

Azerbaijan Pension and Social Assistance Project

INCEPTION REPORT

**Household Survey on Monitoring Targeted Social
Assistance Programme, 2nd phase**

February 15 – March 27, 2011

Elaborated by:

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Date:

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World Bank

Project Title:	Azerbaijan Pension and Social Assistance Project (APSAP)	
Sub-component:	Household Survey on Monitoring Targeted Social Assistance Programme (TSA), 2 nd phase	
Country:	Republic of Azerbaijan	
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PROJECT SYNOPSIS

Project Title	: Azerbaijan Pension and Social Assistance Project (APSAP)
Sub-Component	: Household survey on Monitoring of TSA Programme
Country	: Republic of Azerbaijan

Project objective:

This Survey is conducted in the framework of “Pension and Social Assistance Project” in Azerbaijan that aims to significantly improve effectiveness and transparency in the providing public pensions and social assistance to eligible beneficiaries. The project falls into three main components one of which comprises project management, and monitoring and evaluation. The survey will help the MLSP in its monitoring and evaluation of the Targeted Social Assistance (TSA) program implementation.

Project outputs:

- 1) Inception, Interim, draft Final 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

Project activities:

- Preparation of questionnaires
- Sampling selection
- Pilot Survey
- Selection and Training of interviewers
- Fieldwork
- Data Entry

Staff:

- 60 temporary staff (Enumerators and data entry operators)
- 1 long term, 2 short-term experts
- 5 permanent project staff

Target groups:

Target groups	Number
General households	5200
Internally displaced persons (IDPs)	500
TSA beneficiaries	1300
TSA applicants, non receivers	300

Project starting date: February 15, 2011

Project duration: 6 months

PART I

1. INTRODUCTION

The Ministry of Labour and Social Protection of Population of Azerbaijan Republic (MLSPP) and ARTIM Consulting Company signed an Agreement on conducting Household Survey for the Monitoring of Targeted Social Assistance Programme on January 26, 2011. Upon signing of the Agreement ARTIM began survey preparations. This report presents detailed information on the progress of survey-related activities implemented at the preparatory phase. The report includes Action Plan, final version of the survey questionnaire. Full list of regions and villages in the selected sample will be submitted to the Ministry and the World Bank by April 4, 2011. All survey-related activities are arranged pursuant to the Action Plan attached herewith.

2. START-UP ACTIVITIES

2.1. Meeting with Representatives of the WB and MLSPP

ARTIM Consulting conducted a series of meetings with representatives of the World Bank (WB) and the Ministry of Labour and Social Protection of the Population (MLSPP) in February-March months. 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) Revision and identification of sampling methodology, clarification related to obtaining new census list from the State Statistic Committee (SSC).

As a result of discussions, the World Bank experts revised the survey questionnaire and modified it substantially prior to training for interviewers where the questionnaire was further modified.

The parties agreed on the ways of obtaining new census lists from SSC and changed number in the division of target groups that will be mentioned in certain section of the present report. At the moment Sampling Expert and Expert on Statistics are working on sampling selection for internally displaced persons (IDPs). Sampling for general population, TSA beneficiaries and applicants was made and final lists are prepared (will be submitted in electronic version with the report).

2.2. Implemented Activities

List of activities to be implemented within survey is briefly described in the Action Plan (see Annex 1). The following activities have been arranged and implemented by ARTIM Company during preparatory phase of the survey, within the period from February 15 to March 27, 2011:

- ⇒ **Identification of sampling methodology**
- ⇒ **Training of Interviewers**
- ⇒ **Modification of the questionnaire**
- ⇒ **Revision and incorporation of modifications in Azerbaijani version of the questionnaire**
- ⇒ **Printing survey questionnaires**
- ⇒ **Allocation of interviewers, preparation to the field work**
- ⇒ **Design of the initial database on the basis of the questionnaire**

2.3. Changes to the Action Plan

Some changes were made to the attached Action Plan. Covering trainings, sampling, fieldwork start-up and other activities, these changes were caused by delay in receiving the lists of sampled households and postponing training sessions to the middle of March. These changes will affect the survey schedule and there is a probability that the survey will be extended by approximately 1.5 months.

2.4. Identification of Sampling Methodology

Sampling Expert involved by ARTIM worked together with the 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 census database provided by the SSC. It should be noted, that population census was commenced in 2009. Considering the fact that SSC managed to provide new census list means that interviewers will avoid great number of problems in finding the addresses which they faced during the previous survey in 2008.

Another change was made to division of target groups that is after discussion between the WB and Ministry representatives it was decided to make the following division: to reduce number of general population from 5500 to 5200 and to increase the number of TSA beneficiaries from 1000 to 1300. The number of IDP was not changes and constitutes 500 households. The increase of the number of TSA beneficiaries was made due to the reason that survey is mainly targeted on revealing situation in TSA program, therefore considering the increase of TSA beneficiaries it was decided to cover more people.

PART II

3. TRAINING OF INTERVIEWERS

3.1. Training of interviewers in Yevlakh and Baku

Training sessions for interviewers were commenced on March 11, 2011. Since most of training participants live in regions, the first training was conducted in Yevlakh region. Interviewers from Yevlakh, Imishli, Tartar, Barda, Agdash, Sheki and Ganja regions

participated in the training. The fact that most of the interviewers reside in regions is rather a positive factor, because they are familiar with region's population, transport routes (infrastructure), as well as location of villages, which will decrease the number of problems that may arise during survey administration.



A total of 44 interviewers participated in trainings sessions held in Baku and Yevlakh. List of participants is provided below. Each group consisted of 18-22 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 upcoming survey. The training was delivered by Survey Coordinator and two 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 information about "Pension and Social Assistance" Project implemented in Azerbaijan for several years. Later, interviewers' duties and responsibilities and the



essence of social work have been discussed with training participants. Survey supervisors provided participants with broad information on household selection mechanism, 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 23-26, 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	Gulsum Guliyeva	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	18	Matanat Bakhishova
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. Modifications in Survey Questionnaire

The survey questionnaire was reviewed 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 which also was reflected in the survey questionnaire. This was made in order to avoid situations faced during the previous survey in 2008 when some poor households misunderstand the meaning of the survey and later expected assistance from Targeted Social Assistance program. Pre-final survey questionnaire is attached to this report. (see Annex 2).

3.3. Pilot survey

It should be noted, that straight after training in Yevlakh district ARTIM Consulting conducted a pilot survey on March 15, 2011 using modified version of the questionnaire. New group members were involved in pilot survey conducted in Sheki district. Each

person visited two households. Pilot surveys were conducted under control of two survey supervisors which revealed mistakes made by interviewers, problems, as well as identified weak interviewers for not considering them during the final selection process. Questionnaires completed during the pilot survey were revised and a list of questions arisen and 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	
Randomly – route fundamental selection	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 of Baku training on March 25, 2011 using the latest version of the questionnaire. The schedule for the second pilot survey is presented below:

Sampling method	Selection area	Districts	Street	Sampling scope	Secondary selection criteria	
Randomly – route fundamental selection	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

Problems encountered during the pilot survey

As mentioned above, pilot surveys were conducted in Sheki-Zaqatala area and Baku city. One of the problems faced during regional survey was inquiries from households why they were selected for the survey. After presenting brief information about the project and explaining the principle of sampling selection the households were willing to take

part in the survey and answer questions of the survey questionnaire. Another problem was related to unwillingness of some households to answer certain questions in the questionnaire mainly by trying to avoid questions in "Employment" and "Household incomes" sections. In spite of the fact that certain households indicated exact expenditures in food and non food sections, certain inconsistency was revealed in "Household income" sections.

One of the problems during pilot survey in Baku was absence of households therefore interviewers had to visit them repeatedly in the evening hours. Some of households refused to participate by justifying it as time consuming. 30% of visited households did not open the door at all showing their unwillingness to be surveyed.

PART III

4. SUMMARY OF FUTURE ACTIVITIES

4.1. Fieldwork Preparation

Based on the previous experience, ARTIM requested the Ministry to send the official letters for permission of the survey to relevant Executive Committee of each region, as well as to representative departments of Presidents Office located in each region. This was done in order to prevail situations when Executive Committees of some regions did not give their permission to conduct the survey that caused delay in start-up of fieldwork in 2008.

Other administrative issues included allocation of the interviewers in regions, revision, translation of the questionnaire for its printing in the required quantity, conducting meetings with rayons' Executive Power representatives, when necessary, as well as organization of the purchase and distribution of food gifts donated to surveyed households.

4.2. Fieldwork Structure

For the fieldwork, interviewers will be divided into groups of approximately 4-6 people. A Group leader will be selected for each of the groups, from candidates with extensive survey experience. Main responsibilities of the Group leader will include supervision of daily activities of group members, checking the accuracy and completeness of filled out questionnaires, assistance in solving technical and other problems encountered during the survey, submission of regular weekly reports to Supervisors on survey progress. Each group will administer survey in one region and will move to the other one upon its completion.

4.3. Database Design

Taking into account the fact that the database should be prepared according to the survey questionnaire, final version of the questionnaire was requisite for database design. Currently Database Specialist is working on design of the database based on pre-final version of the survey questionnaire. After the design of the database is prepared, it will

be tested by using questionnaires collected during pilot survey. The completion of work on the database design is scheduled for mid-April 2011.

4.4. Training of data entry operators

Upon completion of work on the database design and its testing, data entry operators will be selected and trained. Selection of data entry operators will be conducted based on certain criteria. The training will be delivered by Database Specialist. It is planned for the second week of April.

4.5. Submission of the Interim Report

According to the Action Plan, the Interim Report will be submitted to the Ministry and the World Bank on the third week of May 2011. The Interim Report will provide a comprehensive information on all the activities arranged and implemented within April 01 – May 20, 2011. The Interim Report shall contain the database representing 40-45% of collected data.

ACTION PLAN
Household Survey on Monitoring Targeted Social Assistance Program - II phase February 15-August 15, 2011

<u>Date</u>	<u>Activity</u>	<u>Description</u>	<u>Responsible Persons</u>	<u>Outcomes</u>
January 26, 2011 Baku	Signing of the 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	Meetings with MLSPP representatives	Discussion of survey related issues	Survey Coordinator, Survey Supervisor, and MLSPP 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 translation into English	Questionnaire translated and its Azerbaijani version printed in the required quantity	Project staff	7000 questionnaires ready for distribution
March 11-14, 2011 Yevlakh	Training for Interviewers	Explanation of survey administration mechanisms, review of questionnaires	Survey Coordinator, Survey Supervisors, Expert on Sampling	
March 15, 2011 Yevlakh	Pilot survey in Sheki	Interviewers participate in Pilot survey under the guidance of Survey Supervisors	Completed survey questionnaires used for testing the database	Explanation of questions
March 22-24, 2011 Baku	Training for Interviewers	Explanation of survey administration mechanisms, review of questionnaires	Survey Coordinator, Survey Supervisors, Expert on Sampling	
March 25, 2011 Baku	Pilot survey in Baku	Interviewers participate in Pilot survey under the guidance of Survey supervisors	Completed survey questionnaires used for testing the database	Explanation of questions
March 25, 2011	Sample selection	Sampling from general households and TSA databases	Sampling expert, statistician	Final main and additional lists
April 10, 2011 Baku	Design of the Database	Database designed on the base of survey questionnaire	Database Specialist	Testing of the Initial version of the database

April 10, 2011 Baku	Start of the survey in Baku			Completed questionnaires are regularly collected and verified by Supervisors
April 10, 2011	Start of the survey in regions			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	Database Specialist, Survey Coordinator	Trained data entry operators
April 20-25, 2011 Baku	Start of data entry process		Data Entry Operators	
May 10, 2011	Training of Focus Group Moderators (FGM)	Explanation of principles and methods on conducting focus groups, discussion of focus group questionnaires	Focus Group Expert from Russia	Trained FGMs
May 25, 2001 Baku	Submission of the Interim Report	Submission of the Interim Report to the MLSSP and the World Bank	Survey Coordinator	Interim report in Azerbaijani and English
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	
June 25-30, 2011 Regions	Completion of survey in regions	Remaining completed questionnaires collected and verified	Survey Supervisors	
June 5-10, 2011 Baku and regions	Focus group discussions	2 FG discussions : one in Baku, one in the selected region	FG Moderators, Survey Supervisors	Focus Group Report
June 20, 2011 Baku	Submission of the Draft Final Report	Draft Final Report submitted to WB and MLSP	Survey Coordinator	Final Report in Azerbaijani and English (initial version)
June 30, 2011 Baku	Completion of data entry process	Incorporation of separate databases into one general database	Database Specialist	Unified (single) database
July 25, 2011 Baku	Verification and clean- up of the Database		Database technician	Final version of the database
August 02, 2011 Baku	Submission of the Final Report	Submission of the final variant of the Final report to WB and MLSP	Survey Coordinator	Final Report in Azerbaijani and English

