

**Social Protection  
Development Project**

**FINAL REPORT**

**Monitoring of Targeted Social Assistance  
(TSA) Programme  
II Phase**

**Household Survey**

**June 1 – July 25, 2011**

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## Table of Contents

INCEPTION REPORT .....	1
SYNOPSIS .....	4
INTRODUCTION .....	5
1. REPORT CONTENT .....	5
2. DELIVERABLES .....	5
I PART .....	5
START-UP ACTIVITIES .....	5
1.1 Meeting with the World Bank and Ministry representatives .....	5
1.2 Changes to the Action Plan .....	6
II PART .....	6
2.1. Sampling methodology .....	6
2.2. Target respondents group of the survey .....	6
2.3 Sampling mechanism .....	6
2.4 Household lists related problems .....	8
III PART .....	11
TRAINING OF INTERVIEWERS .....	11
3.1. Training of interviewers in Yevlax and Baku .....	11
3.2. Changes in survey questionnaire .....	13
3.3. Pilot survey .....	13
3.4. Problems encountered during the pilot survey .....	13
IV PART .....	15
4.1. Fieldwork survey and survey administration .....	15
4.2. Survey monitoring system .....	16
4.3. Monitoring by the World Bank and Ministry representatives .....	17
V PART .....	18
DATABASE DESIGN .....	18
5.1 Database structure .....	18
5.2 Description of data in the database .....	18
5.3 Economic and Geographic zone database .....	19
5.4 Refusals Database .....	19

### APPENDIX 1

Action Plan

### APPENDIX 2

Electronic version of SPSS database encompassing information collected from households surveyed in some economic-geographic zones of Azerbaijan (on a disk).

## SYNOPSIS

<b>Programme:</b>	: Social Protection Development Project
<b>Sub-component:</b>	: Household Survey on Monitoring Targeted Social Assistance (TSA) Programme
<b>Country:</b>	: Republic of Azerbaijan

### Survey Objectives:

The objective of the survey is to help the Ministry of Labour and Social Protection of the Population (MLSPP) in the monitoring and evaluation of the Targeted Social Assistance (TSA) Program implemented within the framework of Azerbaijan Social Protection Development Project. A rigorous evaluation will be used as a managing-by-results tool by testing main components of the program to modify its design and thus improve its effectiveness over time.

### Survey outputs:

- 1) Inception, Interim and Final Reports;
- 2) Complete, cleaned and checked LSMS Database;
- 3) LSMS database documentation, including the Database Dictionary;
- 4) Cross-tabulations on LSMS variables, including statistical errors.

### Survey activities:

- Preparation of survey questionnaires
- Sample selection
- Pilot Survey
- Fieldworkers' Selection and Training
- Fieldwork
- Data Entry

### Staff involved:

- 37 Interviewers and 4 supervisors;
- 13 data entry operators;
- 4 permanent project staff

### Target groups:

1. General households selected from all economic-geographic zones of Azerbaijan (5,200)
2. TSA beneficiaries and TSA applicants (1,300)
3. Internally Displaced Persons (500)

Starting Date: February 15, 2011  
Duration: 6 months

## **INTRODUCTION**

### **1. REPORT CONTENT**

On January 26, 2011 the Ministry of Labour and Social Protection of the Population and ARTIM Consulting Company signed an Agreement on conducting Household Survey for Monitoring Targeted Social Assistance (TSA) Programme. Upon signing of the Agreement ARTIM began survey preparations. This Final Report presents detailed information on the fieldwork and other activities. Organization of activities within this survey was done in accordance with the enclosed Action Plan (Appneidx 1).

### **2. DELIVERABLES**

This Final Report contains extensive information on all activities carried out within the framework of Monitoring of Targeted Social Assistance (TSA) Household Survey. The present report includes the following deliverables:

- 1) Halfly cleaned database containing 100% of the collected data (7,000 households);
- 2) 7,000 questionnaires collected during survey.

## **PART I**

### **1. START-UP ACTIVITIES**

#### **1.1. Meeting with the World Bank and the Ministry of Labour Representatives**

ARTIM LLC conducted a series of meetings with representatives of the World Bank (WB) and the Ministry of Labour and Social Protection of the Population (MLSP) in February and March 2011. The main purpose of the meetings was to discuss and clarify a number of survey-related uncertainties. The parties discussed the following topics:

- 1) Revision of the survey questionnaire
- 2) Identification of sampling methodology, obtaining new census list from the State Statistical Committee (SSC).

As a result of discussions, prior to training for interviewers the World Bank experts revised the survey questionnaire. Further changes to the questionnaire were introduced during trainings.

The parties agreed on the ways of obtaining new census lists from SSC and changed target group division. These changes are reflected in one of the sections of the present report. Sampling Expert and Expert on Statistics developed lists of general households, TSA beneficiaies and applicants. List of TSA beneficiaries and applicants were prepared on the basis of the database for 2010 presented by the Ministry. The lists of internally displaced persons (IDPs) were developed on the basis of information database provided by the State Committee on Refugees and IDPs.

## 1.2. Changes to the Action Plan

A number of changes were introduced to the attached Action Plan. Covering trainings, sampling, fieldwork start-up and some other activities, these changes were caused by delay in receiving the lists of sampled households and by postponing training sessions until mid-March. These changes somewhat affected the survey schedule, however survey was completed in a timely manner and the database was prepared within an agreed upon time limit and is presented to the World Bank and the Ministry with this Report.

## PART II

### 2.1. Sampling Methodology

Sampling Expert engaged by ARTIM worked together with representatives of the State Statistical Committee (SSC) and the Ministry of Labour on sample selection and preparation of the final lists. Sample was identified based on the new SSC database developed during 2009 census. Another change was made to division of target groups, following discussions between the WB and Ministry representatives. The parties have agreed to:

reduce the number of general population from 5,500 to 5,200 and increase the number of TSA beneficiaries from 1,000 to 1,300. The number of IDP was not changed and constituted 500 households. The number of TSA beneficiaries was increased, due to the fact that survey was mainly targeted at revealing current situation of the TSA program.

### 2.2. Target Respondent Group of the Survey

7,000 respondents participated in the survey. Respondents were divided into 4 groups with a quote specified for each of them.

#	Respondent Group	Quote – Household
1	General Population	5, 200
2	Refugees and Internally Displaced Persons (IDP)	500
3	Targeted Social Assistance (TSA) recipients	1,000
4	Targeted Social Assistance (TSA) applicants	300

### 2.3. Sampling Mechanism

Survey covered all economic-geographic zones of Azerbaijan, except Nakhchivan Autonomous Republic and Kalbajar-Lachin economic-geographic zone. Since Kalbajar-

Lachin economic-geographic zone is under occupation, its internally displaced population was surveyed in areas of their temporary residence.

Three major survey techniques were applied:

1. Random cluster sample to select general population.
  2. Selected clusters to choose Internally Displaced Persons (IDPs) on the basis of their residential areas.
  3. Single TSA Applicants Household Database (2010) to select Targeted Social Assistance recipients and applicants.
1. Applied multistage sampling method is based on clusters deployed in 2009 population census.

381 clusters were selected from the list of clusters developed for each economic-geographic zone. Each cluster consisted of an average of 100 households. Depending on the size of cluster (number of households), 10 or 20 households were selected and drawn into the sample.

To select households, a list of household addresses for each of 381 clusters was obtained from the State Statistical Committee. In order to make a separate selection in each list, sampling stage and primary sampling unit were statistically calculated. A suitable number of households (10 or 20) were selected within each of the cluster lists by means of sampling stage.

As a result a list of households to be surveyed was developed. An additional (reserve) list was prepared alongside with the main list.

The Reserve List was developed to replace a certain household from the main list in case the latter was not surveyed. The volume of the additional list constitutes 20% (1,040 households) of the main list (5,200 households).

During fieldwork, interviewers surveyed households located at given addresses.

2. A list of residential areas (administrative district, city, town, centre, hostel etc.) was prepared in order to select IDPs. A number of households residing in each residential area were identified.

General sampling quote of 500 households was proportionally distributed among residential areas depending on the number of households. The fact that majority of IDPs now have permanent addresses facilitated finding households to be surveyed.

3. Targeted Social Assistance Electronic Database was utilized in order to select households that are recipients of and applicants for Targeted Social Assistance (TSA). Main and reserve list of households was prepared by means of random selection method.

1,300 households that are TSA recipients or TSA applicants were selected from the main list. Concrete lists containing addresses of the selected households by administrative districts, name and surname of the head of household (applicant) were developed.

An additional (reserve list) was prepared alongside with the main list. The reserve list was developed with the purpose of replacing certain households where the interview did not take place. The reserve list included 1,300 households.

## 2.4. Household Lists-related problems

Prior to survey administration a number of problems was detected with the general household list. The major problem was that many addresses were not on the list. This statistical problem was caused by technical faults in the programme. As a result, Interviewers had to visit the same area twice.

As a result of mistakes in the list of Targeted Social Assistance beneficiaries during sampling, names of beneficiaries have not been reflected in the final list. In view of this, Ministry representatives re-entered names of households in the list by means of a special software.

The aforementioned challenges have obstructed survey administration.

### Fieldwork structure

Sahə işləri zamanı sorğu	Rayon	General Population	TSA	IDP
<i>Mais Safarov</i>				
	Sheki	100	10	
	Oghuz	20		
	Gebele	80	10	
	Gakh	60	10	
	Zagatala	100	10	
	Balakan	40	60	
<b>Total</b>				<b>500</b>
Interviewers	Rayon	General Population	TSA	IDP
<i>Aflatun Verdiyev</i>				
	Goranboy	40	20	40
	Yevlakh	60	20	20
	Mingechevir	60	30	
	Barda	80	60	
	Terter	160	30	
	Aghdam	140	10	140
<b>Total</b>				<b>910</b>
Interviewers	Rayon	General Population	TSA	IDP
<i>Aflatun Verdiyev</i>				
	Gazakh	60	10	
	Agstafa	20	10	
	Tovuz	80	20	
	Shemkir	100	20	
	Gedabay	60	10	
<b>Total</b>				<b>390</b>
Interviewers	Rayon	General Population	TSA	IDP
<i>Mubaris Mirzayev</i>				
	Gusar	40		
	Khachmaz	160	20	
	Guba	120	30	
	Devechi	40	10	
	Siyazan	40		
	Khizi	20	10	



<b>Total</b>			<b>490</b>	
<i>Interviewers</i>	<i>Rayon</i>	<i>Ümumi əhəlinin sayı</i>	<i>ÜSY</i>	<i>Məcburi</i>
<i>Yegana Mammadova</i>				
	Imishli	40	20	
	Sabirabad	80	30	
	Saatly	60	20	
	Bilasuvur	60	100	120
	Neftchala	40	10	
	Salyan	60	20	
<b>Total</b>			<b>660</b>	
<i>Interviewers</i>	<i>Rayon</i>	<i>General Population</i>	<i>TSA</i>	<i>IDP</i>
<i>Shahla Babayeva</i>				
	Fizuli	100		120
	Beylagan	60	10	20
	Agjabadi	60	10	
<b>Total</b>				<b>380</b>

<i>Interviewers</i>	<i>Rayon</i>	<i>General Population</i>	<i>TSA</i>	<i>IDP</i>
<i>Ilham Dadashov</i>				
	Goychay	60	20	
	Agdash	60	20	
	Ujar	40	10	
	Zerdab	20		
	Kurdemir	60		
	Hajigabul		10	
	Shirvan	40		
<b>Total</b>				<b>340</b>
<i>Interviewers</i>	<i>Rayon</i>	<i>General Population</i>	<i>TSA</i>	<i>IDP</i>
<i>Kamran Qarayev</i>				
	Astara	60	50	
	Lankaran	100	50	
	Masally	100	20	
	Yardimly	40		
	Lerik	20		
	Jalilabad	80	10	
<b>Total</b>				<b>450</b>
<i>Interviewers</i>	<i>Rayon</i>	<i>General Population</i>	<i>TSA</i>	<i>IDP</i>
<i>Elchin Eminbeyli</i>				
	Dashkesan		10	
	Ganja	160	40	
	Samukh	40	10	
	Goygol	40		
<b>Total</b>				<b>300</b>
<i>Interviewers</i>	<i>Rayon</i>	<i>General Population</i>	<i>TSA</i>	<i>IDP</i>
<i>Namik Babayev</i>				
	Agsu	80	10	
	Ismayilly	120	20	
	Shamakhy	160	10	
	Gobustan	40		

<b>Total</b>		<b>440</b>		
Interviewers	Rayon	General Population	TSA	IDP
<i>Metanet Bakhishova</i>				
	Absheron	160	20	
	Sumgayit	220	50	
<b>Total</b>		<b>450</b>		
Interviewers	Rayon	General Population	TSA	IDP
<i>Hagigat Suleymanova</i>				
	Baku	1260	310	40
<b>Total</b>		<b>1610</b>		

*Team Leader's names are italicized*

## PART III

### 3. TRAINING OF INTERVIEWERS

#### 3.1 Training of interviewers in Yevlakh and Baku

Training sessions for interviewers commenced in Yevlakh on March 11, 2011. Since most of training participants lived in rayons, the trainings were conducted there. Interviewers from Yevlakh, Imishli, Tartar, Barda, Agdash, Sheki and Ganja regions participated in the training. The fact that most of the interviewers resided in regions was rather a positive factor, because they were familiar with region's population, transport routes (infrastructure), as well as location of villages, which decreased the number of problems that may have been encountered during survey administration.



A total of 37 interviewers participated in training sessions held in Baku and Yevlakh. List of participants is provided below. Each group consisted of 18-20 people. The main goal of the training was to explain the purpose of the project, to provide information

about social work and main stages of the survey. The training was delivered by Survey Coordinator and Survey Supervisors. Training was conducted in Yevlakh on March 11-14, 2011. Mr. Babek Huseynov, Principal Adviser of the Ministry of Labor and Social Protection of Population and Mr. Lire Ersado, representative of the World Bank participated in the training.

Mr. Babek Huseynov provided participants with comprehensive

information about "Social Protection Development" Project.

Later, interviewers' duties and responsibilities and the essence of social work have been discussed with training participants. Trainers explained household selection mechanism to the interviewers. They also provided participants with



broad information about target groups of the survey, sample size, multistage sampling, household selection, sample selection steps, refusals, revisiting, respondent selection criteria, sample control, and answered the participants' questions. Major part of the trainings was devoted to thorough explanation of the questionnaire and discussion of unclear points. To

provide for better understanding of the questionnaire role-playing games were applied during practical part of the training. Participants were divided into the groups of two, with one of group members acting as an interviewer filling out the questionnaire and the other as a respondent. Applying this method allowed for a thorough understanding of all questions in the questionnaire. On the first day of the training the participants were given an assignment. Next day this assignment was reviewed and the questions arisen in connection with that assignment have been discussed. During training participants were also provided with information about technical issues related to the training and about the implements to be provided for survey administration. In addition, Manual prepared by Survey Coordinator was distributed among interviewers. This Manual covers interviewers' responsibilities and ways of solving possible survey problems without participation of the Group Leader. Group leaders were provided with Manuals developed specifically for them. This Manual covered daily duties and responsibilities of Group leaders and ways of solving issues that are within their competence.



Upon completion of trainings in Yevlakh region, training sessions were held in the same manner in Baku on March 22-25, 2011. Survey Coordinator, Survey Supervisors participated in this four-day training.



## List of selected Interviewers

Baku Training Participants			
1	Zemfira Mehdizadeh	10	Arzu Mirzayeva
2	Hikmet Abbasov	11	Abil Shafiyev
3	Yegana Mammadova	12	Ilgam Aslanli
4	Matanat Bakhishova	13	Tarlan Tanriverdi
5	Stepan Godina	14	Namig Babayev
6	Hagigat Suleymanova	15	Yashar Aliyev
7	Shahla Babayeva	16	Mubariz Mirzayev
8	Elkhan Khankishiyev	17	Mirvari Khankishiyeva
9	Hasan Hasanov		
Yevlakh Training Participants			
1	Mais Safarov	11	Sharafat Bakhishova
2	Adil Musayev	12	Turkan Agabaliyeva
3	Aysel Rahimli	13	Natig Abdullayev
4	Ragsana Salimova	14	Parvana Aliyeva
5	Miursel Nagiyev	15	Alexandr Safarovich
6	Irada Bakhishova	16	Vusal Aliyev
7	Nigar Ismayilova	17	Kamran Bayramov
8	Aflatun Verdiyev	18	Zarraf Ibrahimov
9	Ilham Qarayev	19	Rafayil Hasanov
10	Natalya Chicherina	20	Nazim Abbasov

### 3.2. Changes in Survey Questionnaire

The survey questionnaire was reviewed once again at the interviewers' training and a number of changes were introduced in it. The changes were mainly effected in reduction of the number of questions in the relevant sections of the questionnaire, (sections modified: A, B, D, E, J, ), restructuring some of the questions, changing the place of passages between questions. Another important point is that during the training it was suggested by the World Bank and Ministry representatives to change the title of the survey questionnaire. This was made in order to avoid situations faced during the previous survey, when some poor households misunderstood the survey objective and later expected assistance from Targeted Social Assistance program.

### 3.3. Pilot survey

Following training in Yevlakh, ARTIM Consulting conducted a pilot survey in Sheki with the participation of new team members. Each person visited two households. Pilot surveys were conducted under Survey Supervisors' control. They revealed mistakes made by interviewers, as well as problems encountered during interviews, dismissed poor interviewers. Questionnaires completed during the pilot survey were revised and a list problems encountered during the survey was developed and later discussed with the training participants.

Sampling method	Selection area	Districts	Street	Sampling scope	Secondary selection criteria	
Random	Sheki-Zagatala	Sheki	M.E.Resulzade 23	3 hhs	6 women	3 men
			Dodu village	5 hhs	14 women	6 men
			Sulh str 15	4 hhs	4 women	9 men
			M.E. Resulzade 112	5 hhs	10 women	8 men
			Zeyzid village	7 hhs	9 women	16 men

Second pilot survey was conducted with new participants who joined the team during Baku training on March 25, 2011. The schedule for the second pilot survey is presented below:

Sampling method	Selection area	Districts	Street	Sampling scope	Secondary selection criteria	
Random	Khatai	Akhmedly	M. Hadi 124	3 hhs	3 women	6 men
			M.A.Alliyev 29	4 hhs	6 women	7 men
			H.Cavid 14/16	8 hhs	15 women	12 men
	Nizami	Keshla	Elesger Eliyev 5	3 hhs	4 women	5 men
			H. Cavid 145	2 hhs	2 women	2 men

### 3.4. Problems encountered during the pilot survey

Pilot surveys were conducted in Sheki-Zaqatala area and Baku city. One of the problems encountered during regional survey was inquiries from households about why namely their households were selected for the survey. After presenting brief information about the project and explaining the principle of sampling, the households appeared to have become more receptive, and answered the relevant questions (participated in the interview). Some households attempted to avoid answering questions in "Employment" and "Household incomes" sections. In spite of the fact that food and non-food sections contained sufficient number of references to various expenditures, some households indicated that they were not getting salaries.

One of the problems during pilot survey in Baku was absence of households in day hours, therefore interviewers had to visit them again in the evening hours. Some of households refused to participate in the survey saying that it is time consuming.



## **PART IV**

### **4.1 Fieldwork Structure and Survey Administration**

Surveys in **Baku city and Aran zone** started on April 20, 2011. In regions survey started on April 22, 2011.

Survey in Baku covered 2,060 households. Interviewers were divided into two groups, with one Group Leader appointed for each of them. One group was designated for Baku, the other for the periphery. Given the number of households to be surveyed and the complexity of the survey questionnaire, each interviewer was tasked with completing 3-4 surveys a day. Following such a schedule, the survey was planned to be completed in 80 days.

**Major problems** encountered during the survey in **Baku city** included:

In Bulbula settlement of Surakhani rayon, there were difficulties with conducting the survey in building 8 at Ilqar Mammadov street, because there were several #8 houses. 8 Ilqar Mammadov Street was registered as both an apartment building and a private house.

Almost 80 % of the households located at Elshan Quliyev and B. Aliyev streets in Sahil settlement of Qaradag district, did not reside at the addresses indicated in the list: they moved away a long time ago. And while some households located at those addresses were occupied by different families, others were vacant.

In Khatai district, addresses existed, and it was possible to conduct the survey with the required number of households by using an additional (reserve) list. The Interviewers of this area worked in the evening because families were not at home during the day.

Generally, the addresses in Binagadi, Nesimi, Khazar and Sabunchu districts of Baku, Agdash city, Saatly city, Gobustan city, Goygol city, Ganja-Kepez rayon and Dede-Gorgud block, Shabran city, Guba city, Imishli rayon's Behremtepe settlement, Sabir and Shehriyar settlements of Shamakhy, Shefeg settlement in Beylagan, Mijan village of Ismayilli rayon, Erkivan village in Masally rayon, Kohne Khudat village of Gusar rayon, Arzu settlement of Khachmaz rayon, Nij settlement of Gebele rayon, and Shiharh settlement of Terter rayon were partial and/or incomplete. Similar problems were encountered in 24th and 26th blocks in Absheron rayon, in 2 micro-rayons of Sumqayit city, as well as the apartments and houses located at Jabbarli and Vurgun streets.

Certain problems were encountered during survey in rayons. One of them was related to the household list provided by State Statistical Committee of Astara rayon: although Sibiyet village existed on the paper, it did not exist in reality. As a result of research it was found that the aforementioned village did exist at some point, however later its population (residents) have been resettled into other villages. The State Statistical Committee was addressed once again, and as a result the Committee supported ARTIM interviewers in finding household members shown on the list.

Another problem was encountered in Tovuz rayon. Despite numerous requests, Tovuz rayon executive power did not allow the survey. Survey in that area commenced only upon several interventions of the Ministry.

Another problem was encountered in Binagadi district of Baku city. In the list provided for that area addresses shown as "New Road" have not been found and later it was possible to

find those addresses only with the assistance of the executive power and the municipality representatives.

Heavy rains and mudflows in Sheki-Zagatala area resulted in road destructions, that is why it was impossible to visit and survey certain villages, which resulted in survey delays.

In Agjabedi and Zagatala rayons, survey administration became possible only after repeated appeals to local executive power bodies.

To generalize the following problems were identified during the survey:

1. Some of the addresses shown in the list didn't exist;
2. Some households moved from the addresses indicated in the list a long time ago;
3. The lists of some several rayons didn't include some addresses at all.

Despite the above-mentioned challenges, the survey was conducted, and the monitoring were held in accordance with the monitoring schedules.

<b>Economic Zone</b>	<b>Survey Commencement Date</b>	<b>Survey Completion Date</b>
Guba-Khachmaz	24.04.2011	05-07.06.2011
Aran	27-29.04.2011	20.05.2011
Ganja-Gazakh	01-15.05.2011	07.06.2011
Sheki-Zagatala	04-05.05.2011	25.06.2011
Lankaran		05-09.06.2011
Baku	26.04-10.05.2011	23-26.06.2011
Absheron, Sumgayit	01-10.05.2011	20.06.2011
Daqliq Shirvan	11.05.2011	08.06.2011
Yukhari Garabag	15-18.05.2011	8-10.06.2011

Comparing the rate of interview denials in the 1<sup>st</sup> survey it has dropped to 8 per cent in the 2<sup>nd</sup> one. Due to a high level of awareness of the population in this area, people were more welcoming and agreed to answer the questions.

The survey completed on June 30, 2011.

## **4.2 Survey Monitoring System**

Monitoring of survey activities and supervision of the interviewers' work are crucial measures aimed at providing transparency of project implementation. Survey Supervisors were directly responsible for this task. Based on the reports regularly submitted by group leaders, Survey Supervisors defined main survey trends and introduced corrective measures, where necessary. Monitoring was planned among 5% of the total number of households to be surveyed, which constitutes 350 households. Survey Supervisors began on-site monitoring activities straight after the survey start-up. Monitoring covered all economic zones and is held both during survey (the interview) and through meetings with the households. The quality of the interviewers' work was checked once again during monitoring, additional instructions were provided where necessary, questions emerged



during the interview were addressed, surveyed households were re-visited and it was checked how correctly the interviewers organized their work.

Both stages of the monitoring have been completed. Table presented above contains number of households visited during both stages of the monitoring:

<b>Economic Zone</b>	<b>Number of General Households</b>	<b>Number of Households to be Monitored</b>	<b>Number of Households Surveyed during the first Monitoring April 15-May 31</b>	<b>Number of Households Surveyed during the second monitoring June 01-26</b>
Ganja-Gazakh	690	35	25	10
Sheki-Zagatala	500	25	18	7
Aaran	1590	80	71	9
Guba-Khachmaz	490	25	12	13
Lankaran	530	26	0	26
Baku	1610	80	63	17
Absheron,	450	22	20	2
Daglig Shirvan	440	22	17	5
Yukhari Garabag	700	35	23	12
<b>Total:</b>	<b>7000</b>	<b>350</b>	<b>249</b>	<b>101</b>

Questionnaires collected during monitoring were reviewed by survey supervisors and distributed among operators for data entry in SPSS software.

### **4.3 Monitoring by the World Bank and Ministry representatives**

April 24, representative of the World Bank Lire Ersado and Ministry of Labor and Social Protection of the Population made monitoring visit to Guba-Khachmaz zone. The purpose of the visit was to monitor ongoing survey activities. Representatives visited survey in one of Khachmaz villages. During the process they observed and clarified arose questions at places. In the end they prepared comments and recommendations to ARTIM LLC. Monitoring to Sumqayit took place in similar way on April 25, 2011.

## PART V

### DATABASE DESIGN

#### 5.1. Database Structure

A special template in SPSS software was designed in order to enter data collected as a result of interviews held among general households, Targeted Social Assistance (TSA) beneficiaries and applicants, as well as among Internally Displaced Persons (IDPs). SPSS template is in complete accordance with the survey questionnaire.

The SPSS template consists of two sheets. The first sheet is intended for data entry. Data presented horizontally encompasses households and household members' responses. Data presented vertically contains questions from the questionnaire. The second sheet is the programme part of SPSS, in which questions of the questionnaire have been programmed. It contains order number of the question, its format, permissible digit and letter range, question formulations (labels) and responses. SPSS template was designed on the basis of the questionnaire and closely resembles the physical questionnaire. Special windows containing a list of responses to each question in the questionnaire appear, so that data entry operators can choose the answer given by the respondent in the filled out questionnaire. This reduces the probability of operators' mistakes during data entry process.

Trainings for data entry operators were held on April 18-19, 2011. Database, its structure, working mechanism, description of questions in the questionnaire and data entry process was presented to data entry operators. To test the SPSS data entry skills of selected operators, and to eliminate program faults, upon completion of the training, each operator entered data from 5 questionnaires into the database.

#### 5.2. Description of Data in the Database

As noted earlier, survey was conducted in 9 economic-geographic zones. Ultimately, Information obtained in this survey of 7,000 households was entered into the database. Survey in Baku covered 2,060 households. Survey target groups included general households, TSA beneficiaries and applicants. Thus, 1,260 general households, 40 IDPs, 310 TSA beneficiaries and applicants participated in the survey. As a result, data was entered in the database in the same amount. In order to provide convenience while working with the database, the data entered is presented separately by rayons. This creates an opportunity to analyze each economic zone separately and together with the others.

Database cleanup process included elimination of duplicates, identification and filling out of empty (blank) cases, identifying and correcting operator's mistakes made during data entry, preparing rules related to passages in the questionnaire. Cases that were supposed to be left blank due to questionnaire structure, were filled out with 0 (zero) automatically. Specific functions of the program allowed to identify even small errors, which then were corrected manually. Hard copies of the completed questionnaires are stored separately for each zone, which facilitated the process of comparing physical questionnaires with the data in the electronic database, in case any inconsistencies emerged. Accuracy of the data entered in the database was a responsibility of both Interviewers and data entry operators. In view of this, physical questionnaires were repeatedly compared with the electronic database, and proper

changes were made where necessary. To ease the reading of the database, a special database dictionary was developed. The database dictionary contained explanation of every question. Dictionary was prepared in a form of a table which facilitated its legibility. There were no serious problems encountered during database cleanup process.

### 5.3. Ecomic and Geographic Zone Databases

Data collected during surveys in rayons located within other eight economic and geographic zones was entered into the general information database. Survey in these areas covered a total of 5, 430 households. These areas are: Ganja-Gazakh, Daglig Shirvan, Sheki-Zagatala, Aran, Guba-Khachmaz, Yukhari Garabag, Lankaran and Absheron-Sumgayit.

General households, IDPs, as well as TSA beneficiaries and applicants in the above-mentioned areas were interviewed in accordance with numbers shown in table below:

<b>Economic- Geographic Zone</b>	<b>General Population</b>	<b>IDPs</b>	<b>TSA beneficiaries and applicants</b>
Ganja-Gazakh	560	40	130
Sheki-Zagatala	400		100
Aran	1160	160	430
Guba-Khachmaz	420		70
Lankaran	400		130
Daglig Shirvan	400		40
Yukhari Garabag	220	260	20
Absheron-Sumgayit	380		70

### 5.4. Refusal Database

In order to calculate the share of refusals, as well as the share of other reasons, due to which survey did not take place, to the surveyed households, Interviewers filled out specially developed refusal sheets. These refusals had been entered into specifically designed refusals database and have been presented separately in this report. The number of refusals in Baku constituted 69 households, Lankaran 36 households, Ganja-Gazakh 144 households, Aran 130 households, Daglig Shirvan 58 households, Yukhari Garabag 53 households, Sheki-Zagatala 27 households and Absheron 6 households refusals.

**ACTION PLAN**
**Monitoring Targeted Social Assistance Programme, Household Survey, II Phase, February 15- August 15,2011**

<b><u>Time frame</u></b>	<b><u>Activity</u></b>	<b><u>Description</u></b>	<b><u>Responsible Parties</u></b>	<b><u>Outcome/Deliverable</u></b>
January 26, 2011 Baku	Signing of Agreement		MLSPP and ARTIM LLC	Start-up of activities
January 30 - February 10, 2011 Baku	Revision of survey questionnaire	Survey questionnaire revised, modified	ARTIM project staff	Decision to hold a final discussion of the survey questionnaire during trainings
February-March, 2011 Baku	Meeting with MLSPP and World Bank representatives	Discussion of survey-related topics	Survey Coordinator, Survey Supervisor, Ministry of Labour representatives	Discussion of sample lists, related issues , mailing official letters to rayons, discussions of survey questionnaire
March 20-30, 2011 Baku	Checking the final version of the questionnaire and its translation into English	Questionnaire translated and its Azerbaijani version printed in the required quantity	Project staff	7,000 printed questionnaires ready for distribution
March 11-14, 2011 Yevlakh	Interviewer training	Explanation of survey administration mechanisms, review of questionnaires	Survey Coordinator, Survey Supervisors, foreign Expert on Sampling	A team of Interviewers ready for survey administration
March 15, 2011 Yevlakh	Pilot Survey	Interviewers participate in Pilot survey under the guidance of Survey Supervisors	Completed questionnaires and arising questions	Explanation of questions
March 22-25 2011 Baku	Interviewer training	Explanation of survey administration mechanisms, review of questionnaire	Survey Coordinator, Survey Supervisors, foreign Expert on Sampling	A team of Interviewers ready for survey administration
March 25 2011 Baku	Pilot survey	Interviewers participate in Pilot survey under the guidance of Survey supervisors	Completed questionnaires and arising questions	Explanation of questions
March 25, 2011	Sample selection	Selection of sample from the household database	Sampling Expert, Statistics expert	Final lists
April 10, 2011 Baku	Initial Database design	Database designed on the base of survey questionnaire	Database Specialist	Tested initial database

April 20, 2011 Baku	Commencement of survey in Baku			Completed questionnaires are regularly collected and verified by Supervisors
April 20-25, 2011	Commencement of survey in rayons			Completed questionnaires are regularly collected and verified by Supervisors
April 15, 2011 Baku	Training of data entry operators	Presentation of database to operators and explanation of the data entry process	Datababse Specialist, Survey Coordinator	Trained Operators
May 1, 2011 Baku	Start of data entry process		Operators	Initial data entry
June 1, 2001 Baku	Submission of the Interim Report	Submission of the Interim Report to the MLSSP and the World Bank	Survey Coordinator	Interim Report in English and Azerbaijani
April -June, 2011	On-site monitoring	Regular site monitoring of survey activities	Survey Supervisors	2 Monitoring Reports
June 25-30, 2011 Baku	Completion of survey in Baku	Remaining completed questionnaires collected and verified	Survey Supervisors	Completed Questionnaires
June 25-30, 2011 Rayons	Completion of survey in rayon	Remaining completed questionnaires collected and verified	Survey Supervisors	Completed Questionnaires
July 20, 2011 Baku	Completion of data entry	Incorporation of separate databases into one general database	Datababse Specialist	Unified (single) database
July 25,2011 Baku	Submission of draft final report	Submission of draft Final Report to the Ministry and the World Bank	Survey Coordinator	Final Report in English and Azerbaijani (draft)
July 25, 2011 Baku	Verification and clean-up of the Database		Database Technician	Final Database
August 10, 2011 Baku	Final report submission	Submission of the final variant of the Final report to WB and MLSP	Survey Coordinator	Final Report in English and Azerbaijani