cards	35
Step 7	Photography of Poor Households	39
	Updating the List of Poor Households.....	44
	Annex A: Forms	
Form 1	Invitation to attend the First Village Meeting to select the Village Representative Group	46
Form 2	Minutes of the First Village Meeting to Select the Village Representative Group.....	47
Form 3	List of Households in the Village for Identification of Poor Households.....	48
Form 4	Household Questionnaire for Identification of Poor Households.....	49
Form 5	Instructions for Interviewers	59
Form 6	Draft Household Poverty Categorisation List.....	61
Form 7	Notice on the First Draft List of Poor Households	62
Form 8	Invitation to Attend the Village Consultation Meeting on the First Draft List of Poor Households.....	63
Form 9	Minutes of Village Consultation Meeting on the First Draft List of Poor Households	64
Form 10	Minutes of the VRG Meeting to Consider Villagers' Objections.....	65
Form 11	List of Poor Households	66
Form 12	Notice on the Final Draft List of Poor Households	67
Form 13	Declaration of Commune/Sangkat Council Endorsement of Final List of Poor Households....	68
Form 14	Equity Card.....	69
Form 15	Photography Tracking Sheet	70
Form 16	Invitation to Photography of Poor Households	71
Form 17	Control Sheet	72
Form 18	Activity Plan for Local Implementation	73

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/Sangkat-Level PBCRG	Commune/Sangkat-Level Planning and Budgeting Committee Representative Group
VRG	Village Representative Group
PCT	Capital/Provincial Coordination Team
DCT	Municipality/District/Khan Coordination 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/Sangkat, commune/Sangkat councillors have overall responsibility for the process of implementing the Procedures for Identification of Poor Households in their commune/Sangkat. For daily work coordination and monitoring, it is the responsibility of the Planning and Budgeting Committee Representative Group (PBCRG). With support from the PCTs and DCTs, the Planning and Budgeting Committee (PBC) is invited by the commune/Sangkat 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/Sangkat representatives is organised by the PCT and DCTs at district level in the district centre or an appropriately located commune/Sangkat.

People involved

- PCTs and DCTs
- Commune/Sangkat councillors
- Planning and Budgeting Committee

Activities to be implemented

A

Organising meeting with commune/Sangkat council

This meeting is organised by the DCT to explain the objectives of the IDPoor programme and arrange the PBC meeting to select the PBCRG.

- **Prior to the meeting**
 - The DCT contacts the Commune/Sangkat Chief to organise the meeting schedule with the commune/Sangkat councillors. The people who should participate in the meeting are:
 - All commune/Sangkat council members.
 - School principals or vice-principals from the nearby schools.
 - Chief or deputy chief of commune/Sangkat health centre.
 - Police official of commune/Sangkat administration post in charge of statistics.
 - Commune/Sangkat 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 commune/Sangkats and villages.

Steps of the Procedures

- 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. For example, 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 municipality/district/Khan and village to identify priority areas for development.
- Provide regularly updated data to measure changes in local poverty levels.

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/Sangkat-Level PBCRG** (selection is based on numbers of villages in commune/Sangkat):
 - In commune/Sangkats consisting of 1-8 villages, 2 commune/Sangkat-level PBCRG members are selected.
 - In commune/Sangkats consisting of 9-12 villages, 3 commune/Sangkat-level PBCRG members are selected.
 - In commune/Sangkats consisting of 13 villages and above, 4 commune/Sangkat-level PBCRG members are selected.

PBC has to determine the number of women to be selected before selecting the commune/Sangkat-level PBCRG members. Women should be given the opportunity to fully participate in order to promote gender equality, strengthen women's capacity, and give them opportunities to be involved in work coordination, decision-making and problem solving. In the event that the PBC structure is unable to select any women, it is permitted to select women from existing structures such as village health volunteers, the Red Cross etc.

Among the 2-4 members of the commune/Sangkat-level PBCRG, one capable person must be selected to coordinate identification of poor households in the commune/Sangkat. The commune/Sangkat-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/Sangkat-level PBCRG members are able to be selected from the PBC, other commune/Sangkat councillors who are not PBC members can be selected.

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

Steps of the Procedures

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/Sangkat-level PBCRG members.
- Three VRG trainers must be selected in each commune/Sangkat (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/Sangkat Clerk invites all PBC members to the meeting.
- **During the meeting**
 - The DCT and Commune/Sangkat Chief must:
 - Explain the main objectives of identification of poor households (*see Box 1 on page 3*).
 - Briefly explain the procedures for identification of poor households that will be implemented in the commune/Sangkats and villages (*see example in Box 7 on page 9*).
 - 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*.
 - In the event that there is disagreement about who to select as PBCRG members, the meeting may decide to select each PBCRG member by secret ballot or by a show of hands.

Note: For commune/Sangkats that have previously conducted identification of poor households, priority should be given to selecting PBCRG members who have previously carried out this work.

- **After the meeting**
 - The Commune/Sangkat Clerk must prepare meeting minutes, including the names and responsibilities of the PBCRG members.

Box 3: Responsibilities of PBCRG members

Commune/Sangkat-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 DCT 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.

Steps of the Procedures

- 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/Sangkat level.
- Monitor the public display of the first and final Draft List of Poor Households and the Final 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/Sangkat council.
- Monitor the distribution of Equity Cards to poor households who are listed in the Final List of Poor Households, and prepare reports on the Equity Card distribution status for the PDOP.

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 and monitor 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/Sangkat 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/Sangkat Chiefs to implement the process of identification of poor households in commune/Sangkats and villages. Training will be provided to participants from commune/Sangkats in close proximity to each other; the total number of participants in each training course should not exceed 35 persons.

- Trainers: PCT and DCT (2 people)
- Training venue: in the municipality/district/Khan centre, or a commune/Sangkat in a suitable location.
- Training duration: 4 days.
- Participants in the training at district level:

Steps of the Procedures

- VRG Coordinators.
- Commune/Sangkat-level PBCRG members.
- Commune/Sangkat Chief.
- Trainers of VRGs (selected from PBCRG. If not enough commune/Sangkat-level PBCRG members can be selected from the PBC, other teachers or other officials can be chosen).
- Commune/Sangkat clerks
- Two or three NGO representatives working in the district or target commune/Sangkats.
- 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 commune/Sangkats. Each training session should have no more than 25 participants.

- Trainers: 2 PCTs or DCTs.
- Training venue: in the municipality/district/Khan centre, or a commune/Sangkat in a suitable location.
- Training duration: 1 day.
- Participants: VRG trainers.
- Number of participants: 3 people from each commune/Sangkat.
- 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/Sangkat chief, 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/Sangkat Councillor who is a member of the PBCRG (and where needed, the DCT), 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.

Note: For all villages that have previously implemented the IDPoor process, former VRG members who have implemented IDPoor previously should be given priority when selecting VRG candidates.

Steps of the Procedures

Box 4: Qualifications and composition of VRGs

- Most VRG members are selected from existing structures, such as the PBC, Village Chiefs, village development committees, village health support team, village network representatives, members of local community organisations, village veterinary agents, religious leaders, 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 villagers 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 an appropriate meeting date, time and venue in order to enable women and men to attend.
 - 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 46 in the annex).
 - Prepare the posters on the IDPoor implementation process.
 - 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. Selection of VRG members.
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/Sangkat 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/Sangkat Council for checking and endorsement.

- **During the meeting**
 - The following are the duties of the chairperson of the meeting:
 - Explain the main objectives of identification of poor households:

Steps of the Procedures

1. Making available the data of poor households in each village for provision of services and other assistance. For example, 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.
 3. Provide regularly updated data to measure changes in local poverty levels.
- Read out the information on the poster to participants so that they understand about the importance of the IDPoor process. Inform them where the posters are displayed, such as at the schools, village chief's house, etc.
 - 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. 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; or
 2. Select candidates by secret vote. **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 in accordance with the total number of members that must be selected.
- After voting, the number of ticks or other mark 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

Steps of the Procedures

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 VRG members 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 47 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/Sangkat 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/Sangkat 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 DCT or commune/Sangkat-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 not over 35 participants.
- The number of training courses depends on the number of villages in the commune/Sangkat 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 73 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/Sangkat-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/Sangkat council members.
- Commune/Sangkat-level PBCRG members.
- Village Chief or Deputy Village Chief.
- VRG members.
- Village representatives.
- The DCT 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 48** 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). The geographic code and name used must match the census data provided by the IDPoor programme.

Steps of the Procedures

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 48 in the annex). When preparing the List of Households in the Village for identification, the VRG coordinator must fill in all the information as shown in the example in Box 9a below.

Box 9a: 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

Province: *Banteay Meanchey* District: *Mongkol Borei* Commune/Sangkat: *Banteay Neang* Village: *Banteay Neang*
Code: *01* Code: *02* Code: *01* Code: *03*

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 Male household members	Total Female household members	Selected for inter-viewing
0	0	0	1	ប្រាក់ សម	M	ទូច ញី	2	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0	0	0	2	សុខលី	M	សេ ធា	1	3	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	0	0	3	ជន សុំថា	M	ហេងចន្ទា	3	3	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	0	0	4	កុលក៏ក្រ	M	ហេងសំ	1	2	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	0	0	5	ក្រាបសុខ	F	"មេម៉ាយ "	1	3	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	0	0	6	អ៊ីមេរី	M	សាន នី	4	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0	0	0	7	មាសសម្បត្តិ	M	ចាន់ សាន	2	2	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	0	0	8	គិញប៊ុនណា	M	សានលី	4	3	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	0	0	9	សំរិតញេប	F	"មេម៉ាយ "	2	1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	0	1	0	ជ័យជន	M	សួនផល្លា	5	2	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	0	1	1	កងជា	M	"ពោះម៉ាយ "	2	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0	0	1	2	ជាន់	M	ឡាចធួ	3	2	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	0	1	3	លីសុន	M	ស ស្រីខុម	4	5	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	0	1	4	ម៉ាក់ ច័ប៊ី	M	មេរីអេង	5	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0	0	1	5	ណាណាត	M	ឡាក់ ហិន	3	1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	0	1	6	អូនពេជ្រ	M	ស៊ឹមហេង	4	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0	0	1	7	សរធន	M	ហ៊ុំប្រឺប	1	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0	0	1	8	អ៊ីក្រាន	M	លាងសុខ	1	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0	0	1	9	ញោកសុទ្ធ	F	"មេម៉ាយ "	0	3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0	0	2	0	មានសុផល	M	កងធា	1	5	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0	0	2	1	ឌិនលី	M	"ពោះម៉ាយ "	4	0	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Date.... 15/03/2009
VRG Coordinator
Signature.....*Signed*.....
Name *Chea Sovann*

Steps of the Procedures

- **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 9b** below).

Box 9b: 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 Year: 2009

Date of Query: 27/03/2011

Data Collection Round: 3

Province	District	Commune/Sangkat	Village
01	02	01	01
Banteay Meanchey	Mongkol Borei	Banteay Neang	Ou Thum

Number of active households 11

Number of inactive households 1

Total number of active households (active and inactive) 12

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)	Total Male household members	Total Female household members	Remarks	Selected for interviewing
0001	Active	ណាំ គង់	M	សេងលី	3	2		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0002	Active	លូសងី	F		0	3		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Inactive</i> 0003	<i>Active</i>	កែវអុំ	F				<i>Moved out of village</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
0004	Active	ហាស់ ញ៉ង	F		1	4		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0005	Inactive	កើតជេត	M	សូផល្លា				<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Inactive</i> 0006	<i>Active</i>	អ្នកបរទេស	M	សូនភីត			<i>Allocated to Sramor village</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
0007	Active	ឌិតចែង	M	ក្រុងសាវ៉ត	2	1		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0008	Active	ដៃងសំណាង	M	ក្រុងធុច	3	2		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0009	Active	ដៃម៉ី	M	ឈើយសារ៉ុ	1	1		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0010	Active	ដៃស្មៅត	F		1	3		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0011	Active	ហាចវ៉ានណា	M	ដៃនួន	2	2		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Inactive</i> 0012	<i>Active</i>	គីមម៉ុំ	F				<i>All deceased</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
0013	<i>Active</i>	គុំស្រី	<i>F</i>		2	1	<i>Recently arrived</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
0014	<i>Active</i>	ផងចាន់	<i>M</i>	សែដីវី	2	1	<i>New HH</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0015	<i>Active</i>	សោមចុង	<i>M</i>	កែវដួនី	1	1	<i>New HH</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
....				<input type="checkbox"/> Yes <input type="checkbox"/> No
0042	<i>Active</i>	គីចេង	<i>M</i>	ម៉ុចាន់	2	1	<i>Recently arrived</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Date: 04/04/2011
 VRG Coordinator
 Signature...*Signed*.....
 Name: *Daeng Samnang*

The list in the box above must be updated by the VRG as follows:

Steps of the Procedures

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. Next, the VRG must fill in additional information, such as the number of male and female household members. If any households have changed the husband or wife of the head of household, the new name must be corrected in the list as well.
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).
4. For villages with an annex village that was listed with a name and code in the census, if the village is recognised by the Ministry of Interior, the computer-generated List of Households in the Village (see **Box 9b, page 15**) must be updated. All households from the annex village must be removed from the list (specifying that each household is “inactive” and noting in the Remarks column that the household has been allocated to the annex village, or the household has moved location, or other reasons) because these households have been entered into a new village which previously was an annex village. As for households which have just been established or have just moved to reside there permanently, please follow the instructions in paragraph 3 above.
5. With regard to household codes of households that are listed in the computer-generated List of Households in the Village, it is extremely important that they are kept **the same**, even if the household codes in the list are not in serial order or have gaps. If there is a household code that is specified as “**Inactive**” you must not reuse that household’s code for a newly created household or for a household that has recently moved into the village. You should allocate a new code to the newly created household or household that recently moved into the village by using unused codes in the spaces between existing households in the list, or just put them at the end of the list and allocate the next code after the last household in the list (see example in **Box 9b, page 15**).

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

Steps of the Procedures

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.
- The number of households to be selected for interview depends on the decision of the VRG.

B

Interviewing

- **Before interviewing**
 - Each VRG must inform the commune/Sangkat-level PBCRG regarding the number of households that it plans to interview.
 - The Commune/Sangkat-level PBCRG must tally up the number of households that it is planned to interview in the whole commune/Sangkat and send to the DCT who is responsible for that commune/Sangkat, so that they can prepare the questionnaires for distribution to each village.

The DCT must:

- Prepare questionnaires for each village in advance. The number of questionnaires is equal to the total number of households it is planned to interview plus an additional 5% (see Form 4: *Household Questionnaire for Identification of Poor Households* on page 49 in the annex).
- Prepare in advance some questionnaires for each VRG to use as models, writing the province, district, commune/Sangkat 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/Sangkat = 05; Chrey 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 DCT 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/Sangkat and village names on the questionnaire covers, following the example provided by the DCT. 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.

Steps of the Procedures

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 and distribute questionnaires 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/Sangkat 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.

- **Household Interview process**

- The VRG members who are interviewers must interview each household for which they are responsible using the questionnaire.
- When interviewing, interviewers must follow the instructions for interviewers (see Instructions for Interviewers on page 59).
- Before starting an interview, the interviewer must fill in the household address (if exists), name of interviewee, interview date, interview's name
- The interview must be done with the household head or their spouse. If both the household head and the spouse are absent at the time of interviewing, one selected adult member of the family must be interviewed instead. Some information is collected by the interviewer through personal observation.
- The interviewer must tick the cover of any questionnaire that needs to be discussed by the VRG due to the household's special circumstances or untrue information being provided.
- If any interviewer finds other households who seem to be poor but were not selected for interview or are not included in the List of Households in the Village for Identification of Poor Households, the interviewer must discuss with the VRG Coordinator whether to interview the households or not.
- The VRG Coordinator and the commune/Sangkat-level PBCRG members who are responsible for each village must monitor and give guidance to interviewers, especially during the early stage of interviewing, in order to improve the accuracy of the interviewing.

Steps of the Procedures

• 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, recheck them, 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 61 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 19**.
- 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 in order to modify the household poverty categorisation.

- 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/Sangkat-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 20**.

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.

Steps of the Procedures

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 21**.

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

Draft Household Poverty Categorisation List							
							Date: 28/03/2009
Province: Salam		District: Chi Krasing		Commune: Arlong Samnor		Village: Satau	
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
0001	ស្រី ហាង	M	ស្រី ហាង	68	P1		
0147	ស្រី ហាង	M	ស្រី ហាង	66	P1	P2	Has 3 ha of land and 9 cows
0032	ស្រី ហាង	F	"Widowed"	61	P1		
0143	ស្រី ហាង	M	ស្រី ហាង	59	P1		
0029	ស្រី ហាង	M	"Widowed"	59	P1		
0074	ស្រី ហាង	M	ស្រី ហាង	58	P2		
0020	ស្រី ហាង	M	ស្រី ហាង	55	P2	Other	New Moto and mobile phone
0096	ស្រី ហាង	M	ស្រី ហាង	53	P2		
0103	ស្រី ហាង	M	ស្រី ហាង	51	P2		
0010	ស្រី ហាង	F	"Widowed"	42	Other	P1	4 children under 12 years
0002	ស្រី ហាង	M	ស្រី ហាង	40	Other		
0008	ស្រី ហាង	M	ស្រី ហាង	38	Other		
0007	ស្រី ហាង	F	"Widowed"	31	Other	P2	HH Head Chronically ill
0004	ស្រី ហាង	M	ស្រី ហាង	27	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/Sangkat-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/Sangkat-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/Sangkat-level review meeting.

- Commune/Sangkat-level PBCRG members (with assistance from the DCT if needed) must organise a commune/Sangkat-level meeting to review the *Draft Household Poverty Categorisation List* (see Form 6: *Draft Household Poverty Categorisation List* on page 61 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/Sangkat-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.
- 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/Sangkat-level meeting. The original *Draft Household Poverty Categorisation List* must be provided to the commune/Sangkat-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 23** must be prepared by the commune/Sangkat-level PBCRG Coordinator.
- The meeting agenda must be written onto a flipchart (see **Box 14 on page 24**)
- The participants in the commune/Sangkat-level meeting will be the VRG Coordinators, all commune/Sangkat council members, school principals, health centre chiefs or deputy health centre chiefs, the commune/Sangkat administrative police official in charge of statistics, NGO representatives, and community-based organisations working in the commune/Sangkat.

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/Sangkat-level meeting to check the *Draft Household Poverty Categorisation List*.

- Activities in the commune/Sangkat-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/Sangkat.

Steps of the Procedures

- To advise the VRGs to modify the list, if necessary.

Box 13: Poverty Rate Comparison Table

POVERTY RATE COMPARISON TABLE

Capital/Province:.....Municipality/District/Khan:.....Commune/Sangkat:.....
Date:../.../200...

Village	Total # of HHs in village	P1 HHs		P2 HHs		Total number of poor HHs (P1 & P2)	
		Number	% of total HHs	Number	% of total HHs	Number	% of total HHs
			%		%		%
			%		%		%
			%		%		%
			%		%		%
			%		%		%
			%		%		%
			%		%		%
Total HHs in Commune/Sangkat		% of Poor Households in commune/Sangkat				%	

Calculation formula:

- The percentage of total households = the number of households (P1, P2) **divided** by the total number of households in the village, **multiplied** by 100.
- Total households in commune/Sangkat = Total number of households in all villages
- Poor households in commune/Sangkat = the combined total number of P1 and P2 households

Questions for analysis of results:

- Does the percentage of P1 households in each village correspond to the actual situation? Please clarify.
- Does the percentage of P2 households in each village correspond to the actual situation? Please clarify.
- Does the percentage of the total poor households (P1 + P2) in each of the villages reflect the actual situation? Please clarify.
- Please compare the total percentage of poor households in each village with the total percentage of poor households in the commune/Sangkat. How accurate are the results (based on the actual situation)?
- 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).

- The participants who attend the commune/Sangkat-level meeting include: VRG Coordinators, all commune/Sangkat councillors, school principals, the health centre director/deputy director, administrative police officers responsible for statistics, NGO representatives, and community based organisations who are working within the commune/Sangkat.

Note: For large villages or village with complicated geography which comprise 2 or 3 VRGs, all VRG Coordinators must be invited to attend the meeting at the commune/Sangkat level to review the Draft Household Poverty Categorisation List.

- At the commune/Sangkat-level meeting:
 - The Commune/Sangkat chief must organise the meeting in accordance with the model agenda described below (see **Box 14**).
 - Each VRG Coordinator should raise issues/challenges they faced in identifying poor households and changing poverty categories of households, and ways to solve these problems.
 - The meeting facilitator presents the Poverty Rate Comparison Table, comparing villages in the commune/Sangkat relative to the actual situation. For example, for Village "A" in the Draft Poverty Categorisation List, has a higher number of Poor Level 1 and Poor Level 2 than other villages: does this reflect the real situation in the view of the meeting participants? If the Draft Poverty Categorisation List does not correspond with the real situation, the participants in the meeting should discuss how to revise it.
 - The VRG Coordinator from each village must explain in detail about the total number of households in each poverty category, read out the name of each household head in each poverty category, and explain the main reasons for changing the poverty category of some households.

Steps of the Procedures

- All participants may make suggestions about changing a household's poverty category if they clearly know about that household's living situation. Participants should pay special attention to households whose poverty category was changed by the VRG.
- If the meeting participants are not yet confident that the VRG carried out the procedures properly, or they believe that the Draft Household Poverty Categorisation List's level of accuracy is unacceptable, they may ask the VRG to discuss the issue and to find ways to make improvements.

Box 14: Example

Meeting agenda

1. Welcome and opening speech by the chairperson of the meeting.
2. Explain the objectives of the meeting:
 - a. To review whether the poverty categories of each household in the draft list are correct or not.
 - b. To review the relative poverty rates of each village in the commune/Sangkat
 - c. To provide guidance to the VRG to revise the list if necessary.
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/Sangkat and suggest changes to the Draft Poverty Categorisation 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/Sangkat-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 66 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/Sangkat-level meeting are noted down. For important information on the preparation of this list, see **Box 15 on page 25**.
- 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 62 in the annex).

Note: If the village is large or has complicated geography, and has 2 or 3 VRGs, after the commune/Sangkat-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.

Steps of the Procedures

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/Sangkat-level PBCRG members responsible for the village (with assistance from the PCT or DCT 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/Sangkat council for review and endorsement.

People involved

- Commune/Sangkat-level PBCRG member responsible for the village.
- Village Chief or Deputy Village Chief.
- All VRG members.
- The DCT 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 Form 11: *First Draft List of Poor Households* on page 66 in the annex onto flipcharts.
 - The VRG Coordinator should also assign VRG members to write the following information on flipcharts:
 1. Meeting agenda (see **Box 16 on page 27**).
 2. Summary of the procedures for identification of poor households (see **Box 7 on page 9**).
 3. The definitions of Poor Household Categories Poor Level 1, Poor Level 2 and “Other” (see **Box 10 on page 19**)

Steps of the Procedures

- The VRG must fill in the invitation letters and distribute them to all households to invite them to participate in the Village Consultation Meeting (see Form 8: *Invitation to Attend the Village Consultation Meeting on the First Draft List of Poor Households* on page 63 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 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*

1. Welcome and opening speech by chairperson of the meeting and introduction of VRG members to villagers.
2. Explain the objectives of identification of poor households (*see Box 1 on page 3*).
3. Briefly explain the procedures for identification of poor households (*see Box 7 on page 9*).
4. 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”).
5. Show the *First Draft List of Poor Households* to the meeting participants.
6. Encourage villagers to express their views regarding modifications to the *First Draft List of Poor Households*.
7. Explain to the villagers how to make objections or requests relating to the *First Draft List of Poor Households*.
8. 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/Sangkat-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/Sangkat-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.

Steps of the Procedures

- The Chairperson must re-emphasise that the *First Draft List of Poor Households* is just a draft list, so 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 if they think that a household is poor.
- 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 on the already prepared flipcharts.
- 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/Sangkat 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/Sangkat council. After being approved by the commune/Sangkat 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, requests, and reasons 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 64 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 66 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 65 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/Sangkat 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 67 in the annex). The notice explains that if villagers wish to make any other objections, they can make them to the **commune/Sangkat council** verbally or in writing for a period of **7 days** from the date that the list is displayed.

Steps of the Procedures

- During the period that the *Final Draft List of Poor Households* is publicly displayed, the VRG Coordinator must submit the following to the commune/Sangkat 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/Sangkat 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/Sangkat Council

Seven days after receiving the *Final Draft List of Poor Households* from each village, the commune/Sangkat councillors, with assistance from the commune/Sangkat-level PBCRG members and the DCT, must organise a meeting to review the lists received from each village in the commune/Sangkat and to consider all objections by the villagers and find solutions. Then, the commune/Sangkat 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/Sangkat council for signature by the Commune/Sangkat Chief, stamping, and distribution to the poor households in the commune/Sangkat.

People involved

Participants

- All members of the commune/Sangkat council.
- The DCT.

Equity Card preparation

- Provincial Department of Planning sends Equity Cards to commune/Sangkat council.
- Commune/Sangkat Chief signs the cards.
- Commune/Sangkat Clerk stamps the cards.
- Village Chiefs distribute the cards to the poor households.

Activities to be implemented

A

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

- **Prior to the meeting**
 - The Commune/Sangkat-level PBCRG Coordinator (who may be assisted by the DCT) must prepare the *Poverty Rate Comparison Table*, showing the results of each village on flipcharts following the format in **Box 13 on page 23**.
 - A commune/Sangkat-level PBCRG member must compile all verbal or written objections (if there are any) from each village.

Steps of Procedures

• During the meeting

- The Commune/Sangkat 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/Sangkat-level PBCRG Coordinator must present the pre-prepared *Poverty Rate Comparison Table* with results from each village in the commune/Sangkat. 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/Sangkat-level PBCRG must present the verbal and written objections received from each village (if there are any).
- A Commune/Sangkat councillor 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/Sangkat Council must ask the VRG to resolve the issues in accordance with the procedures in **Box 17 on page 32**. **Note:** The Commune/Sangkat 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/Sangkat council must change the title from *Final Draft List of Poor Households* to *Final List of Poor Households*. All commune/Sangkat council members must sign the *Declaration of Commune/Sangkat Council Approval of Final List of Poor Households* (see **Form 13 on page 68** in the annex), and the commune/Sangkat 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/Sangkat council must assign commune/Sangkat-level PBCRG members to coordinate with the VRG to address the objections and regularities.
2. Commune/Sangkat-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/Sangkat-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/Sangkat 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/Sangkat 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/Sangkat Council must **change the title from *Final Draft List of Poor Households* to**

Steps of Procedures

Final List of Poor Households, and all members of the Commune/Sangkat Council must sign the *Declaration of Commune/Sangkat Council Approval of Final List of Poor Households* (see *Form 13 on page 68* in the annex).

- **After the meeting**

- With assistance from PBCRG members, the DCT 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/Sangkat Clerk must make two copies of:
 - 1) the *Final List of Poor Households* and
 - 2) the *Declaration of Commune/Sangkat Council Approval of Final List of Poor Households* for each village. The *Final List of Poor Households* must be stamped with the commune/Sangkat seal on the right-hand side of each page, and below the *Declaration of Commune/Sangkat Council Approval of Final List of Poor Households*, on all original and copied documents.
 - 3) *List of Households in the Village* from each village.
- The Commune/Sangkat Clerk must prepare the Control Sheet for their commune/Sangkat (see *Form 17 on page 72* in annex).
- The commune/Sangkat clerks must submit the *Final List of Poor Households* and the commune/Sangkat council declaration to:
 1. The Village Chief: one copy (including the List of Households in the Village, original form).
 2. Commune/Sangkat 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 and commune/Sangkat Control Sheet).

Note: When sending documents to the Provincial Department of Planning, the Commune/Sangkat Clerk and the Commune/Sangkat 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/Sangkat 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/Sangkat and village written on the bag before being sent to PDOP

When receiving the completed forms from communes/Sangkats, the PDOP must verify all documents against the commune/Sangkat Control Sheets by counting the actual packaged documents. These documents are as follows:

- Form 3: List of Households in the Village for Identification of Poor Households: count the number of households in each village, and the total numbers of males and females.

Steps of Procedures

- Form 4: Questionnaires for Identification of Poor Households: for each village, count the number of questionnaires of Poor Level 1, Poor Level 2, and “Other”.
- Form 11: Final List of Poor Households: for each village, count the numbers of Poor Level 1 and Poor Level 2 Households.
- Form 13: Declaration of Commune/Sangkat Council Endorsement of Final List of Poor Households: count only the number of pages.

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. Then the cards will be sent by the Provincial Department of Planning to the commune/Sangkat council through PCTs and DCTs.

- The PCT or DCT must prepare a list of Equity Cards that have been handed over to the commune/Sangkat-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/Sangkat-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 PCT, DCT 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/Sangkat-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/Sangkat Chief and stamped with the commune/Sangkat stamp by the Commune/Sangkat Clerk.
- The commune/Sangkat-level PBCRG Coordinator must hand over the Equity Cards to the Village Chief for further distribution to poor households whose names are in the *Final List of Poor Households*.
- After receiving Equity Cards from the commune/Sangkat, the Village Chief must distribute all the cards to poor households within a period of 7 days.

Note: Detailed guidance on the distribution of Equity Cards will be provided at the time of Equity Card distribution.



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, data entry is conducted at national level. If it is necessary to enter data at provincial level, the Provincial Department of Planning is responsible for entering each village's data. The data entered includes the *List of Households in the Village for Identification of Poor Households*, the *Final List of Poor Households* endorsed by the commune/Sangkat council, and the questionnaire of each poor household that was included in the *Final List of Poor Households*. The photos of poor households 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 sent to the Provincial Department of Planning. The PDOP must send the printed Equity Cards to the commune/Sangkat council to sign and stamp before they are distributed to the poor households that are in the List of Poor Households. The Provincial Department of Planning must also share reports and data 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.
- Institution responsible for data entry.

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.

Steps of Procedures

- 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, or no longer has any household members alive, etc).
- Name of household head.
- Sex of household head.
- Name of spouse of household head.
- Total number of male household members.
- Total number of female household members.
- Remarks (reasons for change in status).

Stage 2: Data from the *Final List of Poor Households* endorsed by the commune/Sangkat 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/Sangkat 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 data 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 entry of data into the Database of Poor Households is completed, the IDPoor Programme at the Ministry of Planning must generate *Report 18: Equity Card* for each village in electronic format for printing. After printing, the Ministry of Planning will send these cards to the Provincial Department of Planning, to be distributed to commune/Sangkat councils for signature and stamping before they are distributed to the poor households through the VRG (see *Form 14: Equity Card* on page 69 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 institution responsible for data entry 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 10: Summary Statistics from the Database of Poor Households.
 - Report 13: List of Poor Households.
 - Report 8: Profile of All Household Members.
 - Report 14: Poverty Rate Comparison Table (household-based and people-based)
 - Report 15: List of Names and Photos of Poor Household Members.
- If requested, the IDPoor Programme of 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 IDPoor Programme of 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 Board of Governors, provincial councillors, relevant provincial departments, the Planning and Investment division, PCTs, municipal/district/Khan governors and councillors, chiefs of Operational Districts, chiefs of referral hospitals, NGOs, etc.
- The Provincial Department of Planning must organise a workshop to enhance district cooperation, in order to disseminate and promote the use of data on poor households as the basis for providing services or assistance to poor households. Participants to be invited to the workshop could include the municipal/district/Khan Boards of Governors and councillors, PCTs and DCTs, district offices of relevant government departments, Commune/Sangkat Chiefs, commune/Sangkat-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.

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 that missed the workshops.

Steps of Procedures

The Ministry of Planning will provide detailed guidance on how to conduct provincial and district workshops at the time of implementation.



Steps of the Procedures

Step

7

Photography of Poor Households

The information on photography is only for use in the event that photographs of poor households are required by service providers to identify poor household members to whom they provide help or assistance. Photographs will be entered into the Database of Poor Households and used to generate Equity Cards. It may not be necessary to take photographs of households in some areas, if they are not required by service providers.

The Ministry of Planning will contract partner NGOs or institutions to take the main responsibility for organizing and implementing photography in areas where this is required. The photography teams in each province will appoint Photography Coordinators and a number of 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 commune/Sangkats, 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 must coordinate with PCTs and DCTs to help photography teams communicate with commune/Sangkat-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.
- PCTs and DCTs.
- Partner organisation responsible for carrying out the photography.
- Photography teams.
- Commune/Sangkat Chief.
- Commune/Sangkat-level PBCRG members.
- 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 must organise a meeting with the Photography Coordinator, photography teams, and PCTs and DCTs to discuss the activity plan to be implemented and the field coordination of the photography process.
- Photography begins in commune/Sangkats 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*. The IDPoor Programme of the Ministry of Planning will provide the photography tracking sheets to the PDOP in advance.

B

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

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

- **Prior to the meeting**
 - PCTs or DCTs must contact commune/Sangkat-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/Sangkat-level meeting involving the Commune/Sangkat Chief, commune/Sangkat-level PBCRG members and each Village Chief or Deputy Village Chief.
 - The Commune/Sangkat Clerk prepares invitations for the commune/Sangkat-level meeting with photography teams.
- **During the commune/Sangkat 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 order to identify members of poor households and share this information about poor households to institutions and organisations who provide services to poor households.
 - For the generation of Equity Cards that include photos.
- The purpose of the information dissemination meeting in the village:

Steps of Procedures

- 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, or other 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/Sangkat.
 - The commune/Sangkat-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/Sangkat-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 16: *Invitation to Photography of Poor Households* on page 71 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

Steps of Procedures

- 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 *Photography Tracking Sheet* 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 data collection round is written at the top right-hand side), and the codes of capital/province, municipality/district/Khan, commune/Sangkat, and village are written in the middle, and the household code is written at the bottom. The codes must be copied from the *Photography Tracking Sheet* (see Form 15 on page 70 in the annex).

Steps of Procedures

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 data entry institution, 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

The Provincial Department of Planning must organise an update of the List of Poor Households **once every 3 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, PCTs and DCTs to provide guidance on the management and coordination of IDPoor implementation, and must train PCTs/DCTs to become trainers to the implementers at commune/Sangkat-level and in the villages.

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 PBCRG and VRG members will be retrained on IDPoor implementation procedures so that they are sufficiently competent in implementing their tasks in each commune/Sangkat and 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/Sangkat 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 45**). 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/Sangkat 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/Sangkat 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/Sangkat and village, and print out a list for each village, to be distributed to target commune/Sangkats through PCTs and DCTs 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.

Updating the List of Poor Households

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

Report on Irregularities of Household Members Seeking to Receive Services

Province....*Siem Reap*.... District....*Chi Kraeng*..

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 Saunas	Schau	<i>ស្រី ហ៊ាន</i>	M	<i>ស្រី ហ៊ាន</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
2	14040505	0 0 2 8	<i>Kouk Thlok Krao</i>	Anlong Vil	<i>ស្រី ហ៊ាន</i>	M	"Widowed"	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify... <i>New Mafo</i>
3	14040311		Kampong Kdei	Kampong Kdei Pr	<i>ស្រី ហ៊ាន</i>	M	<i>ស្រី ហ៊ាន</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
4	14040610	0 0 2 4	Kouk Thlok Leu	Ta Phnhea	<i>ស្រី ហ៊ាន</i>	F	"Widowed"	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify... <i>Nice, clothes, not live poor</i>
5	14040208		Chi Kraeng	Anlong Champa	<i>ស្រី ហ៊ាន</i>	F	"Widowed"	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
6	14041006		Ruessei Lot	Totkung Thngai	<i>ស្រី ហ៊ាន</i>	M	<i>ស្រី ហ៊ាន</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
7	14040812	0 0 6 8	Pongro Kraom	Chi Khleng	<i>ស្រី ហ៊ាន</i>	M	<i>ស្រី ហ៊ាន</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify <i>Head that have a lot of land</i>
8	14040113	0 0 0 9	Anlong Saunas	Lbaek	<i>ស្រី ហ៊ាន</i>	M	<i>ស្រី ហ៊ាន</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify <i>Have no one, separate place</i>
9	14040204	0 0 6 3	Chi Kraeng	Pring	<i>ស្រី ហ៊ាន</i>	F	"Widowed"	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify <i>Have no one, live poor person</i>
10	14041209		Spean Taot	Ta You	<i>ស្រី ហ៊ាន</i>	M	<i>ស្រី ហ៊ាន</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
11	14041101		Sangvarey	Peak Spear	<i>ស្រី ហ៊ាន</i>	M	<i>ស្រី ហ៊ាន</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
12	14040902		Pongro Leu	Chek	<i>ស្រី ហ៊ាន</i>	M	"Widowed"	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
13	14040404		Lveang Ruessei	Kbal Kduoch	<i>ស្រី ហ៊ាន</i>	M	<i>ស្រី ហ៊ាន</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....
14	14040613	0 0 4 1	Kouk Thlok Leu	Mkat	<i>ស្រី ហ៊ាន</i>	M	<i>ស្រី ហ៊ាន</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify <i>Wang old, becalad, no one</i>
15	14040305	0 0 0 9	Kampong Kdei	Chrang Whos	<i>ស្រី ហ៊ាន</i>	M	<i>ស្រី ហ៊ាន</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/> specify <i>Head that just bought new tractor</i>
16	14040810		Pongro Kraom	Ta Poar Huoy	<i>ស្រី ហ៊ាន</i>	M	<i>ស្រី ហ៊ាន</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/> specify.....



Annex A

Forms

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

Date.....

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/Sangkat 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)/...../20..... 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/Sangkat: 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...../...../.....	Date...../...../.....	Date...../...../.....
Village Chief/Deputy Village Chief	VRG member	Villager (elder)
Signature.....	Signature.....	Signature.....
Name.....	Name.....	Name.....

The Commune/Sangkat Chief or Deputy Commune/Sangkat Chief representing the commune/Sangkat 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/Sangkat stamp

Household Questionnaire for Identification of Poor Households

Last updated 10/05/2012

SECTION A

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

1. ID Code:

Province				District				Household			
				Commune				Village			

2.	Name of head of household:	
3.	Capital Province:	
4.	Municipality District Khan:	
5.	Commune Sangkat:	
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:	____ / ____ / 201__
10.	Interviewer's name:	
11.	Does the head of household have a national ID card? What is the ID number?	ID Card No. <input style="width: 100px;" type="text"/>

DATA ENTRY TEAM TO FILL IN:

12. Name of Data Entry Clerk:	
13. Date of data entry:	____ / ____ / 201__

Poverty Category	Poverty Level 1: 59 to 68 points		
	Poverty Level 2: 45 to 58 points	Total score from Page 7	<input style="width: 80px; height: 30px;" type="text"/>
Calculation:	Other: 0 to 44 points		

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?

<i>(INTERVIEWER: Do not read out)</i>	<i>(INTERVIEWER: Please tick one circle below)</i>
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 SCOREQ2. Main construction material of the house's roof. (*INTERVIEWER: Observe—do not ask*)

<i>(INTERVIEWER: Do not read out)</i>	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*)

<i>(INTERVIEWER: Do not read out)</i>	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*)

<i>(INTERVIEWER: Do not read out)</i>	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?

<i>(INTERVIEWER: Do not read out)</i>	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"/>
Fishing	<input type="radio"/>
Other activities	<input type="radio"/>

→ Ask Q6b
 → Ask Q6c
 → Ask Q6d

} Ask only one question

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 1 kong ≈ 10 ar 1 ha ≈ 100 ar 1 ar = 100 m ² 1 rai ≈ 16 ar	NUMBER OF AR □ □ □ =	<i>(Interviewer: do not read out)</i>	SCORE
		From 0 to 20 ar	8
		From 20 to 50 ar	4
		Over 50 ar	0

(*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)

<i>(INTERVIEWER: Do not read out)</i>		
Fishing equipment	Quantity	Size and quality
<input type="radio"/> Line hooks	□ □	
<input type="radio"/> Throw net	□ □	
<input type="radio"/> Set net	□ □	
<input type="radio"/> Drag net	□ □	
<input type="radio"/> Other <i>(please specify the types of equipment):</i>	□ □	

	<i>(INTERVIEWER: Do not read out)</i>	POINTS
<i>(INTERVIEWER: Please make your own judgment of the quantity size and quality of the equipment listed above)</i>	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: Ask only one of these three questions

<i>(INTERVIEWER: Do not read out)</i>	SCORE
Work as labourer, supported by others, beg, etc	8
Micro business, skilled labourer or job with monthly permanent wage	4
Medium- or large-size business	0

--

(*****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) 	Disqualify

(*****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**)

Interviewer: Ask only one of these questions, NOT both

Q8. (This question focuses on food). 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="checkbox"/>	stereo? <input type="checkbox"/>	colour TV? <input type="checkbox"/>	video camera? <input type="checkbox"/>
large radio? <input type="checkbox"/>	B&W TV? <input type="checkbox"/>	video player/karaoke machine? <input type="checkbox"/>	mobile telephone? <input type="checkbox"/>
water pump? <input type="checkbox"/>	threshing machine? <input type="checkbox"/>	rice milling machine? <input type="checkbox"/>	generator? <input type="checkbox"/>
battery charger? <input type="checkbox"/>			

(INTERVIEWER: Do not read out)	POINTS
Nothing or one small radio	6
Large radio OR black and white TV OR mobile telephone	3
Colour TV and/or stereo 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? TUK TUK? <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	Q11 SCORE
	<i>(total value less than 150,000 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 150,000 to less than 500,000 riel)</i> <ul style="list-style-type: none"> Old bicycle Very old motorbike Old horse or oxen cart Old, medium-size rowboat (<u>without motor</u>) 	4	
	<i>(total value over 500,000 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>	

*(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

.....
.....
.....
.....

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

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"/>

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 and no labour forces	<input type="radio"/>
Divorced or widowed head of household with three or more children who are all under 12 years of age and no labour force	<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/Sangkat 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.

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:

1. You may participate in the Village Consultation Meeting to discuss the *First Draft List of Poor Households* (see details below).
2. 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.
3. 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/Sangkat Council for review and endorsement. Within this 7-day period you may submit objections or requests to the Commune/Sangkat 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/Sangkat 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.

Village Chief or VRG Coordinator

Signature.....

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

Province: District:

Commune/Sangkat: 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 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/Sangkat: Village:
 Date of meeting...../...../.....
 Start timeEnd time

Names of meeting participants

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

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.....

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/Sangkat 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/Sangkat Council before the date of the meeting.

Date.....	Date.....	Date.....
VRG Coordinator	VRG member	VRG member
Signature.....	Signature.....	Signature.....
Name.....	Name.....	Name.....

Declaration of Commune/Sangkat Council Endorsement of Final List of Poor Households

Province: Code: District..... Code:
 Commune/
 Sangkat: Code: Village: Code:

The members of the Commune/Sangkat 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/Sangkat Council.


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

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

.....

Signature and stamp

Equity Card

Kingdom of Cambodia Nation Religion King <small>នរោត្តម រៀនរិះ</small>																		
Identification of our Household Programme		Equity Card																
This card is FREE	ID CODE	Data Collection Round:																
<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table> - <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																		DATE OF ISSUE: / /
Province District Comm Village		Household Code																
Province:	District:																	
Commune:	Village:																	
HH Head Name:	Sex:	Year of Birth:																
<i>Information about this card</i>		Level																
<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 endorsed by the Commune/Sangkat Council. 2. Card shall be valid for a period of 4 years after endorsement of the Lists of Poor Households by commune/Sangkat, or until the next issue of Equity Cards after updated of the Lists of Poor Households by Ministry of Planning issues the new Equity Cards. 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 referral 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: 100%; height: 100%;"></div> <p>Date of endorsement : / /</p> <p>Commune Seal</p> <p>Comm Chief Signature</p> <p>Name:</p>																

Photography Tracking Sheet

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

Capital Province	Municipality	District Khan	Commune/Sangkat	Village
[code]	[code]		[code]	[code]
[name]	[name]		[name]	[name]

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
<i>Please cross <input checked="" type="checkbox"/> the name of each household member who was absent and did not get photo taken</i>					
	<input type="checkbox"/> [name]	<input type="checkbox"/> [name]	<input type="checkbox"/> [name] <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"/> [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"/> [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"/> [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.....*

Kingdom of Cambodia
Nation Religion King

Capital/Province: _____
 Municipality/District/Khan: _____
 Commune/Sangkat: _____
 No.: _____ deikar

Date: ____ / ____ / ____

Control Sheet

To Provincial IDPoor Manager and the PDOP Director

No	GIS code	Village name	List of Households in the Village for Identification of Poor Households (Form3) Please count the number			Final List of Poor Households (Form 11) Please count Households		Declaration of Commune/Sangkat Endorsement of Final List of Poor Households (Form 13) Please count number of pages	Household Questionnaire for Identification of Poor Households (Form 4) Please count the number of Questionnaires			(To be checked by PDOP) Specify whether all documents received from commune/Sangkat (Yes/No)	(To be checked by Data Entry Institution) Specify whether all documents received from PDOP	
			Households	Male	Female	P1	P1		P1	P1	Other			
Commune/Sangkat Signature: _____ Name: _____ Other remarks: _____			PDOP Signature: _____ Date: _____ Name: _____ Other remarks: _____						Data Entry Institution Signature: _____ Date: _____ Name: _____ Other remarks: _____					

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

N°	Activities to be implemented	Time Need	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/Sangkat-Level Meeting to Review the <i>Draft Household Poverty Categorisation List</i>	1 week		- Commune/Sangkat-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 ^o	Activities to be implemented	Time Needs	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/Sangkat 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/Sangkat 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/Sangkat council to check the <i>Final Draft List of Poor Households</i>	1-2 days		- Commune/Sangkat-level PBCRG members	- Completed Form 11
18	If necessary, issues raised by the commune/Sangkat council must be resolved	1-10 days		- Commune/Sangkat-level PBCRG members - VRG	
19	Approval of the <i>Final List of Poor Households</i>	1-2 days		- All commune/Sangkat council members	- Form 13

Identification of Poor Households Programme

Ministry of Planning, Building A, 2nd floor, Cnr Street 352 and Monivong Blvd.

Tel: 023 220 740

Fax: 023 726 264

E-mail: idpoor@mop.gov.kh