





Balochistan Rural Development & Community Empowerment Programme (BRDCEP)

POVERTY SCORECARD MANUAL FOR ENUMERATORS & SUPERVISORS

July 2018

Rural Support Programmes Network (RSPN)









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1. Introduction and Background

1.1. Programme Introduction and Overview

The grant component of the five-year Balochistan Rural Development and Community Empowerment Programme (BRDCEP) is being implemented by three implementing partners, namely RSPN, NRSP and BRSP in 249 Union Councils of aforementioned eight districts of Balochistan. The programme focuses on empowering citizens and communities and providing them with the means to implement community-driven socio-economic development interventions. It will also amplify their voice and capability to influence public policy decision-making through active engagement with local authorities for quality, inclusive, and equitable service delivery, and civic-oversight.

The EU has also engaged the services of Hulla & Human Dynamics (H&H), an Austrian company, to enable the Government of Balochistan to foster an enabling environment for strengthening the capacities of local government/authorities to manage and involve communities in the statutory local public sector planning, financing, and implementation processes. The Programme also has a Public Finance Management (PFM) component, which will work closely with H&H to assist the Government of Balochistan to cost and fund the community-led development policy framework. Clearly defined fiscal and regulatory frameworks, budgetary processes and commitments will be reflected in a multiannual budgetary framework and defined institutional arrangements.

The overall objective of the programme is to support the Government of Balochistan in its efforts to reduce the negative impact of economic deprivation, poverty and social inequality, environmental degradation and climate change, and instead to develop opportunities by building and empowering resilient communities to participate actively in identifying and implementing socio-economic development activities on a sustainable basis in partnership with local authorities.

Under BRDCEP, 1.9 million Pakistani citizens of 300,000 poor rural households in 249 union councils will be mobilised and organised into a network of people's own institutions: 19,129 Community Organisations (Cos); 3,103 Village Organisations (VOs); 249 Local Support Organisations (LSOs) and 31 LSO Networks at tehsil level and eight at district level. RSPs then will provide support to improve the lives and livelihoods of the organised households, as well as to foster linkages between the community institutions and local government to improve local basic service delivery. The poverty scorecard datasets help the policy makers and programme stakeholders on achievement against the intended impact indicators of BRDCEP i.e. 1) 25% of the targeted poor households see an improvement in their incomes and 2) 40% of the households graduate from the lowest (0-11 score) to upper poverty scorecard band levels.

The agreement between the EU and RSPN has been signed and the RPSN BRDCEP component is operational from June 30, 2017 and will be concluded on June 30, 2022. The RSPN's role involves facilitating implementation of the programme through partner RSPs by ensuring quality control, standardization of procedures, developing a common M&E framework, baseline approaches, documentation, responding appropriately to lessons learnt and providing value-added strategic backing where required. RSPN will also aim at wider dissemination of the lessons learnt through evidence-based advocacy with stakeholders and the media to scale up successful development approaches.

1.2. Poverty Targeting Strategies for Programme

As part of the social mobilisation process, RSPs have adopted the poverty scorecard tool for identifying the poor and track poverty score of beneficiary households. Under the BRDCEP programme, BRSP and NRSP will use the existing targeting approach and conduct poverty scorecard census covering 100% of the households in all 249 programme union councils at the inception phase of the programme. The programme interventions will then be focused on the households falling in the lowest band of poverty. Poverty Scorecard (PSC) is a tool for poverty targeting mainly developed to give practitioners a simple, effective and low cost tool for identifying the poor for targeted programme interventions. It is also useful for improving transparency and accountability in terms of poverty targeting and tracking the graduation process. The Scorecard uses the proxy means test (PMT) formula, derived on the basis of Pakistan Standard Living Measurement Survey (PSLM). It is developed by the World Bank, used by the Benazir Income Support Programme (BISP) for unconditional cash transfer programme for the poor households, and adopted by the RSPs as part of the social mobilisation process for poverty targeted interventions.

1.3. Introduction to the User Manual

This manual is designed to support the field team in carrying out the poverty scorecard census at the inception phase of the BRDCEP. It will guide through all the various steps that need to take place for data collection to happen successfully. It will also guide on how to carry out a face-to-face interview with household representatives, and will provide precisions and guidelines on how each question should be asked.

The households' poverty scorecard data-sets will be used to establish baseline benchmarks by identifying the poorest and poor households in order to effectively engage them in the social mobilisation process and provide targeted interventions exclusively designed for income and productivity enhancements. At the programme mid-term and evaluation stage, the BRDCEP partner RSPs will undertake sample-based poverty scorecard surveys of households targeted for income/productivity enhancement interventions in order to measure the change in their poverty bands.

2. Approach and Methodology for Poverty Scorecard Census

2.1. Household and Population Census Approach

The BRDCEP, in line with RSPs and RSPN's values, will aim for 100% participation of the poorest households identified through poverty scorecard census using the Poverty Scorecard tool. Particular focus will be on organising households in COs, VOs and LSOs and supporting them in taking leadership role in the management of community institutions. The rationale, supported by past experience, is that participation by vulnerable segments of the society, particularly women, leads to more social and economic empowerment.

More specifically, approximately 300,000 households and 100% of the poor households will be mobilised in the 8 targeted districts of Balochistan into community institutions and provide targeted socio-economic interventions to poor households specifically falling under the poverty score of 0-23. The poverty scorecard census of all households and population will help the programme teams to capture both "inclusion" and "exclusion" errors. In result, the programme's objective of reaching the poor will be achieved more efficiently and effectively.

2.2. Poverty Scorecard Tool

The programme is using the latest poverty scorecard tool that is being used by Benazir Income Support Programme (BISP). Some additional indicators are added in the tool to capture data would be helpful

in effectively implementing the programme interventions and improved poverty targeting. RSPN, in consultation with BRSP and NRSP has finalised a standardised PSC tool, undertaken a gender analysis of the tool and made revisions, with recommendation of using similar coding and emphasised to make similar interface of the poverty scorecard application software.

2.3. Methodology for Data Collection

The poverty scorecard census will employ Computer Assisted Personal Interviews (CAPI) methodology and approach whereby enumerators will use portable tablet computer devices to enter data directly in to the devices equipped with a customised application software.

The CAPI approach is generally used for administering a questionnaire face-to-face at household door-step. The interviewer reads questions from the screen (which the respondent cannot usually see) and responses are typed into designated fields of poverty scorecard questionnaire. The following are the advantages for using CAPI approach for poverty scorecard census which will help the programme teams in a number of ways:

- Routing problems within the questionnaire are eliminated;
- Interviewers cannot miss questions or ask the wrong questions;
- Questions are 'customised' correctly;
- Mathematical calculations can be carried out within the survey application software;
- 7 The computer checks for inadmissible or inconsistent responses;
- **7** Errors from separate data entry are eliminated.

While CAPI has several merits and will reduce the survey time by far, technical problems and software issues may become a challenge. In order to deal these issues in the field, this manual provides guidance on the known technical issues and how to best avoid them.

2.4. Implementation of Poverty Scorecard Survey

The district offices of the BRSP and NRSP will constitute the basis of the survey. In each district office, there will be a district team manager/leader who will be responsible for coordinating the enumerators in the field on a daily basis. These team manager/leader shall be the focal person(s) of the survey at district level and any problems shall be communicated with them. These district team manager/leader can be the District Programme Manager (DPM), District Monitoring Officers (DMO), District Senior Social Organiser (DSSO) of the BRDCEP or any other appropriate persons designated by the BRSP and NRSP.

The overall planning and management of survey will be done by a focal person for poverty scorecard census based at the BRSP head office at Quetta and NRSP Programme Implementation Unit (PIU) at Kech/Turbat. The focal person preferably be the Manager M&E BRDCEP or a senior M&E person deputed from the BRSP and NRSP head offices.

The details for district survey management and monitoring teams will be provided to the enumeration teams for needful coordination and follow-up. The focal persons at the head office and PIU will make sure that the information of the district management teams is complete that is responsible for each district.

Within each district, local teams of enumerators will be hired to collect poverty scorecard survey data. Each enumerator will reach the designated RSP office before 08:30 a.m. (or earlier as decided by the district team manager) every day, where s/he will receive a tablet. However, considering the population spread and low density the RSP district teams can make a plan for daily activities as per specific local requirements. On start of each day, the enumerator then responsible to prepare the

tablet computer for the survey ("Update Device Data") before leaving for the field to conduct household interviews in accordance to their daily route plans. Moreover, the above-mentioned district managers will provide the enumeration teams with the name of the target revenue village, settlements and the number of households to be covered that day on daily basis.

3. Guidelines for the Enumerators

3.1. Daily Tasks and Responsibilities for Enumerators

The day starts with the team meeting at the district and local office or any designated place. Once there they will prepare their tablet and receive the list of villages and target interviews they will need to cover that day. The district manager/focal-person will tell them how many interviews they will need to cover that day. Each enumerator is expected to survey a minimum of 15 households by end of the day.

At the end of the day, the enumerators will return to the survey base (district Office/field unit or any decided place), report to the district survey manager about the interviewing status of the households captured on their target list. Preference should be on that enumerators must handover tablet devices to the district survey manager or designated person on day-end, who is responsible to upload the collected forms ("send finalized forms") and connect the tablet computer to the charging station. However, the fact is that the targeted areas of province is too scattered therefore needful arrangements may be mutually decided by considering the local situation. A summary of your daily responsibilities as an enumerator is provided in the table below.

List of daily tasks and responsibilities	Description	Status
Arrive in the respective district office/predecided meeting place before 08:30 a.m. or as per time agreed with the district/cluster team leader	The district survey manager or local designated RSP official will ensure that s/he is in office/agreed-place before the arrival of enumerators and tablets are ready (fully charged). In case, devices are with enumerators then s/he will be responsible for such arrangements.	
Power on the tablet and check whether it is fully charged	S/he must ensure that the device is fully charged before the start of enumeration.	
Turn on data connectivity / Wi-Fi / internet / switch on the GPS	Where the Wi-Fi/internet is not available, s/he must download the maps targeted area as an initial step of setting device for the survey. Then, s/he can use such maps in offline mode when the connectivity is not available in the location.	
Run the GPS warm up	The GPS warm up application will take 5-10 minutes and a message will appear that the task is complete.	
Leave for the field/decided-location to conduct interviews	Once s/he reach in the survey village, check what kind of village and make familiar with the geographical location of the village.	
Carry out surveys of households in the target villages as assigned	Follow the instructions given by the supervisor/cluster leader as per the approved PSC rollout plan. Avoid duplication of household interviews by agreeing to a route map/direction or areas to be covered by each enumerator.	
Required items in the field	Updated tablet computer deviceEnumerator Name-TagEnumerator Manual	

List of daily tasks and responsibilities	Description		Status
	-	Backpack/simple-bag to store provided items	
Return to the District/Tehsil Office or pre-	-	Submit the tablets to the district/area manager	
decided location		or retain the device if decided	
	-	Inform the district/area manager about the	
		interviews conducted, and non-conducted	
		interviews	
	-	Connect the tablet to the charging station	
	-	Power off the device	

3.2. Households' Coverage

Each team has to ensure that they are able to cover 100% households in every settlement, revenue village and UC. If in any household and associated family members are not available, the enumerators must mark that household and note down contact information about this household so that it can be covered later. Mismanagement and inaccuracies in this stage can lead to biases in the information or leave out parts of the population that need to be represented in the data. If there are any questions or troubles in the field during this step, call your team supervisor, cluster leader or the district survey designated manager. For all household interviews, there is need to keep in mind the following points:

- **7** Read out the greeting at the beginning of the questionnaire. Make sure you emphasize that their answers will not be looked at individually, but will be looked as part of what many people answer, so they will not be singled out.
- Make sure you can select an adult person who can provide information about the household, and is not a guest/neighbour representing this household.
- Make sure the person you are interviewing is the person answering the questions, do not allow non-household member persons to answer questions for them.
- 7 The survey should be done inside or in-front of the respondent's house and the GPS reading should be of the respondent's house, accordingly.

3.3. Working as an Enumerator

During the survey, be aware that your appearance and way of interviewing might affect the accuracy of data you obtain during the interview. For this reason, you shall be willing to listen, friendly, patient and positive. The quality of the data depends on your effort to find the correct respondent.

3.4. Eligibility Criteria for Selection of Respondent

It is strongly recommended that never start a household interview before you are sure that your respondent fits with the following eligibility criteria:

- 7 The information needs to be provided by an adult member of the household, who is at least 18 years old, and is able to provide information on the household and its members. The preferable respondent is the household head or his/her spouse.
- If the household is comprised of minors; for instance a couple under 15 with or without children, they are regarded as qualified informants.
- Any information provided by mentally impaired persons, neighbours or persons under the effects of alcohol/drugs should not be used for the filling of the poverty scorecard.
- If only a youngster is in the household, the Enumerator will need to ask for the caregiver, or someone else who is over 18 and who belongs to the household (youngsters are regarded as unqualified informants, unless they are the caregivers themselves and live alone see above). Depending on the specific circumstances, the Enumerator will decide if the youngster available in the house can provide some of the required information. It is recommended that

the Enumerator will make an appointment for another visit and go back when a qualified informant is available.

3.5. Interview Refusals and Guidelines to Handling Such Cases

Enumerators may face different cases of refusal from household members to participate in the poverty targeting census. Household member may refuses to answer a particular part or the entire questionnaire. In order to avoid refusal, the enumerator must be good at presenting themselves and clearly stating the purposes and strategic importance of the survey before putting specific questions to the household.

The main common reason of refusal is that the respondent thinks that you may ask for information that will lead to any tax payment, or that they will be asked questions that may get them in "trouble". In order to reduce refusal for this reason please explain to the household that the provided information is to be kept confidential. The data collected and aggregated from the household will be used primarily for research, and to prepare local development policies/interventions. The individual data from each household will not be utilised separately and will not be made available to other government departments or to any other organisation. These data are used to assess the current status of people's living standards. Analyses of the data will help organisations have a clear basis for developing programmes and projects to improve and raise people's living standards.

Another common reason for refusals are that households do not want to waste time answering the survey. In order to avoid taking up too much time or making multiple visits, the enumerators must develop good interview plans and knowledge of the questionnaire. In the case that the interviewer has tried to explain and convince the household and that the household remains hesitant and worried, you must further attempt to persuade the household to participate, probing as to the reasons why the household will not participate.

In case of non-responsiveness, the enumerators should seek help from his/her supervisor, who with the support of other community members should try to win over confidence of the refusing household member. In extreme cases, where households totally refuse to provide information, the list of such households should be updated and submitted to the team supervisor.

3.6. General Interviewing Guidelines

This manual shortly summarises how to build this positive approach and trustworthy environment, even though the enumerator and respondent are strangers to each other.

<u>Make a good first impression:</u> when first approaching the respondent, do your best to make him/her feel at ease. With a few well-chosen words you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and salutation and then proceed with your introduction.

Always have a positive approach: never adopt an apologetic manner, and do not use words such as "are you too busy?", "would you spare a few minutes?" or "would you mind answering some questions?" Such questions invite refusal before you start. Rather, tell the respondent, "I would like to ask you a few questions" or "I would like to talk with you for a few moments." The following are some important points to be taken care of while conducting the household interview:

- Be neutral throughout the interview.
- Never suggest answers to the respondent.
- **7** Do not change the wording or sequence of the questions.
- Handle hesitant respondents tactfully.

- Do not form expectations.
- **7** Do not hurry the interview and ask all questions in given sequence.
- **7** Be polite and patient while the respondent answers.

It is very important that you ask each question exactly as it is written in the questionnaire to maintain uniformity and neutrality. When asking a question, be sure to speak slowly and clearly so that the respondent you are interviewing will have no difficulty in hearing or understanding the question. At times you may need to repeat the question in order to be sure the respondent understands it. In those cases, do not paraphrase the question but repeat it exactly as it is written.

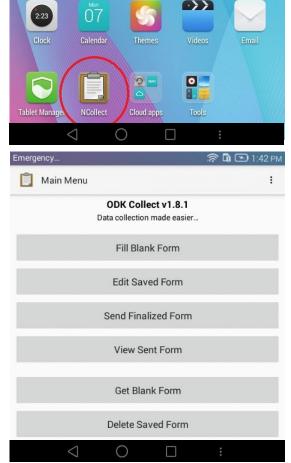
If, after you have repeated a question, the respondent still does not understand it, you may have to restate the question. Be very careful when you change the wording, making sure that you do not alter the meaning of the original question. In some cases, you may have to ask additional questions (we call this probing), to obtain a complete answer from a respondent. If you do this, you must be careful that your probes are "neutral" and that they do not suggest an answer to the respondent. Probing requires both tact and skill and it will be one of the most challenging aspects of your work as an interviewer.

Please note that in order to avoid receiving no response against the question, never read out "does not apply", "does not respond" "no response" options. Wait for the person to tell you that it does not apply or make sure the person really does not want to reply before you select these options.

4. The Survey Instrument

4.1. Starting the Survey Application The survey application is named "NCollect" and can be found on the home screen of the tablet device (please see →).

When starting the survey application, you will find multiple options displayed on the screen (see →). In order to start the interview, you select the "Fill Blank Form" button. The remaining fields are not relevant for enumeration purpose and will be locked on the device. Once, the interview is finished and the form is saved, it will be available under the "Send Finalised Form" folder. We will explain how to send these forms at the end of day in the end or agreed frequency of this manual.

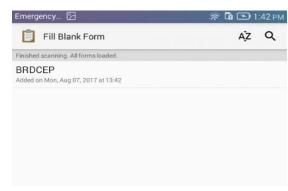


5.

5.1. Filling the Survey Instrument

When you start the interview by clicking "Fill Blank Form", the survey form for BRDCEP will appear on your screen. Please click on BRDCEP.

After selecting "BRDCEP", the next screen will appear. Arrow buttons appear on the bottom of the screen. With the help of these buttons you can move forward or backward in the survey where required.



5.2. Selection of Organisation

Select your organisation i.e. BRSP or NRSP, accordingly. There will be your respective RSP name will be shown there as this application is developed in-house by BRSP and NRSP. Therefore, select BRSP or NRSP, and swipe-right on the screen or use the forward arrow button.



5.3. Enumerator Selection

When you move forward using forward arrow button the "Select Enumerator" screen will appear (see→). On this page, a list of Enumerator names will appear. You have to select your name from the available list. Please note that selecting wrong names will result in loss of your remuneration as the payments will be linked to the completed forms by each enumerator.



5.4. Selection of Location Information

In the subsequent four screens of application software, you will have to select the exact name of the District, Tehsil, Union Council and Revenue Village where you are carrying out the survey. You can choose and select each of them from the lists that will appear in the application under each category. It is very important to ensure in each category the correct option has been selected. Double-check with your daily enumeration plan given by the district team manager.

7 First select the correct name of District from the options listed: "Pakistan's districts are local

administrative units inherited from the British Raj. Districts were generally grouped into administrative divisions, which in turn formed provinces".



7 Then select name of correct Tehsil/Sub-division from the option listed: "A tehsil also known as sub-division in Balochistan, is an administrative division of Pakistan. Multiple tehsil then form district".



Select name of correct Union Council from the option list: "Union Councils are the lowest administrative tiers of the government. The union councils are comprised of few large revenue village and surrounding areas, often including nearby small villages.



A Select the correct Revenue Village where the household is located also known as Mauza form the option list: "Revenue village has definite surveyed boundaries. The revenue village may comprise several hamlets but the entire village will be treated as one unit for presentation of the data. In the un-surveyed areas like settlements within the forest areas, each habitation area with locally recognised boundaries within each forest range officer's area will be treated as a separate village. A



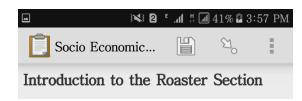
village with no population is to be termed as Bechirag or 'deserted' or 'uninhabited'.

Household Head: refers to the person who is regarded as the head of the household by its other members and who normally is providing care for the children/dependents. Write the complete names of household head supported by cellular phone (mobile) phone number commonly and/ or other legal documents in the available boxes according to the above mentioned instructions. Start with household head name and continue according to instructions. To ensure correct and accurate information on name, enumerators may check Computerized National Identity Card (CNIC) and other public/legal documents.

After writing the name of the person you will click on the "next" arrow or swipe screen on the right side, you will be asked if you want to "Add Household Member". For including the next person in the household click on "Add Household Member". This will take you again to the screen where you can enter the next person's name. Repeat these steps until you have covered all the members of the household. Once all the household members are added, click on "Household Members Completed".



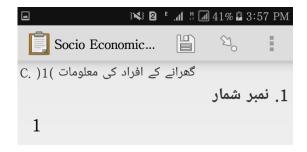
Roaster Information:



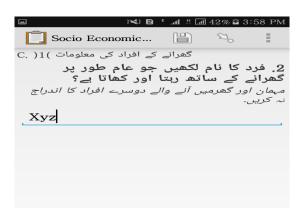
Add information:



Serial Number



Name of Person



Relation with HH Head



Sex



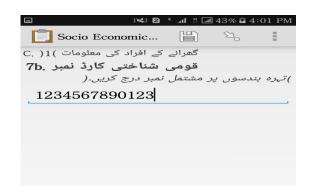
Date of Birth



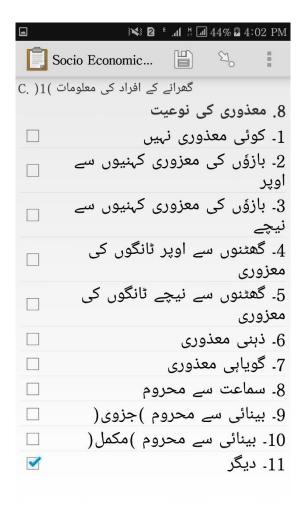
Marital Status



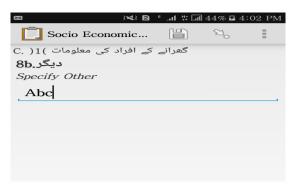
CNIC Number



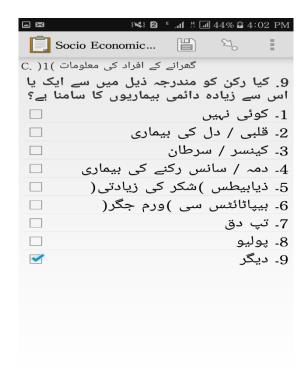
Disablility Status



Other type of Disablity



Diseases



Other Type of Disease



Reading



School Going Status



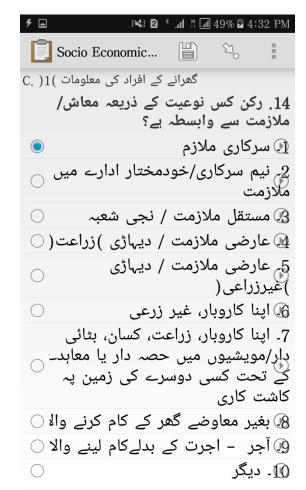
Class



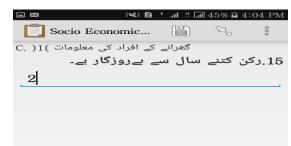
Employment status



type of Employment



Unemployment status



Add Group/new member

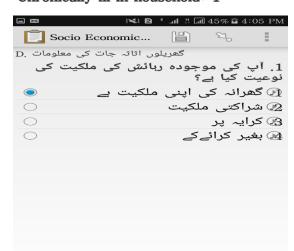
Sammary of cheks

Occupancy





Chronically ill in household: 1



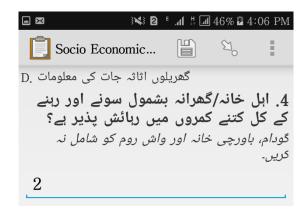
Wall Material



Roof Material



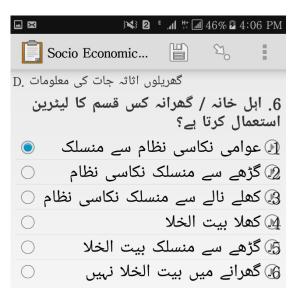
No. of Rooms



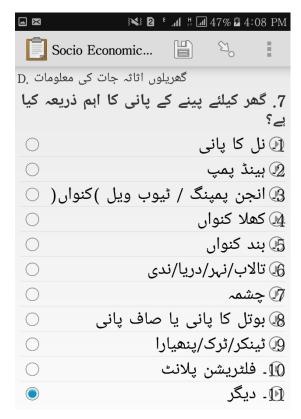
Fuel Type



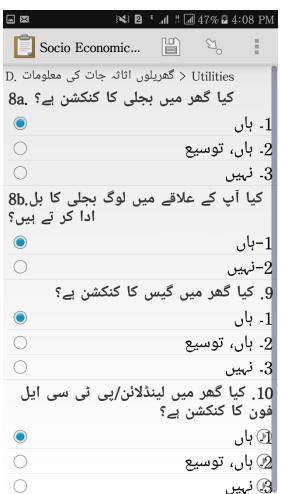
Toilet Type



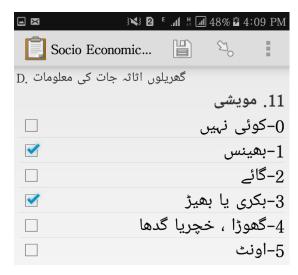
Source of Water



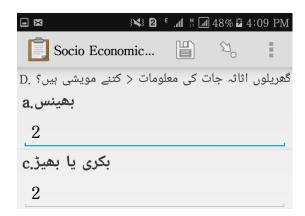
Utilities Status



Livestock



Number of livestock



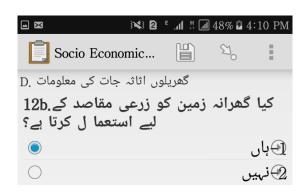
Agriculture Land Status



Area of Agri Land



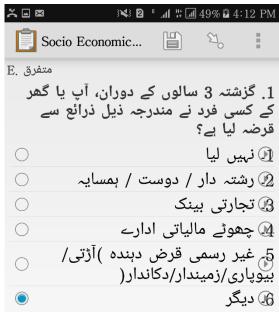
Agri land functional status



<u>Assets</u>



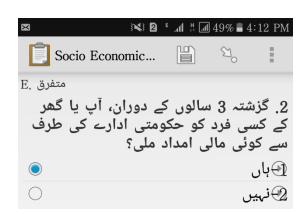
Loan Status



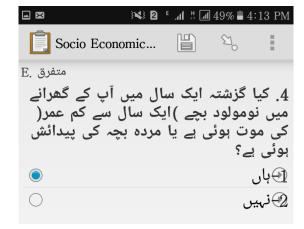
Financial Assistance Access

Migration Status

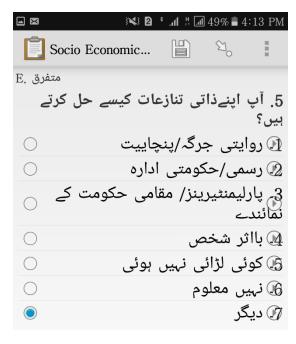
Infant Mortility







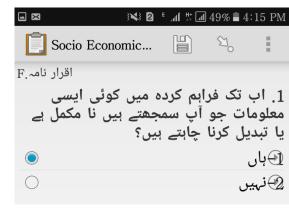
Personal Disputes Solution



Qulification for Zakat and Charity



Attestification



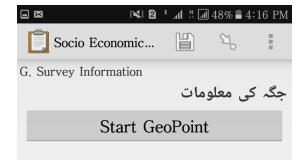
Correction



Select Respondent



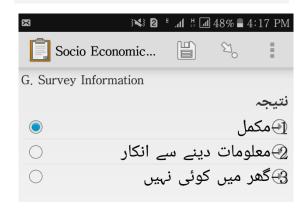
Start Geo Point



GEO Point



Interview Result



Save and Exit

