

# TANZANIA SOCIAL ACTION FUND



## PRODUCTIVE SOCIAL SAFETY NET III

### TARGETING AND ENROLMENT HANDBOOK

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## **Acronyms and Abbreviations**

DED	-	District Executive Director
MoU	-	Memorandum of Understanding
PSSN	-	Productive Social Safety Net
PSSNC	-	Productive Social Safety Net Coordinator
PSSNA	-	Productive Social Safety Net Accountant
HHs	-	Household(s)
PAA	-	Project Area of Authority
PCT	-	Productive Cash Transfer
PMT	-	Proxy Means Test
TF2	-	Affidavit of Integrity
TF2B	-	List of Implementers
TF3	-	Preliminary List
TF4	-	Final List
TASAF	-	Tanzania Social Action Fund
VEO	-	Village Executive Officer
VA	-	Village Assembly
VC	-	Village Council

# 1 INTRODUCTION

This Handbook describes the Targeting, Validation and Enrolment process aiming to identify and select the beneficiaries of Productive Safety Net - PSSN. Main output of targeting process is a list of eligible beneficiaries of PSSN. The process uses geographical targeting to identify Villages/Mtaa/Shehia to be covered. Within these areas eligible households are identified through combination of geographic targeting, community-based methods, and the Proxy Means Test (PMT). Targeted areas will be selected on the basis of poverty, climate-induced vulnerability, and other factors.

PSSN will target only extreme poor and vulnerable households using two-step procedures;

- a) Identification of poor households by the community based on the criteria provided in Village/Mtaa/Shehia. Facilitators will explain the characteristics of poor households (HHs) which are;
  - i. Households without reliable source of income, food insecure and living in precarious shelter;
  - ii. Households with children that are not enrolled, not attending or left the school caused by their condition;
  - iii. Households with children below 5 years old but not attending to clinic/health facility.
  
- b) Verification using a statistical methodology Proxy Means Test (PMT) will be applied to a questionnaire with households' socioeconomic data.

Finally community will approve the list of eligible households that will be enrolled as beneficiaries.

Enrolment procedure aims to validate and approve list of selected households. Main objective is to conduct community validation on the lists of selected and non-selected households; approved households will become PSSN beneficiaries and trigger PSSN operations.

The enrolment event will help to verify and validate information of existing households on the list of poor and non-poor after questionnaires passed through the PMT data system. These processes will be conducted in villages/mitaa/shehia from each PAA at the same time using tablets.

Preparations, sensitization and training will be provided to supervisors, facilitators and community teams<sup>1</sup> before implementation. Households are enrolled after validation of the list provided from the PMT at the final village assembly.

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<sup>1</sup> *The Community Team consists of the Chairperson, Executive of the Village/Shehia and Village/Shehia one Council members.*

## **2 OBJECTIVE OF THE TARGETING AND ENROLMENT OF THE POOR HOUSEHOLDS**

To identify and select households living in extreme poverty and those facing vulnerability for inclusion in the TASAF Registry, using both community participation and objective verification methods. This process also aims to capture households that were not previously eligible or did not participate in the earlier phases of the PSSN program (PSSN I and II).

TASAF targets extremely poor households in selected areas, up to approximately 100 PAAs across the United Republic of Tanzania using a combination of geographic targeting, community-based selection, and the Proxy Means Test (PMT) methodology to identify beneficiaries.

### **2.1 Five steps for the Targeting Process**

- (a) Geographical targeting and approval of the roll out plan
- (b) Preparations of targeting and enrolment at TASAF Management Unit (TMU) and at Project Area of Authority (PAA)
- (c) Village sensitization and community targeting to create preliminary list (TF3)
- (d) Verification of socio-economic and demographic conditions of households through an objective statistical procedure (PMT)
- (e) Community validation to confirm the final list of beneficiaries to be included in the TASAF Registry.

Targeting and Enrolment events will be conducted at the same time using tablets followed by community validation as the final process of identification of poor households.

### **2.2 Geographical Targeting**

Geographical Targeting is a responsibility of TASAF Management and main activities are:

- a) Define clusters of PAA based on geographical proximity;
- b) Assign an estimated number of extremely poor households in the PAA using Geo-data poverty index;
- c) Estimate a number of potential beneficiaries on each village/mtaa/shehia;
- d) Assign a maximum number of households in each selected village/mtaa/shehia based on set criteria that may be included in the preliminary list.. This maximum number will be considered as the operational target for the next steps in the process.

TASAF Management will approve the roll out plan in each phase which includes:

- PAAs to be included in waves (organized by clusters)
- Estimated number of extremely poor and vulnerable households in PAA
- Estimated number of extremely poor and vulnerable households per village/mitaa/shehia
- Operational target per village or maximum number of questionnaires to be interviewed.
- Calendar of events, considering flow of activities at PAA and per village/mtaa/shehia for targeting and enrolment process in a continuous operation.

Calendar of events is based on following continuous flow of activities:

- Two days for preparations at PAA
- Operation rounds of five days per round for targeting, community validation and enrolment events. (Five days is maximum time, most villages require less days.)
- Data upload starts after thorough review at the end of data collection per round, five days is a maximum time followed by data processing and PMT. Planning for actual calendar of activities will consider public holidays. PSSN coordinator (PSSNC) will organize and coordinate facilitators to follow calendar and accomplish operational targets on time. Once approved, the list of PAAs to be covered on each wave.

### **3 PREPARATIONS FOR TARGETING AND ENROLMENT**

#### **3.1 Preparations at TASAF Head Office**

Preparations for targeting and enrolment will be done at TASAF Head Office. Operational plan will include selection of supervisors and facilitators based on the number of beneficiaries with the following activities;

- (a) Elaborate a comprehensive plan to implement each specific wave including a detailed budget in accordance with the objectives in implementation; number of Villages/Mitaa /Shehia and number of estimated poor households per village;
- (b) Notify the PAA Executive Director (DED) and submit the proposed Memorandum of Understanding (MoU);
- (c) Prepare supplies and materials i.e. tablets, Targeting forms, transport and resources for targeting and enrolment of poor households in waves;
- (d) Train and organize national teams (supervisors & PAA facilitators) to oversee the activity; conduct one day training for targeting and enrolment and later lead the event in Villages/Mitaa/Shehia as planned.

#### **A. Detailed Plan and Budget**

Manager incharge of targeting process elaborates an operational scenario that considers:

- Number of supervisors and facilitators per PAA
- Number of working days per Village/Mtaa/Shehia

In collaboration from other team members, a detailed costing is elaborated considering;

- DSA for all the participants in the activities at PAAs and village/mtaa/shehia
- Transport costs based on trips and average distances
- Supplies, material and all other resources required to develop targeting and enrolment events
- Detailed timeline is prepared for each specific wave, considering public holidays or other non-working days
- Operation rounds in a maximum of 5 days per round to complete one village
- Immediate review and upload of filled questionnaires of each round for data processing

Detailed plan and budget including “milestones” and reporting procedures at PAA should be shared through Management Information System (MIS) at the end of preparations and each round.

## **B. Notification and Agreement with PAA**

- (a) TASAF prepares a notification letter to be signed by Executive Director of each PAA included in wave.
- (b) Notification includes roles and functions of PAAs in the Program operations, a detailed description of first activities, permanent and immediate requirements and next steps.
- (c) Notification includes an annex with relevant information; list of villages/mtaa/shehia to be included in PAA and number of Facilitators for PAA, rounds, transportation and other relevant information with a clear schedule of activities at PAA. PAA is also required to assign a full time person as coordinator (PSSNC) and accountant (PSSNA). Proposal of MoU between TASAF and PAA is sent also with notification for review, comments and agreement before signed with both parties.

## **C. Preparations of Supplies and Resources for Targeting and Enrolment**

TASAF will develop a checklist considering all materials, tools and resources required in targeting and enrolment activities. According to operational targets in wave, Manager incharge of targeting process should check for supplies that require procurement or to be ordered in advance and ready for national teams before departure.

- (a) **Tools:** Manager responsible for targeting process will develop a detailed plan to distribute operational tools such as tablets according to operational targets for national teams before departure.
- (b) **Training materials;** guidelines and other operational material for facilitators, and community staff should be prepared.
- (c) **Systems;** Management Information System (MIS) department should guarantee availability of system for downloading and uploading of the forms.
- (d) **Operational funds;** Payment will be done according to administrative regulations, Funds should be available when required according to timeline in relation with expenditure and payment.

## **D. National Teams Training and Distribution of Work**

National Teams are organized and activities are assigned according to number of PAAs to be covered. TMU will select competent staff with experience and knowledge about targeting and enrolment procedures to be part of national teams.

A directory of participants with names, e-mails and other relevant information organized by team and PAA assigned should be prepared and managed through system or app.

A national training workshop is prepared to cover all areas required for targeting and enrolment activities. Teams should meet to review checklist of supplies, prepare detailed plan at PAA and coordinate according to specific functions.

National workshop should cover all activities in handbook, first as a presentation with exercises such as filling electronic questionnaires and practicing “live” exercises preparations and actual planning of activities by each team for their specific PAA.

Every member of National teams should be able to train and develop all targeting and enrolment activities according to handbook and guidelines. Specialists on topics or activities are responsible for technical support and training at PAA in those specific issues.

***Specific functions of National teams are:*** The specific functions of the National Teams include coordination, supervision, and the provision of technical support in key areas such as community targeting, data collection, and enrolment.

### **3.2 Preparations at PAA**

National teams arrive to PAA to implement the following activities;

- (a) Courtesy call to Regional and District level administrative on the first day and remaining days for training of facilitators and activity preparations;
- (b) The PAA Executive Director (DED) or PSSNC will notify the Village Chair and VEO about the targeting and enrolment events at least one week before;
- (c) PSSNC follows the communication in Villages/Mitaa/Shehia to agree on date and time for main village assembly.

#### **A. Training for Supervisors and Facilitators at PAA**

National teams will conduct training to, PSSNC and facilitators and preparation activities for targeting and enrolment at all villages/mtaa/shehia within PAA. The training sessions, presentations, and preparatory activities will be organized to cover the following sections

- (a) Overview of PSSN followed by detailed presentation of targeting and enrolment activities

- (b) Training of facilitators on targeting and enrolment data collection
- (c) Presentation and organization of rollout plan for PAA, flow of activities and calendar of targeting and enrolment
- (d) National team of facilitators signing affidavit of integrity (TF2)
- (e) Preparation of activities at Village/Mitaa/Shehia;
  - Village Council (VC) and village Assembly (VA) meetings
  - VEO, Village Chair and One VC members signing affidavit of integrity (TF2A)
  - List of all implementers including facilitators at village level (TF2B)
  - Criteria for selection of poor HHs and preparation of preliminary list (TF3)
  - Village assembly to review preliminary list and final list preparation (TF4)
  - Village assembly to review and approve final list
  - Data collection, review and supervision.
  - Preparation of HHs listed in TF4 but have no records (TF5)
  - Attendance by Gender during Identification and Enrollment of Poor Households (TF6)
- (f) Logistical arrangements, download and uploading data

**Note:** Notification to VEO and VC of villages is done in the first round.

Supervisor will set meeting with facilitators to conduct training and do preparations for data collection. Supervisor will explain to facilitators the use of the tablets, detail reviews and response in each questionnaire.

Group of facilitators will perform rehearsals of the questionnaire application during training to correct potential errors or deviations during questioning (guiding the informant) or when filling questionnaire. Training will consider the orientation of what to do if the qualified informant of the HH is not present.

Facilitators start activities in villages, next working day after training and preparations. Therefore everything should be in place and ready, including more practical arrangements such as notification to VEO and VC of the first round villages, just after organizing rounds at Villages/Mtaa/Shehia.

## **B. Presentation and organization of roll out plan at PAA**

- Total villages in PAA should be covered in all rounds, first step is to organize villages per round;

- Targeting and enrolment rounds will be organized for five days each round, this is a maximum time; some villages may be completed in fewer days, this allows time for facilitators to return and prepare for the next round;
- Each village will be assigned with one or more trained facilitator who will be responsible in collecting data depending on the number of households listed in TF4, number of teams and number of days for data collection.
- PSSN coordinator should supervise, making sure that each round is completed in all villages as planned in due time.

#### **4 Village Sensitization and Community Targeting to Create Preliminary List**

These steps aimed to create a preliminary list of potential beneficiaries based on program criteria. Potential beneficiaries are extreme poor and vulnerable households that are food insecure, without reliable source of income and living in precarious shelter.

***Note:** VEO is advised to encourage women to participate to the village assembly during invitation to community members.*

##### **4.1 Initial Village Council Meeting**

Facilitators meet village council members comprises VC, VEO & three(3) VC members to explain the objective of the visit, share a general overview of the programme and describe necessary activities step by step in getting list of extremely poor and vulnerable household in this particular village/mtaa/shehia. Village assembly organized by VC and VEO is convened immediately after Village council meeting.

##### **4.2 Initial Village Assembly Meeting**

Village assembly meeting starts chaired by village-chair and VEO as a secretary of the meeting after brief meeting with village council representatives. Facilitator presents agenda, deliver the messages as follows;

- TASAF Presentation on relevant information of activity in village;
- PSSN presentation with short description on how to identify and enrol eligible households.;
- Presentation of targeting and enrolment set criteria to select extremely poor and vulnerable household.
- VA will identify eligible households based on community based Targeting. which will list Preliminary extremely poor and vulnerable household in form TF3, Extreme poor households included in preliminary list should meet the following criteria;
  - i. Households that have not previously participated in the PSSN program (PSSN I and II),

- ii. Households without reliable source of income, food insecure and living in precarious shelter;
  - iii. Households with children that are not enrolled, not attending or left the school caused by their condition;
  - iv. Households with children below 5 years old but not attending to clinic/health facility.
- Topics are presented and discussed during the meeting, once topics have presented and discussed, facilitator requests village chair to propose approval of criteria and procedure for selection of beneficiaries in village. Once both topics are approved, a minute is filled and signed.

### **4.3 Elaboration of Preliminary List**

During the VA meeting, facilitator explains the important of Preliminary List. The team have a task to orient and probe the VA on generating the Preliminary List for eligible Households.

Identifying households that meet the program's eligibility criteria, with a particular focus on ensuring the inclusion of the poorest households in each sub-village, while also making deliberate efforts to VA to mention individuals living in the most remote and hard-to-reach areas and make sure they attend registration exercise at allocated center.

Responsibility of the team is to encourage community to detect and mention persons which are the poorest HH in the sub village or village that they live (preferably the mother) and information of their locations, address or similar. This task uses the working form TF3, filling formal names, known or common names are acceptable on this step; complete legal names are filled later when HH is interviewed in at allocated data collection centre (point).

This task should be considered preparatory and community leaders must not commit, offer, sell or propose any person that they may be selected. Any transgression of the trust of this task will cause definitive suspension.

The list of HHs qualified of the above conditions is created by sub village to avoid exclusion mistakes. The list will include the number of HH to be considered as eligible households. Sub villages must not be under represented in the preliminary list, according to the size of its population. A sub village with many extreme poor HHs may be over represented. Village Council members, VEO, Political leaders, Religious leaders, pensioners, retired, employed with salaries, and other village leaders are not allowed to be in the list of poor households.

Facilitators fill TF3 with HHs information that meet criteria on assigned village or sub village. The list has to include the following information of each selected HH;

- Name of the head of the HH and/or;
- Popular name of the head of the HH;
- Name of the HH Representative
- Address and location of the HH with all possible references for location.

In preliminary list, only extreme poor households that meet all criteria are included. VA will be supervised with VC chair to avoid inclusion of households that does not meet all criteria, subsequently VEO announce preliminary list.

**Note:** Village Council members, VEO, Political leaders, Religious leaders, pensioners, retired, employed with salaries, and other village leaders are not allowed to be in the list of poor households

- HH representative must be a woman (Mama Mhusika wa Kaya), HH without a mother should be presented by a person responsible for taking care of the children i.e. feeding, clinic and school.
- HH representative must be living within the HHs and must represent one HH only.

#### **4.4 Approval of Preliminary List TF3**

The resulting list is submitted to the Village leaders (VC chair, VEO & 3VC members) for discussion and approval of the list TF3. VEO announced preliminary list to VA and facilitators open the floor for questions and clarifications. VA may include or exclude some household, but only based on the Program eligibility criteria. Reviewing names of HHs in preliminary list compared to the sited criteria at village.

Before end of the session, facilitator reminds the VA members that the preliminary list of eligible household is not the final selection but is a preliminary step. Therefore some of the household included in the list may be or not selected for the program. The number of HHs included in the preliminary list is more than the actual beneficiaries approved for the program. Once the review is completed the VA approves and the list is signed and stamped by VEO to complete further procedures for preparing the final list.

#### **4.5 Formation of Final List TF4**

.Village Assembly reviews the preliminary list TF3. and approve as official eligible list of poor household within the village. Facilitator willprepare the final list (TF4) of eligible poor HHs as approved by VA by numbers. and being signed and stamped by

VEO. The final list will be used by facilitators to collect household information at allocated center.

Village Assembly is informed that questionnaire is going to be applied to HHs included in the final list. Questionnaire is used for verification, only HHs that is extreme poor and vulnerable will be finally interviewed.

**Note:** *Only households that are included in the list TF4 of selected HHs and approved by VA will be notified and may participate in data collection event.*

VA is informed that, for those who are in the lists it is important to keep and present their IDs (National ID/NIN or Voters ID or birth certificate or introduction letter from VEO) during HHs data collection at allocated centre/point.

VA will be notified about this final list of eligible and will approve selected beneficiaries on village/mtaa/shehia notice boards.

#### **4.6 Supervisors and Facilitators activities (mostly at Village)**

When VA meeting is finalized, a final list of eligible HH beneficiaries is produced. Supervisors and facilitators organizes following activities:

- Preparation and planning for data collection process
- Supervision of data collection
- Assign and Review of questionnaires
- Upload questionnaires to TASAF MIS

Following activities outside PAA have several responsible persons:

- PSSN coordinator ensures that data collection is completed and timely sent to TASAF end of each round.
- When data of each round is received, PCT manager develops procedure to apply PMT to generate list of potential Eligible Households per Village.
- After PMT list is sent to PSSN coordinator for announcement in villages for community validation.

### **5 Preparation and organization for data collection**

Supervisors and facilitators organize data collection, assigning a number of questionnaires to be applied every day for each team organized in a practical and logical route. Average is 30 questionnaires per day but some days may be more and some days less, depending on the households. size

## 5.1 Data collection

Facilitators will collect household (HH) data from their assigned households based on the village center using standardized questionnaires. The PMT (Proxy Means Test) questionnaire will be administered to a qualified informant, this may be the mother of the household, the head of the household, an adult, or any person capable of accurately answering the questions. The informant must be a member of the household and reside within the household. If a qualified informant is not present, person with more knowledge in community team tries to find him/her through the neighbours or by any available means, preferably the same day. If not, a next visit is appointed requesting the present members in the HHs to inform the mother or a qualified adult, also through neighbours.

***Note:** Both parties (mother and head of household) where applicable should participate in providing households information during data collection through questionnaire*

## 5.2 Household Representative Designation

Representative of a household (HH) shall be the mother of the children (Mama wa Kaya). This is based on her primary caregiving role and direct involvement in the welfare of the household. In cases where the mother is absent or has a permanent health condition that renders her unable to act as the household representative, exceptions may be permitted following established program procedures.

Facilitator to make follow up if in a selected HHs there is no qualified informant present, both agree on how to inform the VEO, the VC member of the village or sub-village or neighbours to help searching.

***Note:** Head of household attitudes such as alcoholism, idleness and others like these is not the reason of suspending the HHs;*

- A child living in a household even though he/she is not born with the parents of the household is considered a child, these includes grandchildren, great-grandchildren, nieces, nephews and others as long as they are permanent residents of the household;
- The household to be identified must have Tanzanian citizenship and should show identification between the national identity card, voter identification, birth certificate or identity letter from the village executive

## 5.3 Supervision of data collection

When possible every day, or in an agreed frequency according to geographic conditions or other difficulties, supervisor and facilitators meets to review accuracy

and completeness of each filled questionnaire. Supervisor approves only completed questionnaires and reminds facilitators to prevent future errors or missing information.

**Note:** *Incomplete or incorrect questionnaires are returned to facilitators for completeness and correction through a home visit.*

The facilitator is responsible for ensuring all households included in TF4 are interviewed using questionnaires. All questionnaires must be completed thoroughly and filled out with accurate information. Incomplete or inaccurate questionnaires will be rejected and required to refill. **Note:** *Questionnaires should match with serial number of households included in TF4; TASAF will not accept questionnaires of households not included in the final list.*

#### **5.4 Sending Finalized Forms**

At the end of each round after review of accuracy and completeness of assigned questionnaires of the HHs included in final list, supervisors will approve data to TASAF MIS. Supervisor will also fill a report through a system with summary information:

- Number of households included in TF4
- Date and time of Village Assembly that approved Preliminary List
- Number of questionnaires assigned to each team
- Total number of incomplete questionnaires (TF5) with reasons

**Note:** *In this first review, check if all questionnaires are complete or if all questionnaires coincide with names on TF4. Supervisors and facilitators prepare to start next round of targeting and enrolment in a next village.*

### **6 Verification of socio economic and demographic conditions of households through an objective statistical procedure (PMT)**

Once Household data are collected, reviewed and approved at PAA level PCT manager runs the PMT application and generates two lists by village; the list of eligible household and the non-eligible list (those over the cut-off point). The score and the result (eligible – non eligible) is recorded and saved in the system.

### **7 Validation of the Selected Poor Household**

Once the list of eligible and non-eligible household is generated, TASAF HQ will provide a list to PAA to trigger next step of community validation of the selected poor household.

Community validation is a final step in the targeting and enrolment operations. It is done by the community within the village. PSSN Coordinator at PAA prints lists of poor and non-poor and inform the VC to organize dates for village assembly meeting. During the meeting VEO announced the HHs in the lists by names. Community is given time to air their grievances. *Grievances are presented in Grievance Redress Mechanism (GRM) Handbook*. Targeting and enrolment cycle will be held in each Village/Shehia following the schedule in below Table.

Table 1: **TARGETING AND ENROLMENT CYCLE**

<b>SEQUENCE OF ACTIVITIES FOR TARGETING AND ENROLMENT OF POOR HOUSEHOLD</b>		
<b>Timeline</b>	<b>Action - Location</b>	<b>Responsible(R) &amp; Participants (P)</b>
Day 1:	<p>Transport to village</p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>Village Leaders (VC, VEO &amp; 1 VC member) meeting (<i>one hour maximum</i>)</li> <li>Signing affidavit of integrity – <b>Village Council</b></li> <li>Introduction of national team (supervisors &amp; PAA facilitators - <b>All</b>)</li> <li>Short explanation of the objective of the visit and description of the program – <b>Facilitator</b></li> <li>Description of activities - <b>Facilitators</b></li> <li>Minutes of the meeting - <b>VEO</b></li> </ul> <p>First <b>Village Assembly</b> (<i>5 hours maximum</i>)</p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>Introduction of national team (supervisors &amp; PAA facilitators – <b>village chair</b>)</li> <li>Description of the program – <b>village chair</b></li> <li>VA citing names and preparation of the preliminary lists (TF3) – <b>village chair</b></li> <li>Minutes of the meeting - <b>VEO</b></li> </ul>	<p>In routes as organized previously by PSSN coordinator and facilitators</p> <p><b>(R)</b> Supervisors; PAA Facilitators</p> <p><b>(R)</b> Village Executive Officer (VEO); Village Committee one member (VC); Village Chair</p> <p><b>(P)</b> Village Assembly</p>
Day 2:	<p>Second <b>Village Assembly</b> (4 hours maximum)</p> <p><b>Activities:</b></p> <ul style="list-style-type: none"> <li>VA to review, add or remove names in the preliminary lists TF3 according to the criteria before the preparations of the final lists – TF4</li> <li>Team of facilitators prepare the final list TF4 after reviewing preliminary list as endorsed by VA</li> <li>Team of facilitators are provided information on the selected poor households by the VA– <b>facilitator</b></li> <li>Supervisors closely leading data collection team</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>HHs included in final list TF4 are informed on date/time and allocated centre for data collection process – <b>village chair</b></li> </ul>	<p><b>(R)</b> Supervisors</p> <p><b>(R)</b> Facilitators</p> <p><b>(R)</b> Village Chair</p> <p><b>(R)</b> VEO</p> <p><b>(R)</b> Village Assembly</p> <p>Village one member Council</p>

**SEQUENCE OF ACTIVITIES FOR TARGETING AND ENROLMENT OF POOR HOUSEHOLD**

<b>Timeline</b>	<b>Action - Location</b>	<b>Responsible(R) &amp; Participants (P)</b>
	<ul style="list-style-type: none"> <li>• HH will be required to come to the centre and present the following documents:-                             <ul style="list-style-type: none"> <li>○ National ID or voters ID or birth certificate or introduction letter from VEO</li> <li>○ HH with children to prepare and present clinic card/birth announcement/birth certificate or exercise book and PREM number from the current school</li> </ul> </li> </ul>	
Day 3 onwards	<ul style="list-style-type: none"> <li>• Supervisors will lead the team of PAA facilitators in collecting household data as listed in the final list TF4</li> <li>• Time to collect HHs data will depend on the quantity and information of the respective household, however it should not exceed two days</li> <li>• Facilitators will collect Hh data with accuracy and completeness before uploading to MIS.</li> <li>• Supervisor will review HHs data for accuracy and completeness and approve at the end of each round</li> <li>• Send HHs electronic information that will pass through the PMT system</li> <li>• Closing the targeting and enrolment event and prepare report of events (preliminary report on number of visited HHs for data collection, achievements and challenges encountered) - <b>facilitators</b></li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <i>Questionnaires should be complete and accurate</i></li> <li>• <i>Field preparation on teams, field logistics, and other necessary requirements (maximum one day)</i></li> <li>•</li> </ul>	<p><b>(R)</b> Supervisors and Facilitators</p> <p><b>(R)</b></p> <p><b>(P)</b> Selected Beneficiaries</p>