Punjab-Pakistan, 2017
MULTIPLE INDICATOR CLUSTER SURVEY PLAN

October, 2017

Contents

1. Background and Objective

The Multiple Indicator Cluster Survey (MICS) is an international household survey programme developed and supported by UNICEF. MICS is designed to collect estimates of key indicators that are used to assess the situation of children and women. Over the past 20 years MICS has evolved to respond to changing data needs, expanding from 28 indicators in the first round to 200 indicators in the current sixth round, and becoming a key source of data on child protection, early childhood education, and a major source of data on child health and nutrition. In addition to being a data collection tool to generate data for monitoring the progress towards national goals and global commitments aimed at promoting the welfare of children, MICS has provided valuable data for MDG monitoring being a major source of data for the UN Secretary General's Final Millennium Development Goals Progress Report.

Since the inception of MICS in the 1990s, close to 300 surveys have been carried out in more than 100 countries. As part of the global effort to further develop national capacities to generate and analyse high quality and disaggregated data, UNICEF launched the sixth round of MICS surveys in October 2016, with results expected to be available starting field work from the November of 2017. Today, MICS is well positioned to play a central role in the new 2030 Agenda for Sustainable Development data landscape alongside other key demographic, health and socio-economic surveys and to complement data from administrative sources and censuses. MICS was already covering some of the SDG indicators that are household-based. After undergoing rigorous methodological and validation work to broaden the scope of the tools and include new topics that reflect SDG indicators and emerging issues in the 2030 Agenda for Sustainable Development context, MICS6 questionnaires in the sixth round will cover about 40 percent of household-based SDG indicators.

> **Monitoring progress towards the 2030 Agenda for Sustainable Development through MICS**
>
> In 2016, the final list of Sustainable Development Goals (SDGs) indicators was endorsed by the UN Statistical Commission, following the global adoption of the 17 SDGs and 169 targets of the 2030 Agenda for Sustainable Development. The final SDG indicator framework includes 230 global indicators, around 30 percent of which are household-based. The MICS questionnaires have undergone rigorous methodological and validation work to broaden the scope of the tools and include new topics that reflect SDG indicators and emerging issues in the 2030 Agenda for Sustainable Development context.
>
> The new topics that have been developed include: rapid water quality testing, social transfers, foundational learning skills (children age 7-14), child and adult functioning, migration status, use of clean fuels and technology, and victimization.

As governments begin to develop national frameworks to monitor progress towards the SDGs and establish baselines, strategic planning and investments will be required to collect robust, more frequent, and timely data. The new round of MICS presents a unique opportunity to support this process.

20 Years of MICS

By numbers, the successes of MICS are evident. Since its 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 initiatives such as the Millennium Development Goals (MDGs), a Promise Renewed and the United Nations General Assembly Special Session on HIV/AIDS. In 2015, MICS data accounted for 20–40 per cent of data on a range of indicators for the MDG end line assessment. 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.

MICS has a long history of covering major development goals and Key indicators to monitor country progress

ROUND	APPROXIMATE PERIOD OF SURVEY IMPLEMENTATION	MAJOR INITIATIVES
MICS1	1995–1999	World Summit for Children Goals: Mid-Decade Monitoring
MICS2	1999–2004	World Summit for Children Goals: End-Decade Monitoring
MICS3	2004–2009	World Fit For Children Goals Millennium Development Goals United Nations General Assembly Special Session (HIV) Abuja Targets (Malaria)
MICS4	2009–2012	Millennium Development Goals United Nations General Assembly Special Session (HIV) Abuja Targets (Malaria)
MICS5	2012–2015	Final assessment of the Millennium Development Goals A Promise Renewed (Maternal and Child Health) United Nations General Assembly Special Session (HIV) Abuja Targets (Malaria)

MICS in Pakistan

First MICS round was conducted by UNICEF, in collaboration with the Ministry of Health and Gallup Pakistan (1995-96), using a representative sample of approximately 15,000 households. The Pakistan Bureau of Statistics (PBS) provided the sampling design for the survey. The outcome of this maiden MICS exercise in Pakistan contributed significantly to the Mid-Decade Review efforts of the government, as well as helped to refocus the country's attention on the World Summit Goals.

MICS in Punjab

Bureau of Statistics (BOS), Punjab has conducted four rounds of MICS; 2003-04, 2007-08, 2010-11 and 2014 in Punjab up till now. The salient features of these rounds of MICS are summarized below:

Sr. #	Year	Round	No. of Indicators	Global MICS methodology used	Clusters covered	HH covered	Level of estimation**	Disseminated at:
1.	2003-04*	1st	44	MICS2	2190	30932	District	Province
2.	2007-08*	2nd	75	MICS3	6368	91280	Tehsil	Province and Divisions
3.	2011	3rd	100	MICS4	7320	102545	Tehsil	Province and Divisions
4.	2014	4th	125	MICS5	2140	41413	District	Province and Divisions

*   These MICS surveys were not part of Global MICS program protocols; however, surveys have been conducted using the MICS methodology, principles and guidelines

**   Results are also available by Gender, wealth index and education

MICS Punjab 2014

Key feature of MICS Punjab 2014 was that, for the first time, Data entry, cleaning and processing was done in-house by Bureau of Statistics Punjab under the supervision and guidance of international and national consultants.

Further, Bureau of Statistics Punjab (BOS) developed 10 equity profiles based on the following themes:

1. Saving newborns
2. Stunting
3. Underweight
4. Promote appropriate spacing in deliveries for a healthy generation
5. Gender equality in education
6. Child education
7. Improved sanitation facilities
8. Child Identity
9. Child development
10. Reduction in Child marriage

MICS Punjab 2017

BOS is planning to conduct the fifth round of MICS in Punjab at District level by adopting MICS6 methodology. After the era of the MDGs, the countries over the world are now entering into a new global agreement on the "Sustainable Development Goals (SDGs)", and Pakistan is also a signatory of the agreement.

A good quality and timely data will be required to assess progress on the SDGs for every country. MICS will produce statistically sound and internationally comparable estimates of 188 socio-economic indicators, required for monitoring goals & targets of the SDGs and other global commitments. MICS will provide relevant data on 34 SDGs indicators that will also work as a baseline for comparison with future developments in these areas and will be used to assess progress with passage of time. These indicators will be used for planning and

policy making for formulation of socio-economic development plans, particularly for children and women and for the society as a whole.

Preparation of PC-II

Government of Punjab is committed to promote evidence based planning, particularly in social sector of the province. MICS is designed to collect statistically sound, internationally comparable estimates of key indicators that are used to assess the situation of children and women in the areas of health, education, child protection and HIV/AIDS. MICS also provides data that is essential for developing evidence-based policies as well as monitor progress towards national goals and global commitments aimed at promoting the welfare of children, including the Sustainable Development Goals (SDGs).

Bureau of Statistics (BOS), Government of the Punjab is a premier statistical organization of the province and is responsible to provide a reliable and timely statistics. Four rounds of MICS in Punjab have been conducted by the BOS successfully since 2003-04, every three to four years. To conduct the 5th round of MICS Punjab 2017, a PC-II was prepared and submitted to Planning & Development Department (P&DD) for approval. PDWP meeting was held in Dec. 2016 in which the PC-II approved with the cost of Rs.322.050 million for a period of 18 months started from Jan. 2017.

UNICEF Pakistan also provides technical and financial support to the survey. In terms of financial support, UNICEF will provide funds for part of training, monitoring, purchase of equipment, the dissemination workshop and secondary analysis. On technical side UNICEF will provide international consultants to review sampling methodology, survey planning and data processing.

Objectives

The purpose of conducting the MICS survey is to provide relevant data for evidence based planning and policy making in various socio-economic sectors. The main objectives are as below:

- Providing updated and reliable statistics on various social and economic indicators at Household, Children, Women and Men levels in the province.
- Enabling the decision makers at Division and District level by providing socio-economic indicators
- Providing a basis for comparison of the progress in relation to various key socio-economic indicators with previous rounds of MICS in Punjab.
- Establishing benchmarks/baselines of those indicators which were not covered earlier for assessment of the progress on Sustainable Development Goals (SDGs) on regular basis in the province and for meeting other international commitments.
- Using in depth analysis, identifying gaps and grey areas in social sectors by collecting relevant data up to district level and facilitate planners and policy makers for more effective and efficient resource allocations & evidence based planning and policy making.

2. Governance Structure

Management Structure

For successful implementation of the survey, a high-level management structure has been notified to ensure quality, accountability, transparency, and ownership of the 2017 MICS survey in Punjab. The management structure is discussed in detail below.

Steering Committee

A "Steering Committee" has been constituted to approve the survey indicators and final report of the survey. The Committee consists of the Secretaries of the government aligned departments, UNICEF and two academic experts. The Chairman, P&D Board is the head of Steering Committee (*Annex-I*).

The steering committee is entrusted to the following terms of references:

1. To work as the 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 timetable
3. Oversight of the survey implementation process
4. Approval of the Survey Findings Report
5. Ensure that issues related to ethics are documented, investigated and resolved, including those presented by the International Review Board (IRB) or any other suitable alternative.

Planning & Coordination Group

Planning and Coordination Group is headed by Secretary, P&DD. Heads of other departments are the members of this group (*Annex-II*). ToRs of the Planning and Coordination Group are as below:

1. Provide technical support to the Steering Committee
2. Technical review of survey plan and design, list of indicators, survey tools and manuals
3. Present the finalized survey plan and design, list of indicators to the Steering Committee for approval
4. Overseeing training of the field teams and field implementation of the survey through monitoring visits
5. Review preliminary findings of the survey and draft reports before submission to the Steering Committee.

MICS Technical Committee

A "Technical Committee" has been formulated to provide technical support to the MICS Steering Committee and MICS Planning & Coordination group. Chief Economist, P&D Board is the head of MICS Technical committee, Chief RP (focal person nominated by P&DD) act as member/ Secretary and the other members of academia are the members of the committee (*Annex-III*).

ToRs of this committee are proposed as below:

ToRs:

1. To review the data gaps indicated in the data needs assessment and advice on the list of indicators, the questionnaire modules and content.
2. 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 and advice on the sampling plan and sample design
5. To review and advice on the customized questionnaires and manuals
6. To coordinate preparation for the fieldwork, including informing all the related stakeholders
7. To review the draft tabulations, the statistical analysis and draft chapters the survey findings reports and provide technical inputs of the organizations represented on the technical committee.
8. To reach out and consult experts if needed for the preparation of the Final Report, if produced
9. To highlight key messages for dissemination of the findings

Operational Group

The Operational Group is headed by Director General, Bureau of Statistics Punjab as the Project Director of MICS 2017 assisted by Deputy Project Director and core group. During the performance of multifarious nature of duties the Project Director will be assisted by a Senior Director BOS /Deputy Project Director and following core officers / field staff:-
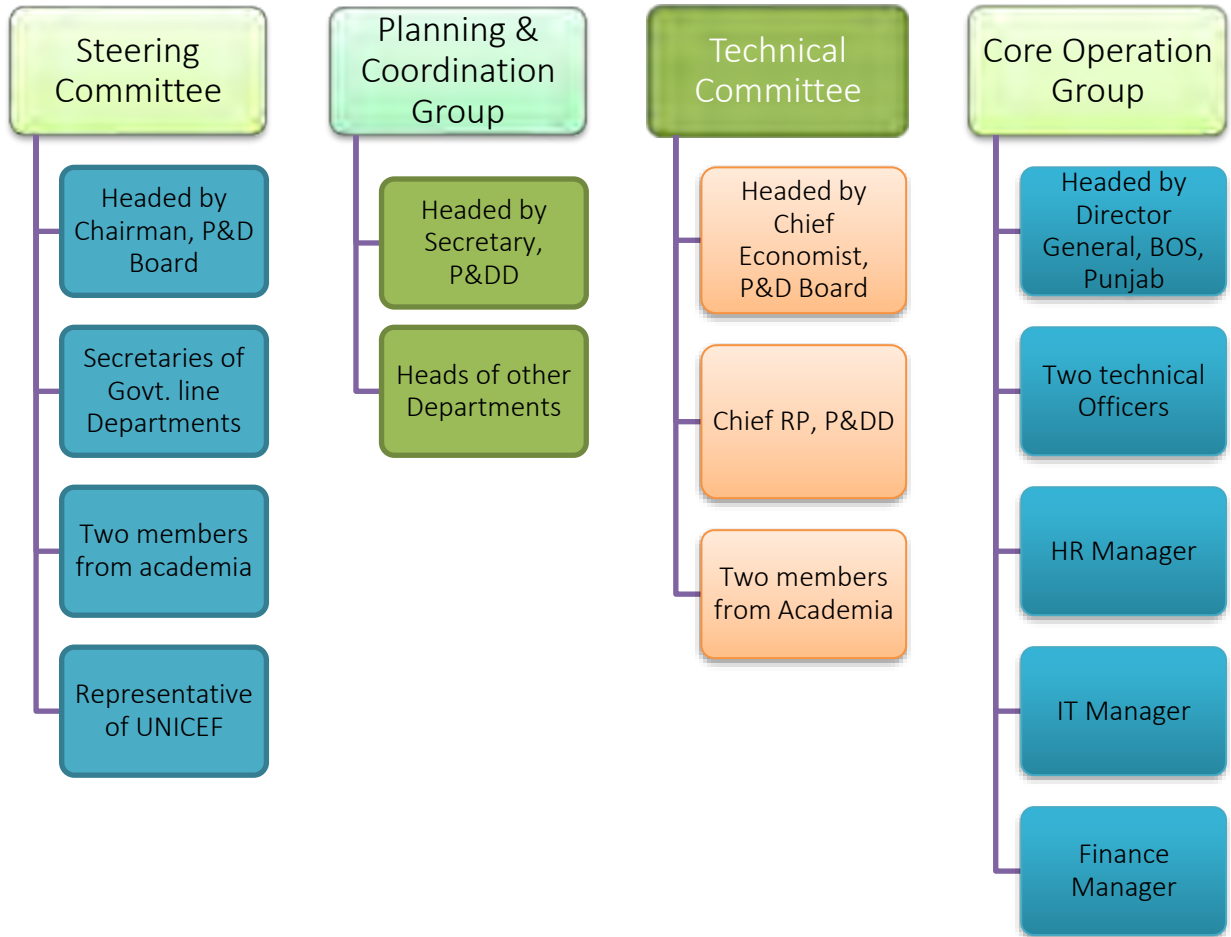
1. Two Technical Officers
2. Human Resource Manager
3. Finance Manager
4. IT Manager
5. Support Staff

The whole province is divided into ten regions, each region will be supervised by a regional supervisor.

The ToRs of the Operational Group are as below;

1. Conduction of consultative meetings and need assessment workshops.
2. Support in conducting meetings of the Steering Committee, Technical Committee and Planning and Coordination Group.
3. Orientation of the District Governments through holding of meetings with district authorities/DCOs.
4. Preparation of survey plan, development of other survey tools with customization, selection of indicators, preparation of questionnaire, and manual for Supervisors and Interviewers.
5. Pre-testing the questionnaires, 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 time frame.
7. Hiring field staff for data collection.
8. Preparation of training manual, training schedule and its implementation plan.
9. To facilitate smooth implementation of the field work with the coordination of the district authorities in all the districts.
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.

Organogram of Management Structure:

Steering Committee
- Headed by Chairman, P&D Board
- Secretaries of Govt. line Departments
- Two members from academia
- Representative of UNICEF

Planning & Coordination Group
- Headed by Secretary, P&DD
- Heads of other Departments

Technical Committee
- Headed by Chief Economist, P&D Board
- Chief RP, P&DD
- Two members from Academia

Core Operation Group
- Headed by Director General, BOS, Punjab
- Two technical Officers
- HR Manager
- IT Manager
- Finance Manager

Organogram of Functional Group:

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                              Project Director
                                  (DG, BOS)

                         Deputy Project
                            Director

Technical Officers   Human Resource   IT Manager (01)   Finance Manager   Regional
     (02)            Manager (01)                            (01)         Supervisors (10)

                                                                          Team supervisors

                              Observers (02)   Measurer (02)   Female         Male Interviewers
                                                             Interviewers ( 06)      (02)
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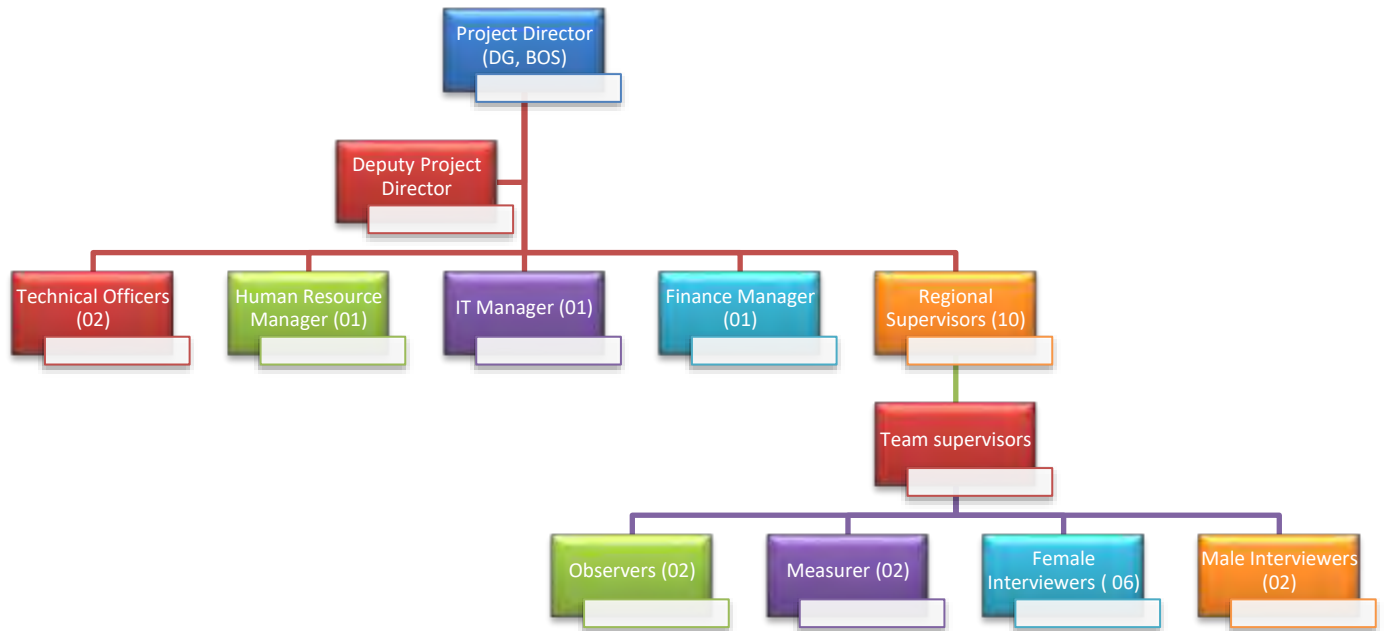
In addition, UNICEF (at PCO/ROSA/HQ) will provide technical assistance and review and monitor the entire processes. Further, in order to expedite and provision of technical assistance, more efficiently UNICEF ROSA will provide the support of a regional Household Survey and Data Processing Consultant. In addition, planning to engage provincial MICS Consultant and DP Consultant, to strengthen the support.

3. Indicators:

In order to align List of Indicators of MICS6 with SDGs, three consultative workshops were held across different cities in Punjab. The objective of these workshops was to receive feedback from concerned departments, experts and various stakeholders on the indicators to be included in Punjab MICS 2017. The feedback helped to improve the quality of the survey tools.

Each workshop targeted a different set of indicators. Experts in all workshops were divided into groups and directed to examine the relevance of each indicator in the context of Punjab and SDGs, as well as the validity of the definition and the way the indicator was measured. The questionnaires are modified according to the updated list of indicators created after these consultative workshops. After localization of standard list of MICS indicators, 16 indicators has been excluded and 29 indicators (including 7 sub-indicators) have been including (as a country-specific) indicators. The details is given below:

List of Indicators excluded/included in the Standard list of Indicators

Sno.	Sector	Questionnaire	Module	Indicators/ sub-Indicator	Indicator
Standard Indicators excluded					
1	Child Health	Household	TN	3.18a	Household availability of insecticide-treated nets
2				3.18b	
3				3.19a	Household vector control
4				3.19b	
5				3.20	Children under age 5 who slept under an ITN
6				3.21	Population that slept under an ITN
7				3.26	Pregnant women who slept under an ITN
8	Child Health	Children under 5	IM	3.7	Rotavirus immunization coverage
9				3.9	Rubella immunization coverage
10				3.10	Yellow fever immunization coverage
11	Child Protection	Individual Women age 15-49 years	FG	8.9	Approval for female genital mutilation/cutting (FGM/C)
12				8.10	Prevalence of FGM/C among women
13				8.11	Prevalence of FGM/C among girls
14	HIV and Sexual Behavior	Individual Women age 15-49 years	HA	9.1	Knowledge about HIV prevention among young women [M]
15				9.2	Knowledge of mother-to-child transmission of HIV [M]
16				9.3	Discriminatory attitudes towards people living with HIV [M]
17				9.4	Women who know where to be tested for HIV [M]
18				9.5	Women who have been tested for HIV and know the results [M]
19				9.6	Sexually active young women who have been tested for HIV and know the results [M]
20				9.7a	HIV counselling during antenatal care
21				9.7b	
22				9.8	HIV testing during antenatal care
23			SB	9.9	Young women who have never had sex

24				9.10	Sex before age 15 among young women
25				9.11	Age-mixing among sexual partners
26				9.12	Multiple sexual partnerships
27				9.13	Condom use at last sex among people with multiple sexual partnerships
28				9.14	Sex with non-regular partners
29				9.15	Condom use with non-regular partners
30		Individual Men age 15-49 years	MMC	9.17	Male circumcision
31	Tobacco and Alcohol Use*	Individual Women age 15-49 years	TA	12.3	Use of alcohol
32				12.4	Use of alcohol before age 15

*   Also excluding from Men questionnaire

Additional non-MICS Indicators included					
Based on existing MICS6 standard questionnaires					
1	Literacy and education	Household	ED	7.S2	Primary School Gross Attendance Ratio (Adjusted)
2	WASH	Household	WS	4.S1	Open Defecation
3	Socio-Economic Development	Household	HC	18.S1	Ownership of assets: House, land, livestock
4				18.S6	Mean household size
5				18.S7	Mean number of persons per room
6				18.S8	Household characteristics
7			ST	18.S5	Receiving pensions
8	Reproductive Health	Individual women age 15-49 years	CP	5.S3b	Contraceptive prevalence rate (Modern method)
9				5.S15b	Delayed bathing (at least 24-hours)
10	HIV and Sexual Behavior	Individual women age 15-49 years	HA	9.S1*	Knowledge about HIV prevention among young women [M]
11				9.S2*	Knowledge of mother-to-child transmission of HIV [M]
12				9.S3*	Discriminatory attitudes towards people living with HIV [M]
13				9.S4*	Women who know where to be tested for HIV [M]
14				9.S5*	Women who have been tested for HIV and know the results [M]
15				9.S6*	Sexually active young women who have been tested for HIV and know the results [M]
16				9.S7a*	HIV counselling during antenatal care
17				9.S7b*	
18				9.S8	HIV testing during antenatal care
19	Child Protection	Individual women age 15-49 years	MA	8.S5c	Early Marriage [M] (before age 16)
20		Children age 5-17 years	CL	8.S1	Hazardous & non-hazardous Child Labour
Based on questions added in the existing MICS6 standard questionnaires					
1	Literacy and education	Household	ED	7.S3	Participation rate (pre-school, primary and secondary)
2	Adult Functioning and Disability	Household	HL	19.S1	Persons with disability

3				19.S2	Registration of Disable persons
4				19.S3	Reason of disability
5				19.S4	Vocational trainings taken by assessed disabled
6				19.S5	Social protection
7	Reproductive Health	Individual women age 15-49 years	MN	5.S6b	Content of antenatal care (All four contents)
8			BH	5.S1	Number of Premature Births
9			MN	5.S2	Care provided by Lady Health Worker (LHW)
* Calculate from all ever-married women age 15-49 years					
Based on modules added in the MICS6 standard questionnaires					
1	Socio-Economic Development	household	RM	18.S2	Population working abroad
2				18.S3	Households receiving remittances
3				18.S4	Household receiving cash donation
4	Nutrition	Children Under 5	VS	2.S1	Vitamin A Supplementation

4. Questionnaires

Six questionnaires are included in the Punjab MICS 2017 as follows:
- The Household
- Women 15-49 years of age
- Men 15-49 years of age (Administered in 50% of sampled HH in each cluster)
- Children age 5-17 years[1] and
- Children under age five[2].
- Water Quality Testing (For a subset of households within each cluster)

The following modules are included in the Punjab MICS 2017 and some are excluded due to society norms and Insecticide Treated Nets Module of Household questionnaire excluded on the recommendation of pre-testing.

Household Questionnaire:

Modules included	Modules excluded
- Household Information Panel - List of Household Members - Education [3+] - Disability [18+] - Household Characteristics - Social Transfers - Household Energy use - Indoor Residual Spray - Water and Sanitation - Hand Washing - Salt Iodization	Insecticide Treated Nets

Questionnaire for Individual Women:

Modules included	Modules excluded
- Woman's Information Panel - Woman's Background - Mass Media and ICT - Fertility/Birth history* - Desire for Last Birth** - Maternal and New-born Health** - Post-Natal Health Checks** - Illness Symptoms	- Female Genital Mutilation/Cutting - Sexual Behaviour - Adult Functioning

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[1] For one randomly selected child in each household. This questionnaire is primarily administered to the mother or caretaker, apart from the Foundational Learning Skills module, which is administered to the child. In rare cases when a child age 15-17 has no mother or caretaker identified in the household, the respondent will be the child him/herself.
[2] Administered to their mothers or caretakers.

• Contraception*** • Unmet Need*** • Attitudes toward Domestic Violence • Victimization • Marriage • HIV/AIDS* • Maternal Mortality • Tobacco Use[1] • Life Satisfaction	

1.
   Alcohol Use questions dropped from women questionnaires
*   Module will be administered to all ever-married women age 15-49 years
**   Module will be administered to all ever-married women age 15-49 years with a live birth in last 2-years
*** Module will be administered to all currently married women age 15-49 years

Questionnaire for Individual Men:

Modules included	Modules excluded
• Man's Information Panel • Man's Background • Mass Media and ICT • Fertility* • Attitudes toward Domestic Violence • Victimization • Marriage • HIV/AIDS* • Tobacco Use[1] • Life Satisfaction	• Sexual Behaviour • Male Circumcision • Adult Functioning

1. Alcohol Use questions dropped from men questionnaires
* Module will be administered to all ever-married men age 15-49 years

Questionnaire for Children Age 5-17 Years:

Modules included	Modules excluded
• 5-17 Child Information Panel • 5-17 Background • Child Labour • Child Discipline [5-14] • Child Functioning • Parental Involvement [7-14] • Foundation Learning Skills [7-14]	**Note:** No module is excluded

Questionnaire for Children under Five:

Modules included	Modules excluded
• Under Five Child Information Panel • Under-Five's Background • Birth Registration • Early Childhood Development • Child Discipline [1-4] • Child Functioning [2-4] • Breastfeeding and Dietary Intake [0-2] • Immunization [0-2] • Care of Illness • Anthropometry • Vitamin A	**Note:** No module is excluded

5. Sample Design

For the first time since 1998 there is a Population census currently in progress (2017). The new sampling frame is anticipated in **October of 2017.**

Sample design

A request has been made to the PBS for the determination of sample size on the basis of prevalence rates of key indicators. The PBS is the key statistical agency of the country and custodian of National Sampling Frame. The sample size is based generally on the prevalence of relevant key indicators as described in MICS5 methodology. The other factors such as cost and time has also been considered at the time of calculation of the sample size.

Initially the 'population at risk' estimates used in the calculation based on the age distribution from the fresh 2017 Census, but after discussion the updated figures of 'population at risk' district based proportion according to MICS Punjab 2014. The allocation to the urban and rural parts of each district has been made, using square root allocation as per previous practice.

Following are the parameters proposed to PBS for estimation of sample size at district:

* Response rate of 90 percent is used
* Design effect of 2.0 for all districts is used
* Household size is assumed to be 6.4 (Reference to the MICS Punjab 2014)
* Relative margin of error 0.12 is considered acceptable
* Prevalence of underweight indicator will be used for the final computation of sample size
* In each cluster 20 households will be interviewed, out of these, 3 households will be randomly selected for Water Quality Testing.
* Fresh sampling frame generated during the census 2017 will be used
* Fresh listing of Census 2017 being provided by PBS will be used

Number of clusters and Households covered (Estimated)

Residence	Clusters	Households	Percentage
Urban	852	17,040	29.8
Rural	2,011	40,220	70.2
Total	2,863	57,260	100.0

Recruitment of Staff

The following table shows tentative number of personnel that may be increased/ decreased according to the requirements:

Sno.	Team composition	Number	Teams	Field force	Additional	Total HR
1	Regional supervisor					10
2	Field supervisor	1	40	40	2	42
3	Field observers	2	40	80	4	84
4	Measurers	2	40	80	4	84
5	Interviewer (Male)	2	40	80	4	84
6	Interviewer (Female)	6	40	240	12	252
7	Secondary editors					15
	Total	**13**		**520**	**26**	**571**

6. Survey Instruments

It is estimated that boards, scales, salt test kits, water quality test kits, tablets with accessories will be needed in the indicated amounts:

Type A (Provided by UNICEF)

- Measuring boards: 120
- Scales: 120
- Salt test kits: 600
- Water quality testing Kits:70

Type B (Provided by GoP)

- Tablets: 660
- Household (Including Water Quality Testing Questionnaire), Women, Men and Under Five Children and Children 5-17 years of age Questionnaires
- Interviewer's Cluster Control Sheets
- Team Supervisors Manual
- Instructions for Observers
- Interviewer's Manual
- Instructions for measurers
- Identification documents
- Clipboards
- Blue ballpoint pens
- Bags to carry the survey material
- Any personal items Umbrella, water bottle, P-Caps etc.
- Local/ National Calendars, literacy cards, etc.
- Consumables
- Letter of authorization to the district administration

Field work MICS 2014

7. Recruitment and Training of Fieldwork Staff

Recruitment of fieldwork staff has been finalized in July-August 2017. For the recruitment of fieldwork staff, minimum qualification was required as given below:

Workforce	Qualification
Trainers	Masters or higher degree in Social Sciences with experience as trainer in different surveys
Supervisors	Masters in Social Sciences
Observers	Master in Social Sciences/ IT having Knowledge of IT
Measurers	Graduation
Female Interviewers	Graduation
Male Interviewers	Graduation

The following trainings will be organized at different stages of the survey

Sr. No.	Training type/ purpose	Duration	Trainers
1	Training of Trainers (TOT) and pre-testing training (Number of Master Trainers 20 including 4 IT personals). In addition Master trainers, addition force will also be trained during ToT for monitoring and backup support	10 days	By Technical officers who prepared the questionnaire along with Professional Trainers
2	Training of Supervisors/ Interviewers, Measurers (3 days specific for Measurers)	24 days	By Master Trainers along with Professional Trainers Nutritionist Specialist

In Punjab, there are 9 divisions and 36 districts. Each division comprised of 4-5 districts. According to our plan, we have divided our 16 trainings into two phases to accommodate all the field staff. Each training session will be comprised of 30-40 participants. There will be 02 venues at divisional headquarters and 04 groups (120 participants approx.) at each venue. Eight survey trainers and one IT expert will be deployed at each Venue. In case of delays in questionnaire/CAPI finalization means HQ thoroughly review it, internally we are discussing Plan B based on the ground realities. That will share accordingly.

The training will be imparted on standard protocols required for such type of trainings. The following material always remain useful:
- Flip charts, pointers/laser light, markers, sticky tack or tape and small prizes
- Flip chart papers with each of these slogans, dos & don'ts, motivations etc.
- Multimedia
- Identity cards for all participants with string looped to make a necklace
- One writing pad with folder for each participant
- One presentation evaluation form per presenter, per participant
- To maintain the interest and energy level during long hours for 22 days a standard training schedule will be implemented.
- Refreshment/ lunch etc.

The details of 16 trainings is as follows:

Phase	No., of divisions covered	Number of trainings
Phase-1	6	8
Phase-2	3	8
Total	9	16

8. Fieldwork

PBS agreed to provide the fresh Listing that is being conducted for the Population Census (Mar- May 2017). This fresh listing will be used for the selection of Sampled Household for MICS Punjab 2017.

- Split of Punjab into 10 regions for survey management purposes
- Each Team will comprise of one Team Supervisor, Two Observers, Two measurers, Six Female Interviewers), two male Interviewers.
- One independent vehicle will be provided to each team.
- Each team member will be facilitated with a survey bag, an umbrella, water bottle, first aid kit, P-cap with Govt. logo and other consumables.
- One tablet with power bank will also be provided to each team member for data collection purpose.
- One mobile phone card (worth Rs.500) will be provided to each team supervisor per month for communication and close coordination with team members and MICS secretariat at Lahore.
- Field teams are supposed to coordinate with Regional Supervisor for data sharing or any field related, technical, logistic and security issues and then Regional Supervisors are supposed to coordinate with MICS secretariat.
- Expected duration of fieldwork is 84-86 days as each team will finish one-cluster in one-day.

After coming back from MENA workshop, the reservation of HQ team regarding sample size was raised in the first meeting of Planning and Coordination Group. The competent authority has agreed to re-consider sample domain and sample size. If sample size will be reduced then BOS may be in the position to complete one cluster in more than one day. As proposed by HQ, then each team will complete first five clusters in 10 days (02 days for each cluster) with 100 questionnaires for better expertise about survey tools. Later on, for leftover field work, a day may be reserved after one week for pending re-visits of the previous 6 day's work.

In each cluster, 20 households will be interviewed, out of these, 10 households will be randomly selected for Men Questionnaires and four households (including one for blank testing) will be randomly selected for Water Quality Testing.

9. Monitoring Mechanism

BOS Punjab believes in quality data and therefore a strict and robust monitoring mechanism will be developed using conventional as well as innovative methods to maintain quality. Under conventional method, the stakeholder organizations will carry out monitoring of field work. This will include both supportive and evaluated monitoring. At start of filed work supportive monitoring will be done, monitors will support the teams and will make sure that each team member is fully trained to work in the team to collect quality data. The monitoring

officers will check whether field teams are reaching the clusters/survey sites at appropriate time, adequate logistics would be available with teams, MICS6 protocols would be being adapted and used by teams etc.

Supervisor's Role: For innovative monitoring, Global Positioning System (GPS) will also be used to monitor the field work and the movements of the teams as an innovative source of monitoring. Each team supervisor will have a GPS built into the tablet through which he/she will send GPS coordinates to the BOS Headquarters, both at the time of arrival and departure from the cluster. Also, he/she will send data on daily basis. Each supervisor will be provided an internet connectivity device (EVO/Wingle or cloud etc) for data transformation from field to MICS Secretariat. Each Team supervisor will send data on daily basis (at the end of the day) through internet to the MICS secretariat at BOS headquarter in Lahore. The DP team at MICS secretariat will ensure that data received from the field follows MICS protocols. The data collected in the field on daily basis would be compiled/collated and the progress reports would be generated by Dashboard every next day for sharing progress with all stakeholders including the top management.

Observer's Role:

Each observer will observe five interviews daily which is expected improve the data quality.

Monitoring Through FCTs:

After data is received on a daily basis, the dashboard will be maintained and field check tables will be reviewed weekly to monitor the fieldwork.

Monitoring through Online Monitoring Mechanism (OMM):

The system known as OMM will consist of management reports that will be generated for effective monitoring and will include:

- Number of all completed and remaining clusters by region, district on any particular date.
- Percentage of completed clusters.
- GPS coordinates of each cluster
- Time of entrance in the cluster, time of exit from the cluster and total time spent in the cluster of each team.
- Cluster summary of each cluster
- Cluster numbers completed by each team
- Number of eligible and interviewed children under 5, women, men, children age 5-17 years and number of successful anthropometry measurements completed.
- Number of Water quality testing samples collected by region, district on any particular date.

Third Party Validation (TPV):

Following the quality assurance standards and in line with the MICS requirements, BOS Punjab through P&DD has to engage the third party/independent validation firm to assess the validity of Punjab MICS 2017 to the extent of validating whether the project has been completed in its entirety as per the protocols agreed in the PC II approved and quality assurance requirements of any survey backed by global and international protocols.

The third party firm are/ will regularly monitoring/ monitor the survey activities. Five percent of the sample questionnaires will be independently vetted by third party and the results of TPV activity will be compared with MICS Survey results.

10. Data Processing (DP)

Census and Survey Processing System (CSPro) software package will be used for data collection. The CSPro software will be provided to the BOS Punjab by UNICEF MICS Team at or before the MICS Data Processing Workshop. The Statistical Package for Social Sciences (SPSS) will be used for analysis. A licensed copy of the software will be provided to the BOS Punjab by UNICEF HQ. BOS Punjab will take following steps for successful data processing. Two officers (one Senior System Analyst (SSA) and one System Analyst/ Programmer) will join DP workshop in Tunis. They will be responsible to customize the CAPI based application according to the MICS Protocols, including others, functioning, data sharing, editing etc. MICS Secretariat. They will also develop dash board, generate daily progress report (s), and weekly Field Check Tables (FCTs).

Plans for customising CAPI applications:
After approval of the Punjab MICS questionnaires from steering committee and UNICEF, DP persons will customize the MICS6 CAPI application in accordance with approved questionnaires.

Plans for testing the CAPI application:
The sample size for pre-testing will be 120 Households in 06 days. Of the total 6 days, 04 days (02 days each for Urban and Rural) would be used for PAPI questionnaire whereas the remaining two days (01 day each for Urban and Rural) on CAPI based application. Based on the data collected from field for all these six days, pre-test report would be developed and used for the improvement of survey tool. The team composed (thirteen staff members) for Pre-testing would be same as to be used in actual survey field work.

CAPI based methods are being used for data collection first time in MICS Punjab 2017 by BOS. An online dashboard will be established at BOS HQ to monitor the progress of the survey. DP Centre will develop automated Field Check Tables (FCTs) that help to monitor the quality of data on daily basis and Data processing will be done in parallel of field work and will be completed after 15-20 days of accomplishment of field work.

11. Data Analysis and Report Writing

BOS will customize a tabulation plan based on final list of indicators of Punjab MICS 2017. After review of the tabulation plan from ROSA and MICS HQ, BOS DP team and technical team will customize the standard syntax to make it in-line with tabulation plan with technical support of international DP consultant. This syntax will be reviewed by the ROSA and MICS HQ before end of the field work. SPSS will be used for analysis. Before start of analysis, quality checks will be implemented to ensure that data has been cleaned successfully. Immediately after the accomplishment of field work, data compilation and data cleaning, analysis will be generated and reviewed by the MICS HQ.

MICS Punjab 2017 is district based survey and 37 reports will be prepared. One for province level planning and 36 for district level planning. The Provincial report will have results up to division and district level. These reports will be finalized within two months.

The development of the reports will be supported by either an international consultant, or by a group of local experts. The entire process of data analysis and report writing will be led by the Project Director. The preliminary results will be shared with the Steering Committee before starting report drafting process. The concerns/ guidance of Steering Committee will be accommodated in the survey report.

All 37 reports will be approved by the SC (Steering Committee) headed by the Chairman P&D Board. If we have to produce District reports that will definitely process the quality tables by domain.

12. Archiving and Dissemination

MICS Punjab Dataset along with related material such as Survey Plan, Questionnaires, manuals etc. will be placed on MICS website. As per previous practice, there is no cost incurred and personal required to place this data set on the MICS website. The data set will inform policy and decision makers to take decisions in relation to allocation of resources for the MICS related sectors. Annual Development Program of the province will also use these results for social sector programming. Sectoral results would be aligned with potential projects to be implemented in the province. After approval of Steering Committee (SC), MISC reports will be disseminated by arranging workshops at provincial and divisional level. MICS provincial report will be launched in a seminar arranged in Lahore. District reports will be launched in workshops arranged at district /division level.

Data will be fed into the Punjab-Info (Dev Info) software and will be demonstrated during dissemination workshops.

MICS 2014 Key Findings Report

13. Budget

Both Government of the Punjab and UNICEF have committed funds for this MICS Survey. The cost estimates of this Household survey are as under:

(Million PKR.)

Sr. No.	Activity	Government of Punjab	UNICEF	Total Cost
A	Personnel	18.750	4.050	22.780
B	Transportation	36.441	3.043	39.484
C	Per diems	182.686	13.870	196.556
D	Consumables	0.485	--	0.485
E	Equipment (Including Anthro)	--	8.150	8.150
F	Sampling	5.500	--	5.500
G	MICS secretariat	25.730	2.600	28.330
H	Other costs	28.582	3.500	32.082
I	Other technical support from UNICEF	--	11.600	11.600
	Contingencies	6.669	--	6.669
GRAND TOTAL:-		**304.893**	**46.813**	**351.705**
Share (%)		**86.7**	**13.3**	**100.0**

The detailed budget calculations are presented under Appendix A.

14. Technical Guidance and Support

The technical guidance and support needed from UNICEF Pakistan, Country office Islamabad in completing the all activities by doing review document and events and providing feedback before sending to ROSA and HQ.

- Sampling Methodology
- Review the documents of Survey Plan, Customized Questionnaires, Tabulation Plan, Final data tables (including quality tables)
- Provision of syntax for data analysis
- Provision of CAPI based application with modifications and supports in data processing
- Report writing and secondary data analysis

15. Major Challenges

There will be various major challenges which Punjab bureau will face. This will be a great undertaking to meet all activities on strict time schedules. The major challenges are
- Provision of Sampling Frame by PBS
- Meet strict timeline
- Large sample size and training of large number of field staff
- Data quality Issues
- First time CAPI-based data collection
- Length of questionnaires

16. Timetable

Tasks	2017 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun
PLANNING AND LOGISTICS																		
Data-gap assessment[3]	■	■																
Survey Design Workshop[4]				■														
Prepare and sign the MoU*		■	■															
Prepare the Survey Plan and Budget*, [5]			■	■														
Identify survey team and national MICS consultant				■	■	■												
Establish steering and technical committees	■																	
Select personnel for pre-test of questionnaires and test of CAPI application, main fieldwork and data processing					■	■												
Order supplies: tablets and accessories, scales, boards, salt test kits, water quality testing equipment					■	■												
Carry out logistical arrangements						■	■											
QUESTIONNAIRE DESIGN																		
Customise questionnaires and manuals (including translation and back translation of questionnaires and translation of manuals, if needed)*					■	■												
Training and pre-test using paper questionnaires							■	■										
Prepare report from pre-test of paper questionnaires; finalise questionnaires and manuals*								■										
SAMPLING AND LISTING																		
Prepare sample design and design weights*					■	■	■											
Carry out sample selection*							■	■										

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[3] In country discussions and a data-gap analysis should be conducted prior to taking the decision on whether to conduct a MICS.

[4] Timelines for MICS workshops can specified following confirmation by UNICEF RO and HQ.

[5] An asterisk * indicates items that include reviews by UNICEF RO and HQ.

Tasks	2017 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2018 Jan	Feb	Mar	Apr	May	Jun
Prepare the sample for the fieldwork CAPI application*							■											
Data Processing Workshop							■											
Customisation of CAPI application*							■	■										
Training and fieldwork test of CAPI application								■										
Prepare report from test of CAPI application; finalise CAPI application*								■										
FIELD STAFF TRAINING AND FIELDWORK																		
Train fieldwork personnel and conduct a pilot study									■									
Collect data in the field									■	■	■	■	■					
DATA-EDITING & PROCESSING																		
Secondary data editing and cleaning													■					
Prepare survey weights*													■					
Finalise datasets*													■	■				
DATA ANALYSIS AND TABULATION																		
Customise Tabulation Plan*										■	■							
Customise SPSS syntaxes*										■	■	■						
REPORT WRITING AND DISSEMINATION																		
Prepare Survey Findings Report *															■	■		
Plan and prepare dissemination materials*																■	■	
Disseminate Survey Findings Report																■	■	
Data Interpretation and Dissemination Workshop																	■	
ARCHIVING																		
Prepare survey archive					■	■	■	■	■	■	■	■	■	■	■	■	■	■
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Appendix A: Survey Budget

File Enclosed

Appendix B: Protection Protocol

When we start implementation of the MICS in the field, all district administration authorities and security agencies are normally being informed and on board to protect the MICS implementation staff from all kind of risks including personal security. A written request will be forwarded by the Secretary P&DD Government of the Punjab to all Deputy Commissioners for full protection of the staff which is engaged for the national cause and betterment of the children and women. Also, Director General BOS manages routine protection and gives support at the district level while meeting directly the district administration authorities. During field work, MICS staff meets with the elected representative and inform them about the survey activities for having their full confidence.

Appendix C: Documents for customisation and review of MICS questionnaires

1.	List of MICS6 indicators, as well as any survey-specific indicators, that are expected to be calculated based on the customised questionnaires	☒
2.	Information on the education system in the country: education laws/regulations that describe levels and grades/years of the national education system, as well as information on any changes to the system that may affect data collection and analysis	☐
3.	Table/map showing correspondence between the ISCED 2011 classification of education and the national education system classification (levels and grades/years)	☐
4.	Showcard(s) that will be used for testing literacy at modules WB and MWB *Showcards should be produced in all written languages that are commonly used, regardless of whether questionnaires in these languages are being used or not.*	☒
5.	Documentation on the providers of antenatal and postnatal care in the country *This can be an assessment or a large document, but should enable the team to identify response categories for questions that include providers of such services.*	☐
6.	Information on the birth registration system in the country: brief overview of legislative requirements, information on length of validity of birth certificates (are certificates valid for a limited time-period, e.g. six months, or are they permanent), is a certificate free of charge at the time of registration, does issuance at a later date require payment of a fee, etc.	☐
7.	Vaccination schedule that is used in the country (or schedules if there has been a change during the last three years)	☒
8.	Information on any national immunization day campaigns that took place in the last three years	☐

9.   Scanned copies of vaccination cards that have been filled in, preferably from different regions/districts of the country (the date of birth of the child should be visible if possible, all other personal details should be blacked out)   ⊠

10.   A document/regulation that outlines or lists the government recommended homemade fluids for treatment of diarrhoea.   ☐

Annex-I

GOVERNMENT OF THE PUNJAB
BUREAU OF STATISTICS
PLANNING & DEVELOPMENT DEPTT.
Dated Lahore, the 13th January, 2017

NOTIFICATION

NC.85 (SDR)-25(10)/2016. The Planning and Development Department, Government of the Punjab has decided to conduct Tehsil based Multiple Indicator Cluster Survey (MICS) Punjab, 2016-17. The following Steering Committee on MICS, 2016-17 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	Member
Secretary, Primary & Secondary Healthcare	Member
Secretary, Education (Schools)	Member
Secretary, LG & CD	Member
Secretary, HUD & PHE	Member
Secretary, Social Welfare	Member
Secretary, Population Welfare	Member
Director, PERI	Member
Programme Director, PRMP	Member
Representative of UNICEF	Member
Prof. Dr. Shahid Kamal, Dean Social Sciences, University of the Punjab, Lahore	Member
Dr. Naved Hamid, Professor of Economics, LSE	Member
Director General, BOS	Member/Secretary

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 timetable.
- Oversight of the survey implementation process.
- Approval of the Key Findings Report and, if produced, the Final Report.
- 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, Primary & Secondary Healthcare, Government of the Punjab, Lahore
3. Secretary, Education (Schools), Government of the Punjab, Lahore
4. Secretary, Local Government & CD, Govt. 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. The Director PERI, 48 Civic Centre, Johar Town, Lahore
9. The Director General, BOS, 65-Trade Center Block, Johar Town, Lahore
10. The Programme Director, PRMP, 184-A, Upper Mall, Behind WPA, Lahore
11. The Chief, UNICEF, Punjab, House No. 9, Ali/Nadir Housing Society, Johar Town, Lahore
12. Prof. Dr. Shahid Kamal, Dean Social Sciences, University of the Punjab, Lahore
13. Dr. Naved Hamid, Professor of Economics, Lahore School of Economics

Director General BOS

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

Director General BOS

Annex-II

GOVERNMENT OF THE PUNJAB
BUREAU OF STATISTICS
PLANNING & DEVELOPMENT DEPTT.
Dated Lahore, the 13th January, 2017

NOTIFICATION

NO.85 (SDR)-25(10)/2016. The Planning and Development Department, Government of the Punjab has decided to conduct Tehsil-based Multiple Indicator Cluster Survey (MICS) Punjab, 2016-17. The following Planning and Coordination Group on MICS, 2016-17 has been notified to ensure successful completion of the survey:-

Secretary, P&D	Chairman
Director General, BOS	Member
Director, PERI	Member
Senior Chief (RP), P&D	Member
Director General, LG&CD	Member
Director General, Health Services	Member
Director General, Population Welfare	Member
Director General, Social Welfare	Member
DPI, Schools	Member
Technical Advisor, HUD&PHE	Member
Chief (Education) P&D Department	Member
Chief (Health) P&D Department	Member
Chief, LG&CD P&D Department	Member
Representative of PBS	Member
PMER Specialist, UNICEF	Member
Focal Person nominated by P&D Deptt.	Member/Secretary

Terms of Reference

- Provide technical support to the Steering Committee
- Technical review of survey plan, its design, list of indicators, survey tools and manuals
- Present the finalized survey plan and design, list of indicators to the Steering Committee for approval
- Overseeing training of the field teams and field implementation of the survey through monitoring visits
- Review preliminary findings of the survey and draft reports before submission to the Steering Committee

CHAIRMAN
PLANNING & DEVELOPMENT BOARD

No. & Date Even.
A copy is forwarded for information to:-

1. The Chief Statistician, PBS, Plot # 21, Mauve Area, G-9/1, Islamabad
2. The Director General, BOS, 65-Trade Centre Block, Johar Town, Lahore
3. The Director, PERI, 48-Civic Centre, Johar Town, Lahore
4. The Chief (Education) P&D Department, Lahore
5. The Chief (Health) P&D Department, Lahore
6. The Chief, LG&CD P&D Department, Lahore
7. The Technical Advisor, HUD&PHE Department, Lahore
8. The Director General, LG&CD, Local Govt. Complex, Sanda Road, Lahore
9. The Director General, Health Services, Cooper Road, Lahore
10. The Director General, Population Welfare Deptt., Garden Town, Lahore
11. The Director General, Social Welfare Deptt., Near Simla Hill, Lahore
12. The DPI, Schools, Hall Road, Lahore
13. The PMER Specialist, UNICEF, House No. 9, Aitchison Housing Society, Johar Town, Lahore

Director General BOS

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

Director General BOS

Annex-III

GOVERNMENT OF THE PUNJAB
BUREAU OF STATISTICS
PLANNING & DEVELOPMENT DEPTT
Dated Lahore, the 13th January, 2017

NOTIFICATION

NO.BS (SDR)/25(2)/2026. The Planning and Development Department, Government of the Punjab has decided to conduct Tehsil-based Multiple Indicator Cluster Survey (MICS) Punjab, 2016-17. The following Technical Committee to provide technical support to the MICS Steering Committee and MICS Planning & Coordination Group has been notified:-

Chief Economist, P&D Board	Chairman
Senior Chief (RF), P&D	Member
Director General, BOS	Member
Director, PERI	Member
Dr. Saleha Naghmi, Professor of Statistics, Kinnaird College Lahore	Member
Dr. Muhammad Afzal, Professor of Economics, Lahore College for Women University	Member
Representative of PBS	Member
Representative of UNICEF	Member
Focal Person nominated by P&D Deptt.	Member/Secretary

Terms of Reference

- To review the data gaps indicated in the data needs assessment and advise on the list of indicators, the questionnaire modules and content.
- 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 and advise on the sampling plan and sample design.
- To review and advise on the customized questionnaires and manuals.
- To coordinate preparation for the fieldwork, including informing all the related stakeholders.
- To review the draft tabulations, the statistical analysis and draft chapters 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, if produced.
- To highlight key messages for dissemination of the findings.

CHAIRMAN
PLANNING & DEVELOPMENT BOARD

No. & Date Even.

A copy is forwarded for information to:-

1. The Chief Statistician, PBS, Plot # 21, Mauve Area, G-9/1, Islamabad.
2. The Director General, BOS, 63-Trade Center Block, Johar Town, Lahore.
3. The Director, PERI, 48-Civic Centre, Johar Town, Lahore.
4. The PMER Specialist, UNICEF, House No. 9, Aitchison Housing Society, Johar Town, Lahore.
5. Dr. Saleha Naghmi, Professor of Statistics, Kinnaird College, Lahore.
6. Dr. Muhammad Afzal, Professor of Economics, Lahore College for Women University.

Director General BOS

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.

Director General BOS