

MANUAL ASSISTANT

Determination of Household Welfare Rank (P2K08)

A. What is The Assistant Role?

Assistant Facilitator will assist the launching of the socialization process and the implementation during the meeting. So before their roles, assistant should know the role and understand their duties and step-by-step activities and the formats that should be filled Assistant.

Assistant should discuss with the facilitators on strategies that will be made in the discussion in the community. Make sure that the format is understood by Assistant. If there is still doubt it should ask the facilitator to understand really clear. Make the practice of filling the formats and other practices such as slip the card or revoke it before the meeting in the community.

- Assistant main role is:
 1. Following the process of socialization in the community done by the Facilitator.
 2. Helping to arrange the meeting rooms including attached flipchart of a name list of head of Household and install the rope.
 3. During the meeting, filling the provided formats, namely:
 - Form-1a (Presentation List of Meetings), OR Form-1b (Presentation List of Figures Meetings),
 - Form-3 (List of Changes in Household),
 - Form-4a (10 Meeting Agenda of No Discussion Poorest Household) OR Form-4b (Meetings Agenda of 10 poorest Discussions Household),
 - Form-5 (Discussions Welfare Indicators),
 - Form-6 (Listing of 10 Poorest Households)
 - Form-8 (List of Household, which is not Ranked),
 - Form-9a (Feedback, which must be filled by Assistant), Fill out after the meeting ended.
 4. Noting carefully and detailed, the discussion process step-by-step, based on the stage and the use of the time (hours / minutes) as in the Form OR 4a and 4b.
 5. Conducting observations of the process and the situation of the participants during the discussions, and then fill out a feedback sheet as format - 9a.
 6. Understanding the concept of Household Definition, Flow / Stages of Meeting Process.

B. Peran Assistant pada Proses Sosialisasi dan Persiapan

Tahap yang dilakukan Fasilitator	Apa yang harus dilakukan Assistant
<p>A. Socialization At the Community / Public / or community leaders and representatives.</p>	<p>Following the process of the Facilitator and helping to explain and discuss the meeting plan to the Chairman of the RT / RW, and the public figures. Tell them that there will be 1 distribution of funds of Rp.30.000, - / Household to the poor households based on the ranking (see and hold what is said and done by the Facilitator) as part of building the understanding themselves.</p>
<p>B. Explain who should participate in the discussion. Conducted in the village level and RT / RW / Circle of the Neighborhood.</p>	<p>Following the explanation of the Facilitator to know who should participate in the discussion. Facilitator will explain the group discussion to the RT. There are 2 groups of discussions on different locations: 1) All citizens in the neighborhood, OR 2) Figures RT / Community on the level of the RT Only</p>
<p>D. Discussions of Scheduling meetings and Implementation Support</p>	<p>After the date agreed between the facilitator and RT / RW / Kasun / Head of the Circle of the Neighborhood, Assistant socializes the discussion result to participants of the discussion, at once explains the distribution of funds planning. Make sure that the participants of discussion really know this plan. For villagers that become the participants of discussion, it should be spread from mouth to mouth. Assistant, the Facilitator and RT visit around at the neighborhood level to explain this plan. At the same time, they invite the villagers (RT) to visit and make the promise of the plan, including the time needed for discussion (2-3 hours). So they have really prepared time until the ranking process is completed.</p> <ul style="list-style-type: none"> • Help the Facilitator and Chairman of the RT to prepare (search and ensure) the meeting place. The Places should be quite extensive where allows participants (leaders and citizens/villagers or people) who are present can freely conduct the discussions. There is room / wall to hang paper / cloth paste (sticky cloth) and place binding thread / rope that will be set in the room.

Tahap yang dilakukan Fasilitator	Apa yang harus dilakukan Assistant
E. Writing Copy of Name list and the head of Household	<p>Helping the Facilitator to copy the list into the household large flipchart from the metaplan card that contains:</p> <ol style="list-style-type: none"> 1) three (3) digits last IDRT (Tax ID Household) randomly from a list of household (Column - 1) 2) Name of all the Head of Household from the data list of household (Column - 2) 3) Name of the Head of Household Couples (Column - 3) 4) The number of families (Column - 4) <p>Note: This paper will be used during the meeting. Assistant Facilitator will remind the facilitator or help to bring this.</p>

C. Assistant role of the Materials must be brought to the meetings and materials prepared by the meeting

- 1) Help the facilitator to prepare materials and materials that will be brought during the meeting. Assistant Facilitator, must attend early, 1 hour hours before the invitation.
- 2) Help Facilitator string the rope or other material before the meeting begins.
- 3) Help Facilitator to prepare various formats that are needed and used during the meeting. The formats must have binded in 1 plastic envelope, namely:
 - a) Form of Presentation List (F1a OR F-1b)
 - b) Form of location (F-2)
 - c) Form of household data Changes (F-3)
 - d) Form of the meeting agenda (F-4a - No discussion on the 10 Poorest Household) OR F-4b - There are 10 discussion Poorest Household.
 - e) Form of Welfare indicators (M-5)
 - f) Form poorest households (F-6) the methods 10 poorest Household Discussion.
 - g) Form of Ranking Household (F-7A Tentative Ranking Household) and F-7b Final Household Ranking.
 - h) Form of Household Not Ranked (F-8)
 - i) Form of feedback and follow-up filled by Assistant (F-9a)
 - j) Form feedback and follow-up filled by Facilitator (F-9b and F9c).

Format-format should be binded in 1 Map and titled by a Cover completed by Region Name including whether there will be discussion 10 Poorest Household or not, Hybrid

or Community, or the entire Figures and Community, Afternoon or Evening. The combination in the map contains:

- 1) Location of the discussion (Figures of RT meeting - Discussion of 10 Poorest Household), enter the collection in 1 bundle: F-1b, F-2, M-3, F-4b, the F-5, F-6, M-7A, F-7b, the F-8, F-9a-c).
- 2) Location of the discussion (figures of RT Meeting - No Discussion of 10 Poorest Households), enter in 1 bundle: F-1b, F-2, F-3, F-4a, F-5, F-6, M-7A, F-7b, the F-8, F-9a-c)
- 3) Location of the discussion (All Citizens Meeting-Discussion of 10 Poorest Household), enter in 1 bundle: F-1a, F-2, M-3, F-4b, the F-5, F-6, M-7A, F-7b, the F-8, F-9a-c)
- 4) Location of the discussion (All Citizens Meeting-No Discussion of 10 Poorest Households), enter in 1 bundle: F-1a, F-2, M-3, F-4a, F-5, F-6, M-7A F-7b, the F-8, F-9a-c)

D. The role of Assistant During the implementation of Discussions

- 1) Before the meeting starts, help the Facilitator to stick the large flipchart contains a name list of Head of Household in a series on the wall where the meeting take place. So all participants can see and read the list.
- 2) Ensure the attendance list fill out, helping by local people (especially to the all citizens meeting).

Steps done by Facilitator	What should do the Assistant?
1) List of attendance (F-1)	Help to ensure List of attendance (F OR M-1a-1b), can be assisted by someone from the present participant. See the list of presentation format (F-1a) OR (F-1b), read carefully the instructions.
2)Pengantar dan Pembukaan	HOLD FORM FORM 4a or 4b. Note the hours / minutes the beginning and the ending as the format of Agenda F-4a (NO discussion 10 Households Poorest OR F-4b. There are 10 Poorest Household Discussions. Depending on the location. Read the instructions to fill out the form properly. This form continues to fill out along the discussion process.
3)Explanation of the Flow of Discussion Step	Note the hours / minutes of the beginning and the ending as the F-4a OR F-4b.
4) Recheck/updating	HOLD FORM-3 and also FORM OR FORM-4a-4b. Note the hours / minutes the beginning and the ending as the F-4a OR F-

Steps done by Facilitator	What should do the Assistant?
List of all the Head of Household (F-3)	4b. Use the F-3 (Format List of Household Changes, or if there are additional changes from the list of Household, which has been recheck or update.
5)Writing Additional Name of Head of Household/Changes (if there is additional/change)	<ul style="list-style-type: none"> • The Facilitator write a name list of the head of Additional the Household / Changes on the card that contains IDRT. • After the additional/changes written by the Facilitator in the big flipchart, copy the name of the additional Head of Household /changes and the number of families into the F-3 (Form of Household Changes). As the Facilitator do on the flipchart. • Assistant takes the card (if any that should be removed) from the stack of Household cards. This is done if there is a name of the Head of household in a flipchart crossed by the Facilitator, and the meeting participants agree.
6)Identification & discussion of community's social economy criteria (F-5)	<p>HOLD FORM-5 and FORM-4a ATAU FORM-4b.</p> <p>Note the hours / minutes of the beginning and the ending as the F-4a OR F-4b.</p> <ul style="list-style-type: none"> • Copy Indicators from the discussion into the F-5. Read the instructions: <ol style="list-style-type: none"> 1. Write in the format of the differences criteria written by Facilitator in the stick cards in the front or flipchart. 2. Write 3 criteria that are already selected in discussions and finalized by the participants and the facilitators have been writing the 3 criteria on the board.
7)Identification of poorest Household	<p>HOLD FORM-6 and FORM-4a ATAU FORM-4b.</p> <ul style="list-style-type: none"> • This process is done only on the location of the discussion 10 poorest households. • Fill Agenda Form (Form 4-b to Discussion 10 Poorest Household), hours/minutes the beginning and the end. • After the discussion is finished, copy the 10 names into the poorest Head of Household format 6. Name of the Head of Household, and the number of families, and IDRT.
8)Discussion of Poorest Household Ranking	<p>HOLD FORM-8 and FORM 4a ATAU FORM-4b.</p> <ul style="list-style-type: none"> • Note the time (hours / minutes)of the ranking process starts , continue by recording each finished ranked cards to make 10 and records (hours / minutes) when the start meranking Card Household to 11 (as in the Form OR-4a-4b Form). Once done so for every 10 cards that are marked with

Steps done by Facilitator	What should do the Assistant?
Process	<p>different colors with restraint.</p> <ul style="list-style-type: none"> • Note the name of the Head of Household who did not ranked(if any) using the F-8.
9)Signing of News Events	<ul style="list-style-type: none"> • Remind the Facilitators or help to take the news events format from the collection Map.

1) E. After the End of Discussions

1) Fill out the feedback form, using Form-9a.

2) Help to tidy up the format that has been filled and ensure that all have already filled out, then enter it into the envelope.