



పట్టణ పేదరిక నిర్మూలన సంస్థ

Mission for Elimination of Poverty in Municipal Areas (MEPMA)
Department of Municipal Administration & Urban Development, Govt of Telangana



From
The Mission Director
MEPMA, Telangana

To
The Commissioner, GHMC
The Municipal Commissioners of all the
ULBs in the Telangana

Lr. No. MEPMA-SUH/SUR/1/2017-SMC-SUH-MEPMA

Date: 15.02.2017

Sub:- DAY-NULM – MEPMA – Shelter for Urban Homeless – Survey of Urban
Homeless in all ULBs – Regarding

Ref:- 1. Instruction of the Joint Secretary to Government, MoHUPA, GoI during the
Video Conference on 13.02.2017.
2. Guidelines for survey of homeless issued through Amendments in Operational
Guidelines of SUH Dt: 07.12.2015

Kind attention to the subject cited, the Joint Secretary to Government, MoHUPA, GoI during the Video Conference held on 13.02.2017 has instructed to conduct survey of homeless in all ULBs and also to prepare plan of action for providing shelters to homeless in a phased manner up to 2022.

Further, the Government of India vide reference 2nd cited has issued guidelines for survey of urban homeless and survey format for registration of homeless in ULBs.

In view of the above, the Commissioner, GHMC and the Municipal Commissioners of all the ULBs in Telangana State are requested to complete the survey of urban homeless in your ULBs on or before 28-02-2017 and prepare the plan of action for providing shelters to homeless in a phased manner up to 2022 and submit to the undersigned for further necessary action.

Encls: 1) Guidelines for Survey of Homeless
2) Survey of Homeless Format

Yours faithfully

Mission Director
MEPMA, Telangana

Copy to the Additional Commissioner, UCD, GHMC

Copy to the Project Directors, MEPMA and Project Directors cum Municipal Commissioners, MEPMA of all Districts to coordinate with MCs of all ULBs and complete the survey and prepare plan of action for providing shelters

Signature valid

Digitally signed by DR. K
SREEDevi
Date: 2017.02.20 09:31:37 IST
Reason: Approved

Survey of Urban Homeless Population

Primary Objectives:

Survey would ensure four objectives. It would

- i. provide planners a detailed mapping of concentration areas of homeless populations in each city/town;
- ii. establish the demographic profile of homeless populations in each city/town;
- iii. identify official resources such as land and vacant buildings that can be deployed to provide the required infrastructure for shelters in appropriate locations in each city/town; and
- iv. establish the location and type of shelters needed in each city/town by gauging the specific needs of the beneficiaries.

Survey maybe divided into three phases:

a. Planning Phase

The city may be divided into smaller, more compact zones/regions, in line within the administrative set-up of the city and teams may be deployed depending on size and population of the zones. Each team may comprise of around four persons for the field survey. These persons should be a combination of state and local government officials, NGO representatives, homeless youth volunteers, and student and youth volunteers (such as from the National Service Scheme-NSS and Nehru Yuva Kendra-NYK). In addition, a team of two data entry and analysis specialists should be attached to each team, totalling up to six people per team. Additional student volunteers can be added to each team to assist and learn from the process.

A Plan for survey of homeless population will be prepared by the concerned ULB, which will include the following details:

1. Identification of areas with concentration of homeless based on earlier surveys or any other source of information
2. Division of city into zones/ regions in which data would be collected
3. Methodology for conducting the survey.
4. Questionnaire for collecting the demographic profile
5. List of interview questions for guiding the focus group discussions
6. Content and format of report to be submitted
7. Timeline within which survey would be completed.
8. List of partners who would be assisting in the qualitative as well as quantitative collection of data

Prior to the survey, the teams should be trained and oriented on:

1. purpose of the survey;
2. the profiles and problems of the homeless;
3. expected outcomes;
4. participatory research methods;
5. ethical responsibilities.

Orientation material can be provided a couple of days prior to starting the survey, as material to be read before the training sessions. The training should include the data entry and analysis team, plus volunteers, if any.

b. Field Survey: Mapping and Need assessment

The field survey will commence only after the trained survey teams are in place. The field survey should begin from 8 pm onwards, because homeless people can usually be identified and contacted at this time. In addition, to cover homeless persons who work during the night, surveys should also be planned for a couple of days during the daytime, i.e. 10 am to 4 pm. The steps to be followed during the survey,

1. Identifying the areas with concentration of homeless population.
2. Profiling the homeless populations in these areas in terms of gender, age, education, occupation, marital status, number of children, history of illness etc. Persons with disability should be categorised separately.
3. Identifying the aspirations of the homeless for a shelter and also the deterrents preventing the homeless from using the existing shelters, if any.
4. Broadly identifying the possible buildings and locations that might be used as it is or upgraded to be used as shelters; and locations where new shelters can be built.

Need assessment of the homeless persons should be done using focus group discussion (FGD) method so as to elicit the best possible responses from them.

In FGD, questions should be asked based on an indicative list/format focussing on the following core areas:

- i. What is roughly the total population of the homeless cluster including women and children?
- ii. What is the predominant age and gender profile of the homeless population in that cluster?
- iii. What are the predominant occupations undertaken by this homeless cluster?
- iv. Do they have any special needs and challenges, such as disability, leprosy, TB, high drug use etc?
- v. Have the majority of homeless residents been at this location for more than one year, or less?

- vi. Do they have access to any shelter? If so, the experience of using such shelters by the homeless
- vii. If the government sets up a shelter for them, would they welcome it; oppose it; or be indifferent? Ask for reasons.
- viii. If they were to have a shelter, what would they seek from it in terms of location; facilities; and management?
- ix. Are there any resources available in the vicinity where these shelters could be built? The resources could be in the form of land or building.

This information should be recorded and collated by each team. To ensure faster survey results, data entry should preferably be done in parallel with the survey.

The following deliverables are expected out of this process at this stage:

- 1. Map should indicate the locations of all the scattered as well as clusters of homeless people.
- 2. Collated survey results
- 3. Determination of shelter locations, types, number of shelters required in an area, plus available resources in terms of land and building.
- 4. Finalised resource mapping questionnaire for the next stage of resource mapping.

c. Resource Mapping

The next step is to conduct a resource mapping exercise. The resources that this phase of the survey seeks to identify are a) existing shelters; b) unutilised or underutilised government buildings that can be possibly redeployed as shelters after suitable refurbishing; and c) vacant lands that are suitable potential sites for new shelter buildings.

At the end of this process, the following deliverables are expected:

- 1. Field resource mapping survey of all the identified potential buildings and shelter locations
- 2. Determination of the feasibility of the identified buildings and locations for building/upgrading shelters, along with government agencies
- 3. Collating results and submitting to concerned urban bodies at the city level
- 4. Discussions on recommendations to be put forth in the report

d. Reporting and Sharing

Once the results of locations are established, the next step is development and finalisation of a comprehensive city plan for homeless shelters. This should include sites for homeless shelters and services, types of shelters, converging on homeless concentration areas and aspirations with available resources, buildings and land. This should be done in a participatory manner, with the involvement of municipal

authorities, homeless communities and collectives, schools of social work and architecture, CBOs, NSS and college students etc.

At the end of this stage, the following deliverables are expected:

1. Analysis and inferences including homeless concentration areas, profiles, needs and aspirations of homeless populations in each concentration area
2. Preparation of Report with the following minimum arenas:
 - a. Location of shelters
 - b. Types of shelters (working single men; single women and their dependents; special needs shelters such as for drug users, those recovering from grave illnesses, the aged, disabled and infirm)
 - c. Capacity of each shelter
 - d. Facilities and Services to be provided at the shelters
 - e. Resource mapping of needs against existing resources
 - f. Submission of the data set for the project

SURVEY FORMAT FOR REGISTRATION OF HOMELESS

Regd No.: _____

Name of the Homeless	:	_____	<div style="border: 1px solid black; padding: 10px; text-align: center;">Affix Photograph of Homeless</div>
Father /Mother /Husband Name	:	_____	
Gender	:	Male <input type="checkbox"/> Female <input type="checkbox"/>	
Date of Birth / Age	:	(___ / ___ / _____) / ____ Years	
Educational Qualification	:	_____	
Marital Status	:	Married <input type="checkbox"/> Unmarried <input type="checkbox"/> Widow <input type="checkbox"/> Divorce <input type="checkbox"/> Single Women <input type="checkbox"/>	
No. of Children	:	_____ Mother tongue : _____	
Religion	:	Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Christian <input type="checkbox"/> Sikh <input type="checkbox"/> Others _____	
Caste	:	SC <input type="checkbox"/> ST <input type="checkbox"/> BC <input type="checkbox"/> OC <input type="checkbox"/> Minority <input type="checkbox"/>	
Personal Identification Marks	:	i) _____ ii) _____	
Location of Present Stay	:	Footpath <input type="checkbox"/> Bus Stn <input type="checkbox"/> Railway Stn <input type="checkbox"/> Holy places <input type="checkbox"/> Other _____	
Occupation	:	No Occupation <input type="checkbox"/> Monthly Salaried <input type="checkbox"/> Wage Employed <input type="checkbox"/> Self Employed <input type="checkbox"/>	
Place of Occupation	:	_____	
Native Place with Address	:	_____ _____ _____	
Reference person name & Ph No	:	_____	
Disability if any	:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, Type of Disability	:	Physical <input type="checkbox"/> Hearing <input type="checkbox"/> Visual <input type="checkbox"/> Mental <input type="checkbox"/> Others _____	
Health Status	:	Normal <input type="checkbox"/> General Sick <input type="checkbox"/> Chronic Sick <input type="checkbox"/> Others _____	
Reason for Homelessness	:	Unemployed (Job Search) <input type="checkbox"/> Family Disputes <input type="checkbox"/> Health Issues <input type="checkbox"/> Recovering Patient <input type="checkbox"/> Destitute <input type="checkbox"/> Debts <input type="checkbox"/> Patient Attendent <input type="checkbox"/> Others _____	
Period of Homeless	:	1 Day <input type="checkbox"/> 2 to 7 Days <input type="checkbox"/> 8 Days to 1 Month <input type="checkbox"/> 1 to 3 Months <input type="checkbox"/> 3 to 6 Months <input type="checkbox"/> 6 Months to 1 Year <input type="checkbox"/> More than 1 Year <input type="checkbox"/>	
Stay	:	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>	
Any Identity proof available	:	No Card <input type="checkbox"/> AADHAR <input type="checkbox"/> Voter ID <input type="checkbox"/> Ration Card <input type="checkbox"/> Other _____ (Card No. _____)	
Remarks / Special Attention	:	_____	

Name & Signature of the Surveyor

Signature / Thumb impression of Homeless

Office Use	
Name of the Shelter :	Person in-charge of the shelter
Location & Ward No. :	
Name of the ULB :	