

1) Hybrida – Figures – Discussion of 10 Poorest (Households)

This means: Method to rank the household done by neighborhood leaders and there is discussion on 10 Poorest Households. The results are submitted to the BPS. Then the BPS verifies to the field or to the community. Results verification of the welfare rank will be announced, including the number of households target who will get the funds distribution.

a. Introduction (5 minutes)

- Greeting and saying thank you to the participants (including the female figure, the Chairman of the Neighborhood, or Heads of the Groups) for the presentation. Asking Village Head/Chairman of the Neighborhood/Head of the circle of the neighborhood to provide escort and open this meeting.
- Describing briefly why this activity is undertaken. This is to test the method in identifying the households target. The results will provide feedback to the Government in determining the targeting of poverty in accordance with the circumstances that the community itself.
- Saying that in the past, this has become a serious challenge to the Government in identifying the correct household target. Indonesia is a big country and there is a broad and household targets that have different characteristics between the households, and between regions. On the other hand, there are people complain about the results of the identification of the target households because of errors in conventional targeting and the determination way. Based on this, together with the Government Mitra Samya on the support of the BPS and Bappenas interested to see how the community can identify the target households with the definition and criteria of poverty local communities themselves.
- Explaining that there will be 1 times distribution funds of Rp.30.000, - per households to ranked targets. Before it is distributed to them, the ranking results will be submitted to the BPS. Then, the BPS will conduct verification on the field to rank the results. The verification results will be announced, including the number of households target that will get these funds. Explaining again that there will be no other assistance or program after this meeting.

b. Description Process Flow / Discussion Step (3 minutes)

- Paste the summary on discussion process which had been prepared in 1 flipchart with large flow chart and easily understood and help Facilitator to guide the participants as refer to the Box - 12.

- Please describe the discussion process. As the discussion begins, the participants check the name list as the household (HEAD OF HOUSEHOLD), not the families (Family Head). Explaining again the definition of Households by writing up the large flipchart as in the Box-1. Furthermore, participants will be asked to consider the level of life and the circumstances of all Households in the region, Neighborhood/ in the circle of the Neighborhood and make a comparison between Household size, according to other, and then will discuss the 10 Poorest Households in this area. Followed by preparing a new ranking of all communities Households in this region until the end, then they make news events at the end of the meeting.

- c. Updating the list of all the Head of Household (15 minutes)
 - Showing the name list of the Head of Household/KRT, assistant of Head of Household (PKRT), the number of families/KK that have been written in large flipchart. Facilitator will ask the participants of the discussion to ensure that all names of Household have recorded in the list.

 - Asking the participants to always remember what the Household is, as written in a flipchart. These restrictions will be used during the discussion.

 - Reading one by one the names of KRT and PKRT from the large flipchart. After reading all the names on the form, check:
 - Is there a Household (not families) who have not yet entered. Including participants who attended the discussion? If so recheck whether the name of household name is on the list of Household. Are these families live with other families in one house (for example, the family of the Head of Household on the list?).

 - Recheck as well if there are 2 or more families in 1 home environment, which register as a Household. If both families are eating from a kitchen and their financial management become into one, they are as the 1 Household. But if their financial management and the kitchen (not only physical kitchen) are separated, although living within 1 home environment, those 2 or more families are called 2 Households or more. If their name is not on the list of Household, and the kitchen or separated financial management is separated with the Household which has been registered, Facilitator can add a full name as Head of Household (KRT), the number of families and the number IDRT on flipchart from the big blank lines that have been prepared. If the name of

Household is a *fraction* of the list that already exist, then previous IDRT should be written as well.

- Facilitators should remind Assistant to write immediately the additional name of the Head of Household/KRT, new IDRT and the number of families/KK to Form 3 (List of Household Changes) according to the written in the large Flipchart.
- After adding immediately into the list on the large flipchart, Facilitator sooner should write a list of additional Head of Household name on the metaplans card with IDRT on the other side and the name of Head of Household on the other side of metaplans card. Then place the card in accordance with the sequence IDRT (from the lowest at the top and the biggest IDRT on the bottom card). There is possibility to put an additional card in the middle of the stacked card. Make sure the order of IDRT is in accordance with the order.
- If there is a card that should be removed because of various reasons such as double writing, updating or because of the double Household, the card should be removed before entering the ranking process and let the divider between the 10 signs card be without have to recalculate every 10 cards. But on the signs of the divider is written "the number of cards remove"

Box - 13

Total number of cards = Total number of the Household
in the Name List

Make sure that the number or serial number on the card metaplans after the end of the additional amount equal to the Household at Neighborhood. For example, if there are 100 RT Households, then there MUST 100 card metaplans. Ask for participants to check whether the number and the name of the Head of Household is correct.

Make sure that the card sequence from bottom to the top IDRT is based on the sequence of the largest at the bottom to the smallest at the top.

d. Identification / Categories Discussion and Social Economic Community Criteria (15 minutes)

- Explain the purpose of this discussion that the participants will determine and establish the criteria and categories of social economic community, according to the specific circumstances in this location and not by the size of out there. Understanding of poverty and size, according to participants at this location and the actual circumstances in this location to be determine the success of this event. Because it is definitely different with other regions, especially with other villages.
- now that there will be no point using the measure from outside the region. Participants must decide which local criteria will be used to identify the socio-economic status of Household in the region.
- Ask, "whether there are differences in the level of life with a Household to another household in this region". Wait until there are participants who answered "no". Then proceed with the question "What factors that distinguish life among the Household?".
- Write the any mentioned factors of the participants into Metaplans card (1 card for 1 factor). Strive to find factors such as housing, health, education, income, etc., without explanation.
- If the factors that appear more than 4, asking the participants to mention "Main Factors that differentiate between the level of life of households in this region by asking" The main factor that most distinguishes the level of households living in this region ". Next-factor factors grouped into a maximum of 3 or 4 main factors. Factor in the record, all in the form of group characteristics / criteria and the more technical aspects must be written in Minutes.
- To find the category on top and bottom, ask: "based on differences of factors / aspects of life a household with other household in this region, what is called for the bottom level of life, and what is called for the top level of their lives? ".
- Record-2 category to the bottom and top with 2 different color card. For example, the bottom is "very simple" and the top is "Capable". This color will also be used when preparing the ranking of households with a rope.

Box - 14

The concept of the Local Poverty

Facilitators should explain the concept of poverty that is used is the local concept of poverty, according to any comprehensible of the local participants themselves. Emphasize that participants who received the trust as the choosed of trusted leaders and people in the neighborhood this should participate and give opinions about the social economic status of Household in this neighborhood, and collate the understanding Household of participants about poverty local local. Do not involved with the size / Criteria poverty from the outside that will be biased and not suitable for this neighborhood.

e. Identification of 10 Poorest Households (5 minutes)

- Based on the size and characteristics before, ask the participants mention the name of the 10 poorest Household in the Neighborhood. Do not forget the restriction on the head of the Household is different to families. Make a discussion with the participants, whether they agree the 10 names of the Households. Make sure the name on the list Household is the Name written on the flipchart.
- Write on the card (1 card for 1 Household name) and paste the names on sticky cloth on the wall or walls.
- Reminding the Assistant to write the 10 poorest Household names who have agreed into Form - 6.

Box - 15

What for is the result of 10 Household Poorest?

Results of 10 Household poorest can stick on the wall / cloth. Then it will not be used longer. No need to match the rank results in the discussions further. Let it be and recorded it in the note

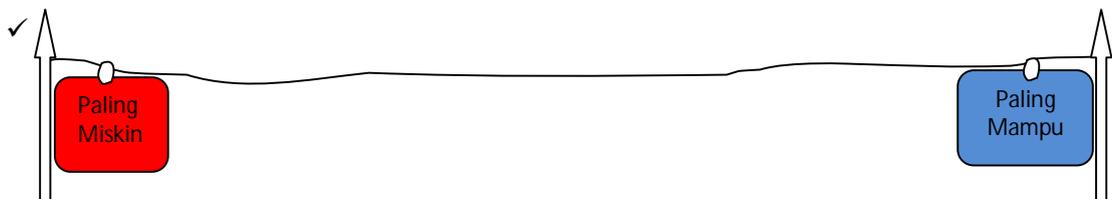
f. Discussion of Determination of Welfare Household Ranking (2 hours)

Box - 16

Make sure the Preparation Before the Ranking Process

1. One set of metaplan cards that contains the name of Household and the IDRT that have been ordered from the biggest IDRT number at the bottom to the small IDRT number at the top. Card with the most IDRT small will be taken first.
2. There are restricting signs every 10 cards starting from the top of the card to record and to remind the stages of the process and outcomes of the ranking.
3. Prepared the wire coated plastic clip that can be easily movable, minimal amount equal to the number of Household.

- ✓ The written term of category at the bottom and the top on 2 opposite end of a rope. Hanging cards from category "most capable" at the right, at one end of a rope in front of the participants who will get biggest of the rank, and the "poorest" at the one end of the left in front of participants who will receive the rank-1.

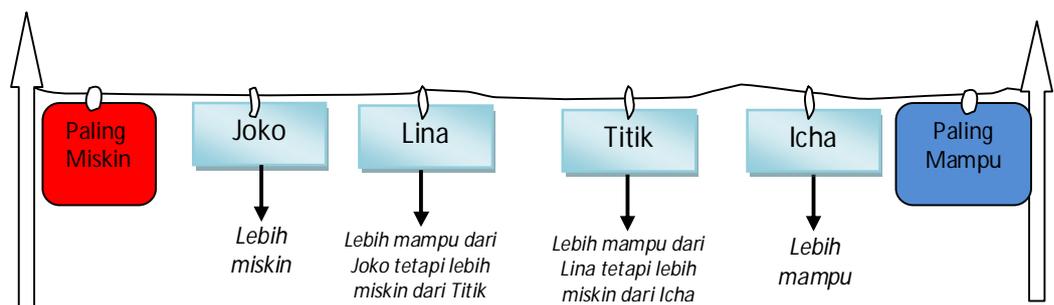


- Take 2 cards household IDRT of the smallest IDRT (top of the heap) and show it to the discussion participants. Ask 2 participants to compare the household by asking "Which household more capable (according to local term)?" . Remember that participants should compare with one another, because all households have any little difference.
- Show rope the to the side that shows the most able and most poor on the other. Place the 2 cards separately according to the position of the trend and the agreement of the participants towards more capable or more poor.

Box - 17
Example

If the second card Household said poor compared with the first card, the both cards will be placed in the direction opposite to the direction of the trend of the first card.

- Facilitator take the card-3 from the top of cards and says to the participants "Is this the Household (a name) is capable than cards 1? Once answered and then check whether the card is capable of 2? ", The card must be compared with the third to 2 cards that have been previously installed in stages depending on the answers. For example diagram is as follows:



- for example to entry on the card to-5, household name with "A". Ask "What Household" A ", more capable of Lina, if you answered yes ... continue with the question" whether more capable from the point? "If the answer is " not! ", The card is located between the card and Lina point. So make sure that the last statement "means Household" A "is more capable of Lina and below the point, correct this?".
- But if the answer is "yes ...", ask again whether Lina more capable of Icha. This process continues by always comparing it and taking part in the middle of a series of cards until the position is located between 2 cards or on the top or on the bottom.

Box - 18

Empanada and sensitive during the Ranking Processes

Facilitator should really sensitive to the voice and body language of participants. Because there is a tendency for people to want to impose voiced strong opinions, and the Facilitator forget that there are other participants who want to give an opinion but because of fear, the body language is shown with an agreement. So it should always be checked before the cards are installed. It is important to offer "if this is correct, according to the situation here?", "How to Mr. / Mrs. (say the name that appeared an disagreement body language)."

Box - 19
Principles Ranking

The following cards taken from the smallest IDRT always compared with the card that is installed on the rope / yarn. The compare always see the point of the middle of the number of cards that have been hanging. If the participants said more to the top, then compare it again with the middle point of the number of cards the top of the line. So on until eventually find a middle point 2 card as a comparison for last place position taken a new card. If the participants said much to the bottom, the point at $\frac{1}{4}$ or $\frac{1}{2}$ the number of cards to the bottom and then ultimately to find the middle point of the 2 card as a comparison for last place position taken a new card.

- **If the card entry ranked in the Household to 11** (note the time again by Assistant), to make the process more accurate, Facilitator must split rail of the card into 2 groups, namely 5 below and 5 above. Then the card to 11 compared with the 2 cards in the middle "is more capable of the card under" or "more capable of cards on it." After that new look whether the comparison tend toward the groups card to the top or bottom position to find the right card between 2 and last until a decision is taken to provide the satisfaction of all participants. Fingers facilitator must always be on the slit between the cards and divide into groups of 5-5 become so it can help to find the middle point.
- If a ranking is reached 50 cards and the card will go to 51 (the time recorded by Assistant), the participants will be invited to compare card 51 to 2 cards in the middle of the 50 cards. If they answer more poor, we will compare with the middle card in the group below. Up to find the right position of the cards to 51.
- This process continues until all the cards Household is ranked by the participants, and it will form a hanging cards based on the ranking of the most poor and most capable of stretching along the ropes. During the process of ranking, fingers always pointing toward the middle of the card in the middle, to the most capable direction or toward the poor. The right hand holds a card that will be is ranked, while the left hand to shift the fixed-slide the card groups to be comparison.

Box - 20

Break / reloading when there is a sign of saturation

In the process of ranking (usually when you have reached more than 50 cards to the top) and the Facilitator read the boredom on the participants, ask "How Mr. / Mrs. feel at this time? Can we continue?". Or it needs to break by standing and breathing in 10 seconds, accompanied by hand to the top and the heel, then release with loud voice. Give command. Usually they will be laughing and happy. It is important to continue the dynamics intact and not driven by only answer because saturated.

- To further cards, take cards in appropriate sequence of smallest IDRT (top of the stack of cards). First ask the participants "compare" with 2 card household in the middle row of cards. If the answer is "a new card appointed more capable", then the card directly to stack the cards to the most capable. If "no" or "far below" (far more than poor), then compare the card with the card bottom (the poor) "whether the card is capable of the most poor?" If yes, take a position on the estimates in the middle of the cards on top of the more capable it. Slide the card hung if the comparison is made, so it is not piled into one.
- Furthermore, because the number of cards that is ranked will be many more, take always the card as a comparison with the estimate from the position 2 card in the middle, then down or up to the appropriate position.

Box - 21

Chance in the Field in the process of ranking

Sometimes the answers are often "... whew! far below the once ... !!!". So that quickly capture comparison card of the "Most Poor". And vice versa "... whew! far more ..!", take on the comparison of the most capable card. If the answers are "moderate", take it in the middle. So forth. The idea is that we must keep dividing into 2 restriction row position where the card must be placed

- f. Reading and check the final result of the welfare ranking of the community (4 minutes)
- At the end of the ranking process, because the card-huddle so difficult to see the results in good and intact. Offering to read the rank results. Asking a representative of the participants to read the order of the ranking.
 - Asking participants to rank the results if there is a need to be changed or incorrect placement. If no improvement is made and, again ask "whether these results are correct and can be accountable?".
 - Provide award with the hand that the results achieved is remarkable, and this is all because of the thoughts and opinions of Mr. / Mrs. participants of the meeting.
- g. Signed news events (3 minutes)
- After ranking approved and hand ended, showing the news events, and asking the Chairman of neighborhood / village head / the head of the circle in the neighborhood to read out and asking a representatives of the participants to put a signature on the sheets, news events and witnessed by other participants.
 - Informing that the results of this stage will be submitted to the BPS, then the BPS will perform verification (check to the field). Results of verification and determine how many households will get the target funds, will be announced later.
 - It needs to inform that they who will be visited perhaps will not get the funds. Also, if there will be opportunities to provide feedback or complain of the results, it will be announced later.

- Re-inviting the participants to clap on the successful results of preparing a ranking of households with a good target.

h. The Ending (2 minutes)

- Saying thank you goes over the results already obtained and extraordinary. Results will determine how we all learn in determining the ranking of communities according to local circumstances. Asking local officials to give the impression, message and the words.
- After the break, trying to chat with local officials and how the distribution of funds, how and where the results announcement sets the target households and the complaint. To a range of time will likely stick to the results of the announcement. Make appointments to meet with them again 2-3 days after the distribution of funds in order to interview and take the results of the complaint.