

Annex 2 - Generic proposal for a Core Welfare Indicators Questionnaire Survey Project

Project Summary

The Core Welfare Monitoring Survey (CWIQ) is a household survey that measures changes in key social indicators for different population groups - specifically indicators of *access, utilization* and *satisfaction* with core social and economic services. It is a very effective tool for improving project and sector program design and the targeting of services towards the poor and most disadvantaged communities. When repeated annually, the CWIQ becomes a monitoring tool for assessing implementation effectiveness and the impact of programs/projects on living conditions.

The project will support two primary goals: firstly it will supply much needed data for improving the design of projects and programs in almost all sectors and for monitoring their outcomes; secondly it will help build up the capacity of the *National Statistical Office of (country)* to collect, process and rapidly disseminate leading statistical indicators. The project will support the implementation of one pilot CWIQ survey followed by two annual national surveys

Financing Plan

<i>Source of Financing</i>	(US\$)
IBRD/IDA	
Government	
Cofinancier(s)	
TOTAL	

Background

The Core Welfare Indicators Questionnaire (CWIQ) is a tool that was developed by the World Bank, with the close collaboration of the UNDP, UNICEF and the ILO, to provide countries with an instrument to generate essential statistical indicators very rapidly and help them strengthen their capacity to use such indicators to design and monitor programs and projects more effectively. The CWIQ generates standardized indicators which, apart from providing a snapshot of current living conditions, also indicate who are, and who are not, benefiting from various development programs that have been designed to promote improved social and economic conditions.

The CWIQ incorporates a number of innovative features designed to assist national statistical offices produce timelier and more reliable statistical data for monitoring national programs. These include: large sample of households; simple questionnaire with multiple choice questions for easy and rapid data collection; strong emphasis on high quality of fieldwork; the use of optical scanners to speed up data entry; pre-programmed validation procedures to ensure high built-in data quality levels; 'push-button' standardized outputs; and CD-ROM with all survey documentation and survey data available for further analysis.

Project Description

Under the [country name] CWIQ survey project, the *National Statistical Office* will be assisted to carry out two national annual surveys. The project will additionally promote more effective use of the survey data in the design and monitoring of development projects, through workshops, training and use of local consultant analysts. During this two-year period, the *NSO* will receive specialized technical assistance, training and some equipment to build up its competencies in the areas of survey data collection, processing, dissemination and analysis. Having carried out two rounds of the CWIQ survey, the *NSO* will have built up the necessary capacity, not only to continue implementing annual CWIQ surveys on a regular basis, but also will have gained the skills to expand its services and design additional CWIQ modules that can be used to monitor a range of other projects and programs not covered in the core questionnaire.

The project starts with a one month pilot survey, during which the questionnaire is tested and implemented on a small sample of about 1,000 households. The pilot phase ends with an evaluation workshop, involving both data users and suppliers, at which the survey experience is assessed. Following the pilot, there is a period of approximately six months, during which equipment is procured, sampling frames and logistical issues are addressed, and field and data processing staff are trained. The full national survey will take no more than three months in the field, and preliminary results should be available within a few weeks of the end of fieldwork. This will be followed by a national seminar at which the survey results are discussed and their potential value for policy and project design is demonstrated.

The second round of the survey will be carried out one year after the first. For the second round, the *NSO* will be assisted to design and implement an additional customized *CWIQ* module alongside the core. The module will be designed to meet specific country needs that may not be covered in the core questionnaire. Training will be provided in questionnaire design, data processing, and analysis of the results.

Description of Proposed Technical Assistance

The project will finance, technical assistance, training and workshops to: i) build the capacity of the *NSO* to collect and disseminate high quality data more rapidly and reliably, and ii) to promote more effective use of such data for policy and project preparation and monitoring purposes. The support will be supplied in three phases: i) pilot phase, ii) first survey, and iii) second survey.

Pilot Phase:

A survey specialist and data processing specialist will work with the *NSO* for 6 weeks to implement a survey in 2-3 pilot areas and to initiate preparations for the first national survey. The pilot will be used to test field and data processing procedures, and to assess the competencies of local printers to produce scannable questionnaires of the required quality. The data processing consultant will also bring with him a scanner (on loan) and pre-printed generic questionnaires to demonstrate how data entry is carried out using an optical mark reader. Before leaving, the consultants will work with the *NSO* staff to prepare a timetable and work plan leading up to the implementation of the first full national survey. Annex 1 contains details of the proposed pilot survey.

First Survey:

The survey specialist and data processing specialist will return for a period of approximately two months each to assist with the implementation of the main survey. During this phase, the project will also cover the costs of local consultant analysts (approximately three months) who will undertake some of the initial analysis required before the survey goes into the field, as well as the analysis of the actual CWIQ data when it comes back from the field. The fund will also cover costs of in-country workshops and training for *NSO* staff, survey analysts, policy-makers and project/program managers.

The project will also cover the cost of three optical mark readers (scanners) to be used for entering the CWIQ data. Additionally, the project includes a lump sum contribution towards the costs of fieldwork, questionnaire and report printing. It also includes an innovative “quick turnaround” bonus payable to the *NSO* if the clean survey results are made publicly available within three months of the end of fieldwork.

Second Survey:

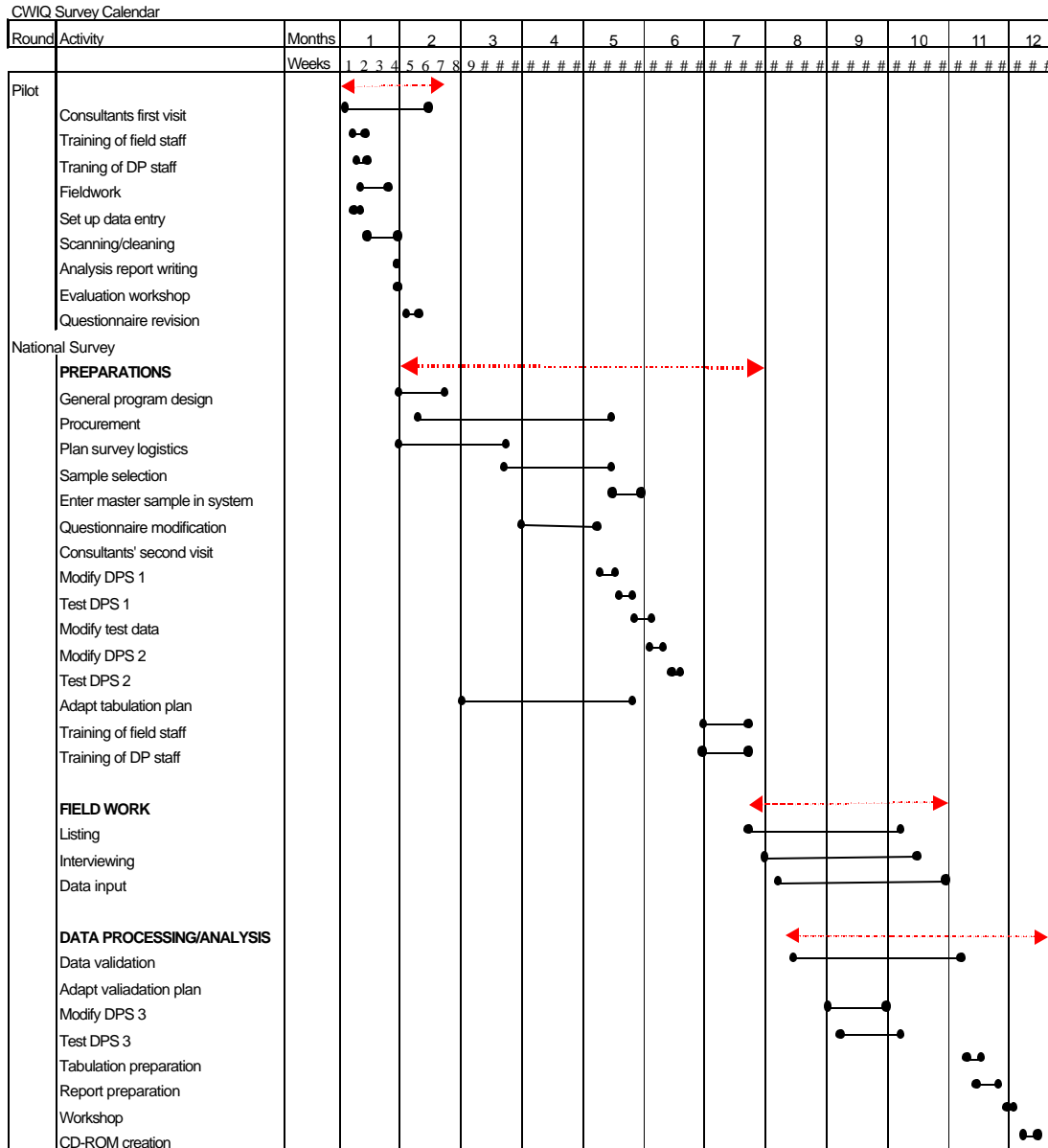
For the second survey, the nature of the technical assistance will shift from supporting the *NSO* to implement the ‘off-the-shelf core questionnaire, to assisting it to build up capacity to design and implement its own CWIQ modules. Both the survey specialist and the data processing specialists will return for a period of one month each. The use of local consultants to analyze and interpret the data will remain the same as for the first round. The project will continue to be used to cover in-country training and workshops, the lump sum contribution to printing and field costs (but at a reduced level), and the “quick turnaround” bonus.

Implementation Arrangements

The CWIQ will be implemented by the *NSO*. The project fund will be administered by.....

Timetable¹

Sample timeline



¹ File = Timeline.xls

Budget²

Table 1: Sample Budget

<i>Activities</i>	<i>Unit</i>	<i>No. of Units</i>	<i>Unit cost</i>	<i>Cofinanciers (US\$)</i>	<i>Govt. (US\$)</i>	<i>Total (US\$)</i>
1. Pilot Phase						
Fees: International	Months	3	10,000	30,000		30,000
Travel:	Trips	2	5,000	10,000		10,000
Subsistence:	Months	3	6,000	18,000		18,000
Pilot survey costs (Printing, training & field costs)				20,000	0	20,000
Subtotal				78,000	0	78,000
2. First Survey						
Fees: International	Months	4	10,000	40,000		40,000
Travel:	Trips	2	5,000	10,000		10,000
Subsistence:	Months	4	6,000	24,000		24,000
Local	Months	3	6,000	18,000	0	18,000
User/producer workshop	Number	1	6,000	6,000	0	6,000
Scanners + software	Number	3	12,000	36,000		36,000
Questionnaire/report printing				20,000	0	20,000
Field costs				100,000	0	100,000
“Quick turnaround” bonus				20,000		20,000
Subtotal				274,000	0	274,000
3. Second Survey						
Fees: International	Months	2	10,000	20,000		20,000
Travel:	Trips	2	5,000	10,000		10,000
Subsistence:	Months	2	6,000	12,000		12,000
Local	Months	3	6,000	18,000	0	18,000
User/producer workshop (2)	Number	2	6000	12,000	0	12,000
Questionnaire/report printing				20,000	0	20,000
Contribution to field costs				80,000	0	80,000
“Quick turnaround” bonus				20,000		20,000
Subtotal				192,000	0	192,000
TOTAL COST				544,000	0	544,000
CONTINGENCIES				0	0	0
GRAND TOTAL				544,000	0	544,000

² File = Budget.xls

Proposal for a Pilot CWIQ

Objective

The objective of undertaking a pilot CWIQ survey in [Country Name] is to determine its suitability as a national poverty monitoring instrument that can provide benchmark and annual progress information on poverty reduction at an affordable level.

If the pilot proves successful, the first national CWIQ survey may be proposed for [proposed date].

Sample Design

The pilot CWIQ would be carried out on a sample of 1,000 households located in 2 districts. The sample would cover both urban and rural areas and use existing NSO sample frames and household listings. Selection will not be based on strict probability procedures since the pilot is not intended to generate statistically valid results. The sample will be selected prior to the consultant's arrival.

	<i>District 1</i>		<i>District 2</i>		
	<i>Urban</i>	<i>Rural</i>	<i>Urban</i>	<i>Rural</i>	<i>Total</i>
Clusters	10	10	10	10	40
Households per cluster	25	25	25	25	100
TOTAL HOUSEHOLDS	250	250	250	250	1000

Survey Logistics

Each enumerator would aim to cover around 5 households per day. Fieldwork will last for approximately 10 days. A total of 20 field staff will be used, with 4/5 supervisors. A high level of supervision will be used because of the innovatory nature of the survey. Each enumerator should complete around 50 interviews. BOS will provide necessary transportation to reach the sampled households. Data processing will commence shortly after field interviews are underway, and run parallel to the fieldwork. Data entry and processing will take place at the central NSO office.

Staffing

Besides the field team, NSO will allocate 1 Senior Statistician to manage the survey, and 1 programmer and 2 data entry clerks to work full time on the pilot for the four-week period.

The NSO is requesting two consultants (a survey specialist and data processing specialist) to undertake training and support throughout all stages of the pilot exercise.

Questionnaire

The pilot survey will use the generic CWIQ format supplied by the World Bank. Limited modifications may be made to the questionnaire after the pilot and before it is administered on a national. During the pilot, the consultant will review with NSO the capacity of local printers to print the CWIQ forms in future.

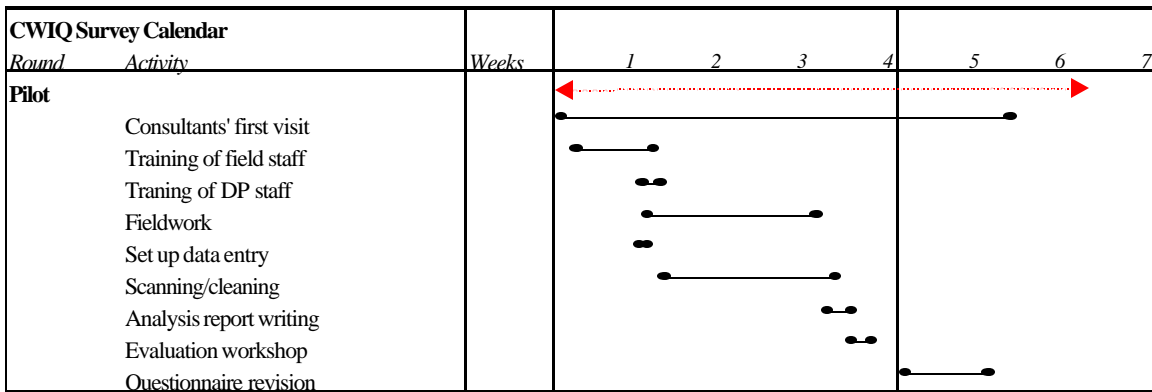
The NSO is requesting the loan of an optical scanner and relevant software for the exercise. NSO will use their own computing equipment.

Training

The NSO will arrange facilities for a 2-3 day training course for the CWIQ pilot staff. The training will commence shortly after the arrival of the consultant.

Timetable³

Based on present NSO's workplans, it will be feasible to conduct the pilot CWIQ sometime between [suggested dates]



³ File = Timeline.xls