Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme

Approaches and Methodologies for Socio-Economic Surveys (SES): Baseline and End-line

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Version 1.0
March 2016

Acknowledgment

The document is a product of various consultative meetings with the senior staff members of SUCCESS partners RSPs (NRSP, SRSO, TRDP, RSPN), Heads of the M&E sections of SUCCESS partner RSPs, and extensive inputs from Dr. Andreas Landmann, Assistant Professor, University of Mannheim, Germany. During these consultative meetings all of the participants provided valuable feedback based on their on-ground experience of working with local communities and their technical expertise. The authors are indebted to their contribution.

The authors have also benefited from the existing baseline surveys and questionnaires of RSPN, RSPN/RSPs SUCCESS programme documents and the decision document of SUCCESS signed between EU and Government of Pakistan. The authors have also benefited from the guidance of EUD representatives at the EUD Pakistan office through meetings and discussions. The authors sincerely thank them all.

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First version developed in March 2016.

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Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme

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Acronyms

CEO	Chief Executive Officer
CAT	Community Awareness Toolkit
CBK	Community Book Keeper
CIs	Community Institutions
CIF	Community Investment Fund
CMST	Community Management and Skills Training
CO	Community Organisation
CPI	Community Physical Infrastructure
CRP	Community Resource Person
CDD	Community-driven Development
DRM	Detailed Results Matrix
DRR	Disaster Risk Reduction
DPO	District Programme Officer
EU	European Union
FIS	Financial Information System
GoS	Government of Sindh
IGG	Income Generating Grants
IMI	Institutional Maturity Index
JDC	Joint Development Committee
KPIs	Key Performance Indicators
LMST	Leadership Management Skills Training
LSO	Local Support Organisation
LSO-N	Local Support Organisation – Network
MIS	Management Information System
MHI	Micro Health Insurance
MIP	Micro Investment Plan
M&ERG	Monitoring & Evaluation Resource Group
MAP	Monitoring Action Plan
M&E	Monitoring and Evaluation
NRSP	National Rural Support Programme
NFR	Note for Record
O&M	Operations and Management
PSLM	Pakistan Scio-economic Living Standard Measurement Survey
PSC	Poverty Scorecard
PIM	Programme Implementation Manual
PIU	Programme Implementation Unit
PM	Programme Manager
PMP	Programme Monitoring Plan
PMM	Project Monitoring Matrix
PMR	Project Monitoring Report
Q&A	Question & Answers
RSPs	Rural Support Programmes
RSPN	Rural Support Programmes Network
SES	Socio-Economic Survey
SRSO	Sindh Rural Support Organization
SUCCESS	Sindh Union Council and Community Economic Strengthening Support
SM	Social Mobilisation
SMT	Social Mobilisation Team
SO	Social Organizer
SRM	Strategic Result Matrix
SDGs	Sustainable Development Goals
TVST	Technical and Vocational Skill Training
TOR	Terms of Reference
TRDP	Thardeep Rural Development Programme

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UC	Union Council
UCBPRP	Union Council Based Poverty Reduction Programme
UCDP	Union Council Development Plan
UID	Unique Identification Number
VDP	Village Development Plan
VO	Village Organisation
VTP	Vocational Training Programme
WASH	Water Sanitation & Hygiene

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Table of Contents

1.PRELIMINARY

1.1. Introduction to the SUCCESS Programme

(1) The Sindh Union Council and Economic Strengthening Support (SUCCESS) Programme builds upon the experiences of the Union Council Based Poverty Reduction Programme (UCBPRP) of the Government of Sindh (GoS). SUCCESS is aiming to support the GoS in developing its local Community Driven Development (CDD) policy, allowing for a wider geographical outreach and providing financial means to impact poverty reduction in rural Sindh. The specific objective of the SUCCESS Programme is to reduce poverty through undertaking a CDD based approach on RSPs' proven social mobilisation model. Living conditions are expected to improve by building local social capital for better access to basic social and economic services and providing access to income generating and diversification activities.

(2) The SUCCESS Programme is funded by the European Union (EU) and will be implemented by the Rural Support Programmes Network (RSPN) and its three member RSPs working in Sindh, namely, Sindh Rural Support Organisation (SRSO), Thardeep Rural Development Programme (TRDP), and National Rural Support Programme (NRSP). The SUCCESS Programme will cover eight out of the 24 districts of the Sindh province for a period of six years starting in October 2015.

(3) The eight SUCCESS Programme districts include: Tando Muhammad Khan, Sujawal, Matiari, and Tando Allahyar with NRSP, Larkana and Kambar Shahdadkot with SRSO, and Dadu and Jamshoro with TRDP. The remaining districts of Sindh will be supported by GoS in a phased manner. The overall budget of the programme is EUR 82.13 million with a contribution of EUR 4.63 million from the implementing partner RSPs and RSPN and rest from the EU.

1.2. Objectives of the SUCCESS Programme

Following are the key objectives of the SUCCESS programme:
(1) From 2018 onwards the Government of Sindh implements a policy to finance community-driven local development initiatives, in partnership with Community Institutions (CIs).
(2) To stimulate community-driven local development initiatives through the Rural Support Programmes' approach.

These objectives will be achieved through the following four Expected Results (ERs):

(1) ER 1: Approximately 770,000 rural households in eight districts mobilised and capacitated through people's own organisations (CO/VO/LSOs) of which at least 70 per cent will continue to function effectively at the end of the project.

　(a) Mobilise 770,000 rural households and organise into 32,400 Community Organisations (COs), federate into 3,240 Village Organisations (VOs), 307 Local Support Organisations (LSOs), and 8 District LSO Networks (LSON). Provide grants to the CIs to be used as Community Investment Fund (CIF).
　(b) Sensitised, train and capacitate community members on important numbers of topics – Health (Family Planning, Nutrition, EPI, HIV &AIDS), Education, WASH, DRR, Environment and basic civic rights.
　(c) Engage with local authorities at Taluka and District level (through Joint development committees for both local authorities and community representatives) to advocate for access to essential public services and for planning, implementation and monitoring of local development plans.

(2) ER 2: An average sustainable increase of poor household incomes by 30 per cent.

　(a) 108,000 Community members, especially women, will be provided technical and vocational skills training.
　(b) Farmers and livestock owners will be trained to adopt new technologies and/or be provided inputs to improve their food security and nutrition.
　(c) The RSPs will identify and support innovative economic activities and access to efficient markets.
　(d) Facilitate income generation of the communities' members.

(e) 25% of the poorest community members will benefit from a micro-health insurance

(3) ER3: Increased economic and social services and community benefits from upgraded community infrastructures and productive assets operated and maintained with community involvement.

(a) 2,800 Community identified basic infrastructures will be built and maintained by communities.

(4) ER4: A dedicated Sindh Province policy and budget framework for community-driven local development implemented from 2018 onwards.

(a) A high-level Strategy and Policy Dialogue Committee will be established by the Provincial Government of Sindh to oversee the implementation of SUCCESS, the government sponsored UCBPRP and other relevant interventions.

(b) Technical assistance attached to the high-level Strategy and Policy Dialogue Committee by EU

1.3. Socio-Economic Survey Development Process

A consultative approach was adopted with the aim of developing a survey that is based on shared expectations and joint ownership. The process started with a desk review of the existing surveys of RSPN, SUCCESS programme documents including, the programme logframe, RSPs proposals, grant agreements between EU and RSPs, and the decision document of SUCCESS signed between EU and Government of Pakistan. This was followed by various consultative meetings with the senior M&E staff members of SUCCESS partners RSPs and their focal persons for the SUCCESS programme and the Technical Advisor for SUCCESS research and M&E from University of Mannheim, Germany, Dr. Andreas Landmann. His input on the baseline methodologies and approaches and sampling methodology were incorporated. This final document is a product of these consultations held between the months of October 2015 to February 2016.

2. SOCIO-ECONOMIC SURVEY: APPROACH AND METHODOLOGY

2.1 Purpose of the Socio-Economic Survey

The baseline and end-line Socio-Economic Surveys (SES) are part of the overall accountability and learning purpose of the M&E component of the SUCCESS Programme. The purpose and objectives of the SES are outlined as:

(1) Estimate the change in the income, sources of income, asset ownership, incidence, depth and severity of poverty and associated social characteristics of the poor (households) in the targeted programme districts.
(2) Estimate the change in targeted poor households' access to and use of public services, such as access to water and sanitation, education, health, civil acts registration, etc.
(3) Estimate the change in the stunting rate of children less than 5 years of age in the targeted districts.

2.2 Approach of the Socio-Economic Survey (SES)

(1) To ensure standardisation across three RSPs' programme districts, RSPN is developing a common methodology, indicators, data collection tools and guidelines for analysis and reporting.
(2) To ensure independence, the implementing RSPs will outsource the baseline and end-line surveys to third party consulting firms. Given the nature of the programme, it is not possible to conduct Randomised Control Trials (RCT) or any other approach involving a deliberate control group; therefore the SES will only be able to measure the overall developmental change over the baseline, i.e. before and after approach will be adopted. Other options may include utilising individuals who chose not to participate in social mobilisation as an internal control group at the end-line phase. Controlling for different characteristics of participants versus non-participants, e.g. via matching techniques will be necessary. Another possibility is to analyse the effect of different program components (not everybody will receive the same intervention package), essentially using a similar matching process as for participants versus non-participants. For components that use Poverty Scorecard (PSC) based targeting, it will even be possible to use a Regression Discontinuity Design (RDD) and obtain credible impact estimates. All these option can be explored at the conclusion of the programme interventions in the endline survey given that these scenarios exist at the end of the programme once all the interventions are implemented.
(3) The baseline will be conducted before the start of programme interventions (in 2016) and end-line after the completion of all programme interventions as per the programme timeline (in 2021).
(4) The sample size must be sufficient and at random to draw conclusions that is representative of the SUCCESS programme districts.
(5) The data and analysis is to be presented in a way that is disaggregated by gender, poverty and districts.
(6) To achieve the three specific objectives of the SES outlined above, the survey data will be collected from the same sample households with separate modules to estimate each objective.

2.3 Methodology of Socio-Economic Survey

2.3.1 Methodology and Design of Survey

The surveys will mainly use quantitative methods and include qualitative information and analysis wherever possible. Due to programmatic limitation and unavailability of reliable controls the design of the assessment will be limited to measure overall development impact in the programme area using a before

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and after intervention design[1]. Table 1 presents a summary of the objectives, key indicators, tools and survey methods for data collection.

Table 1: Survey Objectives, Key Indicators and Methods

Objectives	Key Indicators	Methods	Tools
Estimate the change in the income, source of income, asset ownership, incidence, depth and severity of poverty, with associated social characteristics of the poor people (households) in programme targeted districts.	- Demographic information (age, education status, health status, work status of household members) - Income levels and sources - Expenditure level and expenditure heads - Assets – quantity, value and ownership - Liabilities-loan amount and sources, debt amount and sources - Poverty incidence - Depth and Severity of poverty	- Sample household (adult member) interviews using quantitative methods - Consumption based head count ratio/multi-dimensional poverty index - Sen's inequality index/Gini coefficient	- Household roster - Household questionnaire
Estimated the change in targeted poor households' access to and use of public services, such as access to water and sanitation, education, health, civil acts registration, etc.	- Availability, use and sources of household facilities (water, sanitation, fuel) - Availability, access and use of public facilities (education, health, sanitation, civil acts registration etc.)	- Sample household (adult member) interviews using quantitative methods - Public facilities access and use survey	-Household questioner on access and use of public services - Village questionnaire on availability and functionality of public services.
Estimate the change in the stunting rate of under-5 year old children in the targeted districts.	-Stunting rate of under-5 years old children	- Targeted nutrition survey of under-5years children in the sample households	- Measurement of height and age of children - interviews with parents and children

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[1] For n rigorous impact assessment the gold standard is to use Randomised Control Trials (RCTs), or – with less credibility – quasi-experimental designs and double difference techniques. Under SUCCESS programme none of these techniques are feasible as in the target districts the programme intends to cover 70 % of the households and almost all of the poor households. In the neighboring districts government is also planning to take the programme to scale.

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Objectives	Key Indicators	Methods	Tools

2.4 Sample Framework

2.4.1 Sample Size Determination

The power and sample size calculation follows from the evaluation objective formulated above. We intend to measure the change of several key indicators over time precisely enough to confirm a significant trend. We thereby take the following objectives as given:

- The sample share from each district should be roughly proportional to their number of Union Councils (see description of sampling below)
- Within the lowest sampling stage (the revenue village), about 50 households should be sampled in order to maximize cost-effectiveness of the survey logistics
- Analyses should result in sufficient precision when doing them *by district*
- Per district we want to be able to detect changes in indicators of roughly 20% relative to the baseline level. For extremely poor, we expect even higher effects.

Given that we want to evaluate changes over time, we need to compute sample sizes using paired samples. Note that observations can be expected to be correlated over time. Differencing out these common error components over time should result in lower standard errors. At the same time, there might be time-specific effects that are correlated within the village level. This should again increase standard errors compared to conventional levels. Combining both effects in power calculations is not trivial, but we believe that in our setting correlation of measurements over time should be at least as relevant as (time-specific) correlation within villages. In practice, we will therefore ignore both within village correlation and correlation over time and proceed with a simple version of the power calculations. We hence use the Stata command "*power twomeans*" ("*power twoproportions*" for binary variables).

The power calculation presented in Table 2 suggests that at least 388 observations per district should be obtained in order to reach an acceptable precision *per district*, thus a minimum sample of 400 households in each district will be taken. Those will suffice to detect significant changes of ten percentage points or even less. Note that the precision for analyses on the RSP or overall level will of course be higher.

Table 2: Power Calculations by district

	POVERTY HEADCOUNT	EXTREME POVERTY HEADCOUNT
MEAN AT BASELINE	0.50	0.32
MDES	0.10	0.09
MDES / BSL MEAN	20%	28%
N	388	386

Note: Power 80%, level of significance 5%. The outcome variables are defined at Using UNDP/OPHI's multidimensional framework (http://www.ophi.org.uk/policy/multidimensional-poverty-index/). Poverty rated from the eight target districts are taken from 2015-16 District level Clustered Deprivation data analysis (by Arif – SDPI) and averaged for an approximate baseline (BSL) mean. MDES = Minimum Detectable Effect Size.

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In the following we calculate Minimum Detectable Effect Sizes (MDES) on the RSP (assuming N=1200) and overall level (assuming N=4000). Table 3 and 4 suggest that changes of about five percentage points in each RSP and of about 3 percentage points overall can be detected. This means that on higher levels the effects will be easier to detect, but the sample size still allows for some precision at the district level.

Table 3: Power Calculations by RSP

	POVERTY HEADCOUNT	EXTREME POVERTY HEADCOUNT
MEAN AT BASELINE	0.50	0.32
N	1200	1200
MDES	0. 057	0.052
MDES / BSL MEAN	11.4%	16.3%

Note: Power 80%, level of significance 5%. The outcome variables are defined at Using UNDP/OPHI's multidimensional framework (http://www.ophi.org.uk/policy/multidimensional-poverty-index/). Poverty rated from the eight target districts are taken from 2015-16 District level Clustered Deprivation data analysis (by Arif – SDPI) and averaged for an approximate baseline (BSL) mean. MDES = Minimum Detectable Effect Size.

Table 4: Power Calculations overall

	POVERTY HEADCOUNT	EXTREME POVERTY HEADCOUNT
MEAN AT BASELINE	0.50	0.32
N	4000	4000
MDES	0.031	0.029
MDES / BSL MEAN	6.3%	9.0%

Note: Power 80%, level of significance 5%. The outcome variables are defined at Using UNDP/OPHI's multidimensional framework (http://www.ophi.org.uk/policy/multidimensional-poverty-index/). Poverty rated from the eight target districts are taken from 2015-16 District level Clustered Deprivation data analysis (by Arif – SDPI) and averaged for an approximate baseline (BSL) mean. MDES = Minimum Detectable Effect Size.

2.4.2   Sample Selection Process

Universe: All rural union councils within the eight targeted districts of (Matiari, Sujawal, Tando Allahyar, Tando Muhammad Khan, Jamshoro, Dadu, Larkana and Kumber-Shadad Kot) of Sindh are considered as the universe of this survey. Urban union councils are totally excluded as the programme will be implemented in rural union councils.

Sample Selection Strategy: In each district a three stage sampling will be used.

Stage 1: Selection of union councils
In districts where the total numbers of union councils are up-to 40 - two union councils will be selected at random. Where the total numbers of union councils are between 40 to 50, three union councils will be selected at random, and finally where total union councils number is more than 50 then four union councils will be selected. This guarantees that districts are represented roughly proportional to their number of union councils.

Stage 2: Selection of Revenue Villages
Within each selected union council, four revenue villages will be selected at random.

Stage 3: Selection of Households
A fixed number of 50 households will be selected from each sampled revenue village. Within the sampled villages all the households will be listed based on the poverty score band of below 23 score and rest. An equal proportion of sample will be selected on random from each category.

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The following table presents the total number of UCs, Revenue Villages, households and corresponding number of samples. The same sampling plan will be repeated in the follow up survey at the end of the programme.

Table 5: Household Selection Break-up

RSP	District	No. of Talukas / Tehsils	Total No. of Union Councils	No. of Revenue Villages	Total Estimated Households 2015	No. of Sample UC	No. of Sample Revenue Villages	No. of Sample Households
NRSP	Matiari	3	30	107	86,895	2	8	400
	Sujawal	5	37	388	118,055	2	8	400
	Tando Allahyar	3	25	79	74,127	2	8	400
	Tando M. Khan	3	29	158	75,859	2	8	400
	Sub Total	**14**	**121**	**732**	**354,936**	**8**	**32**	**1,600**
SRSO	Larkana	4	47	180	157,546	3	12	600
	Kamber Shadadkot	7	43	248	145,848	3	12	600
	Sub Total	**13**	**90**	**428**	**303,394**	**6**	**24**	**1,200**
TRDP	Dadu	4	66	355	237,936	4	16	800
	Jamshoro	4	30	157	103,686	2	8	400
	Sub Total	**8**	**96**	**512**	**341,622**	**6**	**24**	**1,200**
	Grand Total	**35**	**307**	**1,672**	**999,952**	**20**	**80**	**4,000**

List of the selected sample union council using the above sampling methodology is attached at Annex -I.

2.5 Survey Instruments

Household Questionnaire
To achieve the three objectives of the survey, the questionnaire will have three distinct modules.

Module I: Household Income and poverty
Structured questionnaires will be used containing information on socio-economic characteristics of the sample households. This module of the questionnaire will include the following content:

  i.   age, education, profession of respondent
  ii.   demographic composition of household (age and gender distribution)
  iii.   work status of household members (by age and gender)
  iv.   educational achievement of adults (by age and gender) including any technical/vocational skills training
  v.   schooling of children (by age and gender)
  vi.   health status of household members (by age and gender)
  vii.   household income with sources of income
  viii.   food consumption (by major commodities on a weekly basis)
  ix.   household expenditure on different needs
  x.   number and value of household assets (consumer durables, productive, and housing)
  xi.   value of loans taken from informal and formal sources use of loans for different purposes (production, consumption, etc.)

    xii.   household debt (loans outstanding at present)
    xiii.   membership in any existing CO (duration, savings, etc.) and its benefits
    xiv.   poverty scorecard indicators

Module II: Availability, accessibility and use of public sector social and economic services

The following contents will be included in this module:

    i   Housing facilities (house structure, drinking water and sources, drainage, electricity, fuel, etc.)
    ii   Availability, access and use of irrigation water
    iii   Availability, access (including, but not limited to state of building and facilities, expertise of teachers etc.) and use of education facilities
    iv   Availability, access and use of health facilities
    v   Availability, access and use agriculture extension services
    vi   Availability, access and use of civil act registration services (such as birth, death, marriage, CNIC, and voter registrations)
    vii   Identification and perceptions of major problems at the household and village levels by men and women

A separate village level questionnaire for each sample village will also be filled and this will include the following content:

- Availability and functionality of physical infrastructure
- Availability and functionality economic and social services
- Village prices
- Data on VOs and COs (where applicable)

Module III: Nutrition

To measure the stunting rate of under-5 year's old children, within the sample households all the children' height, weight and basic indicators associated with nutrition will be measured.

The draft questionnaires are attached in [Annex-II](#) these questionnaires will be refined and finalised after pre-test before the start of the baseline survey.

2.6 Analysis Plan for Baseline Survey

The baseline survey will have two purposes. First, it will provide the current situation and profile of sample households in the targeted district. Second, it will set a bench mark of the key indicators for the SUCCESS programme Logframe to measure the change at the end of the programme. The analysis of change can only be done after the follow up survey thus the baseline results will mostly focus on descriptive statistics with analysis of poverty.

Descriptive Statistics: Based on the household questionnaire and indicators identified in section 2.5 the descriptive statistics will included the following sections:

1. Socio-Economic Profile of Households
2. Status of households access and use of public social sector services
3. Status of availability and functionality of public social sector facilities available in sample villages and Union Councils

Poverty Analysis: The poverty analysis will include the following measure of poverty:

Incidence of Poverty: To calculate the incidence of poverty the commonly used measure of absolute poverty in developing countries, namely Head Count Ratio (HCR) - the proportion of the households/population with income per capita below the national poverty line defined by the Government of Pakistan is proposed. The poverty line income is the income level needed to meet basic needs. These

basic needs can include simply a basket of food (providing a certain level of daily energy) or food with other goods that are regarded necessary for human existence.

The depth and severity of (income) poverty: This will be measured by using the following methods.
   a. *Poverty gap ratio* is the sum of income gap ratios of the population below the poverty line divided by the population of the poor:

   PGR = $1/n$ $\Sigma[(z - y_i)/z]$, where z is the poverty line income, y_i is the income of each poor person (indexed by $i \in (1, ..., q)$) and n is the total population (poor and non-poor). PGR is an index of the income transfer required to get every poor person out of poverty.

   b. *Severity of poverty* takes into account the distribution of income among the poor and is measured by the squared proportionate poverty gap ratio:
   SP = $1/n$ $\Sigma[(z - y_1/z)^2 + (z - y_2/z)^2 + (z - y_3/z)^2 + ... + (z - y_q/z)^2]$, where z is the poverty line income level, y_1 to y_q is the individual income level of the q poor persons. n is the total population (poor and non-poor).

Stunting Rate: This will include calculation of stunting rate for children of under-five year's age.

2.6.1 Suggested Table of Contents for the baseline report

The following table of content for the baseline survey report is suggested. However, this will be fine-tuned after the analysis of the survey data.

Executive Summary (1-2 Pages)

1. Introduction
2. Background of the SUCCESS Programme
3. Data Source and Methodology of Baseline Survey
   a. Objective of the Survey
   b. Evaluation approach
   c. Sampling strategy and Survey Instruments
   d. Survey Limitations
4. Short Profile of the District
   a. Availability and functionality of Public Social Sector Services disaggregated
   b. Access and use of Public Social Sector Services by Households

5. Socio Economic Profile of Households in the district
   a. Demographic structure of households and work status of households members
   b. Adult literacy and schooling of children
   c. State of health and physical environment
   d. Household income: sources, distribution, and poverty
   e. Household expenditure
   f. Household assets: value and distribution
   g. Household loans: amount, sources and uses
   h. Household debt
   i. Perceptions of problems segregated by male and female respondent
6. Status of Nutrition (Stunting rate)
7. Conclusion and recommendations of the baseline survey
8. Methodology and plan for follow up Survey
Annexes

I. Terms of Reference

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II.   Data collection tools used in the baseline survey

III.   Summary Statistics

2.7 Implementation of the Surveys

The surveys will be done by third party consulting firms. The RSPs will hire consulting firms through competitive bidding process.

Role of the third party firm: The consulting firm will be responsible for data collection, training of data collection team, pre-testing of data collection tools, develop manual for data collection team, data analysis and writing the survey reports. The data collection will be done through Computer Assisted Personal Interviews (CAPI) i.e. Tablet computers with customised software.

Role of RSPs: hiring of consulting firm and facilitate in the consulting firm in data collection. The facilitation will be limited to link the consulting firm data collection teams to the sample villages and households.

Role of RSPN and University of Mannheim: RSPN with technical support from the University of Mannheim Germany has designed the survey methodology and survey tools. RSPN M&E team will also participate in the training of consulting firms data collection team, participate in the consulting firm selection process and review the baseline and end-line survey reports and provide their input.

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2.8 Tentative Work Plan

A.   Development of the Baseline approaches, methodology and tools

S.#	Description of Activities	Responsibility	Jan-16 W1	W2	W3	W4	Feb-16 W1	W2	W3	W4	Mar-16 W1	W2	W3	W4
1	Drafting the methodology for Baseline and End-line Socio-economic Surveys	RSPN	█	█										
2	Acquiring technical input on draft methodology for Baseline & End-line Socio-economic Surveys from Mannheim University	RSPN/ UM			█	█								
3	Development of detailed TORs and survey tools, and acquire technical inputs from University of Manheim	RSPN					█	█	█	█				
5	Finalisation of the baseline approaches and methodology document	RSPN									█	█		
6	Poverty Scorecard Survey in the selected Sample Union Council (from household Sample will be drawn)	RSPs											█	
7	Selection of Sample Households	UM											█	

B.   Procurement of third party service provider for survey

S.#	Description of Activities	Responsibility	Mar-16 W1	W2	W3	W4	Apr-16 W1	W2	W3	W4	May-15 W1	W2	W3	W4
1	Preparation of Note for joint procurement of service provider and meeting with RSP and EU	RSPN		█	█	█								
2	Internal notification on formulation of a joint (RSPN & RSPs) procurement Committee (JPC)	RSPs						█						
3	Finalisation of Tender Dossier by the JPC	JPC						█						
4	Publication of Tender in National Newspapers/RSPs web-portal	RSPs						█						
5	Time for quires of service provider	JPC						█	█					
6	Receipt of Tenders	JPC									█			
7	Completion of Tender Evaluation	JPC									█	█		
8	Preparation of Draft Contract	RSPs									█	█		
9	Finalisation of contract/Singing of contract	RSPs										█		

C.   Implementation Phase of Socio-economic Baseline Survey by third party service provider

s.#	Description of Activities	Responsibility	Jun-16 W1	W2	W3	W4	Jul-16 W1	W2	W3	W4	Aug-16 W1	W2	W3	W4	Sep-16 W1	W2	W3	W4
1	**Preparation for survey implementation:** (i) Organise tablet computers for data collection, (ii) Translate survey questionnaire in Sindhi, (iii) Develop programme software to use survey instrument on tablet computers, data base and output tables (iv) Recruit enumerators and supervisors and arrange survey teams (v) Organise logistics for fieldwork including transport, accommodation, etc., (vi) Upload selected sample households on the tablet computers and (vii)develop survey route maps and team work plans.	Service provider (SP)	█	█	█	█												
2	**Training of Data Collection Team and pre testing of survey questionnaires:** **Preparation and implementation of trainings for enumerators:** (i) Prepare and print training material/manuals (ii) Organise 2-3 day training of enumerators and supervisors including resource person, space, rooms, transport, and catering. **Run pre-test:** (i) Carry out about 100 interviews in one district to test survey questionnaire (30 before the training and 70 after the enumerators training) (ii) finalise the survey questionnaires and changes in the software (iii) Organise and implement additional enumerator training if pre-test leads to adjustments in the survey questionnaires	SP				█	█											
3	Submission of inception report	SP						█										
4	**Survey implementation:** (i) Conduct about 4,000 selected household interviews in 20 selected UCs distributed across 8 districts. (ii) Monitor and check data quality (iii) Prepare clean dataset	SP							█	█	█	█	█					
5	Data Analysis and Report writing	SP											█	█	█	█		
6	Submission of draft report	SP														█		

Approaches and Methodologies for Socio-Economic Surveys (SES): Baseline and End-line

s. #	Description of Activities	Responsibility	Jun-16				Jul-16				Aug-16				Sep-16			
			W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4	W1	W2	W3	W4
7	Review and comments on draft reports	RSP(N)/UM														■	■	
8	Finalisation of Report and review	SP															■	■
9	Submission of Final Report	SP															■	■

Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme

Annex – I: List of selected sample Union Councils

Name of District	Name of Tehsil Taluka	Name of Union Council	RVs	HHs	Total HHs
Dadu	Taluka Dadu	Piyaro Station	4	50	200
Dadu	Taluka K.N Shah	Boriri	4	50	200
Dadu	Taluka Johi	Drigh Bala	4	50	200
Dadu	Taluka Johi	Kamal Khan	4	50	200
Jamshoro	Thano Bula Khan	Thano Arab Khan	4	50	200
Jamshoro	Sehwan	Bhambha	4	50	200
Kamber Shahdadkot	Nasirabad	1. UC Chaudero	4	50	200
Kamber Shahdadkot	Kambar	5. Abri	4	50	200
Kamber Shahdadkot	Shahdad Kot	1. Jamali	4	50	200
Larkana	Larkano	No. 13 Kothi	4	50	200
Larkana	Dokri	No. 41 Seehar	4	50	200
Larkana	Bakrani	No. 36 Mahar Wada @ Dandano	4	50	200
Matiari	Saeedabad	Faqeerabad	4	50	200
Matiari	Matiari	Shah Pur at Arif Khatian	4	50	200
Sujawal	Shah Bunder	Goongani	4	50	200
Sujawal	Sujawal	Jar	4	50	200
Tando Allahyar	Jhando Mari	Jhando Mari	4	50	200
Tando Allahyar	Jhando Mari	Hingorani	4	50	200
Tando Muhammad Khan	Tando Muhammad Khan	Rajo Nizamani	4	50	200
Tando Muhammad Khan	Bulri Shah Karim	Saeed Khan Lund	4	50	200

Approaches and Methodologies for Socio-Economic Surveys (SES): Baseline and End-line

Annex – II: Survey questionnaire

Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme

Socio-Economic Survey (SES)

(Baseline – 2016)

HOUSEHOLD QUESTIONNAIRE[2]

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[2] The Questionnaire is being adopted from the PSLM 2007-8 questionnaires and amended according to the needs of this survey.
Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme

Approaches and Methodologies for Socio-Economic Surveys (SES): Baseline and End-line

Consent Form

My name is [name of enumerator] and I am representing [Name of Service Provider]. We are conducting a survey about socio-economic conditions of households and their access to public services [e.g.: drinking water, education, health facilities] in your area on behalf of [name of RSP]. The information we collect will help the [name of RSP] better understand the current socio-economic conditions of households and how access to public services affects the economic situation of households living in Sindh. There are no direct benefits to you for participating in this survey. However, the results of this survey will help the [name of RSP], government and other development organisation to develop programmes and policies for socio-economic empowerment of women and poor in Sindh.

Your household has been randomly selected for the survey, like many other households in this area. We will be asking questions about your household members, age, education, health, income and assets. We think that the whole discussion will not pose any risk to you and your household members.The interview usually takes about __ minutes. Your answers will remain confidential and will be used anonymously in the survey report. The survey results will not mention any names of you or your household members. Your views are important and will help to improve the work and knowledge of [RSP] and other organisations working for the development of Sindh.

We understand that sometimes some people chose not to participate in the survey for many reasons. You are free to choose whether or not to participate in this survey. If you do choose to participate, you are free to withdraw from the survey at any time. If you choose not to participate or you choose to withdraw, your decision will not adversely affect your position in community or relationship with [name of RSP] working in your area.

Authorisation

I have understood the consent form and decided that I will voluntarily participate in the study described above. Its general purposes, the procedures, and possible risks and benefits have been explained to me.

The consent taken from (Name):_____ Signature (if literate): _____Date:_____

The consent taken by (Name):_____ Signature: _____Date:_____

Consent verified by (Name):_____ Signature: _____ Date:_____

Note: If the respondent is not literate the enumerator will take verbal consent and the Field Supervisor verifies that a verbal consent was obtained, by signing this document.

Approaches and Methodologies for Socio-Economic Surveys (SES): Baseline and End-line

A. Household Identification

1	RSP Name	1. NRSP		2. SRSO		3. TRDP			☐
2	District	1. TMK	2. TAY	3. Matiari	4. Sujawal	5. Larkana	6. Kambar Shahdadkot	7. Dadu	8. Jamshoro	☐
3	Tehsil/Taluka	[select from drop down]							☐
4	Union Council	[select from drop down]							☐
5	Revenue Village /Deh	[select from drop down]							☐
6	Village (Settlement)	[select from drop down]							☐
7	Household Address								☐
8	Name of Household Head								☐
9	Household CNIC								
10	Name of the Respondent								☐
11	Name of the Interviewer	[select from drop down]							☐
12	Name of the Supervisor	[select from drop down]							☐

13	Result	1. Completed with selected household			2. Completed with replacement	☐
14	Behaviour of the respondent	1. Co-operative	2. Normal	3. reluctant/hesitant	4. non serious/talkative	☐

B. Household Demography

[Read]

Next, I would like to talk with you about your household and household member. A household corresponds to a person or a group of persons (either related or not) who habitually live in one house—whether it is fully or partially occupied, share expenditure and who cook in one cooking pot. One household might be composed of one or more families. I would like to talk about all the household members that are currently present or left for short period of time (less than 6 months). Please give the names of all members of your household. Start with head of the household. Please do not list guests or visitors:

IDC	Names of those household members who usually reside together and eat together (Write household head's name first)	1. [Name] sex?	2. [Name's] Residential Status?	3. [Name's] Relationship with the Household head?		4. [Name's] Age in complete years?	5. [Name's] CNIC (if =.> 18yrs) or Birth Certificate, (if <18yrs)?	6. [Name's] Marital Status?	7. [Name's] If Married, Marriage registration?	8. Disability
		1= Male 2= Female	1= Present 2=Not present (temporarily)	1=Head 2=Son/daughter 3=Brother/sister 4=Grandfather/mother 5=Son/daughter in law 6=Father/mother in law 7=Brother/sister in law	8=Spouse 9=Father/mother 10=Grandchild 11=Nephew/niece 12=uncle/aunt 13=other relative 14 Not related		1=Has Birth Certificate/CNIC 2=Applied for Birth Certificate/CNIC 3=No Birth Certificate/CNIC	1= Unmarried 2= Married 3= Divorced 4= Widow 5= Nikah only	1=Yes 2=No	1=Hearing 2=Speech 3=Visual 4=Mental 5=Limb 6=other 9=None
…										

C. Household Educational Status

IDC	If age is 10 years or more then ask	If age is 4 years or more then ask								
	1. Can [Name] write & read in any language with understanding?	2. Was [Name] ever admitted in any school or educational institution?	3. What maximum education achieved?		4. Is [name] studying in any institution at present?	5. In which class [name] is studying these days?	6. In which type of educational institution, [name] is going?	7. Is [name] facing any problems in that institution? (Select two main reasons)	8. What are the reasons for not going to school at present? (Ask if age< 30) (Select two main reasons)	
	1= Yes 2= No If age is less than 10 years, then go to Q. No. 2	1=Yes 2=No (If no then go to Q#8)	**(For 3 and 5)** 00= < Class-I 01= Class-I 02= Class-II 03= Class-III 04= Class-IV 05= Class-V 06= Class-VI 07= Class-VII 08= Class-VIII 09=Class-IX 10= Class-x	**(For 3 and 5)** 11= FA/F.Sc. 12= BA/B.Sc. 13= Degree in Engineering 14= MBBS 15= Degree in Computer 16=Degree in Agri 17=MA/MSC 18=M.Phil/Ph.D 19=Other	1= Yes 2= No If no then go to Q. No. 8		1= Govt. 2=Masjid school 3= Private School 4= Religious Institution 5= NGO/Trust 6= NFBE School 7= Private exam 8= Other	1= Satisfied 2= Shortage of teachers 3= Shortage of books 4=Substandard education 5= Far away 6= Education is costly 7=Latrine/water not available	1= Minor/aged 2= Education Completed 3= Education is costly 4= Far away 5= Household chores 6= Helping in work	7= Not useful 8=Ill/incapacitated 9= Marriage/pregnancy 10= Employment/Work 11= Substandard school 12= Shortage of male/female teachers 13= Parents do not permit 14= Child is not ready 15= Other

Approaches and Methodologies for Socio-Economic Surveys (SES): Baseline and End-line

D. Household Health

IDC	1. Had [Name] been ill or injured during the last two weeks?	2. Was any one consulted during the illness?	3. Did [Name] saw any type of doctor for treatment?	4. How many times [Name] received such facilities during the last two weeks?	5. Has [Name] faced any problem in seeing____? (Give maximum two answers) (ask from next person)	6. Why [Name] did not seek medicines/medical facilities during the last two weeks? (Give maximum two answers)	Questions regarding the Household	
							7. Did any LHW come to this Household during the last 30 days?	8. Did any male/female of the household visit a health unit during the last 30 days?
	1= Yes 2= No (If no then ask from next person)	1= Yes 2= No (Ask Q. No. 6)	1= Private Dispensary/Hospital/clink 2= Govt. Dispensary/Hospital 3= BHU/RHC 4= LHV/LHW 5= Hakeem 6= Homoeopath 7= Chemist 8= One who performs 'Dum' (spiritualism) 9= Other		1= Satisfied 2= Doctor not present 3= Staff non-cooperative 4= Lady staff not present 5= Lack of cleanliness 6= Long wait 7= Costly treatment 8= Staff untrained 9= Medicines not available 10= Unsuccessful Treatment 11= Other	1= Not required 2= Costly treatment 3= Far away 4= Unsatisfactory 5= Doctor not present 6= Staff non-cooperative 7= Lady staff not present 8= No cleanliness 9= Long wait 10= Staff untrained 11= Medicines not available 12= Other	1. Yes 2. No	1. Yes 2. No

E. Number of Deaths in the household (during the last 12 months)

Age Bracket	Male	Female	Death Certificate (Yes/No)	Reason of death
Up to 5 yrs				
>1-5 yrs				
6-18 years				
19-24 years				
25-55 years				
> 55 years				
Total				

F. Household Work Status and Non-farm Income

IDC	If age is below 10 years then ask the next person 1. Did he/she work at least for an hour on any day during the last week for monetary return?	2. If he/she did not work during the last week then does he have any business, shop, trade, farm or any service institution?	3. Has he/she worked for home farm, business, trade etc. as a helper (without any payment) during the last week?	4. Did he/she look for a job during the last week but found none?	5. What was the reason that he/she did not work last week? (Ask No. 11)	6. Why he/she did not work during the last week? (Ask No. 11)	7. What was the primary occupation status of his/her work?	8. What was the nature of the business/institution in which he/she worked in the main capacity?
	1= Yes 2= No If yes, ask Q. No. 7	1= Yes 2= No If yes, ask Q. No. 7	1= Yes 2= No If yes, ask Q. No. 7	1= Yes 2= No If yes, ask Q. No. 6	1=Illness/Incapability 2= Any other cause (Pregnancy etc.) 3=Temporary/unemployment 4= Learning to work 5= Student 6= Household 7= Retired 8= Landlord/property 9= Child/old 10= Other	1= Illness/injury 2= Strike 3= Leave etc. 4= Off season 5= Inclement weather 6= Machine out of order 7= Shortage of raw material 8= Study leave 9= Maternity leave 10= Other	1= Daily wages labor 2= skilled labor Labor 3= Personal business (non-agriculture) 4= Self-cultivator/own farm 5= Cultivation on contract 6= Cultivation on partnership/share cropper 7= Family helper Without charges 8= Employer/business 9= Livestock (only)	1= Government 2= Personal business 3= Personal/Family 4= NGO 5= Other

Household Work Status and Non-farm Income (continue)

IDC	9. What was the nature of the work (profession) that was performed by him/her?	10. What was the nature of work at the firm, office, institution where he/she worked?	11. Did he/she perform any work for salary, profit or monetary benefit during the last month?	12. If he/she worked, then how many days in the last month it was done?	13. How much money he/she earned during the last month? (in Rs.)	14. How many months he/she worked during the last year? (in months)	15. Did he/she perform any work during the last year for monetary benefit?	16. How much money he/she earned in total during the last year? (In Rs.)
	1= Senior Officials & Managers 2= Professionals 3= Technicians & Assoc.Professionals 4= Clerks 5= Service, Shop, Sale, Workers 6= Skilled Agriculture, Fishery 7= Craft & Trade workers 8= Plant, Machinery Operators 9= Elementary Occupations 10=Technical and vocational skilled (carpenter, mason, tailor etc)	1= Agriculture, Forestry, Fishing 2= Mining & Quarrying 3= Manufacturing 4= Electricity 5= Construction 6= Wholesale & Retail Trade 7= Transport & Storage 8= Real Estate, insurance 9= Social & Personal Services 10= Other	1= Yes 2= No (If no, ask Q. No. 15)			End of Interview, next person	1= Yes 2= No (If yes, ask Q.No.16)	

Household Work Status and Non-farm Income (continue)

ID CODE	17. In addition, did [name] do any other work or hold other jobs for pay, profit or family gain during the last year? Yes=1 No=2 → Q-22	18. What was the nature of work (Occupation) that [name] did? 1= Daily wages labor 2= skilled labor Labor 3= Personal business (non-agriculture) 4= Self-cultivator/own farm 5= Cultivation on contract 6= Cultivation on partnership/share cropper 7= Family helper Without charges 8= Employer/business 9= Livestock (only)	19. How much money in cash, did [name] earn from these other activities during the last year? (Rs)	20. Have sold any income received in kind for wages and salaries during the last one year? Yes=1 No=2	21. How much money was obtained by selling the "kind" received in wages & salaries during the last 1 year?	22. How much money in cash, did [name] receive from the following sources during the Last year?						23.
ALL MALES, 10 YEARS OF AGE AND OLDER - SECONDARY OCCUPATION AND INCOME												Total Non-Farm Income
	SECOND OCCUPATION					OTHER INCOME/BENEFITS						
						A. Pension	B. Rental Income	C. Remittances	D. BISP	E. Zakat	F. Other (gifts, grant)	[(13*14)+16+19+21+22A to F)]

G. Household Farm Income

1. During the last 12 months did any of the HH members, alone or with the members of other HH, **actively operate** land for crop production (irrespective of the size, location or ownership of the land)? Yes = 1 → (H1 Agri.) No =2	2. During the last 12 months did the HH keep any livestock poultry birds or fish farm? Yes = 1 (For Household purpose only) Yes = 2 (For commercial purpose only) Yes = 3 (For Household/Commercial purpose) (In all three case complete the H1 Agri. H2 livestock Sheet) No =4

G1. AGRICULTURE - LAND UTILISATION AND CROP HARVESTING

1. Do you own any agriculture land now? Yes=1 No=2 (→6) 2. How much land do you own? Acres

3. Had you rented out some of the owned land during last Rabbi & Kharif? Yes=1 No=2 (→6) 4. How many acres do you rent out? Acres

5. What was the total net value of rent/share (in cash or in kind) received? Rs.

6. Had you rented in any agriculture land on cash rent basis in the last Rabbi and Kharif season? Yes = 1, No=2 (→ 8)

7. How much money did you pay to your landlord in cash rent for that land during the last Rabbi and Kharif season? Rs

8. What was the value (RS) of the agricultural land (include farm buildings and tube wells) during the last 1 year that was (Cross the box if no amount mentioned) ?
   a-Sold   b-Received gift, inheritence etc.   c-Purchased   d-Given away, lost etc.

9. Of this total under operation land (Acres), how much was   a- Owned   b- Rented in   c- On share crop basis   d- Any other not previously reported

10. Total Acres of land in this farm?   Acres   (Code 9a+9b+9c+9d)

11. Of this total under operation land (Acres), how much was   a- Irrigated cultivated land   b- Barani (non-irrigated) cultivated land   c- Uncultivated land such as forest/ wasteland/homestead etc.

12. How much land was under cultivation during the last Rabbi and Kharif seasons?   Acres   (Code 11a+11b)

13. NOTE: If any crop was harvested from the agricultural land during the last Rabi and Kharif seasons, complete the table given below otherwise write 0 in the column A.

Code	Crop name	Land devoted (Acres) If 0 (→next row)	Primary Production						By Products				Total Value (Rs.)
			Harvested Production (Kg=1 40 Kg =2)		Value of total Prod. (Rupees)	Given to Landlord (Rupees)	Kept by the Household (Rupees)	Sold by the Household (Rupees)	Value of total Prod. (Rupees)	Given to Landlord (Rupees)	Kept by the Household (Rupees)	Sold by the Household (Rupees)	
		A	Unit B	Quantity C	D	E	F	G	H	I	J	K	L=F+G+J+K
14.	Wheat												
15.	Cotton												
16.	Sugarcane												
17.	Rice												
18.	Maize												
19.	Pulses												
20.	Fruits												
21.	Vegetables												
22.	Fodder												
23.	Any other												
24.	TOTAL												

25. Did you rent out any agricultural equipment (Tube well, Tractor, Plough, Thresher, Harvester, Truck, etc.) during the last 1 year?   Yes=1 No=2 (→ Next Section)

26. What had you received if any agricultural equipment (Tube well, Tractor, Plough, Thresher, Harvester, Truck, etc.) rented out during the last 1 year? Rs

27. What was the value of any agricultural equipment (Tube well, Tractor, Plough, Thresher, Harvester, Truck, etc.) (If there is no amount write zero in that box)
a)-Sold   b) -Received as gift/ inheritance etc.   c)- Purchased   d)-Given away/lost or destroyed

28. Total Crop Income (Rs.) - (5+24L+26)

Approaches and Methodologies for Socio-Economic Surveys (SES): Baseline and End-line

G2. Livestock

Code	Animal	Number of animals		Expected Value of Presently owned animals	Expected Value of Owned animals During the last year	Value of the animals during the last 1 year				Code	Item (Cross None box if not produced)	Unit/ month or year	Numbers/ M or Y	Value/ M	# of Mon	Total Value
						Sold/ slaughtered home consumed	Received as gift, inheritance etc.	Purchased	Given away, Lost Stolen etc.							
		A (owned)	B (shared)	C (Rs.)	D (Rs.)	E (Rs.)	F (Rs.)	G (Rs.)	H (Rs.)					A	B	C
1.	Cattle									2.	Eggs	1				
3.	Buffalo									4.	Milk	1				
5.	Camel									6.	Milk Prod.	1				
7.	Sheep									8.	Honey	2				
9.	Goat									10.	Forest Prod.	2				
11.	Horses									12.	Fish catch	2				
13.	Asses									14.	Dung cakes	2				
15.	Mules									16.	Wool	2				
17.	Poultry									18.		2				
19.	Others									20.	All other	2				
21.	**TOTAL**									22.	**TOTAL**					
23.	**Total Income from Livestock Rs. (21 E+22 C)**															

NOTE heading above table: LIVE STOCK, POULTRY, FISH, FORESTRY, HONEY BEE ETC.
NOTE: If the HH had animals (Cattle, Buffalo, Camel, sheep, Goats, Poultry, Fish etc) during the last 1 year, complete the table given below. (Cross the none box if no amount mentioned)
NOTE (right side): If any of the following items produced for home use/ sale in the given time period (M=1, Y=2), fill in Col. A, B & C.

Approaches and Methodologies for Socio-Economic Surveys (SES): Baseline and End-line

H. Household Expenditure (Rs. in last 12 months)

1: "**PAID AND CONSUMED**" (Col. 1 & 2) shall cover goods and services actually consumed by the household and distinguished from total household purchases. Goods and services received on credit and in barter transactions and actually consumed as well as goods and services, paid for in cash, should be included. Business related consumption of the household should be excluded.

2: "**UNPAID AND CONSUMED**" shall cover goods and services consumed which are received as wages and salaries in kind (col. 3 & 4) or received in the form of gifts, assistance, inheritances or other sources (Col. 7 or 8). Own produced goods and services, which were consumed shall also be entered under UNPAID AND CONSUMED (col. 5 & 6). Business related consumption should be excluded.

HOUSEHOLD EXPENDITURE PART-A				Fortnightly (Two Week) Consumption Expenditure of the Household on food items.							
Did household members consume any of the following items during the last 14 days? **(Cross the None box if the item was not consumed and moved to next item)**				Paid and Consumed (Report value in Whole rupees)		Unpaid and Consumed (Report value in Whole rupees)					Total
						Wages and Salaries In Kind Consumed		Own Produced and consumed		Receipt from assistance, gift, dowry, inheritance or other sources		Value 2+Value 4+Value 8=9
ITEMS	None	Unit	Code	Qty 1	Value 2	Qty 3	Value 4	Qty 5	Value 6	Qty 7	Value 8	
Milk/Yougart		Kg	1.									
Beef		Kg	2.									
Mutton		Kg	3.									
Chicken Meat / Other poultry birds (ducks, quail, turkey etc.)		Kg	4.									
Eggs		No	5.									
Fish (fresh, frozen, dried)/ Prawns, Shrimps or Crabs (fresh, frozen, canned)		Kg	6.									
Fresh Fruits		Kg	7.									
Dry Fruits & Nuts (Raisin, Dates, Apricot (dried), Other (Almond, Walnut, Chilgoza, Pistachio, Peanuts, Aniseed, Cashew, Coconut, Sesame seeds, etc.)		Gm	8.									
Vegetables (potato, Onion, Tomato other vegs)		Kg	9.									
Salt		Kg	10.									
Sugar		Kg	11.									
Honey (fresh or processed)		Gm	12.									
Barfi, Jaleebi, Halwa & other sweets		Kg	13.									
Carbonated beverages		Ltr	14.									
Sugarcane juices, Other fresh juices, Fruit juices (packed), Mineral water etc.		Ltr	15.									
Readymade meals, snacks, tea, ice cream, drinks, Instant foods		LS	16.									
TOTAL PART A			17.									
ANNUAL TOTAL PART- A (VALUE OF TOTAL PART A x 26)			18.									
HOUSEHOLD EXPENDITURE PART-B				MONTHLY CONSUMPTION EXPENDITURE OF THE HOUSEHOLD ON FOODS								
Did household members consume any of the following items during the last 1 Month? **(Cross the None box if the item was not consumed and moved to next item)**												
ITEM	None	Unit	Code	Qty 1	Value 2	Qty 3	Value 4	Qty 5	Value 6	Qty 7	Value 8	
Wheat and Wheat flour		Kg	19.									
Rice and rice flour		Kg	20.									
Maize, Barley, Jawar and Millet (Whole and Flour)		Kg	21.									
Suji. Maida. Besan		Kg	22.									
Other cereals products (Vermicellies, Corn flakes, Noodles, Macronis, Spageite) etc.)		Gm	23.									
Pulses		Kg	24.									
Edible Oils and Fats		Kg	25.									
Tea and Coffee Green Tea		GM	26.									
Jams, Marmalades/ Tomato Ketchup/pulp/ Pudding, Jelly, Pickles, Chatni, Vinegar, Yeast, Ice etc.		LS	27.									
Biscuits, bread, bun, nan other baked or fired products eg. Pakora somsa, cake etc		LS	28.									
Food and Grain milling/grinding charges		LS	29.									
Total PART – B			30.									
ANNUAL TOTAL PART-B (VALUE OF TOTAL PART B X 12)			31.									

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HOUSEHOLD EXPENDITURE PART-C				MONTHLY CONSUMPTION EXPENDITURE OF THE HOUSEHOLD ON NON-DURABLE GOODS AND SERVICES							
Did household members consume any of the following items during the last 1 month? **(Cross the None box if the item was not consumed and moved to next item)**				Paid and Consumed (Report value in Whole rupees)		Unpaid and Consumed (Report value in Whole rupees)					Total
						Wages and Salaries In Kind Consumed		Own Produced and consumed		Receipt from assistance, gift, dowry, inheritance or other sources		Value 2+Value 4+Value 8=9
ITEMS	None	Unit	Code	Qty 1	Value 2	Qty 3	Value 4	Qty 5	Value 6	Qty 7	Value 8	
FUEL AND LIGHTING (33+……..39)			32.									
Fire wood		Kg	33.									
Kerosene oil		Ltr	34.									
Dung cake (dry)		Kg	35.									
Gas (pipe), (Gas (cylinder)			36.									
Electricity			37.									
Match box, Candles, Mantle etc.			38.									
Others			39.									
Personal Care and hygine (Bath /Toilet soap, Shampoo, hair oil cream, Toothpaste & powder, Brush, cosmetics eg nail polish etc). Hair cutting, beauty parlor etc			40.									
Household laundry Cleaning (Laundry soap, bleaching and other laundry articles, Washing powder, Dishwashing articles etc. Household cleaning articles like cleaners, brooms, dusters, sponges, cleaning wipers, mops polishes, waxes, buckets, etc.)			41.									
Paper napkins, wax papers and other paper articles etc.			42.									
Tobacco and Chewing Products (Cigarettes and lighters, Pan etc)			43.									
Recreation (Tickets for cinemas, musical concerts, spectacular sports, Lottery tickets, Rent of TV/VCR/Video cassettes, CD's etc. Newspapers, magazines, novels, books			44.									
Personal Transport and Travelling (Not for commercial use) (46+….+48)			45.									
Petrol/ Diesel charges, lubricants & oils, punctures			46.									
Expenses on travelling by road (bus, taxi, rickshaw etc.)			47.									
Expenses on travelling by train			48.									
Other travelling charges like tongas, camels, donkeys, ferries, bicycles, Garage rent			49.									
Other Miscellaneous Household Expenses on Goods and Services (51+…+55)			50.									
Wages & salaries paid to servants, gardeners, sweepers, chowkidars, aya, drivers,			51.									
Telephone, cell phone internet etc. charges			52.									
Pocket money to children			53.									
Expenses on maintenance of pets, poultry and fish (curing) - for home use only			54.									
Other expenditures not elsewhere classified			55.									
Total PART – C			56.									
ANNUAL TOTAL PART- C (VALUE OF TOTAL PART C x 12)			57.									

HOUSEHOLD EXPENDITURE PART-D				YEARLY CONSUMPTION EXPENDITURE OF THE HOUSEHOLD ON NON-DURABLE GOODS AND SERVICES								
Did household members consume any of the following items during the last 1 year? (Cross the None box if the item was not consumed and moved to next item) Items included under fortnightly / monthly expenditure should not be included in this part.				Paid and Consumed (Report value in Whole rupees)		Unpaid and Consumed (Report value in Whole rupees)						Total Value 2+Value 4+Value 8=9
						Wages and Salaries In Kind Consumed		Own Produced and consumed		Receipt from assistance, gift, dowry, inheritance or other sources		
ITEMS	None	Unit	Code	Qty 1	Value 2	Qty 3	Value 4	Qty 5	Value 6	Qty 7	Value 8	
Apparel Textile, Footwear & Personal Effects (59+….+64)			58.									
Clothing (cloths, sweaters, socks and garments**), Clothing material and services (**Tailoring, embroidery, alterations etc. charges, Clothing supplies (threads, needles, pins, buttons, zipper, hangers etc.)			59.									
Footwear and repair charges			60.									
Personal effects and service and repair charges (62+…..64)			61.									
Brief cases, hand bags, watch straps, belts etc. (leather or plastic)			62.									
Imitation and Jewellery & ornaments (bangles, necklaces and earings, tie			63.									
Repair charges of personal effects (watches, clocks, glasses, etc.)			64.									
Housing rent, repairs/maintenance etc			65.									
Chinaware, Earthenware, Plastic ware etc. for daily use and other household effects (Crockery & Cutlery for daily use, (ghara, sorahi etc.), Glassware, Plasticware), Woodware and lacquer, (bulbs, tubes, switches, battery cells, lamp shades etc.)			66.									
Health Care (Doctor consultations, medicines, hospitalization, ambulance, Hakim, dai etc costs)			67.									
Educational and Professional Stationary Supplies expenditure (69+…72)			68.									
School/college fees and private tuition fees			69.									
Books and exercise note books / copies, stationary etc. Other education expenses (bags, professional society membership, transportation etc.)			70.									
Hostel expenses			71.									
Stationery supplies such as pen, pencils, stapling machine, pin etc. (other than education purpose)			72.									
Social and religious functions expenditures (travelling, events, accommodation etc) **(74+…..+78)**			73.									
Marriages including (dowry, gifts etc, given (in cash/kind)			74.									
Death			75.									
Births			76.									
Pilgrimage to religious places (Haj, Ziarat, Mazars etc)			77.									
Other events			78.									
Transfers (Zakat, fitra etc. remittances paid, gifts paid, insurance etc)			79.									
Taxes & Fines and all other Miscellaneous expenditure			80.									
Total PART – D			81.									

HOUSEHOLD EXPENDITURE PART-E				YEARLY CONSUMPTION EXPENDITURE OF THE HOUSEHOLD ON DURABLE GOODS AND SERVICES								
Did household members consume any of the following items during the last 1 year? **(Cross the None box if the item was not consumed and moved to next item)** Expenditure in this part should cover the last one year preceding the date of enumeration. Expenditure reported on Fortnightly, Monthly and Yearly durable goods and services should be excluded from this part.				Paid and Consumed (Report value in Whole rupees)		Unpaid and Consumed (Report value in Whole rupees)						Total Value 2+Value 4+Value 8=9
						Wages and Salaries In Kind Consumed		Own Produced and consumed		Receipt from assistance, gift, dowry, inheritance or other sources		
ITEMS	None	Unit	Code	Qty 1	Value 2	Qty 3	Value 4	Qty 5	Value 6	Qty 7	Value 8	
Furniture, Fixture and Furnishing			82.									
Other Household Effects (83+…..+88)			83.									
Electric/ oil fans (table, pedestal, ceiling, exhaust), Air conditioners, Air coolers, Refrigerators, Freezers etc.			84.									
Heater, Boiler, Geyser (electric, gas, oil), Table lamp			85.									
Sewing machine, knitting machine (electric / hand)			86.									
Other(trunks, suitcase etc.), Wall / table clock, water pipes (rubber, nylon, plastic), thermos bottle etc.			87.									
Service and repair charges of household effects, etc. mentioned above			88.									
Miscellaneous Expenditures (89+…..93)			89.									
Laundry/cleaning equipment (washer / dryer, vacuum cleaner, iron, iron			90.									
Calculators, Personal Computers,mobiles, watch etc.			91.									
Radio and musical instruments (Tape recorder, Gramophone, TV, VCR, VCP, Cassettes, Piano, Violin etc.)			92.									
Recreational equipment (Cameras, Projector, Shot gun, Angling kit, Bats,			93.									
Transport and travelling vehicles (Bicycle, Motorcycle, Scooter, Car, horses, camels, tongas etc.)			94.									
TOTAL PART " E "			95.									

Approaches and Methodologies for Socio-Economic Surveys (SES): Baseline and End-line

I. Household Assets

| PART 1 | | Selected Durable Assets Items Owned / Sold by The Household |

NOTE: **1**. Enter number of the following items if owned by the household during the last 1 year in Col. A and give the number of items presently owned by the household in Col. B.

   2. Write the amount received (in cash or in kind), in Col. C, by selling the item during the last 1 year and fill the next columns accordingly.

Were/Are any of the following items owned by this HH during the last 1 year? If yes, → Col. A to G otherwise cross none box.			No. of items owned		If Sold (Give Amount in Rs)	What is the total estimated Market value of all the possessed items	In which year the present item was purchased or received (if more than one item than asked about the last bought item purchased or got)	How much money have you spent to buy this item (if more than one, then ask about last bought item)?	What is the estimated Market value of this item? (if more than one , then ask about last bought item.)
			During the year	Presently					
Item	None	Code	A	B	C	D	E	F	G
Refrigerator		1.							
Freezer		2.							
Air conditioner		3.							
Air cooler		4.							
Fan (Ceiling, Table, Pedestal,		5.							
Geyser (Gas, Electric)		6.							
Washing machine/dryer		7.							
Camera		8.							
Cooking stove		9.							
Cooking Range, Microwave oven		10.							
Heater		11.							
Cart/Trolley		12.							
Bicycle		13.							
Rickshow		14.							
Motorcycle/scooter		15.							
Car / Vehicle		16.							
Tractor		17.							
TV		18.							
VCR, VCP, Receiver, De-coder		19.							
Radio / cassette player		20.							
Compact disk player		21.							
Vacuum cleaner		22.							
Sewing/Knitting Machine		23.							
Personal Computer/laptop		24.							
Mobile Phones		25.							
Other		26.							
TOTAL		27.							

PART-2			BUILDINGS AND LAND OWNED BY MEMBERS OF THIS HOUSEHOLD (Do not report buildings and land already reported in the work sheet)									
Q-1. Did any of the HH members own or had owned during the last 1 year any of the following property? Yes = 1 No = 2 (If No for all,→ **Next Part**)			**Q-2.** Is all or part of this property owned now? Yes = 1 No = 2		**Q-3**. What was the value of the property during the last 1 year which was?				**Q-4.** If rented out, what was the total net rent received, in cash / kind, during the last 1 year?	**Q-5.** What was the value of major improvements, renovation and new construction made during the last 1 year?	**Q-6.** If you wanted to sell [Name prop] how much do you expect to receive (RS)?
Property		Code	Y/N	code	Acres	Sold	Rec	Pur	Given	RS		
Agricultural Land		28.										
Non-Agricultural Land		29.										
Residential Building(Comp. / under construction)		30.										
Commercial Building(Comp./under construction)		31.										
TOTAL		32.										

PART - 3 FINANCIAL ASSETS AND LIABILITIES, LOANS, DEBT AND CREDITS						
Cross the None box if amount (RS) is "0".	None	Code	RS	Cross the None box if amount (RS) is "0".	None	Code	RS
What are the total net savings of your HH at present?		33.		What is the total value of gold, silver, and precious metals including Jewelry, stones etc.?		34.	
What were the net savings of your HH during the last 1 year?		35.		What was the value of gold, silver etc. including Jewelry, stones sold during the last 1 year?		36.	
How much profit did you receive from your all savings/deposits during the last 1 year?		37.		What was the value of gold, silver etc. including jewelry, stones purchased during the last 1 year?		38.	
How much did you withdraw from savings for consumption expenditure during the last 1 year?		39.					

Cross the None box if amount (RS) is "0".	None	Code	RS
How much loans are currently owed by the HH?		40.	
How much loan was borrowed in the last 1 year?		41.	

Source	None	Code	1. Amount Owed (Rs)	2. Amount Borrowed last yr(Rs)	3. Loan Repaid during last year (Rs.)	4. Interest paid during last year (Rs)
Friends/relatives		42.				
Shopkeepers		43.				
Banks		44.				
NGOs		45.				
Community Organisations		46.				
Others		47.				

For what purpose the loan was used?	None	Code	1.Land	2.Livestock		3.Machinery	4.Bussiness	5.Farm Input	6.Housing	7.Consumption	8.Education
		48.									
			9.Health Care	10.Social Function		11.Repay Loans		12.Cash Available	13. Other Uses	14.Total loan use	

Cross the None box if amount (RS) is "0".	None	Code	RS
How much was loaned out in the last 1 year?		49.	
How much was received back (including profits) during the last 1 year?		50.	
How much profit was received on this loan during the last 1 year?		51.	
How much money was received from a group insurance/ benevolent by any member of this HH during the last 1 year?		52.	

J.   BALANCE SHEET FOR INCOME AND EXPENDITURE

ID CODE	Non-Farm Income (G-23) (Rs)	Expenditure Items	Expenditures (Rs.)
		5. ANNAUL HOUSEHOLD EXPENDITURE ON FOOD – SECTION H: PART- A (18-Col9)	
		6. ANNAUL HOUSEHOLD EXPENDITURE ON FOOD – SECTION H: PART- B (31-Col9)	
1. ANNUAL HOUSEHOLD NONFARM INCOME (F-23: 1+….N)		7. ANNUAL HOUSEHOLD EXPENDITURE ON NON-DURABLE GOODS/ SERVICES – SECTION H: PART-C (57-Col9)	
2. ANNUAL HOUSEHOLD AGRI INCOME (G1-28)		8. ANNUAL HOUSEHOLD EXPENDITRUE ON NON-DURABLE GOODS/ SERVICES – SECTION H: PART-D (81-Col9)	
3. ANNUAL HOUSEHOLD LIVESTOCK INCOME (G2-23)		9. ANNUAL HOUSEHOLD EXPENDITURE ON DURABLE GOODS/ SERVICES – SECTION H: PART-E (95-Col9)	
4. TOTAL ANNUAL HOUSEHOLD INCOME (1+2+3)		10. ANNUAL TOTAL HOUSEHOLD EXPENDITURE (5+6+7+8+9)	
Validation Check			
First level check: Ratio (10/4)	Is the ratio > 0.85? Yes (Balance complete) No (Go to further balancing second level check)		
Second level check: Ratio (10/(4+11+12)	Is the ratio > 0.85? Yes (Balance complete) No (Verify from the HH, why the expenditures are so higher than income and make necessary corrections)		
11. Assets Sold (Sec I):=(27 col C + 32Q3(sold)+ 32Q4)	12. Savings and loans taken (Sec I)=(36+37+39+41)		

Approaches and Methodologies for Socio-Economic Surveys (SES): Baseline and End-line

K. Household Facilities (availability and access)

1. What is the residential status at present? 1=Personal residence, 2= On rent, 3=On subsidized rent, 4=Without rent	
2. How many rooms does your household occupy, include bed rooms and living rooms? (Do not count storage rooms, bath rooms, toilets, kitchen or rooms for business)	
3. Which material is used to lay roof of this building? 1= RCC/RBC; 2=Wood/Bamboo; 3= Iron/Cement sheets; 4=Other	
4. Which type of Structure the house has? Pucca=1; Katcha=2; P&K=3	
5. What is the main source of drinking water for the household? Piped water = 1 Hand pump =2 Motorized pumping / Tube well =3 Open well = 4 Closed well = 5 Pond =6 Canal / River / Stream = 7 Spring = 8 Other = 9 (For codes 2, 3, 4, & 5 → to Q-7. For codes 6, 7, 8 & 9 → to Q-9)	
6. How many hours each day is water normally available in the tap? (If less than one, put zero)	
7. Who installed the water delivery system? Govt., PHED, LG & RD, Municipality, District / Union council etc. =1 Community=2 household itself = 3 NGO, Private etc. =4 RSP=5 Don't know = 6	
8. Who look after this water delivery system? Govt., PHED, LG & RD, Municipility, District / Union council etc. =1 Community=2 household itself = 3 NGO, Private etc. =4 RSP=5 None = 6	
9. How much time is consumed on a round trip to fetch the drinking water? 1 – 15 Minutes = 1 16 – 30 Min. = 2 31 – 45 Min. = 3 46 – 60 Min. = 4 60+ Min. = 5	
10. Do you normally pay for water used by your household? Yes =1 No =2 (→ Q - 12)	
11. How much do you normally pay for one month water supply? Rs.	
12. Are you willing to pay for an improved water supply system? Yes = 1 No =2 Don't know =3	
13. What type of toilet is used by your household? Flush connected to public sewerage = 1 Flush connected to pit = 2 Flush conn. to open drain = 3 Dry raised latrine = 4 Dry pit latrine = 5 No toilet in the household = 6 (For codes 1 – 5 → Q- 16)	
14. Where do the household members go for their necessities? Fields / open places = 1 Communal latrine = 2 Others = 3 (specify …………...………)	
15. Is your house connected with drainage / sewerage system? Yes, underground drains = 1 Yes, to covered drains = 2 Yes, to open drain = 3 No, no system = 4	
16. How is the garbage collected from your household and neighbourhood? Municipality = 1 Privately = 2 No formal system =3	
17. How much do you pay(Rs.) per month for garbage collection from your HH and from the neighbourhood? (Write 0 if nothing is being paid)	
18. For how many hours per day do you have electricity? No connection=1 1-4 hours =2 >4-8 hours =3 >8-12 hours =4 >12-16=5 >16-20=6 >20-24=7	
19. Do you use any alternative sources of energy/electricity? Yes, UPS=1 Yes, Generator=2 Yes, Solar panels=3 Yes, Biogas=4 None =5	
20. What is the main source of fuel/energy ? Gas=1;Wood =2; Kerosene oil=3; Saw dust=4; Other= 5	
21. What is the main source of water for irrigation? River=1, Canal=2, Tube well=3 Barani =4 other =5	

How much time is spent in reaching to the most near place of facility		A. Time in minutes						A. Normal mode of transport					1. Time in minutes					2. Normal mode of transport		
		0-14	15-29	30-44	45-59	60+		On foot	Non-mechanical	Mechanical			0-14	15-29	30-44	45-59	60+	On foot	Non-Mechanical	Mechanical
		1	2	3	4	5		1	2	3			1	2	3	4	5	1	2	3
22. Medical Store											23.	Middle school								
24. Retail (Kiryana) store											25.	High school								
26. Public transport											27.	Health clinic/Hospital								
28. Primary school											29.	Population Welfare Unit								

Approaches and Methodologies for Socio-Economic Surveys (SES): Baseline and End-line

L.   Access and use of services and facilities

Services and Facilities	A — How many times do you use this service usually				B — Any particular reason for not using once in a while (If it is 1 or 2 in A then ask B)							C — To which extent you are satisfied of this service (If it is 2, 3 or 4 in A then ask C&D)		D — What type of change you found in the service during the last 12 months			
	Not at all	Once in a while	Often	Always	Far Away	Very costly	Does not suit	Lack of tools/staff	No enough Facility	Other	N/A	Not Satisfied	Satisfied	Worst	Like before	Better than before	Don't know
	1	2	3	4	1	2	3	4	5	6	7	1	2	1	2	3	4
Lady Health Worker																	
Basic Health Unit																	
Family Planning Unit																	
Vaccinator																	
School																	
Veterinary Clinic																	
Agriculture (extension)																	
Police																	
Bank																	
Road																	
Drinking water																	
Bus																	
Railway																	
Post Office																	
NADRA Office																	
Union council office																	
Local magistrate																	
Court																	
District Education																	
District Health Department																	
Electricity and Gas department s																	

M.   Major Constraints/Problems (Perceptions)

1.Education:	2.Health care:	3.Water Supply:	4.Drainage:	5.Street Pavement:
6.Transport:	7.Fuel Supply:	8.Electricity	9.Income (Poverty):	10. Jobs/Employment:
11.Savings:	12Access to Credit:	13.Social Cohesion:	14.Organisation:	

Rank each problem from 0 to 4, where 0=no problem; 1=slight problem; 2=serious problem; 3=very serious problem and 9= not sure.

N. Nutrition [Stunting[3] and Wasting[4]]

If the family has children of 5 years of age then complete the following table, if not then move to next section:

Code	1. Name of Child	2. Sex (Boy/Girl)	3. Date of Birth	4. Age (Years & months)	5. Weight (kg)	6. Height (cm)	7. Birth Certificate (Yes/No)	8. Delivery Conduced by*	9. Breastfed (Yes/No/)	10. Other substances**

Codes:
*Delivery conducted by: Dai/Traditional Birth Attendant (TBA)=1, Lady Health Visitor/Worker=2, Doctor=3, Nurses=4, Others=5 (also provide explanation if Others)
**Has the child been given anyone of the following along with breast feeding? Ghutti=1, Goat Milk=2, Bottle Fed=3, Water=4, Others=5 (Please explain if Others)

O.   Vaccination & Diarrhoea (for Under 5 children)

11. Has the child been vaccinated? Yes=1 No=2 (if no → , Q19)				
12. Do you have Vaccination Card of your children with you?				
13. Did the child vaccinated/administered the following drops. (1.Yes, according to Card, 2. Yes, according to memory, 3. yes ,polio campaign No =4				
1. BCG		2. DPT1		3. DPT2		4. DPT3	

1. BCG		2. DPT1		3. DPT2		4. DPT3	
5. POLIO1		6. POLIO2		7. POLIO2		8. POLIO3	
9. HB1		10. HB2		11. HB3		12. MEASLES	

	Date:
14. Where / who and on what date the most recent vaccination was given? Govt. Hospital /dispensary doctor = 01 Basic Health Unit = 02 Rural Health Center = 03 MCHC= 04 NGO, Health worker = 05 Lady Health Worker= 06 Vaccination team/campaign = 07 Private Practitioner / facility = 08 Other = 09 Don't know = 10	Code:
15. How many days after birth, did the child get first injection of BCG? If Don't know = 999	
16. Did the child suffer from any of the following disease inspite of vaccination? Polio =1 Whooping Cough =2 Measles =3 Tetanus =4 Tuberculosis (tb) =5 Diphtheria =6 No =7 (maximum of three option code can be used)	
17. How far did you travel (round trip) to get your child vaccinated? 0 - 2 Km = 1 >2- 5 Km = 2 > 5-10 Km = 3 >10-20 Km= 4 >20 Km = 5 Don't Know=6	
18. How much Did you Pay for it (including transport)? if nothing Write zero →Next Child	
19. Why was the child not vaccinated? Cannot afford it = 1 No team has visited = 2 Facility too far away = 3 Don't know about vaccination=4 Child will get sick = 5 No female staff = 6 No answer= 7 Unnecessary= 8 Other= 9	
20. Did the child face diarrhoea during the last 30 days? (If no, then ask from the next child)	
21. Did you consult anyone for the treatment of diarrhoea? (If no, then ask Q. No. 23)	
22. Who was the person you consulted first of all? Private Dispensary/Hospital=1 Government Hospital=2 RHC/BHU=3 LHW=4 Nurse/LHV=5 Chemist/Pharmacy=6 Hakeem, Homoeopath, Waid =7 Other=8	
23. Did you give Nimkol (ORS) to him/her? Yes, Purchased, Provided=1 Yes, Prepared at home=2 No=3	

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[3] Stunting - Moderate and severe - below minus two standard deviations from median *height for age* of reference population [http://www.unicef.org/infobycountry/stats_popup2.html].

[4] Wasting - Moderate and severe - below minus two standard deviations from median *weight for height* of reference population [http://www.unicef.org/infobycountry/stats_popup2.html].

Approaches and Methodologies for Socio-Economic Surveys (SES): Baseline and End-line

P.   Household Miscellaneous Information

24. In the last twelve months, has anybody talked to you, or have you heard any messages about hygiene (boiling your drinking water, washing hands before eating and after using toilet etc.) or about diseases you can catch from unclean water? Yes =1 No =2 (→ Q-26)	
25. From Whom did you hear about it? Lady health visitor = 1 Any other Govt. health worker = 2 Any other NGO / private health worker = 3 Media =4 School children = 5 Other family members = 6 Community Organisation =7 RSP Staff = 8 Other = 9	
26. During the last 30 days has this household been visited by a Lady Health Worker Yes =1 No = 2	
27. During the last 30 days has this household been visited by a Village based family planning worker Yes =1 No = 2	

Sindh Union Council and Community Economic Strengthening Support (SUCCESS) Programme

ANNEX - III: Terms of Reference for third party Service Provider

Country: Pakistan

Programme: Sindh Union Council and Community Economic Strengthening Support (SUCCESS)
                  Programme
Implementing Agencies: National Rural Support Programme (NRSP), Sindh Rural Support
                  Organisation (SRSO) and Thardeep Rural Development Programme (TRDP)
Funding Agency: European Union
Services for: Socio-Economic Baseline Survey

The Rural Support Programme Network (RSPN) and three of its partner Rural Support Programmes (RSPs), i.e. National Rural Support Programme (NRSP), Sindh Rural Support Organisation (SRSO), Thardeep Rural Development Programme (TRDP) with the financial support of European Union (EU) are implementing a six years (2016-2021) Sindh Union Council and Community Economic Strengthening Support (SUCCESS) programme. The aim of the SUCCESS Programme is to reduce poverty through undertaking CDD based on RSPs' proven social mobilisation approach. Living conditions are expected to improve by building the local social capital for better access to basic social, economic services, and income generating and diversification activities; working along with the provincial government to define the basis for formulation of a local CDD policy in light of the learning from the Union Council Based Poverty Reduction Programme. The SUCCESS Programme is being implemented in eight out of the 24 districts of the Sindh province. The eight SUCCESS Programme districts include: Tando Muhammad Khan, Sujawal, Matiari, and Tando Allahyar with NRSP, Larkana and Kambar Shahdadkot with SRSO, and Dadu and Jamshoro with TRDP.

In order to measure the impact of the programme, it is intended to conduct a household socio-economic baseline survey covering about 4,000 households before the SUCCESS programme is rolled out (baseline). RSPN with the technical support of University of Mannheim (UM) Germany is responsible for the design of the evaluation strategy and the survey instruments, and sampling strategy. The fieldworks including preparation and implementation of the survey, analysis and report shall be implemented by a third party service provider. The Third Party Service provider shall work in close collaboration and discuss decisions on the design and methodology with RSPN. In particular, the tasks of the third service provider include:

Scope of Work
General
The survey will be based on the evaluation concept described in the Approaches and Methodologies to conduct Socio-Economic Surveys (SES) by RSPN and University of Mannheim Germany, which will be provided to the consulting firm on request.
The service provider will have a seprate contract with each of the 3 implementing partner.
Specific
1. **Preparation of survey implementation**
- Organise tablet computers for data collection
- Recruit enumerators and supervisors and arrange survey teams
- Translate survey questionnaire in Sindhi
- Develop programme software to use survey instrument on tablet computers
- Organise logistics for fieldwork including transport, accommodation, etc.
- Select households for survey according sampling strategy developed by RSPN in collaboration with University of Mannheim Germany.
- Select documentation that ensures that households can be identified for follow-up survey
2. **Preparation and implementation of trainings for enumerators**
- Prepare and print training material/manuals
- Organise 2-3 day training of enumerators and supervisors including resource person, space, rooms, transport, and catering.

3. **Run pre-test**
- Carry out about 100 interviews in one district to test survey questionnaire (30 before the training and 70 after the enumerators training). The questionnaire is given at annex-II of Approaches and Methodologies to conduct Socio-Economic Surveys (SES).
- Organise and implement additional enumerator training if pre-test leads to adjustments in the survey methodology.
4. **Survey implementation**
- Conduct about 4,000 selected household interviews in 20 selected UCs distributed across 8 districts. List of sample UCs number of villages and number of household is given at Annex-I of Approaches and Methodologies to conduct Socio-Economic Surveys (SES).
- The average duration of each interview is expected to 30-45 minutes.
- Monitor and check data quality
- Prepare clean dataset

For the implementation of the survey, a close cooperation with the three RSPs and RSPN shall be ensured.

Survey Reports

Analyses of the data and prepare separate Socio-Economic Baseline survey report for each of the 8 district.

Timeline

The timeline is given in the Approaches and Methodologies to conduct Socio-Economic Surveys (SES) section 2.8 tentative work plan.

SUCCESS Programme is based on the Rural Support Programmes' (RSPs) social mobilisation approach to Community-Driven Development (CDD). Social Mobilisation centers around the belief that poor people have an innate potential to help themselves; that they can better manage their limited resources if they organise and are provided technical and financial support. The RSPs under the SUCCESS Programme provide social guidance, as well as technical and financial assistance to the rural poor in Sindh.

SUCCESS is a six-year long (2015-2021) programme funded by the European Union (EU) and implemented by Rural Support Programmes Network (RSPN), National Rural Support Programme (NRSP), Sindh Rural Support Organisation (SRSO), and Thardeep Rural Development Programme (TRDP) in eight districts of Sindh, namely: Kambar Shahdadkot, Larkana, Dadu, Jamshoro, Matiari, Sujawal, Tando Allahyar, and Tando Muhammad Khan.