

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

From: Ivo Njosa, CWIQ Survey Consultant

Date: June 17th 2007

Objective: Second update report on developments on the CWIQ Survey:

1. This is a second of update reports on developments on the CWIQ. All the consultants have now arrived in Monrovia. The training is proceeding as scheduled.

Outstanding issues

2. Jim Otto, the DP consultant brought a scanner with him from Washington. This can and will be used for the training, testing and processing of the pilot survey questionnaires. Also, Erwin Wartenberg, the EU consultant provided his market scale for the current training. Unfortunately, he has just one. We will need at least 22--one for each field team in the survey. In the immediate, the absence of the scanners is not as penalizing. However, the absence of the scales is more of an issue since it would have been preferable that the trained supervisors get well acclimated with these tools before having to go out to the field. I know that UNDP is doing the maximum to procure these equipments. Clearly, it would be to the project's interest if they arrive in a timely way.

3. The issue of the vehicles for the pilot survey has been solved. The office of UNDP Liberia has promised to provide 5 vehicles. These vehicles should be available from Friday the 22nd until Sunday evening the 25th of June 2007. I should mention that in the original budget, the pilot survey was schedule for 6 days. In its current implementation, it has been scheduled for 2 days. This affords the project 4 days savings.

For the main survey set to begin on July 18th, the issue of a shortage of 14 vehicles has not been concretely resolved. There are several proposals currently on the table but none has completely materialized. UNDP and the government are leading these efforts. I have reasons to believe there will be a resolution.

4. A few weeks ago, I raised the issue of the possibility of a budget shortfall. There are several reasons for this possibility. Some of these are: cost of additional vehicles, possibility of a longer training period due to additional modules to the questionnaire, probability of extension of consultant stays in Liberia. Below is provided a matrix of some of the potential areas of funding shortfall and perhaps some mitigating factors.

Activity	Explanation	Risk	Mitigation
Shortage of vehicles (after 12 rentals)	Based on current estimates, there is a shortage of about 14 vehicles.	Rental of additional vehicles from other lines causing stress on budget	UNDP/Government provide the additional vehicles at no cost to the project
Longer training period.	There have been 2 additional modules added to the questionnaire.	Additional overall training/consultant costs	Some savings incurred from shorter pilot duration.
Consultant costs	The budget allocated fixed amounts for each consultant based on the survey duration and length of stay in Liberia	The additional modules to the questionnaire and many postponements have greatly extended the total survey period but not the fixed cost for each consultant	Postponement of 3 other consultant arrivals until when needed.
Increase in number of enumerators from 66 to 88	The budget allocated money for 66 enumerators.	Additional costs for the 22 enumerators	The budget allocated 50 days to field work. Additional enumerators should shorten this period in addition to savings from shorter vehicle rental period.
Cost for 5 data entry operators for processing the listing data	There is no explicit budget line for the data entry of the listing data. It is usually assumed that existing data entry operators at the Statistic offices will effect this task.	LISGIS is still small and understaffed. They rely on contractual workers for labour-intensive data entry activities---as with the recent LDHS. Consequently, funding for this activity must be drawn from other lines.	Savings from shorter pilot and field work.
Rental of 12 vehicles	There is money allocated for the rental of vehicles for 50 days. However, it is usually hoped that Statistics offices will find sufficient vehicles and not necessarily utilize this line as a first option.	Exhaustion of this vital budget line that is often used, and could have been used as a safety net to ensure completion	Limited to no vehicle rentals.

Closing

5. There are still possibilities of a budget shortfall. The exact amount is difficult to forecast at this time. I personally feel that if the current budgetary lines are managed efficiently and all the risk-mitigating factors are largely implemented, then this issue may not need as much attention. I will continue to closely monitor the lines in the weeks to come and will present timely update reports as soon as necessary.