POVERTY ANALYSIS INCEPTION REPORT FOR IRISH AID

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September 2011

1. BRIEF BACKGROUND

Irish Aid supports four districts namely Mpika, Isoka, Mbala and Luwingu in the Northern Province with the aim of facilitating the development of council capacities to produce integrated development plans, improve service delivery and enhance good governance. Specifically, it prioritises support to the most vulnerable communities and community members.

2. DECISION

On the basis described above, Irish Aid has decided to contract Jesuit Centre for Theological Reflection (JCTR) to undertake a detailed Poverty Analysis in Mpika, Mbala, Isoka and Luwingu Districts of the Northern Province. This decision was taken in September 2011.

3. PURPOSE OF THE TASK

This information will be used by the Irish Aid to better understand the poverty dynamics and will form the basis of appropriate interventions.

4. OUR UNDERSTANDING OF THE TASK

The Consultant (JCTR) has had the opportunity to review the Terms of Reference and our understanding of the task is as follows:

a) Irish Aid requires a poverty map to be developed in each of the four districts (Mpika, Isoka, Mbala and Luwingu)
b) Carry out a micro level vulnerability analysis in each of the four districts
c) Develop baseline data in each district that will form the database that will be developed to monitor poverty trends.
d) Make proposals on the most effective and sustainable modalities of reaching the ultra poor members of the communities
e) Where necessary, the Consultant will consult Irish Aid to clarify issues or obtain further understanding on issues.

5. OPERATIONALISATION OF TORs

The Consultant has analyzed and re-arranged the Terms of Reference. This has been translated into a work plan and budget that correspond to the time frame of the assignment. The Consultants proposes the following approach to the poverty analysis:

1. ***Conduct a comprehensive Situational and Vulnerability Analysis in the Four Districts:***

- Identify sources and analyse available information on poverty and vulnerability in each district
- Undertake a situational analysis of poverty in each district by identifying and quantifying the main poverty indicators
- Identify the poor - where they live and analyse the daily livelihood situation
- Assess the socio-economic trends in rural and urban development and identify key issues of concerns and opportunities in the region
- Assess the governance structures at provincial, district and local level and how they relate to poverty
- Identify the main actors in each district and assess their capacity to represent the poorest community members
- Together with key district staff, develop qualitative and quantitative baseline poverty data
- Determine the major drivers of poverty
- Similarly, assess aspects of climate change and funding arrangements for adaptation and mitigation and relate this to capacities of developing countries to effectively implement various climate change strategies

2. ***Identify gaps and areas where specific interventions would be required and looking at underlying causes of the gaps***

- What are the priorities for Irish Aid and how are these determined?
- How has Irish Aid addressed some of these priorities in the past?
- What new issues should Irish Aid respond to from the context that they are working in?
- How should Irish Aid respond to these issues?
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6. METHODOLOGY

This assignment will involve collection of qualitative and quantitative data from the four districts. Key Informant Interviews will be conducted as well as focus group discussions to triangulate the data. Further, a desk research will be conducted and mainly depend on available secondary data.

6.1. Workshop

In order to ensure that the study in conducted in desired manner, a 2 day workshop will be conducted in Kasama at Irish Aid. The purpose of this workshop will be to train various individuals who will be participating in carrying out the study. These participants will include 4 JCTR researchers based in Kasama, 16 enumerators and 4 supervisors, all from each of the four respective districts. These participants will be trained on what type of data to collect, how to collect the data and record, probing skills and how to conduct an interview. This will assist the participants in becoming familiar with the data collection instruments as well as collecting data in an appropriate and effective way, thus ensuring that all necessary information relevant to the study is captured.

6.2. Cost of Basic Needs Approach- A measure of Poverty

The cost of basic needs approach is one of the most reliable means of measuring poverty and JCTR will use this approach to classify households as extremely poor, poor or non-poor since it establishes specific poverty lines. Poverty has been defined in many ways as no single definition can exhaustively capture all aspects of poverty. The micro level poverty and vulnerability study will adopt the material well-being perception of poverty in which the poor are defined as those members of society who lack command over basic consumption needs, including food and non-food components (Haughton et al, 2009). Efforts to determine people's well being in the four districts of interest will therefore concentrate on estimating the total value of all goods and services considered necessary to satisfy an individual's basic needs. The micro level poverty study will collect information mainly on household consumption expenditures, which will then be analyzed to assess the welfare of households.

The basic needs basket will be used for poverty analysis in this study and will be developed for respective district. A JCTR researcher will be engaged to collect data necessary for the construction of a Basic needs Basket in each of the four districts. The individual cost of basic needs basket will be constructed specifically for each of the four districts and will be used to establish a poverty line for the respective district. It is felt that this approach will yield a basic needs basket that will reflect the consumption patterns of both the poor and the non-poor in the four different districts. The basic needs basket will include components covering the two main aspects i.e. the cost of basic food items for a family of six and the cost of essential non-food items. Using the cost of basic needs approach, a poverty line will be obtained by specifying a consumption bundle considered adequate for basic consumption needs, then estimating the cost of these basic needs. In this case the poverty line will

be thought of as the minimum expenditure required by an individual to fulfill his or her basic food and non-food needs. Upon computation of a household's consumption expenditure, the poverty line will be used as the threshold to determine whether the household is poor or not. This poverty line will be an indicator that will define the level of consumption required by an household to escape poverty.

6.3. Household Survey Data Collection

6.3.1. Sample Design and Coverage

The micro level poverty and vulnerability analysis study will have four districts coverage namely Isoka, Luwingu, Mbala and Mpika on a sample basis. It will cover both rural and urban areas in all the four districts of the Northern Provinces. The survey is designed to provide data for each of the four respective districts.

6.3.2. Sample Stratification and Allocation

The sampling frame to be used for the micro level poverty and vulnerability analysis survey will be developed from the 2010 population census frame obtained from the Central Statistical Office. The country is administratively demarcated into 9 provinces, which are further divided into 72 districts. The districts are further subdivided into 150 constituencies, which are in turn divided into wards. Wards are divided into Census Supervisory Areas (CSA), which are further subdivided into Standard Enumeration areas (SEAs).

For the purposes of this survey, SEAs will constitute the Primary Sampling Units (PSUs).A two-stage stratified cluster sampling procedure will be used, involving probability proportional to size (PPS) sampling of SEAs (the clusters) at the first stage and systematic sampling of households from each selected SEA at the second stage.PPS at the first stage is particularly important to ensure that the probability of selecting a sampling unit (SEA) is proportional to the size of its population.

6.3.3. Sample Selection

The micro level poverty and vulnerability analysis survey will sample households in each district using a combination of procedures described below;

Step 1: The Listing Procedure

The supervisor for each team of enumerators in each of the four districts will show them the Standard Enumeration Areas (SEAs) where the field work will be carried out in two stages. The first stage will involve listing all the households in a particular Standard Enumeration Area assigned to a particular enumerator. The second stage will involve canvassing the main questionnaire. This will be done to households selected from the listing done in the first stage.

At the time of listing, the enumerators will be required to fill in the identification particulars for a household on a listing sheet. These particulars will include the assigned household serial number, name of locality/village, name and sex of the household head.

6.3.4. Selection of Households

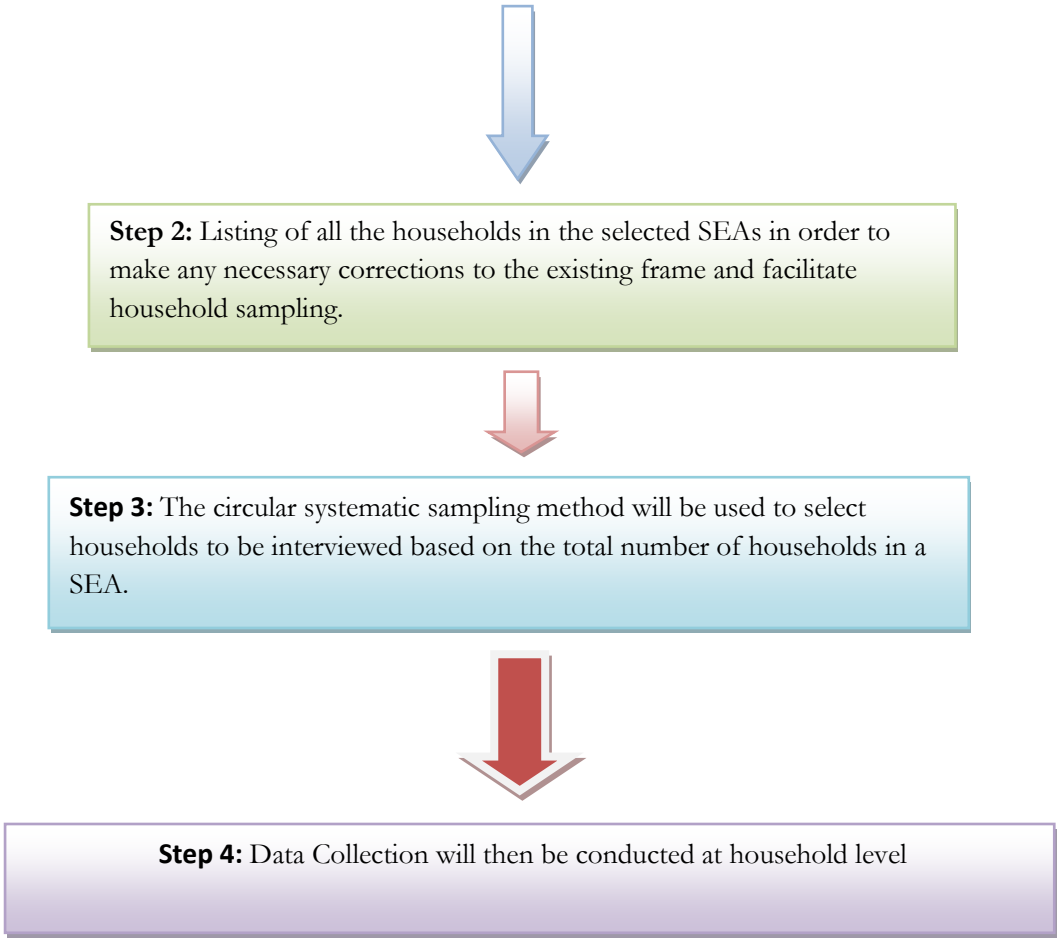
The desired sample size is 240 households per district giving a total of 960 for the entire four districts. Four enumerators per district as earlier stated will be engaged to collect household level data. Each of these four in each district will administer four questionnaires in a day thus resulting in 15 working days to achieve the 240 desired.

The systematic sampling method will be used to select households with respect to the assigned serial numbers. The sampling procedure will be as follows; first the total number of households already determined in a particular SEA will be divided by the desired number of households to be interviewed in that very SEA to give the sampling interval. Using a table of random numbers, a random number between 1 and the sampling interval inclusive will be obtained. The random number obtained will give the first household that will be in the sample to be interviewed. The second household will be obtained by adding the sampling interval to the random number. Continuing with this procedure of adding the sampling interval to each successive sum, the desired households will be obtained.

The schema below gives an outline of the sampling for primary data collection, from the selection of districts to the selection of households:

Sampling Approach: Household Level

Step 1: Probability proportional to size will be used to select SEAs per district to ensure representatives of data.



6.4. Key Information Interviews

Key Informant Interviews will be done within the first week of data collection in each district. Specifically, the Key Informant interviews will be conducted by the JCTR technical team members. Two key informant interviews will be conducted targeting government departments and ministries, civil society, non-governmental organizations, development organizations and traditional leaders in each district among others to find out in-depth information on poverty, rural development, Human

Immuno Virus (HIV), Gender and Climate issues and their inter-linkages to poverty. Below are the stakeholders earmarked for KIIs for each district.

A. ISOKA KEY INFORMANT INTERVIEW TARGETS

S/No.	Stakeholders	Geographical Area	Thematic Area
1	Min of Health	Whole District	Reducing the disease Barden
2	Min of Education	Whole District	Reducing Literacy levels
3	Min of Agriculture	Whole District	Agricultural Inputs, Farmers Education, Nutrition Promotion in the community
4	Min of Community Development	Whole District	Identification of vulnerable in the community, give the lifesaving skills, giving food supplements and farming inputs to the vulnerable
5	Min of Social welfare	Whole District	Provision of basic needs to the vulnerable
6	District Council	Whole District	Environmental Sanitation in the district
7	DATF	Whole District	Coordination of HIV/Aids prevention and control through a multi-sectorial approach
8	Forestry	Whole District	Forest conservation and promotion
9	Meteorology	Whole District	Provision of weather services to the district
10	Society for Women and AIDS in Zambia	Whole District	HIV/Aids prevention, control and impact mitigation in relation to women/OVCs in the community

B. MBALA KEY INFORMANT INTERVIEWS TARGETS

	Stakeholder	Geographic Focus	Thematic Area
1.	Households in Distress	Wards: Kazimolwa, Nsunzu, Mwiluzi, Lwandi, Intala, Motomoto	HIV/AIDS (OVC Support), Food security, Income generation activities

2.	World Vision ADP	Wards: Nsunzu, Chela, Kawimbe, Mukololo, Lapisha	OVC support, Education, Health support, Water and sanitation, Agro-forestry& Environmental management , Bee Keeping
3.	Ministry of Agriculture	District	Food security , FSP
4.	CHIKACHENSUKA	District	Small scale mining
5.	Coffee Company	Motomoto ward	Coffee and Wheat growing
6.	Action Aid Zambia	Wards: Chinyika and Ipembe	IGA, Children and women's rights, Education, Food rights
7.	Forestry Dept.	District	Forest Protection and management, Tree planting, Environmental awareness, Bee keeping, Plantation Establishment
8.	Livestock and Fisheries	District	Livestock management: Fish farming, Animal disease and movement control
9.	Ministry of Health	District	Primary health care,
10.	Ministry of Education	District	Basic education service provision
11	Local Government	District	Social Service provision

C. LUWINGU KEY INFORMANT INTERVIEWS

Stakeholder	Geographical Focus	Thematic Area of Concern
World Vision	Mwelawamangu, Ibale and Bwalinde wards	- Water and Sanitation - Bursary, agro forestry and HIV and AIDS

Medicin San Frontiere	Katuta, Chungu, Nsombo, Shimumbi, chikoyi and the mai hospital	- Prevention of Mother To Child Transmission, ART, Out Patient Department , Watsan and Sanitation, Training of Mid Wifrey
DAPP	60 Schools in the District (All Wards)	- Water and sanitation
Irish AID	District	- Governance, WATSAN, empowerment, HIV, Gender, environment
CAMFED	All Wards	- Bursary to OVCs
Chambeshi Water and Sewerage Company	Township(Urban)	- Provision of water to urban part of luwingu(Township)
Ministry of Health		- Health facility provision
Ministry of Education	District	- Education services
Ministry of Agriculture	District	- Support to farmers(Capacity building/Training) a
Ministry of Livestock and Fisheries Development	District	- Technical Support livestock and fish farmer and provision of livestock medication
Ministry of community development and social services	District	- Social Cash transfer, Empowerment , Food Security Programme, IGAs support to OVCs.
Ministry of Sport Youth and Child Development	District	- Technical support to youths i.e. Carpentry
Ministry of Home Affairs	District	- Order and security
Ministry of Local Government and Housing	District	- Land allocation, maintenance of roads, Watsan
Ministry of Energy		- - provision of energy supply in the district

Ministry of Works and Supply	District	- Technical support and maintenance of GRZ Building
Ministry of tourism, Environment and Natural Resources	District	- Preservation of natural resources
District Administration	District	- Coordination of developmental programmes

D. MPIKA KEY INFORMANT INTERVIEWS

	Stakeholder	Geographic Focus	Thematic Area
1	World Vision ADP	Chief Chikwanda Area	Agriculture, HIV/AIDS, Infrastructure, Capacity Building
2.	Irish Aid	In all 9 districts	Capacity Building, Infrastructure, Agriculture
3.	Dope/Action Aid	Kopa, Luchembe, Mukungule	Agriculture, Education, HIV/AIDS, Capacity Building, Nutrition
4.	Nascent Solution	Mukungule,Chindaponde	Nutrition, Capacity ward
6.	DAPP	In Six Chiefdoms	Water, Sanitation, Sanitation
7.	Bangweulu Wetlands	Chindaponde Chiefdom	Road Infrastructure, Wildlife Conservation, Capacity Building
8.	Zampam	Kopa chiefdom	Agriculture, Road Infrastructure
9.	Camfed	In 39 Districts	Education, Child expenditure
10.	Africare	Chindaponde, Mpumba, Luchembe	Health,HIV/AIDS, capacity building
11	Various Government	Entire District	ALL Area

	Departments and Ministries		

6.5. Focus Group Discussions (FGDs)

Focus Group Discussions will be conducted within the 3 weeks of data collection from the district. The target for the focus group discussion includes community leaders e.g. headmen, school head teachers, and the community members themselves.FGD will be conducted at Ward level and will be based on the specific livelihoods that are typical for a particular district. As the average number of livelihoods/district is five (5no), the team proposes a conducted five FGD per district. Each FGD will have a facilitator to coordinate the discussion and a note taker to capture the discussion after which a report will be written by Facilitator on the deliberations of a particular FGD. Further, each FGD will take approximately two (2hrs) to ensure maximum deliberation and not fatigue of the discussants.

7.0. Methodological Summary

A summary of the different stages of the research is now given below:

a) **STEP I - Preparation of the Inception Report:** The Consultant intends to hold an inception meeting with the Project Initiators (Irish Aid). This meeting will focus on the work plan, budget and other procedural issues of the assignment. This will also be an opportunity to seek further clarifications or information on the assignment. The Consultant would have begun identifying the nature of data required as well as the sources by the time of the Inception meeting. This exercise will lead to the next Step II explained below.

b) **STEP II - Data Collection***:* Data required to undertake the poverty analysis will be collected from the four districts through data collection tools, Key informant interviews and focus Group Discussions as well as from Irish Aid. Secondary data collected will include poverty narrative reports, analytical articles, policy documents, programme and policy briefings, research reports and any other relevant write-ups.

c) **STEP III - Review of Literature**: The data collected will be reviewed for the purpose of obtaining deeper insight and identify gaps on what has transpired. This exercise will also assist

the Consultant to ascertain the parameters of coverage, status of information and gaps in the existing literature on the subjects under review.

d) **STEP IV - Interviews**: The Consultant will conduct one-to-one interviews with certain stakeholders for the purpose of obtaining supplementary information on the subject matters. These interviews are also important as they will provide the Consultant with an opportunity to validate issues identified during the review of literature.

e) **STEP V - Compilation of a Poverty Analysis Text**: Information obtained from the districts as well as review of literature and interviews will form the basis of the district poverty content text analysis. The compilation exercise is necessary for the purpose of facilitating preliminary interpretation of the analysis findings as well as a setting the starting point for making recommendations. The display of preliminary findings and interpretations will lead the Consultant into the next Step – compilation of the narrative analysis – the First Draft Report.

f) **STEP VI – Preparation of the First Draft Report:** A draft report will be prepared for obtaining comments and views from the Irish Aid.

g) **STEP VII – Consultative Meeting**: The second draft report will be presented to Irish Aid. The draft report will be circulated and analyzed by the target group before the actual meeting. This meeting will aim at providing the target audience with an opportunity to input particularly with regard to project focus areas and interventions. These consultations will enable the Consultant to go into the next final stage of the assignment level – preparation and submission of the final report

h) **STEP VII - Prepare a Final Report***:* The final stage of undertaking this assignment will involve the preparation and submission of the final report to the Irish Aid (Kindly see the attached work plan and budget)

7. DURATION OF THE STUDY

It is anticipated that the study will run for a total of 65 working days starting from 1st November until 5 February 2011. The Inception Phase has taken approximately 30 days and Data Collection and Analysis Phase will take the remaining 65 days respectively. The Steps itemized above are operationalised in the work plan and budget outline given below

ACTIVITY PLAN – IRISH AID POVERTY ANALYSIS SURVEY

No	Activity	Number of days	Responsibility
1.0.	**Inception Phase**		
1.1.	Hold inception meetings with Irish Aid to determine the scope of the assignment,	1 (done)	Lead Consultant- Sosten Banda
1.2	Compile and collect relevant documents including poverty statistics, District Situational Analysis and all other reports related to the survey,	3 (done)	Lead Consultant
1.3	Conduct a review of literature and secondary documents	4 (done)	Lead Consultant
1.4	Hold a scoping meeting with key stakeholders including Irish Aid Kasama, Provincial Planning Unit and representatives from the district sub planning committees, among others	1 (done)	Lead Consultant, Research Team
1.5	Develop Household Survey Instrument, Face-to-face interview and Focus Group Discussion guidelines;	10	Associate Consultants- Abson Chompolola, Oliver Kaonga and Alefa Banda
1.6.	Develop a Data Analysis Framework for the Survey,	3	Associate Consultants
1.7.	Identify and appointment Data Enumerators and Data Entry Clerks	1	Associate Consultants
1.8.	Preparation of the Inception Report	7	Lead Consultant
2.0.Fieldwork Phase			
2.1.	Training of Data Enumerators on the detailed	2	Lead Consultant, Associate

Sep. 27	survey methodology in Kasama		Consultant, Data Enumerators
2.2.	Training of Data Entry Clerks	1	Associate Consultant, Data Entry Clerks

No	Activity	Number of days	Responsibility
2.3.	Conduct Pre-Testing of the Household Questionnaire, Face-to-face interview and the Focus Group Discussion guidelines and revise them as necessary	2	Lead Consultant, Data Enumerators, Data Entry Clerks
2.4.	Conduct face to face interviews with key informants	4	Associate Consultant
2.5.	Conduct household surveys in the four districts	21 Days-***Simultaneously meaning 7days of Listing Households, Focus Group Discussions and Key Informants and 14 days of household data collection/district)***	Associate Consultants, Data Enumerators
2.6.	Conduct FGDs in the four districts-***Each focus Group takes 2hrs and we will conduct 2 FGD per district-these are attended by communities with careful consideration to issues of gender, age distribution among others***	Considered in Activity 2.5	Associate Consultants, Data Enumerators
2.7.	Conduct face-to face interviews with traditional and community leaders	Considered in Activity 2.5	Associate Consultants, Data Enumerators
2.8.	Prepare field reports for all districts covered.	4	Associate Consultants
3.0.Data Analysis and Reporting Phase			
3.1.	Facilitate entry of data into agreed format	5	Data Entry Clerks
3.2.	Conduct a data cleaning and validation exercise	4	Associate Consultants, Leads Consultant
3.3.	Conduct a data analysis exercise of both the quantitative and qualitative data	7	Associate Consultant, Data Entry Clerks
3.4.	Prepare a draft Poverty Analysis Survey Report	7	Research Team
3.5.	Facilitate review and collection of comments on the report by Irish Aid and other key reviewers	3	Lead Consultant
3.6	Hold a Stakeholder Dissemination Meeting	1	Research Team

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3.7.	Finalise the preparation of the Poverty Analysis Survey Report	3	Team Leader
	TOTAL DAYS FOR THE SURVEY	**95 DAYS**	

Note: Considering that we would have already implemented the* ***Inception Phase* *by the time we start field work which has 30 days, the Field Work Phase and Data Analysis and Reporting Phase will take approximately 65 days*

Table 2: Household Survey/Key Informant Interviews and Community Meetings – Allocation of Days

No.	Survey Activities	Number of Days	Number of Data Enumerators
1	Conduct Data Collection in Mpika District	21	5(Four Household Data Enumerators and 1 Field Supervisor to handle FGDs and KIIs)
2.	Conduct Data Collection in Isoka District	21	5
3.	Conduct Data Collection in Mbala District	21	5
4	Conduct Data Collection in Luwingu District	21	5
	TOTAL DAYS FOR THE SURVEY	***21Days/ District as data collection will be simultaneous***	

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Reports Advocacy on Living Conditions

2011-09-27

Poverty Analysis Inception Report For Irish Aid

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JCTR. (2011).POVERTY ANALYSIS INCEPTION REPORT FOR IRISH AID. Lusaka, Zambia: Jesuit Centre for Theological Reflection (JCTR)
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