KEY MESSAGES

Harmonised Registration & Community Based Validation
Prepared in May 2017

These key messages aim at creating awareness and understanding of the harmonised registration and community based validation exercise to NSNP's target audience at the National level and across the four Counties of Turkana, Mandera, Wajir and Marsabit. Harmonised registration is set to start on 23rd May 2017 across the four Counties and end in March 2018. HSNP delivers its programme information to the public through via multiple channels of communication e.g. public barazas, mass SMS alerts, local radio stations to mention but a few. The Kenya Constitution 2010, Article 35- Access to information, states that the citizens have a right to information held by the State or by another person required for the exercise or protection of any right or fundamental freedom. HSNP being a government of Kenya flagship programme, and by disseminating information on the harmonised registration and community-based validation is complying with the requirement of enhancing public participation. For more info about HSNP, www.hsnp.or.ke

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1 About NSNP

The National Social Net Programme is a National Government of Kenya flagship programme that consists of four social assistant cash transfer programmes namely: 1) Hunger Safety Net Programme (HSNP), 2) Older Persons (OPCT), 3) Orphans and Vulnerable Children (OPCT) and Persons with Severe Disabilities (PWSDCT). Apart form HSNP that is under the Ministry of Devolution and Planning and managed by the National Drought Management Authority (NDMA), the three other CTs are implemented under the Ministry of East Africa Community, Labour and Social Protection (MEACLSP). HSNP operates in for Counties of Turkana, Marsabit, Wajir and Mandera whereas the three other programmes are present in the forty-seven Counties.

The mandate of the NSNP is derived from the Kenya's Vision 2030, in specific the Social Pillar objective 5.3 on Gender, Youth and Vulnerable groups that aims at improving the livelihoods for all vulnerable groups. One of the flagship programmes under this objective is the establishment of a consolidated social protection fund, which is the NSNP. Further, article 43 on economic and social rights under the Bill of rights of the Kenya Constitution 2010, the state is required to provide appropriate social security to persons who are unable to support themselves and their dependents.

2 Rationale for harmonised registration exercises?

- To improve the implementation and operations of the four National Cash transfer programmes.
- It is more cost effective and efficient,
- It provides opportunity for valuable peer-to-peer learning thus improving the quality of the CT programmes.

2.1   Objectives of NSNP harmonised registration exercise?

- To register all households in the four counties including those previously registered or missed;
- To have an updated household registration data for targeting of households in the four NSNP programmes for both regular or emergency cash transfer payments;
- To have updated information for use in planning of required interventions by the National and County governments;

2.2   Key messages on Registration (for the communities)

1. Harmonised registration is set to begin on 23rd May 2017 across the four Counties and end by March 2018.
2. Location Planning Teams (LPT) for each location will be established for planning registration and validation before registration begins. A LPT will consist of: Chief, Assistant Chiefs, HSNP Programme Officer, Ministry of Labor Programme Officer, Village representative and local NGO/CBO/FBO representative.
3. Chiefs and Assistant Chiefs will conduct public barazas to raise awareness of the details registration exercise including dates and requirements. Community members are encouraged to attend.
4. Registration is on voluntary basis.
5. Locally hired HSNP Registration teams will conduct the exercise location by location.
6. It is a door-to-door registration. All household members are required to be present for registration. Data provided by household members will be entered in the laptops. Photos of all household members will be taken. Photos of the homestead structures will be taken. Photos of valid National ID cards for all households' members with IDs will be taken. Fingerprints of members that are 18years and above will be taken.
7. Mobile phone numbers of household members will be captured. If a household doesn't have, they can provide the mobile phone number of a neighbor.
8. A household registration number will be written on the door or structure of the registered household.

9. Registration does not mean a household has automatically been targeted. Households will be targeted according to the set criteria of the different programmes.
10. Any complaints and grievance about the validation exercise should be recorded on the HSNP Case Management Forms located at the Chiefs/ Assistant Chiefs or HSNP Officers or the Validation Officer or CBV members.

2.3   Draft Beneficiary Lists

After, registration exercise is complete by March 2018 draft beneficiary lists will be generated by HSNP Management Information System using the following steps:

- Quota Allocation
- Wealth Scoring
- Categorical vulnerability

2.3.1 Quota

Quota will be allocated per location in all the four cash transfer programmes. This is because the demand exceed the available resources.

2.3.2 Wealth Scoring

- The new **NSNP proxy means testing tool** will be applied on the household registration data to generate Household Livelihood Condition Score (HLCS).
- Each Household will have a HLCS and ranked from the poorest (lowest score) to the wealthiest (highest score).
- Scores will be used to rank households at the locations according to their wealth order.
- Households ranked by wealth order will further be categories into 3 groups as follows:
  1. **Priority absolute poor**- representing all the poorest HHs corresponding to the NSNP quota and are below the HLCS score of a given location.
  2. **Absolute poor**- all HHs in a locations with scores above HLCS cut-off but considered absolute poor as per the nationally established poverty rates.
  3. **Non-absolute poor**- all HHs in a location above HLCS established by location poverty percentage.

2.3.3 Categorical Vulnerability

- After wealth ranking and grouping, the location data will be analysed to identify HHs with one or more categorical vulnerabilities.
- Cash transfers with categorical vulnerabilities as defined by NSNP include:
  1. Orphan and Vulnerable Children
     - *A child who is a single/double orphan;*
     - *A child living in a child headed household whose carer is aged between 15 and 22 due to orphan hood;*
     - *A child who is chronically ill or who has a caregiver who is chronically ill (chronic illness in this case is defined as a caregiver or child who was been bedridden for at least the immediate past 3 months and has a terminal illness); and*
     - *A child who has special needs such as autism, Down's syndrome, cerebral palsy, loco-motor impairment, maladjusted children, and children with multiple disabilities.*

  2. Older Persons
     - *Household is categorised as extremely poor and vulnerable and has a member over 65 years of age.*

3. Persons with severe vulnerability.
   - *Household is categorised as extremely poor and vulnerable and has a member with a severe disability*
   - *Current guidance states "persons with severe disabilities refer to those who need permanent care including feeding, toiletry, protection from danger from themselves, other persons or from the environment. They also need intensive support on a daily basis which therefore keeps their parents, guardians or caregivers at home or close to them throughout"*

2.3.4 List sorting
- The four Cash Transfer quotas will be applied to households and each HH is located a list number from 1-5 as follows:

List (s)	Type of HH	List	Marked on List
List 1	Poorest HHs with people with severe disabilities (PWSDs)	Up to quota available	Persons with Severe Disabilities
List 2	Poorest HHs with older persons (OPs)	Up to quota available	Older Persons
List 3	Poorest HHs with orphans and vulnerable children (OVCs)	Up to quota available	Orphans and Vulnerable Children
List 4	Poorest HHs without any of the above mentioned categorical vulnerabilities.	Up to quota available	Hunger Safety Net Programme
	Total NSNP Location Quota	**Total Quota Available**	
List 5	No CT (other HHs registered)	All other HHs registered	'NO-CT' or 'PWSD Reserve' or 'OVC Reserve' or 'HSNP Reserve'

- Lists will be sorted by sub-location and village level and shared with Chiefs.

3 Community Based Validation

3.1   Rationale
- Communities will be engaged in validating the potential beneficiary lists before they are finalised. It will act as a crosscheck on the performance of NSNP PMT tool.

3.2   Objectives of Community Based Validation
- To identify **inclusion errors** of HHs that do not meet the set criteria;
- To identify **exclusion errors** of HHs that meet the set criteria but have not been included in any of the four lists.
- To identify possible **HHs missed** during the registration exercise.

3.3   Key messages on CBV (for the communities)
1. After registration and draft lists are generated, Community based validation exercise will take place.
2. The **1st location public baraza meeting** will be held and led by the Chief. The CBV members will include:
   - i.   Validation Officer
   - ii.   Location Chief, Sub-Location Assistant Chiefs
   - iii. HSNP PO and other MEACLSP POs
   - iv.   Civil Society Representative (locally operational NGO/CBO)
   - v.   Village Representatives – respected Elder, religious leader, teacher, social activist etc.
3. **Objectives of the 1st location public baraza** meeting will include:
   - Raising awareness and understanding of the CBV exercise;

- Providing explanation of each of the 5 lists and the definitions of each categorical vulnerability;
- Training of the exercise;
- Sharing the dates for posting, collecting feedback, signing off and other planned meetings;
- Distributing the sub-location lists to Chief and Assistant Chiefs;

4. **1st Sub-location public Baraza** meeting will take place AFTER 1st Location meeting with the Assistant Chiefs facilitating:
   - The nomination of sub-location CBV committee with representatives from each village;
   - Training of the CBV committee members on the CBV exercise. CBV committee will guide community members in interrogating the lists and listen to appeals and recommendations.
   - Distribution of the 5 lists to the CBV committee members to read out names and post in their respective village.

5. **Posting** of the lists for 5 days at:
   - Chiefs offices
   - Assistant Chiefs offices
   - Community sites as agreed upon by the village members

6. **2nd Sub-location meeting** to be held after all villages in this sub-location have reviewed their lists. All the proposed changes will be noted by CBV committee members and captured by the validation officers using the validation software.

7. **Final validation and signing off** of the consolidated lists will be done during the **2nd and the last Location meeting of the CBV team.** The final lists will be sent to Nairobi.

3.4   Final List

- Once initial the final beneficiary lists are generated and signed by CBV team in each location, the lists will be submitted to the NSNP County steering group for approval.
- Once approved, the databases of the respective CT programmes will be updated.

3.5   Way forward

- The new households are now eligible for CT by the programme they are registered under.
- Other programme operations such as opening bank accounts for new HHs without valid bank accounts can then take place.