

## I. BACKGROUND

Poverty is not a simple matter. It is not only related to income. Poverty is associated as well to the lack of fundamental rights to develop and maintain a more dignified life. One of the basic rights of poor people in inherent rights is to have [the human value](#), to be audible voice. Even when defining the "poor", they must be given space to define their poverty with their own perspective and mind.

Indonesia is one of the developing countries who still face problems of poverty. Since the government of President Sukarno to Susilo Bambang Yudoyono, poverty becomes the main development agenda. The seriousness state of [making poverty in scheme](#), was marked from the target of poverty reduction for 5 years from 16.7% in 2004 to 8.2% in 2009.

On the other hand, some of the various poverty reduction programs that have been done in Indonesia, were not exactly targeted, so that often raise conflicts among people, and between communities with the government. Incomplete data and wrong targeting people suspected as some of the causes of these problems. So they who should be the target and get the help do not receive it, and vice versa, they who had not been feasible receive the donation.

Determination of the target for poverty reduction program is done through a survey by the BPS. BPS can only generate macro indicators of poverty. The indicators are produced only for targeting areas but it can not be used for targeting individual (household). This is due to various limitations such as the sample is limited.

BPS experience in conducting surveys of poor families was adequate. In 2005, the BPS carried out the Social Economy Survey (PSE05), which aims to get the micro poverty data formed as directory of poor households. The results are then used for BLT in years 2005-2006. The data is also used for targeting households in the national program such as the Health Insurance Poor program (Askeskin), and cheap rice for poor households (Raskin).

In 2007, BPS collected also household data in 953 [Regency/City](#) for the [Conditional Direct Cash Assistance program \(Chance Family /PKH\)](#) in 2007. The program was the Survey on Basic Service of Education and Health 2007 (SPDKP07). Until the end of the program, there were fewer inclusion and Exclusion error.

Other experience such as targeting other programs that conducted through the community (such as the KDP,PNPM and P2KP) has given many valuable learning process as well to designing the targeting of appropriate groups. So that social assistance for the poor households will be hand over to the right person.

[KDP \(.....\)](#)

[PNPM \(.....\)](#)

[P2KP \(.....\)](#)

On the other, it seems like BPS have not been compared yet the survey such as PMT (proxy means testing) method to the community method. So this program will be seen utilizing the hybrid method as well which combines the results of community verified by the BPS.

Targeting becomes priority for programs of social assistance for poor families. In order to provide better targeting results, it needs to search a better indicator or the effective method to improve the identification of the target households who are feasible for various assistance programs that will be implemented in the future period. This activity is called then the Determination of the Household Welfare Ranking 2008 (P2K08).

## What method is this?

This method namely the Determination of the households Welfare Ranking 2008 (P2K08) from the most insecure to the most secure combines participatory approaches and statistical test. District, city and village and [village](#) elected in the application of this method are determined randomly.

## II. PURPOSE AND BENEFIT OF THE PROGRAM

### The Purpose Of the Program

The aim of the program is to develop a method for ranking the welfare of the household, using both methods survey and participatory method. The specific purpose of this manual is a ranking of welfare in a participatory [manner](#). Participatory process means the preparation of ranking or rating is determined by community. Community in this regard will be divided into two (2) groups, [neighborhood leaders](#) and the entire community. This method is expected to minimize the problems that arise from the [less precisely](#) the target of poverty reduction programs forward.

Determination of the Rank Household Welfare ([not Head of family](#)) will be performed by the community itself or community figures in Neighborhood level who choosed through the discussion.

#### Box - 1 What is the HOUSEHOLD?

It is a person or a group who occupy a part or all of a building house. They usually live together and eat from a kitchen. The definition of "eat from a kitchen" is, the management of day-to-day needs is managed together into a single management and not just the physical kitchen. According to the BPS, if there are 2 or more families in 1 house, but use only 1 kitchen (single kitchen management), it is considered as 1 household. But if there are 2 or more families in 1 household and each have a kitchen, then each considered as a different household. In the context of this research, the restrictions above will be used during the process in the field.

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## Benefit for the Village, Neighborhood and Community

The benefit obtained for the Village or Neighborhood is a learning process about the method for preparing a ranking or rating household welfare. The data rank of the household welfare in the neighborhood level can be used as the basis for determining the next target group's poverty program. The benefit for the community, it will provide awareness of different life one household with other household. Groups with the poorest ratings will be given a one time money of Rp.30.000 / household. The number of households of the poorest groups that will receive the fund, will be determined by the Central Team.

## III. METODOLOGY

There are 3 different methods in this program, namely Survey (PMT) which specifically made by the BPS, then Hybrid and Community which becomes the part of the Facilitator task of the Mitra Samya.

### Box - 2

#### What is the Community method?

It is a method of determining the rank of households made by the community.

#### What is the Hybrid method?

It is a method of determining the rank of households made by the community. But then the result from the rank is verified to the field by BPS with the quota set by the Central Team. So that the final result of the ranking is based on the verification result of BPS. This means, not all households will be verified. They who visited the field during the verification will not always get the funds. The verification amount is not verified with the same amount that will get the funds.

Fundamental differences in the Hybrid method and the Community method are the process of socialization and explanation to the village residents and participants of the discussion, about the existence of verification results by the BPS.

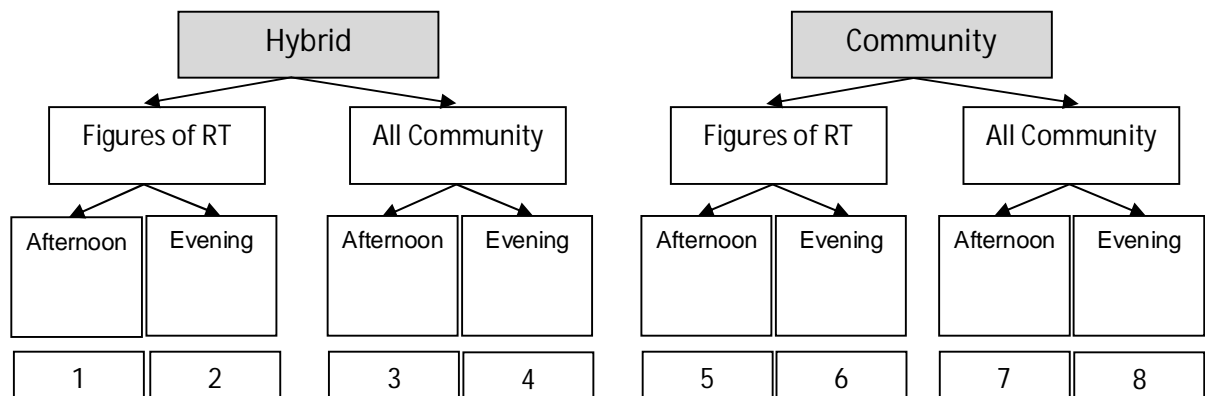
In the context of who will do the rank of welfare, there are 2 groups in the 2 methods above (hybrid and Community), namely:

1. Ranked by the entire community at the neighborhood/RT level
2. Ranked by the Neighborhood/RT figures.

Application of the methods above will be done on 2 different ranges of time in different locations also. The range of time is starting at 13:30 afternoon and in the evening starting at 18:30. Each meeting will be held for 2-3 hours.

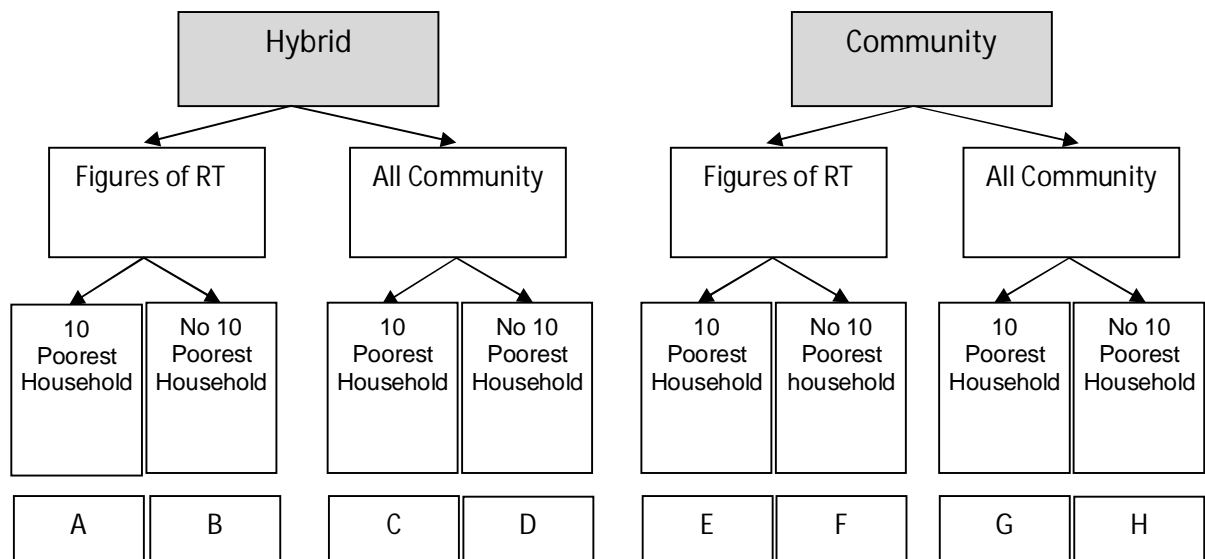
### 3.1. Combination Method Stage Socialization

The combination method, who will perform the rank and when will be done, described in the scheme which will result 8 combinations of the different socialization process as follows:



### 3.2. Combination Method for Phase Meeting Residents

Residents in the meeting by both leaders and RT and the whole community, conducted in different locations depending on the stages of discussions with the treatment: There is Discussion of 10 Poorest Household OR There is NO Discussion of 10 poorest households. Based on this, there are 8 combination or treatment. The combinations are:



The location of the activity implementation is in the Neighborhood level (RT). This location is determined randomly by the selected team and identified by local village head. Then, the combination of the place, the sequence of the activity, and the method used, can not be changed and become a standard in this activity.

### Box - 3

#### Household No Entry Ranking

If there is a household that was not ranked because not well known by the participants or other reasons, then:

If <25%, Facilitator, the Chairman of RT, and one or two of Neighborhood figures implement the ranking and look around their homes and environment condition.

If > 25%, Facilitator, the Chairman of RT, and one or two of Neighborhood figures, make visits to the homes that are not ranked. Then there should be the second meeting by inviting all citizens including those who are not ranked. The ranking process is done by inserting a ranked list of households that unranking into cards that have ranked through discussion.

The ranking process is carried out by seeing and comparing all the cards of the ranking results that have been arranged earlier.

## IV. SAMPLE

There will be 12 district cities in 3 provinces where will be carried out Determination of Prosperity Program Rank (P3K), namely North Sumatra, Central Java and South Sulawesi. The Districts of the Provinces in 3 are:

Tabel – 1. Jumlah Kecamatan, Desa Perkotaan dan Desa Perdesaan Terpilih P2K08.

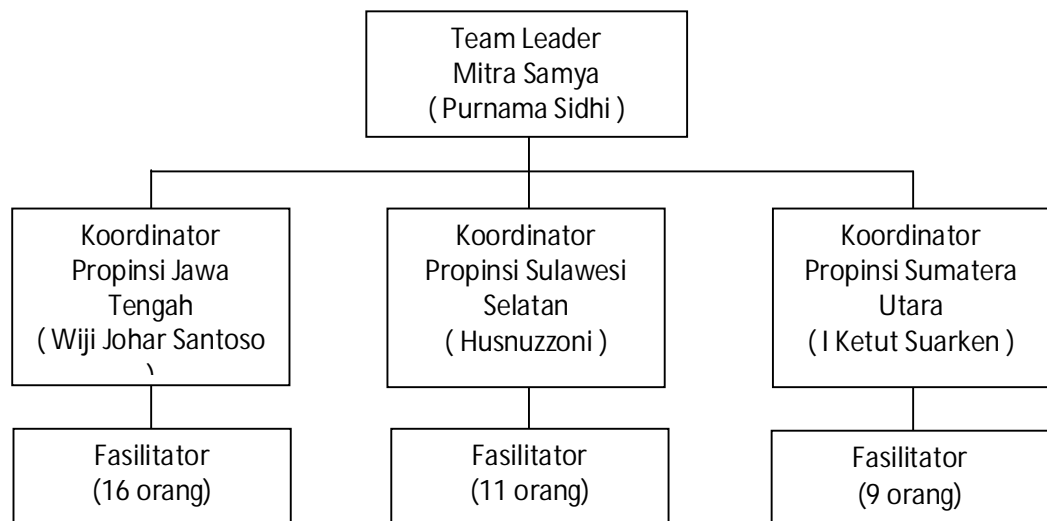
Propinsi	Kabupaten/ Kota	Kode Kabupaten/ Kota	Jml Kecamatan	Jumlah Desa		Total
				Perkotaan	Perdesaan	
Sumatera Utara	Humbang Hasudutan	1215	2	0	37	37
	Serdang Bedagai	1218	13	17	65	82
	Pematang Siantar	1273	7	43	0	43
Jawa Tengah	Purbalingga	3303	8	46	17	63
	Wonogiri	3312	3	8	32	40
	Demak	3321	3	19	28	47
	Kendal	3324	7	47	45	92
	Semarang	3374	6	48	0	48
Sulawesi Selatan	Bone	7311	8	18	63	81
	Enrekang	7316	2	4	22	26
	Tana Toraja	7318	4	23	17	40
	Kota Makasar	7371	5	42	0	42
	TOTAL		68	314	326	640

BPS will perform the survey in 209 villages of 640 villages. It will be 431 villages that carried out participatory approach, namely 214 villages perform the Community method and 217 villages perform the Hybrida method.

From the total villages that will be done by the participatory method is a combination of ranking the 50% by the figures of RT and 50% by the entire community, 50% done in the afternoon and 50% at evening. There will be 50% of regional discussions on the 10 Poorest Household & 50% No discussion 10 Poorest Households at a meeting of residents in the community.



In every village it will be conducted at 1 RT / village/ circle of the neighborhood and depends on the region. From District to Sub-district election to the Village conducted randomly by the Central Team. While RT / village/ circle of the neighborhood randomly selected by the previous team together with the Village officials. Each Facilitator will facilitate in the 11-12 RT / village/ circle of the neighborhood. The structure of this organization is:



## V. METHODE (PROCESS AND STEP)

## VI. PREPARATION

This preparation should be done 3-5 days before the meeting discussion.

The purpose of this preparation

The Preparation is important because the Village Head/Chairman of the neighborhood/RT /the circle of neighborhood really need to understand the purpose of this activity.

The purpose of this preparation is:

- 1) Introducing and providing information about the household welfare ranking program to the Village Head/Chairman of the neighborhood/RT /the circle of neighborhood.
- 2) Announcing the schedule of meetings (afternoon or evening).
- 3) Informing the methods (Community method or Hybrid method).
- 4) Socializing meetings plan with the help of Chairman of the neighborhood/RT.
- 5) Asking permission to Village Head/Chairman of the neighborhood/RT/the circle of

[Type text]

neighborhood to distribute the funds to the poor families based on the result of the ranking.

Preparation process and steps of the district to the Community:

1. Coming to the BPS District

- Meeting [Kasie IPDS](#) in the Office of the BPS.
- Introducing the name of Facilitator and coming from.
- Explaining the purpose of the coming Facilitator, namely to facilitate the community meeting process.
- Asking for KSK information or the name of [mantis \(Mantri Statistics\)](#), including phone numbers/contacts from other districts.
- Explaining the delivery plan of the BPS ranking results.

2. Meeting with the KSK (Mantri Statistics), and together visiting the Village Head/Chairman of the neighborhood/RT/the chief of the circle of neighborhood (it depends on the region). Confirming their names that held by Facilitator based on the previous results survey and known by KSK.

3. Meeting with the Village Head/Head and Village Staffs

a. Introduction and Confirmation Neighborhood

- Introducing and explaining your name and your institution is Mitra Samya. Explaining that after this meeting, we will go to the Neighborhood/Village/The circle of Neighborhood (It depends on the administrative boundaries of the activity location). If the village head asked why the neighborhood became the location of these activities. Explaining that the location of Neighborhood is determined randomly and have been known by the village head/village officials previously. [At this time we will come back to the RT/ Village/ Neighborhood/ Circle of the Neighborhood.](#) (Note: the determination of location can not be replaced with others).
- Making confirmation "whether the visited location is the correct neighborhood location that has been previously determined?".  
Checking and making sure the name of the Chairman of the Neighborhood/Village Head/Head of the circle of the neighborhood have confirmed to the KSK with the village head/village officials/Neighborhood officials.
- Checking and making sure the name of Village Head/ Head of the circle of the neighborhood is in accordance with the brought name. This is important to ensure the people who will be present at the discussion/meeting is currently the Chairman of the Neighborhood/RT/Village Head/ Head of the circle of the neighborhood.

Box - 4

Status of the Chairman of the Neighborhood/Village Head/ Head of the circle of the neighborhood

If the name of the Chairman of the Neighborhood/Village Head/Head of the circle of the neighborhood is different or changed with the brought names list or new, the Facilitator must inform IMMEDIATELY to the Supervisor/Coordinator of the province about the name change.

b. Program and Method Socialization

- Explaining the purpose of the program and the benefits that will be obtained by the village government, neighborhood and community.

Box - 5

Objective and benefit of this program

- The existence of the data rank household welfare in the neighborhood level can be used as the basis for determining the target group on the next poverty program.
- For the community, this program will provide awareness of the different life of one household with other household.

- Explaining briefly about the method that will be used at this location (whether Community or Hybrid Method). DO NOT explaining both that will tend to trap the explanation of the difference Hybrid and the

[Type text]

Community. Using Bahasa Indonesia (the used language) to explain and referring to the Box 2 in Chapter Methodology above.

- Describing the participants and the duration of discussion. It is associated with the interests of the method to be used are implemented. (according to the provisions and this can not be changed)
- Asking for permission to go through the location (if Chairman of the Neighborhood/RT/Village Head/ Head of the circle of the neighborhood do not participate in the meeting with the Village Head/Head).
- Or requesting permission to Chairman of the Neighborhood/RT/Village Head/Head of the circle of the neighborhood to involve directly with the community (if Chairman of the Neighborhood/Village Head/ Head of the circle of the neighborhood attends the preparatory meeting with the Village Head/Head).
- Informing and emphasizing that NO OTHER FUND or PROGRAM after this activity.

c. Socialization of Distiribution Fund Plan

- Explaining and discussing the plan on the provision of funds for household targets to the Village Head /Chairman of the Neighborhood/RT/ Head of the circle of the neighborhood.
- Explaining that there will be once of funding Rp.30.000,- to each household based on the target levels result.
- Explaining the meaning of Household. Reffering to the Box-1.
- Explaining and **emphasizing** the interest and the distribution of funds in the context of this program. Reffering to the Box-6.
- Assuring the Village Head /**Chairman of the Neighborhood/RT/ Head of the circle of the neighborhood** to implement the purpose of the funds distribution for targeted households that meet the requirements and really poor according to the ranking results.

Box - 6  
Important!

It is important to inform *where* the target households will receive these funds as a process target since the beginning of the process.

*We want* the community including Village Head /Chairman of the Neighborhood/ Head of the circle of the neighborhood and entire communities to learn seriously about what we have been through, the process of target determination through the real situation is actually appropriate in the field.

So, we do not want to divide the funds equally to all household. The amount of Rp.30.000, - should be precisely for those who enter the rank and become the target group, verified by the BPS or without verification. But the number of Household Target who will get the funds is determined by the Central Team. At this point we test this method and it is can not be changed. We will distribute the funds if they truly agree with this process, appropriate to the programs and goals of this method.

- If there is the question "Why there should be distribution of the money?". The answer is, it is to test the methodology that people really make the ranking who is the poor, according to the community their own. It is important to describe the principle (if asked) that is not the size (but whether citizens are able to learn seriously about data and results from the ranking done by the community through the method of this funds distribution. This is to test the seriousness of citizens in determining the ranking of their own as well. In some cases, if during the discussions, Village Head /Chairman of the Neighborhood/RT/ Head of the circle of the neighborhood do not agree to distribute or provide the funds to target household, the

facilitator should contact IMMEDIATELY the Supervisor/Coordinator of the Province to ask for help. Convincing and explaining again to them with the help of Supervisor/Coordinator of the Province on the next day. Facilitators should return to the District, at once to contact Supervisor/Coordinator and ensure that when they can visit the village.

4. Meeting with Village Head /Chairman of the Neighborhood/RT/ Head of the circle of the neighborhood and Socialization in the Community

If Village Head /Chairman of the Neighborhood/ RT/Head of the circle of the [neighborhood](#) participate in the process of preparation and socialization with the Village Head/Head, then the matter should be discussed in the meeting is:

1. The duration of the discussions.

Explaining the discussions will be conducted for 2-3 hours. It starts at 13:30 pm or at 18:30 pm, it depends on the sample (see Annex).

Negotiating the most appropriate schedule (day/date/time) to carry out the meeting, according to [Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood](#).

The most important note that the sequence of the process implementation can not be change or exchanged in any location.

2. The participants and The invitation.

There are 2 groups of participants into a discussion meeting P2K (see Annex).

Then it should be ensured whether this Neighborhood is a sample for a discussion with the Neighborhood leaders OR the entire community. Ensuring the schedule would be in the afternoon, or evening or night. Inviting [Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood](#) to prepare an invitation strategy, especially to choose the meeting location where should bring all citizens.

3. Provision of consumption.

[Informing the preparation of snacks and others for the meeting. Explaining to the Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood, or given the authority to handle this event \(it can be the wife of Village Head/Chairman of the Neighborhood /RT/ Head of the circle of the neighborhood or other members\) that the consumption of the participants for discussion, will be contributed by a number of funds \(the amount of funds should be mentioned in open\) by the facilitator.](#)

[Asking them to set the amount of contribution from these funds. Explaining how many people will attend \(it depends on whether the highly ranked by 5 or neighborhood leaders and people of all citizens.](#)

4. Need of The Assistant and supplies.

Asking to Village Head/Chairman of the Neighborhood /RT/Head of the circle of the neighborhood to determine 1 assistant. He or she can help the process of smooth discussions and meetings. Helpers here in after called the assistant have role to record the discussion of each phase, based on the prepared format.

Explaining that the Facilitator will provide short information for the person to fill the format and understand its role during the discussion held later.

5. Place of Meetings.

Determining the location of the discussion with Village Head/Chairman of the Neighborhood /RT/Head of the circle of the neighborhood. The places allows participants to discuss comfortable, quiet, and there is wall to hang paper or sticky cloth, and place for binding thread/rope that will be set in the room. They should be protected from the wind and rain in rainy season.

6. Place of Announcement on Target Group.

Explaining that after the meeting and the quotas information, there would be an announcement on the target groups who receive the funds. Asking "where the announcement should be stuck to. The announcement should be easy to see and read by residents in the concerned location.

7. The distribution of funds.

Explaining or reminding that there will be a distribution of the funds once an announcement on the target group is set. Asking "how should be the effective distribution of funds in the site?".

8. The method that will be used.

Explaining the method that will be used in these locations whether Hybrid or Community Methods. Use restrictions such as the Box-2.

- The differences between the socialization process and the preparation of the combination method, who make the rank and the discussion time (which should rank method is described in which the location of the Neighborhood) as follows:

	Ranked by Figures:	Ranked by the All People
criteria of Discussions Participants	<p>- Asking to the Chairman of the Neighborhood name list of 5 people or more to backup and as a representation of religious figures, groups and community. They consist of:</p> <p>1) 1 Chairman of the Neighborhood, or Neighborhood officials or (if there is no Chairman of the Neighborhood),</p> <p>2) At least 1 person should be women leaders from outside of the neighborhood, if the Chairman of neighborhood is female. More women better.</p> <p>3) 3 people from the community figures, religious figures, head of the Society Groups.</p> <p>Criteria, (1) they come from local population (the location of activities),</p> <p>2) they know the location of activities,</p> <p>3) they are influential and heard by residents in the area.</p> <p>- Making sure Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood understanding that the voice of women is important to be considered in the circumstances and situation of residents themselves, and this can not be abandoned. So that if a participant women not attend, the meeting has not started yet.</p>	All components of society should be present. All the residents in these locations should be invited.
Location of the meeting	<p>- Providing chairs to sit for 7 persons (5 participants of the discussion, 1 facilitator and 1 assistant). It does not always have a table</p> <p>- There are space to stretch yarn / rope in</p>	- Area to accommodate many residents, there are places to stretch yarn / small plastic rope, safe from the rain and wind.



	Ranked by Figures:	Ranked by the All People
	the room	- Striving in the middle of the area / location of activities that enables all citizens to attend.
Dissemination plan meeting	<ul style="list-style-type: none"> <li>- Visiting the figures, who are determined by the Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood</li> <li>- Inviting them and making an appointment in the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>-See the map of / concentration of communities that have been made by the previous team.</li> <li>- Read and acknowledge Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood to create a strategy to invite.</li> <li>- Invite Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood to visit the community.</li> <li>- Try that all areas of community activity, the location of the region are visited.</li> </ul>

#### Box - 7

##### Questions from other Neighborhood

If other areas ask why the selected location is in the mentioned area. Explain that the location selection is done by the previous team and there is a discussion and known by the Village Head / Head.

[Type text]

## 5. Writing and copying the name list of the head of Household.

Household names list has been prepared by the previous team. Make sure that the Facilitator find and bring a name list of household.

Facilitator should provide time to copy the name list of household into wider paper (big flipcharts) from thick paper that contains:

- serial number (Column - 1)
- name from the namelist of all the HEAD OF HOUSEHOLD (Column - 2)
- 3 (three) last digit IDRT randomly from a list of household (Column - 3)
- Couple of Head of Household's name (PKRT) (Column - 4)
- The number of families from each Household (Column - 5)

### Box - 8

#### Use of Name List of Household to Up date

The paper contains a name list of households will be used during the meeting, so it must be readable by the participants of the discussion. Provide additional 5-10 lines that are still empty, but contains a number of IDRT. This is as a backup to update the name of the Head of Household, which has not been entered in the data collection.

- Copy the name and 3 last digits from IDRT for each KRT list of household data on the thick metaplan card.
- Write the 3 digits IDRT in one hand card and write the name of KRT/HEAD OF HOUSEHOLD on the other hand, with the large letter and large.
- Sort the piles card household IDRT of the greatest place on the stack until the bottom IDRT most small piles on top.
- Provide divider with a different color card /resoundingly for every 10 piles of cards, which is calculated from the top of the stack until the downward.
- Prepare 5-10 empty metaplan card that have been written IDRT for backup when the update HEAD OF HOUSEHOLD when the meeting took place.
- Make sure the order of 5-10 backup card is also in accordance with the sequence IDRT flipchart in order not be confused.

Box - 9

New Results of Household IDRT Updating = flipchart

Ensure that total card Household must equal the number of households with registered in the Form Name List of Household. Including the number of blank cards.

Make sure the IDRT of additional name of a new household, is in accordance with the flipchart.

7. Writing Agenda and the flow of discussions on the large flipchart and filling the format Location

- Preparing 1-2 flipchart sheets on the agenda and meetings process. The Chronology process is made more attractive with large letters and easy to read. This box can be used for all locations that can be made more permanent. Examples see Box - 12) below. Filling in the format before used, with the code, provincial, district and neighborhood.
- Some formats that are important to be prepared.  
IDRT cards, name list of the Household and other materials between the different neighborhood/location must have made a bundle packet per location (per HH). Package can be wrapped with a large envelope bag or large bags. While the package that was used again in the next location, made in a package such as the gully / agenda, the limit of Household, marker, isolation, the empty card, empty flipchart, A4, etc

5.2 SOCIALIZATION

Socialization becomes a special section in the manual because it is so important that the socialization is done for all components of the meeting participants such as the Village Head / Head/ chairman of RT/Neighborhood/ Circle of the Neighborhood. They should really understand the purpose and importance of this program. So that socialization should be done to Village Head/Chairman of the Neighborhood/RT /Head of the circle of the neighborhood and community as the meeting participants. Form of socialization and how each method based on who will do and when should the ranking is done, described as follows:

[Type text]

1) <i>Hybrida – Figures– Afternoon</i>
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It means: "hybrida" such as the Box-2, but the ranking is done by the leaders and RT / Figures Community and meetings conducted in the afternoon / evening began at 13:30.

- Make sure that the name list of participants of the discussions that have been selected according to criteria, really know this plan.
- Together with the head of Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood, visit the turns of the 4 participants that the discussion is determined by the Chairman of RT and make the promise of the plan, including meeting the required amount of time. So that the participants really up until the time the process is completed for 2-3 hours in the afternoon / evening began at 13:30. If you can not attend, then visit name from the list of reserves.

Explaining the plan of funds distribution. Tell them that there will be 1 times the distribution of funds of Rp.30.000, - to target households based on the rank results/ Household (explain what the meaning of Household-see Box 1).

Explain that the prepared ranking results, will be submitted to the BPS. BPS will then conduct field verification of the results to rank it, and then announced who was eligible and the amount of Household will get these funds. Make sure that this is known by 5 participants of the discussion, including Chairman of the neighborhood.

## 2) *Hybrida – Figures– Evening*

It means: "hybrida" such as the Box-2, but the ranking is done by the leaders and RT / Figures Community and meetings conducted in the afternoon / evening began at 18:30.

- Make sure that the name list of participants of the discussions that have been selected according to criteria, really know this plan.
- Together with the head of Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood, visit the turns of the 4 participants that the discussion is determined by the Chairman of RT and make the promise of the plan, including meeting the required amount of time. So that the participants really up until the time the process is completed for 2-3 hours in the afternoon / evening began at 18:30. If you can not attend, then visit name from the list of reserves.
- Explain the plan of funds distribution. Tell them that there will be 1 times the distribution of funds of Rp.30.000, - to target households based on the rank results/ Household (explain what the meaning of Household-see Box 1).
- Explain that the prepared ranking results, will be submitted to the BPS. BPS will then conduct field verification of the results to rank it, and then announced who was eligible and the amount of Household will get these funds. Make sure that this is known by 5 participants of the discussion, including Chairman of the neighborhood.

## 3. *Hybrida – All of Community – Afternoon*

"Hybrida" means refer to the Box-2, the ranking done by All Community and the meeting was held in the afternoon starting at 13:30.

- See a map of the concentration of the [community houses](#), that has been made the previous team.
- Read the map and discuss it with Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood to create a strategy to invite all citizens.

Box - 10  
Invitation in a local way

Socialization citizens should use the local ways to explain what the purpose of the plan, including the distribution of funds. For example, it can use the voice (mosque), came from home to home based on the concentration of the community, or the other. Use a local way as well to invite citizens in 1 neighborhood. It is important that the community should know the plan of this meeting, that there will be a distribution of funds, but it is important as well that there is not any kind of program after the meeting finished.

Invite Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood to visit the community representative. Strive all areas of the community are visited, so the community find out the meeting plan. Some important issues that must be socialized are:

- a. There is a funding distribution plan. Tell them that there will be 1 times the funds distribution of Rp.30.000,- per households based on the ranking result (explain the meaning of Household - see Box 1).
- b. There is no any kind of program after this meeting.
- c. The meeting will be held on the afternoon starts at 13:30.
- d. The ranking done by all community residents will be submitted to the BPS. Then, the BPS will conduct verification (check back) on the field to rank the results, and then announced who was eligible and the amount of Household that will get these funds. Make sure that this should be known by the residents

***4.Hybrida – All of Community – Evening***

"Hybrida" means refer to the Box-2, the ranking done by All Community and the meeting was held in the afternoon starting at 18:30.

Review the map of the concentration of the [community houses](#), that has been made by the previous team.

- Read the map and discuss it with Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood to create a strategy to invite all citizens.
- Invite Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood to visit the community representative. Strive all areas of the community are visited, so the community find out the meeting plan. Some important issues that must be socialized are:
  - a. There is a funding distribution plan. Tell them that there will be 1 times the funds distribution of Rp.30.000,- per households based on the ranking result (explain the meaning of Household - see Box 1).
  - b. There is no any kind of program after this meeting.
  - c. The meeting will be held on the afternoon starts at 13:30.
  - d. The ranking done by all community residents will be submitted to the BPS. Then, the BPS will conduct verification (check back) on the field to rank the results, and then announced who was eligible and the amount of Household that will get these funds. Make sure that this should be known by the residents

#### 5. *Community – Figures – Afternoon*

The meaning of "Community", it refers to the Box-2, the ranking done by the leaders and Neighborhood/Figures OF Community and the meeting was held in the afternoon starting at 13:30.

- Make sure that the name list of participants of the discussions that have been selected according to criteria, and they really know this plan.
- Together with Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood, visiting the 4 participants of discussion determined by the Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood and make the promise of the plan, including meeting at the required time. So that the participants really ready until the process is completed for 2-3 hours in the afternoon, starting at 13:30. If they can not attend, then visit name from the list of had been prepared Chairman of the neighborhood.
- Explaining the distribution funds plan. Tell them that there will be 1 times the fund distribution Rp.30.000, - / Household for the target households based on the results of the rank of (explain what the meaning of Household-see Box 1).
- Together with Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood, visiting the 5 participants of discussion determined by the Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood and make the promise of the plan, including meeting at the required time. So that the participants really ready until the process is completed

for 2-3 hours in the day, starting at 13:30. If they can not attend, then visit name from the list of had been prepared Chairman of the neighborhood.

- Explaining that the number of households target that will get the funds will be determined by the Central Team, based on the the ranking results of and will not change the ranking of communities that have been generated by the neighborhood figure.
- Explaining that names of the funds recipient will be announced after there is the number of households that will receive these funds. Make sure that this is known by 5 participants of discussion.

#### *6. Community – Figures – Evening*

The meaning of "Community", it refers to the Box-2, the ranking done by the leaders and Neighborhood/Figures of Community and the meeting was held in the evening starting at 18:30.

- Make sure the name list of participants of the discussions that have been selected according to criteria, and they really know this plan.
- Together with Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood, visiting the 5 participants of discussion determined by the Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood and make the promise of the plan, including meeting at the required time. So that the participants really ready until the process is completed for 2-3 hours in the evening, starting at 18:30. If they can not attend, then visit name from the list of had been prepared Chairman of the neighborhood.
- Explaining the distribution funds plan. Tell them that there will be 1 times the fund distribution Rp.30.000, - / Household to target households based on the results of the rank of (explain what the meaning of Household-see Box 1).
- Explaining that the number of households target that will get the funds will be determined by the Central Team, based on the the ranking results of and will not change the ranking of communities that have been generated by the neighborhood figure.
- Explaining that names of the funds recipient will be announced after there is the number of households that will receive these funds. Make sure that this is known by 5 participants of discussion.



### *7. Community – All Community – Afternoon*

The Meaning of "Community", referring to the Box-2, the ranking done by all community, and the meeting was held in the afternoon/evening began at 13:30.

Review the map of the concentration of the [community houses](#), that has been made by the previous team.

- Read the map and discuss it with Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood to create a strategy to invite all citizens.
- Invite Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood to visit the community representative. Strive all areas of the community are visited, so the community find out the meeting plan. Some important issues that must be socialized are:
  - a. There is a funding distribution plan. Tell them that there will be 1 times the funds distribution of Rp.30.000,- per households based on the ranking result (explain the meaning of Household - see Box 1).
  - b. There is no any kind of program after this meeting.
  - c. The meeting will be held on the afternoon starts at 13:30.
  - d. The ranking done by all community residents will be submitted to the BPS. Then, the BPS will conduct verification (check back) on the field to rank the results, and then announced who was eligible and the amount of Household that will get these funds. Make sure that this should be known by the residents.
  - e. Explaining that names of the funds recipient will be announced after there is the number of households that will receive these funds. Make sure that this is known by 5 participants of discussion.

### *8. Community – All Community – Evening*

The Meaning of "Community", referring to the Box-2, the ranking done by all community, and the meeting was held in the afternoon/evening began at 13:30.

Review the map of the concentration of the [community houses](#), that has been made by the previous team.

- Read the map and discuss it with Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood to create a strategy to invite all citizens.

[Type text]

- Invite Village Head/Chairman of the Neighborhood /Head of the circle of the neighborhood to visit the community representative. Strive all areas of the community are visited, so the community find out the meeting plan. Some important issues that must be socialized are:
  - a. There is a funding distribution plan. Tell them that there will be 1 times the funds distribution of Rp.30.000,- per households based on the ranking result (explain the meaning of Household - see Box 1).
  - b. There is no any kind of program after this meeting.
  - c. The meeting will be held on the afternoon starts at 13:30.
  - d. The ranking done by all community residents will be submitted to the BPS. Then, the BPS will conduct verification (check back) on the field to rank the results, and then announced who was eligible and the amount of Household that will get these funds. Make sure that this should be known by the residents.
  - e. Explaining that names of the funds recipient will be announced after there is the number of households that will receive these funds. Make sure that this is known by 5 participants of discussion.

### 5.3. Implementation of Discussion on Ranking Community

Facilitation process in the preparation of the welfare households rank during the discussion will be different from the 2 methods before. This depends on whether the leaders and rank by the RT or all of the residents and whether there is a discussion 10 poorest households without discussion or the 10 poorest households.

1. preparation of Discussion (1-2 hours before the meeting begins)  
The Preparation before the meeting is important to recheck and prepare properly.
  - a. Attendance of Facilitator. Facilitators should attend at least 1 hour before the meeting.
  - b. Materials and equipment. Name list of household in the flipchart should place and easily be seen by the participants of the meeting. Rope or yarn set in the size of a shoulder stand. High ropes adjusted to the position of facilitator in facilitating (will stand or sit). String installed in the middle of the meeting room. So it will be seen by all participants of the meeting.
  - d. The list of participants presentation. Once the participants come, the facilitator check and record it in the name list of household. If the meeting is running, asking 1 person to help recheck the participants who attended by fill out presentation Form List (Form-1a or 1b).
  - e. The position of the participants. The position of women who participate in the discussion, should not be covered by men. Make sure all

participants easily stare at among other participants and not too many sit behind each other.

f. Assistant seated position: Assistant is usually a person who feel embarrassed when seated in the front because there are leaders and neighborhood or other social officials and other participants, as in front of him. So the can be beside the Assistant or behind, but still sit in a comfortable position and assistant should seat in front of or on the back of the participants. The assistant should observe the atmosphere of the discussions, the presence and dynamics of the participants, and make a note that the development of the process and the results of the discussions.

## 2. Implementation of Discussion

Point important for the assistant: ready to write since the starting time (hours and minutes) and every stage of activity meeting.

The stage for the implementation based on:

- a combination of 2 meethods, Community or Hybrida,
- who will conduct a ranking (Figure of the Neighborhood or all citizens) and
- whether there are discussions on 10 Poorest Households or there are no discussions on 10 Households Poorest. The details of each of these combinations will be different in each location and will be described in the following page.

Note that if the discussion of household rank has ended, the cards of Household are still at the strap and it must be written IMMEDIATELY by ranked number. No-1 is the poorest Household and the highest number is the most wealthy households.

### Box - 11

If Household more than 100

If there are more than 100 Households in Neighborhood/ Circle of the Neighborhood/ Village, the discussion should be done in 2-day meetings with the vary hours but it should be the same and make a list of 2 times of participants.

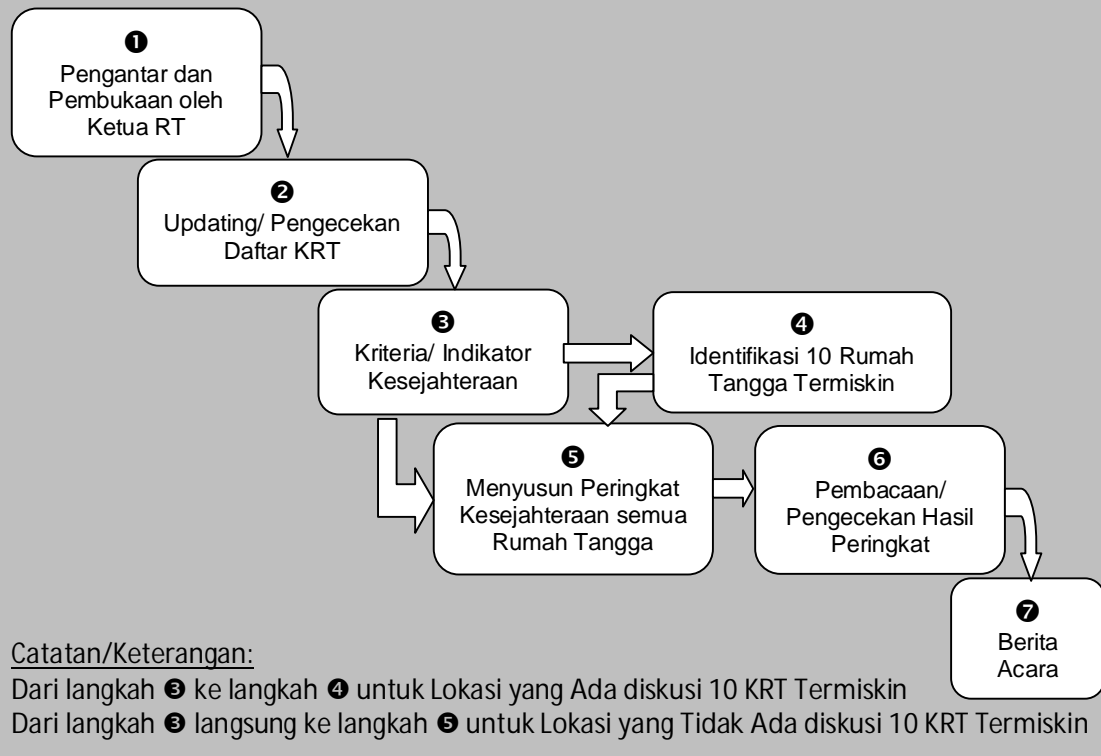
If RT / Hamlet / Village of the household between 100 - 140, the first meeting should meranking 70 households, and the rest is ranked second in the meeting with the day can be different but the same jamnya (afternoon or evening).

If the household RT / Hamlet / Village more than 140 households, the meeting was divided 2 times each 50%, the day may be different, but it must be the same hour (day or night)

[Type text]

## BOX – 12

### ALUR PROSES/ LANGKAH DISKUSI/ PERTEMUAN



1. Introduction and Opening by the Chairman HH
2. Updating / checks list HEAD OF HOUSEHOLD
3. Criteria / Welfare Indicators
4. Identification of 10 Poorest Households
5. Putting all rank Welfare Home Appliances
6. Reading / checks rankings results
7. News Events

#### Notes / Description:

location for the discussions There are 10 HEAD OF □ □ From step to step HOUSEHOLD Poorest

location for ☐ directly to step ☐ From the steps discussion of the No 10 HEAD OF  
HOUSEHOLD Poorest

[Type text]