

Beneficiary Identification Methodology

Introduction

The BRC will shortly be re-starting construction works in the Target Area. This will include housing (repairs and reconstruction) for some; plus drainage and new footpaths for the benefit of all. In order to ensure the most vulnerable occupants in the Target Area are supported in the housing element of the BRC programme, an identification process needs to be adopted.

The Process

The target zone has been subject to many assessments and surveys to enable this process to be carried out fairly and honestly. These include technical, physical, structural, geological, geographical, economic and social.

Four assessments have been developed to inform the beneficiary identification process: technical assessment, occupancy and ownership status, economic and social vulnerability status. These assessments are prioritised to identify the most vulnerable beneficiaries moving through the selection process.

1. Technical assessment: used to assess physical and structural vulnerability of the property (undertaken in 2011 and 2012). This was carried out to identify which buildings were affected by the earthquake and the level of support required (repair or reconstruction). These assessments have already been completed by the BRC construction team, led by Gabriel Constantine.

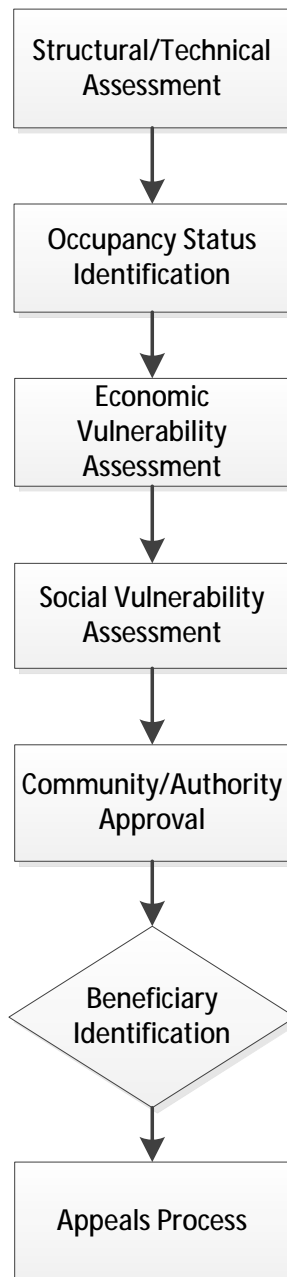
If your plot does not meet the first criteria, you cannot pass to the next stages of identification.

Each occupant who fulfills criteria 1 will need to liaise with the CMT to work through the flowcharts available and complete the questionnaires. This will determine the pool of occupiers who will be able to access housing support. The questions cover:

2. Occupancy status: specifying the nature of the ownership i.e. if the house is occupied, by owners, renters, single- or multiple-family occupancy.
3. Economic vulnerability: taking into account any other types of support the beneficiary may have already received, either from BRC or other parties e.g. beneficiaries of the SME programme, pilot-house phase or relocation grant recipient.
4. Social vulnerability: looking at factors relating to occupants e.g. child-, female- or single-headed household, elderly or disabled residents.

Following this collection/confirmation of data, community and local authority approval will be sought. The rationale and criteria utilised to identify beneficiaries will be shared transparently and the Mayor and local community will agree upon a final list of beneficiaries.

Beneficiary Identification Approach



What is on offer to identified beneficiaries of reconstruction

The plot owner will receive:

- > The drawings and house design for a one-storey property of up to 25m²
- > Physical construction in cooperation with the BRC and ILO teams and technical supervision in the form of site supervisors, boss mason and trainee masons
- > Materials to build the house
- > Monitoring and support from the rest of the BRC and ILO teams
- > On delivery of relevant paperwork, registration and payment of appropriate taxes, an agreement from the Mairie that they will become official owner of the house and plot

The owner will have to:

- > Agree to and sign the contract terms and conditions including signing a declaration that they are the rightful occupier of the land
- > Agree to register for CFPB
- > Move out of her/his home for the duration of the build of the property
- > Provide access to the plot at all times (including after the build has finished, for monitoring and visits by BRC and ILO staff)
- > Provide up to four labourers per property to carry materials for the duration of the build
- > Agree to work with BRC, its contractors/agents and the appropriate technical support
- > Move back into the property within two days of the end of the build time

What is on offer to identified beneficiaries of repairs

The plot owner will receive:

- > The drawings and repair specification for the property
- > Physical construction and technical supervision in cooperation with the BRC and ILO teams
- > Materials to repair the house
- > Monitoring and support from the rest of the BRC team
- > On delivery of relevant paperwork, registration and payment of appropriate taxes, an agreement from the Mairie that they will become official owner of the house and plot

The owner will have to:

- > Agree to and sign the contract terms and conditions including signing a declaration that they are the rightful occupier of the land
- > Agree to register for CFPB
- > Move out of her/his home for the duration of the build of the property as necessary
- > Provide access to the plot at all times (including after the repairs have been finished, for monitoring and visits by BRC and ILO staff)
- > Provide up to four labourers per property to carry materials for the duration of the repair

- > Agree to work with BRC, its contractors/agents and the appropriate technical support
- > Move back into the property within two days of the end of the build time

Renters

If the house to be rebuilt or repaired contains a renter, the owner will have to agree to allow the rental family to remain in the property for five years after the completion of the house, at the same rental charge.

This will form part of the conditions of build and will take the form of a tri-partite contract between the owner, the renter and the Mairie.

If the owner does not agree to these conditions, the owner will not receive housing assistance in any form from BRC.

Timeframe

The timeframe of build for the whole housing and infrastructure programme of the Target Area is eight months from starting construction works.

Appeals Process

If a member of the community feels they have been unfairly discounted in the above identification process, they can use the appeals process to present their case. This is a standard BRC written document adjusted for the Haiti setting and available from CMT, the construction team and in the office in Delmas 19 [see below].

Appeals Process for BRC Housing Beneficiary List

1. Making the Appeals

- 1.1 Final housing and repairs beneficiary lists will be explained to the committee and community in face-to-face meetings in Delmas 19 Target Area.
- 1.2 If an individual believes they meet the eligibility criteria to receive a permanent house or repair from BRC but they are not included in the beneficiary housing shortlist, they can make an appeal. If a person thinks a beneficiary included in the list does not fulfil the eligibility criteria provided stated above, they can also make an appeal.
- 1.3 The person making the appeal should make available all relevant evidence to support their claim that they meet the criteria included on the BRC housing beneficiary list or if they wish to claim that another named beneficiary does not have the supporting evidence.
- 1.4 The appeal should be made to a member of the CMT in Delmas 19. A meeting will be arranged with a CMT member, where all pertinent information regarding selection criteria will be checked; all supporting documentary evidence must be submitted no later than 7 days after the beneficiary lists are communicated to the community. The process of appeal must be completed within 7 days of the appeal being made.
- 1.5 There will be two stages to the appeal:
 - i) **BRC Internal Review:** The evidence will be reviewed by the BRC URRP and CMT department. A decision will be made as to whether the beneficiary meets the eligibility criteria and the appeal should be accepted or rejected.

If the appeal is accepted at this point, the names on the beneficiary list will be adjusted to take into account the change and the list republished.

- ii) **Appeal Review Panel:** If the evidence is rejected in the BRC Internal Review, the appeal will progress to the second stage of the Appeal Review Panel where a panel including the Mairie, select community member(s) and BRC will review the evidence and make a final ruling.

2. The Appeal Review Panel

- 2.1 At the Appeal Review Panel the person making the appeal will present his or her case and BRC will present their case.
- 2.2 Once all the evidence is compiled and both cases have been presented, the Appeal Review Panel will sit and make a final ruling.
- 2.3 The Mairie must be in agreement with the final ruling and will cast the deciding vote if there is not a clear majority.
- 2.4 All meetings will be minuted and minutes distributed to all parties. The minute-taker will be appointed by the Appeal Review Panel.

The Appeal Review Panel

3.1 The Appeal Review Panel will have the following composition:

- i) Mairie of Delmas spokesperson, Yves Winchell Rivière?
- ii) BRC Wendy McCance
- iii) Jean Baptiste Pierre
- iv) Community/PASSA members?

En Français :

Processus des plaintes concernant la liste des bénéficiaires de logement de la CRB

1. Faire les pourvois/plaintes

1.1 Les listes définitives des bénéficiaires de logements ou réparation seront présentées au comité et à la communauté lors des réunions (rencontre avec les membres du comité et rencontre communautaire) à Delmas 19, et seront affichées dans les tableaux d'information de la CRB dans Target area.

1.2 Si une personne croit qu'elle répond aux critères d'éligibilité pour recevoir une maison permanente ou réparation de la CRB, cependant son nom ne figure pas sur la liste des candidats sélectionnés, cette personne est appelée à porter une doléance. Si une personne pense qu'un potentiel bénéficiaire (nom figurant sur la liste définitive des bénéficiaires) ne remplit pas les critères d'éligibilité prévus indiqué ci-dessus, la dite personne est appelée à porter plainte.

1.3 La personne qui fait l'appel, doit mettre à disposition toutes les preuves pertinentes à l'appui de sa demande, qu'elle répond aux critères figurant sur la liste des bénéficiaires de logements de la CRB, ou si elle prétend qu'un autre bénéficiaire désigné n'a pas de preuves à l'appui.

1.4 La plainte ou doléance doit être enregistrée au bureau de la CRB par un membre de l'Equipe Mobilisation Communautaire (EMC), à Delmas 19. Une réunion aura lieu avec un membre de l'EMC, où toute information pertinente en ce qui concerne les critères d'éligibilité sera vérifiée ; toutes les pièces justificatives doivent être soumises au plus tard **7 jours** après que les listes de bénéficiaires ont été publiées. Le processus d'appel doit être complété dans les 7 jours de la plainte étant fait.

1.5 Il y aura deux étapes à l'appel :

i) Verification interne ou examen de la CRB: La preuve sera examinée par la CRB (le département URRP et le département EMC). Une décision sera prise quant à savoir si le

bénéficiaire remplit les critères d'éligibilité ainsi l'appel doit être accepté ou rejeté.

Si l'appel est accepté à ce point, les noms sur la liste de bénéficiaires seront modifiés à refléter le changement et la liste sera publiée à nouveau

ii) Groupe d'étude sur appel: Si la preuve est rejetée après l'examen interne, l'appel va progresser à la deuxième étape de la commission d'examen d'appel où un groupe spécial dont quelques membres de la communauté, un représentant de la Mairie et une représentation plus large CRB va examiner la preuve et rendre une décision définitive.

2. La Commission d'examen des plaintes

2.1 Lors de la commission d'examen des plaintes, la personne portant plainte devra présenter son cas et la CRB en fera de même.

2.2 Une fois que tous les éléments sont réunis et deux cas ont été présentés à la commission d'examen des plaintes, cette dernière aura à convoquer ses membres et prendre une décision définitive.

2.3 La Mairie doit être en accord avec cette décision définitive et prendra le vote décisif si il n'y a pas une majorité claire.

2.4 Cette décision et les raisons pour lesquelles elle a été prise, feront l'objet d'un procès-verbal et le compte rendu distribués à toutes les parties.

3. La Commission d'examen des plaintes

3.1 La commission d'examen des plaintes aura la composition suivante:

- i) Porte parole de la Mairie de Delmas, Yves Winchell Rivière
- ii) CRB Wendy McCance
- iii) Jean-Baptiste Pierre
- iv) Les membres de la communauté/PASSA

Nan Kreyòl:

Apèl Pwosesis pou Lis Benefisyè Lojman KWB la

1. Bay doleyans

1.1 Kwawouj britanik (KWB) ap mete deyò lis final benefisyè rekonstriksyon ak reparasyon kay yo. L'ap mete lis sa yo disponib nan biwo li a, nan Delmas 19 ak sou tout tablo afichaj ki nan zòn Target yo.

1.2 Si yon moun kwè li ranpli kondisyon kalifikasyon yo pou resevwa yon kay pèmanan oswa reparasyon nan men KWB men non l pa soti nan lis final benefisyè lojman ki

apwouve yo, moun sa a gen pou l bay yon doleyans. Si yon moun panse yon lòt moun ki nan lis final benefisyè rekonstriksyon ak reparasyon kay yo pa ranpli kondisyon pou kalifikasyon yo bay ki endike anwo a, li ka pote plent tou.

1.3 Moun ki ap bay doleyans la dwe mete disponib tout prèv ki gen rapò ak sipòte reklamasyon l'ap fè a; nan ka moun nan ta vle fè konprann li reponn ak tout kondisyon pou non li ta sou lis benefisyè lojman KWB la oswa si li ta pote plent pou yon lòt moun yo mete sou lis final benefisyè yo men ki pa ranpli kondisyon pou sa.

1.4 Moun ki ap fè reklamasyon an ap gen pou pase nan biwo KWB la, nan Dèlma 19 kote yon manb Ekip Mobilizasyon kominotè (EMK) an ap anrejistre doleyans li a. Doleyan la ak tout dokiman kòm prèv pou sipòte l yo dwe soumèt pa pita pase 7 jou apre lis benefisyè yo fin soti.. Pwosesis doleyans dwe fini nan 7 jou aprè yo te fin bay doleyans yo.

1.5 Pral gen de(2) etap pou trete doleyans la :

i) Verifikasyon ak revizyon kap fèt nan KWB:Depatman URRP ak EMK pral gen pou ekzamine tout prèv. Aprè ekzamen sa a y'ap deside si vrèman moun nan reponn ak kondisyon pou li ta kalifye, e si yo dwe aksepte doleyans la oswa rejte plent la.

Si apèl la aksepte, nan ka sa, non ki nan lis benefisyè yo ap chanjman nan lide pou l ka refilete chanjman ki fèt la epi yon lòt lis ap soti.

ii) Apèl pou Komite Revizyon: Si prèv la te rejte nan Revizyon Entèn KWB la, doleyans la pral gen pou l pase nan dezyèm etap la. Kote se Komite ki pou Revize Apèl la ki pral ekzamine doleyans la pou pran yon desizyon final. Komite sa ap gen ladann : manm Komite, manm kominote a ak kèk reprezantan KWB.

2. Komite pou Revize Apèl/Doleyan la

2.1 Lè pou yo ekzamine plent la nan Komite ki pou Revize doleyans la, moun ki te bay doleyans la ap prezante ka pa li a epi KWB ap prezante ka pa li a tou.

2.2 Yon fwa tout prèv ki te konpile ak tou de ka yo te prezante devan Komite ki pou Revize doleyans la, li pral chita, epi pran yon desizyon final . Desizyon yo pran ak rezon ki fè yo pran desizyon an pral fè pati yon pwosè vèbal, yon dokiman yo pral bay chak pati ki te enplike nan dosye a.

3. Komite pou Revize Apèl/doleyan la

Komite revizyon Apèl la pral gen konpozisyon sa a:

- i) Pòtpawòl Meri Dèlma, Yves Winchell Rivière
- li) Wendy McCance/KWB
- iii) Jean-Baptiste Pierre
- iv) Manb kominote a/PASSA