

## Guidelines for using the family levelling tool

### General recommendations

- ✓ First of all, clearly explain to the partner the purpose of the visit and the reason why certain questions will be asked: the visit will help towards a better understanding of the family, their economic and social situation and thus to provide a better assistance. This is not a test ; there are no wrong answers to the questions, just honest responses.
- ✓ It is advisable to solicit only the partner for questions (and ideally with the husband/wife), but away from friends, neighbours, the rest of the family, in order to avoid embarrassing the partner.
- ✓ To avoid any stress, this introduction aims at establishing confidence with the partner/family. Ideally, the family assessment tool should be filled in at the end of a sort of open discussion rather than a formal interview. During the discussion, **it is preferable to simply jot down notes and only fill in the questionnaire once back at the office** (to avoid, for example, that the partner should cast an eye on the questionnaire and find out that he/she had been considered having a «low living hygiene»).
- ✓ Remember particularly to fill in the superior part of the form (name and forename of the partner, of the field worker, **the number of people in the household (i.e. the number of people sleeping regularly in the house)** and the date).
- ✓ There is no «exclusion criterion» linked with this poverty assessment tool. After a few months' utilization, we will set a target percentage of families enrolled in the programs scoring less than 41 points.
- ✓ If several answers are possible, always tick the highest entry (for example for criterion 6, should there be any «possibility to get support from surroundings» and payment via «savings or own resources», tick «savings or own resources»).

### Criterion n°1: Nb of depending persons per breadwinner

#### *How to ask the question*

- ✓ Who, in the household, has an activity generating revenues?
  - If there is doubt to decide whether the activity generating revenue is important enough to be considered, the average daily income should be superior to 0,5\$ with a purchasing-power parity **(to convert in local currency as for the criterion 4)**

Write down the answer as well as the number of people in the household (write it down in the upper part of the Photo) and work it out once back at the office.

#### *Entries*

0 : 4 or more

1 : 3

2 : 2

3 : 0 or 1

#### *Recommendations*

- ✓ Are considered as potential breadwinner only members for whom school is not compulsory anymore
- ✓ Take into consideration all the members of the household (i.e. those sleeping regularly in the house) having a revenue-generating activity and for whom school is not compulsory anymore, even those who do not directly form part of the family, and even if the activity is irregular.

- ✓ For the calculation, only consider depending persons. As such, for a couple with 4 children and both members of the couple working, there are 4 depending persons (and not 6).  $4/2=2$  so we choose entry 2. In case of a decimal number, round up to the superior number. For example, for a couple with 5 children, both members of the couple working, we have  $5/2=2,5$ , so we choose entry 1.

## Criterion n°2: Main breadwinner's activity

### How to ask the question

- ✓ Who has the highest revenue-generating activity within the household?
  - if nobody is having an income or revenue generating activity, select score 0
  - if one person responds: is your income regular?
    - If no: Do you have several sources of income?
      - If no, score 1
      - If yes, score 2
    - If yes: do you have several sources of income?
      - If no: is your job formal?
        - No, score 2
        - Yes, score 3
      - If yes: select score 3

Score	Income generating activity	Regular	Diversified	Formal
0	-	-	-	-
1	1	-	-	-
2	1	-	1	-
	1	1	-	-
3	1	-	1	1
	1	1	-	1
	1	1	1	-
	1	1	1	1

### Entries

0: None: nobody has any revenue-generating activity within the household

1: Informal & irregular IGA - *Income Generating Activity*: the partner has a small activity, but very irregular and uncertain about the income it will generate. e.g. a plumber carrying out door-to-door services to find customers, a person selling stock for somebody else but in an irregular manner...

2: Regular (activity or salary is regular) and informal and not diversified OR irregular and diversified but informal IGA: the partner has a small activity, and generates a stable income but it is informal and not diversified OR the partner has an unstable income but it is diversified

NB: «informal» means that the main bread-winner does not own any license or does not receive a salary sheet.

3: Regular and diversified and informal OR regular and formal IGA OR diversified and formal: the partner does have a (or several) regular formal occupation(s) or several regular informal occupations or several irregular formal occupations

### Criterion n°3: Savings

#### How to ask the question

- ✓ Have you succeeded in saving some money?
  - If no: entry 0
  - If yes: do you hold a savings account with a Microfinance Institution (MFI) or a bank?
    - If no: entry 1
    - If yes: do you save regularly (>1 once a month)?
      - If no: entry 2
      - If yes: entry 3

#### Entries

0: Has never had any saving

1: Informal savings (neighbour group of savers ...) or at home

2: Formal savings (actual savings account with an MFI or a bank) but in an irregular way (less than one transaction a month)

3: Formal and regular savings: actual savings account with an MFI or a bank and regular savings (1 transaction or more each month).

#### Specific cases

#### Recommendations

- ✓ This criterion only assesses the family habit to save, its capacity being linked with its resources, valued by criterion 4.
- ✓ To be considered as savings: monetary savings (money kept at home, left with one's family, or with savings/self-help groups, and savings in kind (purchase of a pig, chicken, or material goods...))

### Criterion no 4: Estimate of expenses / day / pers.

#### How to ask the question

- ✓ How much do you spend on average everyday?
- ✓ After all expenses, do you still have any money left? If so, how much approximately?

Write down the answer as well as the number of people in the household and work it out **once back at the office.**

#### Entries (*money to be converted into local currency*)

0: < 0,5 USD or too irregular to be estimated

1: < 1.25 USD

2: < 2 USD

3: superior or equal to 2 USD

#### Recommendations

- ✓ It is often easier to evaluate the amount of expenses and then deduct the income in order to directly evaluate the amount of the income.
- ✓ If a more advanced study is carried out for the family (for example as part of a loan application) use the estimation of income per day and per person which seems more appropriate. Ideally, use the same evaluation method for T0, T1 and T2.

For converting into local currency, « purchasing-power parity » rates have to be used.

Annual rates countries are available at <https://data.oecd.org/conversion/purchasing-power-parities-ppp.htm>.

For other countries, use data from the World Bank at <http://data.worldbank.org/indicator/PA.NUS.PPP>

### Criterion n°5: Nutrition

#### How to ask the question

- ✓ Does anyone look visibly malnourished?
  - If yes – score 0
  - If no: How often do you eat every day?
    - Less than three times – score 1
    - Three times or more: What does your meal comprise of?
      - Non-diversified meals (clarify according to local context) – score 2
      - Diversified meals (clarify according to local context) - score 3

#### Entries

0: Severe and visible with certain family members: see documents concerning sub-nutrition (swollen limbs, fat belly, discoloration of the skin, stunted child...)

1: insufficiently fed: the partner replies that he generally eats less than 3 meals a day, due to lack of funds.

2: generally eats his fill: the partner replies that he generally eats 3 meals a day but these meals are not diversified (clarify according to local context)

3: always eats his fill: the partner replies that he generally eats 3 meals a day and these meals are diversified (clarify according to local context)

### Criterion n°6: Capacity to pay for health expenses

#### How to ask the question

- ✓ What did you do the last time you had a “big” health problem in the family?

#### Entries

0: No solution (did not look for care or borrowed to pay for health expenses)

1: Possibility of a close helping hand (family, neighbours, NGO)

2: Payment through savings or personal resources

3: Insurance system

#### Recommendations

- ✓ The idea is to assess the family possibility to pay for health expenses.

### Criterion n°7: Child mortality

#### How to ask the question

- ✓ Have you had any deaths among your children?
- ✓ If yes, when?

#### Entries

0: 2 children or more have already died in the family during the last 5 years

1: 1 child has already died in the family during the last 5 years

2: 1 child has already died in the family more than 5 years before

3: no child death in the family

#### Specific cases

- ✓ For the entries, take into consideration:
  - Stillborn;
  - children living within the household at the time of their death (regardless of the mother)
  - biological children of members of the household, whether the child died in the household or not.

- ✓ The question concerns mothers aged between 15 and 49. If the household does not have any mother aged between 15 and 49 and no child death can be recorded more than 5 years before, tick entry 3.

*Recommendations*

- ✓ Take necessary time to ask the question and listen to the answer, let the family relate the death circumstances if it so wishes, this can be an important opportunity to construct relationship with the family and it gives important indications for a family-development program.

**Criterion n°8: Child school attendance**

*How to ask the question*

- ✓ What about children schooling?

*Entries*

0: No child old enough to go to school does so.

1: Some of the school-age children actually go to school.

2: All the eligible children go to school but not all of them in a section corresponding to their age

3: All the eligible children go to school, in a section corresponding to their age / No child of age to go to school

*Specific cases*

- ✓ If no child in the family, choose entry 3
- ✓ If all the children are less than 6 years old or more than 14 years old (age to clarify according to local context), they are then not of age to attend school, entry no 3 must be chosen. («No child of age to go to school»).
- ✓ Also include the household helpers if any, if they live with the family

*Recommendations*

- ✓ Include, for this criterion, only children aged between 6 and 14 years old (age to clarify according to local context)
- ✓ Use a correspondence table to know the age of each schooling level in your country

**Criterion no 9: Years of schooling**

*How to ask the question*

- ✓ How far have you been in your studies?
- ✓ And your husband/wife?
- ✓ If necessary: and the other adults in the family?

*Entries*

0: Illiteracy: Some or all members in the family are illiterate (even if they can sometimes only write down their names and sign).

1: Primary level reached: one of the members of the household has reached at least primary level

2: Secondary level reached: one of the members of the household has reached at least secondary level (at least standard 6th)

3: Baccalauréat (A-levels), 12<sup>th</sup> grade, diploma, higher education

*Specific cases*

*Recommendations*

- ✓ Take into consideration the maximum level of education in the family so as to make this criterion tally with other evaluation scales. So, to fulfill this criterion, one must use the answers to criterion no 8: Child school attendance

**Criterion n°10: Valid documents To be adapted in accordance with the list of necessary/important documents in your country. Below, Madagascar as example.**

*How to ask the question*

- ✓ Where were the children born?
- ✓ Are there certain family members without an identity card?
- ✓ Would you like us to help you do again those documents, if they are illegible, void or damaged?

*Entries (e.g. Madagascar)*

0: No administration document per person

1: At least one “copie” missing: even if all the identity cards are done and only one “copie” is missing.

2: No “copie” missing : make sure all the copies are real and valid.

3: No legal/identity document missing

*Specific cases*

- ✓ Also include the household helpers if they live with the family

*Recommendations*

- ✓ Identity cards are possible only for people of 18 years of age or more
- ✓ The distinction between “copies” and identity cards arise from the fact that it is more difficult to do again a copie than a identity card.

**Criterion n°11: Hygiene (physical / clothing/ habitat)**

*How to ask the question*

- ✓ This is only a visual criterion, not actually based on questions but depending on the field worker’s observation of the situation.

*Entries*

0: Hygiene problems in the following four fields:

- physical (strong body smell OR traces of dirt on the face OR skin disease)
- clothing (dirty clothes (OR torn clothes OR ...))
- inside the house (waste left on the floor in the house OR huge mess OR...)
- house surroundings (waste left outside the house OR stagnant water OR...). It is not necessarily due to the family but it remains a poverty criterion all the same (for which the family is not necessarily “responsible”)

1: Hygiene problems on 2 or 3 or 4 of the fields previously clarified

2: Hygiene problems on 1 of the 4 fields previously clarified

3: Hygiene problems on none of the 4 fields previously clarified

*Recommendations*

- ✓ This criterion is subjective. Given experience, the field worker will be able to assess more rapidly this criterion without precisely counting the number of domains where hygiene is the issue, but it is important at the beginning to use almost the same assessment criteria for everybody.
- ✓ In spite of its evaluation difficulty, this criterion is kept because it often reveals the presence (or absence) of psycho-social difficulties within the family and the relevance of a family-development action. This is a social criterion giving a clue as to the care that the person brings to his body and close environment.

**Criterion°12: Electricity**

*How to ask the question*

Preliminary observation round in order to note the presence or not of electrical appliances

- ✓ How do you light up?

*Entries*

- 0: No light (no electricity)
- 1: Lightning with candles, petrol or electric torch (battery)
- 2: Tapped (illegal) : the meter does not belong to the family, even if the family regularly pays for it to the meter's owner
- 3: Legal network/ Generator / Converter

**Criterion n°13: Sanitation**

*How to ask the question*

Preliminary observation round in order to note the presence or not of toilets

- ✓ How do you manage as far as toilets are concerned?

*Entries*

- 0: No equipment : open-air defecation
- 1: Collective arrangement
- 2: Individual arrangement (pit/latrine)
- 3: Drain linkage

**Criterion n°14: Safe drinking water**

*How to ask the question*

Preliminary observation round in order to note the presence or not of a watering main hole

- ✓ How do you manage for your water supply?

*Entries*

- 0: No access to safe drinking water; collected via natural resources or in unhealthy conditions
- 1: Purchase of water in cans, or safe water supply at more than 30 mins walk round trip
- 2: Safe water supply at less than 30 mins walk round trip
- 3: Running water at home

**Criterion n°15: Habitat**

*How to ask the question*

- ✓ No question asked; this criterion depends on observation.

*Entries*

- 0: Issues in these 4 domains : wall (very light construction), roof (light, not water-proof), floor (dirt), size (very small)
- 1: Issues in 2 or 3 of these 4 domains: wall, roof, floor, size (light construction, mixed flooring - cardboard, plastic, small size...)
- 2: Issues in 1 of these 4 domains : wall, roof, floor, size
- 3: No issues in these 4 domains : wall, roof, floor, size

*Specific cases*

*Recommendations*

- ✓ Be careful not to get mixed up with the level of equipment and the hygiene aspect of the site. Hygiene is already assessed in criterion no 11.
- ✓ Make sure you look at all the rooms in the house in order to have a thorough overview of the accommodation conditions.

**Criterion n°16: Cooking fuel**

*How to ask the question*

Preliminary observation round in order to note the presence of any kitchen corner

- ✓ How do you prepare your meals?

*Entries*

- 0: If the family does not prepare food at home at all
- 1: If the family is using wood or cow dung to cook food
- 2: If the family uses coal to cook food
- 3: If the family uses gas cylinder or kerosene or electric stove to cook food

**Criterion no 17: Assets**

*How to ask the question*

- ✓ No question asked; this criterion depends on observation.

*Entries*

- 0: Minimum (mat, a few kitchen utensils, neither furniture nor household electrical goods, no fan)
- 1: Minimum with small basic furniture and small electrical appliances (radio, OR fan OR television ...)
- 2: Rudimentary furniture (bed, table, chairs, cupboard), several electrical appliances (radio, fan, TV)
- 3 : Comfort

*Specific cases*

*Recommendations*

- ✓ Be careful not to get mixed up with the habitat and the hygiene aspect of the site.
- ✓ Make sure you look at all the rooms in the house in order to have a thorough overview of the accommodation conditions.