



SINDH RURAL SUPPORT ORGANIZATION



EUCBPRP- MONTHLY PROGRESS REPORT

ABSTRACT

This Report is comprehend progress of E-UCBPRP Programme in 6 districts of Sindh.

Monitoring Evaluation & Research Unit-HO
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1. Executive Summary

The Sindh Rural Support Organization (SRSO) and the Government of Sindh had entered into an agreement on achievements in the previous phase of UCBPRP on union council based model and now it has been extended again to execute UC Based Rural Poverty Reduction Programme to improve the social and economic status of the community in the 6 districts- Khairpur, Umerkot, Sanghar, Badin, Thatta, Mirpurkhas on fast track basis with the total cost of Rs 4.9 billion. The project will be completed in 36 months record time.

The Union Council Based Poverty Reduction Programme (UCBPRP) is a pioneering initiative of the Sindh Rural Support Organization (SRSO) and the Government of Sindh (GoS), for reducing poverty through the potential of the people. The Union Council Based Poverty Reduction Programme (UCBPRP) was initiated on the 1st of February 2009 in 2 districts of Sindh, namely Kashmore-Kandhkot and Shikarpur, with a total budget of Rs. 3 billion. The duration of the project is 30 months and is being implemented by SRSO.

In March 2010, after successfully completing its first year this project has been extended to two more districts namely Jacobabad and Tharparkar by the Government of Sindh and is being implemented by Sindh RSPs.

The Union Council Based Rural Poverty Reduction Programme (UCBPRP) in 19 UCs of district Khairpur commenced on 1st July 2009 and completed in 36 months period by core- funding of SRSO. The aims of UCBPRP to target the poor through the process of social mobilization, harnesses their potential and enables them to build productive assets, reduce vulnerabilities and improve by and large, the condition of their village or locality.

Now after successful completion of a Phase, extension phase of UCBPRP (Union Council Based Poverty Reduction Programme) has been commenced in 6 districts: Khairpur, Sanghar, Umer Kot, Mirpur Khas, Thatta and Badin)

The primary objective of UCBPRP was 'to improve the quality of life of communities living in rural areas that lack basic facilities'. While the specific objective was to build the capacity of the rural poor through social mobilization and to socially and economically empower them. UCBPRP involved the identification and targeting of the poorest through the Poverty Survey (PSC) census of all rural households in projected districts and a program of social mobilization, complemented with the delivery of necessary technical and financial support. Key support interventions included Income Generating Grants (IGG), Community Investment Fund (CIF), Community Physical Infrastructure (CPI), Technical and Vocational Skills Training (TVST), Micro Health Insurance (MHI) and Low-Cost Housing.

SRSO conducts the World Bank recognized poverty scorecard concept as a poverty targeting tool particularly in rural areas resulting in the status of households living either below the poverty line or above.

Regarding Poverty Scorecard, SRSO has vast experience of conducting poverty score card surveys before starting its activities in any area and it has been a bench mark for targeting community in poverty bands and easy to select the areas to be needed to upgrade and care full attention during any activity for their development. SRSO started PSC first time in UCBPRP Project for targeting and identification of vulnerable beneficiary of 87 UCs District Shikarpur and Kashmore-Kandhkot to utilize the right sources for right people that can upgrade a destitution, people for giving and revolving community Investment fund.

PSC calculates a score between 0-100 that indicates the likelihood of a household being poor, lower the score, higher the probability of being poor. PSC is today widely used in Pakistan, mainly by the Benazir Income Support Programme (BISP). SRSO aimed to mobilize 100 percent of the households falling into the 0-23 category of PSC, and generally 70 percent of the rural households only women were to be mobilized. UCBPRP is the largest women-only social mobilization program of the country.

The Project which has commenced its activities with effect from 1st June, 2017 has completed **15%** of total HHS which is the basic identification of beneficiary households through Poverty Score Card Survey in 60 Union Councils of 6 districts till date 31st July, 2017. These UCs include both urban and rural settlement and survey cover almost each household that exists in these UCs. The project staff has begun the following process, which started in August 2017.

- Undertaking social mobilization, using participatory techniques for needs assessment and social organization of households that are below the poverty line according to the poverty score card results 716,523 Households will be organized into 39,809 Community Organizations (COs) and fostered into 4,975 Village Organization and 321 Local Support Organizations (LSOs).
- Community youth will be given vocational training to 32,244 male and female by identification through community organizations. Furthermore, the managerial and record keeping training: CMST and LMST for 175,888 CO/VO/LSO members.
- Income Generating Grants will be provided to 30,708 poorest of the poor female households to build up their assets leading to increasing their incomes at least by 25%.
- Community Investment Fund pool will be disbursed for 4,976 villages which are managed by the village organizations and credits will be provided 122,835 poor/organized households for setting up local enterprises and leading to increasing their incomes at least by 25%.
- 8,599 extremely poor or the poorest of the poor households (0-11) will be provided with technical and financial support up to Rs: 110,000 for material for improvement/construction of their homes.
- 321 Enterprise Development value chain products will be finalized and implemented in 6 districts
- A Baseline and end-line impact assessment survey by the third party conducted to measure the impact of all program interventions.

1.2 Sindh Rural Support Organization (SRSO)

Sindh Rural Support Organization (SRSO) is a not for profit organization, registered under section 42 of Companies Ordinance 1984. Established in 2003 by Government of Sindh with an endowment of One (01) Billion Rupees, the Sindh Rural Support Organization (SRSO) is the major Rural Support Programme in Sindh mandated to support Govt. of Sindh in poverty reduction in rural areas of Sindh. Registered under Section 42 of the Companies Ordinance 1984 as not-for-profit Organization, SRSO is present in 11 districts, namely Sukkur, Khairpur, Sanghar, Ghotki, Naushero Feroz, Shaheed Banazirabad, Shikarpur, Jacobabad, Larkana, Kashmore-Kandhkot, and Qambar-Shadadkot.

This policy has been endorsed by the government to achieve the goals of poverty reduction through community empowerment, skills enhancement, capacity building and development of community supported infrastructure projects, and the provision of support for income generation, enterprise development and micro credit. For this purpose SRSO organizes the local communities to develop their managerial and technical capacity. People and the government are supported in forging a partnership and inculcating the sense of ownership among the people. SRSO is presently entrusted with the responsibility of fostering a countrywide network of community organizations at the grassroots level in 9 districts of Sindh and works in the various sub-sectors while applying the participatory development approach of sustainable development.

SRSO's mandate is to alleviate poverty by harnessing people's potential lying within the communities to help themselves and undertake development activities. The goal of SRSO is to improve the quality of life of rural poor in Sindh. To achieve this goal, SRSO attempts to harness peoples' potential through a social mobilization process which has been designed on the core assumption that people have tremendous potential and willingness to improve their quality of life.

The objective of SRSO is to develop a building block of community institutions at muhalla (Parra), village and Union Council level in all of its program districts. While the muhalla level institutions i.e. the Community Organization (CO) enables the member households to participate in developmental activities, the village level and union council level institutions namely the Village Organization (Vos) and the Local Support Organizations (LSOs) help the COs in poverty reduction at household level and raising their voice at higher level which enables the member households in accessing various services by linking them with the government functionaries and donors. The COs take care of household level activities, while the VOs and LSOs manage larger projects through their COs at village and union council levels. The LSO and Vos also play an important role in strengthening the COs and increasing program coverage.

Recognizing the fact that women in Pakistan especially in Sindh are more vulnerable and disadvantaged, SRSO has implemented a gender mainstreaming strategy which ensures inclusion of women in organizations as well as in decision making.

1.3 Background of Poverty Scorecard Survey

The fundamental basis of the Union Council Based Poverty Reduction Programme (UCBPRP) is to alleviate poverty, for this purpose the Poverty Score Card approved by the World Bank has to be used as a census survey, (visiting all households) and situation analysis of target area to identify those poor households which are ordinarily excluded from social welfare initiatives, in order to provide them the products and services included in the project.

The PSC is all about poverty, so it can be defined as, “Poverty is a state or condition in which a person or community deprived of (Economical and financial resources) and essential facility to enjoy a minimum standard of life and well-being.

According to Government of Pakistan poverty can be defined as “People that cannot afford consumption expenses of the household, that’s why the consumption as the welfare indicator for measurement of the poverty status of the household (i.e. Expenditure on the calorie intake of 2,350).

History of Poverty Scorecard

Before PSC It was quite difficult to determine which people in a given community live below or above the poverty line. Therefore different methods were formulated to measure the poverty. In 1990, World Bank classified poverty as “those who are living on less than \$1 per day to be living extreme poverty.

Flaws in this measurement;

Its focuses on income and consumption.

It fails into account another issue of poverty beyond income; deprivation of basic human needs (food, safe drinking, sanitation facilities, Health and Shelter and access to social services) In 2008, This Measurement was revised a new practical and effective way to measure poverty through poverty Score Card.

- CGAP-Grameen Foundation USA Poverty Score Card (PSC) developed by Mr Mark Schreiner, Senior Scholar, Center for Social Development, Washington University, USA
- Mark Schreiner developed 10 indicators poverty scorecard for Pakistan in November, 2006
- In 2008 Poverty Score Card Questionnaire upgraded in 13 indicators.
- In 2016 Poverty Score Card was converted into Android Mobile Based Application.

S.no	Score Ranges	Categories
1	0-11	Extremely Poor/Ultra Poor
2	12-18	Chronically Poor
3	19-23	Transitory Poor

4	24-100	Non-Poor
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Monthly Progress of Poverty Score Card Survey

District Wise Poverty Ranking as on 28 July 2017

District	0--11	12--18	19-23	24-100	Total	0--11%	12--18%	19-23%	24-100%
Badin	1,315	2,370	2,171	5,023	10,879	12.1%	21.8%	20.0%	46.2%
Khairpur	7,414	14,205	13,739	41,861	77,219	9.6%	18.4%	17.8%	54.2%
Mirpur Khas	733	1,403	1,364	4,511	8,011	9.1%	17.5%	17.0%	56.3%
Sanghar	1,495	2,383	2,195	6,054	12,127	12.3%	19.7%	18.1%	49.9%
Thatta	1,186	1,973	2,096	4,774	10,029	11.8%	19.7%	20.9%	47.6%
Umerkot	564	1,432	1,115	3,051	6,162	9.2%	23.2%	18.1%	49.5%
Grand Total	12,707	23,766	22,680	65,274	124,427	10.2%	19.1%	18.2%	52.5%

Anticipated Number of Households and Population in Programme Areas

SRSO is implementing the Poverty Scorecard Survey by leveraging the existing setup and organizational capacity, community outreach, geographical coverage and the network of community activists in the selected districts. In cases where the SRSO do not have an existing setup, they will establish new setup to undertake the Poverty Scorecard survey and provide necessary resources as per team's requirement.

S.No	District	# of Tehsils	# of Union Councils	# of Projected Households	# of Projected Population
1	Khairpur	5	59	181,288	1,087,728
2	Sanghar	6	71	252,997	1,517,982
3	Mirpur Khas	7	55	147,907	887,442

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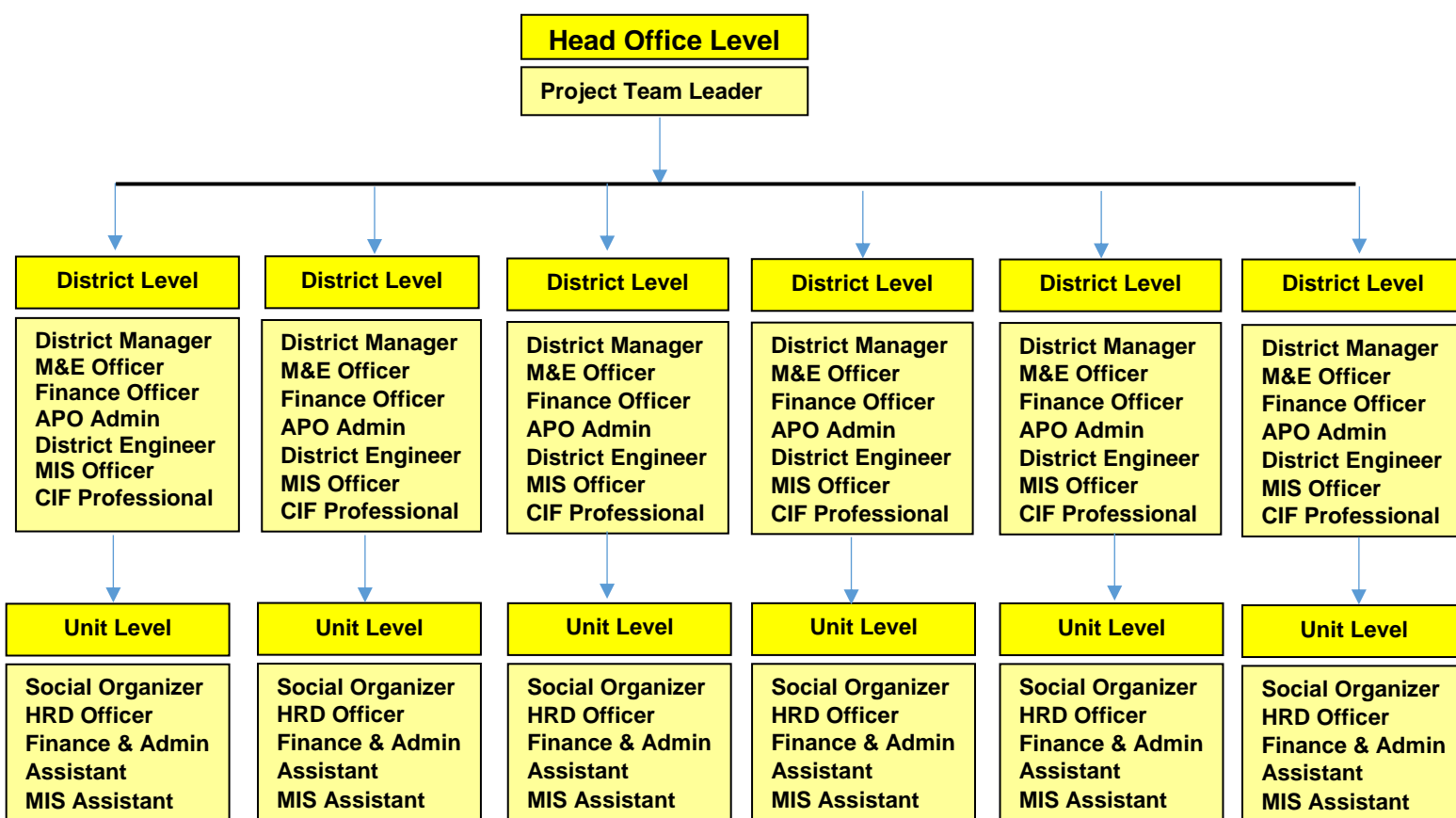
4	Badin	5	68	209,919	1,259,514
5	Thatta	3	33	96,883	581,298
6	Umerkot	3	35	134,611	807,666
Grand Total		29	321	1,023,605	6,141,630

There are different hurdles that are faced by our survey teams in conducting poverty targeting in these projected areas. For example, there are chances that households surveyed in Thatta will be less than estimated households due to sources of living and earning due to water shortage moving to Karachi from Thatta. Furthermore, The Umerkot District is also facing the same situation due to low rain in these areas people are migrated to urban or lower Sindh for survival and earning purpose. The district wise basic information of districts are given in Table

2. Programme Implementation-Staffing

2.1 EUCBPRP Programme Structure and Framework

The Sindh Rural Support Organization (SRSO) will be responsible for implementation of Programme interventions in six districts Khairpur, Sanghar, Mirpurkhas, Umerkot, Badin and Thatta. SRSO will establish management structure: 1) District Team; 2) Tehsil Team; SRSO will appoint District Manager in each district as a District Focal Person to ensure coordination and effective implementation of Programme in their respective area. The organizational structure of is shown in the diagram below.



2.3 Staffing Structure

2.3.1 Staff Plan

SRSO has hired a head office team at Head Office Sukkur for it's all District and a Tehsil team. The Head Office Team is comprised of Team Leader, Finance Officer, MIS Officer and HRD Focal Person. Accordingly, there is a change in the District Team and it was recruited as per standard of HR through advertisement in different National and Local Newspapers. The District team is comprised of District Manager, Programme Officer M&E, Finance Officer, Admin Officer, District Engineer, MIS Officer and CIF Professional. At the Tehsil level, there will be a full time dedicated Social Mobilisation Team, who will be assisted by a team comprising Unit Incharge, HRD Officer, Finance and Admin Assistant, Two Social Mobilisers and MIS assistants and an Office Boy.

Initially, SRSO will establish District office later they will establish tehsil offices. The PSC team is comprised of District PSC coordinator and enumerators which are based on the number of households in each district. The key factors to determine the field team staff requirement are: a) number of target households in the district; b) 90 days field enumeration period; c) minimum 30 households per enumerator per day for rural areas and 50 households per enumerator per day for urban areas as productivity rate for enumerators; and d) 15 enumerators per field team will be supervised by a supervisor. Each field team will comprise a Supervisor, a Forward Campaigner, a Monitor and 13 Enumerators. A District team has been setup to supervise five (5) field teams.

2.3.2 Staff Qualification and Criteria

Based on the SRSO community development experiences and learning from the EU funded SUCCESS Programme and successfully conducting PSC Phase Poverty Targeting Survey, SRSO has developed staff Terms of Reference and required qualifications are given below. In addition to qualifications and experiences given in **Table**, priority will be given to: 1) local women for recruitment of enumerators; 2) prior experiences of poverty scorecard for supervisory positions; and 3) available existing SRSO district and tehsil staff for various positions.

Position	Qualification / Experience	Location
District Manager	Master Degree with minimum 8 years managerial experience or Bachelor degree with 10 years managerial experience. The candidates must have experience of social mobilization with excellent communication, interpersonal, conflict & task management skills.	Khairpur, Sanghar, Thatta, Badin, Mirpurkhas & Ummerkot
Monitoring & Evaluation Officer	Bachelor Degree with 3 years experience of monitoring, evaluation & reporting in reputable organization. Preference will be given to candidates having experience of social mobilization.	
Finance Officer	Articles with a firm of Chartered accountants/M.Com with 3 years experience as Senior accountant with internship in RSP.	
APO-Admin	Bachelors in any discipline with 1 year experience in Social Mobilization. Sound Knowledge of MS office.	
District Engineer	B.E (Civil) with 2 to 3 years related experience/ Diploma in Civil with 5 years experience from reputable organization and responsible for developing the feasibility studies to prepare the cost and designing of infrastructure schemes.	
MIS Officer	MSIT/BSIT from reputable University with 3 years experience in Networking/MIS. Having Proficiency in MS Office.	

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Program Officer (Admin & HR)	Master Degree in Human Resource/Public Administration from HEC recognized University with 3 years experience in admin/ HR or Bachelor Degree with 5 years experience in Admin & HR.	
CIF Professional	Master Degree with 1 year experience or bachelor with 5 years experience of Community Investment Fund/ Financial services.	
Unit Offices		
HRD officer	Bachelor Degree with 1 year experience in HRD/ Social Mobilization / Community Trainings.	Khairpur, Sanghar, Thatta, Badin, Mirpurkhas & Umerkot
Social Organizer	Bachelor Degree /equivalent with minimum 3 years experience in Social Mobilization.	
MIS -Assistant	B.CS/ Diploma with 1 year experience having sound knowledge of MS Office.	
Finance and Admin Assistant	B.Com or equivalent degree with 2 years experience in accounts/ Admin.	

2.3.3 Staff Recruitment Process

Based on the scope of work and the eligibility criteria for each staff member given in table .above, SRSO has given opportunity to reappear in all selection process to their existing staff who have local knowledge of the area and prior expertise of SRSO Philosophy, SRSO Social Mobilization approach and UCBPRP Experience and for survey the same who have experience of conducting poverty scorecard survey. Special emphasis will be given to recruitment of women staff for all positions especially as Enumerators .Given below is the process for staff recruitment.

Based on the terms of reference for each staff member, full-time availability of the staff for the EUCBPRP and specially for initial phase of survey period and prior experience of social mobilization and poverty scorecard.

- All the positions have been announced in local and national newspapers and social media and advertising on website, thus staff has been identified through head hunting basis.
- After collecting CVS and shortlisting through an expert panel, SRSO conducted test and interviews of the identified staff (both existing SRSO staff and new staff) for the survey.
- The successful candidates are given the offer to work with EUCBPRP and PSC Poverty Targeting Survey and terms of jobs are being negotiated.
- Formal contracts have been issued to the selected staff.
- For PSC, The successful PSC coordinators' and enumerators are being selected are mostly the individuals with graduation or intermediate and experience. Basic information of enumerators such as name, address, CNIC#, completed years of education, experience, and phone numbers will be maintained in a spreadsheet. One page contracts will be signed with field team members (supervisors, Field monitor, forward campaigners, and enumerators). Preference will be given to qualified local women.

2.3.4 Staff Recruitment Status

As of 29th July, 2017, SRSO has identified, shortlisted and recruited PSC Survey teams, some higher posts of Programme: District Manager, Finance Officer and Admin Assistant. SRSO has recruited their existing staff at Head office and District Teams. They have recruited a senior staff member of different sectors on experienced and performance based. RSPs have also finalized the selection of Supervisor, Field Monitor, and Forward Campaigners for all districts. The details of PSC staff recruitment for 06 Districts initially selected for enumeration are finalized. Overall 525 will be recruited in Poverty Scorecard survey, of whom initially 453 have been recruited of the total staff comprising all district PSC staff and their teams. The details are: 6 PSC Coordinators, 01 IT Expert, 01 MIS Officer and 01 GIS Assistant, 417 Enumerators, 06 Field Monitoring Officers, 19 Field Supervisors and 2 forward campaigners. Programme staff is comprised of District Manager, Finance Officer, and Programme Officer Admin and most of the District and Tehsil teams have been identified, short listed, tested and interviewed by the Management of the SRSO as per mentioned criteria. The recruitment of all remaining staff will be completed by August 2017.

3. Implementation Arrangements-Logistics

3.1 Introduction

Initially, SRSO Procurement Section has maximized their efforts to put on their operations in newly districts of EUCBPRP by issuing and successfully announcing the tenders for vehicles as per rules and regulations of SPPRA (Sindh Public Procurement Regulatory Authority) by advertising in different local and national newspapers, Websites and social Media. Procurement section rendered their services at (district and tehsil level) and supported the survey teams in terms of logistic arrangements and will ensure maximum coverage of the households and population in the target districts. A close coordination and working liaison with Local District Government, Other Government Departments: Election Commission of Pakistan. This section describes the logistic arrangements for undertaking the poverty targeting survey in PSC at district level.

The Procurement Section has given and successfully announce the following tenders

- Rental Vehicle for PSC Survey (Advertisement attached)
- Rental Vehicle for Programme
- Furniture & Fixture Tender
- Office Equipment Tender
- IT Equipment Tender
- MIS Software tender

3.2 Office and Facilities for Staff

For successful implementation of the EUCBPRP Programme and conducting a baseline survey of Poverty Targeting Survey PSC, SRSO will set up necessary operational arrangements at all levels.

These include The setting up of offices for District Team and Tehsil Teams, Provision of office supplies, stationery and transport facilities.

4. Staff Training

Introduction

Skilled and trained worker is the key to successful implementation of Programme and conduction poverty scorecard survey, so IMSD (Institute of Management and Skills Development) an inner section of SRSO by providing training of Staff orientation, Training of Enumerators at field level and district level and conducting Demo Days for each newly selected enumeration teams at district Level by MER Section.

Staff Training Roll Out

The Staff Training was started since inception of Programme through staff orientation and as of July 29th, 2017, the 12 Training sessions have been successfully conducted at district level in which 499 Participants participated and get fruitful Programme training for implementation of Survey (PSC) for different layers : Staff Orientation of PSC Coordinators, Basic Induction Training of Enumeration for Enumerators, Supervisors and Field Monitors.

Following is the detailed IMSD Training Conducted in Programme.

Venue / Location	Start Date	No of days	No of participants	Details of Participants	Facilitator / Resource Person
Khairpur	31 May, 2017	1	65	PSC Coordinator, Enumerators & Supervisors	HRD Focal Person, MIS officer and PSC Technical Facilitor
Ranipur	6 to 7 June, 2017	2	38	PSC Coordinator, Enumerators & Supervisors	HRD Focal Person, MIS officer and PSC Technical Facilitor
Ranipur	20 to 21 June 2017	2	53	PSC Coordinator, Enumerators & Supervisors	HRD Focal Person, MIS officer and PSC Technical Facilitor
Ranipur	7 to 8 July, 2017	2	43	PSC Coordinator, Enumerators & Supervisors	HRD Focal Person, MIS officer and PSC Technical Facilitor
Thatta	11 to 12 July 2017	2	50	PSC Coordinator, Enumerators & Supervisors	HRD Focal Person, MIS officer and PSC Technical Facilitor
Badin	12 to 13 July 2017	2	47	PSC Coordinator, Enumerators & Supervisors	HRD Focal Person, MIS officer and PSC Technical Facilitor
MirpurKhas	14 to 15 July, 2017	2	47	PSC Coordinator, Enumerators & Supervisors	HRD Focal Person, MIS officer and PSC Technical Facilitor

Umerkot	14 to 15 July, 2017	2	25	PSC Coordinator, Enumerators & Supervisors	HRD Focal Person, MIS officer and PSC Technical Facilitor
Sanghar	16 to 17 July, 2017	2	56	PSC Coordinator, Enumerators & Supervisors	HRD Focal Person, MIS officer and PSC Technical Facilitor
MirpurKhas	23 to 24 July, 2017	2	27	PSC Coordinator, Enumerators & Supervisors	HRD Focal Person, MIS officer and PSC Technical Facilitor
Sanghar	24 to 25 July, 2017	2	22	PSC Coordinator, Enumerators & Supervisors	HRD Focal Person, MIS officer and PSC Technical Facilitor
Umerkot	26 to 27 July, 2017	2	26	PSC Coordinator, Enumerators & Supervisors	HRD Focal Person, MIS officer and PSC Technical Facilitor

5. Enumeration Plan

Methodology

SRSO will engage motivated staff, both men and women, for data collection at household level by following the 'door to door' approach of data collection, whereby the enumerators will visit each household to fill the PSC Survey form online through an android app. The daily basis field activity (**Enumeration Process**) will have the following steps:

1. The District Coordinator will allocate specific union councils, villages/localities to each Field Team and will help them in the preparation of the daily plan. Union Council-wise staff roll out a plan of each Field Team has been prepared one day before going into the field in which a Field Team will cover 2-3 union councils, villages /settlements and households in a maximum of 90 working days. A field team will comprise of 15 members (1 supervisor, and 14 enumerators).
2. Based on these rollout plans, each Field Team will make its daily visit and route plans which will include name of locations and their estimated households and population to be visited/covered each day by the forward campaigner, data collection team (Supervisor and 14 Enumerators). At the end of the day in the evening there will be a debriefing from Field Monitor and supervisor with all field team members. In this meeting, he/she will explain the daily activity plan including the route plans, the name of villages/settlements to be visited and their special characteristics, the number of households and population to be covered and feedback of monitor on the quality of enumeration and logistic arrangements.
3. Public Information Campaign as described in the previous section will be undertaken by the Forward Campaigner (FC) at least 2-5 days prior to the actual enumeration in the village /locality. The work of FC in the village will start with meeting with village focal persons and announcement in the local mosque about the purpose of the survey, 100% coverage of households and population and the need for accurate household information. He/she will then hold village/community meetings, and update the maps.

4. At the day end, FC will hand over the list of notables in the area along with their contact numbers and address, updated map with GPS coordinates and other information to the Supervisor. The updated map will have GPS coordinates of four extreme points and some key points in the village such as school, mosque, and hospital etc will be marked on the updated maps.
5. Supervisor in consultation with FC and based on the updated map and list of notables will prepare a plan for next day enumeration. It will have route map with clearly marked areas for enumerators, pick/drop places for enumerators and values of GPS coordinates.
6. The data collection team (supervisor and 14 enumerators) will reach the selected village/locality in the morning.
7. On reaching the village, the team will meet with the identified notables and community activists/leaders and a second announcement will be made in the local mosque informing the people about the arrival of survey team with a request to cooperate with the survey team members for coverage of each household and provision of truthful household information.
8. The enumerators with the support of local activists/leaders will make house to house visits. They will fill the form of each household at the doorstep of each household. The household information will be collected from the adult member of the same household who should be older than 18 years, be able to provide information on the household and its members. The most qualified respondent is the household head or his/her spouse. On daily basis, each enumerator will fill an average of 30-50 households in rural areas .
09. After completing the PSC form in the house of the respondent, enumerators will start taking GPS reading of each household on the android app.
10. The Supervisors will make frequent spot checks to the enumerators to monitor the quality of enumeration and assist them to deal with any unusual situation. During the enumeration, the Field Monitoring Officers will make spot checks on random basis'
11. The data collection team will return in the evening before sunset. The supervisor will update the mobile sets and upload the forms on the app.
12. Supervisor in consultation with PSC Coordinator and enumerators will devise a strategy to ensure the accuracy of data collection and revisiting to the households if needed. The completion of incomplete forms and revisit to missed households will be managed during the next few days.
After checking of the forms by MIS Officer Head Office and Field Monitoring officer through a post monitoring URL, Field Monitor will randomly select 8-10% of the completed forms and will visit the respective households. He/she will have separate visits (in areas where the team has already filled the form. He/she will verify the data provided in forms and quality of data collected by the enumerators.
16. On day end, the Monitor will share the feedback with Supervisor and District Coordinator on the quality of household data, any discrepancies in the work of enumerators and missed households if any. They will devise a strategy and plan to address the issues indicated by the Monitor. The Monitor will be directly reporting to District Coordinator.
District PSC Coordinator, MIS Officer, Field Monitoring Officer, Head Office MER Staff and District Manager will be conducting field visits to assess enumeration activities in the field, and

prepare monitoring reports. In case they find any problem/issue in the field, they will take corrective actions.

17. Each day District Coordinator will use the daily checklists related to logistic arrangements, coverage of households and accurate household data collection.

18. Once a village or locality is completed, the Supervisor will prepare Village Completion Certificate and submit to PSC Coordinator.

20. Once a union council is completed, the District Coordinator prepare the completion certificate duly signed by Community Focal Person, PSC Coordinator and Supervisor certifying that 100% households and population in the union council have been covered. District Coordinator will maintain the record of the Certificates at the office level.

Overall Time Scale/Survey Days

The Poverty Scorecard Survey methodology is based on local enumerators especially the women, use of SRSO staff working in the respective districts, and maximize the advantage of SRSO existing setup. For this, implementation of survey process will be simultaneous in all districts. Accordingly, staffing and resources plan for each selected district is based on three key factors: a) an average of 50 households per day as average productivity of per enumerator, b) 15 enumerators per field team, and c) a total of 90 enumeration days. Any increase or decrease in the enumeration period i.e. 90 days in any specific district will result accordingly in a **change of staff and resources. District-wise survey schedule is given below.**

Detailed Activity Plan (Staff TORs)

<p>PSC Coordinator</p>	<ul style="list-style-type: none"> • Overall responsible for Poverty Score Card (PSC) census including team lead, logistic, trainings, data collection, quality control, supervision and data compilation in district. • Plan, coordinate and ensure the quality of training of Enumerators, supervisors, field monitors and forward campaigners. • Plan, supervise and provide technical guidance to the field teams. • Update PSC Census UC and Settlement wise on daily basis with Coordination MIS. • Review and compile Progress reports team wise and share with management on daily, weekly and monthly basis. • Ensure carpet coverage of PSC census in the district. • Arrange all the logistical arrangements for the survey teams. • Provide required field items to team supervisors (village wise list of UC, Note pads, permanent maker, Chaks, PSC Manual, name tags) • Responsible for Completion Certificate of District, Union Councils and Revenue Village on given formats.
<p>Supervisor</p>	<ul style="list-style-type: none"> • Responsible for the supervision of data collection, Team Management, Data Validation, Maintain proper record of household coverage, refusal and not at home.

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	<ul style="list-style-type: none"> • Ensure Tablets/android mobiles are fully charged and GPS warm up on daily basis before leaving of office. • Provide necessary stationary to enumerators (Note Pads, Maker, chaks) • Prepare daily work-plans for the enumerators along with route plan. • communicate effectively with community members, UC Chairman for ensuring and covering 100% households in Survey. • Progress Report share with PSC Coordinator on daily basis. • Ensure carpet coverage of assigned area. • Maintain Log book of vehicle and filling of CNG/POL. • Prepare village and UC completion certificate and ensure certificate from UC chairperson / community focal person.
Enumerator	<ul style="list-style-type: none"> • Responsible for door to door data collection on android devices, Proper marking/Coding of household. • Ensure Tablets/android mobiles are fully charged and GPS warm up on daily basis before leaving of office. • Inform the supervisor about the conducted interviews, and non-conducted interviews (refusal and not at home) on daily basis. • Return from field upload their filled forms and report to supervisor on daily basis. • Progress Report share with PSC Coordinator on daily basis. • Ensure carpet coverage of assigned village. • Follow the instructions given by the supervisor; • Avoid duplication of household interviews by agreeing to a route map / direction or areas to be covered by each enumerator
Forward Campaigner	<ul style="list-style-type: none"> • Responsible for facilitation of field team during survey and identification of community activist and preparation route maps UC wise. • Campaign at least 10 village per day for PSC survey on regular basis. • With the help of local activists and key informants, prepare list of estimated households of the village. • Provide contact numbers of activists, Route Map and detail of villages to team supervisor on daily basis. • Conveying clear message regarding PSC survey before the enumeration date to the communities.
Field Monitor	<ul style="list-style-type: none"> • Visit the field area every day to monitor the field teams (enumerators). • Crosscheck 8-10% of filled forms daily. • Check if any enumerator/ supervisor is engaged directly or indirectly in any unwanted aspects.

EUCBPRP- MONTHLY PROGRESS REPORT

	<ul style="list-style-type: none"> • Check if any household has been missed/ not surveyed and inform to concerned team supervisor. • Observe, document and report field activities. • Field visit Report shared with PSC Coordinator and Manager MER
GIS Assistant	<ul style="list-style-type: none"> • Responsible for Desk monitoring of PSC data collection, provide information to field teams regarding uncovered area through online mapping. • Check if any area has been missed/ not surveyed and inform to concerned team supervisor. • Review PSC data team and enumerator wise report shared with PSC Coordinator and Manager MER

5. Work Schedule

5.1 Activity Plan and Time Line

S.No	District	# of Tehsils	# of Union Councils	# of Projected Households	Start Date	# of Enumeration Days	PSC End Date	Average HH per day
1	Khairpur	5	59	181,288	1 June, 2017	90	31 August, 2017	2,014
2	Sanghar	6	71	252,997	18 July, 2017	90	17 October, 2017	2,811
3	MirpurKhas	7	55	147,907	17 July, 2017	90	16 October, 2017	1,643
4	Badin	5	68	209,919	13 July, 2017	90	12 October, 2017	2,332
5	Thatta	3	33	96,883	13 July, 2017	90	12 October, 2017	1,076
6	Umerkot	3	35	134,611	17 July, 2017	90	16 October, 2017	1,496
Grand Total		29	321	1,023,605		90		11,373

6. Data Quality Assurance and Control

MER Framework is totally based on Quality Assurance and Control on a results framework that is strongly linked to PSC Poverty Scorecard. Complete and timely information on all households to minimize the risk of exclusion of potential PSC beneficiaries". This policy is meant to inspire the Quality of data staff to achieve the highest standards of performance and it will have following four key results:

1. Ensure all team members involved in the PSC process are well acquainted with the Procedures to follow.
2. Ensure high quality, effective and efficient implementation process.
3. Ensure most accurate, complete and timely information from all households.

4. Ensure maximum coverage of households and population to minimize the risk of exclusion. To achieve the above results an M&E plan has been devised.

SRSO monitoring has both a micro and macro picture to the project's evaluation. At micro-level monitoring, SRSO employs a dedicated monitoring officer at a depth level of the PSC, who is responsible for monitoring how efficiently the targets are being achieved on the ground. At the macro-level, SRSO employs a team of 3 monitoring officers who are responsible for reporting on the progress of the project monitoring visit plan for the first month of operation:

Head Office Monitoring Officers will visit the target districts at least 12 days each month to carry out a random sampling of post monitoring Households, on going PSC field visit for ensuring transparency and reliability of the progress and quality of data reported. They will also highlight issues and challenges faced by field team that they witness in during the course of their field visits. They will be filling out a field monitoring report for each field visit.

7. Reporting and Feedback

SRSO M&E Unit has strong reporting mechanism and Publication wing has produced reports at head office level. All PSC coordinators in consultation with the MER Manager Head office and monitoring officers will prepare a daily, weekly and a monthly progress report on the minimum indicator of project achievement against its target with a short narrative on constraints or challenges faced in the implementation of the program if any. The monthly progress report will be available for viewing for everyone on the website of SRSO. These reports will also be shared with the other stakeholders.

Reporting detail is given below

S.No	Reports	Submission Date
1	Daily Progress Report	At the end of day through Social Media Group (Whatsapp)
2	Monthly Report	5th date of every month
3	Quarterly Reports	15th date of every quarter
4	Yearly Report (Narrative)	Every Year
5	Project Completion Report	After Completion of the project within 3 months

PSC Field Visit by Sindh Government Officials

SRSO is successfully implementing the EUCBPRP in 6 districts and as of 29th PSC has been initiated and 15% of projected HHS have been covered . on dated 11th July 2017, government Officials reached Head Office SRSO where Project Team Leader and MIS Officer MER Section Head Office gave detailed briefing about EUCBPRP and Android based PSC app . The Officials also got android App training cum orientation from MIS officer and then they went For field visit for monitoring and visiting the interventions of EUCBPRP Programme in projected areas,the Government Officials visited the PSC enumeration field and monitored the on going PSC field visit and also done post monitoring of Households. The Officials Included Pervaiz Ahmed Chandio (Director UCBPRP) and Nazeer Ahmed Soomro (Government Monitoring Officer). The Purpose of this visit was to check the PSC standards followed at field level by enumerators and quality of data collected by Enumerators and usage of android app for the collection of data. The delegations visited different villages in which PSC was going on and also monitored the areas where PSC has been done by teams.The team also meet with UC chairman and different Sindh Government Officials for linkages created by SRSO for EUCBPRP Interventions in their areas. In last a debriefing meeting was arranged at District Office Khairpur in which they appreciated the work done by enumerators and they were satisfied with the way PSC is going on at field level with quality of data and standard with android based app.

Picture Gallery

BASIC INDUCTION TRAINING OF ENUMERATORS

District Khairpur



District Thatta



District Mirpurkhas



District Badin



District Sanghar



District Umerkot



PSC ENUMERATION PICTURE GALLERY



DEBRIFING WITH PSC TEAMS



PSC SURVEY FIELD MONITORING VISITS



VISIT OF GOVERNMENT FIELD MONITOR OF PSC SURVEY

