# PC-II



# MULTIPLE INDICATOR CLUSTER SURVEY (MICS) PUNJAB, 2022-23

# (ESTIMATED COST:- RS. 294.023 MILLION)

BUREAU OF STATISTICS
PLANNING & DEVELOPMENT BOARD
GOVERNMENT OF THE PUNJAB
LAHORE

# Table of Contents

# PC-II

1. Name of the Project    Multiple Indicator Cluster Survey (MICS) Punjab, 2022-23

2. Administrative Authorities Responsible for

   i) Sponsoring    Planning and Development Board, Government of the Punjab, Lahore

   ii) Execution    Bureau of Statistics, Punjab, Lahore

Details of Survey

3. i. General description of the Aims/ Objectives and justification

The Bureau of Statistics (BOS), Punjab is committed to provide support and to play its role for rapid social development and economic growth of the province. The stakeholders are keen to remain watchful on the outcome of the development efforts and to monitor the progress through scientific investigation. This would not have been possible without data, based on a well-defined methodology. The Multiple Indicator Cluster Survey (MICS) is such an international household survey programme, developed and supported by UNICEF at global level, to support decision makers in social sector policy making. MICS is designed to collect estimates of key indicators that are used to assess the current situation of various socio-economic indicators.

Since its first launch in 1995, the MICS programme has been part of close to 300 surveys in more than 100 countries, providing invaluable data on the situation of children and women. MICS has kept pace with development objectives throughout the past two decades, increasing the number of indicators and topics in the surveys and providing an impressive proportion of data for key global targets such as the Millennium Development Goals (MDGs) and now Sustainable Development Goals (SDGs). After undergoing rigorous methodological & validation work, scope of the tools has been broadened and new topics included that cover about 40 percent of household-based SDGs indicators.

The new round of Punjab MICS will present a unique opportunity to support this process at district level in the Province. This signals not only the centrality of MICS as a monitoring tool for creating a picture of the globe, but also its importance as an official, national source of data for countries to examine their own status. Now MICS is going to be conducted by using latest version.

## HOW MICS SUPPORTS IN DATA DRIVEN DECISION MAKING

For proper planning and informed decision making, the policy makers require credible statistics to frame plans for sustained development of the province. Human development can only be achieved with proper resource allocation that is based on solid evidence including statistics on the same subject. No policy, intervention, or public service delivery can bring desired results unless it is framed and monitored on basis of strong evidence and statistics. MICS a result-based global household survey used for programming, planning & policy making for betterment of children & women and the society as a whole.

Government needs results-based data for assessment of effectiveness of the interventions introduced by service delivery departments. MICS provides time-series data that may help as baseline and then in evaluation and impact assessment of the different interventions and their effectiveness over time and to highlight any bottlenecks, therein. The evidence-based data help the policy/decision makers to make investment decisions more efficiently & effectively. Also, in order to monitor progress on development for achieving various global goals/targets like SDGs, decision makers can utilize MICS for tracking the progress on many socio-economic results-based indicators. MICS Punjab 2017-18 provided relevant data on 34 SDGs goal and impact level indicators at district level which is largest source of data for household level indicators in Punjab. MICS, is also a flagship survey of the government of the Punjab and considers the most scientifically and statically sound survey for support of the social sectors planning, programing and decision making in all aspects.

Effective use of MICS data can help in reducing poverty, inequality and development gaps among people/districts/ regions by uplifting the living standards of the most disadvantaged people of the society through equal, equitable and need-based resource allocation. The following are the different important aspects, programmes and documents where the data from Punjab MICS had been used effectively.

### Policy / Strategic Documents

MICS results were used in the following policy and strategy level instrument of the Government of the Punjab:

- ➢ Formulation of Punjab Finance Commission Awards
- ➢ Reporting to SDGs and tracking of all KPIs of the Punjab level results
- ➢ Policy Making
  - ▪ Punjab Growth Strategy 2018, 2023 (both

- strategies used MICS results as Benchmark & Baseline)
  - Punjab Spatial Strategy 2017
  - Post 18th amendment, Social Sector policies development (Health, Education, Nutrition, WASH, Child Labour M&E Policy Non formal basis education of Punjab)
  - Development of sectoral Policy (Health, Education, WASH)
  - Multi Poverty Index and Child multidimensional poverty index
  - Punjab District Ranking
  - Water and Sanitation Sectoral plans, Health and Education Sector plans and strategies
  - Multi-sectoral Nutrition strategy of Punjab

**Development of Appraisal Reports**

- Punjab Economic Development Forum
- Punjab Economic Report
- Punjab Poverty Ranking Report
- Southern Punjab Development Programme based on MPIs
- Gender Disaggregated Statistics, Punjab

**Planning Traits**

- National Social Sectoral Plans
- Formulation of Punjab Finance Commission Award
- Formulation of ADPs

**Programming Traits**

- Development of PC-I on Social sector
- Punjab info – data base on MICS data

**Thematic Research**

- Thematic research at globe $(> 360)$
- Ph. D / M. Phil Research & Internships
- Departmental Research (Health, Education, WASH)

**Objectives**

Since its inception in 1995, the MICS, has become the largest source of statistically sound and internationally comparable data on situation of various indicators relating to women & children, worldwide. MICS is a very beneficial survey for providing support to the policy makers in social sector and provides relevant data on many socio-economic indicators. MICS Punjab, 2022-23 will be conducted at district level to achieve following objectives/targets:

- Providing updated and reliable statistics on various

socio-economic indicators of Households, Children and Women in the province

- Enabling rational district level planning and resource allocation on basis of credible data
- Providing basis for comparison of progress in various key socio-economic indicators with previous rounds of MICS
- Providing data for some new indicators and assessment of the progress on indicators already available relating to the Sustainable Development Goals (SDGs) and for meeting other international commitments
- Using in-depth analysis for identifying gaps & gray areas in social sectors by collecting relevant data upto district level and facilitating planners & policy makers for more effective resource allocations & evidence based decision making
- To provide data for time series analysis and cross comparisons
- To collect behavioural and attitudinal data not available in other data sources;
- Support the Policy makers in Data Driven Decision making at district level.

**Linkage with Provincial Growth Strategy, 2023**

Multiple Indicator Cluster Survey (MICS) Punjab, 2022-23 will continue as an integral part of the Punjab Growth Strategy, 2023, for evaluation of progress in various social sector indictors across districts. "Urban development" is one of the priority areas in Punjab Growth Strategy and providing safe drinking water and sanitation facilities is key to human health in this regard. MICS data will provide evidence for monitoring progress in this area through data on vital indicators relating to water & sanitation.

"Achieving Social Outcome" and "Improving Human Capital" is part of the growth strategy and quality education is one key to enhancing capacity of the human capital. MICS will provide updated data on many key indicators relating to education; Primary School Attendance Ratio, Dropout Rate, Transition from Primary to Secondary Stage and Out-of-School Children. Government has committed to allocate significant resources to provide quality health services to the people and to reduce infant Mortality Rate, Maternal Mortality and to introduce interventions for Maternal Neonatal & Child Health. The MICS data will be very valuable for monitoring progress of the interventions in this regard.

**Compliance with SDGs:**

The 2030 Agenda on SDGs, due to its ambitious nature, put a

lot of burden on the statistical capacities of governments to report on 244 indicators. Similarly, it also puts a significant burden on the provincial statistical system to report on almost 161 provincial relevant indicators. Therefore, it requires a robust local statistical system and resources to ensure data collection and reporting on different SDGs indicators according to the requirement set in SDGs metadata. Therefore, the Punjab Bureau of Statistics is doing its best to incorporate various household-based SDG indicators in MICS.

When we talk about SDGs monitoring and reporting at the provincial level, the discussion without considering the Multiple Indicator Cluster Survey (MICS) is incomplete. For example, while developing SDGs baselines year 2014/15, MICS (2014) was the primary source at the provincial level providing statistics for household-based indicators and helped the government set SDGs baselines and 2030 targets for SDGs Punjab. The massive mandate of reporting on 244 SDGs indicators at the national level and 162 at the provincial level brings challenges for the statistical system to ensure data collection, reporting, and monitoring on the number of indicators. As the lead statistical organization, the Punjab Bureau of Statistics took the lead and incorporated additional 35-40 SDGs indicators in the design of MICS (2017). With the addition of 35-40 SDGs indicators, MICS (2017) played a crucial role in formulating the Punjab SDGs Framework, helping the provincial government and United Nations Development Programme (UNDP) in setting SDGs baselines and 2030 targets for Punjab.

**MICS in Pakistan**

First MICS round was conducted by UNICEF, in collaboration with the Ministry of Health and Gallup Pakistan, using a representative sample of approximately 15,000 households. The Federal Bureau of Statistics (FBS) provided the sample design for the survey. This MICS helped the Government to analyze and review progress on the targets set at the "World Summit".

**MICS in Punjab**

Bureau of Statistics (BOS), Punjab is an attached department of the Planning and Development Board, Government of the Punjab, and is responsible for providing support for evidence-based policy making. BOS Punjab provides relevant data to the government for various sectors and conducts some ad-hoc surveys, in addition to its regular assignments. MICS is a regular survey of BOS Punjab and is used for policy making in social sector.

MICS is a scale-up project and is being conducted regularly after every 3-4 years in the province since 2003-04. MICS

was conducted by the BOS Punjab first in 2003 with the technical and financial support of UNICEF. It provided valuable data on many vital socio-economic indicators at district level. After that, 2nd and 3rd rounds of MICS were conducted in 2007-08 and 2011 at tehsil level, whereas, in 2014 and the last round in 2017-18 were conducted at district level. The salient features of these rounds of MICS are summarized below:

## MICS Punjab 2003-04

First round of MICS was conducted in 2003-04 at District Level. This survey provided data for over 44 socio-economic indicators for the province as well as for all 34 districts. The data was collected from 2,190 randomly selected clusters throughout the province, covering 30,932 Households. This MICS served as a baseline for data to review progress on various goals and targets relating to MDGs.

## MICS Punjab 2007-08

Second round of MICS in Punjab was conducted with enhancing scope from District Level to Tehsil Level as per decision of Steering Committee. A total sample size of 6,368 Primary Sampling Units (PSUs; Clusters) and 91,280 Secondary Sampling Units (SSUs; Households) was covered in this survey. Data on more than 70 socio-economic indicators was collected, covering various aspects of lives of women & children as well as the whole society, considering; area of residence (Major Cities, Other Urban and Rural), 9 Divisions, 35 Districts and 143 Tehsils/Towns. Results are also available by gender, background characteristics, wealth index, and in some cases, by age groups. This round of MICS also provided the opportunity for decision makers to monitor the indicators through comparison with the previous survey.

The funding for MICS 2007-08 was provided by the Punjab Government through ADP whereas, UNICEF provided; support for trainings of the field staff, and International Consultants during data entry and report writing.

## MICS Punjab 2011-12

Third round of MICS Punjab was conducted in 2011-12 at Tehsil Level. A total sample size of 7320 PSUs (Clusters) and more than 100,000 SSUs (Households) were covered to provide estimates on more than 100 indicators for the province. Results are available by District, Tehsil, Rural & Urban as well as gender, background characteristics, wealth index, and in some cases, by age groups. The survey reports were published in 36 volumes with the first one comprising the main report & technical appendices and 36 volumes, one

for each district, presenting tehsil results. MICS was designed and implemented by the Bureau of Statistics (BOS) Punjab and each stage of this survey was monitored by UNICEF Regional Office for South Asia (ROSA) and UN Statistical Wing on MICS and approved for publishing.

## MICS Punjab 2014

The fourth round of MICS was conducted in 2014 according to MICS5 guidelines, developed by UNICEF. MICS surveys generated data on more than 20 MDGs indicators. This round was conducted with a scope at District Level, with a total sample of size 2140 PSUs (Clusters) and 41413 SSUs (Households). MICS 2014 provided data for around 125 socio-economic indicators for the Province, area of residence (Rural and Urban), 9 Divisions, 36 Districts. Data is also categorized by gender, background characteristics of Household and wealth quintiles. This MICS Report is serving as a key source for planners, policy makers and administrators for better decision making and resource allocation to help the most disadvantaged and vulnerable segments of the society.

## MICS Punjab 2017-18

BOS Punjab conducted fifth round of MICS Punjab at district level by adopting MICS6 version, developed by the UNICEF, in 2016-17. First time in the history of Punjab and Pakistan, MICS6 data collection was carried out by using Computer Assisted Personal Interviewing (CAPI) and tablets by BOS Punjab, with technical support of the UNICEF. A sample of 2692 Clusters (PSUs) and 53,840 Households (SSUs) was covered during the survey. MICS 2017-18 provides district level data for 213 indicators, including 34 SDGs indicators, making it by far the largest on this account and its results will enable the government to measure progress made in key social indicators. The survey results will serve as a baseline for monitoring progress on various SDGs indicators and for future comparison with next rounds of the survey. It provides basis for evidence based decision making in social sector and facilitates efficient resource allocation. This round was funded through ADP by the Government of Punjab and partial support was provided by the UNICEF for conducting specific activities.

## Proposed MICS Punjab, 2022-23

BOS Punjab is planning to conduct sixth round of MICS in the province during 2022-23, at district Level. The survey will be conducted in all 36 districts (domains) of the Punjab, covering both urban and rural areas. In this way the results will be statistically representative at District, Division and

Province level. The urban and rural areas will be considered as main sampling strata and the sampled households will be selected in two stages. The enumeration blocks, Primary Sampling Units (PSUs), will be divided into urban and rural areas according to the probability proportional to size technique. In second stage, 20 households (SSUs) will be selected from each sampled enumeration block (PSUs) systematically with random start and data will be collected by using Computer Assistance Personal Interviewing (CAPI). For budgeting purpose, a sample of size 55,000 SSUs has been estimated by this Bureau, using the sampling methodology as described in MICS6, whereas, the final statistically representative sample will be calculated by the Pakistan Bureau of Statistics (PBS) with the standard methodology defined in the latest MICS guidelines and would be verified by the MICS global team. As per recommendations of Global MICS Team, one cluster will be completed in two days, in order to ensure quality of data collection.

As per previous practice, this round will be conducted with technical support of the UNICEF and according to new MICS global guidelines. All the survey activities will be conducted in lines with internationally set protocols & standards. In first step, Four Consultative Workshops will be conducted at Lahore, Multan, Rawalpindi and Faisalabad, for seeking the relevant needs of the data users, sectoral experts, researchers and other technocrats of the society. By the inclusion of the feedback of participants of the workshops after due approval of Steering Committee, the survey will be made relevant to local needs. A fifteen days Training of Trainers (TOT) and twenty seven days training of the field staff will be conducted to train the enumerators. Pre-testing activity of the survey tools will be conducted before the training activity. The data collection will be done by using Computer Assisted Personal Interviewing (CAPI) but, the house listing activity will be conducted by Paper Assisted Personal Interviewing (PAPI). Dashboards will be developed and used to monitor the quality and updated progress of the field activities. A real time data will be available on the Bureau's server on daily basis and field check reports will be developed weekly to get the information about the quality of the field work. A comprehensive monitoring mechanism will be established for ensuring data quality on all stages. A Third Party Validation (TPV) is also part of the MICS activities. A focal person for MICS 2022-23 will be nominated from each aligned administrative department, so that they can support to finalize the required indicators and questionnaires of the survey. The survey tools and final results will be approved by the Steering Committee and presented to the stakeholders, accordingly. Survey results

will be disseminated with the decision makers at the divisional level of the province.

**Scope of the Survey**

The survey will be conducted at District level and the indicators will be presented at District, Division and Province level. Although conducting the MICS at Tehsil level is preference of Government of the Punjab, but it was decided during a meeting held on 28.12.2021, under chairmanship of the Chairman, Planning and Development Board Punjab that the MICS 2022-23 will be conducted at District level, due to significant time lapse because of COVID-19 pandemic. The main reason for conducting the survey at District level is to reduce timeline and to provide results for decision makers at earlier stage.

**Management Structure**

For successful conduction of the activity, a high level management structure will be developed for execution of the survey. The project will be supervised by a Steering Committee, headed by the Chairman, P&D Board / Provincial Statistical Authority, Punjab whereas, Secretaries of the aligned departments will be members of the committee. A Technical Committee will also be constituted for providing input on survey methodology, tools and other technical matters. A Planning and Coordination Group will be constituted for support of the Steering Committee and to coordinate overall activities of the survey. An Operational Group will be formed at BOS Headquarters for execution / management of the survey activities. UNICEF will provide technical support on all stages of the project and the survey results will be authenticated by the global team of MICS. The management structure is discussed in detail as under:-

**Steering Committee**

A provincial "Steering Committee" will be constituted to monitor overall quality of the survey. The Committee will consist of the Secretaries of the Government Departments, Representatives of UNICEF and Academic / Research Institutions. The Chairman, P&D Board will chair the Steering Committee (Annexed), whereas, Director General, BOS Punjab would be Secretary of the committee. The Steering Committee would be entrusted to the following objectives and ToRs:

**Objectives:**

1. To provide oversight to the implementation of the MICS and to guide the Technical Committee on the process & contents of the Survey, as well as the Operational Group

on survey's day-to-day operation

2.  To promote ownership of process, results, dissemination and further analysis of the data for the purpose of policy, advocacy, monitoring the SDGs & provincial commitments

3.  To encourage and promote financial and in-kind contributions towards the funding of the survey

## ToRs:

1.  To work as guiding body for the executing department and the personnel involved in the activity

2.  Approval of the Survey Plan, including Questionnaire and Sample Design as well as the timeline

3.  To keep oversight of the survey implementation process

4.  Approval of the Survey Results and Reports.

5.  To ensure that issues related to ethics are documented, investigated and resolved, including those presented by the IRB (International Review Board) or suitable alternative.

## MICS Technical Committee

A "Technical Committee" will be formulated to provide technical support to the Steering Committee. Chief Economist, P&D Board/Joint Chief Economist, P&D Board, will be the Chairman, whereas, Director, Bureau of Statistics, Punjab will act as Secretary and the Heads of Stakeholder Departments will be the members of the committee (Notification annexed). The objectives and ToRs of this committee are proposed as under;

## Objectives:

1.  To provide guidance and support to the Coordination Group on technical decisions and processes;

2.  To promote understanding for utilization of survey results;

3.  To provide technical advice to the Steering Committee on survey planning, implementation and dissemination

## ToRs:

1.  To review the data gaps, indicated in the data needs assessment and advise on the list of indicators, questionnaire modules and content

2.  To keep oversight of the survey management and institutional arrangements

3.  To appoint dedicated focal points on ethics and develop a protection protocol for ensuring that ethical concerns are reflected on and mitigated against during the life cycle of the survey

4.  To review & advise on the sample design, customized questionnaires and manuals

5. To coordinate in preparation for the fieldwork, including informing all the related stakeholders
6. To review the draft tabulations, the statistical analysis and draft chapters of the Key Findings and Final Reports and provide technical inputs of the organizations represented on the Technical Committee
7. To highlight key messages for dissemination of the findings

## MICS Coordination Group

The MICS Coordination Group will be developed for liaison between BOS Punjab and other aligned departments for all the survey activities. This Group will be headed by the Project Director / Director General, Bureau of Statistics and the Focal Persons, nominated by each concerned department (not less than BS-18), will be the members of the committee. ToRs of the MICS Coordination Group are as under;

### ToRs:
1. To provide technical support to the Steering Committee
2. Technical review of survey design, list of indicators, survey tools and manuals
3. Overseeing training of the field teams and field implementation of the survey through monitoring visits
4. To review preliminary findings of the survey & draft reports

## MICS Operational Group

The Director General, BOS Punjab will chair the MICS Operational Group, as the Project Director of MICS 2022-23. The execution of all the survey activities, according to the set standards & protocols at National / International level, will be the responsibility of the group. A Focal Person, declared by P&D Board, will bridge this group with P&D Board. To perform the multifarious nature of duties on daily basis, the following core officers/field staff will be the part of the group:-
- Two Technical Members
- One IT Manager & One Software Developer
- Finance & Human Resource Manager (One each)
- Ten Reginal Supervisors
- Managerial & Support Staff

### ToRs:
1. Conduction of consultative meetings and need assessment workshops
2. To provide support in conducting meetings of the Steering Committee, Technical Committee and Coordination Group
3. Orientation of the District authorities through holding of meetings as per requirement

4. Preparation of survey plan, development of survey tools, customization, selection of indicators, preparation of questionnaires and manual for field staff
5. Pre-testing the tools, sharing with the stakeholders, documentation and incorporation of comments/feedback
6. Preparation of plan for time bound activities and to ensure its implementation within stipulated timeframe
7. Hiring field staff for data collection and train & enable them for data collection
8. Preparation of training manual, training schedule and its implementation plan
9. To facilitate smooth implementation of field work with the coordination of district authorities.
10. Ensuring all the logistical arrangements for the field work and data management
11. To resolve any operational issues arising during the survey implementation
12. Payment to field teams, maintain accounts and records of expenditure etc.
13. Timely and effective field monitoring to ensure the data quality
14. Preparation of survey reports, Info graphic, secondary analysis and presentation to the relevant forum for approval
15. Dissemination of the results with the stake holders and decision makers.

**Field Formation**

To control the field operations, the whole province will be divided into ten MICS Regions. Each division will act as a MICS region, except Lahore and Gujranwala Divisions which will be distributed into three MICS Regions i.e 1. (Lahore & Kasur Districts), 2. (Sheikhupura, Nankana sahib, Hafizabad and M.B.Din Districts) and 3. (Gujranwala, Gujrat, Sialkot & Narowal Districts). Each region will be supervised by a Regional Supervisor, who would be the responsible for MICS field activities in the districts falling under the region. For the rollout activity, about 55 survey Teams will be deployed in the 36 districts. Each team will comprise of; One Team Supervisor, one Measurer, three Female Enumerators and one Male Enumerators. Each team will complete one cluster (20 households) in two days, the team will must complete the revisit if any during the days, special day will be provided only due to special need base. The whole data collection activity will be completed in about 100 man-days. For the first stage of house listing, about 91 Listers will be required to complete the work in about 60 man-days and 23 supervisors will be deployed to

ensure the quality of listing. For both activities, additional field staff (Up to 20%) will be hired and trained to manage any shortage during the field operations.

## Training of Trainers and Field Staff

A team of Master Trainers will be developed and trained by conducting a rigorous training session of fifteen days as per standard protocols. These Master Trainers will be entrusted with responsibility of a comprehensive training the field staff on survey questionnaires, Manuals & CAPI use, and the session will be comprised on twenty seven days. Training sessions for field staff will be conducted at Multan, Faisalabad, Lahore and Rawalpindi in two phases. Field teams will be deployed to collect the data after imparting training on the survey tools. A three days training will be conducted for the house listing staff and they will complete the listing of each sampled PSU in two days by covering all structures available within the boundaries of the block.

Since the listing exercise will be conducted on PAPI, data entry of the sampled hose holds will be done parallel to the listing activity. A training session of one day will be organized for the staff engaged in data entry of listing.

## Monitoring Mechanism

To maintain the quality of data, a strict monitoring mechanism will be developed, using conventional as well as innovative methods. Under conventional method, the participating organizations will carry out monitoring of field work parallel to the High Level Authorities at BOS Punjab as well as Master Trainers. This will include both supportive and surprise monitoring. All these monitoring activities will be coordinated by the BOS Punjab in order to ensure that all the field teams are covered, amicably.

Besides this, Global Positing System (GPS) will also be used, as an innovative source of monitoring, to monitor the field work and the movements of the teams. Each team supervisor will send GPS coordinates to the BOS Headquarters, both on arriving and leaving the cluster. This system will enable the BOS management at Headquarters to monitor whether the teams visited the correct cluster and also the amount of time that the team consumed in the cluster. The information of eligible children, women, anthropometry and response level will also be captured by this mechanism. BOS Punjab will further produce Field Check Tables (FCTs) on basis of real-time data and mark the enumerators / supervisors against the errors / inconsistencies. This information will be shared with Field Monitors, who will discuss the errors / issues relating to each team and guide them for correction. The FCTs will enhance the efficacy of field monitoring.

A Third Party Validation (TPV) is also part of the survey activity. A technical organization Public / Private will be hired on competitive basis. This organization will collect the data from the field and verify the results with actual survey data for authentication of the results. This activity will provide a good comfort level to the users about the reliability of the survey findings.

**Primary Data Users**

The primary data users of the survey data will include;

- The Federal & Provincial Governments
- All Social Sectors Departments of the Punjab
- District level Authorities
- International Development Partners
- Academicians/Researchers
- Media & NGOs

**Purchase of Vehicles**

The transport available in the BOS Punjab at present is insufficient for the requirements of the organization. Furthermore, out of the existing vehicles, many are very old and in poor condition. To resolve this issue, some vehicles will be procured for better working and data collection.Therefore, it is submitted that 03 number of vehicles (Two 1000 CC and One 1300 CC) may be purchased for this Bureau.

**Daily Allowances/Remunerations**

The following daily allowance and remuneration for added work of conducting MICS 2022-23 is proposed for approval;

- MICS, 2022-23 would be a gigantic assignment in which ever biggest survey in size will be completed for which a lot of special efforts would be required to complete this enormous task. Keeping in view the prevailing TA/DA rates and previous MICS rounds practices, a lump sum package is being introduced. A daily remuneration of Rupees; 1500/- for Lister, 1600/- for Enumerator/ Measurer/ managerial staff (BS: 5-16), 2200/- for Team Supervisor (BS-17), 6000/- for Regional Supervisor, 12,000/- for Monitor/Trainer (BS-18/17) and 15,000/- for Monitor (BS-20/19) of Headquarter is proposed.

- The remuneration per month for additional work to be undertaken by the functionaries engaged in this laborious exercise is submitted for approval. This expenditure will be borne by the UNICEF as per previous practice made in Punjab Child Labour Survey S), 2019.

## UNICEF Technical and Financial Support

UNICEF support includes both technical and financial elements of the subject survey. Under Financial support, for human and institutional capacity building part, funds for various levels; (1) Training Programs, (2) Monitoring of survey processes at various critical stages, (3) Support for Survey Oversight and Management staff, (4) Purchase of Audio visual, Communication and Information technology IT and CAPI system aligned support Equipment. All the financial support will be as grant and there is no component of loan.

Under Technical Support: (1) Survey System and Processes development (2) MICS Tools Development, (3) International Consultants support to review customized survey tools, (4) Survey Planning and Data entry process (5) Height Scale, Weighing Machines and Water Testing Kits – in kind (6) MICS Dissemination Workshops (7) Digitized Secondary Analysis of the subject MICS.

UNICEF will also support the opportunities of capacity building by conducting workshops related to Survey Planning, Data Processing and Secondary Analysis for the staff of the Bureau. These workshops would be arranged by the global team of MICS and fully facilitated by the UNICEF.

|  |  |  |
|---|---|---|
| ii. | Implementation Period | Eighteen Months (January, 2022 to June, 2023) |
| iii. | Estimated Cost | Rs. 294.023 Million. (Annex-I) |
| iv. | Financial Plan | |

i.   The Government of the Punjab part of the project will be financed out of ADP

ii.  UNICEF activities agreed cost will be detected from the total cost of MICS 2022-23

**(Million Rupees)**

| v. Phasing of the Project | | 2021-22 | 2022-23 | Total |
|---|---|---|---|---|
| | **Total** | 67.615 | 226.408 | 294.023 |
| | **GoPb** | 51.067 | 172.591 | 223.658 |
| | **UNICEF** | 16.548 | 53.817 | 70.365 |

Date of preparation of Cost Estimates: January, 2022

| **4. Expected Outcome:** | Data on various vital socio-economic indicators covering both qualitative and quantitative aspects in relation to SDGs and other International/Global commitments. |
|---|---|

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**Annexures**

## Head Wise Budget

| Code | Budget Head | Amount (Rs.) | | | %age |
|---|---|---|---|---|---|
| | | **2021-22** | **2022-23** | **Total** | |
| **A01** | **Employees Related Expenses** | **51,072,900** | **197,083,700** | **248,156,600** | **86.09** |
| | Survey Office Support Staff | 5,646,000 | 11,292,000 | 16,938,000 | 5.88 |
| | Training of Staff | 6,536,900 | 57,578,500 | 64,115,400 | 22.24 |
| | Field Work | 19,937,500 | 85,687,200 | 105,624,700 | 36.64 |
| | Field Monitoring | 16,380,000 | 25,520,000 | 41,900,000 | 14.54 |
| | Development of Survey Tools, Data Entry, Cleaning and Analysis | 2,572,500 | 11,006,000 | 13,578,500 | 4.71 |
| | Third Party Validation | 0 | 6,000,000 | 6,000,000 | 2.08 |
| **A03915** | **Payment to Govt. Departments for services rendered (PBS)** | **1,000,000** | **0** | **1,000,000** | **0.35** |
| **A09** | **Physical Assets** | **7,700,000** | **7,700,000** | **15,400,000** | **5.34** |
| **A039** | **General** | **6,516,342** | **17,185,000** | **23,701,342** | **8.22** |
| A03901 | Purchase of Stationary/consumable | 4,642,542 | 7,450,000 | 12,092,542 | 4.20 |
| | Printing of survey tools | 1,746,100 | 7,450,000 | 9,196,100 | 3.19 |
| | Photo copying cost (Field Office) | 137,500 | 0 | 137,500 | 0.05 |
| | Supplies for survey work | 2,758,942 | 0 | 2,758,942 | 0.96 |
| A03970 | Other Expenditure (Courier Charges, expenditure of Office Meetings, Office Premises Maintainance, Report writing, dissemination workshops and Other Stakeholdres Seminars) | 1,873,800 | 9,735,000 | 11,608,800 | 4.03 |
| | Total:- | 66,289,242 | 221,968,700 | 288,257,942 | |
| | Contingency 2% | 1,325,785 | 4,439,374 | 5,765,159 | |
| | Grand Total | 67,615,027 | 226,408,074 | 294,023,101 | |
| | In Million | 67.615 | 226.408 | 294.023 | |

# Cash Flow Plan – Detailed Costing

| # | | Details of Expenditure | Unit | Cost / Unit | Quantity for the Years | | | Cost (Rs.) | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 21-22 | 22-23 | Total | 2021-22 | 2022-23 | Total |
| A | | **Survey Office and Institutional Arrangement** | | | | | | 14,186,000 | 21,427,000 | **35,613,000** |
| | 1 | Survey Equipment (GoPb) | List A | | | | | 1,700,000 | 7,700,000 | **9,400,000** |
| | 2 | Survey Equipment (UNICEF) | | | | | | 6,000,000 | | **6,000,000** |
| | 2 | Office Consumables | List B | | | | | 470,000 | 1,465,000 | **1,935,000** |
| | 3 | Survey Office Support Staff | Month | List C | | | | 5,646,000 | 11,292,000 | **16,938,000** |
| | 4 | Cost of currier services | Month | 25,000 | 3 | 3 | 6 | 75,000 | 75,000 | **150,000** |
| | 5 | Tele communication costs | Month | 50,000 | 5 | 5 | 10 | 250,000 | 250,000 | **500,000** |
| | 6 | Refreshment/ tea for office meetings | Meeting | 3,000 | 15 | 15 | 30 | 45,000 | 45,000 | **90,000** |
| | 7 | Office premises maintenance | Month | 100,000 | | 6 | 6 | | 600,000 | **600,000** |
| B | | **Development and printing of tools/repo** | | | | | | 3,906,100 | 8,026,000 | **11,932,100** |
| | 1 | Printing of survey tools | List N | | | | | 1,746,100 | 7,450,000 | **9,196,100** |
| | 2 | Development of Survey Tools | List M | | | | | 2,160,000 | 576,000 | **2,736,000** |
| C | | **Sampling** | | | | | | 1,275,000 | | **1,275,000** |
| | 1 | FBS sampling fee | LS | 1 | | | 1 | 1,000,000 | | **1,000,000** |
| | 2 | Sampling of SSUs | Cluster | 2,750 | | | 2,750 | 137,500 | | **137,500** |
| | 3 | Photo copying cost of block's maps (Field Office) | Cluster | 2,750 | | | 2,750 | 137,500 | | **137,500** |
| D | | **Supervision and monitoring** | | | | | | 16,380,000 | 31,520,000 | **47,900,000** |
| | 1 | DSA for Monitoring of F/Work & Trainings by officers 19 & above | Day trip | 15,000 | 60 | 120 | 180 | 900,000 | 1,800,000 | **2,700,000** |
| | 2 | POL of Monitoring by officer 19 & above | Day trip | 8,000 | 60 | 120 | 180 | 480,000 | 960,000 | **1,440,000** |
| | 3 | Field work monitoring of officer 17 & 18 including POL | Day trip | 20,000 | 600 | 1,000 | 1,600 | 12,000,000 | 20,000,000 | **32,000,000** |
| | 4 | Monitoring by regional supervisors including POL | Day trip | 12,000 | 250 | 230 | 480 | 3,000,000 | 2,760,000 | **5,760,000** |
| | 5 | Independent Monitoring (3rd Party) | LS | 6,000,000 | | 1 | 1 | | 6,000,000 | **6,000,000** |
| E | | **Training** | | | | | | 6,536,900 | 57,578,500 | **64,115,400** |
| | 1 | Training of Listing Staff (03 days) | List F | 2,579,900 | 1 | | 1 | 2,579,900 | | **2,579,900** |
| | 2 | Training of trainers (15 days) | List E | 3,957,000 | | 1 | 1 | 3,957,000 | | **3,957,000** |
| | 3 | Training of enumerators/supervisors (27 days) | List G | 29,294,100 | | 1 | 1 | | 29,294,100 | **29,294,100** |
| | 4 | Refreshment for Training of Enumerators (27days) | List H | 28,080,000 | | 1 | 1 | | 28,080,000 | **28,080,000** |
| | 5 | Training of Data Entry Listing (01 day) | List I | 72,600 | | 1 | 1 | | 72,600 | **72,600** |
| | 6 | Training of Secondary Editing (01 day) | List J | 131,800 | | 1 | 1 | | 131,800 | **131,800** |
| F | | **Field Work** | | | | | | 22,558,942 | 85,687,200 | **108,246,142** |
| | 1 | DSA & POL for Lister | Cluster | 3,600 | 2,750 | | 2,750 | 9,900,000 | | **9,900,000** |
| | 2 | DSA For Supervisor (TS) including POL | Cluster | 7,200 | 1,375 | | 1,375 | 9,900,000 | | **9,900,000** |
| | 3 | Supplies for survey work | List D | | | | | 2,758,942 | | **2,758,942** |
| | 4 | DSA of team members for data collection per Cluster | Cluster | 20,400 | | 2,750 | 2,750 | | 56,100,000 | **56,100,000** |
| | 5 | Transport cost field work per cluster | Cluster | 5,000 | | 5,500 | 5,500 | | 27,500,000 | **27,500,000** |
| | 6 | Pre-testing of survey tools | Man-Days | | | | | | 1,793,200 | **1,793,200** |
| | 7 | Preparation of tablets for field | Man-Days | 2,200 | | 45 | 45 | | 99,000 | **99,000** |
| | 8 | Supervision of tablets preparation | List K | 12,000 | | 8 | 8 | | 96,000 | **96,000** |
| | 9 | Visits of IT support staff for tablets updation in field | Man-Days | 2,200 | | 45 | 45 | | 99,000 | **99,000** |
| | 10 | DSA & POL for Lister | Man-Days | 3,600 | 2,750 | | 2,750 | 9,900,000 | | **9,900,000** |
| | 11 | DSA For Supervisor (TS) including POL | Man-Days | 7,200 | 1,375 | | 1,375 | 9,900,000 | | **9,900,000** |
| G | | **Data entry, cleaning, analysis** | | | | | | 412,500 | 3,930,000 | **4,342,500** |
| | 1 | Software development (IT) | Man-Days | 12,000 | | 40 | 40 | | 480,000 | **480,000** |
| | 2 | Supervision for software review | Man-Days | 15,000 | | 15 | 15 | | 225,000 | **240,000** |
| | 3 | Data entry of listing | Cluster | 100 | 2,750 | | 2,750 | 275,000 | | **800,000** |
| | 4 | Supervision of data entry of listing | Cluster | 50 | 2,750 | | 2,750 | 137,500 | | **400,000** |
| | 5 | Primary Data Editing | Cluster | 50 | | 2,750 | 2,750 | | 137,500 | **400,000** |
| | 6 | Secondary Data Editing | Cluster | 200 | | 2,750 | 2,750 | | 550,000 | **1,600,000** |
| | 7 | Monitoring Secondary Data Editing | Cluster | 50 | | 2,750 | 2,750 | | 137,500 | **400,000** |
| | 8 | Post entry cleaning and data analysis | Cluster | 12,000 | | 150 | 150 | | 1,800,000 | **400,000** |
| | 9 | Supervision/monitoring cleaning and data analysis | Man-Days | 15,000 | | 40 | 40 | | 600,000 | **3,180,000** |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | 10 | Software development (IT) | Man-Days | 12,000 | | 40 | 40 | | 480,000 | **840,000** | |
| **H** | | **Report writing and dissemination** | | | | | | **1,033,800** | **13,800,000** | **14,833,800** | |
| | 1 | 4 Consultative Workshops | List | | | | | 1,033,800 | | **1,033,800** | |
| | 2 | Development of SFR (Provincial & District) | Man-Days | 12,000 | | 100 | | | 1,200,000 | **1,200,000** | |
| | 3 | Provincial Dissemination workshop | Seminar | 1,500,000 | | 1 | 1 | | 1,500,000 | **1,500,000** | |
| | 4 | Other stakeholder seminars | Seminars | 500,000 | | 2 | 2 | | 1,000,000 | **1,000,000** | |
| | 5 | Divisional level workshop | Seminars | 400,000 | | 9 | 9 | | 3,600,000 | **3,600,000** | |
| | 6 | Technical Support by UNICEF-In kind | List O | | | | | | 6,500,000 | **6,500,000** | **UNICEF** |
| | | **Total** | | | | | | 66,289,242 | 221,968,700 | **288,257,942** | |
| | | **Physical Contingency@2%** | **Percent** | **2%** | | | | 1,325,785 | 4,439,374 | **5,765,158.8** | |
| | | **GRAND TOTAL** | | | | | | 67,615,027 | 226,408,074 | **294,023,101** | |

19

## Detailed Cost Tables

| List # | Description | Unit | | Quantity | | | Amount (Rs) | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | Defined | Cost | 21-22 | 22-23 | | 2021-22 | 2022-23 | | Total |
| A | **Office Equipment** | | | | | | **7,700,000** | **7,700,000** | | **15,400,000** |
| | Laptop | Unit | 300,000 | 12 | | | 3,600,000 | - | | 3,600,000 |
| | Photocopier Colored | Unit | 1,200,000 | 1 | | | 1,200,000 | - | | 1,200,000 |
| | Multimedia Projector | Unit | 300,000 | 1 | | | 300,000 | - | | 300,000 |
| | Vehicle 1300 CC | Unit | 3,300,000 | | 1 | | | 3,300,000 | | 3,300,000 |
| | Vehicles 1000 CC | Unit | 2,200,000 | | 2 | | | 4,400,000 | | 4,400,000 |
| | Cell phones for communication | | 200,000 | 10 | | | 2,000,000 | | | 2,000,000 |
| | LED Broder size for MICS FCTs analytics | | 400,000 | 1 | | | 400,000 | | | 400,000 |
| | HD Camera | | 200,000 | 1 | | | 200,000 | | | 200,000 |
| B | **Office Consumables** | | | | | | **470,000** | **1,465,000** | | **1,935,000** |
| | Paper A4 size | | 800 | 100 | 100 | | 80,000 | 80,000 | | 160,000 |
| | Tonor for photocopier | | 75,000 | 2 | 2 | | 150,000 | 150,000 | | 300,000 |
| | Tonor for colour photocopier | | 180,000 | | 2 | | | 360,000 | | 360,000 |
| | Tonors for printers | | 45,000 | 5 | 5 | | 225,000 | 225,000 | | 450,000 |
| | Office stationery & Other consumables | | 5,000 | 3 | 10 | | 15,000 | 50,000 | | 65,000 |
| | Computer supplies (USBs) | | 1,000 | | 600 | | - | 600,000 | | 600,000 |
| C | **Survey Office Support Staff** | | | | | | **5,646,000** | **11,292,000** | | **16,938,000** |
| | Provincial Statistical Authority (P&D Board) | Months | 60,000 | 6 | 12 | | 360,000 | 720,000 | | 1,080,000 |
| | Provincial Survey Coordinator (P&D Board) | Months | 50,000 | 6 | 12 | | 300,000 | 600,000 | | 900,000 |
| | Project Director / D.G - BOS | Months | 50,000 | 6 | 12 | | 300,000 | 600,000 | | 900,000 |
| | Deputy Project Director / Director - BOS | Months | 45,000 | 6 | 12 | | 270,000 | 540,000 | | 810,000 |
| | Focal Person (P&D Board) | Months | 50,000 | 6 | 12 | | 300,000 | 600,000 | | 900,000 |
| | IT Manager | Months | 45,000 | 6 | 12 | | 270,000 | 540,000 | | 810,000 |
| | Field operations/HR Manager | Months | 40,000 | 6 | 12 | | 240,000 | 480,000 | | 720,000 |
| | Technical Members (02) | Months | 40,000 | 6 | 12 | | 480,000 | 960,000 | | 1,440,000 |
| | Accounts Manager | Months | 35,000 | 6 | 12 | | 210,000 | 420,000 | | 630,000 |
| | Software developer (02) | Months | 35,000 | 6 | 12 | | 420,000 | 840,000 | | 1,260,000 |
| | Supporting Officers | Months | 35,000 | 6 | 12 | | 630,000 | 1,260,000 | | 1,890,000 |
| | Regional Managers/supervisors (10) | Months | 35,000 | 3 | 6 | | 1,050,000 | 2,100,000 | | 3,150,000 |
| | Managerial staff (05) | Months | 20,000 | 6 | 12 | | 600,000 | 1,200,000 | | 1,800,000 |
| | Support staff (six) | | 6,000 | 6 | 12 | | 216,000 | 432,000 | | 648,000 |
| D | **Supplies for survey work** | | | | | | **2,758,942** | **0** | | **2,758,942** |
| | Field Stationery, etc | Person | 1,000 | 600 | | | 599,770 | - | | 599,770 |
| | ID cards | Person | 100 | 600 | | | 59,977 | - | | 59,977 |
| | Water bottles | Person | 500 | 600 | | | 299,885 | - | | 299,885 |
| | Umbrella | Person | 700 | 600 | | | 419,839 | - | | 419,839 |
| | Cap | Person | 300 | 600 | | | 179,931 | - | | 179,931 |
| | Bags/Kits for TS/RS/Core | Person | 2,000 | 600 | | | 1,199,540 | - | | 1,199,540 |
| E | **Training of trainers (12 days)** | | | | | | **3,957,000** | **0** | | **3,957,000** |
| | Supplies (transparencies, felp. pens, backdrops etc) | LS | 10,000 | 1 | | | 10,000 | - | | 10,000 |
| | Field-test (transport) | Vehicle/ POL | 10,000 | 2 | | | 20,000 | - | | 20,000 |

| Code | Description | Unit | Rate | Quantity | | Amount | | Total |
|---|---|---|---|---|---|---|---|---|
| | DSA to master trainers (02 trainers) | Man-day | 15,000 | 30 | | 450,000 | - | 450,000 |
| | DSA to participants (20 trainers including 5 IT) | Man-day | 6,000 | 300 | | 1,800,000 | - | 1,800,000 |
| | DSA for Managerial Staff (BPS 5-16) [02] | | 1,600 | 30 | | 48,000 | - | 48,000 |
| | DSA for Support Staff (BPS 1-4) [03] | | 1,200 | 45 | | 54,000 | - | 54,000 |
| | Refreshments /lunch (35 persons) | Man-day | 3,000 | 525 | | 1,575,000 | - | 1,575,000 |
| **F** | **Five Listing Training (3 days)** | | | | **Total Cost** | **2,579,900** | | |
| | **Total for One Training** | | | | | **2,579,900** | | **2,579,900** |
| | Supplies (transparencies, felp. pens, etc) | LS | 10,000 | 4 | | 40,000 | | 40,000 |
| | Field-test (transport) | Vehicle/POL | 10,000 | 12 | | 120,000 | | 120,000 |
| | DSA for Listers (111) | Man-day | 1,500 | 333 | | 499,590 | | 499,590 |
| | DSA for TS (23) | Man-day | 2,200 | 68 | | 150,150 | | 150,150 |
| | Travel cost of Listers & TS | Trip-person | 2,000 | 134 | | 267,540 | | 267,540 |
| | DSA for trainer (04) | Man-days | 12,000 | 12 | | 144,000 | | 144,000 |
| | Travel cost of trainer | Trip-person | 8,000 | 4 | | 32,000 | | 32,000 |
| | DSA for Regional Supervisor (10) | Man-days | 6,000 | 30 | | 180,000 | | 180,000 |
| | Travel cost of Regional Supervisor | Trip-person | 2,000 | 10 | | 20,000 | | 20,000 |
| | DSA for Managerial Staff (BPS 5-16)[01] | Man-day | 1,600 | 12 | | 19,200 | | 19,200 |
| | DSA for Support Staff (BPS 1-4)[02] | Man-day | 1,200 | 24 | | 28,800 | | 28,800 |
| | Travel for Managerial Staff (BPS 5-16) | Trip-person | 2,000 | 4 | | 8,000 | | 8,000 |
| **G** | **16 Trainings of enumerators/supervisors (24 days)** | | | | **Total Cost** | **57,374,100** | | **57,374,100** |
| | **Cost for One Training** | | | | | **57,374,100** | | **57,374,100** |
| | Supplies (transparencies, felp. pens, backdrops etc) | LS | 10,000 | | 12 | 120,000 | | 120,000 |
| | Field-test (transport) 02 days | Vehicle/POL | 10,000 | | 72 | 720,000 | | 720,000 |
| | DSA to Enumerators/measurers (267 Nos) | Man-day | 1,600 | | 7,202 | 11,523,600 | | 11,523,600 |
| | DSA to Team Supervisors (61 Nos) | Man-day | 2,200 | | 1,634 | 3,593,700 | | 3,593,700 |
| | DSA to Regional Supervisors (10 Nos) | Man-day | 6,000 | | 270 | 1,620,000 | | 1,620,000 |
| | Travel cost (Enumerators, measurers, TS and RS) | Trip-person | 2,000 | | 396 | 792,000 | | 792,000 |
| | DSA for trainer (24 Nos) | Man-days | 12,000 | | 648 | 7,776,000 | | 7,776,000 |
| | Travel cost for trainer (one trip) | Trip-person | 8,000 | | 24 | 192,000 | | 192,000 |
| | DSA for IT trainer (10 No.) | Man-days | 12,000 | | 180 | 2,160,000 | | 2,160,000 |
| | Travel cost for trainer (one trip) | Trip-person | 8,000 | | 10 | 80,000 | | 80,000 |
| | DSA for IT facilitator (04 No.) | Man-days | 1,600 | | 72 | 115,200 | | 115,200 |
| | Travel cost for IT facilitator (one trip) | Trip-person | 2,000 | | 4 | 8,000 | | 8,000 |
| | DSA for Managerial Staff (BPS 5-16)[04] | Man-day | 1,600 | | 108 | 172,800 | | 172,800 |
| | DSA for Support Staff (BPS 1-4)[12] | Man-day | 1,200 | | 324 | 388,800 | | 388,800 |
| | Travel for Managerial Staff (BPS 5-16) | Trip-person | 2,000 | | 4 | 8,000 | | 8,000 |
| | Travel for Support Staff (BPS 1-4) | Trip-person | 2,000 | | 12 | 24,000 | | 24,000 |
| | Refreshments (50 persons) | Man-days | 2,000 | | 14,040 | 28,080,000 | | 28,080,000 |
| **H** | **Training of Data Entry Listing (01 day)** | | | | | **72,600** | | **72,600** |
| | DSA to participants (06 participants) | Man-day | 1,600 | 6 | | 9,600 | | 9,600 |
| | DSA for Data entry supervisor | Man-day | 2,200 | 2 | | 4,400 | | 4,400 |
| | DSA for trainer | Man-day | 12,000 | 1 | | 12,000 | | 12,000 |
| | DSA for Monitor | Man-day | 15,000 | 1 | | 15,000 | | 15,000 |
| | DSA IT Support Staff | Man-day | 1,600 | 1 | | 1,600 | | 1,600 |
| | Refreshments | Man-day | 2,000 | 15 | | 30,000 | | 30,000 |

| Code | Description | Unit | Rate | Qty1 | Qty2 | Amount1 | Amount2 | Total |
|---|---|---|---|---|---|---|---|---|
| H2 | **Training of Secondary Editing (01 day)** | | | | | **0** | **131,800** | **131,800** |
| | DSA to participants (06 participants) | Man-day | 2,200 | | 6 | - | 13,200 | 13,200 |
| | DSA for SE supervisor (02) | Man-day | 6,000 | | 2 | - | 12,000 | 12,000 |
| | DSA for trainer (02 Tech & 01 IT) & Network Engineer | Man-days | 12,000 | | 4 | - | 48,000 | 48,000 |
| | DSA for Monitor | Man-days | 15,000 | | 1 | | 15,000 | 15,000 |
| | DSA for IT Support Staff (03) | Man-day | 1,200 | | 3 | - | 3,600 | 3,600 |
| | Refreshments | Man-day | 2,000 | | 20 | - | 40,000 | 40,000 |
| I | **Pre-testing of Survey Tools (3 clusters in 6 days + 2 days feedback)** | | | | | **1,793,200** | **0** | **1,793,200** |
| | DSA for Desk Testing CAPI (05) | Man-day | 12,000 | 50 | | 600,000 | - | 600,000 |
| | DSA for Desk Testing Monitor (01) | Man-day | 15,000 | 10 | | 150,000 | - | 150,000 |
| | DSA for team (06) | Man-day | 12,000 | 48 | | 576,000 | - | 576,000 |
| | DSA for IT Manager (01) | Man-day | 12,000 | 8 | | 96,000 | | 96,000 |
| | DSA for Field Monitor (01) | Man-day | 12,000 | 8 | | 96,000 | - | 96,000 |
| | DSA Support Staff (02) | Man-day | 1,200 | 16 | | 19,200 | | 19,200 |
| | Field-test (transport) | Vehicle/POL | 8,000 | 6 | | 48,000 | - | 48,000 |
| | Refreshment | Man-day | 2,000 | 104 | | 208,000 | - | 208,000 |
| | DSA for Desk Testing CAPI (05) | Man-day | 12,000 | 50 | | 600,000 | - | 600,000 |
| | DSA for Desk Testing Monitor (01) | Man-day | 15,000 | 10 | | 150,000 | - | 150,000 |
| | DSA for team (06) | Man-day | 12,000 | 48 | | 576,000 | - | 576,000 |
| | DSA for IT Manager (01) | Man-day | 12,000 | 8 | | 96,000 | | 96,000 |
| | DSA for Field Monitor (01) | Man-day | 12,000 | 8 | | 96,000 | - | 96,000 |
| J | **Monitoring** | | | | | | **0** | **43,000** |
| | Monitoring of officer 19 & above | | | | | 23,000 | | 23,000 |
| | Travel cost | | 8,000 | 1 | | 8,000 | - | 8,000 |
| | DSA (including night stay and meals) | | 15,000 | 1 | | 15,000 | - | 15,000 |
| | | | | | | | | |
| | Monitoring of officer 17 & 18 | | | | | 20,000 | | 20,000 |
| | Travel cost | | 8,000 | 1 | | 8,000 | | 8,000 |
| | DSA (including night stay and meals) | | 12,000 | 1 | | 12,000 | | 12,000 |
| K | **Development of Survey Tools** | | | | | **2,160,000** | **576,000** | **2,736,000** |
| | Development of Survey Plan | Man-days | 12,000 | 15 | | 180,000 | | 180,000 |
| | Development of Survey Manuals (Interviewer, Supervisor, Enthropometry & Water Testing) | Man-days | 12,000 | 30 | | 360,000 | | 360,000 |
| | Development of CAPI Manual | Man-days | 12,000 | 8 | | 96,000 | | 96,000 |
| | Customization of questionnaires | Man-days | 12,000 | 24 | | 288,000 | | 288,000 |
| | Questionnaires Translation & Re-Translation | Man-days | 12,000 | 36 | | 432,000 | | 432,000 |
| | Survey Manuals Translation | Man-days | 12,000 | 30 | | 360,000 | | 360,000 |
| | Customization of LoI | Man-days | 12,000 | 8 | | 96,000 | | 96,000 |
| | Development of tabulation plan | Man-days | 12,000 | | 16 | | 192,000 | 192,000 |
| | Development of Syntax for Analysis | Man-days | 12,000 | | 16 | | 192,000 | 192,000 |
| | Development of Pre-Testing Report | Man-days | 12,000 | 12 | | 144,000 | | 144,000 |
| | Development of ToT Report | Man-days | 12,000 | 17 | | 204,000 | | 204,000 |
| | Development/Customization of Snapshots/Infographics/Report Title | Man-days | 12,000 | | 16 | | 192,000 | 192,000 |
| L | **Printing of Survey Tools** | | | | | **1,746,100** | **7,450,000** | **9,196,100** |
| | Printing of enumerators manual (500) | Page | 7.00 | 112,500 | | 787,500 | - | 787,500 |
| | Printing of supervisors manual (80) | Page | 7.00 | 4,800 | | 33,600 | - | 33,600 |
| | Printing of booklets for data collection (500) | booklet | 50.00 | 500 | | 25,000 | | 25,000 |

| Code | Description | Unit | Rate | Qty | | | Amount | | | Total |
|---|---|---|---|---|---|---|---|---|---|---|
| | Printing of questionnaires (complete set) (1200) | Page | 5.00 | 180,000 | | | 900,000 | | | 900,000 |
| | Printing of Survey Finding Report -Provincial (2000) | Report | 3,000 | | 2,000 | | - | 6,000,000 | | 6,000,000 |
| | Printing of Statistical Snapshots & Cover box | Set | 1,200 | | 1,000 | | - | 1,200,000 | | 1,200,000 |
| | Printing of Infographics | Set | 250 | | 1,000 | | - | 250,000 | | 250,000 |
| C1 | **Consultative/Need Assessment Workshops** | | | | | | **1,033,800** | **0** | **0** | **1,033,800** |
| | DSA for BoS officers for travel @ RS. 12,000/- for 6 persons in 4 workshops | Persons | 12,000 | 24 | | | 288,000 | - | - | 288,000 |
| | Travel cost of BoS officers for travel @ RS. 3,000/- for 6 persons in 4 workshops | Persons | 3,000 | 24 | | | 72,000 | - | - | 72,000 |
| | Cost of managerial staff for workshops @ Rs. 1500/- for 1 persons in 4 workshops | Persons | 1,200 | 12 | | | 14,400 | - | - | 14,400 |
| | Cost of Ancillary support for workshops @ Rs. 1200/- for 3 persons in 4 workshops | Persons | 1,200 | 12 | | | 14,400 | - | - | 14,400 |
| | Stationary Cost etc. @ Rs.250/- for 50 participants each for 4 workshops | Persons | 250 | 200 | | | 50,000 | - | - | 50,000 |
| | Refreshment cost @2500/participant for 50 participants each for 4 workshops | Persons | 2,500 | 200 | | | 500,000 | - | - | 500,000 |
| | Cost of multimedia and sound system etc. | LS | 50,000 | 1 | | | 50,000 | - | - | 50,000 |
| | Miscellaneous cost | LS | 45,000 | 1 | | | 45,000 | - | - | 45,000 |
| M | **Technical Support by UNICEF-In kind** | | | | | | **6,500,000** | **0** | | **6,500,000** |
| | WQT test kits Partially parts managed locally) | LS | 500,000.00 | 1 | | | 500,000 | - | | 500,000 |
| | Provision of two consultants | LS | 2,000,000.00 | 3 | | | 6,000,000 | | | 6,000,000 |

# CONTRIBUTION OF UNICEF IN COST OF MULTIPLE INDICATOR CLUSTER SURVEY (MICS) PUNJAB, 2022-23

| S. No | Details of Expenditure | Input Type | Unit Defined | Unit Cost | Quantity | | | Cost | | | Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | 2021-22 | 2022-23 | Total | 2021-22 | 2022-23 | Total | US $ |
| 1 | Survey Equipment (UNICEF) | E | List | | | | | 6,000,000 | | **6,000,000** | 37,500 |
| 2 | Survey Office Support Staff | S | Month | | | | | 5,646,000 | 11,292,000 | **16,938,000** | 105,863 |
| 3 | Refreshment/Tea for office meetings | O | Meeting | 3,000 | 15 | 15 | 30 | 45,000 | 45,000 | **90,000** | 563 |
| 4 | DSA for Monitoring of F/Work & Trainings by officers 19 & above | Q | Day trip | 15,000 | 60 | 120 | 180 | 900,000 | 1,800,000 | **2,700,000** | 16,875 |
| 5 | Training of Trainers (15 days) | Tg | Training | 3,957,000 | | 1 | 1 | 3,957,000 | | **3,957,000** | 24,731 |
| 6 | Refreshment for Training of Enumerators (27days) | Tg | Training | 28,080,000 | | 1 | 1 | | 28,080,000 | **28,080,000** | 175,500 |
| 7 | Provincial Dissemination workshop | A | Seminar | 1,500,000 | | 1 | 1 | | 1,500,000 | **1,500,000** | 9,375 |
| 8 | Other stakeholder seminars | A | Seminars | 500,000 | | 2 | 2 | | 1,000,000 | **1,000,000** | 6,250 |
| 9 | Divisional level workshop | A | Seminars | 400,000 | | 9 | 9 | | 3,600,000 | **3,600,000** | 22,500 |
| 10 | Technical Support by UNICEF-In kind | | List | | | | | | 6,500,000 | **6,500,000** | 40,625 |
| | **Total** | | | | | | | **16,548,000** | **53,817,000** | **70,365,000** | **1,801,612** |

| Sr. No. | Designation | Required Number | Additional Staff (Only for Training) | Total |
|---|---|---|---|---|
| **HR for MICS Punjab, 2022-23** | | | | |
| **House Listing** | | | | |
| 1 | Listers | 91 | 20 | 111 |
| 2 | Team Supervisors | 23 | 0 | 23 |
| **Field Work** | | | | |
| 1 | Measurers | 55 | 14 | 69 |
| 2 | Male Enumerators | 55 | 6 | 61 |
| 3 | Female Enumerators | 165 | 41 | 206 |
| 4 | Team Supervisors | 55 | 6 | 61 |
| | **Grand Total** | 330 | 66 | 396 |

**Qualification Required for Each Individual Post**

There will be recruitment of field staff and following is the selection criteria and job description:

**Team Supervisor**

  i)   At least 2$^{nd}$ class MA/MSc. preferably in Statistics/ Economic/ Sociology/ Social Work / Gender Studies

  ii)  Proficiency in use of IT equipment (Computer/Tablets)

  iii) The candidates having experience of any tablet-based survey will be preferred

**Enumerator**

  i)   At least 2$^{nd}$ class BA/BSc. preferably in Statistics/ Economic/ Sociology/ Social Work / Gender Studies

  ii)  Proficiency in use of IT equipment (Computer/Tablets)

  iii) The candidates having experience of any tablet-based survey will be preferred

**Measurer**

  i)   At least 2$^{nd}$ class BA/BSc. preferably in Statistics/ Economic/ Sociology/ Social Work / Gender Studies

  ii)  Proficiency in use of IT equipment (Computer/Tablets)

  iii) The candidates having experience of any tablet-based survey will be preferred

**Lister**

  i)   At least 2nd class BA/BSc. preferably in Statistics/ Economic/ Sociology/ Social Work / Gender Studies

  ii)  The candidates having experience of listing in survey will be preferred

**TORs of Each Individual Post (Tasks/Responsibilities)**

**Team Supervisor**

  i)   To supervise the work of Enumerators and Measurers/Observers in the team

  ii)  To guide the enumerators for correction of any mistakes during the data collection

  iii) Coordination with the BOS Headquarters for any issues relating to the data collection

  iv)  To convey instructions of the Operational Group/Monitors form BOS to the Enumerators and to ensure implementation of the instructions

**Enumerator**

i) To conduct interviews of the respondents from selected households

ii) To coordinate with the Team Supervisor for implementing the instructions of Operational Group/Monitors form BOS

iii) Sharing the data on BOS Server online through tablet

**Lister**

i) Contact local notables in each cluster to inform them about the house listing operation and to obtain their cooperation along with the address and mobile phone number (s) for Team Supervisor and Regional Supervisor as well as for Data Collection Teams

ii) Identify the boundaries of the cluster carefully

iii) The Lister will adopt systematic manner to move in the EB/cluster as explained during training i.e., adopting Right Hand Rule

iv) The Lister will use a permanent marker for door marking in a defined way

v) The Lister will use the hard copies of "Household Listing Form" to record all structures, households, dwellings, establishments and industries found in the EB/cluster

vi) Communicate to the Team Supervisor about problems encountered in the field and follow his instructions

vii) The Listers will be responsible for their quality listing and if any discrepancy arises at later stage, they will be responsible to remove it at their own cost

**Measurer**

i) To obtain measurements of height & weight of the eligible children in the selected households

ii) To coordinate with the Team Supervisor for implementing the instructions of Operational Group/Monitors form BOS

iii) Sharing the data on BOS Server online through tablet

**Multiple Indicator Cluster Survey (MICS) Punjab 2022-23 (Cost Comparison Analysis)**

| Number & Scope | Survey | No. of Indicators | HHs (000) | Enumeration Blocks | Cost (Mill. Rs.) | HR (#) | Duration (Months) |
|---|---|---|---|---|---|---|---|
| 1/D | MICS2-2003-4 | 44 | 30 | 2,190 | 23.808 | 315 | 12 |
| 2/T | MICS3-2007-8 | 75 | 91 | 6368 | 200.00 | 765 | 16 |
| 3/T | MICS4-2011 | 100 | 103 | 7320 | 199.32 | 817 | 24 |
| 4/D | MICS5-2014 | 125 | 41 | 2140 | 160.43 | 429 | 24 |
| 5/D | MICS6-2017-18 | 211 | 54 | 2,692 | 219.86 | 540 | 18 |
| 6/T | MICS-2022-23 | TBD | 55 | 2750 | 294.023 | 330 | 18 |

# TERMS OF REFERENCES (TORS)
## FOR THE FIRM/ORGANIZATION/ACADEMIC INSTITUTION TO CONDUCT THIRD PARTY INDEPENDENT MONITORING

## FOR THE SCHEME TITLED

## MULTIPLE INDICATOR CLUSTER SURVEY (MICS) PUNJAB, 2022-23

## BUREAU OF STATISTICS

## PLANNING AND DEVELOPMENT BOARD
## GOVERNMENT OF THE PUNJAB
## LAHORE

**Background**

The Bureau of Statistics (BoS), Punjab is committed to provide support and to play its role for rapid social development and economic growth of the province. The stakeholders are keen to remain watchful on the outcome of the development efforts and to monitor the progress through scientific investigation. This would not have been possible without data, based on a well-defined methodology. The Multiple Indicator Cluster Survey (MICS) is such an international household survey programme, developed and supported by UNICEF at global level, to support decision makers in social sector policy making. MICS is designed to collect estimates of key indicators that are used to assess the current situation of various socio-economic indicators.

**Objectives of MICS Punjab 2022-23**

Since its inception in 1995, the MICS, has become the largest source of statistically sound and internationally comparable data on situation of various indicators relating to women & children, worldwide. MICS is a very beneficial survey for providing support to the policy makers in social sector and provides relevant data on many socio-economic indicators. MICS Punjab, 2022-23 will be conducted at district level to achieve following objectives/targets:
- Providing updated and reliable statistics on various socio-economic indicators of Households, Children and Women in the province
- Enabling rational district level planning and resource allocation on basis of credible data
- Providing basis for comparison of progress in various key socio-economic indicators with previous rounds of MICS
- Providing data for assessment of the progress on many important indicators relating to the Sustainable Development Goals (SDGs) and for meeting other international commitments
- Using in-depth analysis for identifying gaps & grey areas in social sectors by collecting relevant data up to district level and facilitating planners & policy makers for more effective resource allocations & evidence based decision making
- To provide data for time series analysis and cross comparisons
- To collect behavioural and attitudinal data not available in other data sources; Support the Policy makers in Data Driven Decision making at district level

An independent consultancy firm/organization/academic institution would be engaged to assess and validate the following MICS, 2022-23 quality assurance elements by the executing agency;
- Whether all agreed protocols of the MICS methodology are being followed in true spirit?
- Whether all due processes, steps, spot checks, process evaluation, quality assurance mechanisms of an international survey backed by global protocols are being followed?
- Whether all processes, inputs-activities-outputs monitoring, and process monitoring are being followed by the executing agency?
- Whether key steps TOT, pre testing, CAPI based data collection, field survey, data analysis etc are being executed according to the laid down protocols and procedures and according to the agreed plan?

- Whether quality staff engaged, systems opted, and equipment IT related used are according to the specifications and functions approved?
- Whether efficiency, effectiveness and relevance elements are being taken care of, and Identifying associated issues, challenges and proposing solutions at the spot for course correction.

**Firm/Organization/Academic Institution will perform the following tasks/duties in the areas list below under the guidelines of all stakeholders and report to Director General, BOS, Punjab.**

**Terms of Reference (TORS)**

1. Developing tools for a sub sample of the total sample of MICS Punjab 2022-23 to conduct third party/independent monitoring of the project key elements, including others, field survey with the consultation of BoS
2. Monitoring all survey activities, steps and execution of MICS 2022-23, all trainings including TOT and others

   (A standard checklist would be prepared in advance and shared with MICS team, BoS and UNICEF)
3. Verifying presence of the teams (supervisors, enumerators, measurers) as scheduled in the field (checklist would be prepared in advance with MICS team)
4. Reviewing the process of interview (checklist to standardize output) responses and confirm the quality of responses adequacy and relevance
5. Reviewing the quality of interview by observing that the standard protocols are being addressed in the field
6. Reviewing supervisors, enumerators, and measurers performing their assigned functions.
7. Randomly select sampled households (3-5 percent of the sample h/holds), and verify from the sample list that those have been correctly identified by the survey teams. In case of more than one household residing in a structure, check that standard process has been followed to select the household for interview
8. Checking the quality of the overall MICS7 processes (checklist), functions, specifications of IT equipment, supply and demand side issues in general
9. Recording, identifying and reporting timely any additional observation that may be helpful in identifying problems in the implementation of the MICS
10. Fill observation checklists, compile monitoring report and submit to MICS team on weekly basis and end term
11. Checking the proper working of CAPI
12. Monitoring data analysis process and observe quality issues
13. Monitoring the timeline of the MICS 2022-23
14. Preparing report of each process of MICS 2022-23

## Activity Plan MICS 2022-23

| Tasks | 2022 | | | | | | | | | | | | 2023 | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| Notification of all committees from P&D Board | ▓ | | | | | | | | | | | | | | | | | |
| Nomination of focal persons from the departments | ▓ | | | | | | | | | | | | | | | | | |
| Survey plan (SP) | ▓ | ▓ | ▓ | ▓ | | | | | | | | | | | | | | |
| Sample design from PBS | ▓ | ▓ | | | | | | | | | | | | | | | | |
| Consultative Workshops (04) with stakeholders | | ▓ | ▓ | | | | | | | | | | | | | | | |
| Meetings with department's focal persons regarding indicators | | | ▓ | | | | | | | | | | | | | | | |
| *Survey Design Workshop* | | | | | | | | | | | | | | | | | | |
| Customise & finalize LoI | | | | ▓ | | | | | | | | | | | | | | |
| Meeting of Steering Committee for the approval of SP & LoI | | | | ▓ | | | | | | | | | | | | | | |
| Procurement of supplies: salt test kits, water quality testing equipment | | | ▓ | ▓ | | | | | | | | | | | | | | |
| Recruitment HR for Listing | | | ▓ | ▓ | | | | | | | | | | | | | | |
| Training of Listing Staff | | | | ▓ | | | | | | | | | | | | | | |
| Listing Fieldwork | | | | ▓ | ▓ | ▓ | | | | | | | | | | | | |
| Carry out sample selection (SSU) | | | | | ▓ | ▓ | | | | | | | | | | | | |
| Data Entry Listing | | | | | | ▓ | ▓ | | | | | | | | | | | |
| Customise questionnaires and manuals (including translation and back translation of questionnaires and translation of manuals, if needed) | | | | ▓ | ▓ | ▓ | | | | | | | | | | | | |
| Meeting of Steering Committee for the approval of Survey Tools | | | | | | ▓ | | | | | | | | | | | | |
| Training of Trainers (ToTs) and pre-test using paper questionnaires | | | | | | | ▓ | | | | | | | | | | | |
| Carry out logistical arrangements | | | | | ▓ | ▓ | ▓ | | | | | | | | | | | |
| Prepare report from pre-test of paper questionnaires; finalise questionnaires and manuals | | | | | | | ▓ | | | | | | | | | | | |
| Printing of survey tools | | | | | | | ▓ | | | | | | | | | | | |
| Prepare the sample for the fieldwork CAPI application | | | | | | | ▓ | | | | | | | | | | | |
| *Data Processing Workshop* | | | | | | | | | | | | | | | | | | |
| Customisation of CAPI application | | | | | ▓ | ▓ | | | | | | | | | | | | |
| Desk testing of CAPI application | | | | | | ▓ | ▓ | | | | | | | | | | | |
| Field Testing of CAPI application | | | | | | | ▓ | | | | | | | | | | | |
| Recruitment of field work staff (TS, Enumerators, Observers and Measurers) | | | | | | ▓ | ▓ | | | | | | | | | | | |
| Fieldwork Training | | | | | | | | ▓ | ▓ | | | | | | | | | |
| Fieldwork/ Data collection | | | | | | | | | ▓ | ▓ | ▓ | ▓ | | | | | | |
| Secondary data editing and cleaning | | | | | | | | | | | ▓ | ▓ | | | | | | |
| Customise Tabulation Plan | | | | | | | | | | | ▓ | ▓ | | | | | | |
| Customise SPSS syntaxes | | | | | | | | | | | | ▓ | ▓ | | | | | |
| Finalise datasets and Data Analysis | | | | | | | | | | | | | | ▓ | ▓ | ▓ | | |
| Prepare survey weights by PBS | | | | | | | | | | | | | | ▓ | ▓ | | | |
| **Meeting of Steering Committee for the approval of Results of the Survey** | | | | | | | | | | | | | | | | ▓ | | |
| Prepare Survey Findings Report | | | | | | | | | | | | | | | | ▓ | ▓ | |
| *Data Interpretation and Dissemination Workshop* | | | | | | | | | | | | | | | | | | |
| Plan and prepare dissemination materials | | | | | | | | | | | | | | | | | | ▓ |
| Printing of SFR | | | | | | | | | | | | | | | | | | ▓ |
| Provincial Dissemination of Survey Findings Report | | | | | | | | | | | | | | | | | | ▓ |
| Divisional Dissemination of Survey Findings Report | | | | | | | | | | | | | | | | | | ▓ |
| Prepare survey archive | | | | | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ | ▓ |

| To be substituted for notification of even No. dated 13-01-2017 |
|---|

GOVERNMENT OF THE PUNJAB
<u>PLANNING & DEVELOPMENT BOARD</u>

Dated Lahore, the _____ January, 2022

**N O T I F I C A T I O N**

*No. BS (SDR)-25(10)/2016.* The Planning and Development Board, Government of the Punjab has decided to conduct District-based Multiple Indicator Cluster Survey (MICS) Punjab, 2022-23. The following Steering Committee on MICS, 2022-23 has been notified to approve the survey indicators and final report of the survey:-

| | |
|---|---|
| Chairman, P&D Board | Chairman |
| Secretary, Finance | Member |
| Secretary, P&D Board | Member |
| Secretary, Health | Member |
| Secretary, Education (Schools) | Member |
| Secretary, LG & CD | Member |
| Secretary, HUD & PHE | Member |
| Secretary, Social Welfare | Member |
| Secretary, Population Welfare | Member |
| Chief Economist, P&D Board/Joint Chief Economist, P&D Board | Member |
| Director General, BoS Punjab | Member/Secretary |
| Representative of PBS | Member |
| Representative of UNICEF | Member |
| Focal Person nominated by P&D Board. | Coordinator |

**Terms of Reference**

The MICS Steering Committee will have the following terms of reference:
- To work as guiding body for the executing department and the personnel involved in the activity
- Approval of the Survey Plan, including Questionnaire and Sample Design as well as the timeline
- To keep oversight of the survey implementation process
- Approval of the Survey Results and Reports
- To ensure that issues related to ethics are documented, investigated and resolved, including those presented by the IRB (International Review Board) or suitable alternative

**CHAIRMAN
PLANNING & DEVELOPMENT BOARD**

**No. & Date Even**.
A copy is forwarded for information to:-
1. Secretary, Finance, Government of the Punjab, Lahore
2. Secretary, Health, Government of the Punjab, Lahore
3. Secretary, Education (Schools), Government of the Punjab, Lahore
4. Secretary, Local Government & CD, Government of the Punjab, Lahore
5. Secretary, HUD & PHE, Government of the Punjab, Lahore
6. Secretary, Social Welfare, Government of the Punjab, Lahore
7. Secretary, Population Welfare, Government of the Punjab, Lahore
8. Chief Economist, P&D Board, Punjab, Lahore
9. The Director General, PBS, Plot # 21, Mauve Area, G-9/1, Islamabad
10. The Director General, BoS Punjab, 65-Trade Centre Block, M.A. Johar Town, Lahore
11. The Chief, UNICEF, Punjab, 124-C-II Block Model Town, Lahore.

**Focal Person on MICS**

**No. & Date Even**.
A copy is forwarded for information to:-
1. PSO to Chairman, P&D Board, Lahore
2. PS to Secretary, P&D Board, Lahore

**Focal Person on MICS**

GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD

Dated Lahore, the _____ January, 2022

# **N O T I F I C A T I O N**

*No. BS (SDR)-25(10)/2016.* The Planning and Development Board, Government of the Punjab has decided to conduct District-based Multiple Indicator Cluster Survey (MICS) Punjab, 2022-23. The following Technical Committee is constituted to provide technical support to the MICS Steering Committee and MICS Planning & Coordination Group:-

| | |
|---|---|
| Chief Economist/Joint Chief Economist, P&D Board | Chairman |
| Director General, BoS Punjab | Member |
| Director, PERI | Member |
| Deputy Project Director/Director, BoS Punjab | Member/Secretary |
| Representative of UNICEF | Member |
| Focal Person nominated by P&D Board | Coordinator |
| Programme Manager, Punjab SDGs Support Unit | Member |
| Dr. Kalsoom Akhtar Ch., H.O.D, Department of Statistics, Kinnaird College Lahore | Member |
| Dr. Babar Aziz, H.O.D, Department of Economics, GCU Lahore | Member |

## **Terms of Reference**

- To review the data gaps, indicated in the data needs assessment and advise on the list of indicators, questionnaire modules and content
- To keep oversight of the survey management and institutional arrangements
- To appoint dedicated focal points on ethics and develop a protection protocol for ensuring that ethical concerns are reflected on and mitigated against during the life cycle of the survey
- To review & advise on the sample design, customized questionnaires and manuals
- To coordinate in preparation for the fieldwork, including informing all the related stakeholders
- To review the draft tabulations, the statistical analysis and draft chapters of the Key Findings and Final Reports and provide technical inputs of the organizations represented on the Technical Committee
- To reach out and consult experts if needed for the preparation of the Final Report
- To highlight key messages for dissemination of the findings

**CHAIRMAN P&D BOARD**

**No. & Date Even**.

A copy is forwarded for information to:-

1. Chief Economist/Joint Chief Economist, P&D Board, Punjab, Lahore
2. The Director General, BoS Punjab, Lahore.
3. The Director, PERI, 48-Civic Centre, Johar Town, Lahore
4. The PME Officer, UNICEF, Lahore
5. Focal Person, P&D Board, Punjab, Lahore
6. Dr. Kalsoom Akhtar Ch., H.O.D, Statistics Department, Kinnaird College Lahore
7. Dr. Babar Aziz, H.O.D, Department of Economics, GCU Lahore

**Focal Person on MICS**

**No. & Date Even**.

A copy is forwarded for information to:-
1. PSO to Chairman, P&D Board, Lahore
2. PS to Secretary, P&D Board, Lahore

**Focal Person on MICS**

GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT BOARD

Dated Lahore, the _____ January, 2022

## N O T I F I C A T I O N

*No. BS (SDR)-25(10)/2016.* The Planning and Development Board, Government of the Punjab has decided to conduct District-based Multiple Indicator Cluster Survey (MICS) Punjab, 2022-23. The following Coordination Group on MICS, 2022-23 has been notified to ensure successful completion of the survey:-

| | |
|---|---|
| Director General, BOS, Punjab | Chairman |
| Focal Person, Finance Department, Punjab | Member |
| Director, Punjab Economic Research Institute (PERI) | Member |
| Chief (RP), P&D Board Punjab | Member |
| Focal Person, P&D Board | Member |
| Focal Person, Primary & Secondary Healthcare Department | Member |
| Focal Person, Specialized Healthcare & Medical Education Department | Member |
| Focal Person, LG&CD Department | Member |
| Focal Person, HUD&PHE Department | Member |
| Focal Person, Social Welfare Department | Member |
| Focal Person, Population Welfare Department | Member |
| Focal Person, Labour & Human Resource Department | Member |
| Focal Person, Women Development Department | Member |
| Focal Person, School Education Department | Member |
| Focal Person, Pakistan Bureau of Statistics (PBS) | Member |
| Focal Person, Child Protection & Welfare Bureau | Member |
| PMER Specialist, UNICEF | Member |
| Director, Bureau of Statistics, Punjab | Member/Secretary |

### Terms of Reference

- To provide technical support to the Steering Committee
- Technical review of survey design, list of indicators, survey tools and manuals
- Overseeing training of the field teams and field implementation of the survey through monitoring visits
- To review preliminary findings of the survey & draft reports

**CHAIRMAN P&D BOARD**

### No. & Date Even.

A copy is forwarded for information to:-
1. The Secretary, Government of the Punjab, Finance Department
2. The Director General, BOS, 65-Trade Center Block, Johar Town, Lahore
3. The Director, PERI, 48-Civic Centre, Johar Town, Lahore
4. The Chief (RP), P&D Board Punjab, Lahore
5. Focal Person, Primary & Secondary Healthcare Department, Punjab, Lahore
6. Focal Person, Specialized Healthcare & Medical Education Department, Punjab, Lahore
7. Focal Person, LG&CD Department, Punjab, Lahore
8. Focal Person, HUD&PHE Department, Punjab, Lahore
9. Focal Person, Social Welfare Department, Punjab, Lahore
10. Focal Person, Population Welfare Department, Punjab, Lahore
11. Focal Person, Labour & Human Resource Department, Punjab, Lahore
12. Focal Person, Women Development Department, Punjab, Lahore
13. Focal Person, School Education Department, Punjab, Lahore
14. Focal Person, PBS, Plot # 21, Mauve Area, G-9/1, Islamabad
15. Focal Person, Child Protection Bureau, Punjab, Lahore
16. The PMER Specialist, UNICEF, House No. 9, Aitchison Housing Society, Johar Town, Lahore
17. Director, Bureau of Statistics, Punjab, Lahore

**Focal Person on MICS**

### No. & Date Even.
A copy is forwarded for information to:-
1. PSO to Chairman, P & D Board, Lahore
2. PS to Secretary, P & D Department, Lahore

**Focal Person on MICS**