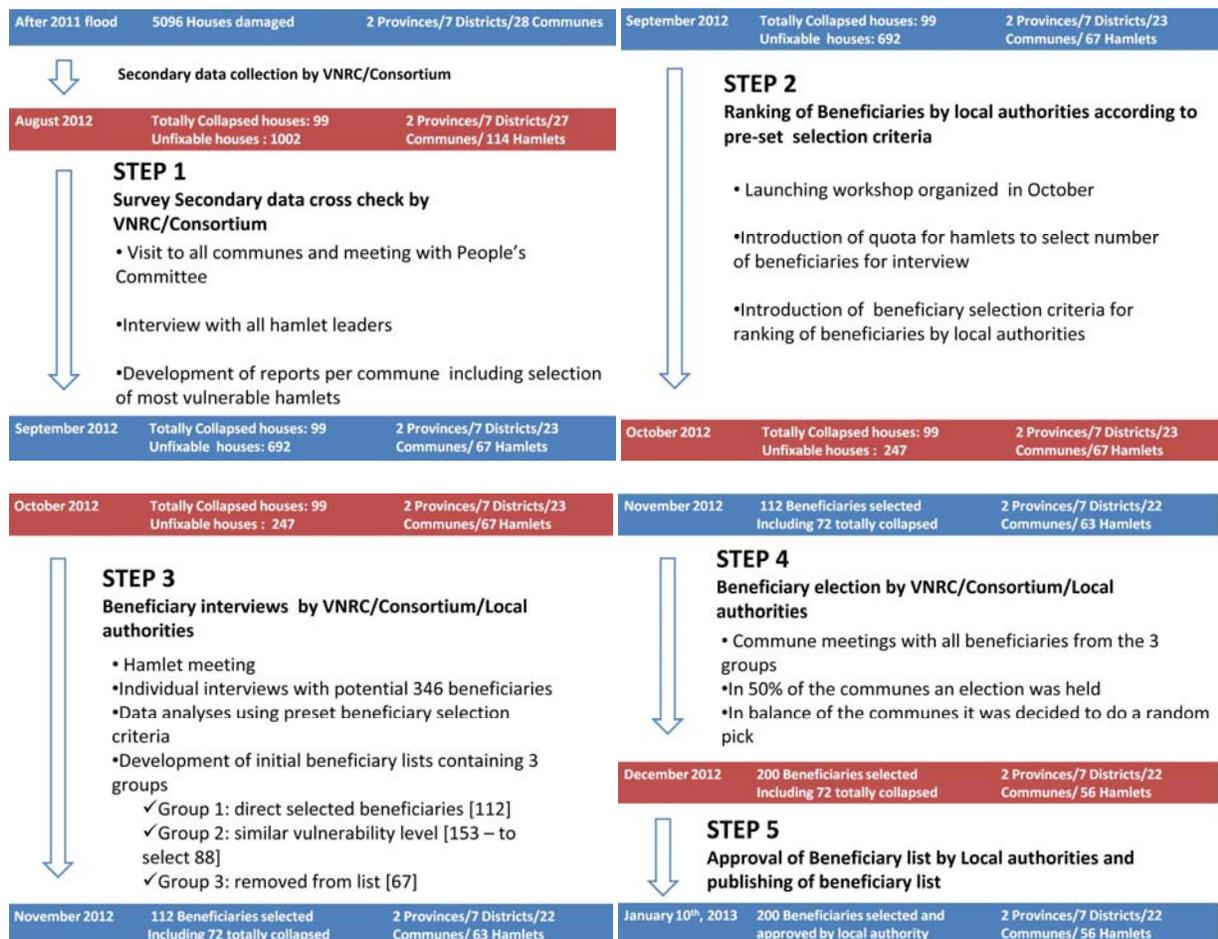# Extract Report

2012 – 2013: Recovery Operation for the Communities affected by the floods in the Mekong Delta, Southern Vietnam, Birgit Vaes, Extract:

1. **ASSESSMENT TO COLLECT COMPLEMENTARY DATA AND PROPOSAL OF INTERVENTION METHODOLOGY & IDENTIFICATION AND SELECTION OF BENEFICIARY HOUSEHOLDS**

Activities 1 & 2 were merged into one activity since the Consortium developed a 5 STEP plan that would cover both. The first step of this 5 STEP plan included the data collection for all 3 results. (**Annex 1**: A presentation made for the ECHO visit in January 2013 gives a clear overview of this 5 STEP plan). From the second step of the plan each result would develop its own beneficiary identification system.

After 2011 flood	5096 Houses damaged	2 Provinces/7 Districts/28 Communes

Secondary data collection by VNRC/Consortium

| August 2012 | Totally Collapsed houses: 99 | 2 Provinces/7 Districts/27 |
| | Unfixable houses : 1002 | Communes/ 114 Hamlets |

STEP 1

Survey Secondary data cross check by VNRC/Consortium

• Visit to all communes and meeting with People's Committee

•Interview with all hamlet leaders

•Development of reports per commune including selection of most vulnerable hamlets

| September 2012 | Totally Collapsed houses: 99 | 2 Provinces/7 Districts/23 |
| | Unfixable houses: 692 | Communes/ 67 Hamlets |

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STEP 2

Ranking of Beneficiaries by local authorities according to pre-set selection criteria

• Launching workshop organized in October

•Introduction of quota for hamlets to select number of beneficiaries for interview

•Introduction of beneficiary selection criteria for ranking of beneficiaries by local authorities

| October 2012 | Totally Collapsed houses: 99 | 2 Provinces/7 Districts/23 |
| | Unfixable houses : 247 | Communes/67 Hamlets |

| October 2012 | Totally Collapsed houses: 99 | 2 Provinces/7 Districts/23 |
| | Unfixable houses : 247 | Communes/67 Hamlets |

STEP 3

Beneficiary interviews by VNRC/Consortium/Local authorities

• Hamlet meeting
•Individual interviews with potential 346 beneficiaries
•Data analyses using preset beneficiary selection criteria
•Development of initial beneficiary lists containing 3 groups
✓Group 1: direct selected beneficiaries [112]
✓Group 2: similar vulnerability level [153 – to select 88]
✓Group 3: removed from list [67]

| November 2012 | 112 Beneficiaries selected | 2 Provinces/7 Districts/22 |
| | Including 72 totally collapsed | Communes/ 63 Hamlets |

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STEP 4

Beneficiary election by VNRC/Consortium/Local authorities

• Commune meetings with all beneficiaries from the 3 groups
•In 50% of the communes an election was held
•In balance of the communes it was decided to do a random pick

| December 2012 | 200 Beneficiaries selected | 2 Provinces/7 Districts/22 |
| | Including 72 totally collapsed | Communes/ 56 Hamlets |

STEP 5

Approval of Beneficiary list by Local authorities and publishing of beneficiary list

| January 10th, 2013 | 200 Beneficiaries selected and | 2 Provinces/7 Districts/22 |
| | approved by local authority | Communes/ 56 Hamlets |

1.1 STEP 1: Survey secondary data cross-check by VNRC/Consortium [September 2012]

In March 2012, IFRC and VNRC conducted a secondary data assessment in the provinces of An Giang, Dong Thap and Long An focusing on shelter and livelihood sectors. At the end of March an international team of surveyors conducted a multi-sectorial assessment in the 3 provinces mentioned above. The outcome of this assessment was that the focus of this ECHO project should lie in the provinces most in need, Dong Thap and An Giang.

The results of this assessment were used by the Consortium team to evaluate the situation in the field 5 months after the assessment took place.

The data collected during this assessment showed that after the flood there were 5096 houses damaged spread out over 2 provinces/7districts and 28 communes.

In August 2012 the VNRC were requested to gather updated data from each affected commune. This data illustrated that at that time there were in total 1101 houses affected; 99 totally collapsed houses and 1002 unfixable houses in 2 provinces/7 districts /27 communes and 114 hamlets. This updated secondary data was used by the Consortium to undertake the "Survey of secondary data cross check" in September 2012 or STEP 1 of the 5 STEP plan.

This STEP 1 would contain the following activities:
- Visit to all communes and meeting with People's Committee, Commune Red Cross and local authorities (i.e. Hamlet leaders, Father Front, Women Union, etc.);
- Interviews with all hamlet leaders;
- Visit all hamlets within a commune to have an overview about the general hamlet situation
- Development of reports per commune including selection of most vulnerable hamlets.

The methodology used for this survey is clearly described in **Annex 2** and examples of attached templates and tables used during the survey.

The result of this STEP 1 was that the amount of the most affected hamlets could be reduced, which would consequently reduce the amount of affected households. The survey showed that the needs were highest in 2 provinces/7districts/23communes/67 hamlets; reducing the affected houses to 99 totally collapsed and 692 unfixable houses – In total 791 affected houses.

The files in **Annex 3**, AN GIANG_SEC DATA and DONG THAP_SEC DATA, contain all the final documents developed during this survey. The documents are classified as follows:
- AN GIANG_SEC DATA (same division for Dong Thap)
  - AN PHUU_DISTRICT
    - PHU HUU
      - ✓ Division per hamlet: containing pictures per hamlet and the filled out checklist including the points and % given to each hamlet
      - ✓ Beneficiary list per commune
      - ✓ Report per commune, containing the summary and % given to each hamlet
    - VINH HOI DONG
      - ✓ Idem above
    - VINH LOC
      - ✓ Idem above
  - CHAU PHU_ DISTRICT
    - Same contents as above
  - TAN CHAU_DISTRICT
    - Same contents as above
  - AG_Hamlets_Indepth Assessment 60% and 65%. This percentage represented the vulnerability of hamlets.: this document was used to decide on the final mark that would in- or exclude hamlets for the next step
  - MISSING DOCS_An Giang: this document was used to keep track of the information gathered per commune

The results of this survey ended up with 791 affected houses. The mark % calculated in this step will be used for the next step to reduce the number of affected houses by selecting eligible hamlets.

1.2 STEP 2: Ranking of beneficiaries by local authorities according to pre-set selection criteria [October 2012]

Since the previous step still resulted in 791 affected houses, this number needed to be reduced with the shared responsibility of local district/commune VNRC and People Committee. However, strict beneficiary selection criteria needed to be utilized and only a certain number of beneficiaries per hamlet could be selected following the mark in % given to each hamlet during STEP 1.

The following activities would take place under STEP 2:
- Launching workshop organized in October 2012: during this workshop the results of STEP 1 were discussed and the next STEPS were explained and agreed upon with all related parties.
- Introduction of quota for eligible hamlets to select number of beneficiaries for interview in STEP 3: During the workshop, a consensus was reached that all hamlets with a mark of 60% or higher would be eligible.
- Introduction of beneficiary selection criteria for ranking of beneficiaries by local authorities

Annex 4 shows the table that was used to define the quota per eligible hamlet that should be used by the local authorities for the beneficiary selection using the pre-set selection criteria and the initial beneficiary lists as filed under STEP 1.

The sheet DETAIL DT and DETAIL AG show the amount of households that should be selected by using these pre-set selection criteria. The quota applied was the following:
- Hamlets with a mark >60% - <70% could select 25% of the original beneficiary list
- Hamlets with a mark >71% - <80% could select 50% of the original beneficiary list
- Hamlets with a mark >81% could select 75% of the original beneficiary list

Annex 5 is the template that was used by the local authorities to undertake the beneficiary selection.

Since the aim of STEP 3 would be an in-depth assessment where all eligible households would be interviewed, the number of households needed to be reduced significantly during STEP 2 to make this feasible.

The result of STEP 2 showed that the needs were highest in 2 provinces/7districts/23 communes and 67 hamlets; reducing the affected houses to 346; 99 totally collapsed and 247 unfixable houses.

1.3 STEP 3: In-depth Assessment. Beneficiary interviews by VNRC/Consortium/Local authorities [November 2012]

This STEP contained the in-depth assessment with the following activities:
- Hamlet meeting with all pre-selected beneficiaries (including focus group discussion about risk mapping and house designs)
- Individual interviews with potential 346 beneficiaries
- Data analyses using pre-set beneficiary selection criteria
- Development of initial beneficiary lists containing 3 groups:
  - Group 1: Direct selected beneficiaries [112]
  - Group 2: Beneficiaries with a similar vulnerability level [153 out of which 88 needed to be selected]
  - Group 3: Not eligible and therefore removed from the list [67]

At this point 112 beneficiaries were selected out of which 72 had a totally collapsed house, spread over 2 provinces/7districts/22 communes and 63 hamlets.

The activities to be undertaken during the in-depth assessment were explained during the launching workshop including the documents that should be used and exercises in working groups took place. Additionally, all surveyors were instructed in the correct usage of the documents by the Consortium team the day before the assessment started. At the start of the assessment beneficiary lists were made containing all 346 household that would be interviewed and codes were given to each household to ensure that names would not be mixed, since Vietnamese name can be quite similar.

To undertake the in-depth assessment the VNRC NHQ/Province/District/commune/Consortium and volunteers were mobilized and a detailed logistic planning was made to organize a smooth execution. **Annex 6** shows the detailed logistic tables made for this in-depth assessment.

The in-depth assessment enclosed two separate items:
- **Focus group discussion:** during the hamlet meeting all potential beneficiaries per hamlet were invited to take part in the risk mapping and the initial house designs were discussed. To facilitate the risk mapping Google maps were used and detailed instruction were given to the facilitators to instruct beneficiaries. Beneficiaries were asked to draw and point out basic information on the map (i.e. dyke, road, road, rice field, flood prone area, ect.) and how to rank themselves according to the risk area they were living in. For both activities a report was made by the surveyors using templates. **Annex 7** contains the instruction for the risk mapping, the templates for the meeting minutes and the drawings made during this focus group discussion for the risk mapping and house designs.
- **Individual household interviews:** 346 potential beneficiaries were interviewed following the logistic plan as showed in annex 6. **Annex 8** is the questionnaire used for these interviews. The surveyors were also instructed to take pictures of the existing house and other documents, i.e. land ownership, poor/near poor household book, if existing.
  Each day after the field visits the teams were instructed to fill out the data analyses templates. **Annex 9** shows the filled out data analyses files and pictures for each household and per commune as undertaken during the assessment. The data analyses templates were analysed and beneficiaries were ranked according to their vulnerability.

To undertake the preliminary selection, data-analysing sheets were developed and guidelines were written. **Annex 10** contains the guidelines used to undertake the data-analyses which were done by the Consortium team. By given points to each household as established in these guidelines the household were categorized in three groups as mentioned above and therefore automatically ranked. The beneficiary lists for each commune were adjusted including these three categories. **(Annex 11)**

Since at this point only 112 beneficiaries were directly selected, it was decided that the selection of the other 88 beneficiaries would be done through democratic elections per commune. To establish this, a quota was deliberated, which would tell us how many additional beneficiaries could be selected per commune; the guidelines in Annex 10 also contain detailed information on how this quota was calculated. **Annex 12** shows the quota calculation sheet, and illustrated the numbers of households that additionally could be selected per commune.

1.4 STEP 4: Beneficiary election by VNRC/Consortium/Local authorities [December 2012]

In this step 88 beneficiaries out of 153 needed to be selected. Since their vulnerability level seemed to be quite similar it was impossible for the VNRC/Consortium to take this decision. Therefore the team decided to go back to the communes and work with the households, since they are the ones that know the best the condition of the people in their commune/hamlet, the following actions were taken:

- Commune meetings were held including all beneficiaries from the three groups as mentioned in the initial beneficiary lists. (Annex 11)
- Per Commune or hamlet, depending on the preference of the beneficiaries an election was held among the 3 groups:
  - In 50% of the cases this election was held and the final beneficiaries were elected.
  - In the other cases the household decided to hold a random pick.

To ensure that all stakeholders understood the aim of this election, guidelines were written and shared with all parties. These guidelines **(Annex 13)** also contain a detailed explanation of the 5-STEP plan, to ensure that all parties would understand the selection procedure that has taken place until this point.

For all communes ballot papers were prepared including the number of households that needed to be scratched out [1]from the list. The documents shared with the election committee were the following: **(Annex 14)**

- Attendance list
- Ballot paper per commune
- Ballot paper per hamlet: this in case the group prefers to have the election per hamlet instead of per commune

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[1] Opposite way of electing somebody in Vietnam: the preferred people do not get picked from the list, in contrary the ones that you don't want to be elected get scratched out from the list.

- Initial ranked beneficiary list containing the 3 groups

These elections were held in each commune and chaired by VNRC provincial chapter, assisted by VNRC district/commune, People's Committee and the Consortium team.

For each meeting a report was made by the VNRC provincial chapter using a template. **Annex 15** contains the documents showing the results of these election meetings, including the following items:
- Attendance list
- Final beneficiary list
- Election meeting minutes
- Pictures of all selected households
- Final quota per province as elected during the meeting

At this point 200 beneficiaries were selected out of which 72 had a totally collapsed house, spreading over 2 provinces/7districts/22 communes and 56 hamlets.

1.5 STEP 5: Approval of Beneficiary list by Local authorities and publishing of beneficiary list [January 2013]

Since all previous steps were done by the VNRC of all levels from Province to District and Commune and additionally, with the cooperation of the People's committee, the approval of these final beneficiaries lists was only a formality. Also, since all beneficiaries were kept informed throughout this whole selection procedure no complains on the published list were received.