INTRODUCTION

Understanding the needs of communities is the first step towards Social Innovation. The objective of profiling and assessing a community/individual is to get a better and deeper understanding of people, their circumstances and the gaps that need to be bridged. Most typically Social Innovation takes place in 3 stages of Discover (understanding issues), Design (finding solutions to those issues) and Share (spreading the solution), of which profiling and assessment is the first step. This toolkit provides a guide on the approach and process of profiling a community and its subsequent assessment.

ABOUT THIS TOOLKIT

This toolkit can be used in its entirety or in parts depending on the stage of the project at hand. Where new communities need to be worked with it is recommended that the team reads through all sections of the toolkit. Where existing communities are to be re-assessed, parts of the toolkit can be pulled out and referred to as applicable to reach the ultimate goal of holistic data collection and gap recognition.
THE APPROACH

Profiling and assessment formats need to be designed based on what we want to know about the community and what we intend to do with the information. These can be of two kinds: Specific or Holistic.

Specific assessments are carried out when only certain information is required from the community/individual that will help assess the feasibility of a solution or design a specific solution (eg, an NGO dealing with sanitation only profiles the sewage and sanitary facilities in a community to in turn design a customized toilet for them). (graphic: only going in to give a toilet to the community)

Holistic assessments are conducted with the understanding that all issues are inter-related and must be looked at as a whole. For instance, an NGO providing a customized toilet would need to look into the aspects of space availability, affordability of the solution, cultural context of the proposed mechanism, method of dissemination, maintenance, water supply, power supply for usage at night and health implications in order for the solution to be sustainable and impact-full. This would require an in-depth and holistic understanding of the community not only in terms of existing sanitary facilities but also in the fields of water, power, health, education, finance, housing, livelihoods etc. (graphic: toilet related to so many other issues)

This toolkit outlines and emphasizes the use of holistic profiling and assessment techniques, in order to work towards social innovations that have long term positive impact and are sustainable. We recommend that however specific your assessments need be, profiling from a holistic viewpoint would prove to be a lot more effective and beneficial.

THE SCALE

Understanding who needs to be profiled and the scale of assessment is necessary to devise appropriate techniques for data collection.

COMMUNITY LEVEL
- Slums, Labour colony

INSTITUTE LEVEL
- Schools, Old age home
- Orphanage etc.

HOUSEHOLD LEVEL
- Individual home

INDIVIDUAL BUSINESS
- Street vendors, Hawkers
- Petty Shop

METHODS & TECHNIQUES

Profiling can be done in a combination of ways so as to better understand the target group(s).

LOOK
- Capturing views of the community through static visual data
  eg, photographs, videos

ASK
- Capturing data through interviews, existing information, group discussions
  eg, survey, questionnaire, interview, Focussed Group Discussion (FGD)

IMMERSE
- Complete context immersion would give a deeper and comprehensive understanding of community eco-systems
  eg, fly on the wall, a day in the life, image introspection, what do you choose?

Watch Out! Data collected should provide a clear picture of the community to all team members, both on and off the field.

Tip: A good profiling format includes a combination of look, ask and immerse techniques.
THE PROCESS

The entire process can be carried out in 3 stages of Identify, Interact & interpret.

**IDENTIFY** = Locating and identifying target group & stakeholders
**INTERACT** = Using appropriate methods of engagement with the groups identified
**INTERPRET** = Translating data into actionable information

---

**STEP 1 - Locate Target Group**
A. Identify the community where an intervention is possible
B. Conduct a preliminary visit to understand the potential of intervention(s)

1. **Language:** Ensure that at least one team member can speak the local language

**STEP 2 - Identify Stakeholders**
C. Identify organizations/individuals already working in the chosen community (ngo, government, neighbors, volunteers etc.)
D. Partner with stakeholders where needed and while building partnerships:
   - ensure basic philosophies are similar
   - Engage with field staff on a formal and informal basis
   - Set the tone towards common goals and how one can add value to another
   - Be clear on expectations and roles of each party from the beginning.
   - The above will help make your assessment accurate and qualitative. You will also learn from existing processes of the partner, bringing you closer to identifying appropriate community champions.

2. **Seniors!** Preferably take a senior team member along at this stage- experience counts!

3. **Ground Partner:** It is best to interact with the community through an established existing organization.
   1. The community will trust you as you came through a known entity
   2. The information they provide will be more accurate

**Watch out!** Be watchful of the partners you choose. They can agenda based, territorial and unrelenting. This can prove to be counter productive during this phase

**STEP 3 - Choose Profiling Method**
E. Identify the scale of the assessment required, time frame and goals of the profiling/assessment.
   - eg. Assessing a community that comprises of 100 households may require 1-2 weeks, where the goal is to do a complete holistic assessment.
F. Prepare an outline of the type of engagement/activities that would help achieve the set goals. Choose and build a combination of look, see and immerse tasks from the activity appendix and assessment formats attached.
G. Ensure that the planned engagement/activities include inputs and perspectives of all stakeholders
H. Choose an appropriate entry point intervention based on community dynamics, long term goals and strengths of your organization

**What is an Entry Point Intervention (EPI)?**
An EPI can be as simple as teaching children songs to something as concrete as providing a light in their home. It must be a highly ‘felt’ need i.e obvious small/medium interventions that can instantly help build trust with the community, making them see value in engaging with you. It is important that an EPI has a fixed goal and approach.

---

**Case Study:** Using light as an entry point (UCL)
Solar power being UCL’s forte and lighting being a felt need in migrant communities, lights were provided on rental through Energy Centre’s within the community. This proved the UCL’s capability to deliver viable solutions and the centres became interaction hubs for communities to express other needs.

**Pros:** Quick entry, tangible outcome
**Cons:** Community relates you to a singular solution

**Case Study:** Trying to create a financial connect (UCL)
The team tried to connect families to financial partners as an EPI. This was a wrong choice as it was not dependant on the UCL team (not their field of work) and could not be quantified in terms of time and resources.
**STEP 4 - Delegate a Team**

- G. Prepare a timeline and delegate a team to conduct the assessment.
- H. Ensure the team includes a woman representative where necessary.
- J. Ensure the team includes a person who can speak the local language.
- K. Consider allotting specific tasks/roles to each team member (photography, note-taking, interviewing, observing etc.) to be better prepared on field.

**STEP 5 - Interaction with Target Group**

- J. Through the look, ask and immerse techniques, conduct exercises that will work towards the goal of comprehensive understanding of the group. Remember to engage, listen and learn through stories and conversations with the community-which are not agenda driven. Many a time, its through candid conversations that people express their needs and aspirations.
- K. Emphasize on gathering qualitative data which gives deeper insight into the needs, wants and aspirations of people, rather than quantitative data that only provides a lot of statistics without capturing human perspectives. It may take at least 3-4 visits to gather the data required from any of the groups.
- L. Re-group either on field or upon returning from the field, to share experiences and data. This helps from losing any critical information that team members may have come across.

**Fresh perspective:** Include new members in the interactions with communities, as they would have a non-biased and external perspective in the discussion.

**Watch Out!** Choosing the right set of people to interact with the community is crucial. Inappropriate dealings of an in-experienced volunteer/new-comer speaks may sever ties with the community, closing all doors for further interaction.

**No cameras:** Do not go in with cameras and notebooks on the first day, they disconnect you from your surroundings. Try as much to experience and catch the finer details.

**Patience:** People are bound to be resistant and critical of intruders in their homes, the key is to be patient and understand that they are just like us.

**Watch Out!** Do not make promises or raise the expectations of people while interacting. Try to build a partnership instead.

**Break barriers:** It is important that the community feels comfortable with you. The first step is treating them as an equal—go ahead and play with their children and braid their hair! It only makes the bond stronger.

**Time it Right!** Most community meets are best conducted on Sundays for maximum turn-out and feedback, as it is the one day that laborers are available. Similarly, understand the time availability of the target group beforehand for maximum output.

---

**case study | Interaction at Angels Orphanage (UCL)**

The needs of 45 children between the ages of 2-23 were profiled through movies and visuals. Through image introspection (refer activity 3) spirituality, hygiene and education were expressed as most important, which gave us a clue to approaching behavioral change which was critical for the project to succeed.

**case study | Interaction with migrant families (UCL)**

The team used interactive drawing techniques to get the women in the family to represent how they envisioned their surroundings and what their aspirations were. This activity failed as they did not have the time, inclination or interest towards drawing something. UCL instantly realize that a prolonged conversation with the family may have worked better.
STEP 6 - Document & Verify

M. Transfer the raw data gathered through conversations and photographs into either visual or written format, at the end of each visit.
N. Verify the data with stakeholders and chosen community members through group engagement sessions.

External Review: At the end of a profiling exercise, present the data to a lesser involved member of team, to identify missing data, gaps and queries which may require another round of field visits.

STEP 7 - Translate

P. Recognize patterns, gaps and themes from amongst the data, to identify areas of possible work. This is best done in a group

Watch Out! Ensure that the team maintains a holistic thinking process during the translate phase, such that you look beyond specific solutions that you have the capacity to provide and more into the broader themes of what the people need.

STEP 8 - Share

Q. Profiling is most often done so we can share details with other team’s for inputs, organizations for partnerships and funders too. Which makes it important that the data be easy to read and understand. All the documents and discussions need to be compiled into a comprehensible format for sharing purposes.

Graphics: include relevant images that are not too pixelated or not too large either.

File format: ensure your files (along with images) are within 2-4MB to be able to share easily through mail.

case study / Data Verification

Team members had received varying data on the amount money spent by families on firewood. The community did not keep a track or have an account of how much they end up spending, but through group discussion it was found that the firewood entrepreneur had a more accurate figure.
ACTIVITIES

Fly on the wall
What: Observe and record behavior within its context, without interfering with people’s activities.
Why: It is useful to see what people actually do within real contexts and time frames, rather than accept what they say they do.
Duration: Few hours to a few days (depends on activity to be observed)

A day in the Life
What: Catalog the activities and contexts that users experience throughout an entire day.
Why: This is a useful way to reveal unanticipated issues inherent in the routines and circumstances people experience daily.
Duration: 1 day or more

What do you choose?
What: Capture different aspects of life through images or objects (education, food, home, hygiene, health, prayer, festivals, entertainment etc.) and ask community members to choose their top 3 categories in order of preference.
Why: This is a means of understanding priorities and may give a clue to the entry point strategy that the solution provider should adopt.
Duration: 1 hour

APPENDIX

Community Assessment Form
Institute Assessment Form
Residential Assessment Form
Small Scale Business Assessment Form
2. WATER & SANITATION

1. Primary source of water: □ Bore-well □ Municipal Tap □ Well □ Tanker □ Other (specify)

2a. Source of Drinking water: □ Drinking water cost/day:
2b. Drinking water consumption/day: □ Boiled □ Filter □ Others (specify)

3. Water Access point: □ In/within home □ within 500-1km □ more than 1km

4. Water storage facility (specify type): □ Utility water consumption/day: □ Utility water cost/day:

5a. Water heating requirements (specify purpose if yes): □ Yes □ No
5b. Amt of water heated per day:

6. Water Type □ Open defecation □ Screened □ Enclosed (roof+door)

7. Toilet Drainage: □ Piped to sewage □ Piped to septic tank □ Natural Drain □ No drain

8a. Provision of toilet: □ Yes □ No
8b. Toilet ownership: □ Individual □ Shared (2-3 families) □ Common

9. Toilet Type: □ Individual □ Shared (2-3 families) □ Common

10. Overall rating of the toilet ① ② ③ ④ ⑤. Comments:

11. Are there any special features you would like to mention?

12. Are there any special issues you would like to mention? Mention any potential products/services/systems that can be applied in this community.

3. POWER

1. Primary source of power: □ Electricity □ Solar Panels □ Kerosene □ Candles/Lamps □ Others

2. Power consumption per month:
3. Cost per month:

4. Type of equipment used: □ Fans □ Lights □ A/C □ TV □ Iron □ Fridge □ Mobile

5. Are there any special features you would like to mention?

6. Are there any specific issues you would like to mention? Mention any potential products/services/systems that can be applied in this community.

4. OTHER AMENITIES

1a. Kitchen Fuel Type: □ Gas □ Electricity □ Wood □ Biogas

1b. Fuel cost/month:

2. Any other additional facilities present:

3. Are any small scale businesses run in the community? □ Yes □ No

If yes please provide specifics below:

3a. Business One:
3b. Business description & details:

3c. Entrepreneur Name & Contact:

4a. Business One:
4b. Business description & details:

4c. Entrepreneur Name & Contact:

D. PARTNERSHIPS

Details of other organizations that have been working with the community

Organization 1 Name:
Area of Intervention: □ Health □ Education □ Livelihood □ Infrastructure development (specify)
□ Recreation □ Others (please specify)

Duration of partnership:
Contact Information:

Community Feedback & Comment:

Organization 2 Name:
Area of Intervention: □ Health □ Education □ Livelihood □ Infrastructure development (specify)
□ Recreation □ Others (please specify)

Duration of partnership:
Contact Information:

Community Feedback & Comment:

Organization 3 Name:
Area of Intervention: □ Health □ Education □ Livelihood □ Infrastructure development (specify)
□ Recreation □ Others (please specify)
### INSTITUTE ASSESSMENT FORM

<table>
<thead>
<tr>
<th>Duration of partnership:</th>
<th>Contact information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Feedback &amp; Comment:</td>
<td></td>
</tr>
</tbody>
</table>

#### E. CHECKLIST
Please ensure that apart from the above data the following documents are attached to the assessment form.

- [ ] Photograph of the settlement (2-3)
- [ ] Photograph of typical household (2-3)
- [ ] Photograph of people
- [ ] Other photographs as necessary

- [ ] Site plan
- [ ] Building plan/ Layout

#### F. SURVEYOR
Observations of Surveyor:

Please mention any requirements/requests mentioned by the community:

Name of Surveyor:

Contact of Surveyor:

Date of Survey:

#### A. BASIC DATA 1
1. Name of Institute:
2. Location:
3. Postal Address:
4. Year of establishment:
5. Organization running the institute:
6. Land Ownership: [ ] Leased [ ] Rented [ ] Owned [ ]
7. If Leased/Rented what is the amount paid?

#### B. OCCUPANTS
1. Number of Stds (1-10): 2. No of classrooms:
3. Avg. no of students per class:
4. Total no of students:
5. No of Teachers:
6. No of Maintenance staff:
7. Others (security, caretaker, admin etc.):

#### C. INFRASTRUCTURE
1. BUILDING

1. Key plan: Please indicate overall property shape and size, with location of building, location of main road and access point, location of key amenities (electric pole, water tank, well etc. if any.) Also indicate NORTH direction.

2. Area of plot (Sqt):
3. Building Type: [ ] Permanent [ ] Semi-Permanent [ ] Temporary [ ] Shack
4. Flooring Type: [ ] RCC [ ] Tiles (specify) [ ] Wooden [ ] Carpet [ ] Others (specify)
5. Wall Type: [ ] Cement blocks [ ] Bricks [ ] Sheet (specify) [ ] Mud [ ] Others (specify)
6. Roofing Type: [ ] RCC slab [ ] Tiles [ ] Sheet (specify) [ ] Thatch [ ] Others (specify)
7. Building Plan: Please draw the overall building plan, with approximate room divisions and room numbers and entry points. (A rough sketch will suffice)

8. Fill out the details of the individual rooms in the building as indicated above. Maintain the same numbers.

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Function(s) &amp; Activity</th>
<th>Size (BxD)</th>
<th>Amenities (Bench, table, shelves, cupboard, bulletin board, computer, racks etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Rate the following aspects of the building on a scale of 1 to 5. 1 being the poorest and 5 being the best.

<table>
<thead>
<tr>
<th>9a. Space provided</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9b. Thermal comfort</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>9c. Ventilation</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>9d. Rain protection</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>9e. Sun protection</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>9f. Wind protection</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

10. Rate the overall condition and comfort of the building on a scale of 1 to 5 and Why? 1 2 3 4 5

11. Are there any trees, plants, garden spaces in the building? □ Yes □ No

12. Are there any special features you would like to mention?

13. Are there any specific issues you would like to mention?

2. WATER & SANITATION

1. Primary source of water: □ Bore-well □ Municipal Tap □ Well □ Tanker □ Other (specify)

2. Source of Drinking water:

3. Provision for Rain Water Harvesting: □ Yes □ No

4. System for drinking water purification: □ Boiled □ Filter □ Others (specify)

5. Water consumption per month:

6. Cost per month:


8. Toilet Drainage: □ Piped to sewage □ Piped to septic tank □ Natural Drain □ No drain

9. Separate Wash and Utility area: □ Yes □ No

3. POWER

1. Primary source of power: □ Electricity □ Solar Panels □ Kerosene □ Candles/Lamps □ Others

2. Power consumption per month:

3. Cost per month:

4. Type of equipments used: □ Fans □ Lights □ A/C □ TV □ Projector □ Fridge

5. Is there a requirement for any other equipment? Please specify
4. OTHER AMENITIES

1. Kitchen Fuel Type: ☐ Gas ☐ Electricity ☐ Wood ☐ Biogas

2. Medical Aid facility: ☐ Y ☐ N

3. Vehicle Parking Area: ☐ Y ☐ N

4. Outdoor Play Area: ☐ Y ☐ N

Any other additional facility:

D. ACTIVITIES

Please list out the following as briefly as possible.

1. Daily Activities:

2. Weekly Activities:

3. Monthly Activities:

4. Annual Activities:

E. PARTNERSHIPS

Details of other organizations that have partnerships with the Institute or who run programs in collaboration with the Institute

Organization 1 Name:

Area of Intervention: ☐ Health ☐ Education ☐ Livelihood ☐ Infrastructure development (specify)

☐ Recreation ☐ Others (please specify)

Duration of partnership: Contact Information:

Institute Feedback & Comment:

Organization 2 Name:

Area of Intervention: ☐ Health ☐ Education ☐ Livelihood ☐ Infrastructure development (specify)

☐ Recreation ☐ Others (please specify)

Duration of partnership: Contact Information:

Institute Feedback & Comment:

Organization 3 Name:

Area of Intervention: ☐ Health ☐ Education ☐ Livelihood ☐ Infrastructure development (specify)

☐ Recreation ☐ Others (please specify)

Duration of partnership: Contact Information:

Institute Feedback & Comment:

F. CHECKLIST

Please ensure that apart from the above data the following documents are attached to the assessment form.

☐ Photograph of building (exterior)

☐ Photograph of building (interior)

☐ Photograph of classroom

☐ Photograph of staff room

☐ Other photographs as necessary

☐ Site plan

☐ Building plan/ Layout

G. SURVEYOR

Observations of Surveyor:

Please mention any requirements/requests mentioned by staff, children, occupants, visitors etc.

Name of Surveyor:

Contact of Surveyor:

Date of Survey:
RESIDENTIAL INSTITUTE ASSESSMENT FORM

*Please indicate the overall condition of the community after carrying out the assessment:
☐ Manageable ☐ Poor ☐ Critical

* To be filled by surveyor after completing the assessment form

A. BASIC DATA 1

1. Name of institute:

2. Location:

3. Postal Address:

4. Year of establishment:

5. Organization running the institute:

6. Land Ownership: ☐ Leased ☐ Rented ☐ Owned

7. If Leased/Rented what is the amount paid?

B. OCCUPANTS

1. Total number of inhabitants:

2. No of Children:

2a. No of Boys:

2b. No of Girls:


3. No of Adults:

3a. No of Men:

3b. No of Women:

4. Maintenance & Admin staff details:

C. INFRASTRUCTURE

1. BUILDING

1. Key plan: Please indicate overall property shape and size, with location of building, location of main road and access point, location of key amenities (electric pole, water tank, well etc. If any) Also indicate NORTH direction.

2. Area of plot (Sqft):

3. Building Type: ☐ Permanent ☐ Semi-Permanent ☐ Temporary ☐ Shack

4. Flooring Type: ☐ RCC ☐ Tiles (specify) ☐ Wooden ☐ Carpet ☐ Others (specify)

5. Wall Type: ☐ Cement blocks ☐ Bricks ☐ Sheet (specify) ☐ Mud ☐ Others(specify)

6. Roofing Type: ☐ RCC slab ☐ Tiles ☐ Sheet(specify) ☐ Thatch ☐ Others(specify)

7. Building Plan: Please draw the overall building plan, with approximate room divisions and room numbers and entry points. (A rough sketch will suffice)

8. Fill out the details of the individual rooms in the building as indicated above. Maintain the same numbers.

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Function(s) &amp; Activity (Living/Dining/Kitchen/Utility/Bedroom/Dormitory/ Multifunctional/Playarea/Toilet/Bath/Store etc.)</th>
<th>Size (BxD)</th>
<th>Amenities (Table, Bed, storage shelves, cupboards, TV etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9. Rate the following aspects of the building on a scale of 1 to 5. 1 being the poorest and 5 being the best.

9a. Space provided
9b. Thermal comfort
9c. Ventilation
9d. Rain protection
9e. Sun protection
9f. Wind protection

Comments:

10. Rate the overall condition and comfort of the building on a scale of 1 to 5 and Why? ① ② ③ ④ ⑤

11. Are there any trees/plants/garden spaces in the building ② Yes ③ No

12. Are there any special features you would like to mention?

13. Are there any specific issues you would like to mention?

2. WATER & SANITATION

1. Primary source of water: ② Bore-well ③ Municipal Tap ⑤ Well ② Tanker ⑤ Other (specify)
2. Source of drinking water:
3. Provision for Rain Water Harvesting: ② Yes ③ No
4. System for drinking water purification: ③ Boiled ② Filter ③ Others (specify)
5. Water consumption per month: ③ Cost per month:
6. No of toilets:
7a. No of Bath:
7b. No of Baths:
7c. Toilet Provision: ② Gender Separated ④ Unisex
8. Toilet Drainage: ② Piped to sewage ③ Piped to septic tank ⑤ Natural Drain ③ No drain
9. Separate Wash and Utility area: ② Yes ② No

3. POWER

1. Primary source of power: ② Electricity ③ Solar Panels ⑤ Kerosene ⑤ Candles/Lamps ⑤ Others
2. Power consumption per month:
3. Cost per month:
4. Type of equipments used: ② Fans ② Lights ③ A/C ③ TV ② Projector ② Fridge
5. Is there a requirement for any other equipment? Please specify

4. OTHER AMENITIES

1. Kitchen Fuel Type: ② Gas ② Electricity ② Wood ③ Biogas
2. Medical Aid facility: ② Yes ③ No
3. Vehicle Parking Area: ② Yes ③ No
4. Outdoor Play Area: ② Yes ③ No

Any other additional facility:

D. ACTIVITIES

Please list out the following as briefly as possible.

1. Daily Activities:
2. Weekly Activities:
3. Monthly Activities:
4. Annual Activities:

E. PARTNERSHIPS

Details of other organizations that have partnerships with the Institute or who run programs in collaboration with the Institute

Organization 1 Name:
Area of Intervention: ③ Health ③ Education ③ Livelihood ③ Infrastructure development (specify)
② Recreation ③ Others (please specify)
Duration of partnership:
Institute Feedback & Comment:
Contact Information:

Organization 2 Name:
Area of Intervention: ③ Health ③ Education ③ Livelihood ③ Infrastructure development (specify)
② Recreation ③ Others (please specify)
Duration of partnership:
Institute Feedback & Comment:
Contact Information:

Organization 3 Name:
Area of Intervention: ③ Health ③ Education ③ Livelihood ③ Infrastructure development (specify)
② Recreation ③ Others (please specify)
Duration of partnership:
Institute Feedback & Comment:
Contact Information:
### SMALL SCALE BUSINESS PROFILING

Profiling is loosely divided into 3 basic categories. This can be further modified to better suit a specific business.*

1. **Input Stage**
2. **Processing Stage**
3. **Output Stage**

---

#### INPUT STAGE
- Source of raw material/ how is it obtained
- Quantity of the material
- Cost price (if it is purchased)
- How is it transported to the selling/processing place/place of storage?
- Frequency of the entire procurement/transportation of the material

---

#### PROCESSING STAGE
- How is the raw material stored/protected from elements
- Problems faced during processing stage (for e.g. workstation issues)
- Energy consumption during processing (for e.g. amount of fuel consumed)
- Quantity of sale against the purchased quantity
- Frequency of sale (hourly/daily/weekly/monthly)
- Profit details (total cost price vs. selling price)

---

#### OUTPUT STAGE
- Disposal/Re-usage/ReSell of wastes generated?
- Quantity of waste generated
- Frequency of waste generated
- Is the waste generation inevitable or can be subjected to improvement?

---

*The overview is designed to cover the minimum crucial data required for profiling and precedes the stages of Interventions and solutions.*

---

**F. CHECKLIST**

Please ensure that apart from the above data the following documents are attached to the assessment form.

- [ ] Photograph of building (exterior)
- [ ] Photograph of building (interior)
- [ ] Photograph of children
- [ ] Other photographs as necessary

- [ ] Site plan
- [ ] Building plan/ Layout

---

**G. SURVEYOR**

Observations of Surveyor:

<table>
<thead>
<tr>
<th>Please mention any requirements/requests mentioned by staff, children, occupants, visitors etc.</th>
</tr>
</thead>
</table>

**Name of Surveyor:**

**Contact of Surveyor:**

**Date of Survey:**
SAMPLE FORM
COMMUNITY ASSESSMENT FORM

*Please indicate the overall condition of the community after carrying out the assessment:
☐ Manageable ☐ Poor ☐ Critical

**Indicate the potential areas of work

ENERGY
☐ Livelihoods ☐ Market linkage ☐ Incubation ☐ Education ☐ Lighting ☐ Mobile Charging

WATER
☐ Water Access ☐ Water purification

BUILT ENV.
☐ Smoke extraction ☐ Airline ☐ Spatial Modelling ☐ Climatic Intervention

* To be filled by surveyor after completing the assessment form ** To be filled by UCL

A. BASIC DATA
1. Name of location: KOTTAIYUR KOLLAI, VIETNAM
2. Address & Landmarks: THARAKARI SCHEDULED TRIBAL COLONY
3. No of years present: 4, Place of origin (native): THEY ARE INHABITED ORIGINALY
4. Land Ownership: ☐ Leased ☐ Rented ☐ Owned
5. If Leased/Rented what is the amount paid?
6. Owner details & contact: THEY LOST MOST OF THEIR LAND TO THE FOREST AND NON-TRIBAL LAND OWNERS, SOME FAMILIES OWN ONE OR HALF AN ACRE LAND, OTHERS HAVE NONE

B. OCCUPANTS & FINANCIALS
1. Total number of houses: 53
2. Total number of inhabitants: 569
3. Avg. size of a family: 5 – 8
4. No of men: 311
5. No of women: 258
7. Primary occupation (women): AS ABOVE
8. Secondary Occupation (women): –
9. Types of IDs (if any): SOME OF THEM ELETRONIC CARDS
10. Avg. income/family: ☐ 8000 ☐ 10000
11. Bank Account: ☐ Yes ☐ No
12. Other financial access: (specify)
13. Highest category of expenses: Fuel ☐ Food ☐ Health ☐ Education ☐ Utilities

C. INFRASTRUCTURE
1. HOUSING
2. House Size: ☐ 10X12, ☐ 10X15, ☐ 10X18, ☐ 10X20, ☐ 10X25
3. Facilities present: ☐ Kitchen ☐ Washing area ☐ Toilet ☐ Ventilation NIL
4. Flooring Type: ☐ RCC ☐ Tiles (specify) ☐ Mud/Cow dung ☐ none ☐ Others (specify)
5. Wall Type: ☐ Cement blocks ☐ Bricks ☐ Sheet (specify) ☐ Mud ☐ Others (specify)
6. Roofing Type: ☐ Tarpaulin ☐ Tiles ☐ Sheet (specify) ☐ Metal ☐ Others (specify)
7. Are there any trees/plants/garden spaces near the houses: ☐ Yes ☐ No

D. WATER & SANITATION
1. Primary source of water: ☐ Bore-well ☐ Municipal Tap ☐ Wells ☐ Tanker ☐ Other (specify)
2. Source of Drinking water: ☐ OPEN WELL
2b. Drinking water cost/day: ☐ FREE
3. Water Access point: ☐ In/linear home ☐ Within 500-1km ☐ more than 1km
4. Water storage facility (specify type): PLASTIC R/B COVERED WITH LID
5a. Utility water consumption/day: ☐ BETS ☐ Other family
5b. Utility water cost/day: ☐ FREE
6. Water heating requirements (specify purpose if yes): ☐ Yes ☐ No
7. Ant of water heated per day: ☐ FREE
8a. Provision of toilet: ☐ Yes ☐ No
8b. Toilet ownership: ☐ Individual ☐ Shared (2-3 families) ☐ Common
8c. Toilet Type: ☐ Open detection (DD) ☐ Screened ☐ Enclosed (roof-door)
9. Toilet Drainage: ☐ Piped to sewerage ☐ Piped to septic tank ☐ Natural Drain ☐ No drain – NOT APPLICABLE
10. Overall rating of the toilet: ☐ ☐ ☐ ☐ ☐ COMMENTS: PEOPLE NEED TOILETS ESPECIALLY THE WOMEN AND CHILDREN
11. Are there any special features you would like to mention? SINCE THEY LIVE IN THE MIST OF FOREST THEY SAY IT DOES NOT MATTER IF THERE ARE NO TOILETS BUT DURING MANGROVE RAIN THEY CAN'T GET OUT OF THEIR HOUSES SOME TIME
12. Are there any specific issues you would like to mention? MENTION ANY POTENTIAL PRODUCTS/SERVICES/SYSTEMS THAT CAN BE APPLIED IN THIS COMMUNITY: THEY ARE AECT, POR, VIOLENT, EXPLOITED BY FOREST OFFICIALS, MIDDLEMEN, LAND GRABBERS. THEIR INCOME OF NUTRITIOUS FOOD IS POOR. THEY NEED SUPPORT FOR GROWING VEGETABLES, FRUITS.

3. POWER
1. Primary source of power: ☐ Electricity ☐ Solar Panels ☐ Kerosene ☐ Candles/Lamps ☐ Others
2. Power consumption per month: ☐ FREE
3. Cost per month: Rs. 25-40 (FRE PROCURING KEROSENE)
4. Type of equipments used: ☐ Fans ☐ Lights ☐ AC ☐ TV ☐ Iron ☐ Fridge ☐ Mobile (few have)
5. Are there any special features you would like to mention? THE TANZANIAN GOVERNMENT HAS INSTALLED SOLAR STREET LIGHTS IN THE MAIN HAMLETS, NO HOUSES CONNECTED WITH LIGHTS. THEM THEY USE KEROSENE LAMPS, CANDLE LIGHTS, SCHOOL GOING CHILDREN HAVE NO CHANCE TO STUDY IN THE NIGHT OR USE KEROSENE LAMPS.
6. Are there any specific issues you would like to mention? Mention any potential products/services/systems that can be applied in this community.

4. OTHER AMENITIES

1a. Kitchen Fuel Type: ☐ Gas ☐ Electricity ☐ Wood ☐ Biogas
1b. Fuel cost/month: FREE FROM FOREST

2. Any other additional facilities present:

3. Any small scale business run in the community? ☐ Yes ☐ No
   If yes please provide specifics below:

3a. Business One:
3b. Business Name & Contact:

3c. Business description & details:

4a. Business One:
4b. Business description & details:

4c. Business Name & Contact:

D. PARTNERSHIPS

Details of the other organizations that have been working with the community

Organization 1 Name: Anekal Rehabilitation Education and Development (READ) Centre

Area of Intervention: ☐ Health ☐ Education ☐ Livelihood ☐ Infrastructure development (specify)
☐ Recreation ☐ Others (please specify)

Self-help groups, youth clubs, village libraries, internships, placements, training

Duration of partnership: 3 YEARS

Contact information: The Execurive Director, READ Centre, Anekal Rehabilitation Education and Development (READ) Centre, Anekal

Community Feedback & Comment: The community is happy to have both the READ Centre and the students working together for the development of the tribe. Especially the children need support for better education, healthy lifestyles, sustainable living, and having safe drinking water.

Organization 2 Name: Schedule Tribal Development Trust (STDT) Field Partner

Area of Intervention: ☐ Health ☐ Education ☐ Livelihood ☐ Infrastructure development (specify)
☐ Recreation ☐ Others (please specify)

Duration of partnership: ☐ 3 YEARS

Contact information: Mr. Sakthivel, Field Officer, STDT, Anekal

Community Feedback & Comment: The community is happy to have both the READ Centre and the students working together for the development of the tribe. Especially the children need support for better education, healthy lifestyles, sustainable living, and having safe drinking water.

Organization 3 Name: NIL

Area of Intervention: ☐ Health ☐ Education ☐ Livelihood ☐ Infrastructure development (specify)
☐ Recreation ☐ Others (please specify)

E. CHECKLIST

Please ensure that apart from the above data the following documents are attached to the assessment form.

☐ Photograph of the settlement (2-3)
☐ Photograph of typical household (2-3)
☐ Photograph of people
☐ Other photographs as necessary

☐ Site plan
☐ Building plans/layout

F. SURVEYOR

Observations of Surveyor: They are in a poor state of life. They don't have safe drinking water. They need balanced nutritious food. Periodic health check ups. Toilets and backyard gardens. Protection from wild life. Regular income generation. Well functioning school. Regular attendance of teaching staff. We need to plan for eradicating child (under) marriages of tribal girls, prevent early mortality rates, pregnancy related issues.

Please mention any requirements/requests mentioned by the community. Periodic health check up for entire community. Especially mother & child check ups. Children need good schooling.

Name of Surveyor: Sakthivel

Contact of Surveyor: 9448871549 (Sakthivel) 9886722596 (Sharmil)

Date of Survey: 08-2-2014

FAKE CAN BE MADE FROM THE FIELD SURVEY FORM BY:

[Signature]

Sam Cheela

Executive Director

Anekal Rehabilitation Education And Development (READ) Centre

819, 1st Main, 4th Cross,
Shreyas Colony, J.P. Nagar 7th Phase,
Bangalore 560 076, India
Ph: 080-26858095, Mob: 9886722596
AN INTERIOR PORTION OF THE HOUSE

15/02/2014

TRIBAL SCHOOL RUN BY "READ CENTRE" LOCAL VOLUNTEERS

MR. THANGARAJ THE TEACHER FROM THE LOCAL COMMUNITY
**COMMUNITY ASSESSMENT FORM**

*Please indicate the overall condition of the community after carrying out the assessment:

- Manageable
- Poor
- Critical

**Indicate the potential areas of work**

<table>
<thead>
<tr>
<th>ENERGY</th>
<th>WATER</th>
<th>BUILT ENV.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Livelihoods ☑️ Market linkage ☑️ Incubation ☑️ Education ☑️ Lighting ☑️ Mobile Charging ☑️ E E</td>
<td>☑️ Water Access ☑️ Water purification</td>
<td>☑️ Smoke extraction ☑️ Airite ☑️ Spatial Modification ☑️ Climatic intervention</td>
</tr>
</tbody>
</table>

* To be filled by surveyor after completing the assessment form ** To be filled by UCL

A. BASIC DATA

1. Name of location: Thamisandra
2. Address & Landmarks: Raichenallu, via Thamisandra main road, near Nagawara signal
3. No of years present: 5
4. Place of origin (native): Moradabad UP (Allahpur)
5. Land Ownership: [ ] Leased ☑️ Rented ☑️ Owned [ ]
6. If Leased/Rented what is the amount paid?
7. Owner details & contact: No land owner, next to an upcoming road by BDA. Previously settled on BDA site, were evicted from there. Have been at this location for 5-6 months, but came to live 5-6 years back

B. OCCUPANTS & FINANCIALS

1. Total number of houses: 20-30
2. Total number of inhabitants: 80-100
3. Avg. size of a family: 5
4. No of men: 55
5. No of women: 45
6a. Primary occupation (men): Tabla Makers
7a. Primary occupation (women):
6b. Secondary Occupation (men):
7b. Secondary Occupation (women):
8. Types of ID's (if any): Voter ID
9. Avg. income/family: Rs.50000/- annually
10. Bank Account: [ ] Yes ☑️ No
11. Other financial access (specify):
12a. Highest category of expenses: [ ] Food ☑️ Health ☑️ Entertainment ☑️ Fuel ☑️ Water ☑️ House repairs ☑️ Transport ☑️ Education ☑️ Festivals ☑️ Utilities
12b. Amount:

C. INFRASTRUCTURE

1. HOUSING

1. Building Type: [ ] Shack ☑️ Tent Home ☑️ Sheet Home ☑️ Sub-standard construction
2. House Size: single room
3. Facilities present: [ ] Kitchen ☑️ Washing area ☑️ Toilet ☑️ Verandah
4. Flooring Type: [ ] RCC ☑️ Tiles (specify) ☑️ Mud! Cow dung ☑️ none ☑️ Others (specify)
5. Wall Type: [ ] Cement blocks ☑️ Bricks ☑️ Sheet (specify) ☑️ tarp ☑️ Mud ☑️ Others (specify)

2. WATER & SANITATION

1. Primary source of water: [ ] Bore-well ☑️ Municipal Tap ☑️ Well ☑️ Tanker ☑️ Other (specify)
2a. Source of Drinking water: From construction site
2b. Drinking water consumption/day: 8-10 litres
3. Water Access point: [ ] In/near home [ ] within 500-1km [ ] more than 1km
4. Water storage facility (specify type): small blue tank shared by two households given by local bureaucrat
5a. Utility water consumption/day: 20 litres
5b. Utility water cost/day: Nil
6. Water heating requirements (specify purpose if yes): [ ] Yes ☑️ No
7. Amt of water heated per day: minimum for cooking

8a. Provision of toilet: [ ] Yes ☑️ No
8b. Toilet ownership: [ ] Individual ☑️ Shared (2-3 families) ☑️ Common
8c. Toilet Type: [ ] Open defecation ☑️ Screened ☑️ Enclosed (roof+door)
9. Toilet Drainage: [ ] Piped to sewage [ ] Piped to septic tank ☑️ Natural Drain ☑️ No drain
10. Overall rating of the toilet: [ ] ☑️ 3 ☑️ 4 ☑️ Comments: very poor

11. Are there any specific issues you would like to mention? no sanitation facility available difficult for women and children

12. Are there any specific issues you would like to mention? Mention any potential products/services/systems that can be applied in this community.

3. POWER

1. Primary source of power: [ ] Electricity ☑️ Solar Panels ☑️ Kerosene ☑️ Candles/Lamps ☑️ Others
2. Power consumption per month: Nil
3. Cost per month: Rs.200
4. Type of equipments used: [ ] Fans ☑️ Lights ☑️ AC ☑️ TV ☑️ Iron ☑️ Fridge ☑️ Mobile
5. Are there any special features you would like to mention? Issues like rodents, women and children security due to lack of clean light.

6. Are there any specific issues you would like to mention? Mention any potential products/services/systems that can be applied in this community. Mobile IECs.

### 4. Other Amenities

<table>
<thead>
<tr>
<th>1a. Kitchen Fuel Type:</th>
<th>3. Any small scale business run in the community?</th>
<th>3b. Business description &amp; details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas ☐ Electricity ☒ Wood ☐ Biogas ☐</td>
<td>☒ Yes ☐ No</td>
<td>Handcrafted dholak, jamba</td>
</tr>
<tr>
<td>1b. Fuel cost/month: Rs. 150</td>
<td>4a. Business One:</td>
<td>4b. Business description &amp; details:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3a. Business One: Tabla makers</th>
<th>3b. Business description &amp; details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>All are entrepreneurs</td>
<td>Handcrafted dholak, jamba</td>
</tr>
</tbody>
</table>

### D. Partnerships

Details of other organizations that have been working with the community.

<table>
<thead>
<tr>
<th>Organization 1 Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Area of Intervention:</th>
<th>Duration of partnership:</th>
<th>Contact information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health ☐ Education ☐ Livelihood ☐ Infrastructure development (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation ☐ Others (please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Community Feedback & Comment: |

<table>
<thead>
<tr>
<th>Organization 2 Name:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Area of Intervention:</th>
<th>Duration of partnership:</th>
<th>Contact information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health ☐ Education ☐ Livelihood ☐ Infrastructure development (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation ☐ Others (please specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### E. Checklist

Please ensure that apart from the above data the following documents are attached to the assessment form.

- Photograph of the settlement (2-3)
- Photograph of typical household (2-3)
- Photograph of people
- Other photographs as necessary

- Site plan
- Building plan/ Layout

### F. Surveyor

Observations of Surveyor:

1. Health issues - deliveries take place in the tents. Severe malnutrition among children
2. Highly vulnerable community faces regular issues from police neighbours, politicians and goons
3. Have no confidence to own anything
4. Live as nomad on day to day basis. No financial literacy
5. No proper value for this skill/art, hence they have started making low cost novelty dholaks (expertise lies in making and playing handcrafted musical instruments.)

Please mention any requirements/requests mentioned by the community.