F i n a l   C o n s o l i d a t e d   R E P O R T

Development of Central Database/Dashboard on Social Protection (SDG 1.3.1)
(Contract#: 2500234161)

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Acronyms

SDG	Sustainable Development Goals
MDG	Millennium Development Goals
UNDP	United Nations Development Programme
XML	Extensible Markup Language (A Data Format)
REST	Representational State Transfer
AUP	Agile Unified Process
MIS	Management Information System
API	Application Programming Interface

1. Introduction

Pakistan gears up for voluntary national reporting on SDGs, there is a need for coordination on various tiers, inter-organizational, inter-sectoral coordination is key to ensuring timely availability of data periodically reporting to comply for national and international commitments. The data collected will also be useful or advocacy, legal and policy reforms, resource mobilization to accelerate the progress. The social protection dashboard will be developed in close collaboration with Federal SDG unit and technical financial support of UNDP

2. Objective

The objective of the assignment is to develop a central database with a dashboard on social protection that will be used evidence based policy and Programme development and also to report SDG 1.3. The central database dashboard will collate and summarize data into summary tables, graphs, and design the outputs for the public as specified by federal SDG unit. The SDG unit already developed will also supplement by detailed information on SDG indicators on social protection i.e. SDG 1.3

3. Scope of Work

The scope of this assignment is to develop a database with dashboard on social protection that will be linked to the SDG portal for information display. The database will be developed and available at the back end to collect information from social protection agencies at provincial and federal levels. The information in the first instance will be collected through a web based questionnaire; information will be directed to the database that will be used for analysis at different tiers and for multiple uses. Key aggregate information will be displayed on the SDG portal and is also accessible to the public.

The questionnaire initially developed in word format to collect the feedback from the stakeholders. Later the web-based questionnaire will be developed based on variables of coverage and expenditure. In this assignment, it will be ensured that the national (central) database developed presents the following information:

- Coverage data: A dashboard on SDG 1.3 (indicator 1.3.1) that will show statistics on the proportion of the population covered by ongoing social protection schemes and will reveal essential information on the extent to which the population is protected against life's eventualities and how secure individuals' health and living conditions are. It is crucial to have data separately on the coverage of each contingency's social protection scheme, expressed as a proportion of the population potentially covered by that contingency.
- Information on schemes: tabulated information on schemes, their eligibility criteria, legal coverage (groups included/excluded) and other information available using existing resources (e.g. ILO's social protection mapping study);

- Expenditure on Social Protection: the information will include financial resources allocated and actual expenditures incurred for a scheme distributed by benefits received by beneficiaries and expenditure borne on implementation of the scheme (operational expenses)
- Type of Scheme/legal status: information on the type of scheme will include data on contributory or non- contributory. Whether the scheme is regulated under a legal statute or not.

4.   Consultative Activities

4.1 Tool Development

Initial tool was developed by the consultant based on the SSI questionnaire shared in word format. The first version drafted and eleven questions were added related to benefits that potentially social protection schemes are providing. The benefits include pension, disability, unemployment, maternity, insurance, injury etc. The questionnaire had segregation by gender and age group.

4.2 Advisory Group

The first draft the Performa was shared with advisory group of international experts on social protection. The initial feedback received from the advisory such as more information is required for agency providing social protection scheme, separate out the contributory and non-contributory sections of the questionnaire, indicate that incentives are in PKR, add total column for the Male and Female bifurcation, mention vulnerable groups in the questionnaire etc.
The Zoom meeting was held with consultant and advisory group on 20 August 2020. Consultant provided the overview of the toll developed and how it will be handled in the web-based application. It is explained to the participants that in the web-based format, whole questionnaire will not appear to the user to avoid confusion. Only related questions to the agency and scheme will appear for the users. However, the questions will be disabled and per users wish he/she can enable the question. Before launching of the system agency and scheme will be mapped and configured with related questions.

Various feedbacks was received during the meeting includes
- Rural/Urban bifurcation added. If the agency don't have the desegregated data then total number will be added vertical columns
- Similarly like above, a total column needed for age bifurcation for total males and females. In case agency not maintain data with age bifurcation.
- Under pension section; separate out old age, survivors and disability pension
- Rephrase the question regarding active contributors "No. of active contributors to a pension scheme". Ask number of contributors rather beneficiaries and remove the incentive and amount contributed
- There is no unemployment insurance in Pakistan

- Maternity is employer liability. Include cash benefit or other type of benefit in the questionnaire. The age group of maternity is 15-49.
- Under the work injury support, we are not looking at beneficiaries of the work injury but looking at person covered under work injury or the starting worker from 15 to 18 years. Starting age covered under work injury is 14
- Children don't receive cash benefit but parents get the cash. So question could be the number of children covered by cash benefit. There may be question to be added that the number of children receives in-kind benefit such as meals, books, uniforms, voucher, free rides to school etc. We only need to collect aggregated of all types of benefit
- The vulnerable group will added in the question and aggregated figure will be added. Below is the list of vulnerable group

Women	Children	Adolescents	Older persons
Persons with disabilities	Minorities	Migrants	Indigenous people
Unemployed	Domestic/home workers	Refugees	Internally displaced persons
Non-nationals	Prisoners and detainees	Returnees	Sick Workers
People living with HIV/AIDs	LGBTQ	Persons living in poverty	Widow
Destitute	Orphans	Injured Workers	

- Update the age group in the section related to poverty line. It should be 0-30, 31-45, 46-65 and 65+. Also rephrase the question like "Number of persons / households covered by social assistance (UCT/cash benefits)"
- Rephrase the question like" Number of person involved in public works programmes" but is there any public works programs in country. There are none but there are WB is planning to initiate program with federal government. The parent section of this question should be "Is agency providing employment benefit". Starting age should be 15 years.
- Rephrase the question "Is agency administering health insurance scheme". Also rephrase sub-section like "Number of persons contributing to health insurance"
- There may be other subsidies such as food, housing, fuel etc. Also update the age group

The participants of the meeting were
1. Valeria Nesterenko
2. Peter Buwembo
3. Rabia Razzaque
4. Mata ur Rahman
5. Saif ur Rab

4.3 Pre-inception meetings

Meeting with All stakeholders

- Meeting held with all provincial stakeholders of Punjab, Sindh, Khyber Pakhtunkhwa and Balochistan social security institutions. The draft Performa was shared with them. Consultant explained the Performa to the stakeholders. It is informed that the web-based will not be show the irrelevant section to the users and if disaggregated data is not available then total can be provided.
- Mr. Anwar from KP asked that this Performa is for ESSI or it is for overall. Rabia responded that this Performa is for all
    - Separate out all pension schemes
    - Include death grant
    - Worker welfare fund/board provides education, housing, marriage grant, scholarship. Include that in it
    - Health insurance – Simplify this section. It is difficult to provide monetary value of the medicine provided but number of persons received medical care benefit

- Mr. Babar Abbas from Punjab appreciated the Performa and commented that most of the information is very relevant. Punjab has automated system for last two years and has the information about workers and their dependents. The data available doesn't have rural and urban disaggregation
- Mr. Qabil from Balochistan told that they have the manual system. He commented to look at age group very closely. Desegregation data of Urban data is somehow available but for rural side data will be difficult as there are many remote area and many areas do not have social security coverage is not available. It is suggested to add information in total if rural and urban data is not available
- Ms. Ambreen from Sindh commented during the discussion most of things are cleared. Ease of doing business portal and NADRA will provide smart cards to workers, universalization meeting with ministers. So some questions are getting mixed in the Performa. It is explained that this performa is for all agencies and agency will information of their schemes
- It is agreed in the meeting that Consultant will develop MIS assessment form to understand type of MIS system in use by the agencies. This will be helpful for future integration with the central system. The assessment form is attached as Annex A.

Individual meeting with BESSI

Below is the list of inputs provided
- Rephrase the questions where there is ambiguity, such as covered persons and beneficiaries.
- Ensure that the ambiguity with relations to coverage of persons with disability and disablement pension is removed in the respective questions, as the first one is about non-contributory social assistance and the latter is the social insurance coverage under ESSIs.

- Include home based workers as a category of occupational groups that may in the future also be included under different labour legislation, this will help in preparing for the future

Individual meeting with KPESSI

Some of your main concerns are as follows

- Only relevant sections of the questionnaire will be filled by the agency, those running more than one scheme will input information for each of these schemes. ESSIs will fill in information for their scheme alone highlighting two main areas; number of people covered (insured worker and dependents) and benefits being extended to them (in terms of total amount).
- As per your advice, we will add the benefit of iddat under relevant section. This may be placed under the section that speaks to schemes targeting women. (as ESSIs cover iddat for female workers in the formal sector)
- Reference to section 10.1, we will add one field on 'non-contributory health insurance scheme'. ESSIs as we understand are contributory. Here, we will also include the age brackets against beneficiaries i.e. 0-15 years and more than 15 years.

Individual meeting with PSPA

Below is the list of inputs provided by PSPA

- Organize questions by life cycle stages
- Each scheme should be linked with category of social protection (social insurance, social assistance, labour market policies and programmes etc.)
- Definition of these categories may be given in the annex or foot note for understanding/consistent interpretation
- Include schemes covering skills training
- Include schemes covering LGBTQ
- Include schemes covering agri workers/occupational groups (benefits mostly include Agri inputs like fertilizers, seeds, trainings, linkages to microfinance and interest free loans)
- Under schemes for children, specific reference may be made to benefits provided to child labourers (conditional or unconditional cash transfers, school enrolment etc)
- Question 7 may also include groups like widows, destitute, orphans to expand on analysis.
- Somewhere in instructions make it clear that the questionnaire is to cover information on scheme governed by the institution/agency and NOT the employees/staff of the agency

4.4 Performa Development

The Performa was finalized after having consultation with the all stakeholders. The final Performa is attached as Annex-B

5. Proposed System Modules

Web based reporting system will contain four modules

5.1 System Configuration

System configuration modules will allow system admin user

- To create and configure system infrastructure information like
  - o Social protection agencies
  - o Social protection schemes and association with Agencies
  - o Lookups like levels (Federal, provincial)
  - o Configuration of Organizational units (e.g. provinces)
- To configure population and demographics (Based on population census 2017, growth rate and demographics for denominators)
  - o This also include Identification of list of denominators (See Annex C) to configure demographics
- To create and configure Users, roles and to configure access privileges of users
  - o To main roles i.e., DEO, Manager
  - o Users of agencies will be created as DEO and Manager roles
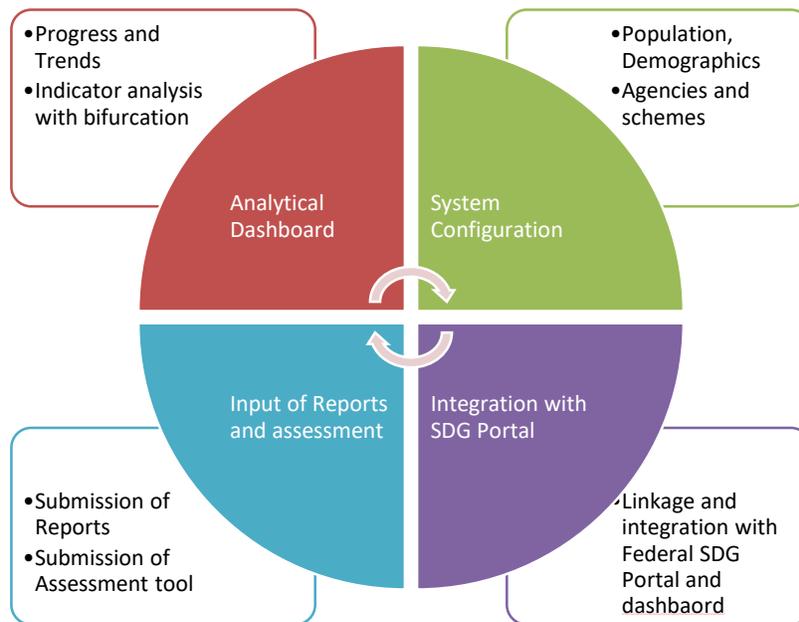
5.2 Data input System

As infrastructure is configured and users with specified roles are created, users of agencies with DEO roles are facilitated with

- Online web base input forms of
  - o Social protection reporting tool which is developed with consultation and consensus (See Annex – B)
    - ▪ This online input interface will possess features of auto calculation, validation etc., for quality data input

- Since scheme are configured with sections of questionnaire therefore, agencies will see default sections enabled as configured
- Agencies can fill this online reporting tool on quarterly basis of each scheme
  - Assessment Form – to assess IT capabilities (See Annex – A)
    - Online interface of assessment form are available for each agency DEO user
    - Agencies can update their IT capabilities related information using this tool

5.3 Development of Analytical Dashboard

Analytical Dashboard have been developed which facilitates managers role to see

- Overall calculated coverage indicator i.e., SDG 1.3.1
- Calculation of following bifurcation
  - Section wise (Sections defined in questionnaire)
  - Age group wise
  - Rural / Urban
  - Gender wise
- Trends of performance over time
- Analysis over provincial thematic map with comparison of bifurcation
- Drill down from aggregation of federal to provinces and from agencies to schemes

5.4 Integration with SDG Pulse portal

- Purpose of integration is to link and integrate SDG 1.3.1 indicator with SDG pulse portal dashboard
- Integration will be developed after development of analytical dashboard
- Integration are with API based using RESTFul integration approach

6. Information flow of system

- System is role based
- System admin can configure the system
- Agencies DEO can submit reports of agencies on quarterly basis
- All information can be saved in central database
- After completion of compliance, cumulative calculation of SDG 1.3.1 indicators are integrated with SDG Pulse dashboard using RESTFull APIs as show in figure
- Managers at federal level and Agencies will access analytical dashboard to see status of progress
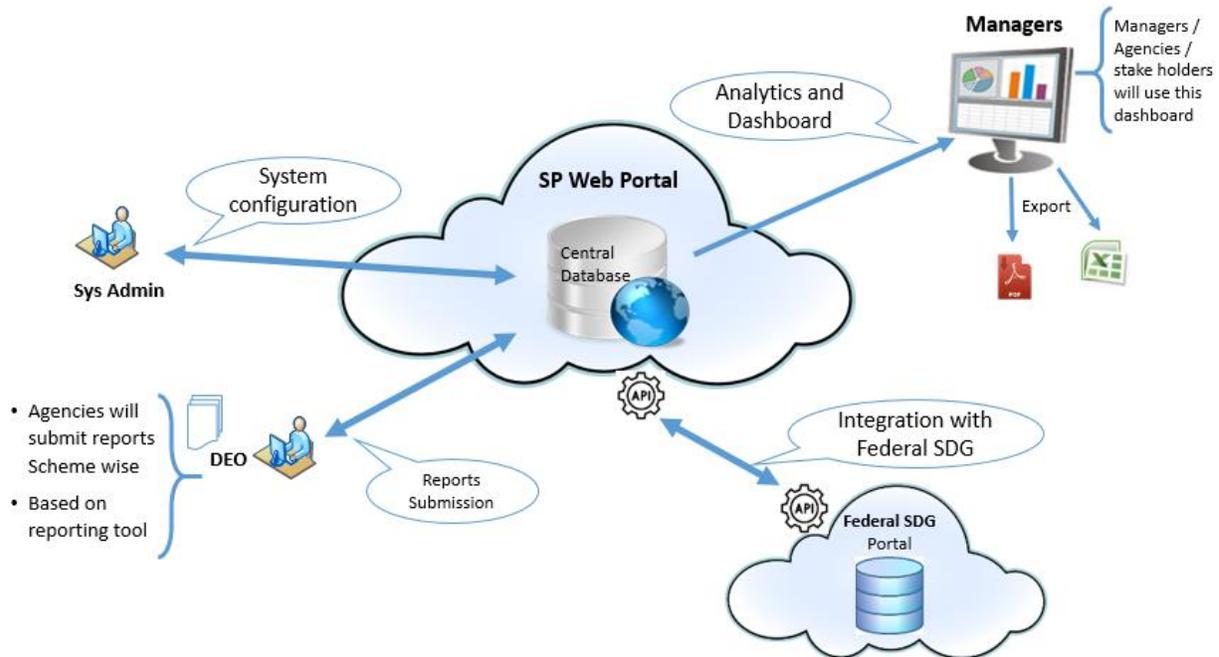
7. Technology Platform

For Social protection online software, we propose Open Source technology for server-side as this is highly scalable, robust, secure, low-cost and conforms to Open standards. There is no licensing cost involved in development or deployment of the system. For client side, the user will be free to use any web browser of their choice on any operating system.

7.1 Server-side Technology:

Open Source:
- Software development in PHP v7.4, HTML 5, JQuery, CSS3, bootstrap
- Database: Postgres v11.8
- Data Exchange: XML v1.0, JSON, CSV
- Analytical Graph and Charts: HighCharts, Highmaps
- Web Server: Apache 2.4
- Application framework: Code ignitor

7.2 Client-side Technology:

- Web-browser: Any that supports CSS3, Jquery and HTML5 support: (Internet Explorer, Mozilla Firefox, Google Chrome, Safari, Opera)
- Operating System: Windows 7/8, Apple iOS, Linux

7.3 Web Hosting Arrangement:

- Dedicated Hosting of SDG Unit.
- Linux web-hosting with at least 1GB space (scalable depending upon database size).

- Uptime 100% with mirroring/backup arrangement.
- Data Security: Role based system, User credentials for each agency
- Protection of data loss and hardware failure through periodic backup and premium restore.

8.   Progress on Development

8.1 Tool Development

Initial tool was developed by the consultant based on the SSI questionnaire shared in word format with all stake holder. After many consultative meeting during two months and on the basis of feedback from stakeholders following are the updates regarding tool development

- Reporting tool of Social protection scheme is finalized. Questions have been added related to benefits that potentially social protection schemes are providing. The benefits include pension, disability, unemployment, maternity, insurance, injury etc. The questionnaire had segregation by gender and age group. Tool is improved on the basis of feedback during consultative meetings (See Annex B – Reporting tool)
- To assess IT capabilities of each agency, assessment tool is finalized and shared with stakeholder (See Annex A – Assessment tool to assess IT capabilities of agencies)
- List of denominators have been identified for configuration of SDG 1.3.1 indicators and all its bifurcation (See Annex C – List of denominators)

Details of consultative activities have been mentioned in inception report

8.2 Progress on Development of Web based reporting system

Proposed system have four modules to be developed

- System Configuration
- Data input system
- Analytical Dashboard
- Integration with SDG Pulse dashboard

8.2.1   Progress on Development of System Configuration module

System configuration module have been developed and available on link:
http://sp.sdgpakistan.pk/admin/login

Following are the progress details of development in system configuration module

- Design and development of Login page
- Development of System admin role, authentication, system privileges configuration, authentication and session management
- Menu and front screen design
- Configuration of Agencies which includes
    - o   Database design

- o Design in input form and interfaces
  - o Development of listing, insert and edit forms and submission in database
  - o At the moment initial data of all agencies provided have been entered in the system and system web interfaces have been tested with this data entry
- Configuration of Schemes which includes
  - o Database design of schemes and association with agencies
  - o Design of input forms and interfaces
  - o Development of Listing, insert and edit form and submission in database
  - o Association of schemes with Agencies
  - o Configuration of enabled sections of reporting tools with agencies so that while submitting reports associated enabled sections of report are auto enabled by default
  - o At the moment all scheme provided have been entered in database using web interfaces and scheme are associated with agencies. Moreover, questionnaire sections have been configured with schemes.
- Configuration of Lookups (Levels and Organizational Unit i.e., Provinces)
  - o Interface design
  - o Database design
  - o Development of input forms for insert and edit
- Configuration of Population and demographics which include
  - o Database design for population and demographic configuration for all denominators
  - o Interface design of base population configuration at federal level and provincial level for all organizational unit – Base population is of 2017
  - o Interface design of demographic configuration i.e., population growth rate and demographic ratios of gender (Male, female), Age groups, rural/urban
  - o Development of Calculated report and functions of all list of denominators on the basis of base population, growth rate and demographic ratio for any year after 2017
- Configuration of User Roles and Users
  - o Interface design of Users management which include listing, insert form and edit form
  - o Database design for users and roles
  - o Association with role and access privileges
  - o Setting of user credential
  - o Submission in database

8.2.2 Progress on Development of data input system

Data input system has been developed for user role DEO of each agency. Following is the link of DEO user to login and use the system: http://sp.sdgpakistan.pk

Following are the progress details of development in Data input module
- Login page is design and developed with authentication, role configuration
- Main page design, main menu with available resources for DEO users
- Facilities of change password and logout
- Data input System for Social protection reporting tool

- o   Database design for social protection reporting tool including all fields, sections with bifurcation of age group, gender and area type (rural/urban)
  - o   Listing page design
  - o   Input form design (insert and edit) with implementation of enabled/disabled sections, validation and auto calculation
  - o   Data submission in database
  - o   Data can be submitted scheme wise and quarterly basis
  - o   Development of view submitted report
- Data input design for Assessment tool to assess IT Capabilities of agencies
  - o   Database design of assessment tool
  - o   This is kind of checklist to know status of IT Capabilities
  - o   Design of insert and edit form
  - o   Each agency has to keep this form updated as per change in their IT capabilities

Both data input form have been tested with data input of dummy reports. All login of agencies DEO have been created and now system is ready for training of agencies to start data input using online system

8.3 Progress Development of Analytical Dashboard

Analytical Dashboard are being developed and so far following reports have been developed
- Compliance report of input form submitted of schemes for each quarter
- Compliance report Agency wise with Drill down feature
- Listing Reports of Agencies and Schemes
- View of individual report
- View of Aggregated report of reporting tool
- View of IT Assessment submitted form
- Demographic report – Province wise and year wise population with bifurcation of gender, rural/urban and include field of households and growth rate
- Demographic report – province wise and age segment wise ratio to calculate denominator

8.4 Progress on Reporting Compliance

Till 27th January 2021, 93 reports have been successfully submitted by agency users for year 2020-21 in the system, 50 reports submitted for Jul-Sep quarter and 43 reports submitted for Oct-Dec. Which shows that system is functioning accurately for data entry.

9.   Database Design

Following is database design of developed system.

Logical Entity Relationship Model of Social Protection Database
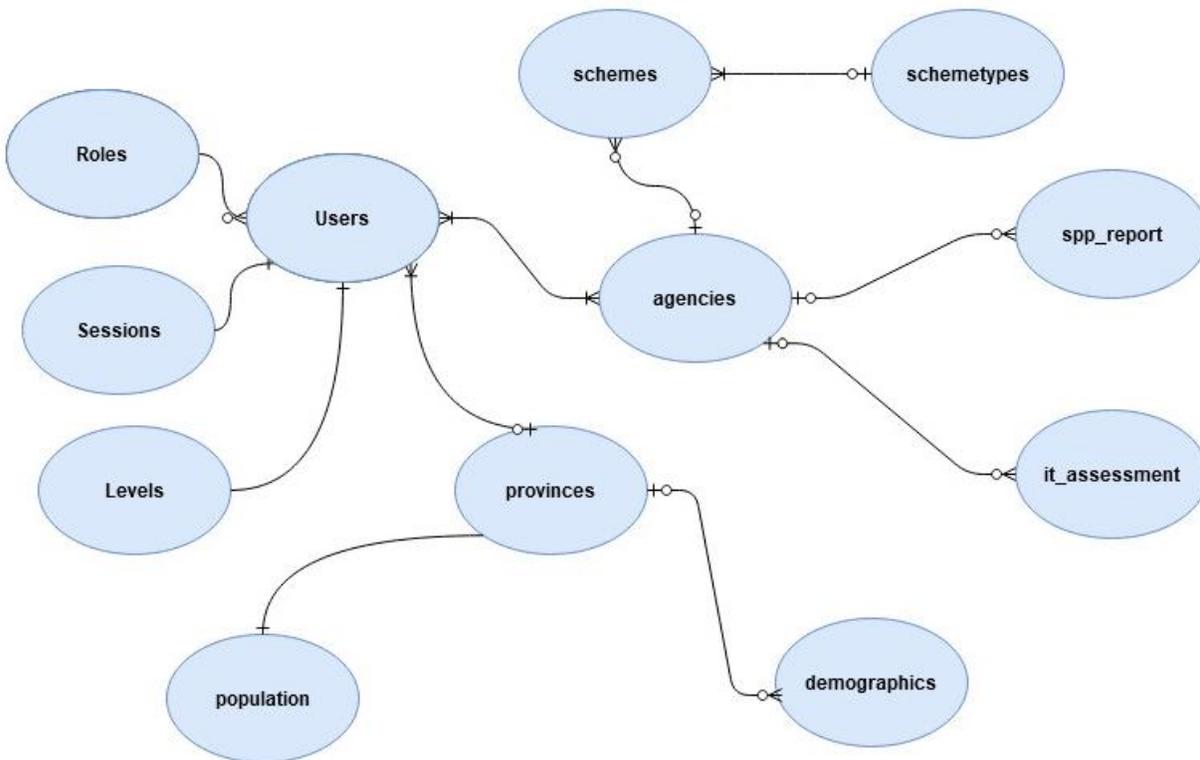
List of Entities
- Users
- Roles
- Sessions
- Levels (Federal, provincial)
- Provinces (Organizational Units)
- Agencies (Organizational Unit)
- Population
- Demographics
- Schemes
- Scheme types
- Spp_reports (Quarterly report of Social protection on the basis of reporting tool)
- IT_Assessment (table to store it assessment form for each agency)

10. Progress on Capacity Building

10.1   User Manual

User Manual is a technical document intended to provide information and instruction on using a National Database system on social protection. The user manual is addressing all features of the electronic system. This manual contains written guides and its associated images and also includes instructions and explanation on how to use the product effectively and efficiently. User guide includes information about product's feature and highlights the main features that are used frequently.

User manual developed for this social protection system contains step-by-step description about how to use a particular feature. This user manual should reach to end users with intent to provide proper usage advice and reduce the risk of improper reporting on the sections of questionnaire. The user manual is downloadable from the link http://sp.sdgpakistan.pk/. Valid user credential is needed to access the user manual. The manual can be viewed by clicking the "User Manual" link of the menu at the left side of the screen as per screenshot below

10.2   Training Videos

Training videos are an effective way to communicate information at the point-of-need and at the specific location where that information is actually needed particularly in current pandemic situation around the globe. Therefore, video is well-suited to performance support and can be used for conveying information such as step-by-step directions, navigation, and demonstrations. And while some training content is not truly well-suited for learning then videos are easily viewed and transported on mobile devices, further aiding learning at the point-of-need and on the job.

Learning video of the social protection national database was developed and uploaded on the http://sp.sdgpakistan.pk . In order to access the training videos, valid credential are required. The training video can be viewed by clicking the "Video Guide DEO" link of the menu at the left side of the screen as per screenshot below

11. Capacity Building Session

11.1   Objective

Training objective is to train all focal persons of the social protection agencies to configure their schemes, assign the relevant questions, report data on their respective schemes that agency is offering.

11.2   Training Activities for Social Protection Agencies

As described in section user manual and training video has been developed to aid focal persons of social protection agencies to use the system. In addition, Pace Technologies provided trainings to all focal persons of the agencies. The two sessions through Zoom technologies were conducted to by our experts. The training was focused on

1. Accessing the system using valid credentials and URL

    The participants were trained on
    a. Accessing URL - http://sp.sdgpakistan.pk

    b. Provided login credentials – Provided hands-on practice to enter into the system with valid

        credentials. Rectified problems, if the user was not able to login

2. Landing page of the system

    a. Once the users were able to login then they were able to see the landing page of the system.

        It was oriented to them that this landing page will help them to see the number of reports

        entered by that agency along with the information of reporting period. The user can view edit

        or delete the report.

    b. Also landing page gives them an option to add new report

3. Data entry of the respective schemes

   a. The participants were oriented on the data entry of their respective schemes. It was oriented that how data will be entered. There are data desegregations of data are available in the data entry form. So, there is a possibility that agency may not have desegregated data of the scheme. Therefore, it is oriented that aggregated data can also be entered.

   b. The frequency of the data entry is quarterly. Each agency will enter a report of its respective schemes in each quarter

   c. Training was also provided for the questionnaire to assess the IT capacity of the reporting agency. This is one-time activity for every agency to report into the system

4. Manager's View

   a. The training was also focused to for managers supervising the data entry or utilizing the data

   b. It was oriented that with manager's view, the user can monitor the data entry status of its respective schemes

   c. Managers can also view the configurations of the schemes

5. Configuration of the schemes

   Configuring schemes was also important session of the training.

   a. In this session, users were trained on configuring the schemes. While configuring the scheme; the agency name is read only and from the drop-down user can scheme type, provide title of scheme, description of scheme, and can select other information related to schemes from drop down menus.

   b. There are thirteen sections of the questionnaire. User was trained to select appropriate sections related to the schemes.

   c. Once the schemes will be configured then questionnaire will be available for quarterly data entry of the scheme

6. Access reports and dashboard

   The users were trained on using analytical reports and dashboard

11.3   SDG Unit Training

In order to sustain the National Database on SDG 1.3.1 (Social Protection), the ownership of the system by Federal and Provincial SDG units are essential. The essential staff of the SDG unit needs to be trained on the system administration, data entry and monitoring of the data reported in the system. A separate session was planned with the federal and provincial SDG unit. In this training the participants were trained on the system administration by accessing admin portal http://sp.sdgpakistan.pk/admin/login URL.

11.3.1 System configuration

1. Landing page will show the number of agencies registered in the system

    a. User were trained to create add new agency of national or provincial levels

    b. User were trained view, edit and delete the agency already in the system

2. Schemes/Program – User having admin privileges can view all schemes configured in the National Database on SDG 1.3.1 (Social Protection). Admin user cannot edit the schemes.

3. Scheme Types

    a. Users were trained on adding scheme types and;

    b. Edit, view or delete the existing user types

4. Level – two levels already added and system admin cannot add/delete levels. These were program decisions

5. User Management

    a. Participant were trained to create users

    b. System admin can create users of a particular agency

    c. While creating users, system admin will assign agency, user level (National or provincial), user type (Manager or Data Entry operator) and other profile information of the user such as Name, designation, email, contact number and assign a username.

    d. Participants were also trained on edit, view and delete users

6. Provinces – Information about provinces and regions are already filled in the system. System admin cannot add, edit or delete the provinces and regions information

11.3.2 Demographics

The demographics menu has two options

1. Province wise population

    The participants were trained on the above menu items. The system administrator can add/update the population of house hold with disaggregation of Male, Female, transgender. Also population can be added by province with disaggregation of rural and urban.

2. Province wise age ratio

    The participants were trained to update the province wise age population. The user can add age ratios by age group and by province

11.4   Reporting

11.4.1 Compliance

All participants were trained to view the quarterly reporting compliance of its respective agency. It was oriented that user can view the reporting compliance depending on the role of user. If a user has a role of national level and scheme of its agency is providing social protection services

in provinces then the national user would be able to see the reporting compliance of all associated schemes at provincial levels. While provincial level can see the reporting compliance of its schemes operating in provinces. The compliance report will help managers to view the status of data entry. A screenshot describes the reporting and non-reporting status of scheme data. In the

screenshot cross in red color represents non reporting and tick in green color represents reported data.

11.4.2 Aggregation Report

The users were trained to view the aggregated report of the data entered by the agency. User can select aggregation of all schemes of whole year, one scheme and whole year and there are other combinations that user can select to view the report. The screenshots show the parameters that user can select to view the aggregated reports

12. Training Schedule

There are three main trainings conducted. The list of participants is attached as Annex-D.

Sr.#	Date of Training	Mode of Training	# of Participants	Remarks
1.	30 Nov 2020	Virtual Training (Zoom)	14	Social protection agencies focal persons were trained
2.	02 Dec 2020	Virtual Training (Zoom)	22	Social protection agencies focal persons were trained
3.	16 Dec 2020	Virtual Training (Zoom)	01	Mr. Wajid Chaudhray – BISP AJK. 1-1 Training
4.	28 Dec 2020	Virtual Training (Zoom)	16	Federal and provincial SDG Unit staff was trained
5.	21 Jan 2021	Virtual Training scheduled (Zoom)	6	Additional nominations from Agriculture Department AJK

13. System Handover to SDG Unit

After providing training on Admin Panel of the software to Federal SDG Unit on 28th December, a request has been sent to SDG Unit official to allow installing database and software on government server owned by SDG. Purpose of this activity is to complete handover process of system to SDG Unit. SDG Unit provided new sub domain for social protection reporting MIS i.e., http://sp.sdgpakistan.pk. Database and web application is installed on SDG Unit server. Admin credential already have been provided to them after their training session. On older web address, re-direction has been implemented so that users may not be confused about address change.

14. Software Support

After training, the consultant is providing continuous support to all trained staff of the agencies. For this purpose, various WhatsApp groups were formed to provide quick support. Several What's app group for different regions have been created and their reported issues have been address timely. This support is still continuing.

Annex-A: MIS Assessment Form

Agency name:

Contact Person Name:

Designation:

Contact number:

Note: This Performa is meant to fill by the social protection agency running social protection scheme. The purpose of this questionnaire is to collect the information for the type of MIS system is in use to collect beneficiaries data for regular reporting.

1	What type of system are you using to collect scheme data?	Online (Web-Based)	☐	Offline(Desktop based)	☐
		Excel/Other electronic formats	☐	Paper–based system	☐
		Other			
2	If system is online (web-based)				
2.1	Which data entry interface is in use?	Mobile application	☐	Web-interface	☐
2.2	How data is being entered into system?	Data is entered at field level	☐	Data is entered at central location	☐
3	If system is offline				
3.1	Which data format is collected from field?	Paper-based	☐	Excel/CSV/other format	☐
3.2	The offline system installed at;	Central location	☐	Central and field both	☐
3.3	If data format is Excel/CSV etc. then what is the mode of data input?	Data import directly into database	☐	Data is entered into system by data entry operator using input interface	☐
4	Human resource availability				
4.1	Is there designated human resource available for regular data collection?	Yes	☐	No	☐
4.2	Is there designated human resource available for data entry?	Yes	☐	No	☐
4.2.1	How many data entry personnel on board?				

4.3	Data entry HR is available at central location only?	Yes	☐	No	☐
4.4	Data entry HR is available at central location and all program locations only?	Yes	☐	No	☐
4.5	Data entry HR is available at central location and all selected remote locations only?	Yes	☐	No	☐
4.6	How much time required to complete data entry for a specific reporting interval	A week or less	☐	2-3 weeks	☐
		3-4 weeks	☐	4+ weeks	☐
5	What is the frequency of data collection?	Real-time	☐	Monthly	☐
		Quarterly	☐	Bi-Annual	☐
		Annual	☐	Other	
6	Is online system provides access to data users and management to generate analytical reports?	Yes	☐	No	☐
7	Can data user access system on their desktop/laptop computers or mobile/tablets?	Yes	☐	No	☐
8	Is Online system provides APIs or other formats to share data with other stakeholders?	Yes	☐	No	☐
9	Is offline system provides electronic formats to share data with other stakeholders?	Yes	☐	No	☐
10	Is agency allows data sharing with other related organization?	Yes	☐	No	☐

10.1	If yes, then provide names of organization:				
10.2	How frequently data is being shared with these organizations?	Monthly	☐	Quarterly	☐
		Bi-Annual	☐	On request only	☐
11	Is MIS system access is available outside the organization?	Yes	☐	No	☐
12	Is system developed in-house?	Yes	☐	No	☐
12.1	If system developed in-house, what is the software development team size?				

Annex B: Social Protection Performa

Social Protection Questionnaire

Note: This questionnaire is to acquire information on beneficiaries of the scheme governed by the institution/agency and NOT the employees/staff of the agency

Instructions:

This questionnaire is to help report on relevant SDG indicators related to Social Protection. To achieve this objective, a standard template in the form of this questionnaire is designed. This questionnaire covers the branches of social security guided by C102 - Social Security (Minimum Standards) Convention, 1952 (No. 102).

Inputs will be required from all provincial and federal level agencies that are responsible for implementing social protection schemes. These schemes fall under two categories of social protection; contributory and non- contributory. Please see the section on definitions to understand the various types of programmes/schemes that fall under each category.

Definitions:
1. **Contributory Schemes:**
   - Social Insurance
   - Occupational Schemes
   - National Provident Funds
   - Micro-insurance
   - Mutual benefit, community based schemes

2. **Non-Contributory schemes can be divided into two streams:**
   - Schemes targeting poor (based on Means Testing)
     - Non-conditional minimum income support and other social assistance programmes
     - Conditional cash transfers
     - Employment guarantee schemes
   - Schemes **Not** targeting poor
     - Universal Schemes (for all residents)
     - Categorical Schemes

Target 1.3: Implement nationally appropriate social protection systems and measures for all, including floors, and by 2030 achieve substantial coverage of the poor and the vulnerable

- **Indicator 1.3.1:** Proportion of population covered by social protection floors/systems, by sex, distinguishing children, unemployed persons, older persons, persons with disabilities, pregnant women, new-borns, work-injury victims and the poor and the vulnerable

This questionnaire will be completed separately for each scheme being implemented by the agency.

Social Protection Agency Name:		Scheme Name	
Type of Scheme (Contributory/Non-Contributory)		**Reporting Interval:** Monthly / Quarterly	
Reporting Year – Month/Quarter		**Province**: *If scheme is national then agency will submit report of each province separately*	

I	**Is the scheme providing children support?**	☐ Yes	☐ No

	If yes, then provide below information											
			Male			**Total Male**	**Female**			**Total Female**	**Total**
		Age Group	**1-5**	**6-12**	**13-18**		**1-5**	**6-12**	**13-18**		
1.1	Number of households receiving cash support for children covered under social protection benefits *Note: Add numbers in total columns*	**Beneficiaries** — Rural	■	■	■	■	■	■	■	■	
		Beneficiaries — Urban	■	■	■	■	■	■	■	■	
		Beneficiaries — Total	■	■	■	■	■	■	■	■	
		Incentive (PKR) — Rural	■	■	■	■	■	■	■	■	
		Incentive (PKR) — Urban	■	■	■	■	■	■	■	■	
		Incentive (PKR) — Total	■	■	■	■	■	■	■	■	
1.2	Number of children covered by cash/In-kind benefits (school meals, access to services)	**Beneficiaries** — Rural									
		Beneficiaries — Urban									
		Beneficiaries — Total									
		Incentive (PKR) — Rural									
		Incentive (PKR) — Urban									
		Incentive (PKR) — Total									

2	**Is the scheme providing maternity benefits**			☐ Yes				☐ No		

	If yes, then provide below information									
							Female		**Total Female**	**Total**
			Age Group		**15-30**	**31-40**	**41-49**		
2.1	Number of women receiving maternity cash benefits	**Beneficiaries**	Rural							
			Urban							
			Total							
		Incentive (PKR)	Rural							
			Urban							
			Total							

3	**Is the scheme providing Iddat benefit**			☐ Yes				☐ No		

	If yes, then provide below information									
							Female		**Total Females**	**Total**
			Age Group		**15-30**	**31-45**	**45-60**		
3.1	Number of female workers received Iddat benefit	**Beneficiaries**	Rural							
			Urban							
			Total							
		Incentive (PKR)	Rural							
			Urban							
			Total							

4	**Is the scheme providing skills training**		☐ Yes		☐ No	

	If yes, then provide below information			
		Male	**Female**	**Total**

4.1	Number of persons benefiting from skills training scheme	**Beneficiaries**	Rural			
			Urban			
			Total			
		Incentive (PKR)	Rural			
			Urban			
			Total			
5	**Is the scheme providing unemployment benefit**	☐ Yes			☐ No	

If yes, then provide below information

				Male			Total Male	Female			Total Female	Total
			Age Group	**15-30**	**31-45**	**46-60**		**15-30**	**31-45**	**46-60**		
5.1	Number of persons receiving unemployment support	**Beneficiaries**	Rural									
			Urban									
			Total									
		Incentive (PKR)	Rural									
			Urban									
			Total									
				Male			Total Male	Female			Total Female	Total
			Age Group	**15-30**	**31-45**	**46-60**		**15-30**	**31-45**	**46-60**		
5.2	Number of persons registered in employment guarantee Programme	**Beneficiaries**	Rural									
			Urban									
			Total									

		Incentive (PKR)	Rural												
			Urban												
			Total												

6	**Is the scheme providing benefit support for persons with disability** *(Ask this, if scheme is non-contributory)*	☐ Yes	☐ No

If yes, then provide below information				
		Male	**Female**	**Total**

				Male	**Female**	**Total**
6.1	Number of persons receiving disability benefits and in kind support (prosthetics, artificial limbs, assistive devices etc.) –	**Beneficiaries**	Rural			
			Urban			
			Total			
		Incentive (PKR)	Rural			
			Urban			
			Total			

7	**Is the scheme providing employment injury benefits /work injury support (the scheme is contributory)**	☐ Yes	☐ No

If yes, then provide below information

			Male			Total Male	Female			Total Female	Total
		Age Group	**15-30**	**31-45**	**46-60**		**15-30**	**31-45**	**46-60**		
7.1	Number of person receiving cash benefit for employment injury	**Beneficiaries** Rural									
		Urban									
		Total									
		Incentive (PKR) Rural									
		Urban									

		Total										
7.2	Number of persons covered for employment injury	**Person Covered**	**Rural**									
			Urban									
			Total									
8	**Is the scheme administrating health insurance schemes** (for Contributory schemes)	☐ Yes						☐ No				
	If yes, then provide below information											

			Male			**Total Male**	**Female**			**Total Female**	**Total**
		Age Group	**15-30**	**31-45**	**46-60**		**15-30**	**31-45**	**46-60**		
8.1	Contributions received for persons	**Number of persons for whom contributions are received**	**Rural**								
			Urban								
			Total								
		Incentive (PKR)	**Rural**								
			Urban								
			Total								

			Male			**Total Males**	**Female**			**Total Females**	**Total**
		Age Group	**0-15**	**16-45**	**46-60**		**0-15**	**16-45**	**46-60**		
8.2	Number of persons receiving health benefits	**Insured persons**	**Rural**								
			Urban								
			Total								
		Dependents									
			Rural								

		Incentive (PKR)	Urban									
			Total									
9	**Is the scheme providing support to vulnerable persons?** Vulnerable referred here are individuals or groups disempowered in society due to age, poor health, minority status etc. *(Ask this, if scheme is non-contributory)*		☐ **Yes**						☐ **No**			
	If yes, then provide below information											
	☐ Women	☐ Children		☐ Adolescents			☐ Older persons					
	☐ Persons with disabilities	☐ Minorities		☐ Migrants			☐ Indigenous people					
	☐ Unemployed	☐ Domestic/home workers		☐ Refugees			☐ Internally displaced persons					
	☐ Non-nationals	☐ Prisoners and detainees		☐ Returnees			☐ Sick Workers					
	☐ People living with HIV/AIDs	☐ LGBTQ		☐ Persons living in poverty			☐ Widow					
	☐ Destitute	☐ Orphans		☐ Injured Workers			☐ Other					

				Male			Total Male	Female			Total Female	Total
			Age Group	0-30	31-60	60+		0-30	31-60	60+		
9.1	Number of vulnerable persons covered by the scheme	**Beneficiaries**	Rural									
			Urban									
			Total									
		Incentive (PKR)	Rural									
10	**Is the scheme providing support to persons** (based on proxy means test/poverty scoring)		☐ **Yes**					☐ **No**				
	If yes, then provide below information											

				# of house holds	No. of males covered in households			Total Male	No. of females covered in households			Total Female	Total
			Age Group		0-30	31-60	60+		0-30	31-45	46-65+		
10.1	Number of persons / households covered by social assistance (UCT/cash benefits)	Beneficiaries	Rural										
			Urban										
			Total										
		Incentive (PKR)	Rural										
			Urban										
			Total										
11	**Is the scheme providing covering agriculture benefits**			☐	Yes				☐	No			
	If yes, then provide below information												

				Male		Female		Total
11.1	Number of agri workers getting benefit such as fertilizers, seeds, trainings, microfinance and interest free loans etc.	Beneficiaries	Rural					
			Urban					
			Total					
		Incentive (PKR)	Rural					
			Urban					
			Total					
12	**Is the scheme providing subsidies** *(Ask this, if scheme is non-contributory)*			☐	Yes		☐	No
	If yes, then provide below information							
	☐ Food		☐ Electricity		☐ Fuel		☐ Other	

		Male	Total Male	Female	Total Female	Total

			Age Group	0-30	31-60	60+		0-30	31-60	60+		
12.1	Number of persons benefiting from subsidy scheme	Beneficiaries	Rural									
			Urban									
			Total									
		Incentive	Rural									
			Urban									
			Total									
13	**Is the scheme providing pension benefits**			☐	Yes				☐	No		
	If yes, then provide below information											

				Male	Female	Total
13.1	Number of people receiving old age pension (on the event of retirement)	Contributors	Rural			
			Urban			
			Total			
		Beneficiaries	Rural			
			Urban			
			Total			
		Incentive (PKR)	Rural			
			Urban			
			Total			
13.2	Number of people receiving invalidity pension (In case of permanent disability)	Beneficiaries	Rural			
			Urban			
			Total			
			Rural			

		Incentive (PKR)	**Urban**			
			Total			
13.3	Number of people receiving Old-Age Grant (an insured person attained superannuation age, but does not possess the minimum threshold for pension)	**Beneficiaries**	**Rural**			
			Urban			
			Total			
		Incentive (PKR)	**Rural**			
			Urban			
			Total			
13.4	Number of people receiving Survivor's/family Pension (in case an insured Person is expired)	**Beneficiaries**	**Rural**			
			Urban			
			Total			
		Incentive (PKR)	**Rural**			
			Urban			
			Total			
13.5	Number of people receiving early retirement pension	**Beneficiaries**	**Rural**			
			Urban			
			Total			
		Incentive (PKR)	**Rural**			
			Urban			
			Total			
13.6	Number of person receiving disablement pension due to injury at work place	**Beneficiaries**	**Rural**			
			Urban			
			Total			
			Rural			

		Incentive (PKR)	Urban			
			Total			

Annex C: List of Denominators (For Social Protection Indicators)

To calculate indicators of SDG 1.3 from proposed reporting performa, following list of denominator are required

1. Total Population
2. Un-Employed Population
3. Population with Disability
4. Pregnancies

Required Dimensions

1. National and Provincial Values
2. Year wise
3. Gender Wise (Male / Female)
4. Rural / Urban wise
5. Age Bifurcation (0-15, 15-30, 30-45, 45-60, 60+)

To calculate all these denominators, we need to know Base year population and demographic values of each from surveys or office of Statistical Bureau

Following is the detailed tables for denominators

Total Population (Yearly, National level and of all provinces)						
	Male					
	0-15	**15-30**	**30-45**	**45-60**	**60+**	**Total**
Urban						
Rural						
Total (Rural / Urban)						
	Female					
	0-15	**15-30**	**30-45**	**45-60**	**60+**	**Total**
Urban						
Rural						
Total (Rural / Urban)						
Total (Male/Female, Rural/Urban)						

Un-Employed (Yearly, National Level and of all provinces				
	15-30	30-45	45-60	**Total**
Urban				
Rural				
Total (Rural / Urban)				

Population with Permanent Disability (Yearly, National and of each provinces)						
	Male					
	0-15	**15-30**	**30-45**	**45-60**	**60+**	**Total**
Urban						

Rural						
Total (Rural / Urban)						
	Female					
	0-15	**15-30**	**30-45**	**45-60**	**60+**	**Total**
Urban						
Rural						
Total (Rural / Urban)						
Total (Male/Female, Rural/Urban)						

Pregnancies (Yearly, National Level and of all Provinces	
	15 - 49
Urban	
Rural	
Total	

Annex-D – List of participants trained on the system

Below matrix is complete list of the participants trained in three different sessions. All agencies focal person for this system were trained

#	Name	Designation	Agency	Training Date
1.	Shuja Gichki	Commissioner	Baluchistan Employees Social Security Institution	30 Nov 2020
2.	Qabil Khan	Social Security Officer	Baluchistan Employees Social Security Institution	30 Nov 2020
3.	Muhammad Iqbal	Assistant Director (MIS)	Baluchistan Employees Social Security Institution	30 Nov 2020
4.	Ishaque Mahar	Commissioner	Sindh Employees Social Security Institution	30 Nov 2020
5.	Ambreen Kamil	Director C&B	Sindh Employees Social Security Institution	30 Nov 2020
6.	Anwar Khan	DG	Khyber Pakhtunkhwa Employees Social Security Institution	30 Nov 2020
7.	Muhammad Yousaf	Deputy Director	Khyber Pakhtunkhwa Employees Social Security Institution	30 Nov 2020
8.	Tanveer Iqbal	Commissioner	Punjab Employees Social Security Institution	30 Nov 2020
9.	Babar Abbas Khan	DG C&B	Punjab Employees Social Security Institution	30 Nov 2020
10.	Haseeb Ahmed	IT Reforms Unit	Punjab Employees Social Security Institution	30 Nov 2020
11.	Waqar Azim	COO	Punjab Social Protection Authority	30 Nov 2020
12.	Kashif Saeed	Policy Advisory	Punjab Social Protection Authority	30 Nov 2020
13.	Rehana Afzal	GM, M&E	Punjab Social Protection Authority	30 Nov 2020
14.	Naeem Shaukat	Director Coordination	Employees Old Age Benefits Institution	30 Nov 2020
15.	Ahmad Jan Malik	JS	PASSD	02 Dec 2020
16.	Raheel Cheema	Section Officer	Ehsaas	02 Dec 2020
17.		Secretary	Benazir Income Support Programme	02 Dec 2020
18.	Shahid Rashid	Deputy Director	Benazir Income Support Programme (federal)	02 Dec 2020
19.			Benazir Income Support Programme, GB	02 Dec 2020

#	Name	Designation	Agency	Training Date
20.			Benazir Income Support Programme, AJK	02 Dec 2020
21.	Qazi Azmat Isa		Pakistan Poverty Alleviation Fund	02 Dec 2020
22.	Ayesha Salma	Group Head, Quality Assurance Research and Design	Pakistan Poverty Alleviation Fund	02 Dec 2020
23.	Zahid Hussain,	GM MER	Pakistan Poverty Alleviation Fund	02 Dec 2020
24.	Imran Siddiqui	CIO	Pakistan Poverty Alleviation Fund	02 Dec 2020
25.	Niaz Hussain	Manager MER	Pakistan Poverty Alleviation Fund	02 Dec 2020
26.	Mubasher Hassan	DMD	Pakistan BaitulMaal (Federal)	02 Dec 2020
27.	Fawad	Director IT	Pakistan BaitulMaal (Federal)	02 Dec 2020
28.			Pakistan BaitulMaal, GB	02 Dec 2020
29.			Pakistan BaitulMaal, AJK	02 Dec 2020
30.	Muhammad Ali	Research Officer	Zakat (Federal)	02 Dec 2020
31.			Zakat, GB	02 Dec 2020
32.			Zakat, AJK	02 Dec 2020
33.	Qaiser Rafique	CEO	TVO	02 Dec 2020
34.	Amjad Zeb	Programme Coordinator	TVO	02 Dec 2020
35.			Social Welfare Department, GB	02 Dec 2020
36.	Nasreen Akhtar	Director	Social Welfare Department, AJK	02 Dec 2020
37.	Wajid Chaudhry		BISP, AJ&K	16 Dec 2020
38.	Dr Abdul Rehman Cheema (	Research Analyst	Federal SDG Unit	28 Dec 2020
39.	Zuhair Shabbir	Communication Officer	Federal SDG Unit	28 Dec 2020
40.	Azfatr Ali	IT/Data Analyst	Federal SDG Unit, UNDP/MoPDSI	28 Dec 2020
41.	Zaheer Abbas	Data & Research Analyst	SDGs Support Unit GB	28 Dec 2020
42.	Sajjad Gilani	Social Policy Analyst	SDGs Support Unit Sindh	28 Dec 2020
43.	Syed Ali Husnain Gillani	SDGs Coordinator	SDGs Support Unit AJ&K	28 Dec 2020

#	Name	Designation	Agency	Training Date
44.	Ms Nihan Rafique	Data & Research Analyst	SDGs Support Unit AJ&K	28 Dec 2020
45.	Saheem	Social Policy Analyst	Punjab's SDG Unit	28 Dec 2020
46.	M. Fareed,		SDG Unit, KPK	28 Dec 2020
47.	Barkat Ali			28 Dec 2020
48.	Habibullah Khan Nasar			28 Dec 2020
49.	Habib Hasan			28 Dec 2020
50.	Nasar Ali	SDGs Coordinator	SDGs Support Unit – KPK	28 Dec 2020
51.	Muhammad Sajjad	Socio-Economic Specialist	SDGs Support Unit - KP	28 Dec 2020
52.	Ahmed Hasan			28 Dec 2020
53.	Shumaila Kamil			28 Dec 2020