CARE Bangladesh

SHOUHARDO III Program

(Cooperative Agreement No. AID-FFP-15-00009)

December 2015

Guidelines and Tools
For Geographic Area Prioritization and Vulnerable People Identification
(for SHO III Unions, Villages and Eligible Participant Households
Selection and Registration in the Char and Haor Regions)
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Preface

I am glad to be part of this process and sharing this document with you. To produce such a high quality document, it was not possible without active participation and significant contributions of community people, program partners and my CARE colleagues. My sincere thanks and gratitude to you all. CARE Bangladesh is gradually becoming a knowledge driven organization with strong learning culture, I am sure this document will further amplify our learning and useful reference for designing and planning a successful SHOUHARDO III.

Walter Mwasaa
Chief of Party
SHOUHARDO III Project
CARE Bangladesh
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<tr>
<td>ADS</td>
<td>Automated Directive System</td>
</tr>
<tr>
<td>BBS</td>
<td>Bangladesh Bureau of Statistics</td>
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<tr>
<td>CARE</td>
<td>Cooperative for Assistance and Relief Everywhere, Inc. (CARE) doing business here as CARE Bangladesh</td>
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<tr>
<td>CBHQ</td>
<td>CARE Bangladesh Head Quarter</td>
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<tr>
<td>CHD</td>
<td>Comprehensive Homestead Development</td>
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<tr>
<td>CUID</td>
<td>Combined Unique ID</td>
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<tr>
<td>CoG</td>
<td>Core Occupational Group</td>
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<td>CRC</td>
<td>Community Resource Centre</td>
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<td>DAP</td>
<td>Development Assistance Program</td>
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<td>DDL</td>
<td>Data Directory Library</td>
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<td>DFAP</td>
<td>Development Food Assistance Project</td>
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<td>EHV</td>
<td>Extreme High Vulnerable</td>
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<td>EP</td>
<td>Extreme Poor</td>
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<td>FGD</td>
<td>Focus Group Discussion</td>
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<tr>
<td>FSCF</td>
<td>Food Security Country Framework</td>
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<td>FSUP</td>
<td>Food Security for the Ultra Poor</td>
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<tr>
<td>FT</td>
<td>Field Team</td>
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<tr>
<td>GO</td>
<td>Government Offices</td>
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<td>GoB</td>
<td>Government of Bangladesh</td>
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<tr>
<td>HH</td>
<td>Household</td>
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<td>HV</td>
<td>High Vulnerable</td>
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<td>ID</td>
<td>Identity</td>
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<td>IGA</td>
<td>Income Generating Activities</td>
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<td>KII</td>
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<td>KM</td>
<td>Kilometer</td>
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<td>LF/LogFrame</td>
<td>Logical Framework</td>
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<tr>
<td>LM</td>
<td>Lower Moderate</td>
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<td>LV</td>
<td>Low Vulnerable</td>
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<td>M&amp;E</td>
<td>Monitoring and Evaluation</td>
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<td>Mgt.Team</td>
<td>Management Team</td>
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<tr>
<td>MV</td>
<td>Moderate Vulnerable</td>
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<td>MYAP</td>
<td>Multi Year Assistance Program</td>
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<td>NBD</td>
<td>Nation Building Department</td>
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<td>NGO</td>
<td>Non-Government Organization</td>
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<td>PACC</td>
<td>Project Advisory Coordination Committee</td>
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<td>PEP</td>
<td>Poor and Extreme Poor</td>
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<td>PII</td>
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<td>PVO</td>
<td>Private Voluntary Organization</td>
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<td>RC</td>
<td>Regional Coordinator</td>
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<tr>
<td>RMT</td>
<td>Regional Management Team</td>
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<tr>
<td>RTM</td>
<td>Regional Technical Manager</td>
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<td>STW</td>
<td>Shallow Tube Well</td>
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<td>TV</td>
<td>Television</td>
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<tr>
<td>TW</td>
<td>Tube-Well</td>
</tr>
<tr>
<td>UID</td>
<td>Unique Identification</td>
</tr>
<tr>
<td>UNO</td>
<td>Upazila Nirbahi Officer</td>
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<tr>
<td>UP</td>
<td>Union Parishad</td>
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<tr>
<td>Acronym</td>
<td>Full Form</td>
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<tr>
<td>USAID</td>
<td>United States Agency for International Development</td>
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<tr>
<td>UZ</td>
<td>Upazila</td>
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<td>VAW</td>
<td>Violence against Women</td>
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<td>VGD</td>
<td>Vulnerable Group Development</td>
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<td>VGF</td>
<td>Vulnerable Group feeding</td>
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<td>VIPP</td>
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Introduction

The guidelines, tools, process and steps for Geographic Area Prioritization and Vulnerable People Identification have been built on and adapted from the SHOUHARDO and SHOUHARDO II guidelines, tools and experiences and PRA principle, tools and techniques. This revised version should be applicable for SHOUHARDO III project’s Union, Village and Eligible Participant Households Identification and Registration in the Char and Haor Regions. The whole process should comply with the CARE associated policy, principle, guidance and partnership policy and agreement and USAID/ FFP relevant policy, guidance, directives and requirements. This should also satisfy CARE commitment and FFP’s requirements that mentioned in the SHOUHARDO III approved proposal, DFAP and in other documents.

**Goal:** Improved gender equitable food and nutrition security and resilience of the vulnerable people living in the Char and Haor in Bangladesh by 2020

**Purpose 1:** Increased equitable access to income for both women and men, and nutritious food for women, men, boys and girls

**Purpose 2:** Improved nutritional status of children under five years of age, pregnant and lactating women and adolescent girls

**Purpose 3:** Strengthened gender equitable ability of people, households, communities and systems to mitigate, adapt to and recover from man-made and natural shocks

**Purpose 4:** Increased women empowerment and gender equity at family and community level

**Purpose 5:** Provision and utilization of public services (Local Elected Bodies & Nation Building Departments) for communities especially for Poor and Extreme Poor (PEP) women increased

SHOUHARDO III intends to further strengthen the project operation areas and direct participants selection process and tools incorporating good practices that worked well, learning and experiences, gained in earlier phases.

To attain the project immediate outcomes, purposes and ultimate objective, it becomes essential to select vulnerable geographic areas in particular Unions and villages and vulnerable poor and extreme poor (PEP) households who will in turn be eligible for targeted direct participants. To perform the requirements more effectively and efficiently, project planned to invest reasonable resources, time and efforts. Taking lessons from earlier phases, the project will apply comprehensive rigorous participatory processes, tools and principles alongside quantitative data. As such, SHOUHARDO III project had developed this guidelines, process, steps and tools for systematic application across the project.

SHOUHARDO III has identified 23 Upazilas in 8 Districts, in line with the USAID DFAP / food security country framework for Bangladesh. Within these Upazila, SHO III will initiate process to prioritize about 60% of the most vulnerable Unions. These UPs will be prioritized following consecutive steps, such as consultation/ discussions with the UZs and GoB Officials, Matrix Ranking at Uz level, physical verification at vulnerable UPs, assess political and social vulnerability at UP and report back to Uz etc. It is targeted that at the end of the process, a total of 115 unions (around 60% of 196 Unions) should be selected for project interventions.

The next step is to identify the vulnerable villages by applying systematic tools and process, which includes participatory tools and process and quantitative data. Having technical guidance from SHOUHARDO III, the partner NGOs (PNGO) will initiate process to identify most vulnerable villages through consultation with UP bodies, FGDs with UP bodies, NGO representatives, GoB

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1. Districts and Upazillas for SHO3 operation has already been selected – please see Attachment
2. For more specific on this please refer to Country Specific Information: Bangladesh U.S. Agency for International Development Office of Food for Peace 2015.
representative community people, transect walk, and preparation of vulnerability/social map. It is estimated that 10 vulnerable villages will be selected from each union by applying this process and tools, bring to total of 1150 villages. Moreover, PNGOs will be facilitating the participants selection process through applying transect walk, social mapping and WBA exercise followed by physical verification and validation. The village selection criteria for both Char and Haor regions will include - high presence of PEP, vulnerability to disaster, prevalence of malnutrition, high social and economic inequality, gender inequality, remoteness and isolation, lack of government service, high household density, food insecure, health and hygienic and exploitation.

In addition to the common indicators, both Char and Haor regions should include a minimum of 2 region specific credible indicators for each of the steps for prioritization of vulnerable Union, Village and population (PEP) considering their local context, socio-economic condition, women empowerment, resilience, governance, and other vulnerability pattern, etc.

To identify vulnerable unions, villages and eligible participants, relevant data/ information will be collected following the key criteria, while the teams will apply PRA principles and approached and standard tools, process and steps. The teams should also apply systematic process to calculate score and quantitative data, where applicable.

During finalizing the tools, process and steps, the core team members used a number of reference materials including SHOUHARDO III DFAP, tools and process applied in SHOUHARDO, CARE Bangladesh impact statement, USAID Food Security Frameworks.

The guidelines capture a schematic presentation i.e., flow chart/ steps pertained to the selection process (appended below), principles, tools and process (users' guide for individual tools), time line, person responsible, standardized format/ matrix/ record sheets, and so on. This aims to organize that chapter wise.

Since, the application of standard tools and process and data quality are fundamental, it is suggested to provide orientation/ training to all concerned who directly will be engaged in the process to develop a common understanding and required capacity to undertake the process properly. More specifically, the prime objectives of the orientation/ training should include the following (but should not be limited to):

- To acquaint the team members on SHOUHARDO III project (basic understanding)
- To equip the team members on proper application of the process, steps, tools and timelines pertained to geographic area prioritization (union and village) and vulnerable people targeting (eligible participants / PEP households)
- To make the team fully aware on the targets set for geo area and vulnerable people, key criteria, quality assurance, compliance, documentation and reporting
- To develop a common understanding on eligible participants profile in conducting census survey thereafter
- To develop a work plan for accomplishing the task ensuring quality and timeline
- To orient the teams on use of electronic devices (if available)

(The Regional teams should develop their own training and operation plan to attain the objective/ overall purpose satisfactorily. They may require developing separate plan for the supervisors, who will be extending support, monitoring progress and maintaining quality)

**Key Principles / Major Considerations**

- Keep the process transparent and consistencies across its operation and thereafter
- CARE SHOUHARDO III teams will facilitate the process to prioritize the vulnerable UPs. This will later be shared with PNGOs and finalized having concurrence of SHO III and PNGOs
- PNGOs will be facilitating the process to select most vulnerable villages and people, while CARE will be providing them technical guidance, monitoring the progress and quality.
SHOUHARDO III will not select any Union, which included in SHOUHARDO II program or other Title II program for same period (for more details, please see DFAP).

Clustered areas will be prioritized.

The higher the vulnerability, the higher the score – get more priority (exclude the villages if there are concern/question whether the individual village is are vulnerable, similar is for poor and extreme poor households as direct participant).

High concentration of poor and extreme poor (PEP) households will get high priority.

Union Parishad determined village boundary to be considered.

Incorporate local context, culture and vulnerability index.

Do not compromise with data quality and reliability.

SHOUHARDO III Offices will assign at least one senior staffs for each Upazilla and one for each PNGO to oversee the process and ensure data quality of village and eligible participants selection process.

Critical analysis, physical verification and triangulation are encouraged.

Use Participatory Rural Appraisal (PRA) principles, techniques and tools where relevant.

Collect quantitative data where relevant.

Use the standardized tools, process and steps.

Avoid overlapping/duplication of resources at individual households level with USAID or similar type of project support/assets transfer. As always, SHO III encourages maximizing utilization, integration and complementation of all efforts and resources.

The whole team must maintain CARE and FFP’s relevant policy, guidance, and compliances. This includes (but is not limited to) CARE’s partnership policy and agreement with the PNGOs and USAID-FFP’s DFAP, CA, M&E Policy and Guidance, Reporting Requirements and Compliances, Automated Directives System (ADS) Chapters - Development Data Library (DDL), Open Data Policy, Personally Identifiable Information (PII), Paperwork Reduction Act (PRA), Informed consent, etc.
## SHOUHARDO III Logical Frame Work

### Goal and Purpose

**Goal: Improved gender equitable food and nutrition security and resilience of the vulnerable people living in the Char and Haor in Bangladesh by 2020**

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<th>Data Sources</th>
<th>Assumptions</th>
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<td><strong>FFP 2:</strong> Prevalence of Poverty: Percent of people living on less than $1.25/day</td>
<td>BL/FE; 3rd-Party Survey Firm</td>
<td>1. Macro-economic conditions of Bangladesh remain stable; 2. Political instability does not disrupt program interventions.</td>
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<td><strong>FFP 3:</strong> Depth of Poverty: The mean percent shortfall relative to the $1.25 poverty line</td>
<td>BL/FE; 3rd-Party Survey Firm</td>
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<td><strong>FFP 6:</strong> Prevalence of stunted children under five years of age</td>
<td>BL/FE; 3rd-Party Survey Firm</td>
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<td><strong>FFP 28:</strong> Prevalence of households with moderate or severe hunger (Household Hunger Scale HHS)</td>
<td>BL/FE; 3rd-Party Survey Firm</td>
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<td><strong>FFP 51:</strong> Number of rural households benefiting directly from USG interventions</td>
<td>Annual Census</td>
<td></td>
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<tr>
<td><strong>FFP 34:</strong> Number of vulnerable households benefiting directly from USG assistance</td>
<td>Annual Census</td>
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**Purpose 1: Increased equitable access to income for both women and men, and nutritious food for women, men, boys and girls**

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<th>Data Sources</th>
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<td><strong>FFP 5:</strong> Daily per capita expenditures (as a proxy for income) in USG-assisted areas</td>
<td>BL/FE; 3rd-Party Survey Firm</td>
</tr>
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<td><strong>Custom:</strong> Percent of households consuming poor and borderline diets based on the food consumption score (FCS)</td>
<td>BL/FE; 3rd-Party Survey Firm</td>
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<tr>
<td>Purpose 2: Improved nutritional status of children under five years of age, pregnant and lactating women and adolescent girls</td>
<td>FFP 1: Prevalence of underweight children under five years of age</td>
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<tr>
<td>Purpose 3: Strengthened gender equitable ability of people, households, communities and systems to mitigate, adapt to and recover from man-made and natural shocks</td>
<td>Mission 31: Number of people trained in disaster preparedness as a result of USG assistance</td>
</tr>
<tr>
<td>Purpose 4: Increased women empowerment and gender equity at family and community level</td>
<td>Custom: Decision making score (Index) for woman in household level</td>
</tr>
<tr>
<td>Purpose 5: Provision and utilization of public services (Local Elected Bodies &amp; Nation Building Departments) for communities especially for Poor and Extreme Poor (PEP) women increased</td>
<td>Custom: Percentage of women of reproductive age that have access to primary healthcare services from health department of GoB</td>
</tr>
<tr>
<td></td>
<td>Custom: Percentage of farmers that have access to Agriculture and livestock extension services from agriculture and livestock departments of GoB.</td>
</tr>
</tbody>
</table>
SHOUHARDO III Project Area Map
Chapter 1: SHOUHARDO III Project Area Selection Process

1.1 Background
This chapter focuses on District and Upazila selection process that largely undertaken during designing the DFAP/SHOUHARDO III project proposal and onward project operation UnionParishad, villages and direct participant selection process.

1.2 Data Review and Mapping Exercise
As part of DFAP design process, attempt has been made by CARE Bangladesh to identify most vulnerable and high food insecure areas of Bangladesh for the proposed DFAP 2015-2020. Geographically focused areas were reviewed on the basis of a comprehensive poverty mapping exercises that produced a countrywide poverty profile. This profile indicated those areas with the highest concentration of extreme poor and vulnerable households where food security and the overall livelihood status are very insecure and high prevalence of stunting. During designing process, a review and mapping exercise was done through review and analysis of Bangladesh Bureau of Statistics (BBS), World Bank (WB) and World Food Programme (WFP) maps prepared on proportion of poor and extreme poor (PEP) population, disaster proneness and nutritional status of the country by specific areas. CARE Bangladesh made a rapid assessment, reviewed those BBS/WFP data with other NGOs and government agencies to identify most food insecure areas with high prevalence of stunting, high prevalence of underweight and vulnerability to natural disasters where appropriate interventions will create significant impact on a relatively large number of people during DFAP period.

1.3 Description of Geographic Area Prioritization Process

1.3.1 Districts and Upazila Selection Process
Through a close review of FSCF and country specific guidance and use of national data, CARE Bangladesh identified potential project areas – Districts and Upazillas applying four prime criteria as follows:

i) 39% or more of the population being Poor or Extremely Poor;
ii) 33% or greater of children who are underweight;
iii) 39% or greater of children who are stunted; and
iv) vulnerability to natural disasters

The prime data and sources that used for Geo Priority and Vulnerable People Targeting:

a) % of Poor (PEP) Population
   - Bangladesh Poverty Map 2010 WFP, WB and BBS (Report of the household Income & expenditure Survey (HIES) 2010, BBS, GOB)

b) % of Underweight and Stunted
   - WFP office data (WFP, BBS, IFAD)

c) Type of Vulnerability
   - District level Vulnerable (http://nccbd.org/climate-change/risk-and-vulnerability) and
   - Upazilla level Vulnerable: estimated, based on the SHOU II staff experience and perception

In addition to the above, following guiding principles and criteria were used:

a) Regional programming approach
b) Complementarily (other CARE/USAID initiatives)
c) Avoid overlapping with other USAID funded similar program
d) Build on previous DAP/SHOUHARDO investment
e) Aligning with CARE Bangladesh LRSP and impact statements
f) Aligning with FFP/USAID Bangladesh strategic priorities (FSCF)
Following the above criteria and processes, CARE Bangladesh proposes 8 districts, 23 Upazila, 115 Union Parishad for the DFAP 2015-2020. CARE Bangladesh will select targeted number of Unions, Villages and households (impact group/ direct participants) for project interventions based on the set criteria and using common tools/process. As set forth in the project goal statement, total 168,521 PEP households will be selected from the total populations of targeted 115 Union Parishads. However, considering local context, vulnerability, operational modalities, accommodate practicality and overall management, minor adjustment/amendments might be required.

1.4 Union Selection Process

Key criteria/determinants for selecting Unions developed and based on those criteria UP will be selected through PRA exercise with key Upazila levels GoB officials and physical observation of unions etc. CARE SHOUHARDO III staff will be facilitating the process. As mentioned earlier, the Unions will be excluded where SHOU II or similar funded projects had presence during the same period.

The prime criteria for UP prioritization will be:
   a) Highest concentration of Extreme Poor/Poor
   b) High chronic food insecure area
   c) Lack of access to safe water; sanitation facilities/hygienic latrine
   d) Violence against Women & early marriage
   e) Lack of good governance at UP level (Focusing Political issues)
   f) High natural and unnatural (human made) disaster prone areas
   g) Isolated and remoteness
   h) Complementarily (other CARE/USAID initiatives)
   i) Avoid overlapping with other USAID funded similar program/project
   j) Build on previous MYAP/SHOUHARDO investment
   k) Each of the regional team include minimum two (2 for Char and 2 for Haor) credible indicators specific to the local context, socio-economic condition, women empowerment, resilience, governance, and other vulnerabilities of Char and Haor separately.

The respective teams are highly encouraged to capture Latitudinal and Longitudinal Coordinates (LatxLong data) of the Unions (UP Office) if the teams have skill and capacity, scope and time, device and app for collecting the coordinates accurately.

1.5 Operational Abstract of Proposed Geographic Areas

CARE Bangladesh with existing management strength and geographical locations of proposed areas will have the opportunity of operating the project through two Field Offices located at Sirajganj (4 districts - Kurigram, Gaibandha, Sirajganjand Jamalpur) and Kishoreganj (4 Districts – Netrokona, Kishoreganj, Habiganjand Sunamganj). To ensure smooth and effective operation in distant and remote areas a total of three hub offices and one project office also proposed to be located at geographically convenient locations.

1.6 Village Selection Process

A set of following criteria appropriate for selecting village developed and based on those a Participatory Rural Appraisal (PRA) will be made through a close consultation with UP, conducting FGD with community people, making transect walk at village areas and preparing vulnerability as well as social maps of respective areas proposed in DFAP. PNGOs will be facilitating vulnerable villages and eligible participant selection process under close technical support and systematic monitoring from CARE SHO III. The prime criteria for selecting vulnerable villages will be:
   a) UP defined boundary for village to be considered
   b) High concentration (percentage) of extreme poor and poor

\[\text{Similar requirement has been made for identifying vulnerable villages and population.}\]
c) Highly vulnerable to natural and unnatural (manmade) disasters

d) High prevalence of hunger (food insecurity) and malnutrition

e) High social inequality (power structure, land grabbing, literacy rate)

f) High economic inequality (less economic opportunities, unfair wage rate)

g) Gender inequality (VAW, dowry, early marriage, trafficking)

h) Lack of access to safe water, sanitation facilities/hygienic latrine

i) Remoteness and isolated

j) Less presence of government extension services (e.g. health, education, agriculture etc.)

k) High density of HH in a cluster

l) Limited access to GoB services (health hygiene, UP, education)

Each of the regional team should include minimum two (2 for Char and 2 for Haor) credible indicators specific to the local context, socio-economic condition, women empowerment, resilience, governance, and other vulnerabilities of Char and Haor separately.

Like UPs, the respective teams are highly encouraged to capture Latitudinal and Longitudinal (LatLong) data of the selected villages (center point).

1.7 Eligible Direct Participant Households/ Project Impact Groups Selection Process

In direct participant (PEP) households selection process, relevant criteria, as stated in this section, should be followed through the exercising of Participatory Rural Appraisal (PRA), Social and Resource Mapping, Focus Group Discussion (FGD) and Well-Being Analysis (WBA), house-to-house visit and census survey. In addition, the teams should collect other critical information like National ID Numbers and photographs (where possible). Following the key criteria:

a) Poor and Extreme Poor (PEP) Households

b) Highly food insecure

c) Family having high migration trend

d) Settlements highly exposed to river/wave erosion, cyclone (see foot note in village selection process)

e) Woman headed household

f) Child headed household

g) Person with disability/transgender

h) Socially marginalized (ethnic)

i) Widow, separated, abundant with large dependents

j) No/less household assets and belongings (livestock, poultry, unproductive assets)

k) Landless/ Access to land (agri. land, own land, homestead)

l) Living on others/khas land (migration to urban)

Like UPs and villages, the respective teams are highly encouraged to capture Latitudinal and Longitudinal (LatLong) data of the individual households.

1.8 Direct Participant Groups in SHOUHARDO III

1.8.1 Type of Participants

SHOUHARDO III will be focusing for creating impact on those households falling under vulnerable category (extreme poor and poor) having food insecurity, severe malnutrition, living under poverty and economically marginalized etc. as stated in FSCF guidance and SHO III DFAP. The targeted vulnerable households will be identified by the respective community (participants of WBA) during well-being analysis applying PRA techniques at village level. The facilitators will help the participants to group all the households into five categories based on the perception (subjective) and set criteria.

4 If there is high risk of full village erosion in near future, do more critical analysis prior to include or exclude them as program operation village. Similar analysis is required for UP and households.

5 The direct participants are also known as program impact group, more likely they are from PEP households.
During identification of most vulnerable households (eligible participants), the teams must go with the guidance, criteria, tools, process, steps, etc.

The targeted project participants under agriculture, disaster, health, hygiene and nutrition, income generation, VSLA, life skills and employment creation opportunities, asset and or cash transfer interventions will broadly be fall under extreme poor and poor category. The individuals are PEP women and men, youth, adolescent girls and other vulnerable groups like elderly, otherwise able, economically and socially excluded groups. All PEP households having children under five years of age, pregnant women and lactating mothers will be included under HHN intervention. Thus, the selection process should focus to get the intended vulnerable people targeted until the end of the project.

**Direct Participants:** Those who come into direct contact with the set of interventions (goods or services) provided by the program in each technical area. Individuals who receive training or benefit from program-supported technical assistance or service provision are considered direct participants, as are those who receive a ration or another type of good. Note that all recipients are participants, but not all participants are necessarily food ration recipients. Services include training and technical assistance provided directly by program staff, and training and technical assistance provided by people who have been trained by program staff (e.g., agricultural extension agents, village health workers). If cooperatives or organizations receive training or technical assistance from the program, all members of the cooperative/organization are considered direct participants. In a Food for Training (FFT) program, the direct participants are those trained under the program. In a Food for Work (FFW) or Food for Assets (FFA) program that is implemented as a stand-alone activity (e.g., not as part of a wider set of interventions), direct participants are those who directly participate in the activity (i.e., receive a ration), not all of those who use or benefit from the infrastructure/asset created (e.g., a road). If a FFW or FFA activity forms part of a set of activities in a program element (e.g., FFW to build irrigation infrastructure, accompanied by technical assistance in new cultivation techniques and water management to a targeted group of farmers), the direct participants include FFW participants and the farmers receiving the technical assistance and the two groups may overlap. In the case of food rations, direct participants include the individual recipient in the case of individual rations, and the recipient plus his/her family members in the case of family rations. Direct participants do not include those who benefit indirectly from the goods and services provided to the direct participants, e.g., members of the household of a participant farmer who received technical assistance, seeds and tools, other inputs, credit, livestock, etc.; farmers from a neighboring community who might observe the effects of the training and demonstration plots in FY15 FFP Development Food Assistance Projects for Bangladesh and Mali RFA Page 31 of 36 the target community and decide to adopt or model the new practices themselves; the population of all of the communities in a valley that uses a road improved by FFW; or all individuals who may have heard a radio message about prices, but who did not receive the other elements of an agricultural intervention necessary to increase incomes. Such individuals are considered indirect participants.
1.9 Estimated Target Population Coverage

CARE Bangladesh proposed 8 Districts, 23 Upazila, 115 Unions in the approved DFAP 2015 – 2020. CARE Bangladesh SHO III and implementing partner NGOs will select vulnerable unions, villages and PEP households based on the mentioned criteria and using proposed tools/process. As set forth in the goal statement, the project estimated a target of 168,512 PEP households to reach at LOP.

<table>
<thead>
<tr>
<th>Region</th>
<th>District Name</th>
<th>Upazila Name</th>
<th>Total No of Union in Upazila</th>
<th>Nos of Union under SHO III</th>
<th>Nos of Village under SHO III</th>
<th>Total PEP HHs SHO III</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gaibandha</td>
<td>Fulchhari</td>
<td>7</td>
<td>4</td>
<td>40</td>
<td>7,288</td>
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<tr>
<td></td>
<td></td>
<td>Saghattra</td>
<td>10</td>
<td>6</td>
<td>60</td>
<td>12,413</td>
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<tr>
<td></td>
<td></td>
<td>Sundarganj</td>
<td>15</td>
<td>9</td>
<td>90</td>
<td>18,666</td>
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<tr>
<td></td>
<td>Kurigram</td>
<td>Char Rajibpur</td>
<td>3</td>
<td>2</td>
<td>20</td>
<td>3,116</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nageshwari</td>
<td>14</td>
<td>8</td>
<td>80</td>
<td>14,187</td>
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<tr>
<td></td>
<td></td>
<td>Phulbari</td>
<td>6</td>
<td>4</td>
<td>40</td>
<td>7,136</td>
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<tr>
<td></td>
<td>Jamalpur</td>
<td>Rajharat</td>
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<td>4</td>
<td>40</td>
<td>8,369</td>
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<tr>
<td></td>
<td></td>
<td>Bakshiganj</td>
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<td>4</td>
<td>40</td>
<td>9,401</td>
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<tr>
<td></td>
<td></td>
<td>Islampur</td>
<td>12</td>
<td>5</td>
<td>50</td>
<td>8,392</td>
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<tr>
<td></td>
<td>Sirajganj</td>
<td>Chauhali</td>
<td>7</td>
<td>4</td>
<td>40</td>
<td>6,310</td>
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<tr>
<td></td>
<td></td>
<td>Shahjadpur</td>
<td>13</td>
<td>8</td>
<td>80</td>
<td>17,322</td>
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<td></td>
<td></td>
<td>Belkuchi</td>
<td>6</td>
<td>4</td>
<td>40</td>
<td>9,222</td>
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<tr>
<td>Sub total</td>
<td></td>
<td>4</td>
<td>12</td>
<td>107</td>
<td>62</td>
<td>620</td>
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<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>121822</td>
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<tr>
<td></td>
<td>Kishoreganj</td>
<td>Austagram</td>
<td>8</td>
<td>5</td>
<td>50</td>
<td>3,698</td>
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<tr>
<td></td>
<td></td>
<td>Itna</td>
<td>9</td>
<td>5</td>
<td>50</td>
<td>4,116</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mithamain</td>
<td>7</td>
<td>4</td>
<td>40</td>
<td>2,833</td>
</tr>
<tr>
<td>Haor</td>
<td></td>
<td>Nikli</td>
<td>7</td>
<td>4</td>
<td>40</td>
<td>3,617</td>
</tr>
<tr>
<td></td>
<td>Netrakona</td>
<td>Kalmakanda</td>
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<td>5</td>
<td>50</td>
<td>6,899</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Khalijuri</td>
<td>6</td>
<td>4</td>
<td>40</td>
<td>2,246</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Madan</td>
<td>8</td>
<td>5</td>
<td>50</td>
<td>4,453</td>
</tr>
<tr>
<td></td>
<td>Habiganj</td>
<td>Ajmiganj</td>
<td>5</td>
<td>3</td>
<td>30</td>
<td>2,199</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Banachong</td>
<td>15</td>
<td>9</td>
<td>90</td>
<td>7,060</td>
</tr>
<tr>
<td></td>
<td>Sunamganj</td>
<td>Dowarabazar</td>
<td>9</td>
<td>5</td>
<td>50</td>
<td>5,072</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tahirpur</td>
<td>7</td>
<td>4</td>
<td>40</td>
<td>4,506</td>
</tr>
<tr>
<td>Sub total</td>
<td></td>
<td>4</td>
<td>11</td>
<td>89</td>
<td>53</td>
<td>530</td>
</tr>
<tr>
<td>Grand total</td>
<td></td>
<td>8</td>
<td>23</td>
<td>196</td>
<td>115</td>
<td>1,150</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>168,521</td>
</tr>
</tbody>
</table>

(Adapted from WFP, BBS, etc)

Estimation hints:
- Nos of UP under SHO III: Based on the SHOUHARDO II experience, considered total 60% Union would be covered by each Upazilla.
- Nos of Village under SHO III: Based on the SHOUHARDO II experience, it indicates per union 10 villages would be covered so considered this to reach in the number of total villages per union.
- Total PEP HHs SHO III: PEP Household determine based on SHOUHARDO II experience i.e. calculation have applied in multiple strata, i.e. considered PEP HHs of 60% Union as well as 60% villages.

Note: Following the DFAP guidance Applicants will be expected to propose target Participant populations based on these criteria, avoiding duplicative efforts of other similar projects and excluding any Unions covered under the prior (2010-2015) FFP development projects.
Selection Process
Steps
Tools/Matrix
and
its Application
Chapter 2: SHOUHARDO III Project Area Selection Process

Flow Chart: Geographic Area Prioritization and Targeting Vulnerable People6
(Schematic presentation on project operation area selection and participants identification - major steps, process and outputs)

6 Regions are expected to start from Step 3.

<table>
<thead>
<tr>
<th>STEPS</th>
<th>PROCESSES</th>
<th>OUTPUTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STEP 1</strong></td>
<td><strong>District Selection (DFAP)</strong></td>
<td><strong>Considered the following:</strong>&lt;br&gt;• USAID FSCF for Bangladesh&lt;br&gt;• GoB/BBS, World Bank, WFP food insecurity mapping&lt;br&gt;• High food insecure areas&lt;br&gt;• High stunting prevalence&lt;br&gt;• Low wage rate and high job insecurity&lt;br&gt;• Avoid other USAID funded similar project&lt;br&gt;• Areas those are most affected by natural disaster&lt;br&gt;• Low literacy rate</td>
</tr>
<tr>
<td><strong>STEP 2</strong></td>
<td><strong>Upazila Selection (done)</strong></td>
<td><strong>8 districts selected for SHOUHARDO3 intervention</strong></td>
</tr>
<tr>
<td><strong>STEP 3</strong></td>
<td><strong>Union Selection</strong></td>
<td><strong>23 Upazilas selected</strong></td>
</tr>
<tr>
<td><strong>STEP 4</strong></td>
<td><strong>Vulnerable Village Selection</strong></td>
<td><strong>115 Vulnerable Unions (target)</strong></td>
</tr>
</tbody>
</table>

Contd.

Contd.
STEP 5
Eligible Direct Participants / Impact Group Selection

- Social / Resource Map
- Well-Being Analysis (WBA) conducted in all preliminary selected villages
- WBA record sheets are completed applying standard process
- Prepare HHs list by WB category
- Compile list (all category) using standard form/ template
- Prepare a comprehensive report
- Mgt concurrence; approve by RC

STEP 6
Participants Profile/ Registration/ ID

- Conduct HHs census survey using the standard tools and process + LatLong
- Cross check by RMT to re-confirm
- Compute, analyze and synthesis data
- Review by management team to concur
- Assign system generated combined UID
- Registration of direct participants

- Direct participants are registered
- Direct participants list is finalized & available at all ROs & CBHQ (paper & electronic)

STEP 7
Data Management and preservation at archive

- Data cleaning, processing and finalizing
- Develop participants profile
- Prevent back bone & cleaned data sets from un-authorized access
- Preserve hard copy (approved) and soft / electronic version of full data sets
- Prevent from unauthorized modification

- Computerized participants’ profile (master data base) is available at all ROs and CBHQ/ archive

For effective field operation and accommodating practicality, it can slightly be modified/ re-organized having prior approval from the CBHQ management.
Union Selection: Steps, Tools, Process - at a glance
(The process will facilitate by CARE SHO3 staffs)

- Designing the Tools and Process and Defining Steps (Core Team)
- ToT followed by Staff Training (Core Team)
- Secondary data collection & Rapport building at Uz (Regional Team)
- Fixing meeting date, place, time and participants list (RT)
- Invitation to participants for UZ level meeting (RT)
- Conduct Vulnerability Assessment (Matrix Ranking) at Uz (RT)
- Physical verification - preliminary identified EHV and HV Unions for SHO3 (RT)
- Data cleaning, processing and analysis (M&E)
- Management Approval - Finalize the list of Unions
- Sharing with Dist (PACC) (Mgt Team)
- Archive (preserve hard and soft / electronic version of back-bone data sets at Field Offices and CBHQ) – M&E
### Village & Eligible Participants Selection: Steps, Tools, Process - at a glance
(The process will facilitate SHO3 implementing PNGOs)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designing the Tools and Process and Defining Steps (Core Team)</td>
<td></td>
</tr>
<tr>
<td>Staff training (Core Team)</td>
<td></td>
</tr>
<tr>
<td>Secondary data collection &amp; Rapport building at UP (Senior Staff PNGO)</td>
<td></td>
</tr>
<tr>
<td>Vulnerability Assessment (Matrix Ranking &amp; Mapping) at UP using PRA (SSP)</td>
<td></td>
</tr>
<tr>
<td>Transfer data to the Matrix and Maps – update UP Map indicating vulnerabilities</td>
<td></td>
</tr>
<tr>
<td>Transect walk, Physical verification, FGD/KII - vulnerability assessment at individual villages – identified as EHV and HV (Field Team - FT)</td>
<td></td>
</tr>
<tr>
<td>Fill-up the village vulnerability Matrix (FT)</td>
<td></td>
</tr>
<tr>
<td>Analyze and categorize the villages (FT)</td>
<td></td>
</tr>
<tr>
<td>Report back to UP (SSP)</td>
<td></td>
</tr>
<tr>
<td>Social &amp; Resource Maps and Well-being analysis (village level)</td>
<td></td>
</tr>
<tr>
<td>Complete WBA Record sheet – list all HH by WBA category, characteristics of all 5 class (FT)</td>
<td></td>
</tr>
<tr>
<td>Participants Households Census Survey – House to house visit (PEP hhs) and fill-up the Format (FT)</td>
<td></td>
</tr>
<tr>
<td>Data entry, cleaning and processing (PNGO’s M&amp;E)</td>
<td></td>
</tr>
<tr>
<td>Data cleaning, processing and analysis (RO)</td>
<td></td>
</tr>
<tr>
<td>Management Approval - Finalize the list of Village &amp; Direct Participants HHs</td>
<td></td>
</tr>
<tr>
<td>Sharing with UZ / Dist (PACC) (Mgt Team)</td>
<td></td>
</tr>
<tr>
<td>Archive (preserve hard and soft / electronic version of back-bone data sets at PNGO, Field Offices and CBHQ) – M&amp;E</td>
<td></td>
</tr>
</tbody>
</table>
Important Notes/ Instructions:

All the efforts that aimed to ‘Geographic Area Prioritization and Vulnerable Population Targeting’ should not be counted as an isolated responsibility rather be considered as like as other field activities. Thus, staff should integrate and accommodate this into their day-to-day business and regular activities, giving high priority.

Ideally, this should not require any additional budget provisioning to accomplish the tasks and meet the requirements satisfactory. However, if this requires any additional budgetary provision or have direct financial implication raises in any instances, then respective RO should consult this with COP and DCOP for their review and comments/approval.

Prior to go for large-scale printing of the full guidelines, please consider its actual requirement, usefulness, alternative options and compliances.

Across the survey, keep ‘Data Quality/ Precision’ at center. There is no scope to negotiate with data quality/ precision. Before concluding any discussion, consensus should be made.

All data/ responses must be recorded and entered in English. Always use permanent, non-washable and black ink. Do not use whiteout, corrective fluid or eraser. Do not overwrite.

Please do not reformat the any data entry template/field/character or its contents. In other words, do not insert or delete any row or column, change font size and face or print parameters, etc. The only exception is the insertion of additional rows to provide information as needed.

Prior to conduct any interview and quality check, it is essential that the individuals fully understand the questionnaire, objectives, steps, internalize it and becomes well conversant with the questionnaire, type/style of specific questions, process, etc.

All PNGO and CARE Regional Teams should fill up the Data Quality and Completeness Checklist and Declaration7 (Attachment: DQA-Quality and Completeness Checklist). They should complete the form and sign and send scan copy during submission of final and complete data sets else that would officially NOT be accepted or considered to enter into the system and archive. FO is suggested to conduct 5% to 10% data verification both the electronic and primary sources of data.

Each and every individual must maintain CARE SHO III and USAID FFFP’s guidance, principles, directives, requirements, compliances and other associated protocols. Where applicable, the teams MUST obtain a written Informed Consent prior to start data collection.

Any good learning and experiences should be documented properly and shared with the wider community. On the contrary, if there is any exception, deviation, contradiction, confusion (gray area) or surprises and unmanageable challenges that should be brought to the management notice immediately.

7 Under revision, will circulate the final version as soon as possible
Chapter 3: Prioritization and Selection Process of Vulnerable Unions

3.1 Objectives
The objective of the process is to systematically prioritize and select the most vulnerable unions from selected Upazillas of SHOHARDO III project. This also aims to better understand the local context, culture, and governance; the gravity and magnitude of vulnerability in terms of social, economical, physical and other critical aspects, using standardized tools and process. It intends to make the process transparent to the stakeholders and better informed about the project.

3.2 Process
The process will be initiated by CARE SHOHARDO III regional staffs. Two or three member’s team including at least one senior person will be facilitating the process in SHO III Upazillas following the standard tools, steps and process. The process will include three steps:

i. UP vulnerability assessment at UZ level (data collection)
ii. Physical verification at ground (Union) to assess the vulnerability

As estimated in DFAP, SHO III targets to select around 60% of Ups from each of the Upazilla under this process. UPs should not be considered for SHO III if they were included under FFP development projects for the period of 2010 – 2015 or any similar projects that are continuing at present.

3.3 Steps, Tools and Methodologies:
- Consultation session with GOB departments functioning in that Uz and NGO
- Matrix Ranking at Uz level using standard tools and process involving key stakeholders
- Physical verification at all EHV and HV Unions
- List preliminary selected Unions– share with management, PNGOs and finalize
- Capture LatLong
- Share with District level officials
- Data compilation, analysis, synthesis and rank/prioritization the Unions on the basis of composite scores pertained to the gravity and magnitude of various vulnerabilities
- Document the process and report with outputs

High importance has given in SHO III to consider context specific indicator of Char and Haor during Union and village selection process. Hence, both the region should identify and include minimum two indicators for each level for respective region.

3.4 Materials required:
Matrix ranking record sheet.

3.5 Data Quality:
The Regions will make systematic follow up the UP vulnerability at Upazilla level exercise and ensure data authenticity and quality across.
3.6 Union vulnerability assessment at Uz

3.6.1 Objectives
The main objective of applying this tool is to better understand the key aspect of vulnerabilities among the Unions on the basis of vulnerabilities score applying participatory process, techniques and tools.

3.6.2 Process
A 2 – 3 members team will be facilitating the process in all Uz (1 day/ Uz) following the standard tools of matrix ranking and mapping/ FGD.

3.6.3 Preparatory works for matrix ranking (PRA exercise)
- Pre meeting with Upazila Chairman and/ or UNO and rapport building
- Fixing up session date place and time.
- Prepare list of participants.
- Arrange invitation to session participants through UNO/Upazila Chairman.
- Prepare session schedule
- Collect secondary data i.e. UP name, Geo code from respective Uz.
- Identify probable obstacle and prepare accordingly.

3.6.4 Participants/ Respondents
UNO, Head of Upazila level relevant government departments and Upazila Chairman/vice Chairman. The ideal group size should be within 8-12 members. Consultation session, which may slightly be varied based on the context and practicality reality of a particular location.
Duration: maximum three hours.

3.6.5 Objective sharing with respondents
At the outset of the session, the team should clearly explain the objective of the session to the Participant in brief including some key feature i.e., SHOUHARDO III goal, nature and type of activity/ intervention, focused area and population and the purpose of the exercise, how to do, scoring system, how they can help to determine gravity and magnitude of vulnerabilities, etc.

3.6.6 Steps of Session
Prior to the Upazila level exercise, the team should write the list of unions in Matrix Ranking format on A4 paper. The lists of unions are available from secondary data/info at upazila level. However, the respective teams must revalidate and finalize the name of unions with the participants.

a) The teams will begin discussion on the parameters one by one, what’s the number of households are residing in each of the unions. Then team will initiate the discussion to draw a consensus on rating/ scoring against each indicator of the entire Union.

b) The team will facilitate participant to put rank/score against the indicator mentioned in the format ones after another. As for example, in the discussion of Food insecurity & malnutrition indicator if any union revealed extremely high food in security & malnutrition, then 4 score will be placed against that indicator of that union. As such if any union being reported year round employment opportunity is good enough, then 1 score should be placed there. It is to note here that, the main intention of placing these score is to reflect/visualize the discussion/result on the format so that it could be generally visualize and share across the group. As such all the union against each indicator (total 9 indicators including two region specific indicators) score. To facilitate the discussion it is recommended to see the scoring definition and hints that are clearly described in the union vulnerability assessment matrix.

c) During discussion, if any critical issue of a particular union is arose which may influence in selecting/dropping of the unions; this must be recorded by the note taker(s).
d) Once the scoring is done, then team will facilitate to summarize the result based on the scores that each and every union has obtained.

e) In order to categorize the unions in light of vulnerability, please follow the composite score as follows; 28-36 = Extremely High vulnerable (EHV), 19-27 = High Vulnerable (HV), 10-18 = Moderate Vulnerable (MV) and Less than 10 (<10) = Low vulnerable (LV). This should be integrated and modified based on the actual number of indicators the region will apply – similar is required for village and participant.

f) The teams will share the results with the participants so that a common understanding is developed among the group members (session participants) on overall process of matrix ranking and its results.

g) During discussion, if any critical issue of a particular union is arose; this must be captured and finally recorded in remarks column of union Vulnerability Assessment Matrix - Record Sheet.

3.7 Physical verification

The main objective is to have in-depth understanding on different vulnerabilities as well as revalidate/ triangulation the information. It will create ample opportunity of team members to look more closely and try to understand much deeper on those vulnerabilities context and issues.

(Noted that, considering any critical issues respective PNGO may review the selected working unions with concern of CARE authority.)

3.8 Cautionary Measures to be considered during session

It is likely that there will be individuals, who are powerful in the Upazila, will try to dominate / interrupt / or even control the session. It is important to ‘deal’ such individuals professionally – apply techniques as appropriate.

3.9 Outputs/ Deliverables

Hard copy/ Paper copy:
- Filled in Matrix Ranking (Upazila level Vulnerability Assessment Matrix) duly completed in brown paper and A4 sheet having signature of the participants.
- Filled in Political vulnerability format duly completed (UP level Physical Verification) and signed properly
- Filled in and signed copy of report back/ sharing tool with Uz on physical verification.

Soft copy:
- Electronic data sets on Matrix Ranking – fully cleaned and complete
- Electronic data sets on Political vulnerability – fully cleaned and completed
- Scan Copy of Matrix Ranking or Photos

Responsible for soft copy: RM&E Manager

In order to avoid overlapping, during selection of union, it should be confirmed that, other similar development project i.e., WFP, CLP etc is not working (delivering same intervention as of SHO III) in the particular UP. If such issues arises during selection that should immediately be brought to the CBHQ management (COP, DCOP, and M&EC) notice for next course of action.
**Chapter 4: Identification/ Selection Process of vulnerable villages and eligible participants**

**4.1 Objective**

The ultimate objective of the process is to select the most vulnerable villages for SHOHARDO III Project intervention. This also aims to better understand the local context, culture and governance; the gravity and magnitude of vulnerability in terms of social, economical, physical, using standardized tools and process. It intends to make the process transparent to the stakeholders and better informed about the project.

**4.2 Consultation process**

The overall vulnerability assessments and subsequent analysis will take place at,

- UP level – vulnerably assessment at UP level and report back (by PNGOs Sr. staffs, which includes PM, APM)
- Village level – Transect walk, Physical observation and validation to better understand degree of vulnerabilities (by PNGOs field staff)
- Village level : Social/ Resource Map and VBA to categorize the households (5 groups)
- HH level – Census Survey – Direct Participant households – Registered as eligible (PNGOs field staff)
- Collection of LatLong

---

**Area and Participants Selection Guideline**

<table>
<thead>
<tr>
<th>Area</th>
<th>Participants</th>
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</thead>
<tbody>
<tr>
<td>UP</td>
<td>Pais, Groups</td>
</tr>
<tr>
<td>Village</td>
<td>5 groups</td>
</tr>
<tr>
<td>HH</td>
<td>Registered as eligible</td>
</tr>
</tbody>
</table>

**Annex - Uz level Vulnerability Matrix Ranking**

(Ref. Annex - Uz level Vulnerability Matrix Ranking)
vi) Project/ Region – Analyze/ Synthesis and Decision (Sr. Management & Tech Team)

Note: The above functions of individual staff may be changed slightly based on the regional reality and other priorities, which should have concurrence of Regional and CBHQ Management teams.

4.3 Steps, Tools and Methodologies

- Facilitate Focus Group Discussion (FGD) with GOB departments functioning in that Union, NGOs, Civil society, elites, natural leaders
- Collect secondary data from the UP
- PRA exercise - Matrix Ranking and Vulnerability mapping at UP level using standard tools and process involving key stakeholders (UP Chair, women and men members, Ward Sava, NBDs, local NGOs, Civil Society, various occupation groups and community representative, civil society, elites)
- Physical verification at all villages through transect walk, community consultation, FGD and collecting basic data using standard matrix
- Final sharing with UP and other stakeholders
- List preliminary selected villages – share with management and finalize
- Share with UZ/District level officials
- Data compilation, analysis, synthesis and rank/ prioritization the villages on the basis of composite score pertained to the gravity and magnitude of various vulnerabilities
- Document the process and report with outputs (must be signed if paper copy – prepared by, reviewed by and approved by)
  (Union defined village boundaries should be followed. In any extreme case, para concept is applicable. However, at the end of the process, it should be complied for individual villages)

High importance has given in SHO III to include consider context specific indicators for Char and Haor during village selection process. Hence, each region should identify and include minimum 2 indicators for them during selection of vulnerable villages.

4.4 Materials required

Flip chart paper, VlPP cards, scissor, scotch tape, sketch pen, marker, bindi/ kumkum (vermilion) and chalk powder of different colors.

4.5 Data Quality: PNGOs senior staff will be responsible for cross-check, quality control and reporting of the process. In addition, CARE SHO III will assign one senior staff for each Upazilla to provide guidance, look after whole data collection process (vulnerable villages and Participants selection) and ensure quality of work.

Chapter 5: Secondary Data Collection (at UP level)

5.1 Objectives

The main objective of introducing the tool (appended below) is to stocktaking of some basic/key information from UP and at the same time of rapport building with UP representatives.

5.2 Process and Respondents

FGDs with UP representatives (Chairman, Secretary, Members) and Key Informant Interviews (KII).

5.3 Steps

At the beginning of the session, the facilitators need to introduce themselves, describe the project (Goal, objectives, and activities) and then purpose of the visit/discussion session. Create a congenial atmosphere (by asking some questions e.g. ask about historical background of UP, peoples livelihoods
etc.) before starting the exercise. Use the standard format (append below, which is self-explanatory) to record the data. However, following notes might be useful to collect data/information by section:

a) **Section 1:** General information, it is required to capture the name of concern District, Upazila, Union Parishad, name and contact number of UP Chairman and Secretary.

b) **Next in question 2,** the condition of UP complex need to put check mark (√) on appropriate type of the building. In case of others type, please specifically mention the type.

c) **Then in the question # 3,** Distance of this particular UP from Upazila Parishad need to be recorded – unit is km.

b) **Questions # 4 a and 4 b,** types/mode of transport, can be used to travel from Upazila to UP both in monsoon and dry season to be recorded.

e) **Questions # 5,** capture total number of HHs residing in the UP. Then, ask the participants to categorize and distribute them by socio economic group i.e. # of Rich HHs, # of Middle class HHs, # of Lower Middle class HHs, # of Poor and # of Extreme Poor # on best estimation.

f) **Questions 6,** the total population by gender disaggregated data by # of Male and # of Female to be recorded. Please record the ethnicity and approximate number/ % of people.

g) **Question 7,** the different type of land areas (in acre) to be recorded i.e., How much cultivable land, How much Fellow land and how much khash land contains the UP.

h) **Questions 8 (a-i),** information regarding institutions i.e. # of primary school, High school, college, Madrasha, Flood shelter, Cyclone shelter, CRC, Health center, Market need to capture. Other than listed items, if any physical infrastructure/institution exist in that UP then it will be captured in k. others section. This should capture data for region specific indicators.

i) **Question 9,** number and name of river that has come across in the UP need to record.

j) **Question 10,** number villages (if covered) that has implemented through previous SHOUHARDO II program. Typically, there should have none.

k) **Question 11,** village information. The table should capture name of the village (must be UP defined/listed) under the UP, name of ward of that village, Type of village (listed below in the table), distance (in km) of the village from UP, mode of communication from UP to village needs to capture. At the right end column if any other development agency (except of those organization having only micro credit) operates in that particular village then the name of Agency needs to mention here. If any important issue/factor of a particular village, which may influence in selecting/dropping the villages, must be captured in the questions number 12.

l) **Last section – it is about team members** Name, Designation and signature – input correctly.

Finally, the facilitator/s will re-check to re-confirm that all data recorded correctly and conclude the session with appreciation and thanks to all participating members.

(Please use revised tools and formats throughout process)

**5.4 Outputs/ Deliverables**

Filled-in Secondary Data Collection Tools
(Approved hard copy and cleaned soft copy)
### General Information

<table>
<thead>
<tr>
<th>Name of UP Chair:</th>
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<tr>
<td>Name of Region &amp; Code:</td>
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<td>Contact Mobile #:</td>
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<td>Name of Upazila &amp; Code*:</td>
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<td>Name of UP Secretary:</td>
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<td>Contact Mobile #:</td>
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(*Use Geo Codes, provided in the Guidelines)

**Date (dd/mm/yy)**: ___ / ___ / ___ (data collected)

### Status of UP complex: (please √ any one)

- New/ good condition multistoried building
- Old building
- Tin shade
- Others

### Distance of UP from Upazila Head Quarters (km)

### Major transport from Upazila to UP:

- Monsoon
- Dry season

### Total Number of HHs in UP (approx.):

- Extreme Poor: _______
- Poor: _______
- Lower Middle: _______
- Middle: _______
- Rich: _______

### Population (nos):

- Male: _______
- Female: _______

- Ethnic People: Yes/ No:____ Ethnicity (if any) ________ approx. # & % of ethnic people:  ______ nos. ___ %

### Land (acre):

- Cultivable land:_____  
- Fellow land:____  
- Khas land: ___  
- Water body ___  
- Forest: ___

### Number of Institutions:

- Primary School:_____  
- High School:_____  
- College____  
- Madrasa:____  
- Flood Shelter: ___  
- Cyclone Shelter  
- CRC____  
- Health Center:______  
- Market:______  
- Others (please mention the name): _______________  
- Others (please mention the name): _______________  
- Others (please mention the name): _______________

### Number of river across the UP_______ Name of the river (if any) ________________  

### Number of village(s) SHOUHARDO II Program operated (if any)__________________  

### Village information:

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<tr>
<th>SI #</th>
<th>Name of Village</th>
<th>Ward #</th>
<th>Type of village**</th>
<th>Distance from UP Office (km)</th>
<th>Mode of Communication from UP to Village</th>
<th>Name of other development agency/s</th>
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**Type of village (mention appropriate one in the column 5 “Type of village” above) = Stable char, Unstable char, Attached char, Isolated char, Plain land, Hati, Mixed, Hilly, Chhara, Forest, others-specify.

### Any other comments:

**Team Members (Data Collection Team):**

- 1) __________________  
- 2) __________________  
- 3) __________________

**Designation:** __________________

**Date:** __________________

**Reviewed / Approved by:** (Signature with Name, Designation, Date & Stamp): __________________

(Ref: Annex - Secondary Data Collection Tools)
Chapter 6. Vulnerability Mapping and Matrix Ranking at UP level
Union level vulnerability mapping and matrix ranking are interrelated. These should be facilitated on same day and with same participants.

6.1 Vulnerability Mapping

6.1.1 Objective
To Identify and visualize the village location, rivers, institutions and vulnerable areas in the Union,

6.1.2 Preparatory works for Mapping and Matrix Ranking (PRA session) at UP level
- Pre-discussion and define role and responsibility i.e., role of facilitators, role of note takers etc.
- Fixing up sessions date place and time
- Prepare list of participants GO, NGO and service providers
- Arrange invitation to session participants through UP Chairman and follow up.
- Prepare a checklist
- Prepare Union boundary map and vulnerable matrix formats in brown paper
- Ensure required logistic
- Pre meeting with UPs and rapport building
- Clearly defined objectives of the session
- Conduct dry run sessions
- Prepare session schedule
- Identify probable obstacle and prepared accordingly

6.1.3 Materials
- Collect brown paper, white box board, color pencil, art line, scale etc.
- Sketch a Union map (only boundary) by pen/pencil in white box board/brown paper.

6.1.4 Process of Union Mapping
- Prior to conduct the PRA session, the team needs to communicate with the target discussants/respondents of the respective UP well in advance, so that their presence and adequate time can be ensured in the session.
- At the outset of the session, the team should clearly explain the objective (see below) of the session to the participants in brief including some key feature i.e., SHOUHARDO III goal, nature and type of activity/intervention, focused area and population and the purpose of the exercise, how to do, scoring system, how they can help to determine gravity and magnitude of vulnerabilities, etc.

Objective: With a view to implement SHOUHARDO3 project, CARE Bangladesh has preliminarily identified ............... (Name of the UP) UP as potential one. In this connection, we have come to collect some information/data at union level from GO/NGO officials including Union Parishad which will eventually help in selecting working area and identifying interventions.

At the beginning of vulnerability assessment exercise at Union level, first step is to facilitate mapping exercise involving various stakeholders in the session followed by vulnerability matrix ranking, referred to the next chapter on matrix ranking. This is to clarify that the mapping and matrix exercise is complementary to each other and it needs switching between the two time to time. This would help to increase the quality of the process and more purposive, compare and see contrast and ultimately in attaining the objectives.
i) Show the pre-sketch map and validate that the boundary of the Union. If there is some corrections then re sketch the boundary.

ii) After finalization of Union boundary, locate the followings (those are available in that Union) by involving the participants.

   a) Locate rivers, b) locate villages, c) locate flood shelter, school, college, hat/bazaar, roads and other institutions
   d) Mention the Union surrounding villages/union
   e) Locate the UP office, mouza boundary
   f) Mention legend, title of the map and mention date
   g) Collect LatLong

   [now, take a pause for a while and invite the participants to begin matrix-ranking exercise and after its completion, resume the mapping exercise following the steps below.]

   iii) After that ask the participants to mark the extremely high vulnerable village, high vulnerable village, moderate vulnerable villages and low vulnerable villages, while they should considered the vulnerability parameters and its score.

   After analysis of vulnerability matrix ranking, the facilitators invite the participants to categorize all villages by using color codes based on its vulnerability scores, such as extremely high vulnerable villages are shaded by red color, high vulnerable by brown, moderate vulnerable by yellow and low/ not vulnerable by green color. Please note that during report back to Union, some re-works might be required if there is any changes in the degree of vulnerability came from physical verification.

iv) After completion of the map validate the information with the participants and finalize the map with common consensus.

v) Report back - Let the UP inform that after completion of physical visit at all the village the team will come again to share the findings / changes.

vi) At the concluding stage, the team will convey the message to the respondent group that we will be physically visiting all the villages under extremely high vulnerable and high vulnerable villages to look those more closely and try to understand much deeper on those vulnerabilities context and issues. Therefore, this is one of the steps of village selection process, not the final selection.

vii) They will also inform that they will report back and the outcomes of the community level exercise will be shared with the UP at some point.

viii) Finally, conclude the session with appreciation and thanks to all participating members. However, prior to conclude the session, re-confirm that the matrix is completed with all accurate data / information.
6.1.5 Outputs/ Deliverables

- All information are transferred into large paper / A4 paper (Responsible: Union level assessment team)
- A complete map (hard and scan copy) for all the Unions are available in the archive. (Responsible: M&E teams in particular RM&EMs)

Chapter 7. Matrix Ranking: Village Vulnerability Assessment at UP level

7.1 Objectives
The main objective of applying this tool is to better understand the key aspect of vulnerabilities among the villages that exist in a particular UP and rank (priorities) those villages on the basis of vulnerabilities score applying participatory process/ techniques and tool.

7.2 Process
A two members team will be facilitating the process in all UPs (1 day/ UP) following the standard steps and tools of matrix ranking and mapping/ FGD.
7.3 **Materials required**
Flip chart paper, Brown paper, VIP cards, scissor, scotch tape, sketch pen, marker and Record sheet.

7.4 **Participants/Respondents**
UP Chair & members (both women and men), different service providers representatives, members of UP standing committees, different NGOs representatives, different community leaders, women representatives from community, local elite person, various occupation/interest groups, civil society, NBDs. etc. The ideal group size should be between 25-35 members. FGD, which may slightly be varied based on the context and practicality reality of a particular location.

7.5 **Facilitators**
A two members team from SHOUHARDO III project will facilitate the process and record the findings.

7.6 **Steps**
Prior to the Union level exercise, the teams should prepare the list of villages as defined by UP/available in UP record with the listed vulnerability parameters on brown paper. The lists of villages are available from secondary data/info at UP level however team must revalidate/finalize the name of villages with the participants. This pre-work may help to reducing considerable time during session.

h) At some point of the mapping exercise (Ref. Chapter above), the teams will start the standard steps of matrix ranking.

i) The teams will begin discussion on the parameters one by one, what’s the number of households are residing in each of the villages. Then teams will initiate the discussion to draw a consensus on rating/scoring against each indicator of the entire villages.
j) To visualize the degree of vulnerability, the facilitators will encourage the participants for using local resources i.e. seed, stick, color dots etc. As for example, in the discussion of Food insecurity and malnutrition indicators if any village revealed that there are sever extremely high food insecure and malnutrition people, then 4 seeds will be placed against that indicator of that village. As such if any village being reported year round employment opportunity is good enough, then 1 seed should be placed there. It is to note here that, the main intention of placing these seed is to reflect/visualize the discussion/result on brown paper so that it could be generally visualize and share across the group. As such all the villages against each of the indicator (total indicators: 7+2=9or more) will have score. To facilitate the discussion it is recommended to see the scoring definition and hints that are clearly described in the village vulnerability assessment matrix.

k) During discussion, if any critical issue of a particular village is arose which may influence in selecting/dropping of the villages; this must be recorded by the note taker(s).

l) Once the scoring is done, then teams will facilitate to summarize the results based on the scores that each and every village has obtained. [Minimum total count of all dots / seeds for individual villages is 9, while maximum is 36.

m) In order to categorize the villages in light of vulnerability, please follow the composite score as follows; 28-36= Extremely High vulnerable (EHV), 19-27= High Vulnerable (HV), 10-18= Moderate Vulnerable (MV) and Less than 10 (<10) = Low vulnerable (LV). This should be integrated and modified based on the actual number of indicators the region will apply.

n) The teams will share the results with the participants so that a common understanding is developed among the group members (participants) on the whole process of matrix ranking and its results.

o) Now go back to the mapping exercise again and follow the steps mentioned there.

The team will transfer the PRA outputs onto the village Vulnerability Assessment Matrix - Record Sheet 2. The steps are described below:

a. The teams will list down the name of all villages in ‘column b’ as defined by the UP. In order to do that, the they must ensure that listed villages are accurately matched with UP defined villages.

b. The number of households are residing in each of the villages need to be captured in ‘column c’.

c. Transfer the vulnerability scores (from column d – j). It should be kept in mind that we need to determine a range of score from 1 - 4 (like a likert scale) i.e., Extremely High Vulnerable =4, High=3, Moderately =2 and Low=1 against all the indicators.

d. After having all the scores against each and every indicator/ vulnerability parameters, the team sum-up and analyze the composite scores against each villages in the ‘column k’. Based on the sum total the team will categorize the villages as EHV, HV, MV and LV in column l.

e. Once the scoring and categorization of all villages is done, the team will share the overall result with the participating group and exchange opinion whether they have any other views/arguments in light of rank. This is very critical part of the session and the facilitating team needs to ensure to reaching the overall consensus of the result that has produced. If for any reason, there are differences in opinion of majority, should be written in the remarks column. (data computing, aggregating of score and analysis will be carried simultaneously by M&E staff who will be accountable for data management and accuracy).

f. During discussion, if any critical issue of a particular village is arose; this must be captured in column m.

7.7 Cautionary Measures to be considered during session

• It is likely that there will be individuals, who are powerful in the UP, will try to dominate / interrupt / or even control the session, this is because many NGOs undertake this sort of assessment to identify vulnerable villages for project implementation. It is important to ‘deal’ such individuals professionally – apply techniques as appropriate; example – they can be taking out-side and doing
an exercise or an interview that taps their knowledge of the locality, to manage the main session efficiently.

7.8 Outputs/ Deliverables

Hard copy/ Paper copy:
- Filled in Matrix Ranking (UP level Vulnerability Assessment Matrix)duly completed and signed
- Vulnerability Maps (UP level Vulnerability Assessment Matrix)
  Responsible: Union Level Assessment Teams

Soft copy/ Electronic data:
- Electronic data sets on Matrix Ranking – fully cleaned and completed
- Scan copy of maps or photos
  Responsible: RM&E Managers

Chapter 8. Vulnerabilities Assessment Matrix: Physical verification at individual villages

This Matrix is designed to record village level information pertained to the degree of vulnerabilities, applicable for extremely high and high vulnerable villages as scored during UP level matrix ranking

8.1 Objective
The main objective of this exercise is to have in-depth understanding on different vulnerabilities through a participatory process within the villages as well as revalidate/ triangulation the information, have generated through PRA exercise/ FGD at UP level earlier.

8.2 Preparatory task for physical verification session at village level:
- Pre-discussion and define role and responsibility i.e. role of the facilitators, role of note takers etc.
- Fixing up session dates, places and time
- Prepare checklist
- Ensure required logistic
- Prepare vulnerability matrix format in brown paper
- Gain clear concept on vulnerability matrix
- Carry secondary data and Union maps
- Contact with respective UP members
- Identify potential participants for group discussion and Key Informant Interviews
- Identify probable obstacle and prepared accordingly

8.3 Participants/Respondents
Representatives from different socio economic class, key informants like school teacher, Imam/Muajjin, community leaders, Women representatives, local elites, various occupational / interest groups, etc.
There should ideally be 25- 35 participants\(^8\) for each session. However, fair representation of all interest groups/ class and people from different part of the catchments area is important, which may vary from village to village depending on the context and other reality.

\(^8\)The quality of session largely depends on a good balance of the participants (representation from various strata). It is always a challenge to attain the intended objectives having too large or too small participants or poor representation or having any dominating group.
8.4 **Facilitators**
A two members team (field staff and field management staff and where possible, include one from SHOUHARDO III)

8.5 **Output/ documentation**
A complete matrix (hard and soft copy with back-done data) is available in the achieve.

8.6 **Steps**

a) First of all, the teams need to conduct a ‘Transect walk’ to build rapport with the community people, observe the socio-economic and geographical conditions, talk to different category of people (consider age, occupation, sex, religion etc.), select a suitable place to sit with the people, invite the people in the session who can provide best possible information about the socio-economic condition & vulnerabilities of the people in the community.

b) During transect walk the following information may be captured - area, total number of households, whether other development agency implemented any program (except micro credit) etc. In terms of occupational information, it is required that what are the different occupation in which people are basically depends on i.e., Agriculture, day labor, fishing, sharecropper, rickshaw/van puller etc. and in each occupation what percentage of households depends i.e. Agriculture 30% HHs, day labor 50% households etc. For details of occupation and code please see the details below;

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Follow the PRA principle and techniques to make the transect walk meaningful
List & Codes for different occupation:
1 = Day labor; 2 = Agriculture; 3 = Service; 4 = Business; 5 = Fishing/ Fisheries; 6 = Others - specify

- c) Identify a suitable place, conformable to all participants (choose a neutral place, avoid elites house), including the poorest/ most vulnerable, for example single, widowed, divorced, abandoned women;
- d) After setting the climax/ make the seating arrangement favorable to faceplate the sessions, the team should Introduce them-selves, describe clearly describe the project (objectives, activities), purpose of the session and what is expected from the participants to make the session purposive and attaining its objectives. Create a congenial atmosphere (by asking some questions e.g. ask about historical background of the village, major occupation of the people etc.) before starting the exercise and go deeper to the process.
- e) At some point of the mapping exercise (Ref. Chapter above), the team will start the standard steps of matrix ranking.
- f) The teams will begin discussion on the parameters one by one, team will facilitate participants to encourage using local resources like seeds, sticks, color dots etc. As for example, in the discussion of food insecurity & malnutrition indicators if any village revealed extremely high food in security & malnutrition, then 4 seeds will be placed against that indicator of that village. As such if any village being reported year round employment opportunity is good enough, then 1 seed should be placed there. It is to note here that, the main intention of placing these seed is to reflect/visualize the discussion/result on brown paper so that it could be generally visualize and share across the group. As such all the villages against each indicator (total 7 indicator) score. To facilitate the discussion it is recommended to see the scoring hints that are clearly described in the record sheet.
- g) During discussion, if any critical issue of a particular village is arises which may influence in selecting/dropping of the villages; this must be recorded by the note taker.
- h) Once the scoring is done, then team will facilitate to summarize the result based on the scores that each and every village has obtained. [Minimum total count of all dots / seeds for individual villages is 8+2=10, while maximum is 32+8=40. This maybe even more if region include more than 2 two region specific indicators]
- i) In order to categorize the villages in light of vulnerability, please follow the composite score as follows; is 31-40= Extremely High vulnerable (EHV), 21-30= High Vulnerable (HV), 11-20= Moderate Vulnerable (MV) and Less than 11 (<11) = Low vulnerable (LV). This should be integrated and modified based on the actual number of indicators the region will apply.
- j) The teams will shared the results with the participants so that a common understanding is developed among the group members (participants) on the whole process of matrix ranking and its results.
- k) Then the teams require to facilitate the comprehensive/ interactive discussion and analysis to define the score of vulnerability (in column c) range from 1 – 4 (Extremely High=4, High=3, Moderately =2 and Low=1) against all indicators/ vulnerability parameters. The team should follow the Parameters and Scoring definition, available in the record sheet.
- l) During discussion, it is strongly recommended to note the discussion points, Example – during discussion of Access to safe Water drinking facilities, some important point/ qualitative information may come about the water sources, whether those has been tested to identify the presence of arsenic, if tested who had conducted the test, whether the TWs were marked in color according to the test result, how frequently these test is being conducted, whether all poor women has access to water sources, etc. Note taker should record these, which may supplement/compliment to prioritize villages for project operation.
- m) The group discussions are nearing to finish here. The facilitators now assist the groups to summarize/ synthesis of overall vulnerability based on the discussion in a mode of a) Extremely vulnerable b) Vulnerable C) Moderate Vulnerable d) Low vulnerable.
- n) At the end of the session Involve some community volunteers to present/ share the output of the session and check whether there is any misrepresentation, missing information; inform how the outputs will be used in future, conclude the session with appreciation and thanks.
Prior to leave the village they will capture LatLong data (at center point of the village).

The teams will transfer the PRA outputs onto the Village Vulnerability Assessment Matrix - Record Sheet 2. The steps are described below:

a. At first the team need to record the Region, District, Upazila, Union and village name with code and total number of HHs residing in the village in the left box. Then the team will list down the occupation with code from list and the percentage of HHs involved in each occupation to write down besides like Agriculture 15%, Day Labor 35% etc. In the upper right end box, the team will write down the name of development agencies (except micro credit) that are operates in the village and their major activities in bullet form.

b. Then the team needs to transfer the score of vulnerability (in column c). It should be kept in mind that we need to determine a range of score from 1- 4 (like a likert scale) i.e., Extremely High Vulnerable =4, High=3, Moderately =2 and Low=1 against all 8+2 = 10 indicators or more.

c. After having all the scores against each and every indicator/ vulnerability parameters, the teams sum-up and analyze the score against the villages. Based on the sum total the team will categorize the villages as EHV, HV, MV and LV in the Box.

d. During discussion, all the qualitative notes that provide rationale/justification against each indicator, must be captured in column d.

8.7 Comparative Vulnerability Assessment Status of Villages/Report back to Union Parishad:
The objective of the process is to inform Union Parishad about physical verification findings and make an authentic dialog to finalize a list of vulnerable villages. After completion of physical verification and assess vulnerability of villages the team will come again to Union Parishad to share the findings/changes. Participants of Union Matrix ranking exercise will invite for the session. The team will share findings with the participants and make necessary adjustment through a constructive dialog with the participants using standard tool.

8.8 Cautionary Measures to Consider during session
• It is likely that there will be individuals, powerful in the UP, will try to dominate / interrupt / or even control the session. It is important to ‘deal’ such individuals professionally – apply techniques as appropriate; example – they can be taking out-side and doing an exercise or an interview that taps their knowledge of the locality, to manage the main session efficiently.
• In each village there are a large number of small children, who are likely to interrupt the session. It is important for the team to have one person to take the children aside and (if possible) arrange game for them by engaging comity leaders.
• It is important for the facilitators to ensure that women and men from all classes actively participate and contribute to the session. Critical analysis and interaction between the participations is important to determine the score and getting more accurate information.
Note
- The team must pay more efforts and dedicated time to physically observe, validate and critically analyze various form of vulnerabilities - gravity & magnitude and its impact at EHV and HV villages.
- To maintain the time line as well manage time and resources more efficiently, the assessment team may exclude moderate and low vulnerable villages (as per UP level exercise) during physical verification/validation at initial stage.
- Since, SHOUHARDO3 will be focusing more on clustering approach. Thus, some isolated villages can be excluded (if that has no significant implication) during final selection.
- This is to note here that, during physical verification of individual villages, if any village revealed as ‘Moderate or Low Vulnerable’ which earlier categorized as ‘Extremely High or High vulnerable village at UP level, the finding / gaps and reasons must be shared while the assessment teams report back to respective UPS.

<table>
<thead>
<tr>
<th>CARE Bangladesh</th>
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<tbody>
<tr>
<td>SHOUHARDO3 Program</td>
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<td>Comparative Vulnerability Assessment Status of Villages</td>
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<tr>
<th>Region</th>
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<tr>
<th>Name of Villages (as defined by UP Team Records - Ref. UP level ranking)</th>
<th>Did this team find any variation during village level physical validation (Y/N)?</th>
<th>Final list of all villages or pre consensus made during UP report book session</th>
<th>Approx. No. of Total Households (all category - Ref. UP level ranking)</th>
<th>Approx. No. of Total Households (Ref. Physical validation village level ranking)</th>
<th>Category of vulnerability at UP level (vulnerability less than EHV, HV, MV or LV)</th>
<th>Category of vulnerability in clusters (vulnerability less than EHV, HV, MV or LV)</th>
<th>Remarks (Mention that vulnerability category changed or not changed)</th>
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Identity of the Key Participants (Name, Designation, Signature, and Date):
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3.  
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8.  
9.  

Team Members (Name/ Designation/ Signature & Date):
1. Name: 
   Designation: 
   Signature & Date: 
2. Name: 
   Designation: 
   Signature & Date: 
3. Name: 
   Designation: 
   Signature & Date: 

Reviewed by:
Name: 
Designation: 
Signature & Date: 

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Eligible Direct Participants Selection Process

Well-Being Analysis

and

Household Census Survey
Chapter 9. Well-Being Analysis & Participants Selection Process

9.1 Introduction
The SHOUHARDO III project is committed to work with the most vulnerable people who face significant challenges in their everyday lives and livelihoods. They suffer a lot due to various types of vulnerability including severe food insecurity, malnutrition, lack of access to basic services and entitlement, less employment opportunity and economic growth, poor governance, resilience and women empowerment and so on. This is a reflection on a greater orientation towards livelihoods of the targeted people, which will dominate project activities in the future.

In order to identify who these poorest and vulnerable people are and to understand more about their conditions the project has decided to introduce a well-being analysis, which has already been explained. The well-being analysis is a participatory technique, which allows the project staff to learn about the different categories of people living in the village based on how they define their own status in social, physical, and financial or other terms. When the staff has a better understanding of these categories of people, they will be in a good position to select the right group of people with greater needs, willingness and ability to benefit from the project. Below is a simple and stepwise concept note, which describes the purpose and process of using well-being analysis tool in the field.

9.2 What do we mean by Well-being Analysis
Well-being Analysis is one of the most users friendly participatory process follows PRA principles and methods for conducting different participatory studies relating to analysis of socio-economic conditions of community people. It is used for identifying the key indicators/criteria of well-being of an individual or a community and proved as an effective process. It is done by sorting them into different categories according to their own criteria/indicators of well-being (perception and subjective judgment). These criteria considered not only the economic or wealth status of the individual or community people rather also encompasses non-economic i.e., other social factors that have direct or indirect influence on socio-economic condition of a household. Now a day, this process is popularly used in development projects for targeting the people for the program who wants to work with.

9.3 How does Well-being Analysis differs from Wealth Ranking
In fact both the tools of wealth ranking and well-being analysis has similarities and used mostly for the same purposes. It can be said that the Well-being analysis is an improved version of wealth ranking. Despite of that, there are some differences between these two PRA tools as follows:

- The term ‘Ranking’ means for placing something in order to compare with another to see the preferences or inequalities in the community. Wealth ranking refers to placing something/someone in an order based on the wealth of an individual/household. The well-being analysis refers to a process whereby participants through an interactive process amongst themselves are asked to identify how they perceive their own status.
- Wealth ranking always refers to indicators that relates to the economic values while the well-being refers to the indicators other than directly or indirectly related to the economic values. Factors relating to social, educational, health, culture, local context etc. that affects the lives and livelihoods of the people are importantly considered in well-being analysis.
- In wealth ranking, same/similar indicators are usually used in different places where as in well-being analysis, indicators differ from community to community as the factors/ context that affects peoples’ lives are different.
- Wealth ranking does not provide sufficient information for analyzing the state of poverty or vulnerability of a household/ community while the well-being does provide that as it collects diverse range of information.
9.4 Why do we need Well-being Analysis

CARE-Bangladesh in general and the SHOUHARDO III project in particular, aims to work with vulnerable people (poorest households) giving emphasis on women and girls in selected rural areas, with a general objective to “Improved gender equitable food security, nutrition and resilience of vulnerable people within Bangladesh”. The project is also emphasizing more on widening the scope of capturing the poorest segments in its interventions and also intends to address the underlying causes of poverty in different ways following community led process. Keeping these objectives in mind, the project requires to identify the participants, which will not only facilitate the project for capturing the most poor/vulnerable households, it will also give a basis for addressing the diverse range of priority issues that affects the lives of the poorest people both women and men. WBA will not be the only tool rather other PRA tools/exercises will be applied in different phases of project interventions to understand depth/ gravity/magnitude of vulnerabilities and its root causes ultimately to address the issues to sustainably improve the livelihoods of poorest people and establish their basic rights.

The Well-being analysis is considered to be a useful tool/ process for collecting adequate information on the potential participants of the project and finally select the households/ participants for programmatic interventions. The followings are the specific purposes of well-being analysis in selected villages:

- To initiate better understanding among the staff on the factors/indicators and more importantly the root causes that affects the lives and livelihoods of the project participants.
- To create ownership of information amongst the villagers/participants. If people’s participation is one of the most important preconditions for sustainability, then sense of ownership is the precondition for participation. The participatory exercise of Well-being analysis support this process.
- Widening the scope of involving local people of different strata including elites in the project to address livelihood issues of the poor and vulnerable people. Selection of project participants10 – poorest people, food insecure households, deprived women, through a transparent interactive participatory process.

9.5 WBA Implementation Process11

(Steps for Well-being exercise— how to facilitate WBA in a village)

The PNGO’s staff will facilitate WBA sessions in ALL the villages that have been identified/prioritized as extremely high and high vulnerable through UP level FGDs(vulnerability mapping and matrix ranking). Before going to village for conducting session on WBA, respective staff should make an informal visit to ensure the participation of the expected category/ number of people on the day of conducting WBA. For conducting WBA exercise at village level, the facilitators should consider 3 phases of sequences to efficiently managing their effort, resource, and time in the community level:

a) Transect walk/ households visit (house to house), discussion/ rapport building, familiarization with the area/community
b) Well-being analysis exercise
c) Physical verification to the households re-confirm the WB category of individual HHs
d) Documentation – transfer social/resource maps to A4 paper and WBA record sheet

10 There are many tools/methods for participants selection. Many of those refer to a short-cut process for selecting participants. But, for various reasons SHOUHARDO3 project prefers to apply WBA. This contributes to make the selection process effective, transparent, develop ownership of local community, visualize the process and track changes over the period in terms of households well-being groups, position/location, poor and non-poor concentration, etc.

11 Apply PRA principles / tips for WBA sessions. The implementation steps mentioned here is provided to give an idea. In other words, to make the sessions effective especially to analyze socio-economic status and identify poorest people, most deprived women, food insecure households etc. the facilitators can make changes in the steps.
9.6 Reaching to pre-identified village(s):
Conduct transect walk within/ around the pre-identified villages that categorized as extremely high and high vulnerable during UP level vulnerability assessment and subsequently physical verification at individual villages. Transect walk aims to build rapport with the community people, observe the socio-economic and geographical conditions, talk to different category of people (consider age, occupation, sex, religion etc.), select a suitable place to sit with the people, invite the people in the session who can provide best possible information about the socio-economic condition, horizontal-vertical relationship of the majority of the people in the community. There should be, ideally, 20-30 participants for the session. However, fair representation of all interest groups/ class and people from different part of the catchments area is important.

Be sure that the people gathered in the session represents each of the para/pockets of the community including participation of the poorest people and different interest groups. Introduce the team, describe clearly the purpose of (briefly share about the project, its objectives, activities etc.) your visit/holding session. Create a congenial atmosphere (by asking some questions e.g. ask about historical background of the village, major occupation of the people etc.) before starting the exercise. Objectives:

**Objective:** With a view to implement SHOUHARDO3 project, CARE Bangladesh has preliminarily identified ............. (Name of the UP) UP as potential one. In this connection, we already collected some information/data at union level from GO/NGO officials including Union Parishad. Part of this process more information is required to collect at village level which will eventually help in selecting area and identifying intervention.

- Ask the people if they could show physical appearance of the village/community by drawing a location map on the ground, up to which they are capable of providing information about socio-economic status, occupation, dependency relationship, kings, etc. of all the people of the village or area demarcated for WBA session.
- Ask the people to show the major infrastructures/resources (e.g. schools, deep/shallow tube wells, roads, bazaar etc.) of the area to enable them to locate the houses of all the community people easily.
- Provide the people with small cards to write the names of individual households of the area and place them at the appropriate locations on the map and confirm that all of the cards are placed at right place. The facilitator simultaneously should list out the names in note pad.
- After completion of placing the names of all households under the demarcated area, assist the participants to put a separate WBA ID number on all the cards maintaining sequence/ chronology (starting from 1) and help participants to group the cards according to the well-being categories of the households (facilitate interactive discussion to end up with 5 categories like – Rich, Middle,

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12 Facilitators can refer previous visit/ PRA sessions if already happened in the village earlier.
13 Facilitators should assist group to prepare maps such a way so that these could be re-used for other purposes in future e.g., this map can be useful to locate/ analyze households having/ not having sanitary latrines and plan for future. As an alternative, social map or khana maps can be used if already available in the village/ community.
14 This type of discussion may help to generate discussion on well-being classifications and cross checking.
15 The key characteristics should be specific, which clearly indicates the differences amongst the well-being groups and really represents real situation. Critical analysis/ interactive discussions are very much important throughout the process as well as to minimize biasness to categorize the households.
16 Experience says that in many cases the villagers at beginning stage classified the households to 3-4 groups. However, if more in-depth interactive discussion and follow-up analysis are continued and classified them based on the key characteristics then they come up with more groups and ultimately classified total communities to 5 categories as we intend for.
Lower Middle, Poor, and Extreme Poor). However, use local wealth class/ categories (5) as the community generally use and familiar with and later match them with project-defined categories.

- With the help of the participants find few volunteers (preferably natural leaders/ school going students) who will help the group to copy the map on a chart paper and write the number of the cards following the placement of the cards on the map drawn on the ground (sample attached).
- After completion of categories, assist the people to draw a table on a chart paper in a way that they could write the name of identified categories in the first column and then place the cards in the second column against respective categories (sample attached).
- After placing the cards in the respective boxes, ask the people what socio-economic indicators they had considered for classifying each of the categories and write those indicators in the third column. Please re-confirm households well-being groups on the basis of key characteristics and check whether there is any deviation and modification required in well-being class of the households grouped at first round. Please encourage them to re-organize households groups if required. Below are some key criteria which needs to be considered during categorization of the households:

  a) Cultivable/ productive land (own, lease, mortgage, rental, share cropping - in-out)
  b) Homestead land
  c) Number of food insecurity months
  d) Occupation, source of income and income level (Primary, Secondary)
  e) Number of livestock own (cattle, goats, poultry)
  f) HH Assets: Bicycle, Own TV, Motor cycle, Irrigation machine (STW), Solar electricity power
  g) Poor Widow/ separated/ abundant, women and child headed households
  h) Buy and lease in land with contract (agro-land) every year
  i) Money lending (In/out), NGO credit
  j) Access to health and other services
  k) Seasonal migration
  l) Day laborers / advance labor sell
  m) Participate in arbitration/shalish
  n) Children level of education
  o) Production and sell
  p) Others that are very much specific to the local context and vulnerability pattern

The above criteria / characteristics put as example. These can be considered during WBA, while experience says that the first seven characteristics (1 to 7), in many cases, found relatively more important/ relevant to categorize the households applying WBA, but should not be limited to these. Thus, the teams are encouraged to include other characteristics (even completely new) appropriate to the local context, culture, occupation, socio-economic condition, physical and other vulnerability aspects of an individual village. However, all the efforts should be concentrated on data quality/ authenticity and as a whole, attaining the objectives of the exercise.

- Use different legends for each category/ attributes.
- The group work is nearing to finish here. The facilitator now assist the group to summarize/ synthesis the findings, key learning, how these could be used etc.
- Appreciate and thank the people who provided very useful and valuable information.
- Finally, a small sample of households comprising all the categories should be visited along with the community people, while the facilitator should respect people’s opinion and try to understand the reasons behind if there is any deviation and ways to address them. However, before finalizing the list of project direct participants the staff are encouraged to physically visit the households from extreme poor and poor class. In nutshell, triangulation of information and physical verification at

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households level are highly important prior to finalize the list of direct participants and their registration\textsuperscript{17}.

- This is to clearly mention that there will be no scope to include any new households as direct participants afterwards; however, any exclusion for any valid reason/s is always accepted.
- After completion of the exercise, the information generated by the villagers should be transferred into a small paper. Take help from the people to find-out community volunteers who can assist to transfer the map and other information. Some additional information like number of people participated in the session, total number of people in the community, findings of physical verification etc. should also be recorded for future references. Please leave the original maps with the community for their future use and encourage them to preserve the document carefully.
- Finalize the list by physical verification at households level (house-to-house visit – individual visit).

For large villages, teams are suggested to facilitate more than one WBA sessions for a particular villages, when they should follow the para boundary to decide the catchments. However, at the end of the process, all those should be merged to prepare a single Social/ Resource map and WBA record sheets/ database for a village; avoid duplication of WBA numbers, HH names, etc.

9.7 Few additional tips/ useful hints for the facilitators

Before session
- Be familiar with/ internalize the DFAP
- Arrange necessary materials before hand
- Prepare a plan in your mind on session steps/sequence, method etc. and share with other team members
- Understand the status, context, cultural background of the participants/ village, governance etc.
- Share with other colleagues before and after the sessions

During session
- Follow PRA principles, use your best judgment and experience for critical issues
- Start session with ice breaking
- Introduce yourself and explain the objective of the session
- Encourage participants (especially women/ poorest/ marginalized people) to share ideas
- Don’t be too rigid on rules, be flexible
- Keep eyes on ‘Gate Keeper’ and manage/ control tactfully
- Use easy language (local language is preferred)
- Apply energizers
- Make the sessions simple but visual and facilitate interactive analysis

At the end of the session
- Involve some community volunteers to present/ share the output of the session and check whether there is any misrepresentation
- Explain how the outputs will be used in future
- Conclude the session with appreciation and thanks

9.8 Documentation/ Reporting

- Please transfer the map in small paper (A4 size)
- List all households (HH heads, Father’s/ Husband’s name) by their well-being category and key characteristic of all categories. Please use the WBA Record sheet, record names in English (Capital. Block letter for households head).
- Compute the information using the attached layout/ record sheet in Excel program

\textsuperscript{17} During census survey, which will require physical visit at individual households, the teams will have scope to filter out/ drop any of the individual households if they do not fulfill the criteria of vulnerable people and eligibility of direct participants.
• Preserve these at Region and send a copy to CBHQ (Social/ Resource Map, WBA map, filled-in WBA Record sheet containing list of all households by WBA category and key characteristics)
• Update the information if there is any change
• It is very important to make physical verification (house to house) prior to finalize registration of the households as project participants.

9.9 Dummy/ Demo Sessions
As the quality of WBA sessions largely depends on the facilitation skills hence considering capacity of an individual further practices may be required to improve prior to conduct the sessions at real field, which should be dealt case by case. Dummy session could be considered as an alternative option to improve perfection level of the facilitators. However, if someone has significant deviation s/he should NOT be directly engaged to facilitate the sessions in real field.

9.10 WBA Record Sheet
Information for ALL households of individual villages should be transferred and recorded onto the WBA Record Sheet (Households Well-being Information). The regional teams are expected to use the attached record sheet/s for reporting and information sharing purpose, eventually to prepare soft-date sets. They are encouraged to include other information if found relevant to improve the analysis further. The teams should also capture qualitative information/ important discussion of the sessions. This is to mention here that WBA should not be considered as a stand-alone tool. To fill up the information in the attached sheet/s the teams may require using multiple tools/ process – e.g., house to house visit/ individual discussion etc.
## Resource/ Social Map and Household Well-Being Information by Category

### CARE Bangladesh
SHOUBARDO3 Project

#### Households Well-Being Information Record Sheet
(List of All Households by WB Category)

<table>
<thead>
<tr>
<th>Date (dd/mm/yy) WBA facilitated</th>
<th>Page 1 of ______ pages</th>
</tr>
</thead>
</table>

### Area and Participants Selection Guideline

- **Resource/ Social Map and Household Well-Being Information by Category**

<table>
<thead>
<tr>
<th>Area</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td>Name</td>
<td>Code</td>
</tr>
<tr>
<td>District*</td>
<td>Name</td>
<td>Code</td>
</tr>
<tr>
<td>Union*</td>
<td>Name</td>
<td>Code</td>
</tr>
<tr>
<td>Village</td>
<td>Name</td>
<td>Code</td>
</tr>
</tbody>
</table>

### Code WB Categories

- **Rich (R)**
- **Middle Class (M)**
- **Lower Middle (LM)**
- **Poor (P)**
- **Extreme Poor (EP)**

### # of HH**

- **Total HH**

*Note*:
- Use Geo codes provided in the guidelines
- Use codes provided in the guidelines

### Title # 1

<table>
<thead>
<tr>
<th>ID #</th>
<th>Name of HH Head</th>
<th>Name of Father/Husband*</th>
<th>Relationship with HH head</th>
<th>Sex (HH head)</th>
<th>Religion (HH head)</th>
<th>Well-being Category (R/M/LM/P/EP)</th>
<th>Important Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td>b</td>
<td>c</td>
<td>d</td>
<td>e</td>
<td>f</td>
<td>g</td>
<td>h</td>
</tr>
</tbody>
</table>

*Note*:
- HH ID numbers should be the same, which was mentioned in original WBA/Social/Resource Map; record the ID numbers sequentially starting from 1
- Father’s name will be captured in HH profile
- Record the relationship of the individuals that noted in column c with HH head e.g., father, husband

### CRITERIA

- Record the criteria specifically, which were considered to cluster households into 5 groups during WBA session, below.
- The criteria should be in detail form, but be concise & different from one class to another. These criteria should be communicated by WBA class & district

- **Extreme Poor (EP)**
- **Poor (P)**
- **Lower Middle (LM)**
- **Middle Class (M)**
- **Rich (R)**

### Facilities by: Reviewed By: Approved by (RC)

(name/designation/ signature/date) (name/designation/ signature/date) (Signature with name, designation, date & stamp)

### Notes

- The above criteria/characteristics put as example. These can be considered during WBA exercise. Experience indicates that first seven (1-7) characteristics are more related to cluster the households by WB, but should not be limited only to those - see notes below.

- Example of some common criteria/characteristics put below. Please can be considered during WBA exercise. Experience indicates that first seven (1-7) characteristics are more relevant to cluster the households by WB, but should not be limited only to those - see notes below.

- Categorizing households to the local context, culture, occupation, socio-economic condition, physical and other vulnerability aspects of an individual village.

- Transfer WBA data/information from charting papers to the WBA record sheets in English (HH heads’ name in Capital letters) ensuring its accuracy and completeness. After transferring all names and other data/information onto the record sheets, please close it to prevent any new entries/changes especially inclusion of new names & changing WBA category of any one.

- The teams are suggested to prepare district-wise complete report. This should include key characteristics of 5 WB classes, distribution of HHs by WB class and other key information.

Area and Participants Selection Guideline

39 | Page
9.11 Households Well-Being Analysis – Complementary Notes

9.11.1 Objective
As mentioned, the main objective for applying this tool is to collect adequate information on the potential participants project intends to work with and finally select the direct participants households (Impact group) for programmatic intervention applying a common process, tools and standardized record sheet (hard and soft).

9.11.2 Process and respondents
There should be, ideally, 25 - 35 participants in each session. However, fair representation of all interest groups/ class and people from different part of the catchments area of the village is important.

9.11.3 Steps
a) On the upper part, record the date of WBA session, Name of the region, District, Upazila, Union, Village needs to record with the given Geo codes (Attached), etc. using the standard format. In the right end section, record # of hhs that are belonging in each well-being category e.g., Rich, Middle, Lower Middle, Poor & Extreme poor need to record and then total # of hhs (all together) to record. This should be filled-in after the end of the session.
b) Record the HHs ID sequentially (starting from 1 and up to its end) ‘in column a’. In all cases, the ‘HH WBA ID Number’ should be same as the numbers mentioned in WBA/Social Maps and no duplication in number within a village is accepted. If a village is too large and essential to split well-being sessions, in such a situation, it should be the last number of first session and thereafter.

c) **Column b.** record the name of hh's head. Since the project intends to work with women and child headed hhs, so some critical facilitation is much needed here to capture those information.

d) **Column c.** record name of father/husband of hh's head. If the household head is a male then his father's name is required and if the head is a woman either her father's or husband's name is required, while mention the relation. The objective of capturing this name is to avoid overlapping to trace them easily. This is to note here that; mother's name will be captured in HH profile.

e) **Column d.** relation between b & c column need to be recorded. Like if a name of hh's head is Abdul Karim – male and his father is Mohammad Ali then relation will be ‘Father’ – only one option, like wise if a households head name is Mahmuda Khatun – woman’ and her husband name is Addur Razzakthen relation will be ‘Husband’ or if a households head name is Begum Zarina – woman and her father name is Zakir Uddin then relation will be ‘Father’. In short, the men headed households will have only one option i.e., father, while women headed households will have two options – either husband or father. Sincere, this is very much sensitive, the team members must pay due attention to capture only the correct relationship.

f) **Column e.** gender/ sex of household heads like male, female or **challenged group** should be captured and **in column f** the religion of hh's head like Islam, Hindu, Christian or Buddhist

g) **Column g.** category of hh need to be specified e.g., Rich, Middle, Lower Middle, Poor & Extreme Poor.

h) **Column h.** record important notes for a particular households (if any).

i) **Criteria:** very clearly/ specifically record the criteria, which used as determining factors to categorize all households in 5 groups.

Finally, in the last section of the format, the name and particular of the facilitators, Reviewer by (PNGO’s PM) and Approved by (RC) need to be mentioned.

Conclude the session after re-check the record sheet and extending thanks to all.

9.11.4 Outputs/ Deliverables

- Complete WBA record sheets (approved hard copy and electronic version) available at achieves
- Social Maps/ Resource Maps for individual villages

*(For more on this, user's guideline on WBA exercise at village level is referred)*

**Chapter 10. Census Survey: Eligible Participant Households Profile/ Registration**

(at HH level for ALL members of ALL PEP households)

**10.1 Objective**

The main objective of this tool is to capture basic information of participants at the hh level (who have identified as Poor and Extreme poor through WBA process) and at the same time revalidate the information regarding Well-Being status of PEP which has captured through WBA sessions. This eventually helps to register the participants and develop a master data base. The tools is under designing and be circulated after the pre-test.

10.2 Outputs/ Deliverables

- Complete Census data for all Direct Participants(approved hard copy and electronic version) available at achieves
- Participants Data Base are available
Chapter 11: Miscellaneous

11.1 Complementary/ Supplementary Notes

- The facilitators should apply the PRA principles and techniques (mapping, matrix ranking, FGD) across the selection process, where relevant. To make the scores/ranks as accurate as possible for all parameters, facilitators should make the sessions interactive and analyze reasons/justification of the respondents behind the scores. Record final scores after consensus.

- Since, the scores are in nature subjective, judgmental and perception based, the facilitators should apply appropriate techniques to make the sessions interactive, analytical and increase its perfection to ensure that the participants scored/ranked the villages and categorized households more accurately.

- If it is confirmed that at some exceptional/extreme situation that there is no scope to get authentic/realizable information/score from the participants for any of the parameters/indicators and/or parameter found totally irrelevant for respective area then that could be escaped (ideally should not be more than 2) if it does not change/influence overall score/rank. Similar approach/flexibility can be applied to other similar matrix/s without compromising with data quality.

- Considering local context, culture, geography, etc. additional parameters can be incorporated if that helps to increase the quality of the outputs.

- However, in such a situation, the team must record specific/satisfactory reasons for exclusion/deviation. Similar approach/flexibility can be applied to other similar matrix/s.

- The village level physical observation aims to use another dimension/methods to look the gravity and magnitude of vulnerability more closely (less emphasis to verify others perception). Since, it is difficult to validate/triangulate some individuals/groups perception, thus, adequate facilitation skills/competencies is important particularly to decide in combination/mix the outcome of both UP level vulnerability assessment and physical observation at villages appropriately.

- The team should not bring the UP level analysis/filled-in matrix during physical observation at villages. They should relate/compare the scores/findings of UP level PRA exercise with the scores/finding of physical observation of individual villages and then analyze those to understand the gravity and magnitude of vulnerability of individual villages to draw consensus and report back to UP to way forward the selection process.

- It is encouraged to maintain the data quality and use standard tools and process and keep the process transparent. Involve key stakeholders in relevant events to add values and increase their ownership.

- For the programmatic intervention and management, clustering is important.

- Do not include any questionable villages and participants.

- Use the codes available in the guideline.

- Analysis, Documentation and Report back: Please do it on regular basis ensuring quality.

- Final list should be peppered upon management consensus.

11.2 Archive

Field/Regional Offices (hard and electronic soft copy):

- Secondary information – Backbone data, processed data and summary table
- Village vulnerability Matrix (UP level exercise)
- Village vulnerability Maps (UP level exercise)
- Physical verification at village level
- WBA Record sheets - Backbone/processed data,
  - Summary table – distribution of households by WB class, District, Upazila, ethnicity, etc.
  - Common characteristics of 5 WB classes by district and region
- Census survey – households profile

[Hard copy/Paper Copy: final products must have approval of authorized signatory]
11.3 Direct engagement of the partner NGOs:
In SHOUHARDO III project PNGOs will directly be engaged in the vulnerable villages and eligible participants selection process. As per management decision CARE SHO III will prioritize vulnerable UPs through analyzing vulnerability at Uz level and later be reviewed with the PNGOs and finalized. On the other hand, the PNGOs will carry the whole process for identifying/ selecting the more vulnerable villages and people (eligible participants) and thereafter, conduct households census survey for the registered PEP households. CARE will provide technical guidance to PNGOs on the above process and make regular follow up to ensure quality of outputs and deliverables.

11.4 Quality Control
The Regional senior management teams are expected to ensure the overall data quality, accuracy and timeline, while the RCs are accountable to ensure the quality and data authenticity. They will ensure that the assessment teams must adhere with all the guidance and apply appropriate tools/ matrix and maintain the steps and process, documenting and reporting rightly across the process. They should follow-up the field teams through systematic spot/ cross checking, re-monitoring and document review; record the major observations and share with SHO III CBHQ team.
The RCs are also expected to prepare a comprehensive completion report at the end of the process and share final and complete documents and data – paper copy and electronic – as applicable.

11.5 Approval
The respective PNGO will send Up and village vulnerability data/list and list of SHO III eligible participants (WBA and Census profile) to RC with a cover letter for review/checking and comments. Regional management will review and check 5 to 10% of data at field/primary sources and also conduct logical review of database at desk (RM&EM will lead the process) and send those back to the respective PNGOs with comments/feedback for finalization. Once PNGO addressed all the comments/feedback then at the end, the final list will be approved by the EDs and review will be done by the PM of PNGO. When RC will send these data and report to CoP/DCoP, they will filled up the Data Quality and Completeness Checklist and attached with submission (Guidance/format circulated by DCoP on 14 February, 2016) and send to CBHQ for onward actions.

11.6 Data Protection/ Preservation
The RM&EMs are responsible to prevent the data from any unauthorized changes and preserve for future references.

11.7 Time lines of Major events*

<table>
<thead>
<tr>
<th>Events</th>
<th>Time line**</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHOUHARDO III Project sharing with District and Upazila Officials if/ as required</td>
<td>2nd Week of December 2015</td>
<td>RO</td>
</tr>
<tr>
<td>Prioritize and select vulnerable Union Parishad (Matrix ranking, physical verification &amp; report back to Uz) by CARE</td>
<td>December 2015</td>
<td>CARE (finalize in consultation with PNGO)</td>
</tr>
<tr>
<td>Review of selection Process of vulnerable Union Parishad by PNGO</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Selection Process of vulnerable village (Matrix ranking, physical verification & report back to UP) January 2016 PNGO

Well-Being Analysis & Participants Selection March 2016 PNGO

Listing of all households living in the selected villages

Data entry cleaning and finalization of PML (Participants Master List) and registration of PEP households March 2016 PNGO

Census Survey: Participants Households Profile (PEP) April 2016 PNGO

Data entry cleaning and finalization of Households Profile (PEP) April 2016 PNGO

*SHO III Field Offices should deploy at least one senior staff for each of the PNGO. They should provide them technical guidance, monitor and oversee data quality and prevent them from any deviation.

**This is a draft skeleton indicating key areas and completion timelines, which should be replaced by the regional detailed action plans.

*The activities and timeline indicates here more in broader aspect. Keeping the bottom timeline unchanged, the respective ROs and PNGOs will developed their individual Detail Implementation Operation Plans and share with CBHQ accordingly.

11.8 Conclusion

The teams are encouraged to use the standardized / common process, steps and tools and involve stakeholders where it adds values. Data quality is not negotiable. However, there are windows/probation to adapt changes/amendment if that contributes to attain the objectives better, which should be done on prior approval from the Regional Management. There is a possibility to adapt some changes/improvement in the guidelines after the FFP/ FANTA M&E workshop scheduled in January 2016. If so, the revised version will replace this one. However, regions are suggested to use this guideline and tolls to way forward until further modification is suggested officially.

Ref.

A number of resource materials and data sources were used during revision of the guideline, tools, process and steps. Some of them are as follows:
- SHOHARDO Targeting and area selection guides, tools and process
- WBA documents
- SHOHARDO III Project Proposal
- CARE Bangladesh Program Shift strategy papers
- USAIDFSCF (Bangladesh)
- National Data
- SHOHARDO MBL (Master Beneficiary List) Data base

11.9 List of Annex (tools and instruments)

– it is suggested to use updated version of the same – please check and confirm prior to its execution in real field.

---

18It is suggested to use the updated version – please check and confirm prior to its execution in real field.
Annexure
Matrix Ranking : Union Vulnerability Assessment (Upazilla level)

Conclude the session with appreciation and thanks.

Encourage and help participants to summarize the scores, major findings and draw an overall picture.

After completion of analysis and scoring please revisit whether missed anything and/or further analysis is required for any parameter/s. If required, please do it.

Since, the scores are subjective and perception based, the facilitators should apply techniques to ensure high perfection in ensuring accuracy/reliability for all individual scores and for individual villages as well.

To make the scores as accurate as possible for all the parameters, facilitators should make the sessions participatory, interactive, visual and give emphasis to critically analyze the rationale/justification behind the scores, which is one of the most important functions during session for Extremely High vulnerability, 3 for High vulnerability, 2 for Moderate vulnerability and 1 for Low vulnerability.

The team/facilitators should apply PRA techniques and principles to facilitate the sessions on 'Vulnerability Mapping and Matrix Ranking'.

Note:

The team/facilitators should apply PRA techniques and principles to facilitate the sessions on 'Vulnerability Mapping and Matrix Ranking'.

To make the scores as accurate as possible for all the parameters, facilitators should make the sessions participatory, interactive, visual and give emphasis to critically analyze the rationale/justification behind the scores, which is one of the most important functions during session for Extremely High vulnerability, 3 for High vulnerability, 2 for Moderate vulnerability and 1 for Low vulnerability.

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### Secondary Data Collection Form

**Data Source:** Union Parishad (UP)

(This form should be used to collect secondary data from all Union Parishads, where SHOUHARDO3 will be operating)

#### 1. General Information

<table>
<thead>
<tr>
<th>Name of Region &amp; Code</th>
<th>Name of UP Chair:</th>
<th>Name of District &amp; Code*</th>
<th>Name of UPazila &amp; Code*</th>
<th>Name of Union &amp; Code*</th>
<th>Contact Mobile #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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(*Use Geo Codes, provided in the Guidelines)

**Date (dd/mm/yy):** ___ / ___ / ___ (data collected)

#### 2. Status of UP complex: (please √ any one)

- New/ good condition multistoried building
- Old building
- Tin shade
- Others

#### 3. Distance of UP from Upazila Head Quarters (km)

#### 4. Major transport from Upazila to UP:

<table>
<thead>
<tr>
<th>a. Monsoon</th>
<th>b. Dry season</th>
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</thead>
</table>

#### 5. Total Number of HHs in UP (approx.):  

**Extreme Poor:** ______  
**Poor:** ______  
**Lower Middle:** ______  
**Middle:** ______  
**Rich:** ______  

#### 6. Population (nos):

**Male:** ______  
**Female:** ______  

**Ethnic People:** Yes/ No:____  
**Ethnicity (if any):** ______  
**approx. # & % of ethnic people:** ______ nos. ____%

#### 7. Land (acre):

- Cultivable land:____  
- Fellow land:____  
- Khas land:____  
- Water body ___  
- Forest: ___

#### 8. Number of Institutions:

|----------------------|-------------------|-------------|--------------|---------------------|-------------------|---------|---------------------|-----------|---------------------------------------------|

#### 9. Number of river across the UP:____  
**Name of the river (if any):** _______________  

#### 10. Number of village(s) SHOUHARDO II Program operated (if any):____

#### 11. Village information:

<table>
<thead>
<tr>
<th>Sl #</th>
<th>Name of Village</th>
<th>Ward #</th>
<th>Type of village**</th>
<th>Distance from UP Office (km)</th>
<th>Mode of Communication from UP to Village</th>
<th>Name of other development agency/s</th>
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<tbody>
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<td>1.</td>
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**Type of village (mention appropriate one in the column 5 “Type of village” above) = Stable char, Unstable char, Attached char, Isolated char, Plain land, Hati, Mixed, Billy, Cihara, Forest, others-specify.

#### 12. Any other comments:

**Team Members (Data Collection Team):**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Designation:</th>
<th>Date:</th>
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</tbody>
</table>

**Reviewed / Approved by** (Signature with Name, Designation, Date & Stamp): ____________________________

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**CARE Bangladesh**

**SHOUHARDO3 Project**

**Secondary Data Collection Form**

**Data Source : Union Parishad (UP)**

Area and Participants Selection Guideline 47 | Page
Matrix Ranking : Village Vulnerability Assessment (UP level)

Vulnerability Parameters: Clarification and Scores Definition (the parameters are organized according to the sequence of main matrix)

<table>
<thead>
<tr>
<th>Sl.</th>
<th>Vulnerability Parameters</th>
<th>Scoring definition and hints****</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Food insecurity &amp; Malnutrition</td>
<td>Food insecurity is defined as when all people at all times have both physical and economical access to sufficient food to meet their dietary needs for a productive and healthy life. Higher food insecurity for longer time for larger number of poor people indicates higher score. Higher prevalence of visibly malnourished (larger number of children under five) indicates higher scores.</td>
</tr>
<tr>
<td>2.</td>
<td>Lack of access to water and sanitation facilities/hygiene latrines</td>
<td>Large number of people have Extremely poor/no access of safe drinking water and hygienic facilities/latrines indicates higher score.</td>
</tr>
<tr>
<td>3.</td>
<td>Lack of employment opportunity year round</td>
<td>Not extremely low employment opportunities for large number of poor people for a considerable period indicates higher score.</td>
</tr>
<tr>
<td>5.</td>
<td>Inadequate access to GoB/NGO/PVO services</td>
<td>A larger number of the population have extremely poor/very limited access to GoB, NGO, PVO services, markets indicates higher score.</td>
</tr>
<tr>
<td>6.</td>
<td>Flood/Flash Flood/Erosion</td>
<td>The higher concentration of devastating flood/flash flood/erosion that causes major casualties at higher frequencies, the higher score.</td>
</tr>
<tr>
<td>7.</td>
<td>Remoteness (Disrupted communication)</td>
<td>The higher remoteness, disrupted communication and inaccessibility mostly around the year indicates the higher score.</td>
</tr>
</tbody>
</table>

Note:
- Some facilities should apply PRA techniques and principles to facilitate the sessions on Vulnerability Mapping and Matrix Ranking.
- To make the scores as accurate as possible for all the parameters, facilitators should make the sessions participatory, interactive, visual, and give emphasis to critically analyze the rationale/justification behind the scores, which is one of the most important elements in reaching the overall objectives.
- The vulnerability parameters are some how interrelated - more in-depth analysis is required paying special emphasis to extreme cases and disparities. Please note the important facts and findings.
- The remarks column should be used to record any other important observations.

Area and Participants Selection Guideline | 48 | Page
## Table: SHOUHARDO3 Project

### Matrix Ranking: Village level Vulnerabilities Assessment - to be used to analyze/record vulnerability scores and information for individual villages

**Area**: Dohar

#### Area Name

<table>
<thead>
<tr>
<th>Sl.#</th>
<th>Area (Social, Economical &amp; Physical vulnerability)</th>
<th>Scoring Scale (1-Low-5)</th>
<th>Important Notes and Justification/rational on scoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Food insecurity &amp; Malnutrition</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Inadequate access to improved safe-drinking water facilities</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Lack of access to sanitation facilities/hygienic latrines</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Lack of employment opportunity per month</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Violence against Women &amp; early marriage</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Inadequate access to GoB/NGO/PVO services (Union Parishad, Health, Agriculture, Women affairs, etc.)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Remoteness /Disrupted communication</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Inadequate access to GoB/NGO/PVO services (Union Parishad, Health, Agriculture, Women affairs, etc.)</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Higher rate of violence against Women &amp; early marriage</td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>No/ extremely low employment opportunity for large number of poor people for a considerable period</td>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

**Total score**

Overall categorization of the village: put appropriate ONE (EHV, LV, MV or LV) in the right column.

Guiding note for overall categorization of the village: The village level matrix should be filled-in through physical observation, cross-check, FGD and consultation with the villagers and team’s consensus - applicable for ALL villages ‘Extremely High & High Vulnerable’.

**Matrix Ranking: Village level Vulnerabilities Assessment - to be used to analyze/record vulnerability scores and information for individual villages - Contd.**

**Name of other development agency except micro credit**

<table>
<thead>
<tr>
<th>Area</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Region</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upazila*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Union*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Village</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ward</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total households in Village</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinates of Village (Lat x Long):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vulnerability Parameters / Areas of Information**

<table>
<thead>
<tr>
<th>Sl #</th>
<th>Parameters and Scoring definition - this is very much similar to the UP level Matrix Ranking</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Food insecurity &amp; Malnutrition</td>
</tr>
<tr>
<td>2</td>
<td>Inadequate access to improved safe-drinking water facilities</td>
</tr>
<tr>
<td>3</td>
<td>Lack of access to sanitation facilities/hygienic latrines</td>
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<td>7</td>
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</tr>
<tr>
<td>8</td>
<td>Inadequate access to GoB/NGO/PVO services (Union Parishad, Health, Agriculture, Women affairs, etc.)</td>
</tr>
</tbody>
</table>

**Sl. #**, **Area**, **Organization Name**, **Major Activities**, **Major Occupation**, **Households’ dwellers Major Occupation:**

- Day labor=1, Agriculture=2, Service=3, Business=4, fishing/fisheries=5 and 6 = Others (please use extended occupation codes if this reduced one is not officially approved).

For more on this, please refer to the guidelines.
### Comparative Vulnerability Assessment Status of Villages

<table>
<thead>
<tr>
<th>SL</th>
<th>Name &amp; Emp #</th>
<th>Designation</th>
<th>Signature &amp; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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</tr>
</tbody>
</table>

#### Area and Participants Selection Guideline

<table>
<thead>
<tr>
<th>Name</th>
<th>Code</th>
<th>Sex of persons participated in session</th>
<th>Participants Category</th>
</tr>
</thead>
</table>

#### Date (dd/mm/yy): __________

#### Comparison to finalize name of all villages in the UP

<table>
<thead>
<tr>
<th>Name of Villages (as defined by UP-UP Records - Ref. UP level matrix ratings)</th>
<th>Did the team find any variation during village level physical validation (Yes/No)</th>
<th>Final list of all villages pre consensus made during UP report back session</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>D</td>
<td>E</td>
<td>F</td>
</tr>
</tbody>
</table>

#### Number of Households

<table>
<thead>
<tr>
<th>Approx. No. of Total Households (all category - Ref. UP level matrix rating)</th>
<th>C category of vulnerability at UP level vulnerability assessment - ESP, RP, NV, MP or LV (Ref. UP level matrix category)</th>
</tr>
</thead>
<tbody>
<tr>
<td>G</td>
<td>H</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approx. No. of Total Households (all category - Ref. Physical validation - village level matrix rating)</th>
<th>Category of vulnerability at village level vulnerability assessment - ESP, RP, NV, MP or LV (Ref. Village level physical)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>J</td>
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</tbody>
</table>

#### Individual village's vulnerability category

#### Remarks (Indicate that vulnerability category changed or not changed)
# Area and Participants Selection Guideline

## CARE Bangladesh

**SHOURARDO3 Project**

**Households Well-being Information Record Sheet**

(List of ALL households by WB category)

<table>
<thead>
<tr>
<th>Code</th>
<th>WB Categories</th>
<th># of HH**</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>Rich</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Middle Class</td>
<td></td>
</tr>
<tr>
<td>LM</td>
<td>Lower Middle</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Poor</td>
<td></td>
</tr>
<tr>
<td>EP</td>
<td>Extreme Poor</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area</th>
<th>Name</th>
<th>Code</th>
</tr>
</thead>
</table>

### Code WB Categories # of HH**

<table>
<thead>
<tr>
<th>Region</th>
<th>District*</th>
<th>Upazilla*</th>
<th>Union*</th>
<th>Village</th>
<th>Total HH</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rich (R)</td>
<td>Middle Class (M)</td>
<td>Lower Middle (LM)</td>
<td>Poor (P)</td>
<td>Extreme Poor (EP)</td>
</tr>
</tbody>
</table>

### CRITERIA:

Record the criteria specifically, which were considered to cluster households into 5 groups during WBA session, below. Each of the criteria should be in bullet form, but be specific & distinct from one class to another. These which should be summarized by WB class & district.

<table>
<thead>
<tr>
<th>HHs ID #</th>
<th>Name of HH Head</th>
<th>Name of Father/Husband*</th>
<th>Relationship with HH head</th>
<th>Sex (HH head)</th>
<th>Religion (HH head)</th>
<th>Well-being Category (R/M/LM/P/EP)</th>
<th>Important note</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

### Area and Participants Selection Guideline

**Example of some common criteria/characteristics put below.** These can be considered during WBA exercise. Experience indicates that first seven (1 - 7) characteristics are more relevant to cluster the households by WB, but should not be limited only to these. Thus, the teams are encouraged to include other characteristics appropriate to the local context, culture, occupation, socio-economic condition, physical and other vulnerability aspects of an individual village.

1. Cultivable/ productive land (own, lease, mortgage-in/out, rental, share cropping - in, out)
2. Homestead land
3. Number of food insecurity months
4. Occupation, source of income and income level (Primary, Secondary)
5. Number of livestock own (cattle, goats, poultry)
6. HH Assets: Bicycle, Owner of TV, Motor cycle, Irrigation machine (STW), Solar electricity power
7. Poor Widow/separated/abundant, women and child headed households

8. Buy productive land/ pond and/or lease in every year
9. Money lending (In/out), NGO credit
10. Access to health and other basic services
11. Seasonal migration, Day laborers/advance labor sell
12. Participate in arbitration/shalish
13. Child education
14. Production, sell/distressed sell

**Important note**

- The above criteria/characteristics put as example. These can be considered during WBA exercise. Experience says that the characteristics listed first 1 to 7 are relatively more important/ relevant to categorize the households applying WBA, but should not be limited only to these. Thus, the teams are encouraged to include other characteristics appropriate to the local context, culture, occupation, socio-economic condition, physical and other vulnerability aspects of an individual village.

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### Notes:

- HH ID numbers should be the same, which was mentioned in original WBA/Social Resource Map; record the ID numbers sequentially starting from 1
- Mother’s name will be captured in HH profile
- Record the relationship of the individuals that noted in column c with HH head e.g., father, husband

---

**Facilitated by:** ________________________  **Reviewed By:** ________________________  **Approved by (RC):** ________________________

(name/designation/ signature/date)  (name/designation/ signature/date)  (Signature with name, designation, date & stamp)

---

**Example of some common criteria/ characteristics put below.** These can be considered during WBA exercise. Experience indicates that first seven (1 - 7) characteristics are more relevant to cluster the households by WB, but should not be limited only to these. Thus, the teams are encouraged to include other characteristics appropriate to the local context, culture, occupation, socio-economic condition, physical and other vulnerability aspects of an individual village.

- **Transfer WBA data/information from charting papers to the WBA record sheets in English (HH heads’ name in Capital letter) ensuring its accuracy and completeness. After transferring all names and other data/information onto the record sheets, please close it to prevent any new entries/changes especially inclusion of new names & changing WBA category of any one.**

---

**The teams are suggested to prepare district wise compile report. This should include key characteristics of 5 WB classes, distribution of HHs by WB class and other key information.**

---

**All the efforts should be concentrated on data authenticity/ reliability and quality in attaining the objectives.**

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<th>Name of Father/Husband</th>
<th>Relationship with HH Head</th>
<th>Sex (HH head)</th>
<th>Religion (HH head)</th>
<th>Well-being Category (R/M/LM/P/EP***</th>
<th>Important note</th>
</tr>
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<tbody>
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</tbody>
</table>

*** Well-being Category: Extreme Poor (EP), Poor (P), Lower Middle (LM), Middle Class (M) and Rich (R)

Facilitated by: ____________________________
Reviewed By: ____________________________
Approved by (RC): ____________________________
(name/designation/ signature/date) (name/designation/ signature/date) (signature with name, designation, date & stamp)
**Period Covered** (from month/year to month/year)

### A. Data submitted to CBHQ (Please put ✓ tick mark as appropriate)

<table>
<thead>
<tr>
<th>Type (Geo and participants Selection)</th>
<th>Type (Participant surveys)</th>
<th>Type (Participant records)</th>
<th>Type (TraiNet)</th>
<th>Type (please specify)</th>
<th>Remarks</th>
</tr>
</thead>
</table>

### B. Component of Completeness Status

<table>
<thead>
<tr>
<th>SL</th>
<th>Component of Completeness</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Electronic data: Conducted systematic and logical verification / desk review and found the information as correct and complete.</td>
<td>✓</td>
</tr>
<tr>
<td>1.a</td>
<td>% of electronic data re-monitored / verified by regional team (% of data reviewed verified)</td>
<td>✓</td>
</tr>
<tr>
<td>2</td>
<td>Electronic data vs base document: Sample supporting evidences has been cross checked logically and systematically with reported data (paper copy vs electronic data sets) and found as accurate – there is no deviation/ anomalies</td>
<td>✓</td>
</tr>
<tr>
<td>2.a</td>
<td>% data re-monitored /reviewed (% of events reviewed)</td>
<td>✓</td>
</tr>
<tr>
<td>3</td>
<td>At primary source: Data have systematically been revalidated on sample basis (acceptable percentage) at primary sources and found the information as correct and reliable</td>
<td>✓</td>
</tr>
<tr>
<td>3.a</td>
<td>Data re-monitored/reviewed (% of data below as appropriate)</td>
<td>✓</td>
</tr>
</tbody>
</table>

### C. Quality Standards of Submitted Data:

During whole process, Validity Reliability Timeliness Precision and Integrity considered Rating (1-4) [1=Below, 2=Moderate, 3=Good, 4=Very good]

<table>
<thead>
<tr>
<th>Prepared by Name:</th>
<th>Reviewed/Verified by Name:</th>
<th>Approved by (RC/Design Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td>Designation:</td>
<td>Designation:</td>
</tr>
<tr>
<td>Signature and Date:</td>
<td>Signature and Date:</td>
<td>Signature and Date:</td>
</tr>
</tbody>
</table>
"We seek a world of hope tolerance and social justice, where poverty has been overcome and people live in dignity and security,"

CARE Bangladesh is a part of CARE International working in over 70 countries around the world

**SHOUHARDO III Project**

**CARE Bangladesh**

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20-21, Kawran Bazar, Dhaka-1215, BANGLADESH  
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Fax: (+880-2) 8114183  
E-mail: carebang@bangla.net  
Website: www.carebangladesh.org