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**National Survey Design Planning Report**  
**Skills Toward Employment and Productivity (STEP)**

**Republic of Macedonia**

**This Version: February 26, 2013**

**PARTIAL LITERACY ASSESSMENT**



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## Introduction: How to Fill Out the NSDPR

The National Survey Design and Planning Report (NSDPR) is aimed at clarifying implementation procedures outlined in background documents provided by the STEP Consortium to the Survey Firm (e.g., Technical Standards, Operation Manual, Interviewer and Supervisor Manual).

Please fill out and read carefully the whole document. As it is based on the Terms of Reference and Technical Proposals submitted by the Survey Firm, it is a **binding document** on implementation procedures.

After ensuring that each section accurately reflects the implementation procedures, both **Task Team Leaders and Project Managers are required to sign the document**.

### How to fill out the document:

- **Part 1** should be filled out by the World Bank Country Team Task Leader based on exchanges with the World Bank STEP Core Team;
  - **Part 2** should be filled out by the Survey Firm with support from the World Bank STEP Core Team;
  - **Part 3** should be filled out by the Survey Firm with support from the World Bank STEP Core Team's Survey Methodologist.
- 
- Elements highlighted in yellow need to be filled out by the World Bank Country Team (Part 1) or the Survey Firm (Parts 2 and 3).
  - The document describes Technical Standards that should be followed during implementation. In some cases, the Survey Firm may propose a deviation from the Technical Standard, which it must then detail and justify. The STEP Core Team will then decide whether or not to accept the deviation. When the column "Deviation Requested" is grayed, the Survey Firm cannot amend the Technical Standard.
  - Comments in italics provide examples or detail the type of information required.

## PART 1: World Bank Country Team Plan

This section will be filled out by the World Bank Country Team.

### 1.1. Time Frame

<i>Technical Standard</i>	<i>Agreed to by the World Bank Country Team?</i>
The World Bank Country Team will help ensure a final NSDPR is submitted to the STEP Consortium at least <b>two months</b> prior to the commencement of data collection for its main survey.	<input checked="" type="checkbox"/>

## 1.2. Household Questionnaire

<i>Technical Standard</i>	<i>Agreed to by the World Bank Country Team?</i>
<p>Each country is permitted to insert up to 5 country-specific questions in the Household Questionnaire.</p> <p>The questions and their placement must be confirmed with the STEP Consortium.</p> <ul style="list-style-type: none"> <li>a) The rationale for the inclusion of country-specific questions must be provided.</li> <li>b) The wording of the proposed questions must be included in the NSDPR.</li> <li>c) The placement of the questions must be discussed with the STEP Consortium.</li> <li>d) An outline of the pre-test strategy for the questions must be included in the NSDPR.</li> </ul>	<b>N.a.</b>

<i>Information Required</i>	<i>Proposed Country-Specific Questions and Placement</i>	<i>Information Approved by the STEP Core Team?</i>
Country-specific questions:	<b>N.a.</b>	

### 1.3. Fieldwork

<i>Information Required</i>	<i>Description</i>
<b>1. Public Awareness Campaign</b> Please describe briefly activities for raising public awareness.	<b>N.a.</b>
<b>2. Advance Survey Information</b> Please describe briefly the initial method of informing targeted households of the purpose of the survey.	<b>N.a.</b>
<b>3. Respondent Incentive</b> If applicable, please describe the respondent incentive strategy.	<b>N.a.</b>

**1.4. Sample Frame and Benchmark Variable Counts**

<i>Information Required</i>	<i>Description</i>	<i>Information Approved by the Survey Methodologist? Date</i>
<b>1. Sample Frame Counts</b> The World Bank Country Team Task Leader will provide the Sample Frame counts that correspond to the sample design units to the Survey Methodologist for weighting.	<i>See Part 3</i>	
<b>2. Benchmark Variable Counts (if applicable)</b> The recommended benchmark variables are age, gender, and education. The World Bank Country Team Task Leader will provide the pertinent counts of the benchmark variable totals to the STEP Survey Methodologist. Benchmark variable counts may be required to adjust the basic population weights to more recent known population totals (e.g., an updated Sample Frame) or more reliable known population totals from a source other than the Sample Frame (e.g., National Census of Population, National labour Force Survey, etc.)	<i>See Part 3</i>	



## PART 2: Survey Firm Plan

This section will be filled out by the Survey Firm.

### 2.1. Time Frame

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>
The Survey Firm will submit a final NSDPR to the STEP Consortium at least two months prior to the commencement of data collection for its main survey.	<input checked="" type="checkbox"/>

### 2.2. Project Team

*The information provided in this section can be drawn from the Technical Proposal*

#### 2.2.1. Qualifications and Expertise of the Survey Institute

##### 1. Identify the Leading Survey Institute

<i>Name</i>	PUBLIK DOO, Consultancy, Training and Services
<i>When was the survey institute founded?</i>	November, 2007
<i>Owner</i>	Rosana Aleksoska, Darko Aleksov, Slavica Biljarska Mirceski
<i>Headquarters' address</i>	Vanco Mickov Str., No.18B, 1000 Skopje, R Macedonia
<i>Contact information</i>	+389 2 3085 380; <a href="mailto:publik@publik.mk">publik@publik.mk</a>

## 2. Identify Key Project Team Members

There are several key project team personnel. Every effort should be made to recruit people who can be committed to the project for the duration.

Table 1 provides a summary of the key STEP project team positions and corresponding project functions that are crucial to the STEP success.

**Table 1: Key STEP Project Team Positions and Functions**

Key STEP Position	Key Function
➤ National Project Leader	➤ Project Management & International Coordination
➤ Survey Methodologist x 2	➤ Sample design, weighting, estimation
➤ Data Collection Manager	➤ Field procedures, interviewer staffing and supervision
➤ Data Processing Manager	➤ Data capture, coding, scoring, data editing, file creation
➤ Linguistic Specialist (Translator)	➤ Translation & cultural adaptation of survey materials, & survey correspondence

### a) Provide a four-line overview of the qualifications and expertise of each key project team member (please attach their Curriculum Vitae in Appendix 2)

**Rosana Aleksoska – National Project Leader** – over 10 years of experience in planning, implementing and monitoring of large scale projects.

Managing and overseeing the work of all staff engaged on the project and securing the best quality of the collected data, producing reports on the progress and appliance of the Performance based management system PBMS.

**PhD.Prof. Natasa Angeloska-Galevska – Survey Methodologist 1** - Over 20 years of expertise in the field of vocational education and training and life long learning. Expertise in developing methodology, planning, coordination, monitoring and evaluation of projects.

**PhD. Candidate Aleks Armand – Survey Methodologist 2** - Experienced in Statistics, Supervision of data collection, Sampling for various social, economical, market and political researches, questionnaire preparation, piloting, data analyses and operations oversight.

**Lazar Keskinov - Data Collection Manager** - over 8 years of experience in network communication and coordination, Parallel Vote Tabulation – PVT expert (1200 points reporting to 40 entry points in a concurrent manner with a total of 24.000 data collected, processed, analyzed and presented to the public in a period of 4 hours), tracking the dynamics and securing delivery of the tasks, sampling, statistics and securing the best quality of the collected data.

**Nikola Keskinov - Data processing manager** - Over 8 years of experience in **Applications:** Office, Adobe Dreamweaver, CorelDRAW, Quark Xpress. **Programming:** SPSS, Java, C/C++, C#, Visual Basic, VBA, HTML, Mathematica. **Technologies:** Java SE, Java ME, Java EE (GlassFish), PHP, ASP, .NET. **Databases:** PostgreSQL, Apache Derby (Java DB), MySQL, SPSS, Stata, Oracle. **IDEs:** NetBeans, Eclipse, Visual Studio .NET.

**MA Nikolche Mickoski** – Linguistic specialist Macedonian language – Terminology specialisation: information technology, electronic communications, economy, finance, EU, medicine, agriculture, advertising. Working for EAR, Eurofond, SDL, Sony, Microsoft, BMW, AIM consulting, Raiffeisen Bank, various ministries in the Government of Republic of Macedonia.

**PhD Blerina Starova Zlatku** – Linguistic specialist Albanian language – PhD in philology: English language and literature and Italian language and literature. Officially accredited interpreter: European Parliament, European Commission, Court of Justice for English, French, Albanian and Macedonian, Council of Europe, UN International Tribunal for Former Yugoslavia.

**b) Indicate whether or not the key team members will work full-time on the STEP survey.**

For those who will not work full time on the STEP survey, please indicate the amount of time and the periods during which they will work on the project. The National Project Leader and the Data Collection Manager will work full time on the STEP survey, and the other key team members will be engaged as presented in the table below:

Name of Staff & Firm associated with	Area of Expertise Relevant to the Assignment	Designation for this Assignment	Assigned Tasks or Deliverables	Number of Days
Rosana Aleksoska	Management of large scale household surveys and data gathering and analyses	Survey Project Manager	Overall management of the project	Full time
Lazar Keskinov	Operations and data collection manager of large scale household surveys, sampling, online tracking systems	Field work coordinator/Expert	Overall management of the field work, household listing, sampling frame, control of the process, analyses &	Full time

			reporting	
Natasa A.Gelevska	Developing survey methodologies, survey planning, monitoring & evaluation, vocational education and lifelong learning, data analysis	Senior survey methodologist 1	Initial meeting of the project team; Receiving survey instruments; Translation of Interviewer and Supervisors Manual and other documents; Sample; Preparation of the Plan for Data Collection; Field work by the Field Teams; Coding; Qualitative pre-test; Pilot Survey; Preliminary analysis on data collected; Training sessions	<b>Total: 51 days</b>  <b>Available: during the whole project duration</b>
Alex Armand	Statistics, Supervision of data collection, sampling for various social, economical, market and political researches, piloting, pre-testing, questionnaire development and tuning, coding, weighting, data analysis	Senior survey methodologist 2	Initial meeting of the project team; Receiving survey instruments; Sample; Coding; Qualitative pre-test; Pilot Survey; Preliminary analysis on data collected	<b>Total: 35 days</b>  <b>Available: during the whole project duration</b>
Nikola Keskinov	Database development and management, software developer, DBDE expert	Data Processing Manager	Initial meeting of the project team; Receiving survey instruments; Data Entry; Pilot Survey; Preliminary analysis on data collected; Training sessions	<b>Total: 61 days</b>  <b>Available: during the whole project duration</b>
Nikolce Mickoski	Academic Expert (Master thesis Translation and interpretation)	Linguistic Specialist	Reconciliation of the translated materials; consultations	<b>Available: during the whole project duration</b>

Blerina Starova Zlatku	Academic Expert (PhD in philology)	Linguistic Specialist	Reconciliation of the translated materials; consultations	<b>Available: during the whole project duration</b>
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c) **Include firm experience as well as names and types of surveys conducted in Appendix 3.**

### 2.2.2. Project Structure

Provide an overview of the management reporting structure.

Include the project organization chart.

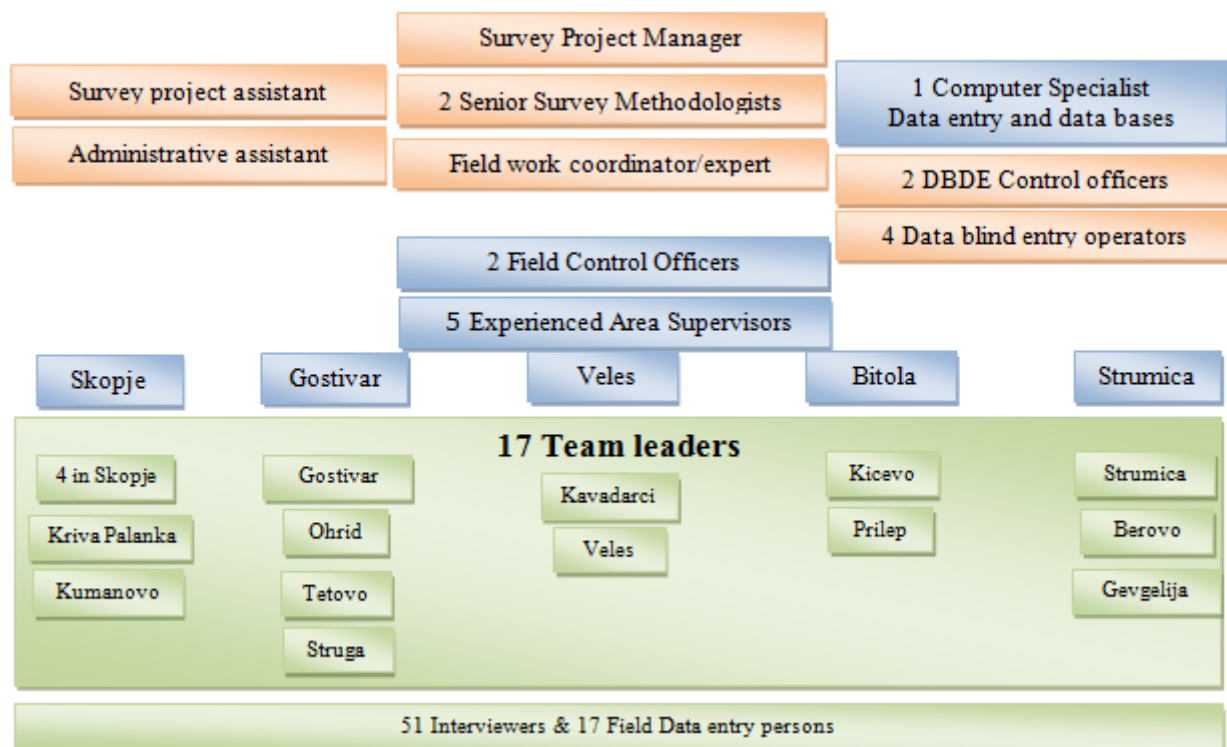
All 17 Field Teams will work during the period of 16 weeks and each Field Team will interview a total of 15 households and complete the PSU within one week. Each of the 3 interviewers will conduct 1 interview per day. Until all 15 interviews in one PSU are not finished the Field Team would not start the work in another PSU. The Team Leader will establish the individual contacts with the household members. As stated in the STEP Technical Standards the Team Leader will provide the introductory leaflet where the purpose of the survey will be explained. Although the interview will be appointed, if there is a need (based on the first impressions from the interaction with the household member) the Field Team Leader will assist the interviewers to enter in the household and start the interviewing. In order to maximize the response rates the STEP recommended contact strategy will be used. At least three contact attempts will be made respecting the standard for visiting the household at different times of the day and different days of the week than the ones from the previous attempts. In the cases where the field teams will be unable to gain cooperation of a selected individual, the Area Supervisors will attempt to convert these cases and to complete the interviews. Based on the approval by the Client (questions and answers section) the Consultant would give small incentives (gifts/money) to the Households. However, the Team Leader and the Area Supervisor will make an assessment should this action is to be considered as a necessity representing a benefit to the process.

The Field Team Leaders will conduct weekly meetings with all 3 interviewers and the data entry person. However, the Area supervisor will hold weekly meetings with the Field Team Leaders for which they are responsible. Strict rules for the communication of the data will be respected and minutes from the meetings will be kept and sent to the responsible Key personnel.

The field work will start and will be executed in accordance with the plan developed by the Key personnel. This *Plan for Data Collection* will be efficient and effective meaning that all Teams for which one Area Supervisor is responsible will work in PSUs which are close to each other.

Procedures for the interviewing, as well as procedures for supervising will be part of the contracts that the Consultant will sign with all staff involved in the field work.

Please find the survey organizational chart below:



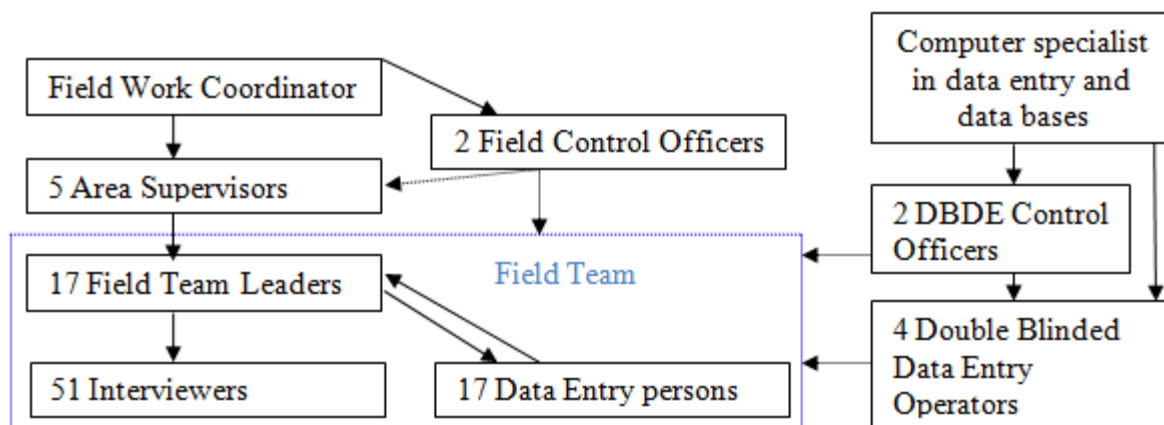
The Field work coordinator will be responsible for monitoring and control of the work of the data collection staff (Area Supervisors, Field Team Leaders, Interviewers and Field Control officers) as well for the implementation of data collection procedures.

The Area supervisors beside the role they have in answering questions and resolving problems also will have control role and will report directly to the Field Work Coordinator.

The supervision on a daily basis on the work of the Interviewers and Data Entry Persons will be performed by the Field Team Leaders and by the DBDE Control Officers respectively.

In order to perform the revisit of 15% or 600 households randomly chosen within each interview team's households, 2 Field Control Officers will be engaged. Specially designed forms will be prepared and the Field Control Officers will be responsible to fill in these forms after the re-visit of the selected and previously interviewed households. These forms will be reviewed by the Field Work Coordinator/expert.

The mechanisms for supervision and control in order to secure the best quality of the data are presented in the chart below:



## 2.3. Literacy Assessment

### 2.3.1. General

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>
The participating country may choose to implement either the Partial or the Full Literacy Assessment.	Partial Literacy Assessment.
However, the chosen assessment design must be administered as prescribed by the STEP Consortium.	<input checked="" type="checkbox"/>
The General Booklet comprised of the Reading Components (Part A) and the Core Literacy Items (Part B) will be administered to each selected person.	<input checked="" type="checkbox"/>
The Survey Firm will provide each interviewer with a stopwatch to time the Reading Components exercises in the General Booklet.	<input checked="" type="checkbox"/>
The Interviewers will be trained to administer the assessment according to the instructions provided by the STEP Consortium.	<input checked="" type="checkbox"/>
The Literacy Assessment will be administered in the following language(s): - MACEDONIAN LANGUAGE - ALBANIAN LANGUAGE	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>



### 2.3.2. Translation and Adaptation of Literacy Materials

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Language 1 Name of Translators</i>	<i>Language 2 (if applicable) Name of Translators</i>
Participating countries are responsible for the cultural adaptation and translation of the literacy material:			
a. <u>ETS translation and adaption guidelines</u> : The translation and cultural adaptation of the assessment items will be carried out according to the translation and adaptation guidelines prepared by ETS	<input checked="" type="checkbox"/>		
b. <u>Translation</u> will be carried out by two independent translators followed by reconciliation by a third translator	<input checked="" type="checkbox"/>	1. Hristijan Todorovski 2. Ognen Cemerski 3. Nikolce Mickovski	1. Faredin Aeti 2. Gjakush Kabashi 3. Blerina Starova Zlatku
c. <u>Translation and cultural adaptation verification</u> : Check, sentence by sentence, of linguistic correctness, equivalence to the master version and appropriateness. Suggested corrections will be listed and justified in the <i>Verification Follow-Up Form</i>	<input checked="" type="checkbox"/>		
d. <u>Layout</u> : national assessment booklets will be modeled after the master assessment booklets provided by the STEP Consortium	<input checked="" type="checkbox"/>		
e. <u>Layout verification</u> : Final optical check to verify the final layout of the instruments after adaptation and translation verification	<input checked="" type="checkbox"/>		
f. Each participating country will submit its translated literacy booklets in each of its STEP reporting languages along with the <i>Verification Follow-Up Form</i> to the STEP Consortium for verification and approval.	<input checked="" type="checkbox"/>		
The Literacy Assessment Booklets will be printed <i>according to the printing instructions provided in the document 'STEP_Paper_Booklet_Printing_Specifications.doc'</i> . In particular:			
a. The booklets are currently in PDF format and should be opened in and printed from Adobe Acrobat.	<input checked="" type="checkbox"/>		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Language 1 Name of Translators</i>	<i>Language 2 (if applicable) Name of Translators</i>
b. The assessment booklets must be printed (NOT photocopied) so that each page of the final printed booklets is either a letter-size page or an A4-size page.	<input checked="" type="checkbox"/>		
c. To ensure that the stimulus and its associated questions face each other, the booklets must be saddle-stitched <u>or</u> stapled in the middle so the booklet can lie flat when opened	<input checked="" type="checkbox"/>		
d. The booklets must be printed on paper that is 60 lb or more (at least 70 gsm)	<input checked="" type="checkbox"/>		

## 2.4. Household Questionnaire

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
Each participating country will implement the Household Questionnaire prescribed by the STEP Consortium	<input checked="" type="checkbox"/>		
<b>1. Translation of the Household Questionnaire</b> The Household Questionnaire will be adapted to the country context in English and then translated based on guidelines provided by the STEP Consortium.  These guidelines include: <ul style="list-style-type: none"> <li>▪ A double translation by two independent translators and reconciliation by a third translator</li> <li>▪ Translation will be verified sentence-by-sentence, for linguistic correctness, equivalence to the master version and appropriateness. Suggested corrections will be listed and justified in a document that will be sent to the STEP Core Team</li> <li>▪ Reconciliation of the first two translations will be done in close collaboration with a senior member of the survey team who has a strong command of English and who is involved in the survey piloting and fieldwork</li> <li>▪ The Survey Firm will submit questions randomly selected by the World Bank for verification by a World Bank-contracted translator</li> <li>▪ If the Household Questionnaire is administered in several languages, the above procedures will be followed for the translation of the Household Questionnaire in each language</li> </ul>	<input checked="" type="checkbox"/>  <b>Macedonian Language:</b> 1.Hristijan Todorovski 2. Ognen Cemerski 3. Nikolce Mickoski <b>Albanian Language:</b> 1.Faredin Aeti 2.Gjakush Kabashi 3.Blerina Starova Zlatku		
<b>2. Translation of all Survey Materials (with the exception of the questionnaire)</b> All Survey Materials will be translated based on guidelines provided by the STEP Consortium.	<input checked="" type="checkbox"/>		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
<p>The Survey Materials include:</p> <ul style="list-style-type: none"> <li>The Interviewer and Supervisor Manual, which will be translated by a qualified translator</li> </ul>	<input checked="" type="checkbox"/> <b>Macedonian language</b> – Nikolce Mickoski <b>Albanian language</b> – Blerina Starova Zlatku		
<ul style="list-style-type: none"> <li>The Operation Manual, which will be translated by a qualified translator</li> </ul>	<input checked="" type="checkbox"/> <b>Macedonian language</b> – Nikolce Mickoski <b>Albanian language</b> – Faredin Aeti		
<ul style="list-style-type: none"> <li>The PowerPoint Presentations for the interviewers' training, which will be translated by a qualified translator</li> </ul>	<input checked="" type="checkbox"/> <b>Macedonian language</b> – Nikolce Mickoski <b>Albanian language</b> – Faredin Aeti		
<ul style="list-style-type: none"> <li>The Test and Answer Sheets for the interviewers' training, which will be translated by a qualified translator</li> </ul>	<input checked="" type="checkbox"/> <b>Macedonian language</b> –		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
	Nikolce Mickoski <b>Albanian language</b> – Faredin Aeti		
<ul style="list-style-type: none"> <li>The Brochure presenting the STEP Survey, which will be translated by a qualified translator.</li> </ul>	<input checked="" type="checkbox"/> <b>Macedonian language</b> – Nikolce Mickoski <b>Albanian language</b> – Faredin Aeti		
<ul style="list-style-type: none"> <li>If the Household Questionnaire is administered in several languages, the Materials listed above will be translated as needed.</li> </ul>	<input checked="" type="checkbox"/>		
<b>3. Health Module</b> <ul style="list-style-type: none"> <li>The Survey Firm will provide Interviewers with measuring tapes to measure individual respondents' height</li> <li>Interviewers should measure individual respondents during the interview, and only record self-reported height as a last measure</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>	Based on the companys previous experience, meausring height and weight is increasing the non-response rates and creating non cooperativeness of the respondents. Company has tested this on the previous survey	<b>APPROVED</b>  Supervisors – during quality control revisits - will measure 10% of all respondents This information will be reported in the Supervisor Form <i>Check Up Visit Form</i> and will be entered in a dedicated variable in

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
		and it went very bad. In that survey the target population were recipients of the Social Financial Assistance, which means that this target group would react even worst. The deviation requested: recording self-reported height.	the data files
<b>4. Pilot Survey</b> The Household Questionnaire will be pre-tested according to the STEP Consortium requirements and as specified below:			
▪ Finalized questionnaires will be tested in a pilot test of 20-30 households	<input checked="" type="checkbox"/>		
▪ <i>Sample:</i>			
- half from low-income households and half from medium/high income households	<input checked="" type="checkbox"/>		
- households will be <u>selected in areas that do not form part of the sample of the main survey</u>	<input checked="" type="checkbox"/>		
▪ The pilot test will be administered by the main trainer(s) for the interviewer training and will involve 5-6 senior persons	<input checked="" type="checkbox"/>		
▪ The Household Questionnaire training by the main trainer(s) for the 5-6 senior persons will last at least 2 full days	<input checked="" type="checkbox"/> The following personnel will		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
	be engaged to perform the pilot test: - Rosana Aleksoska (Survey Project Manager); - Lazar Keskinov (Fieldwork Manager); Roland Poljoska Merita Hohxa Sase Ololoski Gabriela Janevska Jovica Stojanovski		
<ul style="list-style-type: none"> <li>Data collected during the Pilot Survey will be entered through the Data Entry Program</li> </ul>	<input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Submit a 5-10 page report to the WB including recommendations for any changes in implementation or questionnaire translation, etc</li> </ul>	<input checked="" type="checkbox"/>		

## 2.5. Field Teams and Training

<i>Technical Standard / Required Information</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation / Information Approved by the Core Team?</i>																
<b>1. “Train the Trainer” Training in Washington DC</b> The following members of the Project Team should attend the “Train the Trainer” Training organized in Washington DC: <ul style="list-style-type: none"> <li>▪ Head Trainer</li> <li>▪ Chief Scorer for the literacy assessments</li> <li>▪ Field Manager</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	The Survey Project Manager attended the “Train the Trainers” training in Washington DC																	
<b>2. Interviewer and Supervisor Hiring Plan</b>																			
<ul style="list-style-type: none"> <li>▪ <b>Interviewers’ Qualifications</b> Interviewers and Supervisors should at minimum be high school graduates</li> </ul>	<input checked="" type="checkbox"/>																		
<ul style="list-style-type: none"> <li>▪ <b>Number of interviewers and Supervisors</b>             &lt; Please fill out the following table indicating the number of interviewers and supervisors required based on key assumptions:            &gt;           <table border="1"> <thead> <tr> <th># HHs</th> <th># HH / PSU</th> <th>PSUs</th> <th>Days for 1 team to finish 1 PSU</th> <th>Wks of field time</th> <th>Rounded up # Teams</th> <th># Interviewers</th> <th># Supervisors</th> </tr> </thead> <tbody> <tr> <td>4000</td> <td>15</td> <td>267</td> <td>5</td> <td>16</td> <td>17</td> <td>51</td> <td>17</td> </tr> </tbody> </table> </li> </ul>	# HHs	# HH / PSU	PSUs	Days for 1 team to finish 1 PSU	Wks of field time	Rounded up # Teams	# Interviewers	# Supervisors	4000	15	267	5	16	17	51	17			
# HHs	# HH / PSU	PSUs	Days for 1 team to finish 1 PSU	Wks of field time	Rounded up # Teams	# Interviewers	# Supervisors												
4000	15	267	5	16	17	51	17												



Technical Standard / Required Information								Agreed to by the Survey Firm?	Deviation Requested from the Standard	Deviation / Information Approved by the Core Team?																																								
<div>Example:</div> <table> <tr> <th>HHs</th> <th>#HH/ PSU</th> <th>PSUs</th> <th>Days for 1 team to finish 1 PSU</th> <th>Wks of field time</th> <th>Rounded up # Teams</th> <th># Interviewers</th> <th># Supervisors</th> </tr> <tr> <td>3,000</td> <td>15</td> <td>200</td> <td>5</td> <td>16</td> <td>13</td> <td>39</td> <td>13</td> </tr> <tr> <td>3,000</td> <td>15</td> <td>200</td> <td>5</td> <td>14</td> <td>15</td> <td>45</td> <td>15</td> </tr> <tr> <td>3,000</td> <td>15</td> <td>200</td> <td>5</td> <td>12</td> <td>17</td> <td>51</td> <td>17</td> </tr> <tr> <td>3,000</td> <td>15</td> <td>200</td> <td>5</td> <td>10</td> <td>20</td> <td>60</td> <td>20</td> </tr> </table> <div>See Terms of Reference, page 20 for details</div>								HHs	#HH/ PSU	PSUs	Days for 1 team to finish 1 PSU	Wks of field time	Rounded up # Teams	# Interviewers	# Supervisors	3,000	15	200	5	16	13	39	13	3,000	15	200	5	14	15	45	15	3,000	15	200	5	12	17	51	17	3,000	15	200	5	10	20	60	20			
HHs	#HH/ PSU	PSUs	Days for 1 team to finish 1 PSU	Wks of field time	Rounded up # Teams	# Interviewers	# Supervisors																																											
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3,000	15	200	5	12	17	51	17																																											
3,000	15	200	5	10	20	60	20																																											
Please indicate the number of interviewers and supervisors the Survey Firm intends to hire								51 interviewers 17 supervisors 5 Area supervisors																																										
<div>Method of payment</div> <div>Interviewers’ remuneration must be independent of the number of completed interviews. In other words, interviewers must not be remunerated on a per piece basis.</div>								<input checked="" type="checkbox"/>																																										
3. Interviewer Training Plan																																																		
<div>Training dates</div>								19.04 – 26.04.2013 –training for interviewers and supervisors 27.04.2014 – instructions for supervisors																																										

<i>Technical Standard / Required Information</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation / Information Approved by the Core Team?</i>
<ul style="list-style-type: none"> <li>Fieldwork must start within 4 days of finishing training</li> </ul>	<input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Location of the training Please note that the interviewers' training should take place in one 10-day session in one location (for each language).</li> </ul>	Hotel Continental, Skopje, Macedonia <input checked="" type="checkbox"/>	The training for both Macedonian and Albanian interviewers and supervisors will be done on a joint training session, due to the fact that all Albanian interviewers, supervisors and data entry personnel have strong control of Macedonian language. Only the sessions referring to the General Booklet will be done separately, as well, the practical part of the training.	<b>APPROVED</b>
<ul style="list-style-type: none"> <li>Trainees should be split into training rooms of not more than 30 per room.</li> </ul>	<input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>There should be a trainer and assistant trainer in each training room, and a technical support person for each three training rooms.</li> </ul>	<input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>There should be supplemental after hour sessions available for trainees who want more practice, or who have been identified in training as needing help.</li> </ul>	<input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Training staff should hold daily debriefing sessions to discuss progress, problem trainees and any technical or administrative issues that have been flagged during the day.</li> </ul>	<input checked="" type="checkbox"/>		

<i>Technical Standard / Required Information</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation / Information Approved by the Core Team?</i>
<ul style="list-style-type: none"> <li>Training will be based on material provided by the STEP Consortium and translated by the Survey Firm</li> </ul>	<input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>The training plan will follow the agenda attached in Appendix 4, including the supervisor training sessions once team supervisors are selected</li> </ul>	<input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Training will consist of 10 full days of combined classroom training and field training. Field practice will include, for each trainee, at least two households and two selected individual interviews.</li> </ul>	<input checked="" type="checkbox"/>	<p>In our previous surveys the practice that was used was after the training, when the field work starts, each interviewer needs to complete 2 questionnaires and send them to the Central Office. The Core team of the Central Office analyses the work of each interviewer and supervisor and provides feed back to the personnel. When minor issues are in question then the feed back is done via phone/skype, but when more serious mistakes are in question additional individual training is organized for that interviewer/s. The Core team works with each of the interviewers individually in the course of several days. After this the work of these</p>	<b>APPROVED</b>

<i>Technical Standard / Required Information</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation / Information Approved by the Core Team?</i>
		interviewers is additionally checked and controlled. Due to the fact that we will use this practice for the data collection we ask a deviation in the number of days of the training from 10 days to 8 days. The other reason for this decreasement is the fact that we are implementing Partial Literacy survey.	
<ul style="list-style-type: none"> <li>▪ The number of trainees should be at least 30% greater than the required number of interviewers, as only the best trainees will be retained after the training</li> </ul>	☒	PUBLIK has a network of skilled and experienced interviewers; therefore, we propose to decrease the number of spare interviewers to 15% of the total. The experience that has been cumulated among our interviewers (much complex surveys in the past) represents an argument. In addition to that, the individual approach when finalizing the training has proven to be very efficient and the quality of the outputs always matches the standards imposed. Yet, we would like	<b>APPROVED</b>

<i>Technical Standard / Required Information</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation / Information Approved by the Core Team?</i>
		to state that we would keep the 15% as a margin in order to meet the challenges deriving from accidentals and/or misconduct by any of the interviewers and supervisors.	
<ul style="list-style-type: none"> <li>▪ Trainers           <ul style="list-style-type: none"> <li>- Head Trainer(s): <i>Name(s), education level and whether they attended the “Train the Trainer” session in Washington DC</i></li> <li>- Assistant Trainers: <i>Names, education level and whether they attended the “Train the Trainer” session in Washington DC</i></li> </ul> </li> </ul>	<p><b>Head Trainer</b> – Rosana Aleksoska and Lazar Keskinov</p> <p><b>Trainers</b> Roland Poljoska Merita Hohxa Sase Ololoski Gabriela Janevska Jovica Stojanovski</p> <p><b>Asistant Trainers</b> Venco Popovski Marijana Sokolovska Bojana Sokolovska Laura Beqiri Lirik Beqiri</p>		

<i>Technical Standard / Required Information</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation / Information Approved by the Core Team?</i>
<ul style="list-style-type: none"> <li>Training Evaluation Report: the Survey Firm will send the STEP Consortium a one-page training report including the following information, within one week of the end of training:               <ul style="list-style-type: none"> <li>List of trainees (names)</li> <li>List of trainees' marks</li> <li>List of selected interviewers</li> <li>List of selected supervisors</li> </ul> </li> </ul>	☒		
<ul style="list-style-type: none"> <li>If the first reports from the fieldwork reveal a lack of understanding of some sections of the questionnaire, the firm will retrain all field staff on these sections</li> </ul>	☒	The company will provide individual feedback after the first 2 completed questionnaires to each field staff. If needed individual sessions will be delivered to the interviewer/s. However, should a major issue occur during the 1st few weeks of fieldwork, revealing that some important point in the questionnaire has been misunderstood by many interviewers and/or supervisors, we would retrain all fieldwork staff on this particular issue.	

## 2.6. Fieldwork

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
<b>1. Household Listing</b>			
<ul style="list-style-type: none"> <li>The Survey Firm will undertake a door-to-door listing of households in each selected PSU <i>Please specify whether a dedicated listing team will conduct the door-to-door listing or whether it will be done by the interviewer teams as they arrive in the PSU</i></li> <li>The Survey Firm will provide the STEP Consortium an Excel spreadsheet with the total number of households listed in each of the selected PSUs.</li> <li>The Survey Firm will keep the complete household listings in each PSU ready for verification by the STEP Consortium and provide any list that is requested.</li> </ul>	<input type="checkbox"/>  Field work manager, survey methodologist, Area supervisors and Team Supervisors  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	Administrative and door-to-door listing will be conducted.	
<b>2. Method of Data Collection</b>			
<ul style="list-style-type: none"> <li>Each component of the STEP Survey will be carried out by a personal visit using a Paper And Pencil Interview (PAPI) method.</li> </ul>	<input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>All components of the Literacy Assessment must be administered in the same visit (i.e., General Booklet and if applicable Exercise Booklet)</li> </ul>	<input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>Proxy responses are not permitted for the individual questionnaire and the Literacy Assessment booklets. Furthermore the selected person must complete the assessment booklet(s) without assistance.</li> </ul>	<input checked="" type="checkbox"/>		
<b>3. Minimizing Non-Response Rates</b>			

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
<ul style="list-style-type: none"> <li>▪ A minimum response rate of 70% is the goal.</li> <li>▪ <b>PARTICULAR ATTENTION WILL BE PROVIDED BY THE FIELD TEAMS TO MINIMIZE NON-RESPONSE RATES</b></li> </ul> <p>In particular:</p> <ol style="list-style-type: none"> <li>i. If a selected person is temporarily unavailable to be interviewed, 3 follow-up attempts must be made to contact the selected person before classifying the case as a non-response</li> <li>ii. Contact attempts subsequent to the first attempt will be made at different times of the day and different days of the week</li> <li>iii. If the Interviewer is unable to gain the cooperation of a selected individual, the case will be referred to the interviewer's Team Supervisor who will attempt to convert such cases to completed interviews</li> </ol> <ul style="list-style-type: none"> <li>▪ Non-Response Bias Assessment               <ol style="list-style-type: none"> <li>i. Each participating country is responsible for assessing the bias due to non-response and reporting the findings to the STEP Consortium who will decide whether an asterisk/footnote will accompany the country's survey results in the STEP international survey publications. (See additional information in section 3.2).</li> <li>ii. It is therefore critically important to make every effort to minimize the non-response rate and the resulting potential bias.</li> </ol> </li> </ul>	<div>☒</div> <div>☒</div> <div>☒</div> <div>☒</div> <div>☒</div> <div>☒</div> <div>☒</div> <div>☒</div>		
<b>4. Activating Reserve Samples</b> <ul style="list-style-type: none"> <li>▪ The process through which a reserve household may be activated is described in the Interviewer and Supervisor Manual.</li> <li>▪ In the case of non-contact and temporary absences, at least 3 follow</li> </ul>	<div>☒</div> <div>☒</div>		



<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
<p>up visits, over a minimum of 3 days after the initial visit and at varying times on those days, must be made to try to find the household or individual respondent.</p> <ul style="list-style-type: none"> <li>▪ If there will be any interview team in the vicinity of the households with whom there has been no contact or that are temporarily absent, revisits should continue to be made and no reserve household activated until 2 weeks before the last team leaves the area.</li> </ul>	<input checked="" type="checkbox"/>		
<b>5. Field Supervision</b>			
<b>5.1. Team Supervisors</b> <ul style="list-style-type: none"> <li>▪ Each interviewer team will report to a Team Supervisor</li> </ul>	<input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>▪ Team Supervisors' responsibilities include: <ul style="list-style-type: none"> <li>- Coordinating fieldwork in each assigned PSU</li> <li>- Full-time work with the interviewer team and on-going monitoring of each interviewer's work</li> <li>- Documenting non-response, activation of reserves, problems encountered</li> <li>- Assigning literacy booklets</li> <li>- Communicating regularly with the Field Manager</li> <li>- Selecting households to be interviewed following procedures outlined in the Technical Standards (if selection will be done in Headquarters, please specify)</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>		
<u>Quality control by Team Supervisors:</u> <ul style="list-style-type: none"> <li>- At least one meeting per week with each interviewer to discuss progress and/or problems</li> <li>- Random spot visits during interviewers' work to observe household and individual interviews. For each interview observed, Team Supervisors will fill out the <i>Interview</i></li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
<p><i>Evaluation Form</i> (Appendix 5)</p> <ul style="list-style-type: none"> <li>- Check each accepted questionnaire for completeness and accuracy, and fill out <i>Visual Scrutiny Form</i> for each questionnaire (Appendix 7)</li> <li>- Submit household listings and sample selections to the Project Manager</li> <li>- Follow-up of non-response households/ individuals according to the table in Appendix 6 which details the revisits required for each situation and whether a reserve household should be activated</li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>- Visit verification and selection of individual respondent verification: The Supervisor or Field Manager (or assistants) will revisit 15% of each interviewer's finalized cases. In the event that a respondent is not available during the initial follow-up visit, a telephone follow-up may be carried out for no more than one third of the revisits.</li> <li>The households to revisit will be selected randomly by the Field Manager.</li> <li>During each revisit, the Supervisor will complete a <i>Check up Visit form</i> (Appendix 8).</li> <li>The Fieldwork Manager should participate with the Team Supervisor in some of these revisits, unannounced, with households chosen by the Field Supervisor, in order to check on the Team Supervisors.</li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
The STEP Consortium may also ask to attend verification revisits, and randomly choose the Households to revisit.	☒		
<b>5.2. Field Manager/ Regional Field Managers</b> <ul style="list-style-type: none"> <li>The Field Manager is responsible for the entire data collection/ fieldwork of the survey</li> </ul>	☒		
<ul style="list-style-type: none"> <li>The Field Manager's responsibilities include:               <ul style="list-style-type: none"> <li>- Setting up the field structure, with Regional Fieldwork Managers if required. <i>Please briefly explain the field reporting structure</i></li> <li>- On-going monitoring of fieldwork</li> <li>- Communicating regularly with Project Manager</li> </ul> </li> </ul>	☒		
<u>Quality control by Field Manager/ Regional Field Managers:</u> <ul style="list-style-type: none"> <li>- Frequent communication with interviewer Team Supervisors to discuss progress and/or problems</li> <li>- Random spot visits to PSUs to observe progress, proper filling of forms, the supervisor's follow-up of non-response households/ individuals, etc.</li> <li>- For each team, select the households to be revisited by the Team Supervisor to check for proper interviewing (or transmit the selection done at Headquarters)</li> <li>- The Fieldwork Manager should participate with the Team Supervisor in some of these revisits, unannounced, in order to check on the Team Supervisors</li> </ul>	☒  ☒  ☒  ☒		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
<b>5.3. Interviewer Performance</b> In the event an interviewer's work is found to be questionable, the interviewer will be dismissed and all his/her interviews entirely redone	☒		
<b>5.4. Communication</b> <i>Please indicate the methods through which the staff will be communicating during fieldwork. E.g., scheduled daily/weekly telephone calls, e-mail of supervisors</i>	Daily telephone calls; Daily/Weekly meetings on different levels; e-mails; on-line tracking by Google apps		
<b>6. Fieldwork Monitoring by STEP Consortium</b>			
▪ <b>Weekly Report</b>			
- The STEP Consortium will provide a Weekly Report template to the survey firm (see Appendix 9)	☒		
- Each participating country will send a Weekly Report to the STEP Consortium during data collection	☒		
- Particular attention will be given to the monitoring of progress towards the sample size goals and non-response rates.	☒		
▪ <b>Verification of Fieldwork</b> - The Survey Firm will keep Supervisor Forms readily available for random checks by the STEP Consortium. The Supervisor Forms are provided in the Operation Manual and in the Interviewer and Supervisor Manual and comprise a <i>Visual Scrutiny Form</i> for the questionnaires, an <i>Interviewer Evaluation Form</i> and a <i>Check-up Visit Form</i> .	☒		

## 2.7. Data Processing

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
<b>1. Data Capture and Verification Plan</b> <b>a. General</b> <ul style="list-style-type: none"> <li>Each country's STEP data file will be created according to the Variable Convention provided by the STEP Consortium.</li> <li>The STEP Consortium will provide two Data Entry Programs: <ul style="list-style-type: none"> <li>one for the household survey questionnaire</li> <li>and a second one for the literacy module.</li> </ul> </li> <li>The STEP Consortium will provide training on the use of both programs to the country's IT team</li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li><b>Training of the Data Entry persons:</b> they should participate in the interviewer training because a thorough knowledge of the Questionnaire will be valuable to their work</li> </ul>	<input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>There will be a 3-day training session on the Data Entry program at the end of the interviewer training <i>Please provide the name of the trainer</i></li> </ul>	<input checked="" type="checkbox"/> Nikola Keskinov		
<ul style="list-style-type: none"> <li>Please provide the name of the person responsible for Data Entry and Management as well as the number of people assigned to Data Entry</li> </ul>	Nikola Keskinov 14 Data entry 4 Double Blind Data Entry		
<b>b. Data Entry Program for the Household Questionnaire</b> <ul style="list-style-type: none"> <li>The Survey Firm will use the Data Entry Program provided by the STEP Consortium, which is based on a custom-written Excel macro and features data capture screens mirroring the questionnaire pages.</li> </ul>	<input checked="" type="checkbox"/>		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
<ul style="list-style-type: none"> <li>Each country must key-enter the ‘write-in’ entries from the response category “Other”. Please specify for all questions where this category was selected.</li> <li>The Survey Firm will use the Variable Convention provided by the STEP Consortium to name and code the variables</li> </ul>	<input checked="" type="checkbox"/>     <input checked="" type="checkbox"/>		
<b>c. Data Entry Program for the Literacy Modules</b> <ul style="list-style-type: none"> <li>The Survey Firm will use the Data Entry Program provided by the STEP Consortium</li> <li>The Survey Firm will use the Code Book provided by the STEP Consortium</li> </ul>	<input checked="" type="checkbox"/>     <input checked="" type="checkbox"/>		
<b>d. Data Entry of Incomplete Cases</b> <ul style="list-style-type: none"> <li>The Survey Firm will provide the STEP Consortium with a data file containing a data record for each sampled household, both initial sample cases and reserve sample cases.</li> <li>The file must include the following minimum information,               <ol style="list-style-type: none"> <li>the sample identification number from the original sample file,</li> <li>a final result code for each sampled case – this includes cases where an interview was obtained as well as cases that did not yield an individual interview, i.e., non-response cases and non-activated reserve households</li> </ol> </li> <li>This data file will be based on the <i>Sample Tracking Forms</i> filled out during fieldwork</li> </ul>	<input checked="" type="checkbox"/>     <input checked="" type="checkbox"/>     <input checked="" type="checkbox"/>		
<b>e. Data Capture Verification</b> <ul style="list-style-type: none"> <li>Data capture of the household questionnaire and literacy modules will be entirely verified through double data entry</li> </ul>	<input checked="" type="checkbox"/>		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
<ul style="list-style-type: none"> <li>Data will be captured twice, by two different operators</li> <li>All differences in the captured data will be resolved by the second data entry operator, using the STEP-provided data entry program, which flags differences</li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>		
<b>f. Timeframe</b> <ul style="list-style-type: none"> <li>The data entry will start no longer than 5 days after the start of the fieldwork, so that information from the data entry can inform the process of the survey</li> </ul>	<input checked="" type="checkbox"/>		
<ul style="list-style-type: none"> <li>The country is expected to transmit the first week of data within two weeks of the start of the fieldwork and the second week of data within the first three weeks of fieldwork</li> </ul>	<input checked="" type="checkbox"/>		
<b>2. Tracking Respondents' Sample Identification Number</b> <ul style="list-style-type: none"> <li>Each household and each individual who completes the individual questionnaire should have a unique code for data entry</li> <li>Each interviewer, supervisor and data entry person should also have a unique code that should be recorded for all questionnaires</li> <li>A field for recording the respondent's Sample Identification Number is required on all survey instruments (i.e., Household Roster, Household Questionnaire, General Booklet, and Exercise Booklet if applicable) and any pertinent supplementary material</li> <li>Countries must assign a unique booklet ID (serial number) to each prepared assessment instrument (i.e., to each General Booklet and Exercise Booklet if applicable)</li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>		
<b>3. Final Result Codes</b> <ul style="list-style-type: none"> <li>Fields are required on the Household Questionnaire for recording</li> </ul>	<input checked="" type="checkbox"/>		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
<p>the final completion status of the Household Questionnaire, the General Booklet, and any Exercise Booklet if applicable</p> <ul style="list-style-type: none"> <li>Final Result Codes provided at the end of the Household Questionnaire must be used by all participating countries to ensure that the status of each <u>sampled</u> case is consistently classified (note that even non activated reserve households should be assigned a result code)</li> </ul>	<input checked="" type="checkbox"/>		
<p><b>4. Plan for Coding of the Household Questionnaire</b></p> <ul style="list-style-type: none"> <li>Coding will be undertaken by at least one Coder working at the Head Office Please provide the name of the Head Coder and Assistant Coders if any</li> <li>Pre-coded response categories from the household questionnaire will follow the Variable Convention provided by the STEP Consortium</li> <li>Each country is responsible for coding the ‘write-in’ responses from the response category “Other”, and must provide the code set to the STEP Consortium. Each country must ensure that these coded responses are included in the editing of the data. Please specify for all questions where this category was selected.</li> <li>The following codebooks will be used to code education, occupation, and industry information from the Household Questionnaire: <ul style="list-style-type: none"> <li>‘1997 International Standard Classification of Education (ISCED)’ will be used to code the education variable, i.e., ‘highest level of education’</li> <li>‘ISCO Job Titles’ will be used to code the occupation variable</li> <li>‘International Standard Industrial Classification of All Economic Activities, Third Revision’ will be used to code</li> </ul> </li> </ul>	<input checked="" type="checkbox"/>  Head Coder – Nikola Keskinov Assistant Coder/s – TBD  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>		



<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
the industry variable.			
<b>5. Plan for Coding of the Literacy Modules and Verification of Data</b>			
<b>5.1. Recruiting and Training the Scorers and Chief Scorer</b>			
<b><i>Scorers</i></b> <ul style="list-style-type: none"> <li>- The scorers should have more than a high-school education</li> <li>- An odd number of scorers is recommended to facilitate arbitration: 5 for the Full Literacy Assessment / 3 for the Partial Literacy Assessment</li> <li>- Two of them must be bilingual in the language(s) of assessment and English</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>		
<b><i>Chief Scorer</i></b> <ul style="list-style-type: none"> <li>- Each country requires a Chief Scorer who is fluent in English and the country's STEP reporting language(s)</li> <li>- The Chief Scorer will receive training on scoring procedures and the application of scoring rules for every assessment item</li> <li>- The Chief Scorer will be responsible for the training of the Scoring Team</li> <li>- Each country will send the Chief Scorer to the scorer training that will be provided by the STEP Consortium</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		
<b><i>Scoring Material</i></b> <ul style="list-style-type: none"> <li>- A master copy of the Scorer training materials, i.e., a Scorer Training Manual, including examples and exercises, will be provided by ETS</li> <li>- Some adaptation of these materials may be required if a country's translation and adaptation process resulted in changes to items. The Scoring Guide would need to similarly reflect such changes</li> </ul>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>		

Technical Standard	Agreed to by the Survey Firm?	Deviation Requested from the Standard	Deviation Approved by the Core Team?
<p><b>Scorer Training</b></p> <ul style="list-style-type: none"> <li>The training should last 3 days and will be given by the Chief Scorer and the Project Survey Manager due to the fact that she has participated at the training in Washington DC where this was explained and discussed.</li> </ul>	☒		
<p><b>5.2. The assessment booklets will be scored according to the scoring rules and procedures provided by the STEP Consortium and should be consistent across countries</b></p> <p><b>Reading component:</b></p> <ul style="list-style-type: none"> <li>Each reading component response is captured by two different scorers/coders and code resolution will take place</li> <li>Scorers/coders will use capture sheets designed to capture the responses from Part A of the General Booklet (i.e., reading components)</li> <li>Scoring must be performed in a centralized location</li> </ul> <p><b>Scoring Operation:</b></p> <ul style="list-style-type: none"> <li>Scoring should begin as soon as there are enough completed cases returned from the field to give the scoring team a reasonable workload (usually a week's amount of work for the scorers)</li> <li>The STEP Consortium will provide <i>Scoring Sheets</i> to record the respondent scores for each item. This will facilitate the data capture of these scores</li> </ul>	<p>☒</p> <p>☒</p> <p>☒</p> <p>☒</p> <p>☒</p> <p>☒</p>		
<p><b>5.3. Quality Control</b></p> <p>Each country is required to carry out the quality control procedures for the scoring of the assessment booklets.</p>	☒		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
<p>The quality control procedures will be provided by the STEP Consortium. These include:</p> <ul style="list-style-type: none"> <li>- Within-country inter-scorer reliability study: Rescoring a proportion of the Core (i.e., Part B of the General Booklets) Across-country reliability study: Rescoring a set of anchor booklets by the same scoring team</li> <li>- The Scoring process will be fully documented and include inter-scorer agreement reports, methods used to ensure scorer consistency, all reliability data and all quality control measures</li> </ul>	<input checked="" type="checkbox"/>   <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>		
<p><b>6. Submission of the Literacy Assessment data to ETS</b> Each country will submit the Literacy Assessment data to <u>ETS</u>, following ETS' guidelines and using its Data Entry Program</p>	<input checked="" type="checkbox"/>		
<p><b>7. Submission of the Household Questionnaire data to the World Bank</b></p> <ul style="list-style-type: none"> <li>▪ Each country will submit the Household Questionnaire data to the <u>World Bank</u></li> <li>▪ The edited data file should be free from errors and conform to the Variable Convention</li> <li>▪ All data checked by supervisors during revisits and recorded in the <i>Check-Up Visit Forms</i> will be entered in a separate data file and submitted to the World Bank</li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>		

## 2.8. Confidentiality

<i>Information Required</i>	<i>Description</i>
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<i>Information Required</i>	<i>Description</i>
<p><b>1. Country's Data Confidentiality Requirements</b></p> <p>The Survey Firm will advise the STEP Consortium of its country's confidentiality rules regarding the handling and sharing of respondent's data.</p>	<p>According to the Macedonian legislation the citizens has the right of protection of their personal data. Each interviewed member of the household that is above 18 years of age MUST sign the Statement where he/she will allow usage of his/hers personal data (unique number, address etc) only for the purposes of this research. For the children below 18 years of age, parent or guardians needs to sign the Statement. These forms will be developed, printed and distributed to all interviewers.</p> <p>Moreover, ALL INVOLVED staff are signing the Statement (which is part of the contract) that they will use this information only for the project purposes.</p>

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>
<b>2. Steps to Ensure Data Confidentiality</b> <ul style="list-style-type: none"> <li>▪ The survey instruments, the sampling, and the information gathered by the field workers cannot be used for personal or professional goals by the local consultant firm, field workers or the coordinator and advisor without the prior request and an approval by the World Bank. The data collected is completely confidential and shall not be revealed to any source by the firm. The ownership of any information and data belongs to the World Bank.</li> <li>▪ All interviewers, data entry, coders and supervisory staff must sign affidavits of confidentiality and non-disclosure for the survey activities. A separate form of non-disclosure for the literacy booklets and training and scoring material from ETS is also required.</li> </ul>	<div style="text-align: center; margin-top: 10px;"><input checked="" type="checkbox"/></div>  <div style="text-align: center; margin-top: 10px;"><input checked="" type="checkbox"/></div>
<ul style="list-style-type: none"> <li>▪ Each country will submit the data file to ETS and the World Bank STEP team (regional team and core team). Data release beyond ETS and the World Bank teams may not be done until 6 months after the submission of the final data files.</li> </ul>	<div style="text-align: center; margin-top: 10px;"><input checked="" type="checkbox"/></div>

## 2.9. Quality Assurance

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>
<b>1. Quality Assurance</b> <ul style="list-style-type: none"> <li>▪ Quality assurance will be addressed at all stages of the STEP. Many of the steps to ensure quality are outlined in earlier sections of this document. The following sections summarize the quality assurance measures to be implemented during the STEP.</li> </ul>	<input checked="" type="checkbox"/>
<b>2. Team Composition</b> <ul style="list-style-type: none"> <li>▪ The following key persons on the STEP project team are committed to the project for the duration of the pilot and main surveys:               <ol style="list-style-type: none"> <li>1. Name of National Project Manager</li> <li>2. Name of Senior Survey Methodologist</li> <li>3. Name of the Field Manager</li> <li>4. Name of the Data Processing Manager</li> <li>5. Name of the Language Specialist</li> </ol> </li> </ul>	<ol style="list-style-type: none"> <li>1. ROSANA ALEKSOSKA</li> <li>2. NATASHA GALEVSKA AND ALEX ARMAND</li> <li>3. LAZAR KESKINOV</li> <li>4. NIKOLA KESKINOV</li> <li>5. NIKOLCE MICKOSKI (MK) AND BLERINA STAROVA ZLATKU(SQ)</li> </ol>
<b>3. Expert Meetings</b> <p>The National Project Manager is committed to attending the international meetings deemed necessary by the STEP Consortium. Similarly, other team members will participate in the international meetings when requested by the STEP Consortium.</p>	<input checked="" type="checkbox"/>
<b>4. Response Rate</b> <ol style="list-style-type: none"> <li>a) Survey responses will be monitored throughout the data collection activity</li> <li>b) A contact strategy and a strategy to minimize non-response (described earlier in this report) will be developed and implemented.</li> </ol>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<b>5. Data Processing</b> <p>The following quality assurance procedures are planned:</p> <ol style="list-style-type: none"> <li>a) Test of the data capture system</li> <li>b) 100% verification the captured data</li> <li>c) 100% verification of coders' work</li> <li>d) Development and implementation of scoring quality control procedures to ensure inter-scorer agreement</li> </ol>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

<i>Technical Standard</i>		<i>Agreed to by the Survey Firm?</i>
e) Creation of the STEP International Data File according to the Variable Convention specifications provided by the STEP Consortium		<input checked="" type="checkbox"/>
f) Data Editing		<input checked="" type="checkbox"/>

## 2.10. Schedule

N°	Activity <sup>1</sup>	Months <sup>2</sup>												
		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
1	Initial meeting of the project team													
2	Receiving survey instruments													
3	<i>Translation and adaptation of the survey instruments</i>													
3.1.	Selection and engagement of the translators and reconciliators													
3.2.	Translation of the questionnaire and reading literacy booklets - Translated questionnaire on Macedonian and Albanian language together with the VFF; - Translated literacy booklets on Macedonian and Albanian language together with the VFF; - Approval from the Client													
3.3.	Translation of Interviewer and Supervisors Manual and other documents -Translation of Interviewer and Supervisor manual; - Operations Manual; - PP for the Training of Interviewers and Supervisors; - Test and answer sheets; - General Booklet A; - General Booklet B; - Response Capture Booklet A;													

	- Scoring Guide General Booklet B - Approval from the Client														
4	<i>Sampling</i>														
4.1.	PSU Selection														
4.2.	Household selection/Data cleaning/quality check/Listing of the Households														
5.	Organization of field work														
5.1.	Preparation of the Plan for Data Collection														
5.2.	Field work by the Field Teams														
5.3.	Field supervision														
5.4.	Keeping Implementation documents														
5.5.	Coding														
6.	Data Entry														
7.	Qualitative pre-test														
8.	Pilot Survey														
9.	Weighting of the data (STEP core team)														
10.	Preliminary analysis on data collected														
10.1	Delivery of ETS data														
10.2	Delivery of the Household questionnaire data														
11.	<i>Conducting training sessions</i>														
11.1.	First Training														
11.2.	Second Training: Train the Trainers														
11.3.	Interviewer Training														
11.3.1.	Securing Logistics for the Training														
11.3.2.	Conducting the training														
11.3.4.	Creation and approval of Final List of the Field Teams														
11.4.	Data Entry Training														

**NOTE: Within the proposed Time Frame as 1<sup>st</sup> month is foreseen September 2012.**

## **2.11. Budget**

**- EDITED -**



## PART 3: Sampling and Weighting Plan

This section will be filled out by the Survey Firm. It will work closely with STEP Core Team’s Survey Methodologist on Sampling and Weighting processes.

### 3.1. Target Population

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist ? Date</i>
<p><b>1. Target Population – Definition</b></p> <p>The target population is defined as all non-institutionalized persons aged 15 to 64 (inclusive) living in private dwellings in the urban areas of the country at the time of the data collection. This includes <u>all residents</u>, except foreign diplomats and non-nationals working for international organizations</p> <p>The following are considered “institutionalized” and excluded from the STEP survey:</p> <ul style="list-style-type: none"> <li>▪ Residents of institutions (prisons, hospitals, etc)</li> <li>▪ Residents of senior homes and hospices</li> <li>▪ Residents of other group dwellings such as college dormitories, halfway homes, workers’ quarters, etc</li> </ul> <p>Other acceptable exclusions are:</p> <ul style="list-style-type: none"> <li>▪ Persons living outside the country at the time of data collection, e.g., students at foreign universities.</li> </ul>	<input type="checkbox"/>	<p>The target population is defined as persons aged 15 to 64 (inclusive), although the sampling frame will be based on population aged 18-64 (inclusive), with the right to vote in the Republic of Macedonia and living in urban settlements (town) as defined by the Macedonian law.</p> <p>A town is defined as “compactly built up residential areas with a population exceeding 3 000, has a developed structure of various economic activities, above 51% of the employees are working in the secondary and tertiary sector, has an urban physiognomy of zones for residence, recreation and green area (parks), town square, street infrastructure, communal services and acts as a functional center for the surrounding populated places”.</p>	<p>✓OP 29-11-2012</p>

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist ? Date</i>
		<p>See Appendix 11 for a precise description of the selected urban PSUs (and exclusion of semi-urban PSUs), for the discussion about urban PSUs in Skopje and for possible considerations about the size of Towns.</p> <p>Individuals excluded from the right to vote are the following categories:</p> <ul style="list-style-type: none"> <li>- individuals lacking legal capacity.</li> </ul>	
<p><b>2. Private Dwelling Unit – Definition</b>  A Private Dwelling Unit is defined as a room or a group of rooms used, or intended to be used, for living purposes.  A dwelling unit must be capable of permanent human habitation and must have a private entrance either outside or from a common hall, lobby, vestibule or stairway inside the building. A private entrance is one that can be used without passing through the living quarters of someone else.</p>	☒		
<p><b>3. Household Member – Definition</b>  A Household Member is a person who</p> <ol style="list-style-type: none"> <li>1) considers the dwelling to be their usual place of residence, or who has no usual residence elsewhere;</li> <li>2) makes some common provision for food and other essentials of living;</li> </ol>	☒		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist ? Date</i>
3) spent most of their daily rest at the dwelling for at least nine (9) of the past twelve (12) months; the exception to this rule are persons who have recently joined the household, have no usual residence elsewhere, and intend to spend most of their daily rest at the dwelling.			
<b>4. Exclusions</b> There may be exclusions from the target population for practical operational reasons. But such exclusions should not exceed 5% of the country's urban population aged 15 to 64 years of age.	<input type="checkbox"/>	<p>Persons aged 15 to 17 (inclusive) are excluded from the sample frame due to the fact that they do not have the right to vote in the Republic of Macedonia. The excluded category is most probably living in the same dwelling with a person older than 18 years old and therefore present in the target population.</p> <p>Forecasts done by the Macedonian State Statistical Office at June 2011 report that people aged 15 to 19 (inclusive) in overall Macedonia represents 7.2% of the population (currently there are no forecasts for the age category 15-17, but the only data available are for the Census 2001, so not totally reliable). It is therefore credible to expect that the potential exclusion is not exceeding 5% of the country's urban population.</p>	✓OP <b><u>29-11-2012</u></b>
<b>5. Country-specific Subpopulations</b> A country may include other subpopulations in its target population provided that its sample design includes any necessary augmentation of the sample size to accommodate the analysis requirements for	<input type="checkbox"/>	<p>The target population is divided in the following two subpopulations based on different ethnicity:</p> <ul style="list-style-type: none"> <li>- Macedonians (and other ethnicities)</li> <li>- Albanians</li> </ul>	✓OP <b><u>25-02-2013</u></b>

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist ? Date</i>
these additional subpopulations.		<p>The rationale for the inclusion of two sub-populations is that these are the two major components of the distribution of ethnic groups in Macedonia.</p> <p>According to the most recent census (2002 – Households and Dwellings), the Macedonian population has 2.022.547 inhabitants, which can be decomposed in the following ethnic groups:</p> <ul style="list-style-type: none"> <li>- 1.297.981 Macedonian</li> <li>- 509.083 Albanian</li> <li>- 77.959 Turk</li> <li>- 53.879 Roma</li> <li>- 35.879 Serb</li> <li>- 17.018 Bosniac</li> <li>- 9.695 Vlach</li> <li>- 20.993 Other</li> </ul> <p>Given the importance of the ethnic division in Macedonia, it is important to keep the two sub-populations for the major ethnic groups in order to have a correct representation of the deep differences between the two groups. In addition, firm experience showed that in previous data collection efforts these two sub-populations showed different attitudes</p>	

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist ? Date</i>
		towards refusals.	

### 3.2. Sample Frame

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
<b>1. Sample Frame - Definition</b> <ul style="list-style-type: none"> <li>▪ The Sample Frame is the list of the population from which the STEP sample will be selected. It defines the coverage of the target population and provides the means to identify and locate selected population members</li> <li>▪ The quality of the Sample Frame directly affects the quality of the selected sample, as well as the data collection operation E.g., under-coverage or over-coverage of the target population or the duplication of population members in the frame will generate errors in the selected sample</li> </ul>	<div>☒</div> <div>☒</div>		
<ul style="list-style-type: none"> <li>▪ The Sample Frame should provide coverage of the Target Population so that the number of unique, in-scope survey units on the sampling frame comprises at least 95% of the target population</li> <li>▪ It should be complete, accurate and up-to-date</li> </ul>	<div>☒</div> <div>☒</div>		

<i>Information Required</i>	<i>Information Provided (Type, Date, Source)</i>	<i>Deviation Requested from the Standard</i>	<i>Information Approved by the Survey Methodologist? Date</i>
1. Frame type E.g., population register, household list, list of geographic units, etc.	Electoral Polling Station division for first stage sampling and the Administrative and field listings for the second stage sampling.		
2. Source of the frame E.g., 2010 Census, Labor Force Survey, etc.	Official Polling Station division updated at 2011 Elections and Administrative and field listing.		
3. Definition of survey units of the frame for each stage of sampling	At first stage, the unit of sampling are the Electoral Polling Stations (or sub-divisions of them).  At second stage, the unit of sampling will be households.  At household level, the respondent will then be selected using the indications contained in the questionnaire.		
4. Data items on the frame for each stage of sampling E.g., name, address, age, gender, education, etc.	At first stage, for each Electoral Polling Stations, it is possible to associate the number of voters (in the age category 18-64). In addition, for each Polling Station it is provided the share of votes allocated to either Macedonian or Albanian parties during the last elections.  At second stage, household listings will provide name, address and age/gender of the members.		

<p>5. Identify the variables to be used for stratification if applicable</p>	<p>At first stage, stratification will be performed on the basis of the ethnic majority in the PSU.</p> <p>To this purpose, the share of votes allocated to either Macedonian or Albanian parties during the last elections will be used. Votes in Macedonia are mainly driven by ethnicity (especially for Macedonian and other ethnicities, and Albanian subpopulations), so using data from previous elections can give us information on the ethnic majority in each PSU.</p>		
<p>6. Provide survey frame counts by stratum and type of survey unit as applicable to the sample design E.g., PSUs, dwellings</p>	<p>For each PSU, it will be provided the total number of voters in the age category 18-64 (inclusive) as a measure of size. For first stage, it is not possible to identify the counts for subpopulations, but only an indicator of the ethnic majority of the PSU.</p>		
<p>7. Quality assurance procedures I.e., assessment of quality of the frame information</p> <ul style="list-style-type: none"> <li>i. Provide any information regarding known frame issues, e.g., under-coverage of target population, inclusion of out-of-scope units, up-to-date, duplication</li> <li>ii. Explain any steps taken to ensure that the frame is complete and up-to-date</li> </ul>	<p>1) At second stage, we will promote a series of administrative and field checks to control whether the unit is a household or whether the unit implicitly contains more households. Possible problems could come out if the address is not complete (i.e. missing flat number for block buildings). In this case, we will check the household size and the age of members to guarantee quality assurance.</p> <p>2) In relation to the selection of the stratification criteria based on votes' share allocated to either Macedonian or Albanian parties, we will provide an analysis based on the last two elections, to show that the method is robust to the selection of a precise election.</p> <p>3) In the case in which the selected household is not living at the same address anymore, but another household</p>		

	moved in, we will keep it as randomly selected or, in alternative, under indication of the Survey methodologist, the observation can be replaced by using the reserve sample.		
8. Provide Sample Frame of PSUs to World Bank for selection of the first stage sample units	<p>An excel file with the list of Urban PSUs will be provided, including an identification of the Electoral Polling Station. The list of PSUs will be provided with the following variables: ID code for each PSU, name of PSU, municipality and total number of voters in the age category 18-64 (inclusive).</p> <p>In addition, a word file containing the exact geographical allocation of all Polling Stations will be provided.</p>		

### 3.3. Sample Size

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
A minimum of 4,000 interviews must be submitted to the STEP Consortium. A sample of 8,000 households will be selected to allow for up to 50% non-response.	<input checked="" type="checkbox"/>		
An “interview” is achieved when <u>the roster of household members is completed for the selected household, and the randomly selected individual from the household proceeds with the individual modules.</u>	<input checked="" type="checkbox"/>		
<b><u>Guidelines for Sample Size Determination</u></b>			
The actual number of cases that a survey firm may need to visit in order to obtain	<input checked="" type="checkbox"/>		



<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
<p>the required number of interviews depends on, 1) the expected Response Rate and, 2) for countries that implement the Full Literacy Assessment, the expected Core Pass Rate.</p> <p>1) <u>Expected Response Rate Considerations</u></p> <p>a) Since all surveys experience some level of non-response, the survey firm will need to visit extra households in order to achieve the desired number of interviews.</p> <p>i) A survey firm may have previously experienced reasonably good response rates in other national surveys and may feel secure in basing the response rate expectation for STEP on this past experience. However, the STEP survey is a complex survey which includes a relatively lengthy questionnaire and also includes a literacy assessment. A survey firm should not underestimate the challenges of obtaining a response rate that is similar to the response rates previously experienced in other national surveys.</p> <p>ii) The firm should have a realistic expectation of the achievable response rate for STEP in order to estimate the actual number of visits that will be needed in order to obtain the required number of interviews.</p> <p>b) The sample size for the preferred STEP sample design was calculated to allow for as much as 50% non-response, which means that a sample of 8,000 households will be selected.</p> <p>i) This sample of 8,000 consists of 4,000 ‘initial’ sample cases and 4,000 ‘reserve’ sample cases. The 4,000 ‘initial’ cases will be initially visited in an attempt to obtain the required number of interviews. When a non-response is encountered amongst the ‘initial’ sample, a ‘reserve’ sample case will be activated to compensate for the non-response. The procedures for use of the ‘reserve’ sample will be provided in the field</p>	<p>☒</p> <p>☒</p> <p>☒</p>		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
<p>Operations Manual.</p> <p>ii) If a survey firm expects more than 50% non-response, more than 8,000 households will need to be selected. For example if a survey firm expects there could be 60% non-response then a sample of at least 7,500 households would be required. If there is an expectation of more than 50% non-response, the survey firm should discuss the non-response expectation and the plans to minimize the non-response with the World Bank team representative.</p> <p>iii) If a survey firm expects less than 50% non-response, less than 8,000 households will need to be visited. It is important to note that a survey firm is only required to use as many reserve sample cases as is necessary to obtain the required number of interviews. For example, if a survey firm requires 3,000 interviews and expects a 30% non-response rate (i.e., 70% response rate) then only 4,286 (<math>=3000/70\%</math>) of the 6,000 sampled cases would be used. In other words, for this example, in order to obtain the required 3,000 interviews, the final sample of 4,286 cases would consist of the 3,000 'initial' sample cases and 1,286 'reserve' sample cases.</p>	<p><input checked="" type="checkbox"/></p> <p><input checked="" type="checkbox"/></p>		
<p>2) <u>Expected Core Pass Rate Considerations</u> (applicable only for countries that will implement the Full Literacy Assessment)</p> <p>a) It is important that the survey yields a sufficient number of Literacy Exercise Booklets to be able to properly report on a country's literacy level. Hence, the number of interviews required also depends on the expected Core Pass Rate, i.e., the expected number of respondents that will correctly answer at least three Core questions in the General Booklet and proceed to complete a Literacy Exercise Booklet.</p> <p>b) For the purpose of determining the sample size requirement, a reasonable</p>	N/A		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
estimate for the Core Pass Rate might be the country's urban literacy rate. For example, if a country's urban literacy rate is 90% it might be reasonable to assume that 90% of the selected persons that agree to undertake the literacy assessment will pass the Core portion of the General Booklet and proceed to a literacy Exercise Booklet.	N/A		
c) In general, if the expected Core Pass Rate is 80% or higher then a minimum of 3,000 interviews will likely yield a sufficient number of completed literacy Exercise Booklets to satisfy the need for reporting a country's literacy level.	N/A		
d) Table 2 provides the actual number of households that would need to be visited for a few different expected response rates and expected Core Pass rates.	N/A		
<b>Table 2: Number of Households to Visit for a Few Core Pass Rates and Response Rates</b>			
Desired Sample Yield	Expected Core Pass Rate [e.g., Estimated Country Urban Literacy Rate]	Expected Response Rate	Sample Size for Core Pass Rate & Response Rate [Actual # of Households to Visit]
$n_0$	$C_p$	$R$	$n_1$
3000	80%	70%	4286
3000	70%	70%	4898
3000	60%	70%	5714
3000	80%	60%	5000
3000	70%	60%	5714
3000	60%	60%	6667
3000	80%	50%	6000
3000	70%	50%	6857

<i>Technical Standard</i>					<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
	3000	60%	50%	8000	N/A		
	3000	80%	40%	7500			
	3000	70%	40%	8571			
	3000	60%	40%	10000			
e) The above table clearly does not include all possible combinations of expected Core Pass Rate and Response Rate. If a country's expected rates are not included in the above table, the Survey Firm should contact the World Bank Survey methodologist to discuss the country's expectations for the Core Pass Rate and the Response rate so that the survey firm and World Bank Survey methodologist can together determine the actual country-specific estimated number of households that will need to be visited to yield the required number of interviews.					N/A		
f) In addition, for the Full Literacy Assessment, the final sample of completed literacy booklets must yield an equal number of each of the four Exercise Booklets.					N/A		
g) The survey firm is required to actively monitor the survey returns to ensure that the required equal distribution of literacy Exercise Booklets is achieved.					N/A		

<i>Information Required</i>	<i>Sample Size and Assumptions</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
<b>1. Sample Size</b>			
<p>a) Provide the country's <b>final sample size goal</b> by sample design variable E.g. Total Sample Size by strata, by PSU, etc.  <u>Note: Minimum Sample Size</u> - 8,000 households (4,000 for the initial sample and 4,000 for the reserve sample).</p>	<p>Total of 4000 households in the initial sample divided into Albanian strata (1200) and Macedonian strata (2800).</p> <p>The proportion of Macedonian and Albanian households was proposed by ETS and was one of the requirements of the Terms of references for this assignment, as requested by the World Bank.</p>	N/A	<p>✓OP 25-02-2013</p>
<p><u>Sample size determination assumptions:</u></p> <p>b) What is the expected response rate?</p> <p>c) What is the expected Core Pass rate (or if using adult literacy rate as a proxy, the urban adult literacy rate)</p>	<p>The Expected non-response rate is an important issue. For two similar national surveys recently collected by the State Statistical Office the response rate has been 15.6% for the 2011 Labor Force Survey and 35.8%</p>	N/A	<p>✓OP 25-02-2013</p>

<i>Information Required</i>	<i>Sample Size and Assumptions</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
	<p>for the 2011 Household Budget Survey. However, these are national non-response rates. If we look at urban areas only we expect rates to be larger. In fact, the Household Budget Survey observed a non-response rate of 41.6% in urban areas.</p> <p>However, for the peculiarity of the questionnaire and the duration of the interview, we believe the expected rate to be larger than in these two surveys. Due to the limited experience in Macedonia for this kind of questionnaire, it is difficult to provide a precise point estimate for non-response. Therefore, considering State Statistical Office recent experience, we expect the non-response rate to be in</p>		

<i>Information Required</i>	<i>Sample Size and Assumptions</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
	<p>the range of 30% to 50%.</p> <p>The expected Core Pass rate is 97%. This is the estimate of adult literacy provided by World Bank for 2009 for overall Macedonia). The rate is expected to be higher in urban areas (MICS-Unicef estimates a 97.2% across women in urban areas in 2005).</p>		
d) <b><u>If applicable:</u></b> Provide the <b>rationale for additions to the sample size</b> to satisfy country-specific data analysis objectives.	N/A	N/A	
<p>e) Data analysis objectives E.g., identify the important data breakdowns or survey estimates to be derived from the survey data.</p> <p>f) Precision goals for the survey estimates.</p>	<p>The survey firm is responsible only for basic descriptive statistics.</p> <p>The World Bank is responsible for data analysis and for the precision goals, which characteristics are implicit in the requested activities in the TOR.</p>	N/A	<p>✓OP 25-02-2013</p>

### 3.4. Sample Design

The precise sample design description is provided in the Appendix 11 “*Description of sampling design*”.

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
A probability sample design whereby each person in the survey population has a known (i.e., calculable), non-zero chance of being included in the sample must be used.	<input checked="" type="checkbox"/>	N/A	
In addition, the sample selection process must be objective (i.e., a random selection method must be used) at all stages of sample selection.	<input checked="" type="checkbox"/>	N/A	
<b>Preferred Sample Design:</b> A sample of at least 8,000 households (i.e., 4,000 initial sample and 4,000 reserve sample) will be selected in at least two stages. <b>1. In the first stage</b> , at least 200 small territorial areas (hereafter referred to as <i>Primary Sampling Units</i> , or <i>PSUs</i> ) will be selected with probability proportional to size (PPS). <b>2. In the second stage</b> , 15 households will be systematically selected as the target sample in each selected PSU. In addition, 15 households will be systematically selected as the reserve sample in each selected PSU. <b>3. Subsequently, at a third stage</b> of sample selection the main respondent will be randomly selected in each visited household from among all household members aged 15 to 64 years. The selection method for the main respondent is described in the household questionnaire. The substitution of the main respondent is not allowed.	<input checked="" type="checkbox"/>	At first stage, the size for the computation of the PPS is the number of individuals in the PSU aged 18-64 (inclusive).  The number of target households was a condition requested in the TOR and not based into assumptions of the survey firm.	✓OP 25-02-2013



<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
<ul style="list-style-type: none"> <li>The ‘preferred’ sample design is a multi-stage design that employs sampling with probability proportional to size (PPS) for as many stages as practically possible.</li> </ul>	☒	See Appendix 11 for a description of the 3-stage sampling and for a description of the stratification variable.	✓OP 25-02-2013
<ul style="list-style-type: none"> <li>The selection of households (15 initial sample and 15 reserve sample) within selected PSUs will follow STEP Consortium guidelines.</li> </ul>	☒	<p>Given previous experience, we expect non-response rates not to be equally distributed around the country.</p> <p>We expect to experience larger non-response rates (mainly related to refusals) in larger urban areas. For this reason, we might require additional reserve households for PSUs in these centers.</p>	

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
<ul style="list-style-type: none"> <li>All countries must use the same procedure for selecting a household within a multi-household dwelling, if applicable. The procedure will be provided by the STEP Consortium.</li> </ul>	☒		
<ul style="list-style-type: none"> <li>All countries must use the same procedure for selecting a person within a household. The procedure will be provided by the STEP Consortium.</li> </ul>	☒		

### 3.5. Sample Selection

The sample of first stage units will be selected by the World Bank survey methodologist. In addition, the survey methodologist will provide the Exercise Booklet assignment indicator for the initial sample.

<i>Information Required</i>	<i>Information Provided (Type, Date, Source)</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
1) Sample Frame of Primary Sampling Units (PSUs) <ul style="list-style-type: none"> <li>a) The Survey Firm will provide a file containing the most current list of PSUs to the STEP Consortium.</li> <li>b) The list must include a suitable measure of size (e.g., number of households, number of persons 15 to 64, number of persons) for each PSU for selecting the sample of PSUs with probability proportional to size.</li> <li>c) Upon receipt of the sample frame and agreement of its suitability for STEP sampling, the STEP Consortium will select the initial sample of PSUs, and a reserve sample of PSUs for use when it is not possible to conduct any interview in an entire initially-selected PSU</li> </ul>	☒		

### 3.6. Response Rate Goal and Non-Response Bias Assessment

<i>Information Required</i>	<i>Information Provided (Type, Date, Source)</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Survey Methodologist? Date</i>
The response rate goal is to obtain an interview from at least 70% of the sampled households.	☒		

<i>Information Required</i>	<i>Proposed Plan to Assess Non-response Bias</i>	<i>Deviation Requested from the Standard</i>	<i>Approved by the STEP Team? Date</i>
<b>1. Non-response Bias Assessment</b> <ol style="list-style-type: none"> <li>Each participating country will carry out an assessment of the bias due to non-response and report the findings to the STEP Team who will decide whether an asterisk/footnote will accompany the country's survey results in the STEP international survey publications.</li> <li>Results from countries with response rates below 50% will not be published unless the country can provide the WB with evidence that the potential bias introduced by the low response rates is unlikely to be greater than the bias associated with response rates above 70%.</li> <li>If a country attains less than a 50% response rate, it will conduct an extensive non-response bias analysis. Once this requirement is fulfilled to the satisfaction of the STEP Team, the country's survey results may be included in the STEP international survey publications with asterisks and footnotes as appropriate.</li> <li>The extensive non-response bias analysis should include more than one type of analysis of the non-respondents.           <p>Some possible non-response analyses include:</p> <ul style="list-style-type: none"> <li>A non-response follow-up study. Such a study requires following up with a set of non-respondents and then comparing the</li> </ul> </li> </ol>	<p><b>Communication specifics:</b></p> <p>The Team Leader will be briefed by the interviewer and will report information about non-response.</p> <p>For each non-response, information will be provided on the following categories: “late”, “hard-to-contact” and “non-cooperative”.</p> <p><b>Non-response bias assessment plan:</b></p>		<p>✓OP 25-02-2013</p>

<i>Information Required</i>	<i>Proposed Plan to Assess Non-response Bias</i>	<i>Deviation Requested from the Standard</i>	<i>Approved by the STEP Team? Date</i>
<p>characteristics of the follow-up respondents to those of the original set of respondents to assess non-response bias. A possible non-response follow-up procedure is to ask non-respondents a brief set of questions related to background questionnaire items.</p> <ul style="list-style-type: none"> <li>▪ A comparison of sample counts of key respondent variables to external totals from a reliable source;</li> <li>▪ A comparison of respondents and non-respondents on auxiliary Sample Frame variables;</li> <li>▪ A comparison of response rates by industry subgroup;</li> <li>▪ A comparison of estimates before and after weighting adjustments;</li> <li>▪ A comparison of “late” or “hard-to-contact” or “non-cooperative” respondents to “early” or “easy-to-contact” or “cooperative” respondents;</li> <li>▪ Calculation of the range of potential bias.</li> </ul>	<p>We will carry on an assessment of the bias due to non-response by providing a non-response count table by non-response type and by PSU jointly with a descriptive analysis of the non-response.</p> <p>If the response rate will be lower than 50%, the survey firm will conduct a study of non-respondents and report the results to the STEP Consortium using a “late”/“early”, “hard-to-contact”/“easy-to-contact” and “non-cooperative”/“cooperative” comparison. In addition, we plan to integrate this analysis by collecting basic</p>		

<i>Information Required</i>	<i>Proposed Plan to Assess Non-response Bias</i>	<i>Deviation Requested from the Standard</i>	<i>Approved by the STEP Team? Date</i>
	information that the interviewer can implicitly get for ALL households such as broad ethnicity (based on the name of the household), information about the dwelling from the exterior, information about the road where the dwelling is built.		

### 3.7. Weighting

The Weighting will be carry out by the STEP Survey Methodologist.

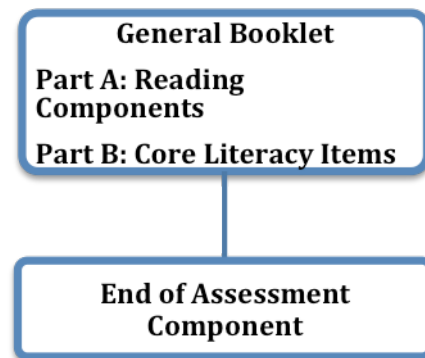
<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Approved by the Survey Methodologist? Date</i>
<b>1. Description of Weighting Procedures</b> Include a description of the post-stratification strategy <ol style="list-style-type: none"> <li>Specify the variables to be used for ‘benchmarking’</li> <li>Specify the source of the file to be used to create benchmark weights</li> </ol>	The available counts at PSU level are the number of voters		

<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Approved by the Survey Methodologist? Date</i>
	aged 18-64.  There are no available sources to build benchmark weights.		
<b>2. Weighting Procedures</b> a. The weighting of each country's clean data file will be carried out by the STEP Consortium. b. The weighting of the respondent records will be consistent with the Macedonia probability sample design. c. Survey weights will be calculated from the clean sample file (i.e., the file resulting from the editing process). The survey weights will be appended to each respondent record on the clean survey file. The following weights will comprise part of each respondent record: <ul style="list-style-type: none"> <li>- Theoretical or sample design weight - the inverse of the probability of selection at the sample selection stage.</li> <li>- Final Population Weight - Non-response adjusted sample design weight, i.e., based on the sample design weight and adjusted for non-response.</li> <li>- Benchmark weight (applicable if there are more recent known population totals or there are more reliable known population totals from a source other than the Sample Frame) - the weight resulting from the adjustment of the survey results to known population totals.</li> <li>- Jackknife replicate weights - there will be 30 of these weights which are used to calculate the standard error of the survey estimates</li> </ul>	<input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	N/A	✓OP 25-02-2013

<i>Weighting Information Required</i>	<i>Information Provided (Type, Date, Source)</i>	<i>Approved by the Survey Methodologist? Date</i>
<p><b>Final Clean Data File</b> The Final Clean data file must include,</p> <ul style="list-style-type: none"> <li>i. one sample record for each sampled case, i.e., both initial and reserve sample; Note: this means that there must be a line in the data for: <ul style="list-style-type: none"> <li>a. Each household attempted, even if the household was a non-response in such a case, the only information required will be the household ID and final response code (01-09).</li> <li>b. Each case in which the household roster was completed, but no individual interviewed. In such a case, the data required will be the household ID and the result code for the interview.</li> <li>c. Each non-activated reserve households. In such a case, the data required will be the household ID and the result code for the interview.</li> <li>d. Each valid interview. In such a case, the data will include answers to the questionnaire and the result code for the interview.</li> </ul> </li> <li>ii. A response code (see list of possible result codes in Appendix 10) for each sampled case.</li> <li>iii. If the listing is done, a separate file of the PSU number and number of listed households in each PSU must be provided.</li> </ul>	<div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div> <div><input checked="" type="checkbox"/></div>	<div>✓OP 25-02-2013</div>

## Appendix

### Appendix 1. Workflow – Partial Literacy Assessment





## Appendix 2. Qualifications and Expertise of Each Key Project Team Member

**- EDITED -**

### Appendix 3. Survey Firm Experience

**- EDITED -**

## Appendix 4. Training Agenda

**Appendix 5. Supervision Form – Interviewer Evaluation**

## Appendix 6. Supervisor's Guide to Revisits and Activating Reserve Households

<b>RESULT CODES</b>		<b>100% revisit by supervisor</b>	<b>supervisor try to convince respondent</b>	<b>Activate reserve household?</b>
<b>code</b>	<b>REASON FOR ACTIVATING A RESERVE (before a questionnaire is started)</b>			
1	<u>Household refused</u> to be interviewed (time constraints, did not want the bother, other general refusal)	Y	Y	Y
2	Household refused or could not be interviewed because of <u>unusual circumstance</u> (death in family, illness, fire in dwelling, etc)	Y	Y- see if can schedule later or some other solution	Y
3	<u>No knowledgeable household member could be found</u> , after 3 revisits (only child, non-competent adult, etc)	n		Y
4	<u>Temporarily absent/</u> unavailable for field period (information from others)	n		Y
5	<u>No competent household member</u> to interview (because of severe illness, mental disability, etc)	n		Y
6	<u>Language problem</u> - no one in the household spoke a language that could be understood by survey team, and no translator available SPECIFY LANGUAGE_____	n		Y
7	Dwelling could not be found/ given address has no household	n		Y
8	Dwelling is empty	n		Y
9	Dwelling is no longer habitable/ dwelling is destroyed/ dwelling has been changed to commercial use.	n		Y

<b>INDIVIDUAL MODULES 2-7 NOT BEGUN</b>		<b>100% revisit by supervisor</b>	<b>supervisor try to convince respondent</b>	<b>Activate reserve household?</b>
31	No household member in the <u>eligible range of 15-64</u>	n		Y
32	Selected individual <u>refused</u> (time constraints, did not want to bother, other general refusal)	Y	Y	Y
33	Selected individual could not be interviewed because of <u>unusual circumstance</u> (death in family, serious illness, fire in dwelling, etc.)	Y	Y	Y
34	<u>Another household member refused</u> to let selected individual do individual modules	Y	Y	Y
35	Selected individual <u>could not be contacted</u> after three visits during field period	Y		Y
36	Selected individual will be <u>absent for the entire field period</u> (information from household member)	Y		Y
37	Selected individual is <u>deaf</u> or so hard-of-hearing that cannot do survey, and no translator available	Y		Y
38	Selected individual has a <u>learning or mental disability</u> so that he or she is unable to answer (including emotional conditions like severe depression)	n		N -select again from the HH if eligible members; otherwise, Yes activate a reserve
39	Selected individual has a <u>speech impairment</u> that prevents doing the survey, and no translator available	Y	N	Y
40	<u>Language problem</u> - selected individual did not speak a language that could be understood by survey team, and no translator available SPECIFY LANGUAGE _____	Y	N	Y

**INDIVIDUAL MODULES BEGUN BUT NOT COMPLETED.**

51	Individual <u>refused</u> to continue (time constraints, did not want the bother, other general refusal)	Y	Y	N
52	Individual interview could not be continued because of <u>unusual circumstance</u>	Y	Y	N

**GENERAL BOOKLET (MODULE 9) NOT BEGUN**

61	Individual does not read the <u>language</u> of the General Booklet so refused to begin.								n		N
62	Individual <u>refused</u> to begin General Booklet (time constraints, did not want to bother, other general refusal)								Y	Y	N
63	Individual could not do General Booklet because of <u>unusual circumstance</u>								Y	Y - see if can schedule later	N
64	Individual could not do General Booklet because of <u>blindness</u> or visual impairment.								n		N
65	Individual could not do General Booklet because of a <u>physical disability</u> (cannot hold pen, etc).								n		N

**GENERAL BOOKLET (MODULE 9)**

71	Individual looked through the Booklet but <u>unable to read and write the language of the Booklet so did not</u> begin.	n		N
72	Individual began General Booklet but <u>refused to continue</u>	Y	N	N
73	Individual <u>had too long an interruption</u> in the General Booklet, so it could not be resumed.	n		N
74	General Booklet stopped because of <u>unusual circumstance</u> .	n		N
75	Individual attempted the General Booklet but <u>did not mark</u> any answers	n		N
76	Individual <u>marked some</u> items of the General Booklet but did not attempt all items.	n		N
77	Individual <u>marked some</u> of the General Booklet and attempted all the items.	n		N
78	Individual <u>marked all</u> questions of the General Booklet.	n		N

**Appendix 7. Supervision Form – Visual Scrutiny**



**Appendix 8. Supervision Form – Check-Up Visit**

## Appendix 9. Weekly Report Template (Partial Literacy Assessment)

*The following template will be provided in an Excel file to the Survey Firm*

[illegible]

## Appendix 10. Result Codes

Any household from the reserve sample that is not activated (used) will be assigned a result code of “99”.

<b>code</b>	<b>HOUSEHOLD MODULE NOT BEGUN</b>					
01	Household refused to be interviewed (time constraints, did not want the bother, other general refusal)					
02	Household refused or could not be interviewed because of <u>unusual circumstance</u> (death in family, illness, fire in dwelling, etc)					
03	No knowledgeable household member could be found, after 3 revisits (only child, non-competent adult, etc)					
04	Temporarily absent/ unavailable for field period (information from others)					
05	No competent household member to interview (because of severe illness, mental disability, etc)					
06	Language problem - no one in the household spoke a language that could be understood by survey team, and no translator available SPECIFY LANGUAGE _____					
07	Dwelling could not be found					
08	Dwelling is empty					
09	Dwelling is no longer habitable/ dwelling is destroyed/ dwelling has been changed to commercial use.					

11.	RESULT CODES	PAGE 54
CODE	HOUSEHOLD MODULE BEGUN BUT NOT COMPLETED	
21	Household refused to continue (time constraints, did not want the bother, other general refusal)	
22	Household module could not be continued because of <u>unusual circumstance</u> (death in family, serious illness, fire in dwelling, etc.)	
	INDIVIDUAL MODULES 2-7 NOT BEGUN	
31	No household member in the <u>eligible range of 15-64</u>	
32	Selected individual <u>refused</u> (time constraints, did not want to bother, other general refusal)	
33	Selected individual could not be interviewed because of <u>unusual circumstance</u>	
34	Another household member refused to let selected individual do individual modules	
35	Selected individual <u>could not be contacted</u> after three visits during field period	
36	Selected individual <u>will be absent for the entire field period</u> (information from household member)	
37	Selected individual is <u>deaf</u> or so hard-of-hearing that cannot do survey, and no translator available	
38	Selected individual has a <u>learning or mental disability</u> so that he or she is unable to answer (including emotional conditions like severe depression)	
39	Selected individual has a <u>speech impairment</u> that prevents doing the survey, and no translator available	
40	<u>Language problem</u> - selected individual did not speak a language that could be understood by survey team, and no translator available SPECIFY LANGUAGE _____	
	INDIVIDUAL MODULES BEGUN BUT NOT COMPLETED	
51	Individual <u>refused</u> to continue (time constraints, did not want the bother, other general refusal)	
52	Individual interview could not be continued because of <u>unusual circumstance</u>	
	GENERAL BOOKLET (MODULE 9) NOT BEGUN	
61	Individual <u>does not read the language</u> of the General Booklet so refused to begin.	
62	Individual <u>refused</u> to begin General Booklet (time constraints, did not want to bother, other general refusal)	
63	Individual could not do General Booklet because of <u>unusual circumstance</u>	
64	Individual could not do General Booklet because of <u>blindness or visual impairment</u> .	
65	Individual could not do General Booklet because of a <u>physical disability</u> (cannot hold pen, etc).	
	GENERAL BOOKLET (MODULE 9)	
71	Individual looked through the Booklet but <u>unable to read and write the language of the Booklet so did not begin</u> .	
72	Individual began General Booklet but <u>refused to continue</u>	
73	Individual <u>had too long an interruption in the General Booklet</u> , so it could not be resumed.	
74	General Booklet stopped because of <u>unusual circumstance</u> .	
75	Individual attempted the General Booklet but <u>did not mark</u> any answers	
76	Individual <u>marked some</u> items of the General Booklet but did not attempt all items.	
77	Individual <u>marked some</u> of the General Booklet and attempted all the items.	
78	Individual <u>marked all</u> questions of the General Booklet.	

## Appendix 11. Description of Sampling Design

The sampling design is a three-stage design; sampling PSU with probability proportional to size (PPS) at first stage, sampling households in selected PSUs in the second stage, and selection of one person per household at the third stage. For each PSU randomly selected in the first stage, a list of households will be randomly selected, while the selection of the main respondent will follow the random selection procedure specified in the questionnaire.

### First stage sampling: *PSU selection*

At first stage, the units of sampling are the Electoral Polling Stations (or sub-divisions of them). For each Electoral Polling Stations (or sub-divisions of them) it is possible to associate the total number of registered voters and the total number of registered voters in the age category 18-64. Macedonia is currently divided in 2976 stations with an average size of 626 voters. The geographical allocation of all Polling Stations, indicating the exact allocation of streets and house numbers to each station, allowed partitioning the geographical area of Macedonia in relatively small units.

#### *Selection of Urban areas*

Given that the main focus of the data collection is to collect information in urban areas only, the focal point before the selection of PSUs at first stage is to define and adapt the concept of "urban area" to the Macedonian case. According to the Law<sup>1</sup>, municipalities are defined as "rural" if they have a seat in a village and "urban" if they have a seat in a town. Towns are defined as "compactly built up residential areas with a population exceeding 3 000, has a developed structure of various economic activities, above 51% of the employees are working in the secondary and tertiary sector, has an urban physiognomy of zones for residence, recreation and green area (parks), town square, street infrastructure, communal services and acts as a functional centre for the surrounding populated places". Villages are defined as "mono-functional populated areas, in which one business activity is prevalent and whereas the area has agricultural physiognomy and function".

To the purpose of selecting only PSUs in urban areas, we received from the Macedonian State Statistical Office the list of settlements considered Towns by the Macedonian law and considered Polling Stations in these Towns as Urban. The definition at settlement level avoided the sampling at first stage of rural villages in urban municipalities.

Skopje, the capital city of Macedonia, needs a distinct discussion. The city is composed by 10 municipalities, which included territories outside the city of Skopje and that could be problematic when defining rural and urban polling stations. After consultation with the State Statistical Office, we defined as urban the Polling Stations that are part of Skopje as defined by the General Urban Plan (GUP) for Skopje<sup>2</sup>. In addition, we considered as "semi-urban" and excluded from the sampling frame, the polling stations representing peripheral areas of the city

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<sup>1</sup> The Macedonian administrative definition of rural area is defined by the Law on Territorial Organization of the Local Self-Government (OG 55/2004, 12/2005).

<sup>2</sup> The GUP can be found at the following interned address: <http://gup.skopje.gov.mk/gupSkopjeMK/>

of Skopje and which are only partly included in the GUP. The polling stations that entered this category are the number 2567, 2587, 2588, 2589, 2590 and 2591 in the Municipality of Gjorče Petrov.

The selected towns are the followings: Berovo, Bitola, Bogdanci, Debar, Delchevo, Demir Kapija, Demir Hisar, Gevgelija, Gostivar, Kavadarci, Kičevo, Kočani, Kratovo, Kriva Palanka, Kruševo, Kumanovo, Makedonski Brod, Makedonska Kamenica, Negotino, Ohrid, Pehčevo, Prilep, Probištip, Radoviš, Resen, Štip, Skopje (as defined by the GUP), Struga, Strumica, Sveti Nikole, Tetovo, Valandovo, Veles, Vinica.

The following table presents the selected Settlements and the Population at 2002 Census (current estimates of population sizes are available only at Municipality level).

Settlement	Municipality	Population
Skopje	Greater Skopje	467257
Bitola	Bitola	74550
Kumanovo	Kumanovo	70842
Prilep	Prilep	66246
Tetovo	Tetovo	52915
Veles	Veles	43716
Štip	Štip	43652
Ohrid	Ohrid	42033
Gostivar	Gostivar	35847
Strumica	Strumica	35311
Kavadarci	Kavadarci	29188
Kočani	Kočani	28330
Kičevo	Kičevo	27067
Struga	Struga	16559
Radoviš	Radoviš	16223
Gevgelija	Gevgelija	15685

Debar	Debar	14561
Kriva Palanka	Kriva Palanka	14558
Sveti Nikole	Sveti Nikole	13746
Negotino	Negotino	13284
Delčevo	Delčevo	11500
Vinica	Vinica	10863
Resen	Resen	8748
Probištip	Probištip	8714
Berovo	Berovo	7002
Kratovo	Kratovo	6924
Bogdanci	Bogdanci	6011
Kruševo	Kruševo	5330
Makedonska Kamenica	Makedonska Kamenica	5147
Valandovo	Valandovo	4402
Makedonski Brod	Makedonski Brod	3740
Demir Kapija	Demir Kapija	3275
Pehčevo	Pehčevo	3237
Demir Hisar	Demir Hisar	2593

The application of this definition of rural versus urban PSUs allowed dividing the total number of Primary Sampling Units and the total number of registered voters in the following categories:

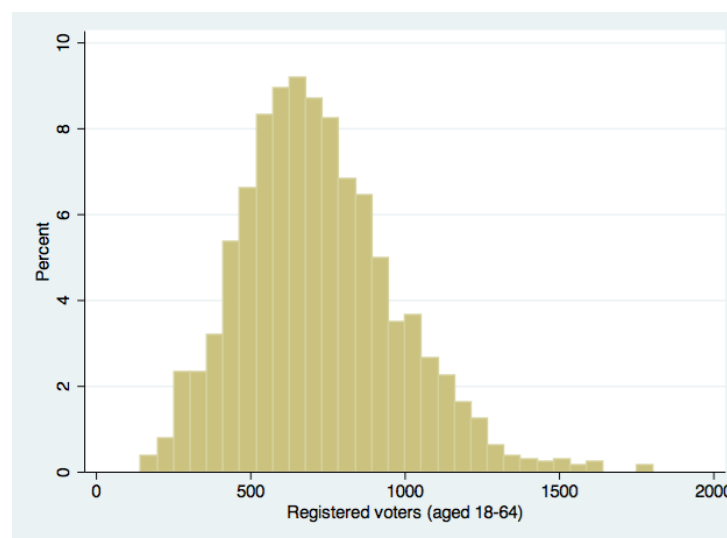
Type of PSU	Number of PSUs	Number of registered voters	Estimation of the number of registered voters (18-64)
<i>Urban</i>	1,280	1 098 279	921 396

<i>Semi-Urban</i>	6	7 025	5 905
<i>Rural</i>	1,690	758 359	648 722
<b><i>TOTAL</i></b>	<b>2976</b>	<b>1 863 663</b>	<b>1 576 023</b>

*Size of PSUs and proportional sampling*

Polling Stations at first stage will be selected using a probability proportional-to-size (PPS) method. In order to provide a probability of selection for each PSU, the size associated with each Polling Station is the number of registered voters in each unit in the age category 18-64 years old based on the estimation of the populations' age for 2011. The following figure presents the distribution of size across selected Urban Polling Stations.

**Distribution of Urban Polling Station size by voters in 18-64 age category (estimation)**





*Stratification using Electoral Data*

The selected source for sampling didn't allow stratifying the sample by benchmark variable. In order to have stratification for ethnicity, Polling Stations were stratified using the behaviour of voters from recent Elections. Votes in Macedonia are mainly driven by ethnicity (especially for Macedonian and Albanians), therefore using data from previous elections allows stratifying Polling Stations by the share of votes associated to either Albanian parties or Macedonian (and other ethnicities) parties.

We computed the share of votes allocated to Macedonian parties in order to determine the ethnic majority of the PSU and we classified the Polling Station using categorical groups. PSUs have been therefore allocated using the following classification with respect to the percentage of votes allocated to Macedonian parties.

**PSU stratification using percentage of Macedonian Voters in PSU**

Category	From	To
A	90%	100%
B	75%	90%
C	60%	75%
D	40%	60%
E	25%	40%
F	10%	25%
G	0%	10%

Using this stratification method and the 2011 Electoral Data, we prepared a distribution of PSU by Strata and we planned the number of selected PSU by strata in order to achieve the requested number of interviewed households per sub-population. The total numbers computed using proportional allocation are contained in the following figure. These calculations are based on the methodology proposed by the

sampler. The methodology has been tested with 2008 Parliamentary Electoral data and results showed a good degree of robustness to the stratification of PSUs.

**Proportional allocation of PSU by Strata and Expected Sample Yield using 2011 Electoral Data**

Cat.	Percentage of Voters in PSU		Macedonia n Share Range Mean %	Ethnic Majority from Votes' Share				Total PSUs	Total PSUs Sampled	Expected Sample Yield (Households)	
				ALBANIAN		MACEDONIAN					
	From ...	To...		PSUs PSU >=50% Albanian	PSUs Sampled Propl Alloc # of PSUs	PSUs PSU > 50% Macedonian	PSUs Sampled Propl Alloc # of PSUs			Albanian	Macedonian
A	90%	100 %	0.989	0	0	960	147	960	147	24	2181
B	75%	90%	0.837	0	0	92	15	92	15	37	190
C	60%	75%	0.688	0	0	45	7	45	7	35	77
D	40%	60%	0.507	30	18	39	6	69	25	188	186
E	25%	40%	0.307	26	16	0	0	26	16	167	74
F	10%	25%	0.163	52	32	0	0	52	32	403	78
G	0%	10%	0.038	36	25	0	0	36	25	361	14
Total			0.868	144	92	1136	176	1280	268	1214	2800

A file containing the list of urban PSUs and the measure of size will be provided to the sampler in order to extract the random sample of PSU units. The list of urban PSUs will be provided with the following variables: ID code for each PSU, name of PSU, municipality and the number of voters in age group 18-64 years old. In addition, a file containing the exact geographical allocation of all Polling Stations will be separately provided.

### **Second stage sampling: household selection**

At second stage, the units of sampling are households in the PSU. Based on the field listing, the sampler will be provided with a list of households living in the PSUs selected at first stage and will provide a list of selected households and reserve households under the conditions previously stated and under the relative assumptions for non-response rates.

### **Third stage sampling: *household member selection***

At household level, one household member will be selected to complete the Literacy Module. The respondent will be selected using a random number method attached to the questionnaire. Following STEP working group recommendation, a sticker with random numbers is attached to the questionnaire and the respondent will be selected choosing the first household members id appearing in the random numbers list.