

Country: Liberia

Executing Modality: UNDP DIRECT EXECUTION

Implementing Agency: Liberia Institute for Statistics and Geo-Information Services

General Management Support Fee: US\$51,567.38



United Nations Development Programme

Monrovia, Liberia

CORE WELFARE INDICATORS QUESTIONNAIRE SURVEY IMPLEMENTATION FRAMEWORK DOCUMENT

Duration: April 2007 – October 2007

UN Agency: UNDP, Monrovia, Liberia

Estimated budget: \$793,344.30

Geographical Location: Liberia

Brief Description

The Core Welfare Indicators Questionnaire (CWIQ) Survey Project aims at providing support to the Government of Liberia in defining baseline statistics, which will feed into Liberia's MDG-based full PRSP. The PRSP will need to have indicators that respond quickly to policy and program interventions and a system that collects and reports on these indicators. A CWIQ survey is an ideal tool to meet this requirement. Implementing this first CWIQ survey will be an initial step in building the capacity to carry out further CWIQ surveys as part of an integrated survey program within the PRSP M&E system.

1.0 Background/Introduction

The Government of Liberia is committed to producing a PSRP. To produce this strategy, the Government will need to do the followings: i) undertake an analysis of qualitative and quantitative sources to understand the nature of poverty in Liberia; ii) develop a macro-economic framework, and conduct broad based and participatory consultations to choose objectives, define and prioritize strategies of where we want to go, and how far can we get there; and iii) subsequently develop a monitoring and evaluation system to help us know when we get there. The Core Welfare Indicator Questionnaire (CWIQ) survey convincingly provides the answers to these questions,

The Core Welfare Indicators Questionnaire (CWIQ) is an innovative household survey package developed collaboratively by the World Bank with other international partners, including UNDP, as a survey for the rapid monitoring of effectiveness in the delivery of development programmes and services to different population groups. The generic survey provides information on patterns of access, utilisation and satisfaction with the provision of services, anthropometric data-a useful proxy indicator for poverty levels and data on employment.

The analysis of the nature of poverty-the poverty profile-will establish the overall rate of poverty incidence, identifying the poor in relation to their location, habits, occupations, means of access to and use of government services, and their living standards in regard to health, education, and nutrition. The CWIQ information will be collected in a single visit survey, which will include an additional module to cover household income, expenditure and consumption. The reason for the inclusion of an additional module is to have access to information needed to estimate welfare levels and poverty incidence which will be combined and analysed with the sectoral information from the main survey questionnaire. The information collected will serve as a valuable asset to feed into the full PRSP.

The PRSP will need to have indicators that respond quickly to policy and program interventions and a system that collects and reports on these indicators. A CWIQ survey is an ideal tool to meet this requirement. Implementing this first CWIQ survey will be an initial step in building the capacity to carry out further CWIQ surveys as part of an integrated survey program within the national development priorities M&E system.

2.0 Strategy for the Survey

To reduce the capacity demands on LISGIS the survey will use the same sample design and 300 selected enumeration areas (EAs) as the Demographic & Health Survey which is being implemented from December 2006 to June 2007. A total of 12 households from each of the 200 EAs will be randomly selected from the household listings compiled for the DHS in March 2006. Where population movement may have greatly affected the accuracy of these lists, consideration will be given to compiling new listings. If this involves new household listings in the urban areas consideration will be given to stratifying the EAs by a proxy for consumption and making a new selection.

The results will be reported for the country as a whole, for Greater Monrovia, for other urban areas defined as the 15 county HQs, for all rural areas and each of the geographical regions.

3.0 Objectives

The prime objective for conducting the CWIQ survey is to provide needed estimate welfare levels and poverty incidence, which will eventually be used as baseline statistics to feed into the MDG-based PRSP. The specific objectives for implementing the 2007 CWIQ survey, including an income and expenditure module, are to:

- generate information to produce a poverty profile for the PRSP;
- generate information to estimate the weights used for the Harmonized CPI; and
- begin a process of capacity building to incorporate the CWIQ as an element of Liberia's MDG-based PRS monitoring system

4.0 Expected Results

It is expected that results from the CWIQ survey will provide baseline statistics for design and preparation of Liberia's MDG-based PRSP.

5.0 Management Arrangement

The project designed to undertake the survey will be directly executed by UNDP, using the DEX modality. Under this modality, UNDP takes full responsibility in ensuring the effective implementation, management of resources and achievements of project objectives. Major activities that will be undertaken under this modality include financial analysis of the programmes, procurement, recruitment, and reporting to donors and monitoring and evaluation.

Contributions to the CWIQ project will be paid directly into a special CWIQ project window, which will be managed by UNDP.

For management purposes and for transparency and accountability both to the donors and the general public in Liberia, a Project Steering Committee (PSC) will be set up, which will be composed of the Ministry of Planning and Economic Affairs (MPEA) as Chair, UNDP, Co-chair, DfID, WB, EU, and other line ministries and agencies, including the Ministries of Commerce and Industry (MOCI), Internal Affairs, and the Central Bank of Liberia (CBL) all as members. The PSC main function will be to evaluate progress of the survey. There will also be a Technical Committee chaired by LISGIS to oversee technical matters relating to the survey. Members of the committee will include MPEA, MOCI, MOA, MIA, CBL, UL, UNDP/NIMAC, and EU.

5.1 Roles & Responsibilities

Government of Liberia/LISGIS:

- Manages the day-to-day activities of the survey;
- Produces a survey report and poverty profile with technical and financial support. A CD-Rom will be produced containing all the reports and the dataset for free distribution;
- Provides office space and facilitate the inputs of the contracted consultants.
- Agrees to archiving of the final ‘clean’ survey dataset and copies being made available to PSC members for their internal use only (wider use depending on further agreements).
- Distributes the data upon request to other responsible scientific organizations or individuals for statistical analysis, that is, after finalising the report. No information which would permit identification of the specific person(s) interviewed shall be divulged.
- Comprehensively reports on all advances received during the implementation of the survey

UNDP

- Establishes a financing facility to support the survey budget. This facility will be open to contributions from and participation by all donors. The PSC will seek to ensure that where possible all existing and future financial support for the survey and related activities are channelled through this mechanism.
- Manages all disbursements from this fund in accordance with its procurement policies and regulations.
- Disburses funds in advance to LISGIS following receipt of letters of request for each tranche. Any subsequent disbursement request from LISGIS after the first payment must be accompanied by a comprehensive report of accounts for tranches previously paid. This will be done in accordance with the Standard Project Cooperation Agreement signed between UNDP and LISGIS.
- Procurement of data processing equipment and preparation of contracts for all consultants for the survey.

The World Bank

- Provides overall guidance for all technical matters relating to the implementation of the survey, and in the process builds internal capacity of LISGIS for future conduct of CWIQ survey. These include but not limited to decisions over the terms of reference and short lists for consultants, specifications for capital equipment (such as data processing equipment), changes to the survey program and implementation schedule, statistical standards and technical aspects of the survey methodology.

6.0 Publicity

Information given to the press and all publicity materials, notices, report and publications shall acknowledge equally the role of national partners and all funding partners as well as other contributors to the 2007 Liberia CWIQ survey. In all cases, LISGIS will be the source of all CWIQ survey information.

7.0 Monitoring & Evaluation

Monitoring and evaluation during the implementation of the survey will be an ongoing and open process. All reports and financial statements from LISGIS and consultants will be made available to all the participating members of the Steering Committee in a timely manner.

The PSC will meet immediately after the signing of the project document. Thereafter, it will meet for three specific reviews and otherwise as often as the need arises. The first review will take place after the completion of the pilot phase of the survey. During this meeting, the PSC will review the pilot experience, preparations and survey materials for the main survey phase with reports from LISGIS and the consultants. This will trigger the beginning of the main survey phase. The second review will take place after the end of field work to review the implementation of the survey and plans for the analysis and dissemination phase. The final review will take place at the end of the survey program to review and vet the final draft report of the survey.

8.0 Legal Context

This project document shall be the instrument referred to as such in the Standard Basic Assistance Agreement signed between the Government of Liberia and the United Nations Development Programme.

The following types of revisions to the project document can be made with the sole signature of the UNDP Resident Representative or the UNDP Country Director, provided the other signatories have no objections:

- a. Revisions to any of the annexes to the project document or additions to each;
- b. Revisions that do not imply significant changes in the immediate objective or the results of the activities of the project provided that the changes are due to a redistribution of inputs previously agreed, an increment in expenses due to inflation; or other justified reasons;
- c. Obligatory annual revisions to modify the agreed inputs of the projects, as a result of an increment in experts' costs, inflation or any other kind of justified cause.

Any change in the duration, amount of the project and/or provisions of the services to be rendered by the UNDP will also be subject to consultation of the parties, in order to reach a joint agreement.

9.0 Budget Summary

DfID will contribute £354,089 (US\$693,344.30) while UNDP will immediately contribute initial US\$100,000 to the CWIQ budget. The WB will provide technical assistance to the implementation of the survey while LISGIS will serve as the implementing agency for the survey. The amounts contributed will be split on the various activities of the project, including EA identification and household listing; pre-test and validation workshop; main data collection; data processing; report writing and dissemination; local personnel payments; technical assistance and operational costs. Any funding gap experienced in the implementation of the project will be mobilized from the resources of the funding agencies and other interested partners.

Annex 1

Results and Resource Matrix of the Project

Activity	Timeline	Inputs	Budget (US\$)
1. EA Identification & HH Listing		Training; field work; monitoring; and printing of listing forms	74,200
2. Pre-test & Validation Workshop		Workshop; printing of pre-test questionnaire; training; and field work	18,510
3. Main Data Collection		Printing of questionnaire and manuals; training; field work; monitoring; materials and supplies for field work; and publicity	324,295
4. Data Processing		Data processing equipment; materials and supplies for data processing	29,700
5. Report Writing and Dissemination		Workshops to finalise reports/flyers; printing and reporting; dissemination seminars	26,375
6. Local Personnel Payments		Administrative staff; data processing staff	17,790
7. Technical Assistance		Sampling consultant; survey management and analysis; data processing; analysis and reporting	189,800
8. Operational Costs		Vehicle maintenance/insurance and other related costs	112,674.30
TOTAL			\$793,344.30

Agreed by Government of Liberia

Name: _____

Signature: _____

Title: _____

Date: _____

Agreed by DfID

Name: _____

Signature: _____

Title: _____

Date: _____

Agreed by UNDP

Name: _____

Signature: _____

Title: _____

Date: _____

Agreed by the World Bank (WB)

Name: _____

Signature: _____

Title: _____

Date: _____