

**To: Mr. Kamil kamaluddeen, Economic Advisor, UNDP, Monrovia**

**From: Ivo Njosa, CWIQ Survey Consultant**

**Date: June 5th 2007**

**Objective: First update report on developments on the CWIQ Survey:**

1. The activities of the Core Welfare Indicators Questionnaire (CWIQ) have been slowed somewhat but the news of the signing of the Project document (PD) was most welcome. Despite the non-availability of funds, LISGIS had continued with activities deemed to be on the critical path so as not to overly penalize the project scheduling.

**Survey Activities**

2. The training for the listing phase of the survey operations started as re-scheduled on Tuesday (see updated attached survey schedule) May 15<sup>th</sup> 2007. Your office was kind enough to advance us some funds for this exercise. The training lasted 5 days. Then came the need to finance the actual field operation. Your office was not able to advance us the funds since the project document (PD) had not been signed. LISGIS and myself felt that this operation was critical and thus sought 10-days funding elsewhere to kick-start this operation. It was erroneously assumed at the time that the PD would be signed within a few days. The listers were deployed on the field on May 22<sup>nd</sup>. The 10 days have since been exhausted. Access to funding is badly needed to keep this operation alive.

3. The next operation key operation is the training of the survey supervisors. The CWIQ, like many successful surveys, trains its supervisors more rigorously and before the general interviewer training. This training was to have begun almost 2 weeks ago. I have had to delay the arrival of some consultants so as to save on project funds. Now that there is funding, it is my hope that this training will start on Monday June 11<sup>th</sup>.

**Issues of concerns**

4. The most obvious issue of concern had been the unsigned PD. This did not seem like a problem until the issue of vehicles was raised during the steering committee meeting. Some steering committee members felt that it would be better to have a written assurance for the provision of enough survey vehicles before the document is signed. This issue is discussed further in the next paragraph.

5. Some under-estimation was done during the planning phase on the issue of number of vehicles for the survey and/or the availability of vehicles. In principle, the Liberian CWIQ survey needs 27 vehicles. One vehicle for each of the 22 teams and one

each for the 5 coordinators. LISGIS has at its disposal a total of 6 vehicles for the CWIQ project. These 6 vehicles added to the 12 (budgeted for rental) gave it a total of 18 vehicles. However, it was not explicitly communicated to all that that 5 of those 6 LISGIS vehicles will be used for the listing work. This listing operation will continue for several weeks and runs almost parallel to the survey. In effect, there is just 1 vehicle available immediately at LISGIS for the CWIQ survey itself. If we add the 12 rentals, there will be 13 vehicles available for the CWIQ fieldwork. This still leaves us with a gap of about 14 vehicles.

6. The issue introduced on paragraph 5 was the primary objective of the meeting between the UNDP country director, LISGIS director and the representative of the president's office on Friday June 1<sup>st</sup> 2007. There was no immediate resolution; but UNDP proposed to look into other avenues that may have supplementary vehicles. There were no guarantees given.

7. There are 3 additional CWIQ consultants who would have joined us by now but were delayed. Their current arrival schedules are as follows: the principal CWIQ trainer, Mr. Enock Chinganda, should be arriving by this weekend or early next week. The issue of getting a visa is now the cause of his delay. He will spend 10 or more days training the 35 potential CWIQ supervisors. He is not expected to be present for the pilot survey. He will return in a few weeks to assist with the interviewers' training. The data processing (DP) expert, Mr. Aboubakar Ghapoutsu, should be arriving on Friday June 8<sup>th</sup>. He will do the daily micro-management of all DP activities. The other DP expert, Mr. Jim Otto, will be arriving this weekend. He has more limited time on the project but is the most experienced DP expert on the CWIQ. Initially, he will be here for a few weeks to assist with the set up and again at the end to assist with the cleaning and organization of the tabulation and analysis files.

8. As of yesterday Monday June 4<sup>th</sup>, I understand that UNDP is ready to advance LISGIS the project funds. This is very encouraging news. It had been my plan to start the training by Friday the 8<sup>th</sup>. With the visa issues the consultant is having, this may have to wait until Monday June the 11<sup>th</sup>.

## **Implications of Delays**

9. All the consultants on the project were allocated fixed costs or a finite number of days relative to the estimated total survey period. As this period is being extended, in principle, so should all the related estimates. If the latter is not possible, then consultants will have to use their time more judiciously. This may mean longer absences than would normally have been taken. In the case where it jeopardizes completion of the project, funds could be drawn from a relatively inactive budget line to fill the gap. One of these inactive lines would have been vehicle rental. Unfortunately, the shortage of vehicles renders that line hyperactive. Consequently, there may not be many avenues from which to draw funds in case of unforeseen events or if the survey period continues to extend.

It is for this reason that some funding partners had dissuaded immediate use of the vehicle rental line. It would not be inconsistent with good planning to start looking at other avenues for additional funding, just in case.

## **In Closing**

10. The signing of the PD and the ability to draw funds should now greatly expedite the project. The issue of insufficient vehicles will be dealt with as time goes but does not immediately affect activities planned for the next few weeks. I have revised once again current assessment and estimate of the survey schedule (see attachments). I shall continue to keep your office abreast of any other changes in project activities.

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Ivo Njosa, CWIQ Consultant

Cc: LISGIS director

Cc: World Bank