

PRIMARY GROUP MEMBER TRAINING MANUAL

**National Urban Poverty Reduction Programme
(NUPRP)**

UNDP Bangladesh

July 2020

Acronyms

CDC	Community Development Committee
HH	Household
HQ	Headquarters
ID	Identification document
LG	Local government
NGO	Non-Governmental Organisation
NID	National Identification document
NUPRP	National Urban Poverty Reduction Programme
M4i	Managing for Impact Unit
OS	Operating System
PG	Primary Group
PPT	PowerPoint
SSC	Secondary School Certificate
TM	Town Manager
UNDP	United Nations Development Programme

Contents

Acronyms	1
Key Points.....	3
Introduction to the Training Course	4
Session 1: Introduction to UNDP and NUPRP	10
Session 2: Introduction to PG Member Registration	12
Session 3: Installation of the app on mobile devices.....	14
Session 4: Understanding the PG Member Registration Questionnaire	18
Session 5: Understanding roles/ responsibilities and Sharing Contact Details	36
Session 6: Practice Data Collection	38
Session 7: Developing data collection and supervision schedule.....	39
Session 8: Closure of Training	40
Annex 1: Formats to schedule and monitor data collection.....	41
Annex 2: PowerPoint Slides for Training Purposes (to be adapted by the Facilitator).....	42
Annex 3: Type of toilet facilities explained	43
Annex 4: Type of water supply systems explained	46
Annex 5: PG Registration Common Questions and answers	50
Annex 6: PG Registration Lesson Learnt	56
Annex 7: Initiatives During Primary Group Registration to Ensure Data Quality	58
Annex 8: Accountability Framework (PG Registration and SEF Verification)	59

Key Points

1. PG member registration training should include the following participants: 1) CO/CF/SENF 2) Town experts including Focal person from town 3) Federation and Cluster representatives 4) select representatives from local government.
2. The training will last two days; one day for class training and one day for field test including feedback session.
3. Hiring enumerators for PG registration is strongly discouraged.
4. Data will be collected using Android mobile devices. Data collectors will need to provide their own Android device.
5. The hardware requirements are:
 - The Tablet or Smartphone must be running Android Operating System 5.0 (KitKat) or later
 - For a Smartphone, the minimum display size should be 4.5". For a tablet, the display size range should be 7" - 10.1";
 - A minimum of 1GB RAM is required
 - A minimum 512 MB of FREE store data is required for the application to function properly
 - The device must have GPS functionality
 - For initial functioning of the app, 50 MB of internet data is required
6. The software requirements are:
 - There should be a valid and active Google Account/Gmail account for the device
 - The Google Play Store app should be pre-installed on the device
 - Google Play Services should be updated to the latest version
 - After installation on the device, UNDP NUPRP can be used immediately without any further configuration.
7. An internet connection is required during the training.
8. To speed up the training make sure enumerators: 1) are aware of the hardware and software requirements 2) have installed Google Play Store 3) have a Gmail account
9. Town Managers must follow up frequently to monitor progress.

Introduction to the Training Course

Background

This training manual is aimed at facilitators responsible for training data collectors (whether they be Community Facilitators or Socio-Economic and Nutrition facilitators). These data collectors will be responsible for registering primary group (PG) members.

As at the end of March 2020 NUPRP had mobilized 592,654 primary group members. And by end of 2020 NUPRP has a target of mobilizing 188,322 primary group members. All the primary group members are required to be registered through NUPRPs online platform by 1st quarter of 2021.

These PG members will benefit in different ways from being a part of a PG. Some will receive grants and infrastructure support; many will become members of NUPRP-facilitated savings and credit groups, some will receive housing loans etc.

Registration will help NUPRP to understand who these PG members are, what their profile is and where they are located. More specifically, PG registration will help NUPRP in the following ways:

- **Targeting:** registration will collect a range of information, including whether or not the PG members and their immediate household members, are eligible for NUPRP grants. The data can therefore be used to objectively help select grantees.
- **Promoting Vfm:** NUPRP has developed selection criteria for each of its grants. If a household is given a grant but they don't qualify then this is inclusion error. PG member registration takes the subjectivity out of grantee selection and promotes the rightful allocation of limited resources.
- **Transparency:** NUPRP needs to demonstrate who it is helping and where they are located. PG member registration collects information about the location of PG members i.e. the household's GPS point. This allows third party verifiers to find the household and cross-check the information if they wish to do so.
- **Donor reporting:** The donor, as well as UNDP, will need information about the profile of NUPRP's PG members. For example, they will want to know information such as % male and female, % disabled, % above or below a certain age etc. PG member registration will help NUPRP provide such information.

Under normal circumstances NUPRP's community facilitators (CF) would be responsible for registering PG members immediately after they facilitate the reactivation/ formation of a CDC.

Training Objectives

The main objective of the training is to give data collectors as well as federation/ cluster leaders and a selection of local government officials a solid understanding about Primary Group registration. This includes how to install the UNDP NUPRP app, how to ask the questions, understand what is required from them, and where to seek support if they need it. It is expected that at the end of the training data collectors and their supervisors will have the UNDP NUPRP app installed on their mobile devices and will have a good understanding about how to conduct an interview. They will also understand who their Supervisor is and will have a data collection schedule.

Specific Objectives

The specific objectives of the training are that the participants will:

- Understand why NUPRP is registering all PG members;
- Understand how to conduct a Primary Group member (PG) survey i.e. ask each question contained in the PG member registration;
- Understand specific roles of different stakeholders in the PG member process;

Common Tips for the Facilitator

- Focus on the facilitation process and engage the participants in discussion. Do not use complicated ideas, thoughts, or language because it can confuse people.
- Before the training workshop make sure all materials, are ready and are legible. Make sure people can read what's on the flip charts from their chairs.
- Trainee literacy levels may vary, sometimes people won't understand what you've written, when this happens use visual materials and discussion.
- Play a neutral role to help participants feel comfortable about participation in open discussion.

How to use the PG Member Registration Manual

- This Training Manual offers a step-by-step guideline for the facilitator about how to conduct the whole training.
- There are four key sessions or modules, each of which is its own chapter. Each chapter contains the key discussion agenda, the materials to be used, and a step-by-step facilitation guideline with talking points.
 - Session 1: Introduction to UNDP and NUPRP
 - Session 2: Introduction to PG member registration
 - Session 3: Installation of the app on mobile devices
 - Session 4: Understanding the PG member registration questionnaire
 - Session 5: Understanding roles/ responsibilities and contact details
 - Session 6: Practice data collection
 - Session 7: Developing data collection and supervision schedules

Training Syllabus

PG Member Training Syllabus: Day 1

Total time: 340 minutes (5.6 hours)

Topic	Contents	Methodology	Materials	Duration
Introduction to the Training	- Briefing on objectives, importance and expected results of the training	Lecture & discussion, Q&A	Flipchart/ PPT	10 mins
Introduction to UNDP and NUPRP	- Briefing on UNDP, how is UNDP supporting the local government and communities? - NUPRP's mission	Lecture & discussion, Q&A	Flipchart/ PPT	20 mins
Introduction to PG member registration	- Briefing on the objectives of PG member registration, how it will be done, by whom and when	Lecture & discussion, Q&A	Flipchart/ PPT	20 mins
Morning Tea Break and Installation of the app on mobile devices	- Facilitators to explain how to download the app - Participants download the app on their personal mobile devices with support from facilitators	Technical support to data collectors	Mobile devices Internet connection	60 mins
Understanding the PG member registration questionnaire	- Using the mobile app, facilitator explains how to ask each question	Lecture & discussion, Q&A	Flipchart/ PPT	1 hour 40 mins
Understanding roles/responsibilities and contact details	- Expectations in relation to number of surveys/ days - Who (how) to contact if problems arise - Identifying the supervisors and explain their roles - Explanation about how much enumerators will be paid and when	Lecture & discussion, Q&A	Flipchart/ PPT	30 mins
Practice data collection		Practical Q&A	Individual mobile devices	60 mins
Developing data collection and supervision schedules	- Data collection schedule to be developed by TM - TM and Supervisors to meet to discuss data collection schedule, frequency of	Lecture & discussion, Q&A	Flipchart/ PPT	45 minutes

Topic	Contents	Methodology	Materials	Duration
	updates, roles/ responsibilities etc. - Enumerators to be briefed on following day about data collection schedule by TM and Supervisors			

PG Member Training Syllabus: Day 2

Total time: 330 minutes (5.5 hours)

Topic	Contents	Methodology	Materials	Duration
Field practice		Practical	Mobile devices Internet connection	4 hours
Feedback session	- Experience sharing and feedback based on the field test data	Discussion, Q&A	Flipchart	1 hour 30 mins

Training Agenda

Agenda – Day 1

Time	Session	Discussion Points	Facilitator
09.00-09.10 [10 mins]	Introduction to the Training	- Briefing on objectives, importance and expected results of the training	Experts, RMEO, HQ Lead
09.10-09.30 [20 mins]	1- Introduction to UNDP and NUPRP	- Briefing on UNDP, how is UNDP supporting the local government and communities? - NUPRP's mission	Experts, RMEO, HQ Lead
09.30-09.50 [20 mins]	2 - Introduction to PG member Registration	- Briefing on the objectives of PG member registration, how it will be done, by whom and when	Experts, RMEO, HQ Lead
09.50-10.50 [1 hour]	Morning Tea Break and 3 - Installation of the app on mobile devices	- Facilitators to explain how to download the app - Participants download the app on their personal mobile devices with support from facilitators	Experts, RMEO, HQ Lead
10.50 – 12.30 [1 hour 40 mins]	4 – Understanding the PG member registration questionnaire training	- Using the mobile app, facilitator explains how to ask each question	Experts, RMEO, HQ Lead
12.30-13.00 [30 mins]	5 - Understanding roles/responsibilities and contact details	- Expectations in relation to number of surveys/ days - Who (how) to contact if problems arise - Identifying the supervisors and explain their roles - Explanation about how much enumerators will be paid and when	Experts, RMEO, HQ Lead
13.00-14.00 [60 mins]	Lunch break		Experts, RMEO, HQ Lead
14.00-15.00 [60 mins]	6 - Practice data collection		Experts,

Time	Session	Discussion Points	Facilitator
			RMEO, HQ Lead
14.45 – 15.00 [15 minutes]	Afternoon tea break (overlaps with previous session)	-	Experts, RMEO, HQ Lead
15.00 – 15.45 [45 minutes]	7 - Developing data collection and supervision schedules	<ul style="list-style-type: none"> - Data collection schedule to be developed by TM - TM and Supervisors to meet to discuss data collection schedule, frequency of updates, roles/ responsibilities etc. - Enumerators to be briefed on following day about data collection schedule by TM and Supervisors 	Experts, RMEO, HQ Lead
15.45 – 16.00 [15 minutes]	8 - Closure of the Training	- Summary of the day's activities	Experts, RMEO, HQ Lead

Agenda: Day 2 (Practical)

Time	Session	Discussion Points	Facilitator
10:00 am – 2:00 pm	- Conduct test interview	- Community Facilitator will do the test interview in respected community (CDC's), Experts and RMEO observe some interview as sample basis	Experts, RMEO, HQ Lead
3:00 – 4:30 pm	- Experience sharing	<ul style="list-style-type: none"> - Community Facilitator Shearing their experience with HQ lead, Experts and RMEO, - HQ lead, Experts and RMEO will check and confirm how many test interviews they conduct and take note on that. 	Experts, RMEO, HQ Lead

Session 1: Introduction to UNDP and NUPRP

Objectives of the session:

The objective of the session is to introduce UNDP, give an overview about how UNDP supports local governments and communities, and present the mission of the National Urban Poverty Reduction Program (NUPRP). By the end of the session participants are expected to be able to understand what UNDP is, how it is supporting local government and communities and what NUPRP's mission is.

Discussion points:

- What is UNDP?
- How is UNDP supporting the local government and communities?
- What is NUPRP's mission?

Discussion method: Lecture discussion and question/ answer

Materials to be used: Flipchart paper/ PPT

Discussion guideline:

What is UNDP?

The facilitator should start the session by welcoming everyone. Invite the participants to introduce themselves one-by-one.

- United Nations Development Program (UNDP) Bangladesh is one of the key facilitators in Bangladesh's development since 1972. UNDP has assisted Bangladesh's progress from a war zone, affected by environmental and political instability, to an ever more dynamic, youthful and resilient emerging economy with distinct promise. UNDP Bangladesh has been acting as an advocate in promoting transformational changes in the lives and livelihoods of the people of Bangladesh. It has also been helping to make government institutions more effective, transparent and accountable to achieve sustainable development goals.
- UNDP's mission is to help the people and government of Bangladesh to create a more sustainable, peaceful, innovative and resilient economy, environment and society.

How is UNDP supporting the local government and communities?

- UNDP Bangladesh has been an advocate of transformational change in the lives and livelihoods of the people. It does this by supporting both local governments and local communities, by building resilience to climate change, and reducing the impact and causes of poverty.
- With local governments, UNDP supports them to deliver services to the people in a way that is effective and efficient. UNDP improves social policies and programs, with a focus on good governance and structural inequalities that will ultimately ensure resilient development.
- At the community level, UNDP provides support to boost economic opportunities, particularly for women, girls, and youth, mobilize communities to work together with their local governments, and to be empowered voices for change.

What is NUPRP's mission?

- The National Urban Poverty Reduction Program (also known as NUPRP) is a 5-year national program that is working to fight urban poverty by bringing local communities closer to their local governments, to better understand and respond to their needs, and provide them with infrastructure, basic services, and socioeconomic support, to improve living conditions and promote better livelihoods.
- The Programme's purpose is to improve livelihoods and wellbeing in urban poor settlements (particularly for women and girls). It aims to achieve this through five inter-related areas:
 - Improved (LG) coordination, planning and management
 - Community mobilization and stronger voice
 - Improved wellbeing
 - More secure land tenure and improved housing
 - More and better (climate-resilient) infrastructure

Session 2: Introduction to PG Member Registration

Objectives of the session:

The objective of this session is to provide an overview of PG member registration. It's important that the trainees understand the context i.e. why NUPRP is conducting registration, what sort of information is being collected and how it will be used. Data collectors, local government and Federation/ Cluster leadership will no doubt be asked why they are being asked questions. It's important that trainees can confidently respond to such questions.

Discussion points:

- What is PG member registration?
- How will the information be used?
- Who will collect information, and how?

Discussion method: Lecture discussion and question/ answer

Materials to be used: Flipchart paper/ PPT

Discussion guideline:

What is PG member registration?

- Primary Group (PG) member registration is the process of collecting basic information from each and every PG member.
- Information is collected about the PG member, the status of the household (in terms of their multi-dimensional poverty status), and whether the HH qualifies for NUPRP grants
- A questionnaire has been developed for PG member registration. The respondent is the PG member him/ herself and the interview takes approximately 10-15 minutes
- Data is collected by either a locally-engaged enumerator from the community or by the community facilitator.
- A tailor-made app has been developed which will be installed on a mobile device such as a tablet or Smartphone for the purposes of data collection.

How will the information be used?

- PG member registration data will be stored in NUPRP's online database. Headline indicators e.g. % of male and female PG members, % of PG members with a disability etc. will be displayed as graphs in a dashboard.
- The PG member registration database will help NUPRP in the following ways:
 - **Targeting:** The PG member registration questionnaire collects a range of information, including whether or not the PG members and their immediate household members, are eligible for NUPRP grants. The data can therefore be used to objectively help select grantees.
 - **Promoting VfM:** NUPRP has developed selection criteria for each of its grants. If a household is given a grant but they don't qualify then this is inclusion error. PG member

registration takes the subjectivity out of grantee selection and promotes the rightful allocation of limited resources.

- **Transparency:** NUPRP needs to demonstrate who it is helping and where they are located. PG member registration collects information about the location of PG members i.e. the household's GPS point. This allows third party verifiers to find the household and cross-check the information if they wish to do so.
- **Donor reporting:** The donor, as well as UNDP, will need information about the profile of NUPRP's PG members. For example, they will want to know information such as % male and female, % disabled, % above or below a certain age etc. PG member registration will help NUPRP provide such information.

Who will collect information, and how?

- Data will be collected using mobile devices. A tailor-made app has been developed for this purpose.
- Community Facilitators (CF) are primarily responsible for PG registration, on an ongoing basis and as soon as PG groups have been formed. Socio Economic Nutrition Facilitators (SENF) can support PG Registration after completing their primary responsibilities. However, Town Manager has the flexibility to assign CF and SNEF for PG registration based on the priority of the task for town team to achieve their delivery targets.

Session 3: Installation of the app on mobile devices

Objectives of the session:

The objective of this session is to download the UNDP NUPRP app to the mobile devices that enumerators' will use for data collection. Enumerators will understand how to log in to the app and will be able to see the questionnaire on their device.

Discussion points:

- What are the minimum requirements to be able to download the UNDP NUPRP App?
- How do I access the general information of my device?
- How do I download the UNDP NUPRP App on a Smartphone or tablet?
- How do I install the UNDP NUPRP App once it has been downloaded?
- How do I go about logging in?

Discussion method: Practical with support to individual enumerators

Materials to be used: PPT and mobile devices

Discussion guideline:

What are the minimum requirements to be able to download the UNDP NUPRP App?

- The UNDP NUPRP App operates on mobile devices (Smartphones and/ or tablets) only with the Android operating system. The app will not work on any iPhone/iPad or a Windows 'phone.
- To install and operate the app successfully the following is required:
 - **Hardware Requirement(s):**
 - The Tablet or Smartphone must be running Android OS 5.0 (KitKat) or later; however, it would be the ideal to have the devices operate on Android 5.0 (Marshmallow)
 - For a Smartphone, the minimum display size should be 4.5". For a tablet, the display size range should be 7" - 10.1";
 - A minimum of 1GB RAM is required
 - A minimum 512 MB of FREE store data is required for the application to function properly
 - The device must have GPS functionality
 - For initial functioning of the app, 50 MB of internet data is required
 - N.B: as the survey progresses, more data will be consumed as new surveys are created
 - **Software Requirement(s) & other(s):**
 - There should be a valid and active Google Account/Gmail account for the device (Some Symphony and Chinese devices do not allow a Google Account to be created on the device)
 - The Google Play Store app should be pre-installed on the device (there are some Symphony and other Chinese devices which do not have or support Google Play store app installation)

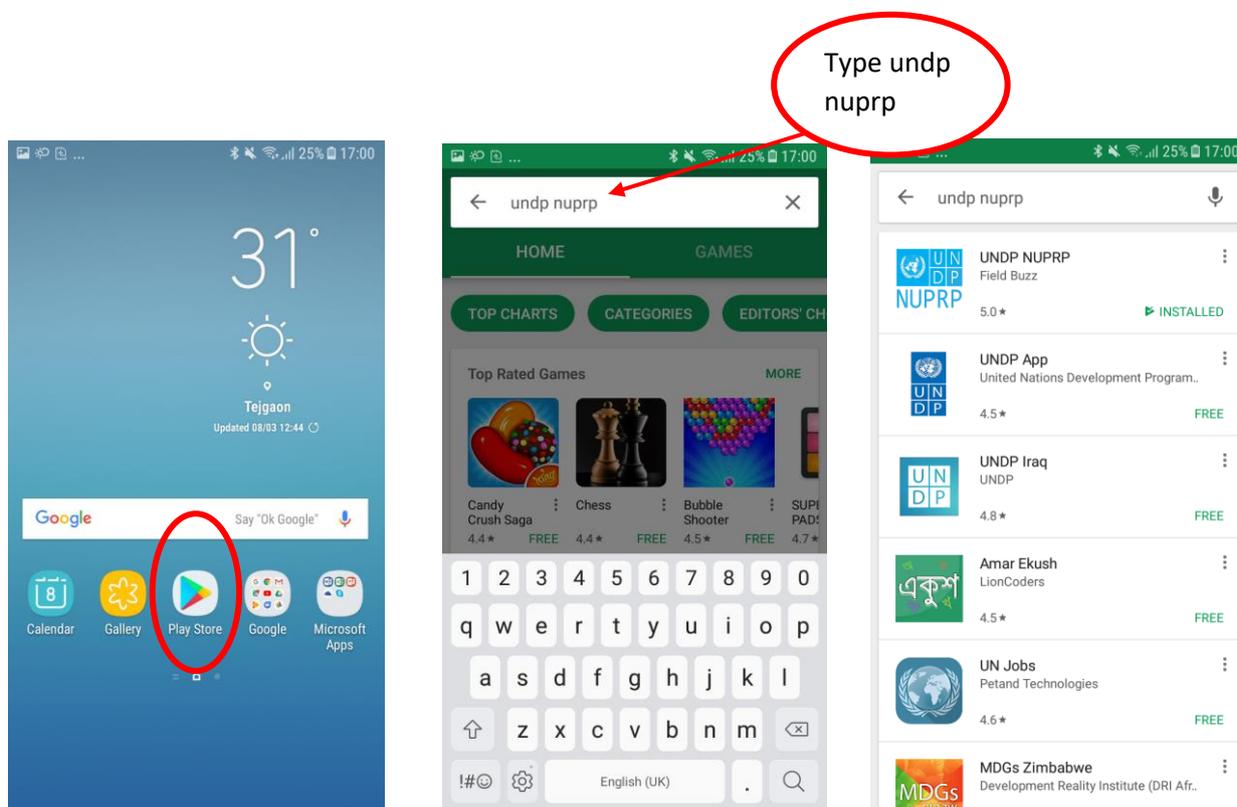
- Google Play Services should be updated to the latest version (in some Symphony and other Chinese devices, the system does not allow for Google Play store upgrading).
- After installation on the device, UNDP NUPRP can be used immediately without any further configuration.

How do I access the general information of my device?

- To find out the basic information of the device, follow these steps:
 - Go to the default “Settings” app in the device
 - Scroll down to the end, you will find a menu named “About device” or ‘About phone”. In general, you will be able to find out most of the information you need to know about the ‘phone here e.g. RAM, Storage etc.
 - To find the status of storage, go to “Storage” under the “Settings”
 - Storage will show the information regarding available free space, total system memory, used space in the device, cached data (you can delete them by clicking on it, if they are taking up a lot of storage) etc.

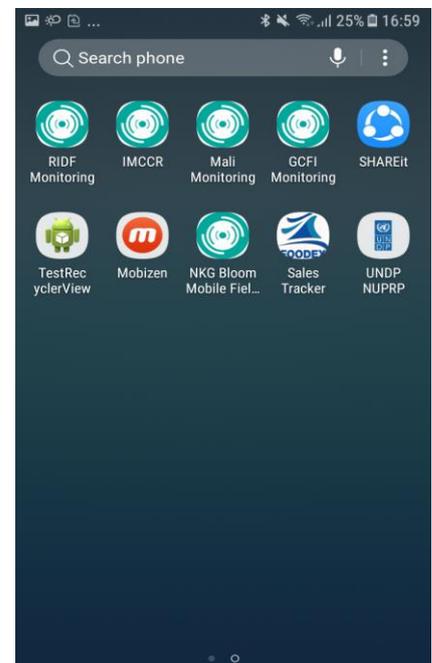
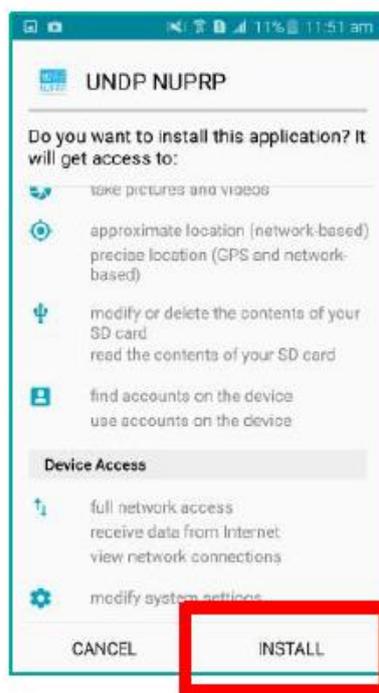
How do I download the UNDP NUPRP App on a Smartphone or tablet?

- To download the UNDP NUPRP app, follow these steps:
 - Make sure that your internet connection is ON
 - Open Play Store App
 - Type “UNDP NUPRP” in the search field and click search
 - Click on “UNDP NUPRP”
 - Click Install
 - Wait until the file is being downloaded to your device. Depending on the speed of the internet it might take a few minutes.



How do I install the UNDP NUPRP App once it has been downloaded?

- Once the user downloads the UNDP NUPRP App from Google Play store, click “Open” in the play store for the application.
- Android will automatically navigate the user to the installation screen, asking for different permissions to install it.
- Giving the permission by clicking “Install” or “Allow”, the user can complete the installation process.
- Depending on the version of Android, the system might ask for permission for each feature utility like camera, location etc. The user must “Allow” all the features so that the App can perform properly. If the “Deny” button has been tapped then the installation will not proceed. Hence, it’s always better to check whether the requirements of hardware and software of Android device are fulfilled before installing the application.



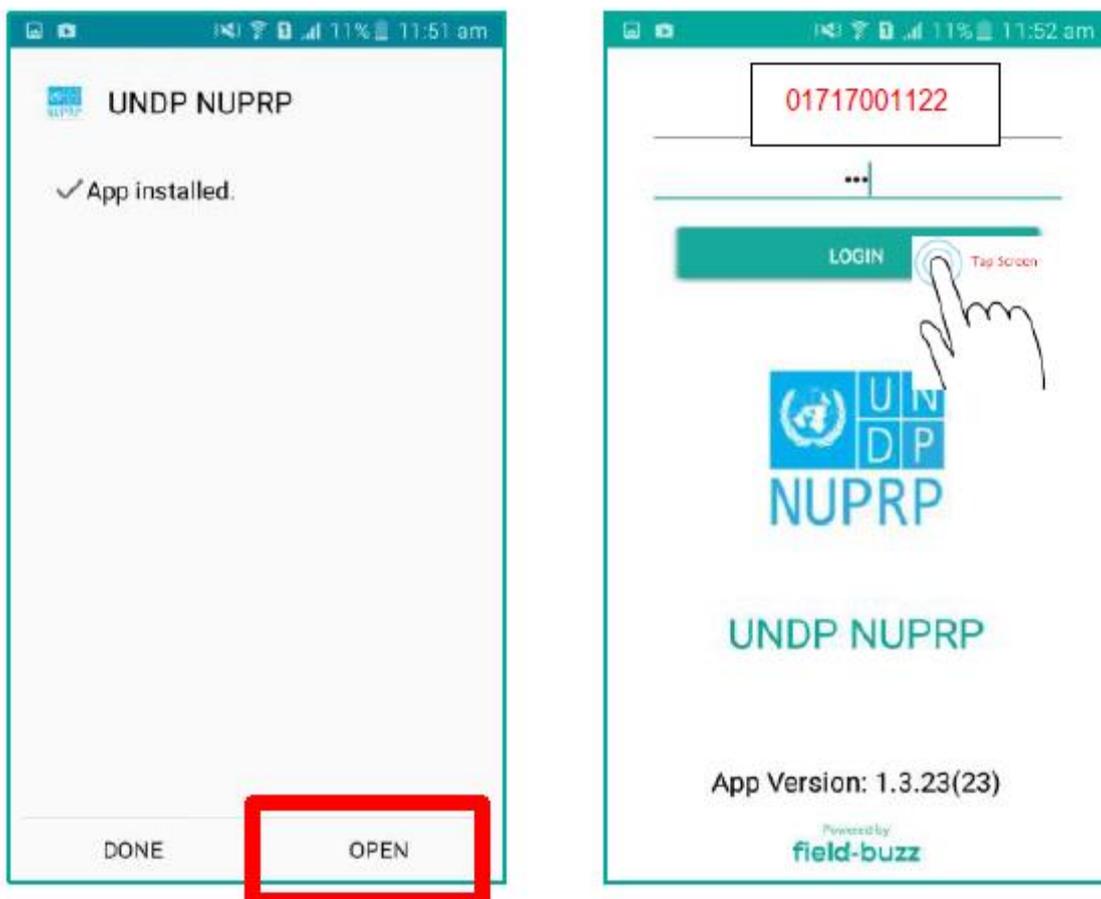
How do I go about logging in?

After installing the UNDP NUPRP App, the user can open the application. They are then prompted to input a User ID and Password. A common approach will be used for Username and ID creation. An enumerator's mobile phone number will be used as their Username and a generic password will be used for all enumerators.

To log into the app, users will need to follow these steps:

- Insert a valid mobile phone number as Username e.g. 01714123456)
- Insert 1234 as Password
- Click LOGIN

Note that, the user ID and password will have to be created through Field Buzz's Mission Control and by someone who is able to create users. The Enumerator cannot create their own Username or change the password.



Session 4: Understanding the PG Member Registration Questionnaire

Objectives of the session:

The objective of this session is to make sure data collectors understand each of the questions contained in the PG member survey. They should be able to elicit accurate information from the respondent. They should also be able to clarify any ambiguities that may arise during the interview.

Discussion points:

- Question-by-question explanation

Discussion method:

Materials to be used: Pre-installed app on mobile devices; Projector (to display points below)

Discussion guideline:

Question Number	Instructions
Introduction	<ul style="list-style-type: none"> • Upon arrival at the PG member's HH, the data collector should: <ul style="list-style-type: none"> ○ Introduce themselves ○ Explain where they are from and that they would like to talk to the PG member ○ Explain to the PG member that they wish to ask some questions and that this may take 10-15 minutes ○ Explain what sort of information is being collected i.e. information about the PG member, the HH head and other HH members (age, education, occupation, disability status etc.) ○ Explain the reasons NUPRP is collecting the information: <ul style="list-style-type: none"> ▪ So that NUPRP can understand the profile of who its beneficiaries are ▪ For reporting purposes • If the PG member does not wish to participate then seek advice from the Supervisor • If the PG member is not available at the time of the visit then try and set up another visit to the HH.
Select survey	<ul style="list-style-type: none"> • Select 'PG member Survey Questionnaire' from the drop-down list
CDC	<ul style="list-style-type: none"> • From the drop-down list, select the name of the CDC to which the PG member's group belongs to.
PG	<ul style="list-style-type: none"> • From the drop-down list, select the name of the Primary Group to which the PG member belongs to.
1.1	<p>What is your name?</p> <ul style="list-style-type: none"> • Insert the name of the respondent (who should be the PG member). • Data collectors should check the NID/ smart card or any other valid

Question Number	Instructions
	document to check the spelling of the name and write carefully
1.2	<p>What is your NID/ Smart Card ID number?" (If not available then birth registration number)</p> <ul style="list-style-type: none"> • Ask the respondent to provide either 1) NID 2) Smart Card ID, or 3) birth registration ID (ideally one of the first two) • Select the form of ID that they give you. If none of the above are available then select 'none of the above.'
1.2.1	<p>What is your NID/ Smart Card ID number?" (If not available then birth registration number)</p> <ul style="list-style-type: none"> • Insert the number of the ID they have provided exactly as in the document
1.3	<p>What is your mobile phone number?</p> <ul style="list-style-type: none"> • Insert the mobile phone number of the PG member • If the PG member has no mobile number then mention as having no mobile number. • Insert the mobile number without any codes e.g. the country code is not needed. • For example, if the mobile number is 01735001181, then the enumerator should simply enter 01735001181.
1.4	<p>What is your gender?</p> <ul style="list-style-type: none"> • Insert the gender of the PG member. Insert one of the following options: male, female or hijra. • The enumerator (in most cases) need not ask the respondent; they will be able to observe the PG member's gender. • If in any doubt then ask the respondent tactfully.
1.5	<p>What is your date of birth? (dd/mm/yyyy)</p> <ul style="list-style-type: none"> • Use the calendar to insert the PG member's birth date. • Ask to see the PG member's National ID, Smart Card ID or Birth Registration Certificate. Their date of birth can be found on these documents. • If these documents are not available and the respondent does not know their date of birth then insert approximate date by discussing with the respondent.
1.6	<p>What is your position in the PG</p> <ul style="list-style-type: none"> • Identify what the PG member's <u>current</u> position is within their Primary Group. • They will be either President, Secretary or a Member. They cannot be more than one of these positions
2.1	<p>What is your relationship with the household head?</p> <ul style="list-style-type: none"> • Ask the respondent/ PG member what their relationship is with the household head. • If they are the household head then select 'Household head' • Only make one selection

Question Number	Instructions
2.2	<p>What is your religion?</p> <ul style="list-style-type: none"> • Insert the religion of the PG member. Insert one of the following options: Muslim, Hindu, Christian, Buddhist or other. • If the answer is 'other', then the enumerator should write the response. • Only make one selection
2.3	<p>What is your ethnicity?</p> <ul style="list-style-type: none"> • Insert the ethnicity of the PG member. Insert one of the following options: Bengali, Indigenous (i.e. Chittagong Hill Tracts), Bihari, Rohyngia , Dalit, Horizon or other. • If the answer is 'other', then the enumerator should write the response. • Only make one selection
2.4	<p>What is the highest level of schooling you attained?</p> <ul style="list-style-type: none"> • Insert the highest level of school attained by the PG member • The options available relate to both the madrassa and the general education systems. • For example, if the hh head's highest level of schooling was the primary level of education under the general education system, which is equivalent to Ibtadayee or JDC under the madrasa education system, then select the option "Primary/ Ibtadayee/ JDC". • If the PG member did not attend school then use 'Never attended school.' • If the PG member does not know the highest level of school attended then use 'Do not know.' • Only make one selection
2.5	<p>What is the highest class you completed at that level?</p> <ul style="list-style-type: none"> • Insert the highest class achieved by the PG member. • The objective of the question is to obtain information about the highest education class achieved by the PG member under the level of education mentioned in the previous question. • For example, if the PG member completed primary level of education (previous question), but on that level he or she attended only up to class 3, then the answer of the question will be "Class 3". • If the PG member enrolled in the school but did not attend any class, then select "Enrolled but not attended". • Only make one selection
2.6	<p>What is your main occupation?</p> <ul style="list-style-type: none"> • Select the main occupation of the PG member from the following options: <ul style="list-style-type: none"> ○ Unemployed – person who was involuntarily out of gainful employment during the reference period (7 days preceding the interview date) but either: (a) had been actively looking for a job or (b) was willing to work but not looking for work because of illness or believing that no work was available ○ Beggar – person who lives by asking for money and/or food ○ Rickshaw/van/push cart/other puller – Self explanatory ○ Hotel/Tea Shop/furniture/grocery worker – Person who works in

Question Number	Instructions
	<p>the hotel or tea stall or furniture or grocery shops. They should not own the hotel/ shop.</p> <ul style="list-style-type: none"> ○ Construction worker – these include masons, iron workers, labourers, plasterers and carpenters ○ Domestic worker – a person who works within the employer's household and performs a variety of household services e.g. child care, looking after elderly dependents, housekeeping, cooking etc. ○ Hawker/Vendor/Tinker - a person who travels around selling goods, typically advertising them by shouting or a person who sells items in the street, either from a stall or van or with their goods laid out on the sidewalk. This also includes people who travel from place to place mending metal utensils as a way of making a living. ○ Transport worker – a person engaged in public transport services including drivers, cleaners, conductors and checkers ○ Small Business – a person independently owned a small grocery shop, tea stall, hotel/restaurant, garage, furniture, dairy, poultry, handicrafts and others ○ Skilled Worker – examples include plumbers, electricians, garments/ sweater factory workers, mechanics etc. ○ Service (government, semi government and autonomous) – Self explanatory ○ Service (NGO/Private) – Self explanatory ○ Housewife - a married woman whose main occupation is caring for her family, managing household affairs, and doing housework <ul style="list-style-type: none"> ● If the answer does not fall under any of the above-mentioned categories then the enumerator should select 'other', and record the occupation mentioned by the respondent. ● Only make one selection
2.7	<p>Did you personally receive any grant from UPPR?</p> <ul style="list-style-type: none"> ● Ask if the PG member was a PG member during Urban Partnerships for Poverty Reduction Programme. ● If they say yes then ask if they personally received any of the following grants: Business grant, Education grant, Apprenticeship grant, Nutrition grant ● If they say yes, then record 'yes'. ● If they say 'no' then record 'no'. ● This question relates only to the following grants offered by UPPR: Business grant, Education grant, Apprenticeship grant, Nutrition grant
2.7.1	<p>If yes, which grant?</p> <ul style="list-style-type: none"> ● If they said yes to the previous question then identify which grant the PG member personally received during UPPR. ● Record the response ● Make selection as applicable
2.8	<p>Are you currently receiving skill training from any institution?</p>

Question Number	Instructions
	<ul style="list-style-type: none"> • Ask if they are receiving and skill training <u>at present</u>.
2.9	<p>Are you a student in formal education?</p> <ul style="list-style-type: none"> • Ask if they are attending in a formal education <u>at present</u>.
2.10	<p>Is the household receiving or has the household received another grant from NUPRP?</p> <ul style="list-style-type: none"> • Ask if the PG member was a PG member have received any grant during NUPRP. • If they say yes then ask if they personally received any of the following grants: Business grant, Education grant, Apprenticeship grant, Nutrition grant • If they say yes, then record 'yes'. • If they say 'no' then record 'no'. • This question relates only to the following grants offered by NUPRP: Business grant, Education grant, Apprenticeship grant, Nutrition grant
2.10.1	<p>If yes, which grant?</p> <ul style="list-style-type: none"> • If they said yes to the previous question then identify which grant the PG member personally received during NUPRP • Record the response • Make selection as applicable
2.11	<p>What is your marital status?</p> <ul style="list-style-type: none"> • Select the marital status of the PG member from the following options: <ul style="list-style-type: none"> ○ Unmarried – self explanatory ○ Married – a person having a wife or husband (may or may not have children) ○ Divorced - a person who has legally dissolved his or her marriage ○ Widow(er) - a person who has lost his or her spouse by death and has not remarried ○ Separated - a person who is still legally married but no longer lives with their partner ○ Abandoned - a person who is abandoned by his/her spouse but still legally married • Only make one selection
3.1	<p>Do you have difficulty seeing, even if wearing glasses?</p> <ul style="list-style-type: none"> • The purpose of this question is to identify whether the PG member has vision difficulties or problems of any kind even when wearing glasses. • If the PG member wears glasses, make sure that they understand the question refers to difficulties he or she may have <u>even when wearing their glasses</u>. • The PG member might have a problem seeing things close up or far away. He or she may not be able to see out of one eye or may be only able to see directly in front of them, but not to the sides. Any difficulty with vision that he or she considers a problem should be captured. • Seeing refers to an individual using his/her eyes and visual capacity in

Question Number	Instructions
	<p>order to perceive or observe what is happening around them.</p> <ul style="list-style-type: none"> • Only make one selection
3.2	<p>Do you have difficulty hearing, even if using a hearing aid?</p> <ul style="list-style-type: none"> • The purpose of this question is to identify whether the PG member has hearing limitations or problems of any kind with their hearing even when using a hearing aid (if he or she wears a hearing aid). • The PG member might have a problem hearing when he or she is in a group conversation or has dialogue with others. They may not be able to hear in one ear or both. Any difficulty with hearing that they consider a problem should be captured. • Hearing refers to an individual using his/her ears and auditory (or hearing) capacity in order to know what is being said to them or the sounds of activity, including danger that is happening around them. • If the PG member wears a hearing aid, make sure that they understand the question refers to difficulties he or she may have <u>even when wearing the aid.</u> • Only make one selection
3.3	<p>Do you have difficulty walking or climbing steps?</p> <ul style="list-style-type: none"> • The purpose of this question is to identify whether the PG member has some limitation or problems of any kind getting around on foot. It may or may not contribute to difficulties in doing his or her daily activities. • The PG member might have a problem walking more than a block, or short or long distances, or the problem might be that he or she can't walk up or down steps without difficulty. He or she may not be able to walk any distance without stopping to rest or may not be able to walk without using some type of device such as a cane, a walker or crutches. In some instances, he or she may be totally unable to stand for more than a minute or two and need a wheelchair to get from place to place. Any difficulty with walking (whether it is on flat land or up or down steps) that the respondent considers a problem should be captured. • Only make one selection
3.4	<p>Do you have difficulty remembering or concentrating?</p> <ul style="list-style-type: none"> • The purpose of this question is to identify whether the PG member has any problems with remembering or thinking that contribute to difficulty in doing his or her daily activities. • The PG member might have a problem finding his or her way around, or the problem can be that they can't concentrate on what they are doing, or they may forget where they are or what month it is. They may not remember what someone just said to them or they may seem confused or frightened about most things. Any difficulty with remembering, concentrating or understanding what is going on around them that they or family members (if the family member is the respondent) consider a problem should be captured. The question does not intend to capture difficulties remembering or concentrating because of common everyday situations such as high workload or stress, or as a result of substance abuse.

Question Number	Instructions
	<ul style="list-style-type: none"> Remembering refers to an individual using his/her memory capacity in order to recall what has happened around them. Concentrating refers to an individual using his mental ability to accomplish some task such as reading, calculating numbers, learning something. Only make one selection
3.5	<p>Do you have difficulty (with self-care such as) washing all over or dressing?</p> <ul style="list-style-type: none"> The purpose of this question is to identify whether the PG member has any problems with taking care of himself or herself independently. Washing and dressing represent tasks that occur on a daily basis and are very basic activities. Washing all over refers to the process of cleaning one's entire body (usually with soap and water) in the usual manner for the culture. Dressing refers to all aspects of putting clothing or garments on the upper and lower body including the feet if culturally appropriate. Only make one selection
3.6	<p>Using your usual (customary) language, do you have difficulty communicating, for example understanding or being understood?</p> <ul style="list-style-type: none"> The purpose of this question is to identify whether the PG member has any problems with talking, listening or understanding speech such that it contributes to difficulty in doing their daily activities. They might have a problem making themselves understood, or the problem may be that they can't understand people who talk to them or try to communicate with them in other ways. Communicating refers to a person exchanging information or ideas with other people through the use of language. Only make one selection
4.1	<p>Are you the household head?</p> <ul style="list-style-type: none"> Ask the PG member if they are the household head. Please ask and check carefully. Data collectors need to explain clearly to get the right answer. Only make one selection
4.2.1	<p>What is the name of the household head?</p> <ul style="list-style-type: none"> Data collectors should check the NID/smart card or any other valid document to check the spelling of the name and write carefully
4.2.2	<p>What is the household head's mobile phone number?</p> <ul style="list-style-type: none"> Insert the mobile phone number of the HH head Insert the mobile number without any codes e.g. the country code is not needed. For example, if the mobile number is 01735001181, then the enumerator should simply enter 01735001181.
4.2.3	<p>What is the household head's age?</p> <ul style="list-style-type: none"> Insert the age of the HH head If the respondent is unsure then ask to see the HH head's National ID, Smart Card ID or Birth Registration Certificate. Their data of birth can be

Question Number	Instructions
	<p>found on these documents.</p> <ul style="list-style-type: none"> • If these documents are not available and the respondent does not know their date of birth then insert approximate date by discussing with the family members and/ or neighbours.
4.2.4	<p>What is the gender of the household head?</p> <ul style="list-style-type: none"> • Ask the PG member what the gender of the HH head is. • Insert the gender of the HH head. Insert one of the following options: male, female or transgender.
4.2.5	<p>What is the household head’s religion?</p> <ul style="list-style-type: none"> • Ask the PG member what the HH head’s religion is • Insert one of the following options: Muslim, Hindu, Christian, Buddhist or other. • If the answer is ‘other’, then the enumerator should write the response. • Only make one selection
4.2.6	<p>What is the household head’s ethnicity?</p> <ul style="list-style-type: none"> • Ask the PG member what the HH head’s ethnicity is • Insert one of the following options: Bengali, Indigenous (i.e. Chittagong Hill Tracts), Bihari, Rohyngia , Dalit, Horizon or other. • If the answer is ‘other’, then the enumerator should write the response. • Only make one selection
4.2.7	<p>What is the highest level of schooling attained by the household head?</p> <ul style="list-style-type: none"> • Ask the PG member what the highest level of schooling attained by the HH head is • The options available relate to both the madrassa and the general education systems. • For example, if the hh head’s highest level of schooling was the primary level of education under the general education system, which is equivalent to Ibtadayee or JDC under the madrasa education system, then select the option “Primary/ Ibtadayee/ JDC”. • If the HH head did not attend school then use ‘Never attended school.’ • If the PG member does not know the highest level of school attended by the HH head then use ‘Do not know.’ • Only make one selection
4.2.8	<p>What is the household head’s occupation?</p> <ul style="list-style-type: none"> • Ask the PG member what the HH head’s main occupation is from the following options: <ul style="list-style-type: none"> ○ Unemployed – person who was involuntarily out of gainful employment during the reference period (7 days preceding the interview date) but either: (a) had been actively looking for a job or (b) was willing to work but not looking for work because of illness or believing that no work was available ○ Beggar – person who lives by asking for money and/or food ○ Rickshaw/van/push cart/other puller – Self explanatory ○ Hotel/Tea Shop/furniture/grocery worker – Person who works in

Question Number	Instructions
	<p>the hotel or tea stall or furniture or grocery shops. They should not own the hotel/ shop.</p> <ul style="list-style-type: none"> ○ Construction worker – these include masons, iron workers, labourers, plasterers and carpenters ○ Domestic worker – a person who works within the employer's household and performs a variety of household services e.g. child care, looking after elderly dependents, housekeeping, cooking etc. ○ Hawker/Vendor/Tinker - a person who travels around selling goods, typically advertising them by shouting or a person who sells items in the street, either from a stall or van or with their goods laid out on the sidewalk. This also includes people who travel from place to place mending metal utensils as a way of making a living. ○ Transport worker – a person engaged in public transport services including drivers, cleaners, conductors and checkers ○ Small Business – a person independently owned a small grocery shop, tea stall, hotel/restaurant, garage, furniture, dairy, poultry, handicrafts and others ○ Skilled Worker – examples include plumbers, electricians, garments/ sweater factory workers, mechanics etc. ○ Service (government, semi government and autonomous) – Self explanatory ○ Service (NGO/Private) – Self explanatory ○ Housewife - a married woman whose main occupation is caring for her family, managing household affairs, and doing housework <ul style="list-style-type: none"> ● If the answer does not fall under any of the above-mentioned categories then the enumerator should select 'other', and record the occupation mentioned by the respondent. ● Only make one selection
4.2.9	<p>What is the household head's marital status?</p> <ul style="list-style-type: none"> ● Ask the PG member what the HH head's marital status is.
4.3.1	<p>Does the household head have difficulty seeing, even if wearing glasses?</p> <ul style="list-style-type: none"> ● The purpose of this question is to identify whether the HH head has vision difficulties or problems of any kind even when wearing glasses. ● If the HH head wears glasses, make sure that they understand the question refers to difficulties he or she may have <u>even when wearing their glasses.</u> ● The HH head might have a problem seeing things close up or far away. He or she may not be able to see out of one eye or may be only able to see directly in front of them, but not to the sides. Any difficulty with vision that he or she considers a problem should be captured. ● Seeing refers to an individual using his/her eyes and visual capacity in order to perceive or observe what is happening around them. ● Only make one selection
4.3.2	<p>Does the household head have difficulty hearing, even if wearing a hearing aid?</p> <ul style="list-style-type: none"> ● The purpose of this question is to identify whether the HH head has

Question Number	Instructions
	<p>hearing limitations or problems of any kind with their hearing even when using a hearing aid (if he or she wears a hearing aid).</p> <ul style="list-style-type: none"> • The HH head might have a problem hearing when he or she is in a group conversation or has dialogue with others. They may not be able to hear in one ear or both. Any difficulty with hearing that they consider a problem should be captured. • Hearing refers to an individual using his/her ears and auditory (or hearing) capacity in order to know what is being said to them or the sounds of activity, including danger that is happening around them. • If the HH head wears a hearing aid, make sure that they understand the question refers to difficulties he or she may have <u>even when wearing the aid</u>. • Only make one selection
4.3.3	<p>Does the household head have difficulty walking or climbing steps?</p> <ul style="list-style-type: none"> • The purpose of this question is to identify whether the HH head has some limitation or problems of any kind getting around on foot. It may or may not contribute to difficulties in doing his or her daily activities. • The HH head might have a problem walking more than a block, or short or long distances, or the problem might be that he or she can't walk up or down steps without difficulty. He or she may not be able to walk any distance without stopping to rest or may not be able to walk without using some type of device such as a cane, a walker or crutches. In some instances, he or she may be totally unable to stand for more than a minute or two and need a wheelchair to get from place to place. Any difficulty with walking (whether it is on flat land or up or down steps) that the respondent considers a problem should be captured. • Only make one selection
4.3.4	<p>Does the household head have difficulty remembering or concentrating?</p> <ul style="list-style-type: none"> • The purpose of this question is to identify whether the HH head has any problems with remembering or thinking that contribute to difficulty in doing his or her daily activities. • The HH head might have a problem finding his or her way around, or the problem can be that they can't concentrate on what they are doing, or they may forget where they are or what month it is. They may not remember what someone just said to them or they may seem confused or frightened about most things. Any difficulty with remembering, concentrating or understanding what is going on around them that they or family members (if the family member is the respondent) consider a problem should be captured. The question does not intend to capture difficulties remembering or concentrating because of common everyday situations such as high workload or stress, or as a result of substance abuse. • Remembering refers to an individual using his/her memory capacity in order to recall what has happened around them. Concentrating refers to an individual using his mental ability to accomplish some task such as reading, calculating numbers, learning something. • Only make one selection

Question Number	Instructions
4.3.5	<p>Does the household head have difficulty with self-care such as washing all over or dressing?</p> <ul style="list-style-type: none"> • The purpose of this question is to identify whether the HH head has any problems with taking care of himself or herself independently. Washing and dressing represent tasks that occur on a daily basis and are very basic activities. • Washing all over refers to the process of cleaning one’s entire body (usually with soap and water) in the usual manner for the culture. Dressing refers to all aspects of putting clothing or garments on the upper and lower body including the feet if culturally appropriate. • Only make one selection
4.3.6	<p>Using their usual (customary) language, does the household head have difficulty communicating, for example understanding or being understood?</p> <ul style="list-style-type: none"> • The purpose of this question is to identify whether the HH head has any problems with talking, listening or understanding speech such that it contributes to difficulty in doing their daily activities. They might have a problem making themselves understood, or the problem may be that they can’t understand people who talk to them or try to communicate with them in other ways. • Communicating refers to a person exchanging information or ideas with other people through the use of language. • Only make one selection
4.4.1	<p>How many members do you have in your household (including PG member and household head)?</p> <ul style="list-style-type: none"> • Insert the total number of HH members • The answer should include the HH head and the PG member
4.4.2	<p>How many male members?</p> <ul style="list-style-type: none"> • Insert the total number of male members • Include children and adults • The answer should take into account the gender of the PG member and HH head
4.4.3	<p>How many female members?</p> <ul style="list-style-type: none"> • Insert the total number of female members • Include children and adults • The answer should take into account the gender of the PG member and HH head
4.4.4	<p>How many transgender members?</p> <ul style="list-style-type: none"> • Record the number of hirja live in the household. • Hijra is defined as a person whose gender identity is neither male nor female. This is typically a person who was born male and dresses as a woman. • Check that the number of males, females and hirja (4.4.2 to 4.4.4) equals the total number of household members (4.4.1)

Question Number	Instructions
4.4.5	<p>Are there any pregnant women in your household?</p> <ul style="list-style-type: none"> • The answer to this question may help in targeting households e.g. pregnant women may receive nutrition-related support. • The enumerator should select ‘yes’ if there are pregnant females in the household.
4.4.6	<p>Are there any lactating mothers in your household?</p> <ul style="list-style-type: none"> • The answer to this question may help in targeting households e.g. lactating women may receive nutrition-related support. • Lactating means to produce milk. • The enumerator should select ‘yes’ if there are lactating females in the household.
4.4.7	<p>Are there any children under 5 years in your household?</p> <ul style="list-style-type: none"> • The answer to this question may help in targeting households e.g. households with children under five years of age may receive nutrition-related support. • The enumerator should select ‘yes’ if there are children under five years of age in the household.
4.4.8	<p>Are there any girls between the ages of 10 and 18 in your household?</p> <ul style="list-style-type: none"> • The answer to this question may help in targeting households e.g. households with girls between 10 and 19 years of age may be entitled to education grants. • The enumerator should select ‘yes’ if there are girls between 10 and 19 years of age in the household.
4.4.9	<p>Are any members of the household disabled, including yourself?</p> <ul style="list-style-type: none"> • This includes people who are mentally and/ or physically impaired. • The answer to this question provides an indicator related to the household’s vulnerability status • The enumerator should select ‘yes’ if there are members of the household that are disabled. • The respondent needs to include themselves
5.1	<p>Has any member of the household completed 5 years of schooling or more?</p> <ul style="list-style-type: none"> • The purpose of this question is to identify the level of knowledge and understanding of household members. • The enumerator should ask the question “has any member of the household completed class 5 in school?” and capture the answer as “Yes” or “No”.
5.1.1	<p>Are there any children of school-going age (years 6-14) in your household?</p> <ul style="list-style-type: none"> • The enumerator should ask the question “are there any children between the age of 5 and 18 years in your household?” and capture the answer as “Yes” or “No”. • If there are children in the household between the ages of 5 and 18 and they are not going to school then the enumerator should record ‘Yes’.

Question Number	Instructions
5.1.1.1	<p>If yes, are they all attending school?</p> <ul style="list-style-type: none"> • This question only needs to be asked if the answer to the previous question was ‘Yes.’ • The term ‘school’ includes primary, secondary and post-secondary schooling. It also includes technical or vocational training beyond the primary-school level e.g. long-term courses in mechanics or secretarial work. This also includes madrasas only if they are following the standard curriculum defined by the madrasa board. • In order to be able to answer yes to this question then all children of school-going age (years 5-18) must be going to school.
5.2	<p>What is the house floor made of? (Interviewer observe the main material of the dwelling floor)</p> <ul style="list-style-type: none"> • The enumerator can observe this and does not need to ask a question. However, the enumerator should ask the question if he or she is unsure. The options include: <ul style="list-style-type: none"> ○ Semi Pucca - floor made of raw earth or a mixture of sand and earth or thick cement layer ○ Dung - flooring plastered with cow-dung ○ Wood planks - flat, timber planks that are longer than they are wide ○ Palm/bamboo - self explanatory ○ Cement - self explanatory ○ Other - If the answer does not fall under any of the above-mentioned options, then the enumerator needs to select the ‘other’ option, and write what type of flooring is observed or mentioned by the respondent • If there is more than one kind of flooring material, the data collector should record the main type of material (the material that covers the largest amount of floor space).
5.3	<p>Do you own the house, or do you pay rent?</p> <ul style="list-style-type: none"> • The purpose of this question is to understand whether the household members own or rent the house. It can be used as an indicator of their vulnerability. • The enumerator should ask the question ‘Is this house owned by any member of your household?’ • <i>Own, rent, government property/ colony</i>
5.4	<p>What kind of toilet facility do members of your household usually use?</p> <p>The purpose of this question is to obtain a measure of the hygiene of the sanitary facility used by the household members. The enumerator should observe the facility. The answers include:</p> <ul style="list-style-type: none"> • Flush to piped sewer system - is a system of sewer pipes, also called sewage, that is designed to collect human excreta (faeces and urine) and waste water and remove them from the household environment. Sewage systems consist of facilities for collection, pumping, treating and disposing of human excreta and wastewater.

Question Number	Instructions
	<ul style="list-style-type: none"> • Flush to septic tank - septic tank is an excreta collection device and is a water-tight settling tank normally located underground, away from the house or toilet. • Flush to pit (latrine) - flush/pour flush to pit latrine refers to a system that flushes excreta to a hole in the ground and has a water seal. • Flush to somewhere else - flush/pour flush to somewhere else refers to excreta being deposited in or nearby the household environment (may have a water seal but deposited not into pit, septic tank or sewer); excreta may be flushed to the street, yard/plot, drainage way or other location. • Flush to unknown place/not sure/don't know where - Flush to unknown place/not sure/don't know where should be coded in cases when the respondent knows that the toilet facility is a flush toilet, but does not know where it flushes to. • Ventilated Improved Pit latrine - (VIP) - ventilated improved pit latrine or VIP is a type of pit latrine that is ventilated by a pipe extending above the latrine roof. The open end of the vent pipe is covered with gauze mesh or fly-proof netting and the inside of the superstructure is kept dark. • Pit latrine with slab - pit latrine with slab uses a hole in the ground for excreta collection and has a squatting slab, platform or seat (made of concrete, steel, or wood to allow standing with ease) that is firmly supported on all sides, easy to clean and raised above the surrounding ground level to prevent surface water from entering the pit. • Pit latrine without slab / open pit - pit latrine without slab/open pit uses a hole in the ground for excreta collection and does not have a squatting slab, platform, or seat. An open pit is a rudimentary hole in the ground where excreta is collected. • Composting toilet - composting toilet is a toilet into which excreta and carbon-rich material are added (vegetable wastes, straw, grass, sawdust, ash) and special conditions maintained to produce inoffensive compost. • Bucket - bucket refers to the use of a bucket or other container for the retention of faeces (and sometimes urine and anal cleaning material), which is periodically removed for treatment or disposal. • Hanging toilet/hanging latrine - a toilet built over the sea, a river, a pond, or other body of water into which excreta drops directly. • No facilities or bush or field - this includes excreta wrapped and thrown with garbage, the 'cat' method of burying excreta in dirt, defecation in the bush or field or ditch, and defecation into surface water (drainage channel, beach, river, or stream). • Other - If the answer does not fall under any of the above-mentioned categories, then the enumerator needs to select 'other option', and describe the toilet facility they observe.
5.4.1	<p>Do you share this toilet facility with other households?</p> <ul style="list-style-type: none"> • If any other persons that do not belong to this household use this toilet facility (mentioned in the previous answer) then the enumerators should record 'Yes'. • If this toilet facility is only used by the respondent's hh members then the enumerator should record 'No.'

Question Number	Instructions
5.5	<p>What type of fuel does your household mainly use for cooking?</p> <p>Information on the type of fuel used for cooking is collected as another measure of the socioeconomic status of the household. The use of some cooking fuels can also have adverse health consequences. The enumerator will ask the question and select from the following:</p> <ul style="list-style-type: none"> • Electricity – cooking with electricity comprises the use of a stove with an integrated electrical heating device to cook and bake. • Liquid Propane Gas (LPG) - LPG is a compressed liquid form of gas, stored or transported in a cylinder or larger vessel • Natural gas – natural gas is connected to a burner through a pipe • Biogas - Biogas typically refers to a mixture of different gases produced by the breakdown of organic matter • Kerosene – self explanatory • Coal / Lignite – natural coal or lignite collected from mines • Charcoal - Charcoal is produced using an oxygen-free process that heats natural wood in order to remove the air and water and to create a carbon product that will burn significantly longer than wood. • Wood – self explanatory • Straw/shrubs/grass – self explanatory • Agricultural crops – self-explanatory and include e.g. maize stalks, maize cobs • Animal dung - Dung cakes (in particular cow dung), made from the by-products of animal husbandry are traditionally used as fuel • No food cooked in household – self explanatory • If the answer does not fall under any of the above-mentioned categories then the enumerator should select ‘other’ and record the type of cooking fuel mentioned by the respondent
5.6	<p>What is the main source of drinking water for household members?</p> <p>The enumerator should ask the question and capture the answer using one of the following options:</p> <ul style="list-style-type: none"> • Piped into dwelling - also called a house connection and is defined as a water service connected by pipe with in-house plumbing to one or more taps, for example, in the kitchen and/or bathroom. • Piped into yard or plot - also called a yard connection, is defined as a piped water connection to a tap placed in the compound, yard or plot outside the house. • Public tap/standpipe - is a water point from which the public may collect their water. A standpipe may also be known as a public fountain or public tap. Public standpipes can have one or more taps and are typically made of brickwork, masonry or concrete. • Tubewell/borehole - is a deep hole that has been driven, bored or drilled with the purpose of reaching groundwater supplies. Boreholes/tube-wells are constructed with casing, or pipes, which prevent the small-diameter hole from caving in and provide protection from infiltration of run-off water. Water is delivered from a tube-well or borehole through a pump that may be powered by humans, animals, wind, electricity, diesel fuel or solar energy.

Question Number	Instructions
	<ul style="list-style-type: none"> • Protected well - is a dug well that is protected from run-off water through a well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well. Additionally, a protected dug well is covered so that bird droppings and animals cannot fall down the hole. • Unprotected well - is a dug well for which one or both of the following are true: (1) the well is not protected from run-off water; (2) the well is not protected from bird droppings and animals. If at least one of these conditions is true, the well is unprotected. • Protected spring - is a spring that is free from run-off and from bird droppings and animals. A spring is typically protected by a 'spring box' that is constructed of brick, masonry or concrete and is built around the spring so that water flows directly out of the box into a pipe without being exposed to outside pollution. • Unprotected spring - is a spring that is subject to run-off or bird droppings or animals. Unprotected springs typically do not have a 'spring box' (described above). • Rainwater - refers to rain that is collected or harvested from surfaces by roof or ground catchment and stored in a container, tank or cistern until used. • Tanker-truck - water source transports and sells water by means of a tanker truck. • Cart with small tank/drum - is used by a water provider who transports water into a community and then sells the water. Types of transports may include donkey cart, motorized vehicle or other means. • Surface water (river, stream, dam, lake, pond, canal, irrigation channel) - is water located above ground and includes rivers, dams, lakes, ponds, streams, canals and irrigation channels from which water is taken directly. • Bottled Water - is purchased water sold in bottles. Note that the code refers only to bottled water that is commercially available. Sometimes household members may store water from other sources in bottles – this should not be coded as bottled water. • If the answer does not fall under any of the above-mentioned categories then the enumerator should select 'other' and record the type of cooking fuel mentioned by the respondent
5.6.1	<p>How long does it take to get to the water (drinking) source, get water and come back?</p> <ul style="list-style-type: none"> • N.B. the emphasis of this question is on drinking water. • The enumerator should record the time it takes to get water by whatever means of transportation the household generally uses for this purpose e.g. walking, bicycle. • The enumerator should fill in the estimated time (in minutes) it takes by the usual mode of transport to get to the water source, wait to get water, and return to the house. • If the water point is on the respondent's premises, then record 'water on premises'. • If the respondent does not know then record 'do not know'.
5.7	<p>What is the main source of water used by your household for other purposes such as cooking and handwashing?</p>

Question Number	Instructions
	<ul style="list-style-type: none"> The options are the same as for question 5.6. N.B. the emphasis of this question is on water for cooking and handwashing.
5.7.1	<p>How long does it take to get to the water (cooking and handwashing) source, get water and come back?</p> <ul style="list-style-type: none"> N.B. the emphasis of this question is on water for cooking and handwashing. The enumerator should record the time it takes to get water by whatever means of transportation the household generally uses for this purpose e.g. walking, bicycle. The enumerator should fill in the estimated time (in minutes) it takes by the usual mode of transport to get to the water source, wait to get water, and return to the house. If the water point is on the respondent's premises then record 'water on premises'. If the respondent does not know then record 'do not know'.
5.8	<p>Does your household have the following assets or facilities?</p> <ul style="list-style-type: none"> The purpose of this question is to capture information on ownership of certain items to be used to approximate measure of the socio-economic status of the household. The enumerator should individually read out each of the items listed. Select each asset/ facility in the list that the household owns. More than one asset may be selected. If they do not have any assets as mention in the list, please select 'No assets'.
5.9	<p>Has any child (<=5 years) in the household died within the last five years (after birth who was born alive but later died)?</p> <ul style="list-style-type: none"> This is a sensitive question and should be asked carefully. Be sympathetic and tactful. The focus of the questions relates to the household. They may or may not be the PG member.
5.9.1	<p>If yes, how many boys have died?</p> <ul style="list-style-type: none"> If the answer to the previous question is 'Yes', then ask a follow-up question about how many boys have died.
5.9.2	<p>If yes, how many girls have died?</p> <ul style="list-style-type: none"> If the answer to the previous question is 'Yes', then ask a follow-up question about how many girls have died.
Family profile	<p>All the information for family member should be entered carefully;</p> <p>Name, age (in years), sex, schooling, class, relation with PG member, formal education, UPPR grant, NUPRP grant, skill training, disability types.</p> <p>All the details about the questions are already mentioned in PG member/Household head details</p>

Question Number	Instructions
Photo	<ul style="list-style-type: none"> - Photo of NID (both sides) of PG member is mandatory - Photo of PG member should be taken upon consent and mandatory - Photo of all family members (separately for each member) should be taken upon consent
PG member ID	<ul style="list-style-type: none"> - PG member ID will be automatically generated based on the last number. Data collectors should select the CDC and PG carefully. One data collector should collect from a particular PG. More than one data collector should not continue survey of same PG to avoid duplication in IDs.
Syncing the survey	<ul style="list-style-type: none"> - Data collector must have to sync the survey with internet connection after completing the survey.

Session 5: Understanding roles/ responsibilities and Sharing Contact Details

Objectives of the session:

The objective of this session is to clarify roles, responsibilities and expectations of the data collectors and Supervisors in particular. The objective is to also make participants aware of the governance structure and who the different stakeholders are in terms of PG member registration.

Discussion points:

- How many surveys should each data collector complete in a day?
- How will data collectors be supervised to ensure quality?
- How will data collectors be paid and when will they be paid?
- What should data collectors do if they have a problem?
- Who are the other key stakeholders in the PG member registration and what is their role?

Discussion method: Lecture discussion and question/ answer

Materials to be used: Flipchart paper/ PPT

Discussion guideline:

How many surveys should each data collector complete in a day?

- It's important to emphasize that NUPRP is looking for quality over quantity.
- Based on extensive field testing, NUPRP expects each data collector to complete at least 20 surveys/ day.
- The enumerators will either be Community Facilitators, Socio-Economic and Nutrition facilitator or a combination of the two. Community Facilitators will be primarily responsible for registering PG members when they form a PG.

How will data collectors be supervised to ensure quality?

Managing for Impact (M4i) Team will train and provide hand holding support for the initial period but continuous guidance, hand holding support, quality checking the data entry is the direct responsibility of the town Team. Town team needs to monitor the progress of PG registration against the town level Annual Target and ensure timely completion of PG registration with quality. Town team and Regional M&E officers should verify 5-10% PG registration data to ensure the accuracy of the data entry. Town Team is responsible for quality assuring the PG Registration data on a regular basis.

- The focal person will need to develop a data collection schedule for each CF/SENF they are assigned.
- The focal person will also need to monitor the progress of enumerators.
- The focal person will send the progress tracker to PHQ-M4i on weekly basis.

How will data collectors be paid and when will they be paid?

- Community Facilitators already receive a salary from NUPRP and will not be paid additional money for completing PG member registrations. It is part of their normal day-to-day job.
- The online database is capable of monitoring how many surveys each data collector completes.

What should data collectors do if they have a problem?

- CF/SENF will contact with Focal person from town for PG registration (GM expert or any staff designated by town manager) if they face any difficulties during the PG registration.
- Focal person will take necessary action to solve the problems.

Who are the other key stakeholders in the PG member registration process and what are their roles?

- Different NUPRP stakeholders have a role in PG member registration. Their roles and responsibilities are outlined below:

	Responsibilities
Output 2 Coordinator	- Jointly responsible for overall coordination with M4i
M4i	- Jointly responsible for overall coordination with Output 2 - Online database system management - Assisting in training of data CO/CF/SENF and town experts - Fixing technical issues
TMs	- The TM has overall responsibility for PG member registration in their town/ city - Supporting training (technically and logistically) - Some data collection quality control - Solving any issues for completing PG registration - Developing data collection schedule, with support from Focal person for PG registration and COs - Meeting regularly to monitor progress
HQ trainer/ representative allocated to particular town/ city	- Regularly liaise with TM on progress - Have oversight of PG member registration
Field Buzz	- Developing and finetuning online database system and app in coordination with PHQ-M4i

Session 6: Practice Data Collection

Objectives of the session:

This is a practical session. The objective is to give participants a chance to practice asking questions and entering data using the UNDP NUPRP app. Questions may arise during the session which should be dealt with by the facilitators.

Discussion points:

- Practical session on how to conduct a survey and enter data into the UNDP NUPRP app.

Discussion method: Practical

Materials to be used: Mobile devices

Practical guideline:

- Ask the participants to form into pairs (2 people).
- Each member of the pair will take it in turns to conduct a survey on the other.
- Questions will arise during the practical. The facilitators should walk around the classroom and support the groups.
- Any common issues should be dealt with in an open forum i.e. involving all participants.

Session 7: Developing data collection and supervision schedule

Objectives of the session:

The objective of this session is to clarify expectations. The CFs/SENFs need to understand which groups they will collect information from and when.

Discussion points:

- Establishing a data collection schedule for CFs/SENFs
- Agreeing frequency and timing of progress update meetings

Discussion method: Lecture discussion and question/ answer

Materials to be used: Flipchart paper/ PPT

Discussion guideline:

Establishing a data collection schedule for data collectors

- Each data collector will need to be assigned a list of PGs from which they will collect information.
- They will need to understand where the PG is located, which CDC the PG belongs to, and when they are expected to collect data from each group.
- The Focal person and COs will need to jointly develop these data collection schedules and share with the data collectors.
- A proposed format is included as annex 2.

Agreeing frequency and timing of progress update meetings between Town Manager and Supervisors

- Town Managers are responsible for monitoring progress with registration by regularly follow up with the focal person.
- A proposed format for TMs to monitor progress is included as annex 1.

Session 8: Closure of Training

Objectives of the session:

The objective is to provide a summary of the day's activities and lessons learned and to make sure the participants understand what is now required of them. Any questions or concerns need to be understood and discussed.

Discussion points:

- Key lessons of the training
- Assessing readiness and confidence of the data collectors

Discussion method: Open discussion

Materials to be used: Flipchart paper

Discussion guideline:

- Ask the participants if they feel confident about the next steps and ask if they have any questions or concerns.
- Respond to any questions/ concerns raised.
- Ask some test questions to participants to understand their readiness e.g.
 - Ask a data collector to explain their upcoming field schedule
 - Etc.
- Thank the participants and close the session formally

Annex 1: Formats to schedule and monitor data collection

Enumerator Schedule Format (for Use by CFs/SENFs)

	CDC name	Primary Group name	Ward No.	PG Secretary contact details	Data collection start date	Data collection completion date
1						
2						
Etc.						

Enumerator Schedule Format (for Use by Focal Person/assigned supervisor)

	CDC name	Primary Group name	CF/SENF name	CF/SENF phone number	Data collection start date	Data collection completion date
1						
2						
Etc.						

Enumerator Progress Monitoring Format (for Use by CF/SENF)

	CDC name	Primary Group name	Ward No.	Completion date	Complete (Y/N)
1					
2					
Etc.					

Enumerator Progress Monitoring Format (for Use by Focal Person/assigned supervisor)

	CDC name	Primary Group name	CF/SENF name	Expected completion date	Complete (Y/N)
1					
2					
Etc.					

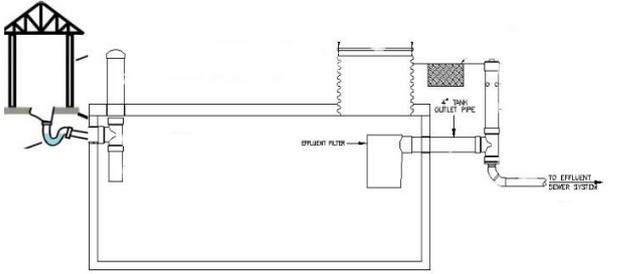
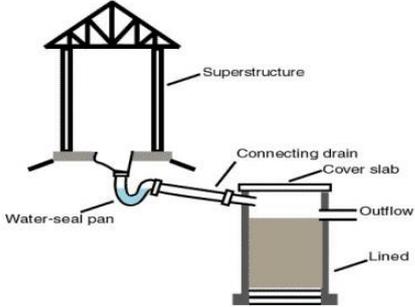
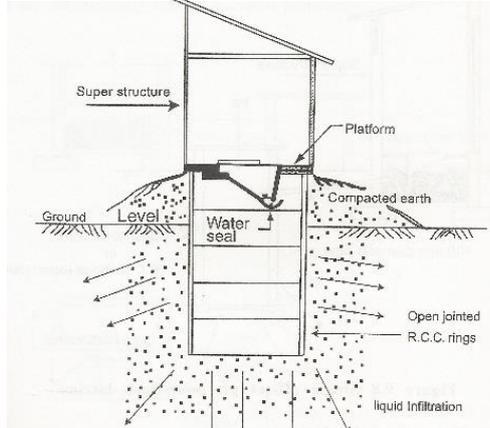
Annex 2: PowerPoint Slides for Training Purposes (to be adapted by the Facilitator)

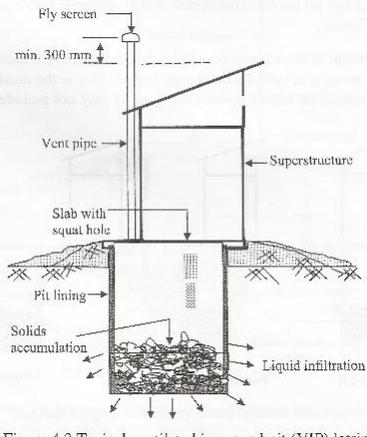
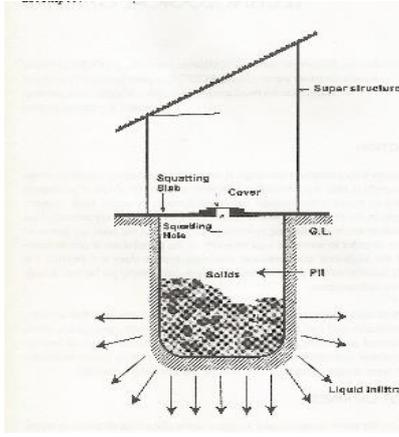
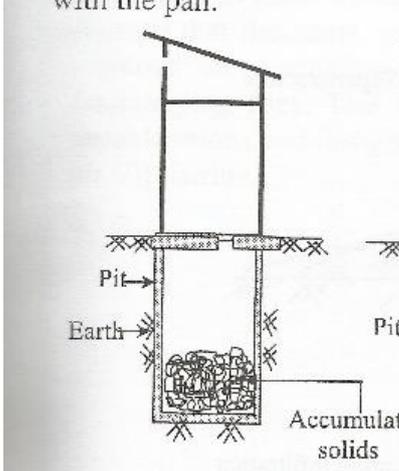
N.B.

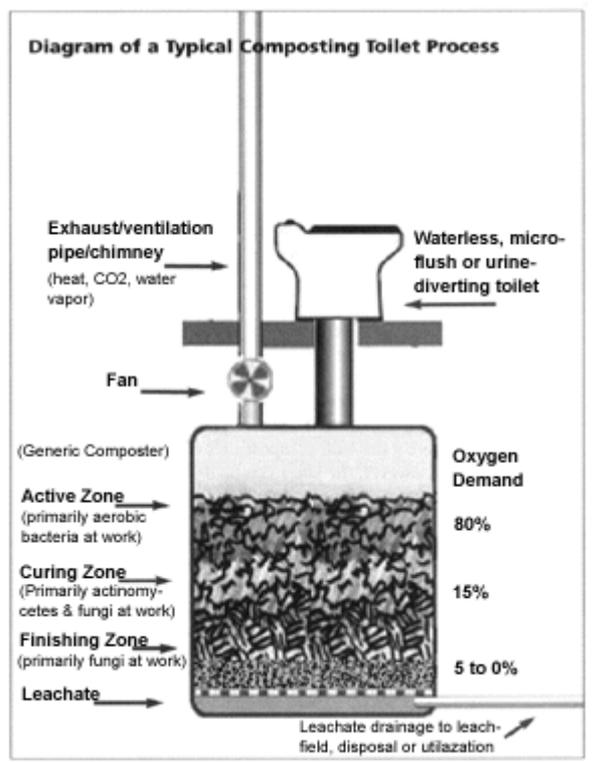
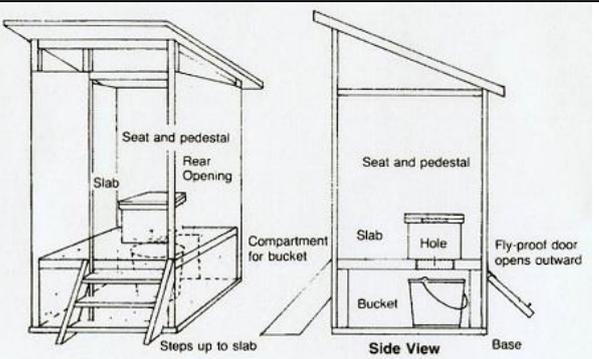
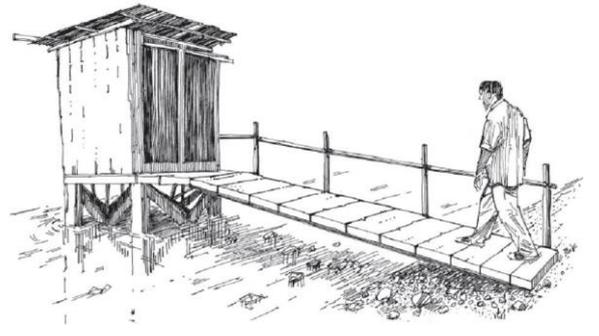
- These slides should be adapted by the facilitator;
- A soft copy of the file is available from M4i, Output 2 Coordinator.



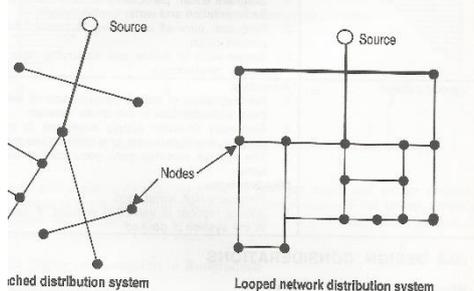
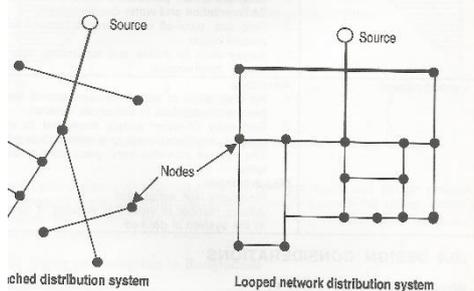
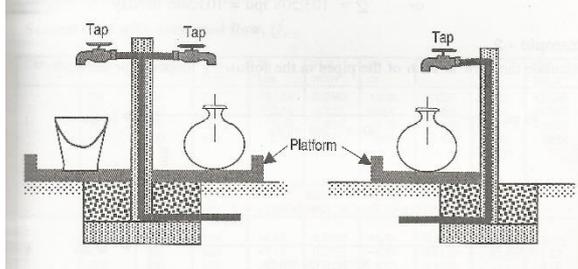
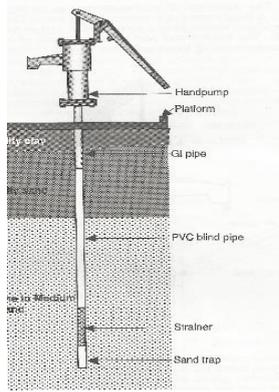
Annex 3: Type of toilet facilities explained

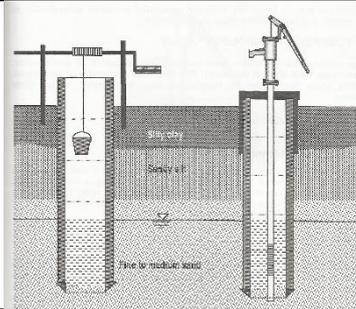
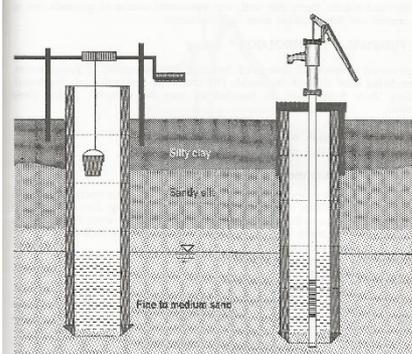
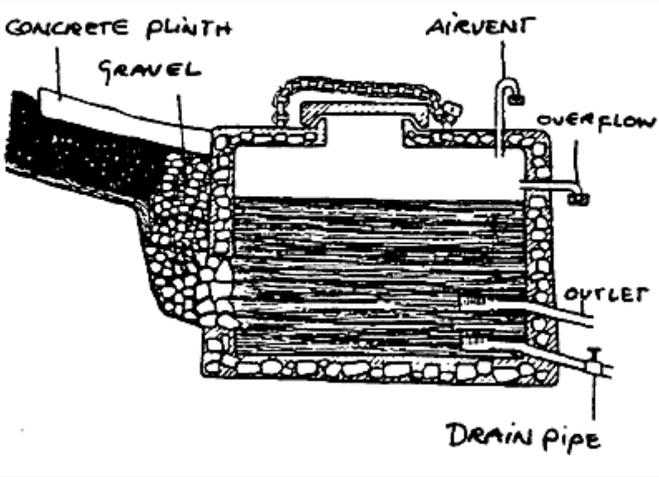
Type of toilet facilities	Relevant diagram or photos
<p>Flush to piped sewer system - is a system of sewer pipes, also called sewage, that is designed to collect human excreta (faeces and urine) and waste water and remove them from the household environment. Sewage systems consist of facilities for collection, pumping, treating and disposing of human excreta and wastewater.</p>	
<p>Flush to septic tank - septic tank is an excreta collection device and is a water-tight settling tank normally located underground, away from the house or toilet.</p>	
<p>Flush to pit (latrine) - flush/pour flush to pit latrine refers to a system that flushes excreta to a hole in the ground and has a water seal.</p>	
<p>Flush to somewhere else - flush/pour flush to somewhere else refers to excreta being deposited in or nearby the household environment (may have a water seal but deposited not into pit, septic tank or sewer); excreta may be flushed to the street, yard/plot, drainage way or other location.</p>	
<p>Flush to unknown place/not sure/don't know where - Flush to unknown place/not sure/don't know where should be coded in cases when the respondent knows that the toilet facility is a flush toilet, but does not know where it flushes to.</p>	

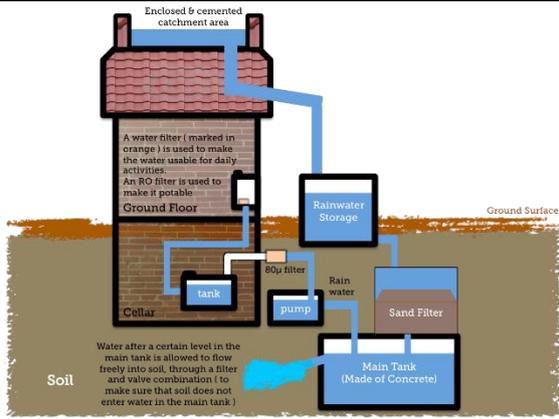
Type of toilet facilities	Relevant diagram or photos
<p>Ventilated Improved Pit latrine - (VIP) - ventilated improved pit latrine or VIP is a type of pit latrine that is ventilated by a pipe extending above the latrine roof. The open end of the vent pipe is covered with gauze mesh or fly-proof netting and the inside of the superstructure is kept dark.</p>	
<p>Pit latrine with slab - pit latrine with slab uses a hole in the ground for excreta collection and has a squatting slab, platform or seat (made of concrete, steel, or wood to allow standing with ease) that is firmly supported on all sides, easy to clean and raised above the surrounding ground level to prevent surface water from entering the pit.</p>	
<p>Pit latrine without slab / open pit - pit latrine without slab/open pit uses a hole in the ground for excreta collection and does not have a squatting slab, platform, or seat. An open pit is a rudimentary hole in the ground where excreta is collected.</p>	

Type of toilet facilities	Relevant diagram or photos
<p>Composting toilet - composting toilet is a toilet into which excreta and carbon-rich material are added (vegetable wastes, straw, grass, sawdust, ash) and special conditions maintained to produce inoffensive compost.</p>	 <p>The diagram illustrates the internal structure of a composting toilet. At the top, a 'Waterless, micro-flush or urine-diverting toilet' is connected to an 'Exhaust/ventilation pipe/chimney' that carries 'heat, CO2, water vapor' away. A 'Fan' is positioned below the toilet to draw air through the composting chamber. The chamber is divided into three zones: the 'Active Zone' (top) where 'primarily aerobic bacteria at work' and has an 'Oxygen Demand' of 80%; the 'Curing Zone' (middle) where 'Primarily actinomy-cetes & fungi at work' and has an 'Oxygen Demand' of 15%; and the 'Finishing Zone' (bottom) where 'primarily fungi at work' and has an 'Oxygen Demand' of 5 to 0%. 'Leachate' is collected at the bottom and goes to 'Leachate drainage to leach-field, disposal or utilization'.</p>
<p>Bucket - bucket refers to the use of a bucket or other container for the retention of faeces (and sometimes urine and anal cleaning material), which is periodically removed for treatment or disposal.</p>	 <p>This figure shows two views of a bucket latrine. The left view is a perspective drawing showing a 'Seat and pedestal' on a 'Slab' with a 'Rear Opening'. A 'Compartment for bucket' is located below the slab, and 'Steps up to slab' are provided for access. The right view is a 'Side View' showing the 'Seat and pedestal' on the 'Slab' with a 'Hole' leading to a 'Bucket' in the 'Compartment for bucket'. A 'Fly-proof door opens outward' is shown at the bottom, and the entire structure sits on a 'Base'.</p> <p>Figure 7. Bucket Latrine Source: USAID</p>
<p>Hanging toilet/hanging latrine - a toilet built over the sea, a river, a pond, or other body of water into which excreta drops directly.</p>	 <p>The illustration shows a small wooden structure on stilts over a body of water. A wooden walkway with a railing leads from the shore to the structure. A person is walking on the walkway towards the toilet.</p>
<p>No facilities or bush or field - this includes excreta wrapped and thrown with garbage, the 'cat' method of burying excreta in dirt, defecation in the bush or field or ditch, and defecation into surface water (drainage channel, beach, river, or stream).</p>	

Annex 4: Type of water supply systems explained

Type of water supply system	Relevant diagram or photos
<p>Piped into dwelling - also called a house connection and is defined as a water service connected by pipe with in-house plumbing to one or more taps, for example, in the kitchen and/or bathroom.</p>	 <p>The diagram shows two types of water distribution systems. On the left is a 'branched distribution system' where a single 'Source' at the top connects to a series of nodes that branch out. On the right is a 'Looped network distribution system' where a 'Source' at the top connects to a grid of pipes with multiple nodes at the intersections.</p>
<p>Piped into yard or plot - also called a yard connection, is defined as a piped water connection to a tap placed in the compound, yard or plot outside the house.</p>	 <p>The diagram shows two types of water distribution systems. On the left is a 'branched distribution system' where a single 'Source' at the top connects to a series of nodes that branch out. On the right is a 'Looped network distribution system' where a 'Source' at the top connects to a grid of pipes with multiple nodes at the intersections.</p>
<p>Public tap/standpipe - is a water point from which the public may collect their water. A standpipe may also be known as a public fountain or public tap. Public standpipes can have one or more taps and are typically made of brickwork, masonry or concrete.</p>	 <p>The diagram shows a cross-section of a public tap. It features a 'Platform' above ground with a 'Tap' on top. Below the platform is a vertical pipe leading to a 'Water source' underground.</p>
<p>Tubewell/borehole - is a deep hole that has been driven, bored or drilled with the purpose of reaching groundwater supplies. Boreholes/tube-wells are constructed with casing, or pipes, which prevent the small-diameter hole from caving in and provide protection from infiltration of run-off water. Water is delivered from a tube-well or borehole through a pump that may be powered by humans, animals, wind, electricity, diesel fuel or solar energy.</p>	 <p>The diagram shows a cross-section of a tubewell. It features a 'Handpump' on a 'Platform' above ground, connected to a vertical pipe that goes down into the ground. The pipe is labeled 'Cl pipe' and 'PVC blind pipe'. At the bottom of the pipe is a 'Strainer' and a 'Sand trap'.</p>

Type of water supply system	Relevant diagram or photos
<p>Protected well - is a dug well that is protected from run-off water through a well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well. Additionally, a protected dug well is covered so that bird droppings and animals cannot fall down the hole.</p>	
<p>Unprotected well - is a dug well for which one or both of the following are true: (1) the well is not protected from run-off water; (2) the well is not protected from bird droppings and animals. If at least one of these conditions is true, the well is unprotected.</p>	
<p>Protected spring - is a spring that is free from run-off and from bird droppings and animals. A spring is typically protected by a 'spring box' that is constructed of brick, masonry or concrete and is built around the spring so that water flows directly out of the box into a pipe without being exposed to outside pollution.</p>	
<p>Unprotected spring - is a spring that is subject to run-off or bird droppings or animals. Unprotected springs typically do not have a 'spring box' (described above).</p>	

Type of water supply system	Relevant diagram or photos
<p>Rainwater - refers to rain that is collected or harvested from surfaces by roof or ground catchment and stored in a container, tank or cistern until used.</p>	
<p>Tanker-truck - water source transports and sells water by means of a tanker truck.</p>	
<p>Cart with small tank/drum - is used by a water provider who transports water into a community and then sells the water. Types of transports may include donkey cart, motorized vehicle or other means.</p>	
<p>Surface water (river, stream, dam, lake, pond, canal, irrigation channel) - is water located above ground and includes rivers, dams, lakes, ponds, streams, canals and irrigation channels from which water is taken directly.</p>	
<p>Bottled Water - is purchased water sold in bottles. Note that the code refers only to bottled water that is commercially available. Sometimes household members may store water from other sources in bottles – this</p>	

Type of water supply system	Relevant diagram or photos
should not be coded as bottled water.	
If the answer does not fall under any of the above-mentioned categories, then the enumerator should select 'other' and record the type of cooking fuel mentioned by the respondent	

Annex 5: PG Registration Common Questions and answers

Frequently Asked Questions on Primary Group (PG) Registration, NUPRP, UNDP

Question on PG Registration Process:

Q	PG Registration Process Question
1	<p>Who is the Focal Person for PG Registration in Cities?</p> <p>Answer: Governance and Mobilization Experts are the focal person for PG registration at the City/Town level. However, Town Manager has the discretion to assign another team member as focal point based on their competency and workload.</p>
2	<p>Whose responsibility is PG registration?</p> <p>Answer: Community Facilitators (CF) are primarily responsible for PG registration. Socio Economic Nutrition Facilitators (SENF) can support PG Registration after completing their primary responsibilities. However, Town Manager has the flexibility to assign CF and SENF for PG registration based on the priority of the task for town team to achieve their delivery targets.</p>
3	<p>When Should We Conduct PG Registration?</p> <p>Answer: PG Registration is a regular work along with mobilization of community organizations (PGs, CDC and CDC cluster). So, town team should continue PG registration throughout the year on an ongoing basis as soon as primary groups have been formed to meet the target. It should not be completed in a hurry prior to grant distribution.</p>
4	<p>Who Is Accountable for PG Registration?</p> <p>Answer: The Town Team is directly responsible for the quality of the PG Registration.</p>
5	<p>How Long It Takes to Do PG Registration?</p> <p>Answer: It takes 7-10 minutes to complete the PG Registration using the Mobile Application. Based on extensive field testing, NUPRP expects each CF/SENF to complete 20 to 25 surveys a day.</p>
6	<p>How Should We Quality Assure the PG Registration?</p> <p>Answer: Town Team is responsible for quality assuring the PG Registration data on a regular basis. Managing for Impact (M4i) Team will train and provide hand holding support for the initial period but continuous guidance, hand holding support, quality checking the data entry is the direct responsibility of the town Team. Town team needs to monitor the progress of PG registration against the town level Annual Target and ensure timely completion of PG registration with quality. Town team and Regional M&E officers should verify 5-10% PG registration data to ensure the</p>

Q	PG Registration Process Question
	accuracy of the data entry.
7	<p>Who will Supervise the PG Registration?</p> <p>Answer: Community Organizer and Governance Mobilization Expert will be the first line supervisor of frontline staff during the PG registration. To ensure quality and quantity of the PG registration, TM will delegate the responsibility to other Experts based on the workload and priorities to deliver team targets.</p>
8	<p>Who And How The Spot Check Of The PG Registration Should Be Conducted?</p> <p>Answer: During the PG registration process, the Community Organizer along with the Town Experts including the Town Manager should supervise the PG registration by taking turns to accompany the frontline staff to the field. They will observe the PG registration process – the way questions are asked, the way responses are elicited, the way household related information is physically verified and the way the data is entered. If necessary, s/he can revisit some of the questions, especially those carrying MPI scores</p>
9	<p>What Is the Process of Verification of Registered PG Members?</p> <p>Answer: In addition to the ongoing supervision during the PG Registration, the Town Team should develop a plan to undertake 10% verification of the PG registered data during and immediately after the registration. GMO/GME will download the registered PG list from the online system (nuprp.info) and prepare a printable version of the list as per guidance/format from M4i. TM will prepare the plan and execute the verification process (weekly prescribed). Under leadership of GMO/GME, town will prepare the verification report and share the list for necessary corrections into the server end. Regional M&E Officers will provide support to the team in this regard.</p>
10	<p>How to Check the PG Registration Progress?</p> <p>Answer: Focal Person will download the PG data and share with the Town Team. Led by the Town Manager, the Team will review the progress on a regular basis. A separate manual is available on using the online MIS system.</p>
11	<p>How Many Times Should A PG Member Be Registered?</p> <p>Answer: A person is registered only once during the PG registration process. If any PG member is registered in NUPRP, then she will not be registered again during the project period. But if anyone is from UPPR project, then she will be registered in NUPRP. In case of death of any PG member, town team should inform to the PHQ-M4i with specific information. Town team will also inform to the PHQ-M4i if any member leaves the area permanently. But any PG member is shifted to another PG or CDC for any reason that should also be informed to PHQ-M4i for correction.</p>

Q	PG Registration Process Question
13	<p data-bbox="252 264 1374 338">Can the National ID of The PG Registered Members Be Connected To The National NID Database For Validation?</p> <p data-bbox="252 367 1251 400">Answer: At this moment, we do not have the NID validation system in place.</p>
14	<p data-bbox="252 436 1267 470">Can We take the Photograph of the Registered PG Member? Is It Mandatory?</p> <p data-bbox="252 499 1374 701">Answer: The existing PG Mobile Application has the option for taking pictures during the PG registration. It is mandatory to take photos upon consent from respondent. It is also mandatory to take photo of NID (both side) of the PG member. It is preferable to take photos of all family members (separately for each member) of the PG member if available during PG registration upon consent.</p>
15	<p data-bbox="252 728 1107 761">How Can We Correct the Errors In The PG Registration Database?</p> <p data-bbox="252 790 1374 1122">Answer: The Town Team should regularly review the PG data to correct the errors – rectifying the data at the time of PG registration is more important than correcting it after months once the longlisting, shortlisting has been done and after grants distribution. Town team should verify the information at source and send the list of identified errors to M4i, PHQ for correction through respective Regional M&E Officer. MIS officer will execute the corrections and update the dataset in the server. Town teams with support of respective Regional M&E officer could also identify errors for correction.</p>
16	<p data-bbox="252 1153 687 1187">Correction of Duplication In PGID</p> <p data-bbox="252 1216 1374 1373">Answer: The duplicate IDs with same household information should be deleted. But if only the PG ID is same and other household information are different then the PG ID should be corrected instead of deleting the entire record. Town team need to send the duplicate IDs to PHQ, M4i for correction.</p>
17	<p data-bbox="252 1408 1198 1442">Can PG member ID be 21 and above as it is being crested automatically?</p> <p data-bbox="252 1471 1374 1583">Answer: Yes, if some of the PG members have been registered once in 2018 or 2019 and some were remaining, and the remaining members are being registered to a separate time in 2020.</p>
18	<p data-bbox="252 1619 743 1653">How PG Registration Data Is Utilized?</p> <p data-bbox="252 1682 1374 1966">Answer: PG data is the foundation of the NUPRP. The registered data of Households is used by various output leads for targeted interventions, especially for proving Grants. The data is also used for reporting against the logframe, especially when measuring access by the Households for services such as WASH facilities. The disaggregated data recorded during the PG registration helps to report how NUPRP is reaching out to the most vulnerable populations. PG registration data will be handed over to the city authority at the end of the project.</p>

Q	PG Registration Process Question
19	<p>Is There Any Guideline on PG Registration?</p> <p>Answer: Guideline is available in English. A Bangla version will be available soon. It will also be uploaded to MIS soon.</p>

Question on Family Member of PG Member:

Q	Family Information Question
1	<p>If two brother lives in one house but are manage their cooking separately and bear family expense separately can be considered same HH?</p> <p>Answer: No. We consider member of a common Household if his/her cooking and living expenses bared from a sane source.</p>
2	<p>If a woman is a PG member and she have three daughters and two son. She lives with her younger son, but others are living in separate locations with their family. Whether her other daughters, sons and their family member can be considered as family member of respective PG member?</p> <p>Answer: As the other daughters and sons are living separately. They and their family members will cannot be registered HH members of respective PG member.</p>
3	<p>If a PG member's son or daughter does not live with her because of studying from a hostel, the son/daughter may be considered as family member?</p> <p>Answer: Yes. In this case they can be considered as family member because they are dependents to their family.</p>
4	<p>If husband of a PG members is expatriate worker or live another town for livelihood and family is dependents to his income, may he be considered as household head?</p> <p>Answer: If the family is dependents to her husband's income and need his consent to take major family decisions, husband is considered as HH head. But if wife is independent to take major family decision, she can be considered as household head.</p>

Question on Multi-Dimensional Poverty Index:

Q	MPI Question
1	<p>What is MPI score?</p> <p>Answer: MPI score is an aggregated score of some indicator used to know the socio-economic status of a HH. This is a worldwide recognized tool used by UNDP and other organizations globally.</p>

Q	MPI Question
2	<p>How to define house floor?</p> <p>Answer: Interviewer observes the main material of the dwelling floor. If floor is not fully cemented then it can be defined as semi pucca. Even, if the floor is coated with a thin or thick coating of cement over mud or earth, that will not be considered as “PUCCA” floor. In that case, the Household will get MPI score.</p>
3	<p>If 2 children out of 3 are going to school and 1 is not going, will the Household get MPI score?</p> <p>Answer: The enumerator should review whether ALL the school going children are attending school or not. So, if one child is not attending school but other two are attending, the response will be “NO” and in that case, HH will get MPI score.</p>
4	<p>If any asset is given by any relative, in that case HH will get MPI score or not?</p> <p>Answer: No, because HH is now using that asset and they are owner of it. If any of the listed assets belongs to the HH, that should be registered under the PG member profile. If the household does not own more than one of the assets (except electricity), will get MPI score.</p>
5	<p>If the PG member buys an asset through loan or installment process, can they obtain MPI score?</p> <p>Answer: No, because they are able to pay EMI or loan of that particular asset.</p>
6	<p>If one of the family members completed his/her education up to class 6 or 7, do the HH get an MPI score?</p> <p>Answer: No, because the question is – whether ANYONE of the family member(s) completed 5 years of schooling or not? So, if no one has completed 5 years of schooling then they will get weightage/MPI score. But if any school-aged child is not attending school, will get MPI score.</p>
7	<p>If the Households have no electricity meter and they are paying their bill to some person, will they get an MPI score?</p> <p>Answer: No, if any HH is using wire electricity, they will not get any MPI score for relevant questions.</p>
8	<p>If a HH has its own land but very small in size, then how will she be considered?</p> <p>Answer: There is no direct question on ownership of land, but quality of living is considered. Floor materials, availability of electricity, toilet type, sharing of toilet facilities, fuel for cooking, drinking water source and water collection time and assets are considered for MPI score.</p>

Q	MPI Question
9	<p>If a HH use natural gas for cooking but shared with HH, can the HH be able to get MPI score?</p> <p>Answer: No, they will not get any MPI.</p>
10	<p>If a person has only one eye functional or a person has functional one hand is considered disable?</p> <p>Answer: Yes, as per definition of person with disability if a person's any organ is disable, s/he is considered a person with disability.</p>
11	<p>If a person has skewed eye is considered as person with disability?</p> <p>Answer: A person with skewed eye have vision so that s/he is not a disable person.</p>
12	<p>Why Household income information is not considered during PG registration?</p> <p>Answer: Income data collection is critical and may generate misleading economic condition of a family. Rather we collect socio-economic data based on some proxy indicators that we can identify their status based on MPI score.</p>
13	<p>Can a financially rich family be eligible?</p> <p>Answer: Yes, if the household has a person with disability and/ or the household suffered the loss of a child within the last five years with any deprivation of living standard (i.e., cooks with wood or charcoal).</p>
14	<p>Aren't all members of the family eligible for SEF grants, if the family is eligible with MPI?</p> <p>Answer: No, there are separate eligibility criteria for SEF grants. So, the person of family will be eligible if s/he can satisfy the criteria.</p>
15	<p>Why a financially poor household is out of the eligible list?</p> <p>Answer: There could be two reasons.</p> <ul style="list-style-type: none"> i. Although the household seems financially poor, may not be deprived of the MPI indicators/ questions. ii. There may have some errors in data collection. In case of error, there will be a chance to edit.

Annex 6: PG Registration Lesson Learnt

Lesson Learnt: Primary Group (PG) Member Registration 2019

The Livelihood Improvement of Urban Poor Community Programme (LIUPCP) have registered **314,000 PG** members in **19 cities** as of 30 Dec 2019. Among these 19 cities **15 cities received Socio-Economic Fund (SEF) Grants in 2019, rest o4 will receive grants in 2020**. The success of SEF grantee selection, grant distribution and utilization of grants highly depends on correct and timely registration of PG members.

Recognizing the importance, LIUPCP would like to conduct PG member registration in a more systematic and harmonious manner 2020 eliminating the mistakes made in 2019. In order to do that we need to take some good lesson learn from 2019 PG registration and tries to overcome challenges in an effective manner.

What should we do to trouble shoot?

- ⇒ To achieve the PG member registration target, carefully-planned community mobilization (CDC and PG formation) is a must for every city. In 'C' category cities old PG and PG members should be identified properly at the time of PG registration to achieve PG member registration targets for 2020. Old PG members who had received grants in UPPR are not eligible to be registered as new PG members.
- ⇒ Physical verification of assets and living condition of households is a must during PG Member registration for ensuring valid and reliable MPI score.
- ⇒ In many cases due to technical glitch full list of PG do not appear in mobile devises. If anyone encounter this sort of problem, ensure that you are using latest version of NUPRP Online MIS apps and also latest version of android system. Restart your devise and give necessary time to sync Online MIS system data to you devise. System data synchronization time may vary depending on net speed.
- ⇒ SENF/CF need to sync data in a regular basis after doing couple of registration (3-5) and ensure that internet connection is on while data synchronization. Please check Internet balance while doing PG registration;
- ⇒ If it is essential to conduct PG registration by more than one SENF then sync the data in the system one after another. Since system cannot generate two incremental number at a time.
- ⇒ Duplication turned out to be a major problem in PG member registration in 2019. The main cause duplication was registering one PG member to another PG group. SNEF/CF should carefully check the PG name while registering PG member. During PG registration it created additional workload for M&E and MIS Officer to trouble shoot and at the same time caused delay in grant disbursement. To avoid duplication, NUPRP have already taken technical measure. An auto incremental number will appear at the time of new member registration. SENF /CF will not require to assign PG member number manually.
- ⇒ Arrange one day refresher training in every town prior to start of PG registration in 2020. RM&E Officers along with concerned experts (Governance and Mobilization and Socio Economic and Nutrition) will facilitate the training where online PG Registration process, new features, does and don'ts, registration verification process and weekly reporting system of PG registration will be discussed.
- ⇒ Currently disability particulars of PG members are available in the beneficiary database. Disability particulars of individual members of household need to be included in the beneficiary

database to understand the breadth and depth of disability in poor community. Disability information need to collect in more accurate manner. Cross check the disability information with overall household disability status and individual household member disability information.

- ⇒ Conduct fortnightly meeting with CF/SENF on progress of PG registration against annual target and problem encountered during PG registration. Monthly PG registration progress by town will be shared by MIS Officer, M4i. Programme Manager as well as Town Managers will have clear understanding on the progress of PG registration against the target.
- ⇒ Spot checking process should be documented by the RMN&E Officers. At least 5% verification of PG registration will be conducted by town team including Town Managers, Experts, Community Organizers.
- ⇒ After shortlisting CO/SENF/CF will do 100% pre-verification through apps
- ⇒ After disbursing grants to the shortlisting grantees 100% post verification need to do by CO/SENF/CF through apps

New Feature of PG Registration

- ⇒ An auto incremental number will appear at the time of new member registration. SENF /CF will not require to assign PG member number manually;
- ⇒ System will not allow two CF/SENF at a time in one group for PG registration;
- ⇒ Asset dropdown list will have new item named “No Asset”;
- ⇒ Sync issues will trouble shoot in an effective manner;
- ⇒ 100% pre-verification of short-listed PG members for grants through online apps;
- ⇒ Post verification of grantees on grant receive status, utilization of grants and beneficiary feedback to a representative sample;

What should not to do?

- ⇒ Do not uninstall LIUPCP apps while registration process is ongoing;
- ⇒ Do not use multiple phones for PG registration and verification;
- ⇒ CF/SENF should not hide any information if they enter any wrong information and realize later. They should immediately inform concerned authority about wrong information and take measure to correct the information.

Annex 7: Initiatives During Primary Group Registration to Ensure Data Quality

Initiatives from City Level

- Organizing training and refresher training for CF/SENF on a regular interval;
- Make a plan before starting; who will do the survey and where (CDC/PG). PG registration guideline have the format for tracking;
- One user (CF/SENF) should be assigned for a particular Primary group (CDC can be same). If more than one CF/SENF work in same primary group, then duplications will occur again and again;
- The MIS has an ALERT system for duplication. Check the duplication alert from system on a daily basis. It shows all the details including the person who conducted the survey. CO/CF/SENF also have the access to this alert from system. They can access the MIS system by the same credentials as App. COs can be assigned to check the alert and take actions to correct the information and inform to Governance and Mobilization Expert for correction. It is recommended to correct on daily basis, as it will be very few in number;
- Governance and Mobilization Expert have all the editing rights for PG member basic info except deleting;
- Governance and Mobilization Expert have to maintain a excel Log with the changes made and submit to M4i-PHQ on a weekly basis;
- Sample verification of the data from all Experts is required to ensure the quality assurance of PG registration data (10%);
- Spot check during PG registration including the COs so that the team can find if there is any gap. A single piece of information needs to be correct during the registration as it is the foundation of the project. Based on the level of understanding by the PG member, the way of interviewing process can be changed even if more time is required to ensure the quality data;
- Sharing the sample and spot verification findings with M4i including M4i-PHQ which will help to compile the issues to take initiatives.

Initiatives from Managing for Impact (M4i)

- Regular Sample Verification and sharing the findings to cities (5% from PHQ to Regional level);
- Quality checking of data by analyzing the data on a regular basis;
- Sending notifications to city for correction if not corrected regularly, preferably on monthly basis;
- Taking initiatives for quality improvement of PG registration data; for example: if error is made by a particular CF/SENF, then talking to her for quality improvement or arranging refresher if needed in coordination with city;
- Arranging orientation for COs or experts if needed to ensure the required correction on time.

Annex 8: Accountability Framework (PG Registration and SEF Verification)

**PRIMARY GROUP MEMBER
REGISTRATION
SOP - 10 STEPS
LIUPCP PROJECT, UNDP**

Output-2/ M4i

**Output-2/ Governance and
Mobilization Expert**

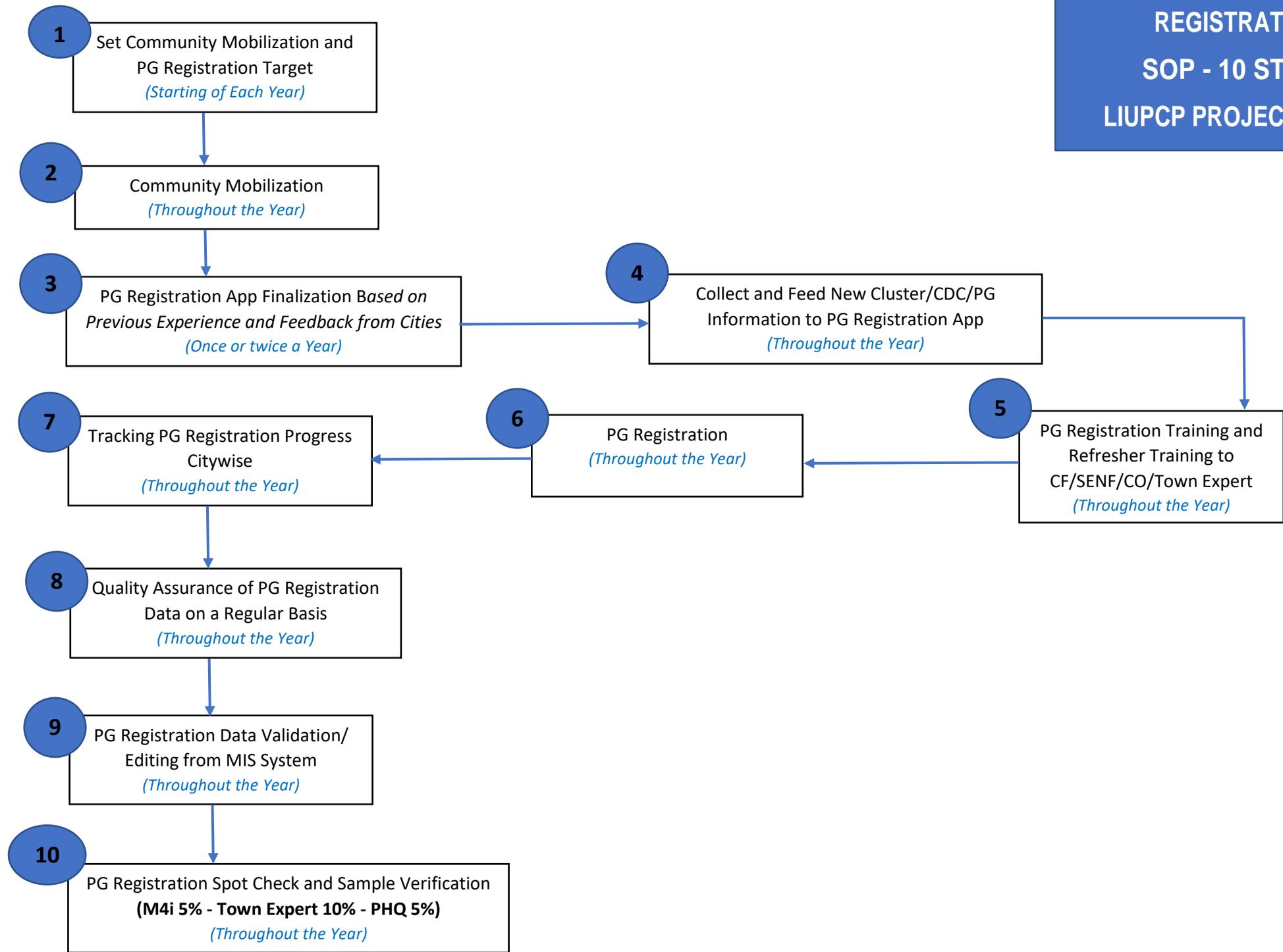
M4i-PHQ

**M4i/ Town Manager/
Governance and
Mobilization Expert**

**Town Manager/ Governance
and Mobilization Expert**

**M4i/ Governance and
Mobilization Expert**

**M4i/ Town Expert/ PHQ
(Programme/ Operations/
MAU)**



**SOCIO-ECONOMIC GRANT
DISBURSEMENT
SOP - 19 STEPS
LIUPCP PROJECT, UNDP**

