



JEEVIKA

An Initiative of Government of Bihar for Poverty Alleviation

Bihar Rural Livelihoods Promotion Society State Rural Livelihoods Mission, Bihar



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Office Order

Operational Guidelines for Participatory Identifications of Poor (PIP)

Background

The community institution development is the key component of Bihar State Rural Livelihood Mission (Jeevika), which entails inclusion of vulnerable and poorest of the poor (PoP) households into the fold of women Self-help Groups (SHGs) and strengthening their federation at village and subsequently at clusters.

The entire implementation framework of SRLM depends on the formation of affinity based groups of poor women from same proximity area with similar socio-economic conditions. This characteristic of poor helps in forming cohesive group with strong social bonding. Such a strong and cohesive group of the poor cannot be created by simply drawing persons from an externally prepared and incomplete list. Under inclusive strategy target households can be identified by participatory approach and processes facilitated by the representatives of the community with the participation of community at large. Hence it is necessary that the inclusion of the target households can be determined by a well-defined, transparent and equitable process of Participatory Identification of Poor (PIP) driven by the community. The households targeted with participatory approach will be considered as poor and are eligible for getting benefits under government schemes.

Participatory Identification of Poor (PIP)

The Participatory Identification of Poor (PIP) is a process where rural community identifies the poor and most vulnerable households from its population. PIP will be a step towards community participation and community ownership of the programme.

Block implementation units have been intensively involved in identifying and organising poorest of the poor community into SHG with the support of Community Resource Persons (CRPs) in a participatory manner. This participatory approach of identifying and including poor and poorest families into SHGs also develop better understanding of project about 'socio-economic' conditions of poor. Under this participatory approach, the most important factor is giving importance to the experience and understanding of local community and their involvement in the entire process. The focus is particularly on identifying the **vulnerable households of scheduled castes, scheduled tribes (particularly vulnerable tribal groups), single women and women headed households, persons with disabilities, landless, migrant labourers, isolated communities, minority communities and communities living in difficult areas** (especially flood prone, drought prone and naxal affected).

Process of PIP

Jeevika is already having a learning of conducting social mapping and targeting of households during initial social mobilization at the time of village entry (please refer to community operational manual-part 1 for SHG). However, even after initial social mobilization some households take their own time to come under the fold of SHG. Therefore, the process of participatory identification of poor will be done at two stage of social mobilization i.e. at the time of village entry and after formation of village organization. The key tasks undertake by mobilization team for PIP exercise at both the stages are as follows:

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A. During village entry

The key tasks undertaken by mobilization team (Community Professionals/field staffs) at the time of village entry include conduction of transact walk, social mapping and village meeting.

- Identification of key respondents and informal meeting with them. Conduction of transact walk along with identified key respondents for exploring poorest tola/hamlet, existing resources, housing pattern, available infrastructure, livelihood practices, livestock status, socio-economic condition, practices of villagers, etc.
- A formal meeting with important persons in the village (like panchayat president, village elders, school teachers, A.N.M & ASHA, progressive farmers, etc. and explain them about the purpose of visit and broad objectives of project. The team should also stress on seeking the participation of all villagers irrespective of their caste or class, and take their support in the entire process.
- Based on collected information (transact walk, informal meeting and interactions) the mobilisation team need to decide for the day and time of drawing social map (maximum for 150 HHs) in the formal village meeting itself. For the village having population of more than 150 HHs a separate social mapping exercise need to be conducted.
- The social map should be prepared collectively with the involvement of villagers. It should depict important landmarks, tola wise number of existing households, and vulnerability condition of each household.
- After preparing social map, a separate list of household should be generated. The generated information should be shared and triangulated collectively in a village meeting with the villagers (with the representation from all tolas) at a common place. All households targeted/mobilized as per the process will be considered as poor/poorest of poor.
- The triangulated list of households (after social mapping) should be submitted to the concerned BPIU.

B. After Formation of Village Organisation

The representatives of SHGs need to discuss on inclusion of left-outs in the schedule meeting of SHG and VO. It is the responsibility of formed village organisation (approximately after 4-6 months of village entry) to include the left-out households into the fold of their SHGs. The key tasks undertaking for saturating the village with the inclusion of all targeted households are as follows:

Village Organisation done social mapping before	Village Organisation not done social mapping before
The village organisations with the support of their sub-committees/representatives of SHGs/community professionals/field staffs will conduct transact walk, informal meeting/interactions and identify the left-out households with their specific reason of exclusion and update the previous triangulated list of households.	The village organisation will form a mobilization team comprises of their sub-committees/representatives of SHGs/community professionals supported by local field staffs. This mobilization team need to draw social map (maximum of 150 HHs) at a common place in village with the involvement of existing members of VO.
The village organisation will discuss on the prepared list of left-out households in their schedule meeting. The village organisation should also invite the villagers (like panchayat president, ward members, village elders, school teachers, A.N.M & ASHA, progressive farmers, etc.) in the schedule meeting and explain them about the relevance of including left-out households and triangulate the generated information with them in the same meeting at a common place.	The social map should depict important landmarks, tola wise number of existing households, and vulnerability condition of each household. After social mapping, the updated list of all targeted household including left-out households should be generated in the meeting of village organisation with the specific reasons of their exclusion in the area.

The triangulated list of households (after village organisation meeting) should be submitted to the panchayat president for their suggestion and display it at a common place atleast 15 days before Gram Sabha. Information for conducting Gram Sabha will be communicating to all villagers. The list needs to be displayed for atleast 7 days. The feedback/suggestion on the displayed list needs to be collected and incorporated by the Gram Panchayat atleast 7 days before conduction of Gram Sabha. The final ratification of triangulated list of targeted households will be done in the Gram Sabha.

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Process of ratifying the targeted triangulated list in Gram Sabha

- All voting member residing in panchayat can represent in the schedule Gram Sabha.
- There should be regular conduction of Gram Sabha after every three month at Panchayat level (section -3, Bihar Panchayat Raj Act, 2006). In a calendar year, atleast four Gram Sabha can be conducted at a panchayat level. The suggested dates for conducting Gram Sabha are 26th January, 8th March, 1st May, 15th August, 2nd October, and 14th November. There should be gap of three months between two Gram Sabha.
- It is the responsibility of local panchayat president (Mukhiya) to conduct Gram Sabha regularly (section- 4, Bihar Pachayat Raj Act, 2006). In absence of panchayat president, the vice-president can conduct the Gram Sabha.
- Information about conduction of Gram Sabha can be properly communicated to all villagers by beating drums, through loudspeaker and displaying notice at common place.
- The triangulated targeting list of households (after village organisation meeting) should be submitted to the panchayat president for their suggestion and display it at a common place atleast 15 days before Gram Sabha by concerned village organisation.
- The list needs to be displayed for atleast 7 days. The feedback/suggestion on the displayed list needs to be collected and incorporated by the Gram Panchayat atleast 7 days before conduction of Gram Sabha.
- Atleast 5 percent of total voting residents can be considered as corum for Gram Sabha (section -5, Bihar Panchayat Raj Act, 2006).
- The panchayat president will discuss and present the final triangulated targeting list for taking consensus of the members present in the Gram Sabha.
- After consensus, the ratification of triangulated list of targeted households will be signed by panchayat president in the scheduled Gram Sabha.



- The list from each village will be updated in Gram Sabha to include the left out poor (if any) till the village declared as saturated.
- If any grievance comes after ratification of the targeting list by the Gram Sabha, it will be taken up, discussed and resolved by Panchayat president in joint discussion with local village organisation in the next Gram Sabha.

Benefits of PIP

1. Participatory approach will support in developing strong rapport with local community.
2. Strategic community mobilisation on project purpose and relevance of including poor will support in targeting poorest of poor households.
3. Ensure participation of local panchayat functionaries and generate scope of further convergence for the poor households.
4. Ensure participation of poorest households in the scheduled Gram Sabha.
5. The targeted households ratified in the Gram Sabha will be declared as poor.
6. Formal declaration of village saturation with the inclusion of targeted households into SHG and VO fold.

Documentation

All procedures, methods and the tools used in each activity should be well documented under PIP exercise. The discussion in the orientation workshop/meeting at DPCU and BPIU level should be circulated to all major stakeholders. The process of drawing social map in the village and triangulation activities in the village meeting needs to be documented. All documents in the entire PIP process along with discussion in the meeting of village organisation and Gram Sabha should be well documented, maintained at BPIU/CLF level and circulated to all stakeholders. It is suggested that all documents should be preserved both in original and electronically. It should be the responsibility of the BPIU/CLF and DPCU to preserve the outputs for reference, at the Block and District levels respectively.

Duration and budget

The maximum duration for covering one village for PIP exercises should be of at least seven days. All incurred expenditures for conducting PIP exercise will be considered under training/workshop (BPIU/DPCU), meeting and capacity building expenses of community institutions and community professionals, and honorarium to community professionals.

Capacity Building

The entire process of PIP requires intensive facilitation skill and understanding of participatory methods. Firstly, a pool of selected district, block level field staffs and selected community professionals/leaders need to be selected and trained on the concept, process and participatory methods under PIP at state level. A pool of resource persons/agencies, having specialization in participatory methods, can be empanelled for designing standard training manual and developing internal resource pool of field staffs, PRI representatives and community leaders. The experienced CRPs will be trained with the support of trained field staffs on PIP concept, process and participatory methods and can be designated as CRP-PIP (thematic CRP). Secondly, with the support of trained field staffs and CRP-PIP a proper orientation of CBOs leaders (VO and CLF) on the concept and process of PIP need to be done at village level. Thirdly, with the support of trained field staffs a proper orientation and exposures of PRI representatives to the best practices of SHGs and inclusion process of PoP need to be done at block level.

Roles and responsibility

For proper conduction of activities under PIP there is need to form a core team comprises of DPM/In charge, thematic managers/In charge and BPM/In-charge at district level. The main task of this core team is as follows:

- a) Proper conduction of joint workshop/meeting on the relevance and process of PIP with the involvement of major stakeholders at district level.
- b) Proper conduction of one day exposure visit/field visit of major stakeholders/participants on the best practices of SHG and inclusion process of PoP (as per standard protocols).

- c) Proper orientation and handholding support to field staffs and community professionals on the process of generating list of targeted households, its triangulation in village meeting and ratification in the scheduled Gram Sabha.
- d) Ensuring documentation of all procedures and discussion of each activity at all levels should be well documented and circulated to all major stakeholders.

Following are the major activities to be done for PIP exercise:

Major Activities	Purpose	Responsibility
Conduction of one day joint workshop/meeting and joint exposure of major stakeholders to the best practices of SHG through DPCU.	Orientation of major stakeholders on project objectives, relevance and process of PIP	The core team at DPCU level under the leadership of DPM/In charge will ensure proper orientation and execution of action plan.
One day exposure/field visit of major stakeholders to the best practices of SHG	Orientation of major stakeholders on relevance and targeting process of PoP in village, standard meeting process of SHG and major activities of SHG.	BPM/In-charge under the support of core team (district) will ensure proper exposure visit/field visit and de-briefing at Block level.
Generating a list of targeted HHs (village wise)	Generation of village wise list of targeted households after proper social mapping and triangulation of information in the village meeting.	The local field staff will ensure proper social mapping and generation of list after triangulation in a village meeting and its timely submission to local BPIUs/ panchayats.
Display of triangulated list of targeted HHs (at panchayat level) after VO formation.	Village wise triangulated list of targeted households need to be displayed at a common place in each panchayat.	BPM/In-charge will ensure display villagewise triangulated list of targeted households at a common place in each panchayat (Maximum 15 days before the date of schedule Gram Sabha).
Ratification in Gram Sabha	Participation of targeted households (representatives from each village) for ratifying the list of targeted households in the scheduled Gram Sabha.	BPM/In-charge will ensure participation of targeted households (village wise) and ratification of list of targeted households in the scheduled Gram Sabha. (In the schedule Gram Sabha)

* Thematic Manager: Manager- ICB/In charge, Manager-COM/In charge, Manager- M&E/In charge and Manager-SD/In charge

** Major Stakeholders: DDC, DPRO, PRI representatives, BPM/BPM- In charge, Thematic managers and CBO leaders.

Care to be taken by the mobilization team and core team for PIP

1. Care should be taken for spreading message for the village meeting (e.g.by drum beating) and choosing a common place (community hall, school, etc.) for ensuring participation of women, youths and elderly villagers from all tolas and caste.
2. The locally available required materials (chalk, colour powder, etc.) and proper lightening facility (if required) should be arranged before starting social mapping exercise.



3. In social mapping exercise, there should be representation from each tola/hamlets.
4. The documentation/mapping process of at least 150 households needs to be completed within stipulated time period.
5. Each mapped household need to assign a serial number.
6. The selected participants should work as facilitators for drawing social map. The facilitating team should not allow each participant to draw his/her own house.
7. It is necessary to mention legend of all indicators in the social map by the facilitation team.

Step wise major activities under PIP

- Step 1: Orientation of district core team on relevance and process of PIP at SPMU level
- Step 2: One day orientation workshop/meeting with major stakeholders at DPCU level
- Step 3: Orientation of field staffs and community professionals on relevance and process of PIP
- Step 4: One day exposure visit of PRI functionaries on best practice of SHG and inclusion process of POP
- Step 5: Conduction of social mapping for identifying target households in each village by mobilization team during village entry and generating list of targeted households to be submitted to BPIU
- Step 6: Triangulation of targeted list in the village organization meeting and its submission to the local BPIU/panchayat (after formation of Village organization)
- Step 7: Display of triangulated list by local panchayat at a common place before Gram Sabha
- Step 8: Ratification of final triangulated list of target households by consensus in the Gram Sabha

By the order of CEO,


(Braj Kishore Pathak)
Officer on Special Duty

Encl.:-

1. Annexure-I
2. Annexure-II

Copy to:

1. CEO/Director/AO/CFO/FO/PS/PO
2. All PCs/SPMs/PMs/SFMs/AFMs
3. All DPMs/FMs/Managers-IB&CB
4. IT Associate
5. Concerned file

ANNEXURE-I

TARGETING FORMAT (Based on Social Mapping)						
Name of Village:						
Name of Panchayat:						
Name of Village:						
Name of Cluster:						
HH.No.	Name of Member	Name of Husband/Guardian	Caste Category (SC/ST/BC/EBC/MIN/GEN)	B.P.L No./KYC	Member of SHG (Y/N)	Promoted by JEEVIKA/SGSY/WDC/NABARD/NGO
Signature of mobilization team				Signature of Local Field Staff		



