



EXPRESSION OF INTEREST FOR END-LINE SOCIO ECONOMIC SURVEY UNDER BRACE

Balochistan Rural Support Programme (BRSP) with the financial support of European Union (EU) is implementing a five-year programme with a 12 month No-Cost Extension (July 2017 to June 2023) Balochistan Rural Development and Community Empowerment Programme (BRACE). BRACE is being implemented in nine (09) out of the 36 districts of the Balochistan province in close coordination with Government of Balochistan. For this programme, BRSP intends to award a service contract to a reputable firm for carrying out End-line Socio-Economic Survey in nine (09) districts, which include: Jhal Magsi, Khuzdar, Killa Abdullah, Chaman, Loralai, Pishin, Washuk, Duki and Zhob.

Interested Firms / Companies can collect the complete bidding documents from BRSP Head office (House No. 5-A Sariab Road, Quetta) or can also be downloaded from BRSP's website www.brsp.org.pk

All applications, meeting the criteria in all respect, should reach no later than 1630hrs (PST) of **May 3rd 2023** at below mentioned address.

For any clarifications or inquiries related to this EOI, the applicant may contact Head of Department – PMER, focal person from BRSP through email at alvi.ibrahim@brsp.org.pk Such queries must be received prior to 1500hrs on 20th April, 2023. Any material questions that are received will be responded to in writing. BRSP reserves the right to accept or reject any or all the bids without assigning any reasons

Procurement Unit
BRSP Office: 5-A, Gulshan-e-Janan, Sariab Road, Quetta
Phone: 0812-471437-39 Ext. 123



European Union



Tender Reference: BRSP/BRDCEP/EUD/ACA/2015/369-757/11

INSTRUCTION TO BIDDERS

BRSP is a not for profit organization of Balochistan and member of a larger network of Rural support programme in Pakistan. BRSP endeavors have focused on improving the living conditions of rural poor for more than two and half decades in the Province Balochistan. In the Year 1991, the successful manifestation of integrated rural development program at a limited scale, paved the way for the transformation of the project into a programme called BRSP. Therefore, BRSP was registered under Section 42 of the Companies' Ordinance 1984, as a not for profit organization dedicated to the improved living conditions of rural poor in the province of Balochistan. BRSP aims to harness potential of rural poor to help themselves, assume control of local development and improve their standard of living.

These instructions set out the rules for the submission, selection and implementation of contracts financed under this call for tenders.

1 SERVICES TO BE PROVIDED:

- 1.1 BRSP under European Union funded Project, Balochistan Rural Development & Community Empowerment Program (BRACE) Grant No. ACA/2015/369-757, intends to invited reputable Companies / firms for undertaking End-Line Socio-Economic Survey in Nine (09) districts (Jhal Magsi, Khuzdar, Killa Abdullah, Chaman, Loralai, Pishin, Washuk, Duki and Zhob) of Balochistan.

Complete TORs for the End-Line Socio-Economic Survey is attached as **Annex-1**

- 1.2 The firm must comply fully in respect of qualification and experience set out in the above attached annex of tender documents.
- 1.3 Financial proposed amount shall be inclusive of all applicable taxes as per Income Tax Ordinance 2001 and Sales Tax Ordinance of Pakistan.
- 1.4 Call deposit of 2% of total financial proposed amount shall be submitted with tender documents as tender guarantee deposit.

2 TIME TABLE FOR TENDER PROCESS:

Activities	Date	Time
Tender Notice Publication	March 31, 2023	
Dead line for clarifications	April 20, 2023	03:00 p.m.
Dead line for submission of bids	May 03, 2023	4:30 p.m.
Tender Opening Session (Technical Proposal)	May 04, 2023	11:00 a.m.
Presentation session by the Shortlisted firms	May 11, 2023	12:00 p.m.
Financial Opening Session (Financial)	May 11, 2023	2:00 p.m.
Notification of award to successful bidder (expected)	May 13, 2023	
Signing of Contract	from May 14, 2023	
Delivery period	3 months from the date of signing of Contract agreement	

Note: The times are in the time zone of Pakistan.



European Union



Tender Reference: BRSP/BRDCEP/EUD/ACA/2015/369-757/11

3 PARTICIPTION:

3.1 Eligibility:

- Participation in tendering is open to all legal persons having registered business entity including sole proprietorship, Association of Persons (AOP), partnership firm, private or public limited companies.
- Participation in tendering is open to all legal person who is established in Pakistan and in the member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the Balochistan Rural Development & Community Empowerment Programme (BRACE) under which the contract is financed. All services must originate in one or more of these countries¹.

3.2 Exclusion from participation:

Tenderers must have to certify in a declaration that they are not in one of the following situation

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment;
- They have been guilty of grave professional misconduct proven by any means;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of country where the contract to be performed.
- They have been subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the communities' financial interest.

3.3 Exclusion from award of contract:

Contracts may not be awarded to tenderers which during the procurement procedure:

- (a) Are subject to a conflict of interest;
- (b) Are guilty of misrepresentation in supplying the information required as a condition of participation in the contract procedure or fail to supply this information.

4 STATE OF ORIGIN:

Firms applying for this services must be of Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the Balochistan Rural Development & Community Empowerment Programme (BRACE) (see the list of eligible origin in foot note 1).

¹ Europe: EU Member States, EEA Member States, Croatia, The former Yugoslav Republic of Macedonia, Turkey, Montenegro Asia: Afghanistan, Bangladesh, Bhutan, Cambodia, China, Democratic People's Republic of Korea, India, Indonesia, Laos, Malaysia, Maldives, Mongolia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand, Vietnam. Latin America: Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Cuba, El Salvador, Ecuador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela. Central Asia: Kazakhstan, Kyrgyz Republic, Tajikistan, Turkmenistan, Uzbekistan. Middle East: Iran, Iraq, Oman, Saudi Arabia, Yemen. South Africa: South Africa.



European Union



Tender Reference: BRSP/BRDCEP/EUD/ACA/2015/369-757/11

5 TYPE OF CONTRACT:

Service Contract

6 CURRENCY:

The rates must be quoted in Pak Rupees.

7 PERIOD OF VALIDITY OF OFFER:

7.1 Tenderers shall be bound by their tenders for a period of 60 days from the deadline of submission of tenders.

7.2 In case prior to the expiry of the original tender validity period, BRSP may ask tenderers to extend this period by 30 days or more. Such requests and the responses to them must be in writing. Tenderers that agree to do so will not be permitted to modify their tenders. If they refuse, their participation in the tender procedure will be terminated.

8 LANGUAGE OF OFFER:

The Bid documents, technical & financial, declaration, annexes and all supporting documents must be written in English language. If the supporting documents are not written in the English language, it is recommended to provide a translation into the language of the call for tenders, in order to facilitate the evaluation of the documents.

9 SUBMISSION OF BIDS:

The tender documents must be received before the deadline specified in clause-2. They must include all the documents specified in clause-10 of these instructions and to be sent to the following address:

Procurement Unit

BRSP Office: 5-A, Gulshan-e-Janan Street. Saryab Road,

Quetta, Balochistan, Pakistan.

Ph: 00-92-81-2471437-39

9.1 All tenders, including Technical Bid, Financial Bid, Declaration, annexes and all supporting documents, must be submitted in a sealed envelope bearing only;

- a) the above address;
- b) the reference # of this invitation / tender;
- c) the words "Not to be opened before the tender opening session" in English language.
- d) the name of tenderer.

9.2 All tenders must be received at above address before the deadline date and time by registered mail or courier with acknowledgement receipt or hand-delivered against receipt signed by BRSP or its representative.



European Union



Tender Reference: BRSP/BRDCEP/EUD/ACA/2015/369-757/11

10 CONTENTS OF TENDER:

All tenders submitted must comply with the requirements in the tender documents and comprise:

- 10.1 **Technical Offer:** Tenderers must have to submit complete profile of firm as mentioned in Annexure I (Term of references).
- 10.2 **Financial Offer:** Tenderers must have to submit the financial proposal for this consultancy. Financial proposal must be inclusive of all type of taxes as per income tax ordinance and Sales Tax of Pakistan.
- 10.3 **Other Documentation:**
 - Tenderer's declaration for non-exclusion from tenders.
 - Supporting documents as required in the technical offer including company's registration, Sales Tax & Income Tax registration certifications, experience certificates, bank statements, financial statements and company's profile.

11 TAXES AND OTHER COSTS:

- 11.1 The quoted rates must be inclusive of all type of government taxes; in case of exemption the firm should have to provide a valid exemption certificate as per govt. rules.
- 11.3 The quoted rates must be inclusive of transportation and accommodation of firms' staff and all other costs.

12 ADDITIONAL INFORMATION BEFORE THE DEADLINE FOR SUBMISSION OF BIDS:

The tender documents should be clear enough to preclude the need for tenderers to request additional information during the procedure. If the contracting authority, either on its own initiative or in response to a request from a prospective tenderer, provides additional information on the tender documents, it must send in writing to all other prospective tenderers at the same time.

Tenderers may submit questions/queries via email to the following up to April 20, 2023 for clarifications / queries, with reference to the tender and contract title.

Email : alvi.ibrahim@brsp.org.pk

13 ALTERATION OR WITHDRAWAL OF TENDER:

- 13.1 Tenderers may withdraw their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered or withdrawn after this deadline.
- 13.2 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiry of the tender validity period. Withdrawal of a tender during this interval may result in forfeiture of the tender guarantee.

14 COST OF PREPARING TENDER:

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs will be borne by the tenderer.



European Union



Tender Reference: BRSP/BRDCEP/EUD/ACA/2015/369-757/11

15 OWNERSHIP OF TENDER:

The contracting authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers have no right to have their tenders returned to them.

16 OPENING OF TENDER:

- 16.1 This tender is two stage one envelop process i.e. at first stage only technical profile will be opened and firms that are technical qualified will be further considered for financial evaluation.
- 16.2 The opening and examination of tenders is for the purpose of checking whether the tenders are complete, whether the requisite tender guarantees have been furnished, whether the required documents have been properly included and whether the tenders are generally in order.
- 16.3 The tenders will be opened on the date & time as given in Clause-2 by the procurement/evaluation committee. The committee will draw up minutes of the meeting.
- 16.4 After the opening of the tenders, no information relating to the examination, clarification, evaluation and comparison of tenders, or recommendations concerning the award of the contract can be disclosed until after the contract has been awarded.
- 16.5 Any attempt by a tenderer to influence the evaluation committee in the process of examination, clarification, evaluation, and comparison of tenders, to obtain information on how the procedure is progressing or to influence the contracting authority in its decision concerning the award of the contract will result in the immediate rejection of its tender.
- 16.6 All tenders received after the deadline for submission specified in the Clause-2 will be kept by the contracting authority. The associated guarantees will be returned to the tenderers. No liability can be accepted for late delivery of tenders. Late tenders will be rejected and will not be entertained.

17 EVALUATION OF TENDER:

17.1 Examination of the administrative conformity of tenders:

The aim at this stage is to check that tenders comply with the essential requirements of the tender documents. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender documents.

If a tender does not comply with the tender documents, it will be rejected immediately and may not subsequently be made to comply by correcting it.

17.2 Technical Evaluation:

After analyzing the tenders deemed to comply in administrative terms, the Procurement/evaluation committee will rule on the technical admissibility of each tender, classifying it as technically compliant or non-compliant.

- 17.3 In the interest of transparency and equal treatment and to facilitate the examination and evaluation of tenders, the procurement/evaluation committee may ask each tenderer individually for clarification of its tender including breakdowns of prices, within a reasonable time limit to be fixed by the evaluation committee. The request for clarification and the response must be in writing, but no change in the price or substance of the tender may be



European Union



Tender Reference: BRSP/BRDCEP/EUD/ACA/2015/369-757/11

sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders. Any such request for clarification must not distort competition. Decisions to the effect that a tender is not technically compliant must be duly justified in the evaluation minutes.

17.4 Financial Evaluation:

- Tenders found to be technically compliant shall be checked for any arithmetical errors in computation and summation. Errors will be corrected by the Procurement/evaluation committee as follows:
 - Where there is a discrepancy between amounts in figures and words, the amount in words will be the amount taken into account;
 - Except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.
- Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.

18 AWARD OF CONTRACT:

The award criteria for this tender will be the price. The contract will be awarded as per the recommendation of Procurement/evaluation Committee.

- 18.1 The successful tenderer will be informed in writing that its Proposal has been accepted (notification of award).
- 18.2 Before the contracting authority signs the contract with successful tenderer, the successful tenderer must provide the documentary proof (original copies) including company's incorporation certificate, experience certificates, financial accounts, bank statements or any other document needed by the evaluation committee according to the selection criteria.
- 18.3 If successful tenderer fails to provide the documentary proof or statements or the evidence needed by the contracting authority according to selection criteria within 7 calendar days following the notification award or if the successful tenderer is found to have provided false information or fake documents, the award will be considered null and void. In such a case the contracting authority may award the tender to the next lowest tenderer or cancel the tender procedure.
- 18.4 Within 07 days of receipt of the contract already signed by the contracting authority, the selected tenderer must sign and date the contract and return it to the contracting authority. On signing the contract, the successful tenderer will become the contractor and the contract will enter into force.
- 18.5 If it fails to sign and return the contract & any financial guarantee required within 07 working days after receipt of notification, the contracting authority may consider the acceptance of the tender to be cancel without prejudice to the contracting authority's right to seize the guarantee, claim compensation or pursue any other remedy in respect of such a failure, and the successful tenderer will have no claim what so ever of the contracting authority.

19 ETHICAL CLAUSE:

- 19.1 Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the committee or the contracting authority during



European Union



Tender Reference: BRSP/BRDCEP/EUD/ACA/2015/369-757/11

- the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender.
- 19.2 When putting forward a tender, the tenderer shall declare that it is affected by no conflict of interest and has no equivalent relation in that respect with other tenderers or parties involved in the project. Should such a situation arise during execution of the contract, the contractor must immediately inform the contracting authority.
- 19.2 The contractor must at all time act impartially and as a faithful adviser in accordance with the code of conduct of its profession. It shall refrain from making public statements about the project or services without the contracting authority's prior approval. It may not commit the contracting authority in any way without its prior written consent.
- 19.3 For the duration of the contract the contractor and its staff shall respect human rights and undertake not to offend the political, cultural and religious mores of the state. In particular, and in accordance with the legal basic act concerned, tenderers who have been awarded contracts shall respect core labor standards as defined in the relevant international labor organizations conventions (such as the conventions on freedom of association and collective bargaining; abolition of forced and compulsory labor; elimination of forced and compulsory labor; abolition of child labor).
- 19.4 The contractor may accept no payment connected with the contract other than that provided for therein. The contractor and its staff must not exercise any activity or receive any advantage inconsistent with their obligations to the contracting authority.
- 19.5 The contractor and its staff shall be obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the contractor shall be confidential.
- 19.6 The contract shall govern the contracting party's use of all reports and documents drawn up, received or presented by them during the implementation of the contract.
- 19.7 The contractor shall refrain from any relationship likely to compromise its independence or that of its staff. If the contractor ceases to be independent, the contracting authority may, regardless of injury, terminate the contractor without further notice and without the contractor having any claim to compensation.
- 19.8 The contracting authority reserves the right to suspend or cancel contract if corrupt practices of any kind are discovered at any stage of the contract and if the company fails to take all appropriate measures to remedy the situation. For the purposes of this provision, "corrupt practices" are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the implementation of this contract.
- 19.9 The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. Where such substantial errors, irregularities or fraud are discovered after the award of contract, the contracting authority may refrain from concluding the contract.

20 CANCELLATION OF THE TENDER PROCEDURE:

In the event of a tender procedure's cancellation, tenderers will be notified by the contracting authority. In case tender procedure is cancelled before the opening session the sealed envelopes will be returned, unopened, to the tenderers.

Cancellation may occur where:

- The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no valid response at all;
- The economic or technical parameters of the project have been fundamentally altered;



European Union



Tender Reference: BRSP/BRDCEP/EUD/ACA/2015/369-757/11

- Exceptional circumstances or force majeure render normal implementation of the project impossible;
- All technically compliant tenders exceed the financial resources available;
- There have been irregularities in the procedure, in particular where these have prevented fair competition;
- The award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market.
- In no event, shall the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure even if the contracting authority has been advised of the possibility of damages.

(Must be printed on 100 rupees stamp paper)

Declaration of Undertaking

We underscore the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labor Standards") in the implementation of the project. We undertake to comply with the Core Labor Standards ratified by the country of Pakistan.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Pakistan

We also declare that our company/all members of the consortium has/have not been included in the list of sanctions of the United Nations, nor of the EU, nor of the German Government, nor in any other list of sanctions and affirm that our company/all members of the consortium will immediately inform the client if this situation should occur at a later stage.

We acknowledge that, in the event that our company (or a member of the consortium) is added to a list of sanctions that is legally binding upon the client, the client is entitled to exclude our company/the consortium from the procurement procedure and, if the contract is awarded to our company/the consortium, to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

(Place) Quetta (Pakistan), this _____.

Name of company: _____

Signature (s): _____

Annex-1

Expression of Interest (EOI)

Subject: To conduct End-line Socio Economic Survey across 09 districts of Balochistan for the EU funded Balochistan Rural Development and Community Empowerment (BRACE) Programme

Project: Balochistan Rural Development and Community Empowerment Programme

The BRSP invites sealed proposals to carry out “End-line Socio Economic Survey across 09 districts of Balochistan for the EU funded Balochistan Rural Development and Community Empowerment (BRACE) Programme” as per the Terms and Conditions detailed in this EOI and Terms of Reference (ToRs) attached as Annex-I.

1. Submission of Proposals:

- a. The applicant firm must strictly adhere to all the requirements of this EOI. No changes, substitutions or other alterations to the rules and provisions stipulated in this EOI may be made or assumed unless it is instructed or approved in writing by BRSP in the form of Supplemental Information to the EOI.
- b. Any Proposal submitted will be regarded as an offer by the applicant and does not constitute or imply the acceptance of any Proposal. BRSP is under no obligation to award a contract to any applicant upon submission of proposal
- c. **Submission of Proposal:** Eligible applicants shall submit their Technical and Financial proposals in separate sealed envelopes, to be delivered through registered mail to:

Syed Naseeb Ullah

Senior Manager Administration and HR
Balochistan Rural Support Programmes Network (BRSP)
BRSP House 5-A, Gulshan-e-Janan,
Sariab Road
Quetta, Pakistan.
Tel: 0092 812 2471437-9 (*Ext. 145*)

The complete proposals along with all required documents should be submitted not any later than 1630hrs (PST) on 3rd May 2023 and clearly marked as “Proposal for End-line Socio Economic Survey across 09 districts of Balochistan for the EU funded Balochistan Rural Development and Community Empowerment (BRACE) Programme”

- d. A soft copy of all the documents and Technical and Financial Proposals shall be included (*in USB Flash Drives*) with the hard copies in the sealed envelope(s). Incomplete or late applications/proposals will not be entertained.
- e. The name and mailing address of the applicant shall be clearly marked on left hand side of the envelope.
- f. The applicant firm must respond to all questions and provide complete information as advised in this EOI. Any lapse to provide essential information may result in disqualification of the applicant.
- g. **Language of Proposal:** The Proposal and all documents/correspondence relating to the proposal shall be submitted in English language.
- h. **Currencies:** All prices shall be quoted in PKR (Pakistani Rupee).

2. Eligibility Criteria

- a. The applicant firm meeting all the requirements detailed in this EOI are eligible to apply. The core personnel engaged by the applicant shall have the expertise and technical experience of the previous assignments of similar nature and/or related services.
- b. The applicant should have a valid National Tax Number (NTN).

3. Documents to be Submitted

The full application/proposal should include:

- a. **Technical Proposal:** The Technical Proposal should demonstrate the applicant's response to the Terms of Reference (Annex-I) by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract.
- b. CVs of Implementation Team as per requirements detailed in section 8 of Annex-I.
- c. **Financial Proposal:** The Financial Proposal shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the technical proposal must be priced separately. Any output and activities described in the technical proposal but not priced in the financial proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price. The financial proposal shall be **inclusive of all taxes, travel/lodging and all other associated costs**.
- d. National Tax Number (NTN) certificate.
- e. Profile of the firm with details regarding management structure of the organisation, organisational capability/resources, and experience of the firm, the list of projects/contracts (both completed and on-going) which are related or similar in nature to the requirements of the EOI.
- f. Evidence of two similar assignments carried out in the last five (05) years.

4. Clarifications

For any clarifications or inquiries related to this EOI, the applicant shall contact Head of Department – PMER, focal person from BRSP through email at alvi.ibrahim@brsp.org.pk. Such queries must be received prior to 1500hrs on 20th April, 2023. Any material questions that are received will be responded to in writing.

5. Validity Period

Proposal shall remain valid for a period of 90 days from the deadline for submission of Proposal. A Proposal valid for a shorter period shall be immediately rejected by BRSP and rendered non-responsive. In exceptional circumstances, prior to the expiration of the proposal validity period, BRSP may request the applicant to extend the period of validity of their Proposal. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

6. Withdrawal, Substitution, and Modification of Proposals

- a. The applicants are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its Proposals to the requirements of the EOI, keeping in mind that material deficiencies in providing information requested by BRSP, or lack clarity in the description of services to be provided, may result in the rejection of the Proposal. The applicant shall assume the responsibility regarding erroneous interpretations or conclusions made by the applicant in the course of understanding the EOI out of the set of information furnished by BRSP.
- b. An applicant may withdraw, substitute or modify its Proposal after it has been submitted by cancelling or editing their bid in the system.

7. Evaluation Criteria

BRSP shall review and evaluate the Technical and Financial Proposals based on their responsiveness to the terms detailed in this EOI. Criteria for the evaluation of proposal(s) is given below:

Table 1: Evaluation criteria for hiring of consulting firm

Description	Percentage score
Technical Proposal: Technical Proposal will be evaluated as per evaluation grid attached as Annex-I (a)	80%

Note: The tenderer must obtain at least 50% of the maximum score for each award criterion and at least 70% of the overall score to qualify	
Financial Proposal	20%

8. Confidentiality

Information relating to the examination and evaluation of Proposals, and the recommendation of contract award, shall not be disclosed to the applicant(s) or any other persons not officially concerned with such process, even after publication of the contract award.

9. Award of Contract

BRSP reserves the right to accept or reject any Proposal, to render any or all the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected applicant of the grounds for BRSP's action.

10. Contract signature

The successful applicant shall sign and date the Contract and return it to BRSP within seven (07) days from the date of receipt of the Contract. Failure of the successful applicant to comply with the requirement of EOI shall constitute sufficient grounds for the annulment of the award, and BRSP may award the Contract to another applicant, or call for new Proposals.

11. Terms of Reference

The Terms of Reference (ToR) for conducting the End-line Socioeconomic Survey is detailed below.

Annex I: Terms of Reference to conduct End-line Socio Economic Survey across 09 districts of Balochistan for the EU funded Balochistan Rural Development and Community Empowerment (BRACE) Programme

1. Description of the Project

The Balochistan Rural Development and Community Empowerment (BRACE) is a five year programme with a 12 month No-Cost Extension. Implementation of the BRACE programme started in July 2017 and concludes in June 2023. The Programme is being implemented in 09 districts of Balochistan by BRSP, NRSP, RSPN and the Technical Assistance team from DAI. The Programme is implemented in close collaboration with five departments of the Government of Balochistan; namely Local Government and Rural Development Department; Planning & Development Department; Finance Department, Social Welfare Department; and Women Development Department. The Local Government and Rural Development Department serves as the focal department for this programme.

The overall objective of the BRACE Programme is to support the Government of Balochistan in its efforts to reduce the negative impact of economic deprivation, poverty, and social inequality. The role of BRACE partner RSPs, in collaboration with RSPN, is to help communities to form and capacitate three-tiered community institutions on a sustainable basis through partnership with local authorities. Once people are organised into properly functioning self-governing institutions, the government and other development organisations can use these community institutions as a conduit to provide their supplies and services to the poor households. Kindly see below the overall and specific objectives of the BRACE programme as outlined in the agreed LogFrame.

Overall Objective of the programme is “To support the Government of Balochistan in reducing the negative impact of economic deprivation, poverty and social inequality, environmental degradation and climate change, and to turn this into opportunities to build and empower resilient communities participating actively in identifying and implementing socio-economic development activities on a sustainable basis in partnership with local authorities.” The two specific objectives of the programme are:

- i. “To empower citizens and communities and provide them with means enabling them to implement community-driven socio-economic development interventions, an increased voice and capability to influence public policy decision making through active engagement with local authorities for quality, inclusive, and equitable service delivery, and civic oversight.”
- ii. “To foster an enabling environment for strengthening the capacities of local authorities to manage and involve communities in the statutory processes of the local public sector planning, financing and implementation process.”

The Programme has a policy component led by the DAI Technical Assistance team. The role of the DAI TA is to support the Government of Balochistan at the provincial level and strengthen the capacities of local government (ie political representatives and administration) towards involving organised communities in local level public sector planning, financing, and implementation processes. At the provincial level, the TA team is tasked to have input into the Balochistan Local Government Act 2020 and design a comprehensive Community Led Local Governance (CLLG) Policy for the Government of Balochistan. An additional component of Public Finance Management (PFM) provides policy guidelines to the Government of Balochistan in the public financing domain. This component, led by the Oxford Policy Management (OPM), assists the Government of Balochistan in enacting the financial structures required to plan and cost the Community Led Local Governance (CLLG) policy.

2. Objectives of the Survey

The baseline, midline and end-line Socio-Economic Surveys (SES) are part of the overall accountability and learning purpose of the M&E component of the BRACE. The purpose and objectives of the SES are outlined as:

- a. Estimate the change in the income, sources of income, asset ownership, incidence, depth and severity of poverty and associated social characteristics of the poor (households) in the targeted programme districts.

- b. Estimate the change in targeted poor households' access to and use of basic social and public services, such as access to water and sanitation, education, health, civil acts registration, etc.

The surveys will mainly use quantitative methods and include qualitative information and analysis wherever possible. Due to programmatic limitation the design of the assessment will be limited to measure overall development impact in the programme area using a before, midlevel and after intervention design. The bellow-mentioned Table presents a summary of the objectives, key indicators, and survey methods for data collection.

Table 2: Summary of socio-economic survey objectives, indicators and data collection methods

Objectives	Key Indicators	Methods
a. Estimate the change in the income, source of income, asset ownership, incidence, depth and severity of poverty, with associated social characteristics of the poor people (households) in programme targeted districts.	a. Demographic information (age, education status, health status, work status of household members)	a. Estimate the change in the income, source of income, asset ownership, incidence, depth and severity of poverty, with associated social characteristics of the poor people (households) in programme targeted districts.
b. Estimated the change in targeted poor households' access to and use of basic social public services, such as access to water and sanitation, education, health, civil acts registration, etc.	a. Availability, use and sources of household facilities (water, sanitation, fuel, etc.) b. Availability, access and use of public facilities (education, health, sanitation, civil acts registration etc.)	a. Sample household (adult member) interviews using quantitative methods b. Public facilities access and use survey c. Satisfaction with the quality and access to services received

3. Survey Approach

RSPN with technical support from the University of Mannheim (UM) and Centre for Evaluation & Development (C4ED), Germany has designed the survey methodology and survey tools to ensure standardised implementation of the survey across all ten districts of BRACE. Similar to the previous practice, the end-line survey will be outsourced to a third-party consulting firm through competitive bidding process as per the EU procurement guidelines and/or as per their procurement policy manual and guidelines.

The baseline survey was conducted before the implementation of programme intervention (in 2017-18) and the midline survey was conducted in (2020-21). The end-line survey was planned for (2022-23) after maturation of the social mobilisation component and implementation of all programme interventions. The approach for the end-line survey differs from the baseline and midline surveys. It aims to report, not limited to, the following:

1. Report consolidated comparison of overall findings from (2017-18), (2020-21) and (2022 – 23)
2. Report end-line result in numbers and percentages for improved income of household and consolidated comparison of findings from (2017-18), (2020-21) and (2022 – 23)
3. Report end-line result in numbers and percentages for household expenditure on food, health, durable and non-durable goods and services and consolidated comparison of findings from (2017-18), (2020-21) and (2022 – 23)
4. Report end-line result in numbers and percentages for access and use of basic social services at the household level and consolidated comparison of findings from (2017-18), (2020-21) and (2022 – 23)
5. Report end-line result in numbers and percentages for citizens involvement with the local government and consolidated comparison of findings from (2017-18), (2020-21) and (2022 – 23)

6. Report end-line result in numbers and percentages for citizens satisfaction with the local government and public sector services and consolidated comparison of findings from (2017-18), (2020-21) and (2022 – 23)
7. Analyse and report end-line result in numbers and percentages for enrolment of children in schools, health and nutrition indicators, use of latrines, concrete evidence on indicators of women empowerment at the household and village levels
8. Focus on impact level indicators and not be limited to outputs
9. Includes rigorous analysis of the end-line survey data as well as baseline and midline survey data to compare and generate simple tables
10. Observe and identify trends and patterns emerging through comparative analysis of baseline, midline and end-line datasets

4. Sample Selection Process

The sample size is calculated such that the findings are representative of the BRACE programme districts. At the inception of the Programme the number of BRACE districts were 08. Deconcentrating at the district level has led to splitting up of two programme districts. At present the total number of BRACE districts is 10. However, the sample size and the number of households will remain to maintain uniformity since the area of the Programme has remained the same.

Sample Universe: All rural union councils within the ten targeted districts of (1) Jhal Magsi, (2) Khuzdar, (3) Killa Abdullah, (4) Chaman (5) Pishin, (6) Washuk, (7) Duki (8) Zhob (9) Loralai, and (10) Kech/Turbat) of Balochistan are considered as the universe of this survey. Urban union councils are exempted since the programme is limited to rural union councils. In each district a three stage sampling will be used. Table 3 presents the sample calculation methodology at the Union Council (UC), Revenue Village (RV) and the Household levels for understanding of the consultant.

Table 3: Sample Calculation at the Union Council (UC), Revenue Village (RV) and the Household levels

Stage 1	Selection of union councils	a. In districts where the total numbers of union councils are up to 40, two union councils will be selected at random. b. Where the total numbers of union councils are between 40 to 50, three union councils will be selected at random c. Finally where total union council number is more than 50 then four union councils will be selected. This guarantees that districts are represented roughly proportional to their number of union councils
Stage 2	Selection of Revenue Villages	Within each selected union council, four revenue villages will be selected at random
Stage 3	Selection of Household	A fixed number of 50 households will be selected from each sampled revenue village. Within the sampled villages all the households will be listed based on the poverty score band of below 23 score and rest. An equal proportion of sample will be selected on random from each category.

Table 4 presents the sample for this survey. The list of households will be shared with the selected consultant for selection of the identified number of households. The consultant for BRSP will only conduct the survey in 09 BRSP districts that except one NRSP district that is Kech.

Table 4: Sample size for the end-line survey

RSP	District	No. of Tehsils	Total No. of Union Councils (UCs)	No. of Sample Union Councils (UCs)	No. of Sample Rev. Villages	No. of Sample Households
BRSP	Jhal Magsi	2	12	2	8	400
	Khuzdar	7	40	3	12	600
	Killa Abdullah & Chaman	4	36	3	12	600
	Loralai and Dukki	2	36	3	12	600
	Pishin	5	53	4	16	800
	Washuk	5	10	2	8	400
	Zhob	2	24	2	8	400
NRSP	Kech*	4	38	3	12	600
Grand Total		31	249	22	88	4,400

** not to be included in technical and financial proposals*

5. Survey Instrument and Data Collection

The household survey questionnaire is attached as Annex IA for reference. The questionnaire will be translated in Urdu/local language and uploaded on an android-based software for data collection. BRSP will facilitate this process and ensure alignment of the annexed questionnaire with the translated version. The consultant must ensure that each term is well defined and consult BRSP for clarity. The data collection will be done through Computer Assisted Personal Interviews (CAPI) i.e. Tablet computers with customised software.

6. Roles and Responsibilities

6.1 Role of the Third-Party Consulting Firm

The responsibilities of the consultant are mentioned below. This is to provide a context for the assignment. The details of responsibilities will be discussed with BRSP during the first consultative meeting. The consulting firm will be responsible, but not limited to, the following.

6.1.1 Inception Phase

- The consultant will conduct a thorough review of the baseline and midline socio-economic survey and other relevant documents and BRACE programme LogFrame shared by BRSP
- The consultant will be responsible to conduct consultative meeting(s) with BRSP to ensure coherent understanding of the terms used in the questionnaire
- The consultant will acquire the complete list of villages and households from BRSP and prepare in consultation with BRSP a clean list of sample villages and households (including adequate reserved cluster)
- The consultant will identify and onboard experienced team of enumerators for data collection
- The consultant will plan and prepare relevant materials including training content and guidelines for enumerators training on data collection
- The consultant will coordinate with BRSP and ensure their presence in the training
- The consultant will be responsible translation and complete coding of the household survey questionnaire on the android based software.
- The consultant will be responsible for pre-testing of the survey questionnaire and android based software with at least 10 interviews after the training is conducted
- Prepare a 20 page inception report that includes definitions of terms referred in the questionnaire, the results and corrective measures from the pre-testing exercise, the evaluation results from the enumerator training, field activity and data collection plans

- j. Develop a customised real time dashboard to track and report the progress and quality of data collection on the following key indicators
 - i. Target, complete and projected households on a daily basis
 - ii. Identify key indicators to check consistency and accuracy of the data to ensure quality and share this data with BRSP daily

6.1.2 Data Collection Phase

- a. Conduct door to door survey of the sampled households as per the final list and maintain quality of each survey
- b. Ensure completion of daily target household and strictly adhere to the timeline (other than exceptions brought in writing to BRSP)
- c. Ensure supervision and monitoring in compliance with the standard quality of data collection
- d. Upload data on the android software and BRSP servers daily
- e. Generate and share daily report on the customised real time dashboard
- f. Prepare clean dataset with proper labelling/coding in SPSS/STATA and submit to BRSP within 10 days of the completion of the data collection phase.

6.1.3 Data Analysis and Reporting

a. Inception Report

Inception Report of maximum 20 pages to be produced one month after the signing of the contract, or before the start of data collection in the field if inception phase activities are completed earlier than one month. In the report the contractor shall describe e.g. planning of the assignment, specification of the survey application (software), availability of tablet computers, hiring and training of the data collection team, analysis and finding of the pre-test, any difficulties encountered or expected in addition to the work programme and staff travel. The inception report should include a strategy to ensure staff retention and availability throughout the duration of the project. The consultant should not precede with his/her work unless BRSP sends comments on the inception report.

b. Clean Data Set

The contractor will provide complete, properly labelled and cleaned dataset in SPSS/STATA/CSV format to the satisfaction of the BRSP team.

c. Draft Survey Report

Draft final report not exceeding 70 pages (main text excluding annexures) will be submitted to BRSP according to the final structured agreed with BRSP. The report is thus expected to provide ample insights into the changes in household socioeconomic dynamics during the past five years. The report shall be submitted within the agreed timeline. The report must have graphical representation of the results along with data tables. The consultant is expected to use innovative tools to present data and analysis that appeal to a larger audience, donors, policy makers and professionals in the development sector.

d. Final Survey Report

Final reports with the same specifications as the draft final report, incorporating any comments received from BRSP and RSPN on the draft reports. The deadline for sending the final reports is 10 working days after receipt of comments on the draft final report. The report shall contain a sufficiently detailed description of the different options to support an informed decision. The detailed analyses underpinning the recommendations will be presented in annexes to the main reports. The final report must be provided along with the corresponding invoice.

e. Information Briefs on Impact

The consultant must identify key impact indicators relevant for reporting in consultation with BRSP and RSPN. They should prepare and design infographic and visually appealing 4 pages information brief/flyer highlighting the impact

6.2 Role of the BRSP

BRSP and BRSP will hire the services of consulting firm and facilitate them in undertaking the data collection exercise in their respective programme districts. The facilitation will be limited to link the consulting firm data collection teams to the sample villages and households. The reports referred in the

deliverables must be submitted to the BRSP head office who is responsible for approving the reports, manage the assignment and provide technical assistance to the consultant

6.3 Role of RSPN, University of Mannheim and Centre for Development & Evaluation

RSPN M&E team will also participate in the training of consulting firm's data collection team, participate in the consulting firm selection process and review the baseline and end-line survey reports and provide their input.

7. Timeline and Deliverables

The details of timeline and deliverables is provided in table 5. The timelines mentioned are tentative and subjected to change upon agreement between the consultant and BRSP. The BRSP contract closes on 30th June 2023. Therefore, the contract cannot be extended. The consultant must ensure that data collection is complete by no later than 6th June 2023.

Table 5: Timeline and Deliverables for Payment

S.no	Deliverable	Project Deadline	Payment Schedule
1	Publication Date of EOI	31 st March 2023	Nil
2	Closing Date of EOI	3 rd May 2023	Nil
3	Signing of the Contract with Consultant	14 th May 2023	Nil
4	Approval of Inception Report	29 th May 2023	20%
5	Start of Data Collection	9 th June 2023	Nil
6	Submission of Clean Data set with required tables	18 th July 2023	40%
7	Submission of Draft Survey Report	29 th July 2023	20%
8	Approval of Draft Survey Report	4 th August 2023	Nil
9	Submission of PPT and Information briefs	13 th August 2023	20%

8. Requirements

8.1 Requirements for Staff

Note that civil servants, full time employed persons in any national/international organisations shall not be recruited in any capacity. The staff of the contractor must not be engaged in other simultaneous assignments. The proposed key experts must be available throughout the duration of the assignment. In case there is a change in key experts, the contractor must inform the contracting authority in writing with the CV of a replacement key staff.

The contracting authority reserves the right to terminate the contract and claim any mobilisation advances disbursed to the contractor in case the proposed team leader is unavailable for the assignment at any stage or unable to work according to the specified level of effort (LOE).

8.1.1 Key experts

The following key experts are defined for the overall assignment and they must submit CVs and signed Statements of Exclusivity and Availability. This team of Key experts will be working for the overall survey assignment/contract.

Key expert 1: Team Leader (1)

Qualifications and skills

Minimum of master's degree in social sciences, Project Management, or equivalent from a recognised University is required. A recognised foreign Master degree or PhD degree in any of these fields will be preferred.

General professional experience

Preferably 10 years' experience but a minimum of 5 years' experience in managing large scale similar nature assignments in developing countries is required.

Specific professional experience

- Minimum of 5 years' experience in conducting assessment and evaluations of community demand-driven development programmes/projects in Pakistan or South Asia region.

- Knowledge of community mobilisation and livelihoods components within the context of Pakistan.
- Excellent and demonstrated skills in writing and presenting analytical reports in English. The team leader is expected to write the survey reports.
- Excellent communication and presentation skill
- Able to meet deadlines and work under pressure.

Key expert 2: Survey Expert (1)

Qualifications and skills

Minimum of master's degree in social sciences, Research and Evaluation or equivalent from a recognised University is required. A recognised foreign degree or higher degree or additional relevant certifications will be preferred.

General professional experience

A minimum of 5 years of designing and conducting large scale surveys and evaluation of development programmes is required. Higher Experience will get higher scores.

Specific professional experience

- Minimum of 5 years' experience in planning and implementing large scale socio-economic surveys.
- Excellent planning and team management skills preferred.
- Excellent communication and presentation skill preferred.
- Able to meet deadlines and work under pressure required.

Key expert 3: Data Analyst (1)

Qualifications and skills

Minimum of Bachelor's degree or equivalent in Statistics or computing from a recognised university is required. A foreign or higher degree and additional relevant certifications is preferred.

General professional experience

A minimum of 2 years' of doing analysis of large-scale quantitative data is required. Additional experience in qualitative data analysis is preferred.

Specific professional experience

- Demonstrated skills and experience in data analysis software, for example SPSS, STRAT and MS excel is required.
- Demonstrated skills and experience in preparing crosstabs, correlation analysis required. Experience of using regression analysis will be preferred.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.]
Other experts, support staff & backstopping

[CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The Contractor shall select and hire other experts as required according to the needs. The selection procedures used by the Contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer and strong justification for their involvement in the technical proposal.]

8.2 Office accommodation

Office accommodation for each expert working on the contract is to be provided by the Contractor.

8.3 Facilities to be provided by the Contractor.

The Contractor shall ensure that experts are adequately supported and equipped in provincial headquarters and target districts. In particular, it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities and ensure field visits during surveys. It must also transfer funds as per financial plan to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion. This may

include laptop computers, stationery, office space, travel and accommodation, communication and internet connectivity.

8.4 Equipment

The Contractor will be responsible for any equipment required for undertaking this assignment. No equipment is to be purchased on behalf of the Contracting Authority as part of this service contract or transferred to the Contracting Authority at the end of this contract. Any equipment related to this contract which is to be acquired by the contractor must be purchased by means of a separate supply tender procedure.

The monitoring team of the contracting authority will do spot checks during the data collection. The reports will be reviewed by M&E team of RSPN and technical advisor of University of Mannheim Germany to ensure quality of the report.

Annex IA: Household Questionnaire for SES survey

Consent Form

**Description
Authorisation**

A. Household Identification

1	RSP Name	BRSP
2	District	*[select from drop down]
3	Tehsil/Sub-division	*[select from drop down]
4	Union Council	*[select from drop down]
5	Revenue Village	*[select from drop down]
6	Village (Settlement)	*[select from drop down]
7	Sample Rank	*[select from drop down]
7a	Household ID	
7b	ID of replaced HH	
8	Name of current Household Head	
8a	Name of HH Head in Baseline/Midline	*Pre-feed from sampling
8b	Is the HH head same as baseline/midline (Yes/if No [state the reason])	
9	Current Household Head CNIC	*Pre-feed from sampling if same/ Open to write with 13 digits if changed
9a	Is HH a member of CO	
10	Household Address	Open to write
11	Name of Respondent	Open to write
11a	Is Respondent member of the CO	
11b	If respondent is not a member of the CO, name of CO member from the HH	
12	Sex of the Respondent	*[select from drop down]
13	CNIC of the Respondent	Open to write with 13 digits
14	Name of the Interviewer	*[select from drop down]
15	Name of the Supervisor	*[select from drop down]

Overall Assessment (to be filled by the interviewer)

1	Result	1. Completed with selected household			2. Completed with replacement
2	Behaviour of the respondent	1. Co-operative	2. Normal	3. reluctant/hesitant	4. non serious/talkative

B. Household Demography and Political Participation

[Read] Next, I would like to talk with you about your household and household-members. A household corresponds to a person or a group of persons (either related or not) who live in one house—whether it is fully or partially occupied, share expenditure and who cook in one cooking pot. One household might be composed of one or more families. I would like to talk about all the household members that are currently present or left for short period of time (less-than 6 months duration). Now please give the names of all members of your household (Please do not list guests or visitors). Start with head of the household.

ID C	1. Names of those household members who usually reside together and eat together (Write household head's name first)	2. [Name] sex?	3. [Name's] Residential Status?	4. Name's] Relationship with the Household head?		5. [Name's] Age in complete years?	6. [Name's] CNIC (if =.> 18yrs) or Birth Certificate, (if <18yrs)? Pre-feed not to offer CNIC if age <18	7. [Name's] Marital Status?	8. [Name's] If Married, Marriage registration?	9. Disability
		1= Male 2= Female 3= Trans	1=Present 2=Not present (temporarily)	1=Head 2=Son/daughter 3=Brother/sister 4=Grandfather/mother 5=Son/daughter in law 6=Father/mother in law 7=Brother/sister in law	8=Spouse 9=Father/mother 10=Grandchild 11=Nephew/niece 12=uncle/aunt 13=other relative 14 Not related		1=Has Birth Certificate/CNIC 2=Applied for Birth Certificate/CNIC 3=No Birth Certificate/CNIC	1= Unmarried 2= Married 3= Divorced 4= Widow 5= Separate 6= Other	1=Yes, Nikkah Nama available 2=Nikkah Nama registered with UC/Registrar 3=None	1=Hearing 2=Speech 3=Visual 4=Mental 5=Limb 6=Multiple disability 7=Polio 8=Other 9=None
ID C	10. If above 18	11. Is [Name]	12. If 18 or above [Name] voted in the last Elections? Multiple choices							13.

	[Name] is a registere d Voter? 1=Yes 2=No	] active memb er of politic al Party? 1=Yes 2=No					If, No, main reason: 1=Was not available 2= Not intereste d 3=CNIC not available 4=No Use 5=Social & cultural barriers to women 5=Other
			a. National Assembly	b. Provincial Assembly	c. Union Council Councillor	d. District Council Member	

C. Household Educational Status

	Applicable if age is 10 years or greater	Applicable if age is 5 years or greater						
IDC	1. Can [Name] write & read in any language with understanding?	2. Was [Name] ever admitted in any school or educational institution?	3. What is the highest level of education completed?	4. Is [name] studying in any institution at present?	5. In which class [name] is currently studying?	6. In which type of educational institution, [name] is studying?	7. Is [name] facing any problems in that institution? (Select two main reasons)	8. What are the reasons for not going to school at present/ never admitted in school? (Select two main reasons)
Use the corresponding ID as used in section B	1= Yes 2= No 3=Not	1=Yes 2=No (If not then go to Q#8)	0= < Class-I 1= Class-I 2= Class-II 3= Class-III 4= Class-IV 5= Class-V 6= Class-VI 7= Class-VII 8= Class-VIII 9=Class-IX 10= Class-X 11= FA/F.Sc. 12= BA/B.Sc. 13= Degree in Engineering 14= MBBS 15= Degree in Computer 16=Degree in Agriculture 17=MA/MSC 18=M.Phil./Ph.D.	1= Yes 2= No If not then go to Q. No. 8	0= < Class-I 1= Class-I 2= Class-II 3= Class-III 4= Class-IV 5= Class-V 6= Class-VI 7= Class-VII 8= Class-VIII 9=Class-IX 10= Class-X 11= FA/FSC 12= BA/B.Sc. 13= Degree in Engineering 14= MBBS 15= Degree in Computer 16=Degree in Agriculture 17=MA/MSC 18=M.Phil./Ph.D.	1= Govt. 2= Private 3= Madrasah 4=Community Schools 5= Other	1= Satisfied 2= Shortage of teachers 3= No female teachers in girls' school 4= Shortage of books 5=Substandard education 6= Far away/distance 7= Education is costly 8=Latrine not available 9=other (specify)	1= Minor/aged 2= Education Completed 3= Education is costly 4= Far away 5= Household chores 6= Helping in work 7= Not useful 8= Marriage/pregnancy 9= Employment / Work 10= Substandard school 11= Shortage of male/female teachers 12= Parents do not permit 13= Child is not ready 14= Poverty 15= Other

			18=M.Phil./ Ph.D. 19=Religiou s Education 20=Other		19=Religiou s Education 20=Other			
....								

D. Household Health

D. Household Health							
IDC	0. What is the current health status of [Name]?	1. Had [Name] been ill or injured during the last 12 months?	2. Was any one consulted during the illness for treatment?	3. Who did [Name] consulted for treatment?	4. How many times [Name] received such facilities during the last 12 months as mentioned in Q3?	5. Has [Name] faced any problem in visiting the health facility? (Give maximum two answers)	6. Why [Name] did not seek medicines/medical facilities during the last 12 months? (Give maximum two answers)
Use the corresponding ID as used in section B	1=Good Health 2=Fair Health 3=Bad Health	1= Yes 2= No (If not then ask for next person)	1= Yes 2= No (Ask Q. No. 6)	1= LHW/LHV 2=Govt. Dispensary 3= Govt. Basic Health Unit (BHU) 4=Rural Health Centre (RHC) 5= Govt. Hospital (Tehsil/Sub-division/District level) 6= Private Clinic/Hospital/chemist 7= Hakeem 8= Homoeopath 9= One who performs 'Dum' (spiritualism) 10= Other		1= Satisfied 2= Doctor does not present 3= Staff non-cooperative 4= Lady staff is not present 5= Lack of cleanliness 6= Long wait 7= Costly treatment 8= Staff untrained 9= Medicines not available 10= Unsuccessful Treatment 11= Other (specify)	1= Not required 2= Costly treatment 3= Far away 4= Unsatisfactory 5= Doctor not available 6= Staff non-cooperative 7= Lady staff not available 8= No cleanliness 9= Long wait 10= Staff untrained 11= Medicines not available 12= Other
....							

D1: Nutrition for children <= 5 years

1.	2.	3.	4.	5.	6.	7.	8.
Name of Child	Sex (1=Male, 2=Female)	Date of Birth	Age (in years)	Birth Certificate (1=Yes, 2=No)	Delivery conducted by*	Breastfed (1=Yes, 2=No)	Was the child fed anything other than breast feed in the first 6 months?**

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*1=Dai/Traditional Birth Attendant (TBA), 2=Lady Health Visitor/Worker, 3=Doctor, 4=Nurses, 5=Others, specify

**1=Ghutti, 2=Goat Milk, 3=Bottle Fed, 4=Water, 5=Others, specify

D2: Vaccination for children ≤ 5 years

Use the corresponding ID as used in section B	1. Has the child been vaccinated	2. Do you have vaccination card of your child?	3. Where was the most recent vaccination given	4. Who vaccinated your child	5. How far did you travel to get your child vaccinated (round trip)	6. How much did you pay for it? (PKR)	7. Why was the child not vaccinated?
	1=Yes, 2=No (If no, skip to 7)	1=Yes, 2=No	1=Government Hospital/Dispensary, 2=Basic Health Unit (BHU), 3=Rural Health Centre, 4=MCHC	1=NGO Health Worker, 2=Lady Health Worker, 3=Vaccination team/campaign, 4=Private Practitioner/Facility, 5=Other, specify, 6=Don't know	1= 0-2 km, 2= 2-5km, 3=5-10km, 4=10-20km, 5=>20km, 6=Don't know	If nothing, write 0	1=No team has visited, 2=Facility too far away, 3=don't know about vaccination, 4=Cannot afford it, 5=Child will get sick, 6=No female staff, 7=No answer, 8=Unnecessary, 9=Other, specify

D3: Diarrhoea for children ≤ 5 years

Use the corresponding ID as used in section B	1. Did the child face diarrhoea during the last 30 days?	2. Did you consult anyone for the treatment of diarrhoea?	3. Who was the first person you consulted?	4. Did you give Nimkol (ORS) to the child
	1=Yes, 2=No	1=Yes 2=No (if no, skip to 4)	1=Hospital/Private dispenser, 2=Government Hospital, 3=RHU/BHU, 4=LHW, 5=Nurse/LHV, 6=Chemist/Pharmacy, 7=Hakeem/Homeopath/Waid, 8=Other, specify	1= Yes, ready made 2= Yes, prepared at home 3=No

E. Household Work Status and Non-farm Income

1.	2.	3.	4.	5.	6.		
What is the current work status of [Name]?	If [Name] not working, give primary reason?	For how many weeks [Name] have been looking for work?	What is the primary work status of [Name]?	What is the skill labour type?	What is the Job/service type?		
1= Working (Ask Q No. 4) 2= Not working (ask Q No. 2)	1= Student 2=Old/ minor 3=Handicapped/incapability 4= Pregnancy/Temporary illness/Injury 5= Retired 6=Idle (not willing to work) 7= Looking for work (ask Q No.3) 8=Learning to work/ apprentice 9= Off season 10=Calamity 11=Other		1=Unskilled labour/mazdoor 2= Farm labour (cultivation/harvesting on contract/wages) 3= Cultivation on partnership/share cropper 4= Skilled labour (ask Q No. 5) 5= Business/ trade 6= Self-cultivator/own farm 7= Livestock (only) 8= Govt Job (ask Q No.6) 9=Private Job (ask Q No.6) 10= Family helper without monetary payment 11=Household chores/work 12=Begging 13=Other	1=Tailor 2= Mason 3= Metal work 4= Carpenter 5=Plumber 6=Electrician 7=Mechanic 8=Driver 9= Cook 10=Mobile repair 11= Handicraft 12=Beautician/barber 13=other skill (specify)	1=Armed forces 2= Health 3= Education 4= Administration/ revenue/ police 5= Agriculture/ fisheries/livestock 6= Manufacturing 7= Tourism 8=Development 9=Religious Institution 10= Other services (please specify)		
				code	Other specify	Code	Other specify
Use the corresponding ID as used in section B							

E1: Household Work Status and Non-farm Income (continue)

IDC	7. Did [name] perform any work for salary, profit or monetary benefit during the last month? 1= Yes 2= No → Q-12	8. If [Name] worked, then how many days s/he worked in the last month?	9. How much money [name] earned during the last month? (In Rs.)	10. . How many months [Name] worked during the last 12 months?	11. How much money did [Name] earn in the last 12 months? (Multiply Column 9 with Column 10 for the answer)	12. Did [Name] perform any work during the last 12 months for monetary benefit? 1= Yes 2= No → Q-13	13. How much money [Name] earned in total during the last 12 months? (In PKR.)
Use the corresponding ID as used in section B							

E2: Household Work Status and Non-farm Income (continue)

ALL 10 YEARS OF AGE AND OLDER - SECONDARY OCCUPATION AND INCOME													Total Non-Farm Income
IDC	SECONDARY OCCUPATION					OTHER INCOME/BENEFITS							
	14. In addition to the primary occupation, did [name] do any other work or hold other jobs for pay, profit or family gain during the last 12 months? Yes=1 No=2 → Q-19	15. What was the nature of work (Occupation) that [name] did? 1= Daily wages labour 2= Skilled labour 3= Personal business (non-agriculture) 4= Self-cultivator/own farm 5= Cultivation on contract 6= Cultivation on partnership/share cropper 7= Family helper Without charges 8= Employer/business 9= Livestock (only) 10= Other	16. How much money in cash, did [name] earn from these other activities during the last 12 months? (Rs)	17. Have sold, any income received in kind for wages and salaries during the last 12 months? Yes=1 No=2 → Q-19	18. How much money was obtained by selling the "kind" received in wages & salaries during the last 12 months? (Rs.)	19. How much money in cash, did [name] receive from the following sources during the last 12 months (In Rupees)?							20.
						A. Pension	B. Rental Income	C. Remittances	D. Baitul mal	E. BISP	F. Zakat	G. Other (gifts, grant from family, friends and religious institutions)	Add up for total of Column 11+13+16+18+19A to 19G
Use the corresponding ID as used in section B													

F. Household Farm Income

1. During the last 12 months did any of the HH members, alone or with the members of other HH, actively operate land for crop production (irrespective of the size, location or ownership of the land)? 1= Yes →(G1Agri.) 2= No → Q-19	2. During the last 12 months did the HH keep any livestock poultry birds or fish farm? 1= Yes, (For Household purpose only) 2= Yes (For commercial purpose only) 3= Yes, (For Household/Commercial purpose) (In all three cases complete the G1 Agri. G2 livestock Sheet) No =4
	If answer is 3: a. Who take care of the animals at home _____ b. who take them for grazing _____ c. who sell it to the market _____

G1. AGRICULTURE – Land Utilisation and Crop Harvesting

1. Do you own any agriculture land? Yes=1 No=2 ()															2. How much lagriculture and do you own																								
3. Had you rented out some of the owned land during last Rabbi & Kharif? Yes=1 No=2 ()															4. How many acres do you rent out?																								
5. What was the total net value of rent/share (in cash or in kind) received during the last Rabbi season? Rs.																																							
6. Did you rent any agriculture land on cash basis in the last Rabbi and Kharif season 1, No=2 (→ 8)																																							
7. How much money did you pay to your landlord in cash as a rent for that land during the last Rabbi arif season? Rs																																							
8. What was the value (Rs) of the agricultural land (include farm buildings and tube wells) during the last 12 months that was: (Cross the box if no amount)																																							
a-Sold										b-Received gift, inheritance etc.										c-Purchased										d-Given away, lost etc.									
9. Of this total under operation land (Acres), how much Owned - Rented in On share crop basis y other not previously reported																																							
10. Total Acres of land in this Acres (Code +9c+9d)																																							
11. Of this total under operation land (Acres), how much was a- Irriga ivated land b- Baran irrigated) cultivated land - Uncultivated land such as forest/ wasteland/homestead etc.																																							
12. How much land was under cultivation during the last Rabbi and Kharif ons? s (Code 11a+11b)																																							
13. NOTE: If any crop was harvested from the agricultural land during the last Rabi and Kharif seasons, complete the table given below otherwise write 0 in the																																							
Code	Crop name	Land devoted (Acres) If 0 (→next row)	Primary Production							By-Products of the Primary Production				Total Value (Rs.) L																									
			Harvested Production (Kg=1 40 Kg =2)		Value of total Product (Rupees)	Given to Landlord (Rupees)	Kept by the Household (Rupees)	Sold by the Household (Rupees)	Value of total Prod. (Rupees)	Given to Landlord (Rupees)	Kept by the Household (Rupees)	Sold by the Household (Rupees)																											
			Unit B	Quantity C									D		E	F	G	H	I	J	K	L=F+G+J+K																	
14.	Wheat																																						
15.	Cotton																																						
16.	Sugarcane																																						
17.	Rice																																						
18.	Maize																																						
19.	Pulses																																						
20.	Fruits																																						
21.	Vegetables																																						
22.	Fodder																																						
23.	Any other																																						
24.	TOTAL																																						
25. Did you rent out any agricultural equipment (Tube well, Tractor, Plough, Thresher, Harvester, Truck, etc.) during the last 12 months? Yes=1 No=2 (→ Next Section)																																							
26. What had you received if any agricultural equipment (Tube well, Tractor, Plough, Thresher, Harvester, Truck, etc.) rented out during the last 12 months? Rs																																							
27. What was the value of any agricultural equipment (Tube well, Tractor, Plough, Thresher, Harvester, Truck, etc.)? (If there is no amount write zero in that box)																																							

a)-Sold		b) -Received as gift/ inheritance etc.		c)- Purchased		d)-Given away/lost or destroyed	
28. Total Crop Income (Rs.) - (5+24L+26)							

G2. Livestock
LIVE STOCK, POULTRY, FISH, FORESTRY, HONEY BEE ETC.

NOTE: If the HH had animals (Cattle, Buffalo, Camel, sheep, Goats, Poultry, Fish, etc.) during the last 1 year, complete the table given below.

Code	Animal	Number of animals		Expected Value of Presently owned animals	Expected Value of Owned animals During the last 12 months	Value of the animals during the last 12 months				NOTE: If any of the following items produced for home use/ sale during the last 12 months.																																																																																				
		A (Owned)	B (shared)			C (Rs.)	D (Rs.)	E (Rs.)	F (Rs.)		G (Rs.)	H (Rs.)																																																																																		
1.	Cow									<table border="1"> <thead> <tr> <th>Code</th> <th>Item</th> <th>Unit</th> <th>Market Price/unit</th> <th>Average Quantity /Month</th> <th>No. of Months produced</th> <th>Total Value</th> </tr> <tr> <th></th> <th></th> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D=A*B*C</th> </tr> </thead> <tbody> <tr> <td>2.</td> <td>Eggs</td> <td>Dozen</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4.</td> <td>Milk/yogurt</td> <td>Kg</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>6.</td> <td>Butter/Ghee</td> <td>Kg</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>8.</td> <td>Honey</td> <td>Kg</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>10.</td> <td>Forest Production</td> <td>Mound</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>12.</td> <td>Fish catch</td> <td>Kg</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>14.</td> <td>Dung cakes</td> <td>Lump sum</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>16.</td> <td>Wool</td> <td>Kg</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>18.</td> <td>All other</td> <td>lump sum</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>20.</td> <td>TOTAL</td> <td colspan="4"></td> <td></td> </tr> </tbody> </table>	Code	Item	Unit	Market Price/unit	Average Quantity /Month	No. of Months produced	Total Value				A	B	C	D=A*B*C	2.	Eggs	Dozen					4.	Milk/yogurt	Kg					6.	Butter/Ghee	Kg					8.	Honey	Kg					10.	Forest Production	Mound					12.	Fish catch	Kg					14.	Dung cakes	Lump sum					16.	Wool	Kg					18.	All other	lump sum					20.	TOTAL					
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13.	Donkeys																																																																																													
15.	Mules																																																																																													
17.	Others																																																																																													
19.	TOTAL																																																																																													
21. Total Income from Livestock Rs. (19 E+20 D)																																																																																														

- G. Household Expenditure (PKR in last 12 months)** 1: **“PAID AND CONSUMED”** (Col. 1 & 2) shall cover goods and services actually consumed by the household and distinguished from total household purchases. Goods and services received on credit and in barter transactions and actually consumed as well as goods and services, paid for in cash, should also be included. Business related consumption of the household should be excluded. 2: **“UNPAID AND CONSUMED”** shall cover goods and services consumed which are received as wages and salaries in kind (column 3 & 4). Own produced goods and services, which were consumed shall also be entered under UNPAID AND CONSUMED (col. 5 & 6). Business related consumption should be excluded. Received in the form of gifts, assistance, inheritances or other sources should be entered in (Col. 7 or 8)

HOUSEHOLD EXPENDITURE PART-A				Fortnightly (Two Week) Consumption Expenditure of the Household on food items.								
Did household members consume any of the following items during the last 14 days? (Cross the 'None' box if the item was not consumed and moved to next item)				Paid and Consumed		Unpaid and Consumed				Total Value		
				(Report value in Whole rupees)		Wages and Salaries In Kind Consumed	Own Produced and consumed	Receipt from assistance, gift, dowry, inheritance or other sources				
ITEMS	None	Unit	Code	1. Qty.	2. Value (Rs.)	3. Qty.	4. Value (Rs.)	5. Qty.	6. Value (Rs.)	7. Qty.	8. Value (Rs.)	9. Value (Rs.)
Milk/Yogurt		Kg	1.									
Beef		Kg	2.									
Mutton		Kg	3.									
Chicken Meat / Other poultry birds (ducks, quail, turkey etc.)		Kg	4.									
Eggs		No	5.									
Fish (fresh, frozen, dried) / Prawns, Shrimps or Crabs (fresh.		Kg	6.									
Fresh Fruits		Kg	7.									
Dry Fruits & Nuts (Raisin, Dates, Apricot (dried), Other		Gm	8.									
Vegetables (potato, Onion, Tomato other vegg)		Kg	9.									
Salt		Kg	10.									
Sugar		Kg	11.									
Honey (fresh or processed)		Gm	12.									
Barfi, Jaleebi, Halwa & other sweets		Kg	13.									
Carbonated beverages		Ltr.	14.									
Sugarcane juices, Other fresh juices, Fruit juices (packed), Mineral water etc.		Ltr.	15.									
Readymade meals, snacks, tea, ice cream, drinks, Instant foods - Lump Sum (LM)		LS	16.									
TOTAL PART A			17.									
ANNUAL TOTAL PART- A (VALUE OF TOTAL PART A x 26)			18.									
HOUSEHOLD EXPENDITURE PART-B				MONTHLY CONSUMPTION EXPENDITURE OF THE HOUSEHOLD ON FOODS								
Did household members consume any of the following items during the last 1 Month? (Cross the 'None' box if the item was not consumed and moved to next item)												
ITEM	None	Unit	Code	1.	2.	3.	4.	5.	6.	7.	8.	9.

				Qty.	Value (Rs.)	Qty.	Value (Rs.)	Qty.	Value (Rs.)	Qty.	Value (Rs.)	Value (Rs.)
Wheat and Wheat flour		Kg	19									
Rice and rice flour		Kg	20									
Maize Barley Jawar and Millet (Whole and Flour)		Kg	21									
Suji Maida Besan		Kg	22									
Other cereals products (Vermicelli (Sawavian) Corn flakes		Gm	23									
Pulses		Kg	24									
Edible Oils and Fats		Kg	25									
Tea and Coffee Green Tea		Kg	26									
Jams Marmalades/ Tomato Ketchup/pulp/ Pudding Jelly		LS	27									
Biscuits, bread, bun, nan other baked or fried products e.g.		LS	28									
Food and Grain milling/grinding charges		LS	29									
Total PART – B			30.									
ANNUAL TOTAL PART-B (VALUE OF TOTAL PART B X 12)			31.									

HOUSEHOLD EXPENDITURE PART-C				MONTHLY CONSUMPTION EXPENDITURE OF THE HOUSEHOLD ON NON-DURABLE GOODS AND SERVICES								
Did household members consume any of the following items during the last 1 month? (Cross the None, box if the item was not consumed and move to next item)				Paid and Consumed		Unpaid and Consumed (Report value in Whole rupees)						Total
				(Report value in Whole rupees)		Wages and Salaries In Kind Consumed		Own Produced and consumed		Receipt from assistance, gift, dowry, inheritance or other sources		Value 2+Value 4+Value 8=9
ITEMS	None	Unit	Code	Qty. 1	Value 2	Qty. 3	Value 4	Qty. 5	Value 6	Qty. 7	Value 8	
FUEL AND LIGHTING (32+.....38)			32.									
Fire wood		Kg	33.									
Kerosene oil		Litre	34.									
Dung cake (dry)		Kg	35.									
Who bring wood for cooking purpose? Who make dung cakes?				Value 2		Value 4		Value 6		Value 8		
Gas (pipe). (Gas (cylinder)			36.									
Electricity			37.									
Match box. Candles. Mantle etc.			38.									
Others			39.									
Personal Care and hygiene (Bath /Toilet soap, Shampoo, hair oil cream.			40.									
Household laundry Cleaning (Laundry soap, bleaching and other laundry articles.			41.									
Paper napkins, wax papers and other paper articles etc.			42.									
Tobacco and Chewing Products (Cigarettes and lighters, Pan etc.)			43.									
Recreation (Tickets for cinemas, musical concerts, spectacular sports, Lottery tickets, Rent of TV/VCR/Video cassettes, CD's etc. Newspapers, magazines, novels, books (rented, purchased, not for education))			44.									
Personal Transport and Travelling (Not for commercial use) (45+....+48)			45.									
Petrol/ Diesel charges, lubricants & oils, punctures			46.									
Expenses on travelling by road (bus, taxi, rickshaw etc.)			47.									
Expenses on travelling by train			48.									
Other travelling charges like tongas, camels, donkeys, ferries, bicycles, Garage			49.									
Other Miscellaneous Household Expenses on Goods and Services (50+...+54)			50.									
Wages & salaries paid to servants, gardeners, sweepers, chowkidars, etc.			51.									

Telephone, cell phone internet etc. charges	52.					
Pocket money to children (girl child/ boy child)	53.					
Expenses on maintenance of pets, poultry and fish (curing) - for home use only	54.					
Other expenditures not elsewhere classified	55.					
Total PART – C (31+39+40+41+42+43+44+49)	56.					
ANNUAL TOTAL PART- C (VALUE OF TOTAL PART C x 12)	57.					

HOUSEHOLD EXPENDITURE PART-D			YEARLY CONSUMPTION EXPENDITURE OF THE HOUSEHOLD ON NON-DURABLE GOODS AND SERVICES				
Did household members consume any of the following items during the last 12 months? (Cross the None, box if the item was not consumed and moved to next item) Items included under fortnightly / monthly expenditure should not be included in this part.			Paid and Consumed (Report value in Whole rupees)	Unpaid and Consumed (Report value in Whole rupees)			Total 1+2+3+4=5
ITEMS	None	Code	Value 1	Value 2	Value 3	Value 4	
Apparel Textile, Footwear & Personal Effects (58+....+64)		58.					
Clothing (cloths, sweaters, socks and garments), Clothing material and services (Tailoring, embroidery, alterations etc. charges, Clothing supplies (threads, needles, pins, buttons, zipper, hangers etc.)		59.					
Footwear and repair charges		60.					
Personal effects and service and repair charges (62+64)		61.					
Brief cases, hand bags, watch straps, belts etc. (leather or plastic)		62.					
Imitation and Jewellery & ornaments (bangles, necklaces and ear-rings, tie pins, cuff links, etc.) Gloves, handkerchief, scarfs, hats, muffs, ties, etc.		63.					
Repair charges of personal effects (watches, clocks, glasses, etc.)		64.					
Housing rent, repairs/maintenance etc.		65.					
Chinaware, Earthenware, Plastic ware etc. for daily use and other household effects (Crockery & Cutlery for daily use, (ghara, sorahi, etc.), Glassware, Plastic-ware), Wood-ware and lacquer, (bulbs, tubes, switches, battery cells, lamp shades etc.)		66.					
Health Care (Doctor consultations, medicines, hospitalization, ambulance, Hakim, dai, etc. costs)		67.					
Educational and Professional Stationary Supplies expenditure (68+...71)		68.					
School/college fees and private tuition fees		69.					
Books and exercise note books / copies, stationary etc. Other education expenses (bags, professional society membership, transportation etc.)		70.					
Hostel expenses		71.					
Stationery supplies such as pen, pencils, stapling machine, pin etc. (other than education purpose)		72.					
Social and religious functions expenditures (travelling, events, accommodation etc.) (74+.....+77)		73.					

Marriages including (dowry, gifts etc., given (in cash/kind)		74.					
Death		75.					
Births		76.					
Pilgrimage to religious places (Haj, Ziarat, Mazars, etc.)		77.					
Other events		78.					
Transfers (Zakat, fitra, etc., remittances paid, gifts paid, insurance, etc.)		79.					
Taxes & Fines and all other Miscellaneous expenditure		80.					
Total PART – D		81.					

HOUSEHOLD EXPENDITURE PART-E			YEARLY CONSUMPTION EXPENDITURE OF THE HOUSEHOLD ON DURABLE GOODS AND SERVICES				
Did household members consume any of the following items during the last 12 months? (Cross the None, box if the item was not consumed and moved to next item) Expenditure in this part should cover the last 12 months preceding the date of enumeration. Expenditure reported on Fortnightly, Monthly and Yearly durable goods and services should be excluded from this part.			Paid and Consumed	Unpaid and Consumed (Report value in Whole rupees)			Total
			(Report value in Whole rupees)	Wages and Salaries In Kind Consumed	Own Produced and consumed	Receipt from assistance, gift, dowry, inheritance or other sources	Value 1+2+3+4=5
ITEMS	None	Code	Value 1	Value 2	Value 3	Value 4	
Furniture, Fixture and Furnishing		82.					
Other Household Effects (83+....+87)		83.					
Electric/ oil fans (table, pedestal, ceiling, exhaust), Air conditioners, Air coolers, Refrigerators, Freezers etc.		84.					
Heater, Boiler, Geyser (electric, gas, oil), Table lamp		85.					
Sewing machine, knitting machine (electric / hand)		86.					
Other(trunks, suitcase etc.), Wall / table clock, water pipes (rubber, nylon, plastic), thermos bottle etc.		87.					
Service and repair charges of household effects, etc. mentioned above		88.					
Miscellaneous Expenditures (89+93)		89.					
Laundry/cleaning equipment (washer / dryer, vacuum cleaner, iron, iron board, etc.)		90.					
Calculators, Personal Computers, mobiles, watch etc.		91.					
Radio and musical instruments (Tape recorder, Gramophone, TV, VCR, VCP, Cassettes, Piano, Violin etc.)		92.					
Recreational equipment (Cameras, Projector, Shot gun, Angling kit, Bats, Balls etc.)		93.					
Transport and travelling vehicles (Bicycle, Motorcycle, Scooter, Car, horses, camels, tongas etc.)		94.					
TOTAL PART " E "		95.					

H. Household Assets

PART 1	Selected Durable Assets Items Owned / Sold by The Household
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NOTE: 1. Enter number of the following items if owned by the household during the last 12 months in Col. A, and give the number of items presently owned by the household in Col. B. **2.** Write the amount received (in cash or in kind), in Col. C, by selling the item during the last 12 months and fill the next columns accordingly.

Were / Are any of the following items owned by this HH during the last 12 months? If yes, → Col. A to G otherwise cross none, box.			No. of items owned		If Sold (Give Amount in Rs)	What is the total present estimated Market value of all the possessed items	In which year the present item was purchased or received (if more than one item than asked about the last bought item purchased or got)	How much money have you spent to buy this item (if more than one, then ask about last bought item)?
			During the last 12 months	Presently				
Item	None	Code	A	B	C	D	E	F
Refrigerator		1						
Freezer		2						
Air conditioner		3						
Air cooler		4						
Fan (Ceiling Table Pedestal)		5						
Geyser (Gas Electric)		6						
Washing machine/dryer		7						
Camera		8						
Cooking stove		9						
Cooking Range Microwave oven		10						
Heater		11						
Cart/Trolley		12						
Bicycle		13						
Rickshaw		14						
Motorcycle/scooter		15						
Car / Vehicle		16						
Tractor		17						
TV		18						
VCR VCD Receiver De-coder		19						
Radio / cassette player		20						
Compact disk player		21						
Vacuum cleaner		22						
Sewing/Knitting Machine		23						
Personal Computer/laptop		24						
Mobile Phones (specify commonly used)		25.						
Other		26						
TOTAL		27						

PART-2 BUILDINGS AND LAND OWNED BY MEMBERS OF THIS HOUSEHOLD (Do not report buildings and land already reported in the work sheet)													
Q-1. Did any of the HH members own or had owned during the last 12 months any of the following property? Yes = 1 No = 2 (If No for all,→ Next Part) If yes if any property on the name of women member of Household?				Q-2. Is all or part of this property owned now? Yes = 1 No = 2		Q-3. What was the value of the property during the last 12 months which was?				Q-4. If rented out, what was the total net rent received, in cash / kind, during the last 12 months?		Q-5. What was the value of major improvements, renovation and new construction made during the last 12 months?	Q-6. If you wanted to sell [Name prop] how much do you expect to receive (Rs)?
Property	Code	Y/N	Code	Acres	Sold	Rec	Purchase	Given	Rs				

Agricultural Land	28.										
Non-Agricultural Land	29.										
Residential Building(Comp. / under construction)	30.										
Commercial Building(Comp./under construction)	31.										
TOTAL	32.										

PART - 3 FINANCIAL ASSETS AND LIABILITIES, LOANS, DEBT AND CREDITS													
Cross the 'None' box if amount (RS) is "0".				None	Code	Rs.	Cross the 'None' box if amount (RS) is "0".				None	Code	Rs.
What is the total net saving of your HH at present?					33.		What is the total value of gold, silver, and precious metals including Jewellery, stones etc.?					34.	
What were the net savings of your HH during the last 12 months?					35.		What was the value of gold, silver etc. including Jewellery, stones sold during the last 12 months?					36.	
How much profit did you receive from your all savings/deposits during the last 12 months?					37.		What was the value of gold, silver etc. including jewellery, stones purchased during the last 12 months?					38.	
How much did you withdraw from savings for consumption expenditure during the last 12 months?					39.								
Cross the 'None' box if amount (Rs) is "0".							None	Code		Rs.			
How much loans are currently owed by the HH?								40.					
How much loan was borrowed in the last 12 months?								41.					
Source		None	Code	1. Amount Owed (Rs)	2. Amount Borrowed last year (Rs)		3. Loan Repaid during last 12 months (Rs.)		4. Interest paid during last 12 months (Rs)				
Friends/relatives			42.										
Shopkeepers			43.										
Banks			44.										
NGOs			45.										
Community Organisations			46.										
Others			47.										
How much amount of loan used for what purpose?	None	Code	1.Land (Rs)	2.Livestock(Rs)	3.Machinery(Rs)	4.Bussiness(Rs)	5.Farm Input(Rs)	6.Housing(Rs)	7.Consumption(Rs)	8.Education (Rs)			
		48.											
			9.Health Care(Rs)	10.Social Function (e.g. as Marriage) (Rs)	11.Repay Loans(Rs)		12.Cash Available (Rs)	13. Other Uses (Rs)	14.Total loan use(Rs)				
Cross the None box if amount (RS) is "0".							None	Code		Rs.			
How much was loaned out in the last 12 months?								49.					
How much was received back (including profits) during the last 12 months?								50.					
How much profit was received on this loan during the last 12 months?								51.					
How much money was received from a group insurance/ benevolent by any member of this HH during the last 12 months?								52.					

I. BALANCE SHEET FOR INCOME AND EXPENDITURE

ID CODE	Non-Farm Income (Rs)	Expenditure Items	Expenditures (Rs.)
		5. ANNUAL HOUSEHOLD EXPENDITURE ON FOOD – SECTION H: PART- A (18-Col9)	
		6. ANNUAL HOUSEHOLD EXPENDITURE ON FOOD – SECTION H: PART- B (30-Col9)	
1. ANNUAL HOUSEHOLD NONFARM INCOME (E-20: 1+N)		7. ANNUAL HOUSEHOLD EXPENDITURE ON NON-DURABLE GOODS/ SERVICES – SECTION H: PART-C (56-Col9)	
2. ANNUAL HOUSEHOLD AGRI INCOME (G1-28)		8. ANNUAL HOUSEHOLD EXPENDITURE ON NON-DURABLE GOODS/ SERVICES – SECTION H: PART-D (80-Col5)	
3. ANNUAL HOUSEHOLD LIVESTOCK INCOME (G2-21)		9. ANNUAL HOUSEHOLD EXPENDITURE ON DURABLE GOODS/ SERVICES – SECTION H: PART-E (94-Col5)	
4. TOTAL ANNUAL HOUSEHOLD INCOME (1+2+3)		10. ANNUAL TOTAL HOUSEHOLD EXPENDITURE (5+6+7+8+9)	
Validation Check			
First level check: Ratio (4/10)		Is the ratio > 0.85? Yes (Balance complete) No (Go to further balancing second level check)	
11. Assets Sold (Sec I):=(27 col C + 32Q3(sold)+ 32Q4)		12. Savings and loans taken (Sec I)=(36+37+39+41)	
Second level check: Ratio (4+11+12)/10		Is the ratio > 0.85? Yes (Balance complete) No (Verify from the HH, why the expenditures are so higher than income and make necessary corrections)	

J. Household Facilities (availability and access)

1. What is the residential status at present? 1=Personal residence, 2= On rent, 3=On subsidized rent, 4=Without rent			
2. How many rooms does your household occupy, include bed rooms and living rooms? (Do not count storage rooms, bath rooms, toilets, kitchen or rooms for business)			
3. Which material is used to lay roof of this building? 1= RCC/RBC; 2=Wood/Bamboo; 3= Iron/Cement sheets; 4=Other			
4. Which type of Structure the house has? Pucca=1; Katcha=2; P&K=3			
5. What is the main source of drinking water for the household? Bottled Water=1 Cart with small tank/drum=2 Filtration Plant=3 Hand Pump in the dwelling=4 Piped into dwelling=5	Piped Water piped into property=6 Private Borehole (with motor pump)=7 Protected Spring=8 Protected Well(include dugs well)=9 Public Borehole (with motor pump)=10 Public tap / standpipe=11	Rainwater collection=12 Surface Water (river or stream or dam or lake or pond or canal or irrigation channel)=13 Tanker Truck=14 Underground Water Tube well=15 Unprotected well (include dugs well)=16 Other=17	
6. How many hours each day is water normally available in the tap? (If less than one, put zero)			
7. Who installed the water delivery system? Govt., PHED, LG & RD, Municipality, District / Union council etc. =1 Community=2 household itself = 3 NGO, Private etc. =4 RSP=5 Don't know = 6			
8. Who look after this water delivery system? Govt., PHED, LG & RD, Municipality, District / Union council etc. =1 Community=2 household itself = 3 NGO, Private etc. =4 RSP=5 None = 6			
9. How much time is consumed on a round trip to fetch the drinking water? 1 - 15 Minutes = 1 16 - 30 Min. = 2 31 - 45 Min. = 3 46 - 60 Min. = 4 60+ Min. = 5/ there is also a question who fetch the water - women/girls/boys/men etc			
10. Do you normally pay for water used by your household? Yes =1 No =2 (→ Q - 12)			
11. How much do you normally pay for one month water supply? Rs.			
12. Are you willing to pay for an improved water supply system? Yes = 1 No =2 Don't know =3			
13. What type of toilet is used by your household? Flush connected to public sewerage = 1 Flush connected to pit = 2 Flush conn. to open drain = 3 Dry raised latrines = 4 Dry pit latrines = 5 No toilet in the household = 6 (For codes 1 - 5 → Q- 15)			
14. Where do the household members go for their necessities? Fields / open places = 1 Communal latrine = 2 Others = 3 (specify)			
15. Is your house connected with drainage / sewerage system? Yes, underground drains = 1 Yes, to covered drains = 2 Yes, to open drain = 3 No system = 4			
16. How is the garbage collected from your household and neighbourhood? Municipality = 1 Privately = 2 No formal system =3			
17. How much do you pay (Rs.) per month for garbage collection from your HH and from the neighbourhood? (Write 0 if nothing is being paid)			
18. For how many hours per day do you have electricity? No connection=1 1-4 hours =2 >4-8 hours =3 >8-12 hours =4 >12-16=5 >16-20=6 >20-24=7			
19. Do you use any alternative sources of energy/electricity? Yes, UPS=1 Yes, Generator=2 Yes, Solar panels=3 Yes, Biogas=4 None =5			
20. What is the main source of fuel/energy? Gas=1; Wood =2; Kerosene oil=3; Saw dust=4; Other= 5			
21. What is the main source of water for irrigation? River=1, Canal=2, Tube well=3 Barani =4; other =5 (specify)			

How much time is spent in reaching to the nearest place of facility																	
	A. Time in minutes					B. Normal mode of transport				A. Time in minutes					B. Normal mode of transport		
	0-14	15-29	30-44	45-59	60+	On foot	Non-mechanical	Mechanical		0-14	15-29	30-44	45-59	60+	On foot	Non-Mechanical	Mechanical
	1	2	3	4	5												
	1	2	3	4	5	1	2	3		1	2	3	4	5	1	2	3
22. Medical Store									23. Middle school Girls								
24. Retail (Kiryana) store									25. High school Boys								
26. Public transport									27. High School Girls								
28. Primary school Boys									29. Health clinic/Hospital								
30. Primary school Girls									31. Population Welfare Unit								
32. Middle School Boys									33. Main Road								

K. Access and use of services and facilities

Enter replies about everyone in the following, in the relevant box.																	
Services and Facilities	A				If it is 1 or 2 in A then ask B							If it is 2, 3 or 4 in A then ask C&D		D			
	How many times do you use this service usually				Any particular reason for not using/once in a while							To which extent you are satisfied of this service		What type of change you found in the service during the last 12 months			
	Not at all	Once in a while	Often	Always	Far Away	Very costly	Does not suit	Lack of tools/staff	Not enough facilities	Other	N/A	Satisfactory/Unsatisfactory	Worst	Like before	Better than before	Don't know	
	1	2	3	4								1-5*	1	2	3	4	
					1	2	3	4	5	6	7						
Lady Health																	
Basic																	
Family																	
Vaccinator																	
School																	
Veterinary																	
Agriculture																	
Police																	
Bank																	
Road																	
Drinking																	
Bus																	
Railway																	
Post Office																	
NADRA																	
Union																	
Local																	
Court																	
District																	
District																	
District																	
Electricity																	

* Please use this scale from 1 to 5

5= Highly Satisfactory

4=Satisfactory

3=Moderately Satisfactory

2=Moderately Unsatisfactory

1=Unsatisfactory

L. Major Constraints/Problems (Perceptions)

Problems	Response	Problems	Response	Problems	Response	Problems	Response	Problems	Response
1.Education:		2.Health care:		3.Water Supply:		4.Drainage:		5.Street Pavement:	
6.Transport:		7.Fuel Supply:		8.Electricity:		9.Income (Poverty):		10. Jobs/Employment :	
11.Savings:		12.Access to Credit:		13.Social Cohesion:		14.Organisation:			

Rank each problem from 1 to 4, where 1=no problem; 2=slight problem; 3=serious problem; 4=very serious problem and 9= not sure.

M. Household Miscellaneous Information

1. In the last twelve months, has anybody talked to you, or have you heard any messages about hygiene (boiling your drinking water, washing hands before eating and after using toilet etc.) or about diseases you can catch from unclean water? Yes =1 No =2 (→ Q-3)	
2. From whom did you hear about it? Lady health visitor = 1 Any other Govt. health worker = 2 Any other NGO / private health worker = 3 Media =4 School children = 5 Other family members = 6 Community Organisation =7 RSP Staff = 8 Other = 9	
3. During the last 30 days has this household been visited by a village based family planning worker. Yes =1 No = 2	
4. Is there any existing Community Organisation in your area? Yes =1 No = 2 (→ next section)	
5. If yes is any one from your household member of that Community Organisation? Yes =1 No = 2 (→ next section)	
6. If yes since when (DD/MM/YY)	
7. Have you got any training as member in the CO? Yes=1 No=2	
8. Savings in CO (Rs.)	

N. Benefits of Community Organisation (Perceptions)

Benefits	Response	Benefits	Response	Benefits	Response	Benefits	Response	Benefits	Response
1. Social Cohesion		2. Skills		3. Village Infrastructure		4. Personal Empowerment		5. Conflict Resolution	
6. Access to loans		7. Access to public services		8. Access to technology		9. Access to Market		10. Improved Natural Resources	

Note: Rank each benefit from 0 to 3, where 0=no benefit (or not sure); 1=slight benefit; 2=significant benefit; and 3=very significant benefit.

O. Social Protection Mechanism

IDC	1. What are the principal shocks and recurring risks faced by the household? (Select top 3 risks)	2. What are the possible events which could cause you financial disaster and ultimately disturb your household? Is there anything you are afraid of that could happen unexpectedly and negatively affect the way you live your everyday life? (Select top 3 risks)	3. Keeping in view the possible financial shocks as asked in Q 1, what are the social protection mechanism/measures available to the household? (Select top 3 mechanisms)
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	1= loss of employment 2= Price rises/spikes for necessities etc.), 2= crop failure/bad harvest/low production 3=Loss of livestock 4=Losing land/having forced to return land 5=Death in family 6= Disease 7= Malnutrition 8= Disability 9= Theft 10= Flooding 11= Robbery 12= Family Enmity 13=Drought/shortage of water 14=Murder 15=Other (please specify)				1= loss of employment 2= Price rises/spikes for necessities etc.), 2= crop failure/bad harvest/low production 3=Loss of livestock 4=Losing land/having forced to return land 5=Death in family 6= Disease 7= Malnutrition 8= Disability 9= Theft 10= Flooding 11= Robbery 12= Family Enmity 13=Drought/shortage of water 14=Murder 15=Other (please specify)					1= social pension 2= unemployment insurance, disability insurance 3= health insurance 4= natural disaster insurance 5= BISP - cash transfers (conditional, unconditional) 6= in-kind transfers (food, school food program, agricultural inputs) 7= micro-finance 8= borrowing from banks 9= gifts, charity, zakat, loans from family 10= tied labor, labor contracts with landlord ensuring assistance when needed 11= selling assets 12= sending children to work 13= seasonal/temporary migration 14= Permanent migration 15=Bait-ul-Maal 16=Remittances 17=Rental Income Committee/savings 18=Other (please specify)			
	Risk 1	Risk 2	Risk 3	Other specify	Risk 1	Risk 1	Risk 2	Risk 3	Other specify	Mechanism 1	Mech. 2	Mech. 3	Other specify

P. Major Conflicts/disputes and their resolution mechanism

1. Have you experienced any conflict/dispute in your household or in your village? 1= ☐ Yes, 2=No ☐ If No → (N)

IDC	2. What are the main types of conflicts/disputes you experienced in your household or village?		3. What are the most common causes of such conflicts/disputes?		4. What is the frequency of the most frequent conflicts/dispute types?	5. Whom do you refer to most of the time for conflicts/dispute resolution?	
	1= Intra-household/husband and wife/within children 2= Inter household /Family disputes 3=Communal/tribal 4= Other (Please specify)		1=Land 2=Money loan/return 3=Rishtay (asking the hand of a boy/girl for marriage) 4= Other (Please specify)		1= Once in while 2= Often 3= More often 4= Always	1= Any formal local Conflict Resolution Committee/Rajooni/Jirga/Panchait 2= Any informal local Conflict Resolution Committee/ Rajooni/Jirga/Panchait 3=Police 4=Court 5= Other (Please specify)	
	Multiple choice	Other	Multiple choice	Other		Multiple Choice	Other

Q. Environment and climate change

IDC	1. What is the most striking change in weather and climate that you could observe over the last five years?	2. What impact did it have on you, your family, livestock and agriculture?	3. What are you already doing or planning to do to be prepared for such incidences/changes in the future?	4. Name the organisations helping you to prepare against abrupt changes in the environment
	1= Nothing (→ P) 2=More Rainfall 3=Less Rainfall 4=More Floods 5=Dry season much longer 6=Other (please specify)	1=Loss of human life 2=Loss of livestock 3=Loss of agriculture output 4=Loss/damage of personal property/ house 5=Deterioration of health conditions due to water borne diseases 6= Migration 7=Other (please specify)	1=Adapting house construction to withstand extreme weather conditions 2=Adapting crops to withstand extreme weather conditions 3=Control of open grazing 4=Planting of trees 5=Avoiding deforestation 6=Adopting water efficient/saving technology 7=Household/animal waste management 8= Energy conservation/renewable energy/recycling 9=Life, property and health insurance 10= Migration 11=Other (please specify)	

		Impact (Multiple choice)	Other	Preparation (Multiple Choice)	Other (please specify)	

R. The Perception Scorecard

Measure response on the scale of 1 to 4 (tick the rating as answered)	1	2	3	4
1. Poverty Reduction Perception Index				
Q: How would you rate the local authorities' (elected representatives, public departments) performance in reducing poverty in your community?				
2. Capacity Enhancement Perception Index				
Q: The quality/performance of government officials was exceptional?				
Q: Access to government officials and administration is easy?				
Q: Access to public services and funds is easy?				
Q: Local public services made available in your area by government have benefitted your community positively?				
Q: There has been substantial improvement in government performance in the projects undertaken in your community?				
3. Accountability & Transparency Perception Index				
Q: The government operated in a transparent manner in your community?				
Q: The government remained accountable to your community while undertaking projects in this area?				
Q: The government remained accountable for the funds supplied for projects in your community?				
Q: There were no financial discrepancies in the funds supplied by the government in your area?				
Q: There were no fraudulent activities in the projects undertaken by the government in your area?				
Q: The government activities have equally benefitted all residents of your area?				
Q: The government employees have never been involved in corrupt practices and dealings?				
Q: I completely trust the government development activities and projects in my area?				
Q: The government employees have never been found guilty of being involved in nepotism?				
4. Empowerment Perception Index				
Q: The government created and implemented "inclusive" development programs for the marginalized members of your community?				
Q: The government created and implemented "sustainable" poverty reduction programs for the marginalized members we should disaggregated what marginalized include (women, widow, old age , etc) of your community?				

*Score from 1-4

1=Extremely Dissatisfactory

2=Somewhat Dissatisfactory

3= Satisfactory

4= Extremely Satisfactory

S. Trust In Community and Local Government Institutions

1C	1. Generally speaking do people in your neighbourhood help each other when needed?	2. Generally speaking, would you say that most people can be trusted or that you need to be very careful in dealing with people in your village?	3. In your opinion how much do people in this village trust each other in matters of lending and borrowing?	4. How far you think that the working of the local government is transparent and corruption free?	5. Do you trust in local elected representatives to address your local problems?	6. Since the formation of local governments earlier this year in 2016, how many times you have visited/contacted any local representative in person or in office for the solution of any problem?	7. What do you think if there has been any improvement in the provision of public services because of local governments?
	1= People are always busy and don't help so much 2= People help first of all their family and friends when help is needed 3= People help only those people they know will also help them 4= People help each other whenever somebody needs help 9= Don't know	1=Full Trust 2=Some trust 3=Neutral 4=Not Trust 9=Don't know	1=Full Trust 2=Some trust 3=Neutral 4=Not Trust 9=Don't know	1=Totally transparent and corruption free 2=Somewhat transparent and corruption free 3=Neutral 4= Non transparent and corrupt	1=Full Trust 2=Some trust 3=Neutral 4=Not Trust 9=Don't know	1=Not at all 2=Once 3=Twice 4=More than three times	1=A lot of improvement 2=Little improvement 3=No change 4=Worse than before 9=Don't know

T. Women Empowerment Questionnaire

[Role of women in HH decision making- please fill this section by recording the current situation against each question as well use the recall method and include the situation against the same of 2019-20]

Responses 2019-20	Description	Responses 2021-22
1. Men, 2. Women, 3. Joint	Who makes important family decisions in your household i.e. marriages, conflicts, settlements etc.	1. Men, 2. Women, 3. Joint
1. Men, 2. Women, 3. Joint	Who makes business decisions in your households i.e. migration to pursue new business opportunities, settling up of a new business, change of a business, selling of land, purchasing of animals etc.	1. Men, 2. Women, 3. Joint
1. Yes 2. No	Do you think that women of your HH can independently go to meet their friends and relatives within village?	1. Yes 2. No
1. Yes 2. No	Do you think that women of your HH can independently go to meet their friends and relatives outside their village	1. Yes 2. No
1. Yes 2. No	Do the women in your household have control over their assets i.e. they are independent to sell them and spend money on the items of their own choice?	1. Yes 2. No
1. Yes 2. No	In case of illness or in case of need for medical advice, are the women in your HH free to visit the nearest medical facility doctor, etc.?	1. Yes 2. No
1. Mother 2. Grand Mother 3. Father 4. Grand father 5. Brother 6. Elder Sister 7. No one	Which member of your HH supports education for the girls in your family? (Multiple response questions)?	1. Mother 2. Grand Mother 3. Father 4. Grand father 5. Brother 6. Elder Sister 7. No one
1. Men, 2. Women, 3. Joint	Who is involved in making decision about children's marriage?	1. Men, 2. Women, 3. Joint
1. It is important 2. It is needless 3. Men can work for women and they don't need to bother 4. No idea	It is important for the women to participate in community/village development process	1. It is important 2. It is needless 3. Men can work for women and they don't need to bother 4. No idea
1. It is a great experience 2. It is okay 3. It was not needed	How has been your experience of engaging women into development process in any development project/initiative?	1. It is a great experience 2. It is okay 3. It was not needed

Responses 2019-20	Description	Responses 2021-22
4. Women organizations can work for women development 5. No idea		4. Women organizations can work for women development 5. No idea