

PUNJAB
COMMISSION ON THE
STATUS OF WOMEN

Generating Data to Advance Women's Social and Economic Well-being in Pakistan

2017-2018

Survey Best Practice Report

Punjab Commission on the Status of Women



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Survey Report

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In Pakistan

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SURVEY NARRATIVE REPORT

Executing Agency:	Punjab Commission on the Status of Women (PCSW)
Country:	Pakistan
Project:	Generating Data to Advance Women's Social and Economic Well-being in Pakistan (ESW)
Project Duration:	September 2017 – December 2018
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Contents

Introduction and Project Background	4
1.1 ESW Survey	4
2.1 Conceptual Framework	4
2.2 Indicators	5
2.3 The Survey Components: Brief Overview	6
2.4 Sample Design	6
2.5 Technical Working Group (TWG) & International Technical Advisory Group (ITAG)	7
2.6 Tools Development & Survey Planning	7
2.7 Questionnaire Review and Testing	8
2.7.1 Pre-TOT Testing	8
2.7.2 Pre-Testing	9
2.8 Application Development	9
2.9 Training	10
2.9.1 Training of Trainers (TOT)	10
2.9.2 Field Staff Training	12
2.9.3 Refresher Training	13
2.9.4 PCSW Resource Packs	13
2.10 Field Work	14
2.10.1 Data Collection	14
2.10.2 Monitoring	14
2.10.3 Field Check Tables (FCTs)	15
2.10.6 Private Sector Survey	15
2.11 Analysis and Dissemination	15
2.11.1 Post-Coding	16
2.11.2 Approval of Results	16
2.11.3 Dissemination	16

3. Challenges	16
4.1 Best Practices	17
Annex – A: Baseline Questionnaire Synopsis	19
Annex – B: List of Technical Working Group (TWG) Members	21
Annex – C: List of ITAG Members	22
Annex – D: Steering Committee	23
Annex – E: Quality Assurance Observation Forms	24
CONDUCTING QUALITY CONTROL INTERVIEWS (Observers)	24
Short Observer questionnaire	24



Introduction and Project Background

The Punjab Commission on the Status of Women (PCSW) is a statutory, autonomous body established by Government of the Punjab in February 2014 for promotion of women's rights and empowerment of women. Conceived as an oversight body to ensure that policies and programs of the government promote gender equality in Punjab, its mandate includes sponsoring and steering research to generate and maintain databases relating to women and gender issues and develop institutional systems pertaining to violations of women's rights and individual grievances. Raising awareness about gender discrimination and advocacy for gender parity is also one of its responsibilities.

In line with its mandate, PCSW undertook the project, *Generating Data to advance Women's Social and Economic Well-being in Pakistan (ESW)*, funded by DFID through UNFPA. Bureau of Statistics Punjab an implementation partner for the project, was responsible for the multiple surveys under the project. The project's objectives were twofold:

1. To generate provincial and district level representative data on the economic and social status of women in Punjab, to serve as a baseline for monitoring of Sustainable Development Goals (SDGs) 5 and 8, identifying policy gaps and informing formulation of effective policies. In particular the survey aimed to identify factors that inhibit or facilitate women's economic activity.
2. To model evidence-based and targeted interventions, to improve women's economic participation and entrepreneurship, two interventions were included in the project, the Employment Facilitation Hub (EFH) and the Women's Economic Incubator (WEI).

The project components were supported with awareness and dissemination activities to create uptake of best practices and survey findings, as well as promote evidence-based policy and planning.

An extensive research exercise to maximize the uptake and use of the survey data and encourage research on women's issues included sponsored research papers, policy briefs and thematic reports in line with the project's research objectives.

An international policy conference *Social Economy of Gender: Seeking Solutions* was held on 28 – 29 November, 2018 at Lahore. The conference provided a platform to present preliminary key findings and the research undertaken in line with the ESW's survey objectives.

The Survey designed was a complex and comprehensive one that responded to the data gaps and need for evidence in specific domains pertaining to women's economic and social status. The process and methodology sought to integrate best practices and international standards of rigor and quality in generating this evidence.

2. ESW Survey

2.1 Conceptual Framework

The economic and social wellbeing of women in Pakistan is a complex, interlinked phenomenon that requires greater and nuanced understanding. Evidence from Pakistan and around the world shows that women's economic empowerment is a key metric for bringing

change. Pathways to economic empowerment include decent employment, equitable gender relations at household and community levels and gender sensitive and responsive institutions, legislation and regulatory frameworks. These pathways are shaped by the resources, norms and institutions.¹ The baseline survey captures the *Resources* at the individual or community level women can draw on to succeed economically or to exercise power and agency. Key resources include human capital (e.g., education, skills, training, financial capital, assets and social capital (e.g., networks, mentors). It captures the *Norms and Institutions*, the organizational and social systems that govern activities and mediate relations between individuals and their social and economic environment, and influence how resources are distributed and used. Norms include gender defined roles, taboos, restrictions and expectations such as whether or not it is appropriate for women to be in public spaces, hold certain types of jobs, or manage money. Institutions include legal and policy structures, economic systems, market structures, marriage, inheritance and education systems.

2.2 Indicators

The baseline survey is based on a list of indicators, developed through a comprehensive consultation process that involved academics, researchers, civil society and government departments, representatives for minorities and for persons with disabilities, private sector employers and training institutes and the Technical Working Group set up by PCSW. The final list of 85 indicators is grouped into five domains and disaggregated by age, sex and region (rural/urban).

Indicator Domains		#
Domain I	Economic Participation and Access to Resources	45
Domain II	Education	11
Domain III	Health Care	5
Domain IV	Public and Community Life, Decision-making	14
Domain V.	Human Rights of Women and Girls	10
Total Number of Indicators		85

These draw on the existing sources of standardized gender indicators from the SDGs, the UN Minimum Set of Gender Indicators, the Core Set of Gender Indicators for the Asia Pacific Region, Labour Force Survey (LFS), the Pakistan Social and Living Measurement Survey (PSLM), Multi-cluster Indicators Survey (MICS), Demographic and Health Survey (DHS), the NCSW VAW indicators and measures from different global surveys. The domains cover all aspects of women's economic participation in the formal and informal sector as well as private employment. They also cover different social aspects that are linked to economic participation such as education and training, health, decision making, violence against women, awareness of rights and access to services and duty bearers.

Prior to finalizing the Tabulation plan for the women's questionnaire, BoS conducted an indicator mapping exercise. To facilitate this exercise, a comprehensive review of indicators for all three questionnaires was undertaken by PCSW.

¹ ICRW 2011 Understanding and Measuring Women's Economic Empowerment

2.3 The Survey Components: Brief Overview

The survey, implemented by the Punjab Bureau of Statistics (BOS) in collaboration with PCSW, generated district-level and provincially representative baseline data to determine women's socio-economic status in Punjab.

The Baseline survey aimed to interview one woman (between the ages of 15-64 years) in each household of the 32900 households covered in 36 districts of Punjab.² To better capture the experiences of two specific subpopulations i.e. women with disabilities and non-Muslim women³ that form slightly over 2% of the population, two sub-population surveys with a purposive sample of 1645 of women with disabilities and 2489 women from religious minorities (Christians, Sikhs and Hindus) were conducted.

Another survey was conducted with private sector employers (in 995 formal enterprises) and female employees (2985 women, approximately 3 women from each enterprise) in 8 large cities of Punjab⁴ to gain a comprehensive understanding of issues faced by employers and their perspectives on inclusion of women in their particular industry; and of women in private employment.

The same baseline questionnaire was used with all women interviewed, whether in the sub-populations or private sector employment. This helped to detect patterns in responses to the same questions across the different groups for comparative situation analysis.

A male perception survey gathered data from 6580 men (ages 15-64) on their perceptions of women's empowerment, i.e., decision making, attitudes toward ownership of assets, attitudes toward women's access in positions of power, women's economic activities, attitudes toward violence against women. The households selected for this survey were different from the ones where women for either baseline or women with disabilities were interviewed⁵ and the results are representative at divisional level.

2.4 Sample Design

Bureau of Statistics Punjab (BOS) in consultation with Pakistan Bureau of Statistics (PBS) developed the sampling design and field methodology. The sampling frame for the baseline survey draws from the Population Census 2017, which uses a two-stage design to first select 1645 Primary Sampling Units (PSU) from the Census Enumeration Blocks, and then select the Secondary Sampling Units, the households, 20 households per PSU. For the male perceptions survey, 4 households per PSU were selected. In all surveys, only one person per household was interviewed. The district households listing exercise captured households that had eligible women with disabilities and they were interviewed along with the main data collection exercise. A total of 1645 women with disabilities were interviewed, one from each cluster. The non-Muslim population clusters were identified through community representatives and the field offices of the BOS in each district. A total 622 pockets of minorities communities were identified. It was decided to do a quick count and then enter the

² Selected using the kish grid

³ Women from the Christian, Hindu and Sikh communities

⁴ Bahawalpur, Multan, Faisalabad, Sargodha, Gujranwala, Sialkot, Lahore and Rawalpindi

⁵ This is to ensure the anonymity of women interviewed and their households, especially as the data collected covered women's rights which may be considered culturally sensitive in some areas.

total in the application to generate 4 random households for interview. The sample for the private sector survey was drawn from the Census of Manufacturing Industries (CMI) and for the service sector from lists of hotels & restaurants, banks and cellular companies, where women are likely to be employed.

2.5 Technical Working Group (TWG) & International Technical Advisory Group (ITAG)

Two technical committees provided expertise inputs and oversight of the survey process and implementation. A national Technical Working Group (TWG) (see Annex B) were formed to develop and design the survey tools: indicators, questionnaire, sample design and methodology. Experts from the field of economics, health and statistics were involved in developing themes and indicators for the baseline survey.

TWG members evaluated the project objectives and proposed thematic areas for development of indicators. The TWG reviewed the developed indicators and draft questionnaire, and approved the final draft of indicators and questionnaires.

The second committee, the International Technical Advisory Group (ITAG), was setup as an advisory body to review and recommend the survey tools and process as per international standards. It comprised of international experts (list of members is attached at Annex – C.)

ITAG members were consulted once after the first draft of questionnaire was developed and secondly after various reviews of the questionnaire by the core technical team. ITAG members appreciated the comprehensiveness of the questionnaire and stressed the need for a high-quality training to ensure accurate data collection and their advice was sought for various definitions, standards and steps throughout the project.

2.6 Tools Development & Survey Planning

First draft of the baseline questionnaire was developed by the international consultant to BoS, Dr. Lantona Sado based on the indicators proposed by the TWG and identified by the PCSW Technical Lead. The initial and preliminary draft of the questionnaire was then taken up by the core technical team,

A core technical team was formed to develop and design all three questionnaires for the surveys. The team comprised of PCSW team members: Technical Lead and National Consultant, Dr. Yasmin Zaidi, Programme Officer, Mohammad Jahanzaib, Research Associate, Joham Aziz; and BOS team members: Statistical Officer, Ameen Ashraf and Deputy Director, Mubarak Ali.. This core group worked in several joint sessions to develop the questionnaire, it's structure and format for field implementation.

The baseline questionnaire (see Annex A for a brief synopsis) covers several thematic areas pertaining to women's rights, such as work, decision making, health, education, awareness of rights, experience of violence, its costs, and help seeking behavior. The questionnaire sections on *work* draw extensively from the Labor Force Survey (LFS) and the Pakistan Social and Living Standard Measurements Survey (PSLM). However, several questions were modified to reflect the multidimensionality of women's work and tasks. Another section captured data on work benefits (health insurance, paid leave) and facilities (day care centers, separate toilets etc.) available to women working in the formal sector.

The assistance of international experts, Dr Henrica Jansen (Gender Specialist, WHO) and Dr Nata Duvvury (Senior lecturer, National University of Ireland) provided extensive input in development of sections on violence and its costs. The questionnaire aimed to capture data on a comprehensive list of indicators of violence including: incidence of violence (physical, psychological and sexual), cost of violence, attitude and perception towards violence. The VAW modules in the baseline questionnaire draws from both national and global surveys such as, the multiple country surveys modeled on the WHO Violence against Women survey and the Pakistan Demographic and Health Survey (PDHS).

The national TWG met thrice to provide input and feedback on the design and content of the baseline Questionnaire. Their valuable feedback was incorporated to improve upon the content and structure. Review and endorsement of the questionnaire was also sought from the members of ITAG.

A set of training manuals was prepared for each of the surveys. Each set included the Observer's manual, Facilitator's manual, Enumerators' Manual and Question by Question Guide. The process of finalizing the training manuals as well as translation into Urdu ran through March till mid-May 2018. Due to time constraints, BoS had commissioned a private firm (Apex Consulting) to implement the survey and to work with the core team on the survey tools etc. The PCSW Team provided Apex and BoS staff with training manuals from the WHO surveys (shared by ITAG members) and referred them to existing manuals of the LFS and the PDHS for reference. The manuals were prepared in English and Urdu and were reviewed multiple times to ensure that all aspects were covered and that nothing was lost in translation.

2.7 Questionnaire Review and Testing

Questionnaire was presented in the 3rd TWG meeting on November 24, 2017. A thorough review and comprehensive discussion resulted in several improvements in the questionnaire. Furthermore, the joint sessions of the core technical team in March 2018 resulted in the final version of questionnaire which was further refined based on the learnings from TOT and pre-testing, as well as review by the data processing team.

2.7.1 Pre-TOT Testing

A preliminary hard-copy field test was conducted to test the flow of women's baseline questionnaire as well as responsiveness of women to different sections of the survey. Before this exercise, the questionnaire went through several stages of review: the English version of the questionnaire was reviewed by PCSW and BOS before its translation to Urdu, the Urdu version was then reviewed against the English version before finalizing it for the field test exercise.

The field test was conducted in two districts of Punjab, namely, Gujranwala and Nankana Sahib on the 12th and 13th of February. The field test was arranged and executed by BOS and monitored by PCSW. From PCSW, two team members observed the whole exercise as well as interviewed respondents to acquire firsthand insights. The interviews were conducted by four female enumerators from BOS and two female observers from PCSW. A total of 28 interviews were conducted. Data produced was filtered and recorded in an excel sheet to establish a basic profile of all respondents as well as to assess the response rate for different

sections, specifically, the sections on violence against women (VAW) deemed to be sensitive. A separate observer's feedback document was also produced to record the observations to help inform the development of training modules. The main outcomes observed for the field test included, time, responsiveness, sensitivity and challenges in ensuring privacy.

Following this field test, feedback sessions were held from 14th – 16th of February, during which valuable feedback was received from all field participants, in the presence of technical teams from PCSW, BOS and Apex Consulting. Several revisions were discussed and proposed for inclusion into the questionnaire. Joint review sessions of core technical team were planned in light of the results of the field test and feedback. These sessions were held at PCSW office on 14th & 15th of March to finalize translations of each of the three questionnaires in line with the new revisions, in consultation with technical teams from Apex Consulting and BOS.

A few additions were made to the survey tools. Questions were added to gain explicit consent and record information that will be useful for follow up surveys and panel data. Questions on political participation, marriage and inheritance rights were modified so that the impact of the PCSW interventions (nikah registrar trainings) and the Punjab government laws on inheritance can be assessed.



2.7.2 Pre-Testing

Two-day field test was carried out, after the TOT, and feedback sessions were held following the field exercise. Pre-testing exercise was conducted by BOS trainers in 2 districts from June 25 – 27, 2018. The questionnaire was again reviewed in light of the feedback from field test. The revisions were reviewed by the core technical team, following which the application was also revised and improved.

2.8 Application Development

Data from the field was collected through windows tablets. An application was developed for the questionnaires in CSPro software. Enumerators used the tablet to capture the information and at the end of the day when the cluster was closed the information was uploaded to a dropbox, accessible only by the international consultant and data processing manager. Master copies of the raw data files were shared regularly on PCSW and BOS servers.

Application development process started in March and was completed in June 2018. First version of application was tested to understand the input process, overall user interface design and assess correct functioning of skips, checks, respondent eligibility etc.

Each enumerator had a tablet which was used to record answers from the assigned household. A system was developed by the PCSW technical team and Data Processing Manager to use cloud-based solution and integrate it with CSPro. An international consultant was hired to oversee the development of application, tables and data cleaning process. First draft of application was shared with technical teams in early May. PCSW team reviewed the

application with the data processing manager and shared regular feedback. Moreover, after incorporating changes in the questionnaire from the recommendations in TOT, a final version of application was shared with project partners in Mid-June. Application was slightly fine-tuned after review of the international consultant.

2.9 Training

A training for the pre-TOT testing was conducted to field test the questionnaire flow and structure. From the lessons learnt, the questionnaire design was modified and the approved questionnaire was used to develop all manuals and training guide.

A critical part of the survey process was the training of master trainers (ToT) and field staff. An exhaustive training plan spanning 18 days was developed. A gender sensitization module incorporated the concepts that are linked with the goals and objectives of the ESW project, and included field safety protocols and interview techniques. A detailed first training was held followed by an extensive field staff training. In the first phase, a gender sensitization training module and a Questionnaire manual or QxQ guide was developed to define and clearly outline key questions, terms and answer options.

2.9.1 Training of Trainers (TOT)

Master trainers were recruited by both BOS and PCSW to provide training to the field staff for the survey. A residential training of master trainers was conducted from 18th May - 1st June 2018 at Shangrila Hotel, Murree. The purpose of the training was to sensitize the trainers on the survey objectives and underlying conceptual framework of the questionnaire. Participants were expected to master the content and technicalities of the baseline and male perception questionnaires so as to become proficient in delivering the training to the field staff. The TOT was also a consultative process to further improve the questionnaire in light of practical suggestions resulting from discussions with trainers. 26 trainers from BOS and 13 trainers from PCSW participated. The technical team of PCSW was also present to monitor the quality as well as to provide support in the training process.



Highlight the role of personal attitudes and self-awareness interviewing women on economic and social issues.

Help participants understand the concept of gender and its impact on women's in social and economic participation, especially for vulnerable populations such as minority women and women with disabilities aspects of life.

Create awareness of the psychological, economic and social impact of gender-based violence (GBV) on women, household and loss of income opportunities.

Sensitize participants to the needs of respondents during the interview, enhancing their communication and support skills for ensuring ethical standards for delivery of the questionnaires and maintaining confidentiality

Enable referrals to appropriate services in case of help requested by respondents

Improve enumerator skills in identifying and managing their own stress effectively

PCSW had recruited 13 trainers (3 male and 10 female) with a background in gender sensitivity training to deliver a four-day gender sensitization module to the field staff, as part of the TOT training plan. A comprehensive training manual was developed, which included sessions and activities on gender-awareness, gender stereotyping and division of labor. This four-day module was conducted by experts and supported by participating 2 senior master gender trainers of PCSW and UNFPA. In addition to gender sensitivity, the training also included sessions on effective communication and listening, specifically in the context of women who share painful experiences and for survivors of violence.

The sessions were interactive including group activities and role plays. The four-day sensitization training concluded with very comprehensive instructions on WHO field protocols in ensuring respondent and enumerator well-being.

Through a consultative process with the trainers, it was also decided to translate the gender sensitization training manual and presentations into Urdu, to make it easily comprehensible for the field staff. The capacity of the gender trainers was further improved during the ToT by the senior PCSW gender trainers by organizing mini formal and informal sessions to identify weaknesses and practice session and discuss concepts etc. The residential training proved conducive to sharing of knowledge and improved productivity of trainers as they were able to hold informal consultative discussions even after their formal sessions ended.

After the sensitization training, the following 7 days were dedicated to training on the questionnaire itself. BOS experts with the assistance of PCSW technical team members delivered the training of questionnaire to the master trainers on each of the 21 sections of the questionnaire. Parallel training sessions for male perception and employer questionnaires were also

held. This section-wise exercise included: detailed discussions on the nature and purpose of questions, links to indicators, mock interviews and interactive small-group activities to learn and discuss various components of the questionnaire.

Throughout these sessions, any discussions that resulted in a useful suggestion on improving the questionnaire were recorded for consultation with relevant stakeholders. Issues were also identified in translations of the questionnaire and manuals, which were recorded for further action. Subsequent to this intensive questionnaire-based training, interview techniques and experiences from other surveys and field safety protocols were discussed in detail. Master trainers were also informed about the formation of a sexual harassment committee and the role of PCSW helpline (1043) in responding to sexual harassment in the field. At the end, the Data Processing Consultant (Mohammad Ali Raza) , delivered an instructive session on functions and operations of the application (CAPI) which supported the questionnaire on tablets, for 2 days. Last day of the training was dedicated to app-testing on the tablets. Several issues were identified and reported by both BOS and PCSW.



2.9.2 Field Staff Training

In wake of the TOT, the training manuals were further improved and meetings were held with Apex Consulting and BOS to finalize the training plan and venues for the Enumerator training. A panel of interviewers was formed consisting of experts from BOS and Apex consulting to recruit the field staff for the survey, the process was observed by PCSW. The interviews were held from 24th April to 16th May 2018, at divisional level in nine different locations around Punjab. District-wise survey teams were finalized and were assigned to three different zones to attend the field staff training.

Field staff training took place in three different cities: Lahore, Multan and Islamabad from 25th June to 13th July 2018. Each training venue hosted survey teams of 12 districts and a team of trainers which included trainers from both BOS and PCSW. At each location, four concurrent sessions ran each day with three district teams in each session. At each location, a member of PCSW technical team and 1 Quality Assurance Officer (QAO) was present to monitor quality and provide training support.

Each field team consisted of 7 members. 2 BOS trainers delivered training on questionnaire. 1 PCSW trainer delivered the training on gender sensitization in each training (1 additional PCSW trainer was present in each location to partner with some trainers and act as replacement, if needed). 1 PCSW technical team member and 1 QAO were present in each location (2 QAOs in Lahore) to monitor the training.

This was a unique experience for many of the field staff members, who reported that they had never received a conceptual sensitization training of such nature in a survey before.

Field staff training was designed to be delivered over 18 days. All field staff members, including regional and field coordinators participated in this training. The first four days were dedicated to gender sensitization training, led by PCSW trainers. Through this training PCSW hoped to sensitize the participants on the nuances of underlying gendered nature of the survey and its objectives. The training was successful in engaging all the participants in an interactive discussion on self-awareness, gender norms and stereotypes and effective communication.

Following the gender sensitization training, next 11 days were kept for the questionnaire training. This time was necessary to accommodate regular mock exercises, especially after sessions, each day. BOS trainers delivered the questionnaire training. A 2-day application training was held after questionnaire training. Each enumerator was provided a tablet and related equipment. IT experts along with BOS trainers provided the training on the application. IT experts demonstrated the technical functions of the application such as opening, adding a new interview, recording information, closing the interview and then closing the cluster for team supervisors. BOS trainers explained the entire questionnaire on the application.

Field exercise was conducted at each location by the field staff, observed and monitored by the BOS and PCSW trainers. The field tests concluded with feedback sessions at each of the three training venues in which observers and monitors from BOS and PCSW submitted their compiled reports. The exercise resulted in constructive feedback on improving the performance of field staff.

2.9.3 Refresher Training

Refresher trainings were held in August to rectify consistent problems arising in the field and refresh the enumerators skills in key components of the questionnaire planned. Five trainings at different locations were planned. Two separate teams of BOS trainers were formed to deliver refresher training, each team also included a member from PCSW technical team to support and monitor. Before the start of refresher training, the Field check Tables (FCTs- see section 2.10.3) were reviewed to identify key issues that needed to be addressed at the refresher training, which were attended by all participating trainers and monitors from BOS and PCSW. Trainings were then held in phases, during the first phase two trainings took place at two different locations: Islamabad and Faisalabad, with seven districts attending at each venue. In the second round, same trainers moved to Lahore and Multan to conduct refresher training and the last session was held at Sahiwal with the remaining district teams. The main area of focus was the work and the VAW sections and addressed conceptual issues faced by individual enumerators. The importance of data quality, accuracy and consistency was stressed.

2.9.4 PCSW Resource Packs

PCSW resource packs were given to each woman interviewed. Each resource pack contained five flyers. Resource packs were given to respondents to create awareness regarding women's rights, initiatives by government and provide information to women who might have suffered harassment or violence. These flyers had basic information regarding: i) Voting and political rights ii) PCSW project of Training of Marriage Registrars and the right of reading marriage

contract iii) information and assistance provided by the PCSW helpline iv) information regarding inheritance laws of Pakistan & Punjab and the process of obtaining it as well as the efforts of PCSW for ensuring its implementation. v) District specific information (address and contact numbers) of Government and private institutions of the respondent's district, such as for healthcare, police stations, shelters, helplines etc.. This was provided to increase awareness regarding available redressal mechanisms. Each of the 36 district resource packs had their specific district information flyer.

2.10 Field Work

Field work started on July 16 and completed on October 19, 2018. One of the 1645 clusters in the sample had to dropped, as the survey team was not able to get the necessary permissions from the administration despite repeated efforts. All other clusters were completed and closed in the field successfully. Field work for women from minorities survey completed in the second week of October whereas field work for the private sector survey was completed in the third week of October 2018.

2.10.1 Data Collection

Field work was carried out by 36 teams (one per district) that included five female enumerators, one male enumerator, a field observer and a team supervisor. Teams were structured this way to try to limit to three or four interviews per day to avoid enumerator and respondent fatigue as the questionnaire is a comprehensive one. Field deployment plan was developed by the field manager of Apex in consultation with respective team supervisors. Each team supervisor prioritized the less difficult clusters first based on their past experience.. This enabled enumerators to be able to easily complete interviews without much resistance or interruptions and develop the skills to be able to complete interviews in comparatively tough clusters. It was ensured that political and religious events are kept in consideration while planning for field activities. A day before General Election 2018 and the election day were kept as holidays. Additionally, field data collection was stopped for all official holidays such as Ashura or Eid. Field team's safety and wellbeing was the utmost priority while developing a field plan which was kept dynamic in case of any hiccups and was updated daily by respective field coordinators of the survey firm.

2.10.2 Monitoring

PCSW and BOS took several steps to ensure quality during the field data collection phase. First step was to ensure inclusion of an observer in every team. The data from observer's tablet was directly received by BOS and analyzed to identify trends and key errors. The detailed Observation form included all aspects of the interview, including equipment and materials with enumerators, interviewing skills, etc. In addition to this, 4 QAOs were assigned 9 districts each by PCSW. 4 rounds of monitoring were conducted by the QAOs. QA officers observed 3 interviews and completed 2 back-checks every day (Annex E, Observers Form). Daily report of the observation was sent to PCSW technical team in addition to the online form (attached at Annex E). QAO reports were critical in identifying mistakes and errors by enumerators. Serious errors were addressed immediately by informing BOS and Apex team leads. A weekly report of key field issues was also shared with BOS. Additionally, daily field reports were received from the QA officers, that highlighted critical

observations regarding field team’s performance, logistics and management drawbacks or other field issues that needed prompt response. Use of social media and informal mechanisms also facilitated prompt communication and resolution of field issues, such as Whatsapp groups of Observers, of the core technical team and of district teams.

Another layer of monitoring was by the BOS officers who had attended the TOT and delivered the field staff training. More than 10 BOS officers completed at least 3 rounds of monitoring covering each district. BOS officers conducted spot checks, liaised with local BOS offices to assist team, monitored interviews, engaged with observers regarding any conceptual problems of enumerators and reviewed team supervisor’s progress. BOS officers gave detailed reports to the BOS technical team.

2.10.3 Field Check Tables (FCTs)

FCTs were developed by the BOS technical team to monitor the progress and quality of data being collected. Regular sessions were held to review and analyze the FCTs and identify data inconsistencies, PCSW also participated in these review sessions as observers and monitors.

Once sufficient data was available to analyze data trends and inconsistencies. Some issues in data quality were detected by the technical teams. Based on the review of FCTs and the monitoring reports from the field, refresher trainings were designed to address conceptual and practical weaknesses of the field staff to improve data quality.

4 QAOs of PCSW were assigned 9 districts each to observe 3 interviews and complete 2 back-checks every day.

2.10.6 Private Sector Survey

The survey was implemented by the Bureau of Statistics. An in-house training of the field staff took place from the 16th-31st July 2018 at the BOS in Lahore—the training content and conduct was similar to the one delivered for the baseline survey. This training was also observed and supported by the PCSW trainers and monitors.

Eight teams were formed, each consisting of one male Team Supervisor and two female enumerators. The male supervisor conducted interview with the private employers while the female interviewers interviewed female employees of the same organization. Enterprises were selected from both manufacturing and service sectors and the teams worked under the supervision of BOS monitors. The private sector survey began from the 8th August in eight cities and concluded in early October 2018.

2.11 Analysis and Dissemination

The survey data processing started in October 2018. Initially, a manual for secondary editing was developed after comprehensive review of questionnaire and data files to check for input errors. Consistency checks in the questionnaire ensured that the cleaning process would not take too long as in other surveys, instead, the complete process was completed in less than 2 months.

2.11.1 Post-Coding

Training for post-coding was arranged by BOS. Experts in LFS coding trained staff members to assign correct industry, occupation and training codes. De-identified data files were shared with the staff members to read descriptions from the survey forms and assign codes accordingly. After completion of the exercise, these codes were merged back into main data files for analysis.

2.11.2 Approval of Results

Key summary results were presented to the Steering Committee (SC) of the Project on November 26, 2018. A detailed briefing on survey process, methodology and results was given to the Chairman P&DD (Chairman – SC) and all members.

2.11.3 Dissemination

A preliminary key summary findings report was drafted by Apex and reviewed by BOS and refined by PCSW. Prioritized indicators along with tables were included in the report. This report was printed and shared with over 500 national and international stakeholders at the Policy Conference held by PCSW on November 28 – 29, 2018. Key findings report was finalized in December by BoS with input from PCSW.

Additionally, a documentary on the survey process was also screened at the conference. Another documentary on the survey results has been developed and will be shared with stakeholders. Four in-depth analysis reports and policy briefs on the survey data were prepared. Moreover, separate reports for male perceptions and minorities surveys were developed and will be disseminated.

3. Challenges

The initial survey firm hired by BOS for the survey's implementation had to be let go due to its poor performance during the inception phase and development of tools (end of quarter 4). This resulted in a setback to the process. The survey firm was selected in October 2017 yet it failed to put together a full-time team to plan and deliver on the complex set of surveys, and it was let go after following due process in December 2017.

The second firm that was brought on board for the survey implementation. Negotiations with the survey firm lasted a month, thereby significantly delaying the timelines. Furthermore, the survey firm had field expertise but lacked technical knowledge and understanding for development of tools. Both PCSW and BOS had to provide extensive support to the survey firm in ensuring that the manuals and the training met expectations and in the smooth implementation of the survey itself.

Bureaucratic delays led to several changes in survey timeline, for example, on February 15th, BOS suggested that the women's baseline questionnaire be sent to the Punjab BioEthics Committee for review and assured that the committee would meet within a week. PCSW prepared and submitted all supporting documentation required by the Punjab BioEthics Committee. However, the decision was delayed as the Committee Chair changed halfway through the process. It took several weeks before a clearance could be issued by the committee on the questionnaire.

Additionally, survey timelines also had to be revised in view of the practical constraints that the field teams would have faced in conducting the survey during the month of Ramzan. Based on extensive discussions and debates with BOS and Apex, the timeline was extended. Due to the delays, all activities under the survey had to be revised.

In light of the extended survey timeline, the research activities and research dissemination plan were also revised. Frequent changes in the questionnaire based on feedback from various field tests and review sessions led to a delay in finalization of questionnaire application. Some mismanagement of fieldwork by the survey firm—lack of timely communication of important information to field staff affected quality.

The survey teams encountered problems in some areas when they approached minority enclaves who were reluctant given the incidents of harassment and violence that such communities have experienced or heard about. Timely intervention by the BoS senior staff and local police helped resolve the issue.

Another issue encountered by teams that had identified an eligible female with disabilities during the listing were found to either not have the person present, or her disability was severe enough to prevent her from responding to questions, or hh members refused to allow enumerators to interview her. Less than half of the identified hh yielded results (approximately 540 interviews) while slightly over 1500 women with disabilities were interviewed during the baseline. This sample, being random is provincially representative.

BOS field teams conducting the private sector survey interviewed formal employers only. The proposed methodology to select linked informal enterprise did not yield fruitful results as either formal enterprises did not have an associated informal partner or did not disclose the information. Hence data from employers and female employees in the informal sector could not be collected.

Field implementation lasted longer than the planned duration due to General Elections 2018, Ashura Holidays, Eid holidays etc. Moreover, the training of staff for post-coding was conducted after the completion of field work. This resulted in delayed processing and pushed availability of final dataset to late December 2018.

Support from international consultants was not as expected at the beginning, as one individual was expected to deliver on tasks that required specific expertise, such as sampling, questionnaire design, manual development etc. The decision to use tablets was not accompanied by timely identification of international expertise to support the development of the application and training of a national team. Similarly, the secondary editing and post coding had not been planned timely with recruitment of specific experts and resulted in stressful timelines.

4. Best Practices

The design and implementation of the survey incorporated several best practices, some that emerged from the consultations, and others that were based on the lesson learned of other national and international surveys of a similar nature. These are briefly noted below, as most details are included in the different sections of this report.

- 4.1 Participatory Consultative design: from the outset, when a workshop was organized with different stakeholders to understand what are the data needs for policy and programming, to the specific inputs needed for each set of surveys, extensive consultations took place and views and perspectives of a range of stakeholders was keenly solicited. This included separate workshops at the design phase with government departments and partners and one with civil society organizations working on women's issues; sessions with specific groups such as leaders of minority communities and minority organizations and networks, private sector employers and training providers; discussions with experts across a range of disciplines and their inclusion in the technical groups, and a workshop for sharing of meta indicators with a large group of stakeholders and experts prior to finalization.
- 4.2 Technical Working Group (TWG) and the International Technical Advisory Group (ITAG): The TWG comprised of national experts and representatives of relevant government departments, while the ITAG had international experts. The TWG met several times during the course of the project, and advice was also sought from individual members based on their expertise multiple times. The ITAG operated virtually via email; again, advice was sought from several members based on their expertise and availability individually and via group calls. Both committees provided invaluable support and advice to the core team of PCSW and BoS.
- 4.3 Gender sensitization module and intensive training: A comprehensive 4-day module was added at the beginning of the training of master trainers and the enumerator trainings. The module was designed by gender training experts and drew on the rich experience of trainers. It incorporated self-growth and self-awareness, basic gender concepts such as gender and power in the division of labor, in communications, in accessing and controlling resources, violence against women and its different dimensions, its impact etc. The facilitators for this module were seasoned gender trainers who were adept at working with different groups.
- 4.4 Gender Sensitivity, Ethics and Safety Protocols: these elements were included in the training modules and supported with guidelines specifically developed for inclusion in the enumerators manuals as well as their contracts. A system was set up whereby field staff who experienced sexual harassment or felt that they were at risk of it could approach their Supervisors (if the perpetrator was not a team member) or call the PCSW Helpline (if the perpetrator was a team member). In the latter case, the matter would be confidentially taken up at the senior most levels at PCSW and BoS and resolved at the earliest. Team members were advised during the training that there would be zero tolerance for such behavior within the teams, and instant termination of contract if anyone was found guilty. Safety of respondents was ensured by emphasizing confidentiality, anonymity, and the PCSW Helpline details and other resource material for seeking redress.
- 4.5 Quality assurance: As noted in the section on monitoring there were several tiers of observation, back checks and monitoring of the quality of field work. In addition to frequent feedback and support to the enumerators and field team and a refresher training, PCSW recruited and trained four quality assurance officers to observe interviews and conduct back check interviews with respondents. These members had attended both the ToT and the enumerator trainings, and been briefed extensively in their roles by the PCSW team. Constant communication with these field teams and the core team helped to identify issues and address them in a timely manner.

Annex – A: Baseline Questionnaire Synopsis

Baseline Questionnaire

The baseline questionnaire has 5 domains that are divided into 18 sections.

Domains		# of Indicators
Domain I	Economic Participation and Access to Resources	45
Domain II	Education	11
Domain III	Health Care	5
Domain IV	Public and Community Life, Decision-making	14
Domain V.	Human Rights of Women and Girls	10
Total Number of Indicators		85

Domain I Economic Participation and Access to Resources

Section 7- Current Activities- Enumerates “tasks”- for economic gain or otherwise to assess economic activities- includes paid and unpaid work, formal and informal work, agricultural work, off farm work, entrepreneurship etc. Also asks about access to finance, skills training, career enhancement, income and earnings (bonus etc.,) and work satisfaction

Section 8- Paid Employees – Workplace Benefits and Facilities: questions about social security benefits (health insurance, maternity leave, paid leave, allowances, pension etc.), allowance for children’s education etc. Includes questions on workplace amenities such as separate washrooms, disability friendly access, and committee to review sexual harassment complaints

Section 9- Seeking Work: information sources, mentors, how long it takes to find work

Section 10 Underemployment and Section 11 Unemployment: reasons for working less than 35 hours; is work commensurate with qualifications; reasons for leaving work and for not finding new work

Domain II Education There is enough data available on educational indicators for women so the questionnaire only asks about level of education and literacy as part of respondent’s background; if not studying what are the barriers. Questions on use of internet, social media, and cellphones are also included in the Background section

Domain III Health Care Sections 3 and 5 cover reproductive health (asked only of married women) and general health (asked of all women). Reproductive Health – age at marriage/ early childbearing/ family planning/ fistula General health- Disabilities/ mental health / cancer/

Domain IV Public and Community Life, Decision-making

Section 2: Community and Family Includes questions on internal migration, nature of relationships with family, close friends and neighbors , willingness to seek help from them, feeling safe in the community, engagement in community life and with public officials

Section 6: Decision Making – Assets & Rights Includes questions on who makes decisions about education, employment, marriage, number of children to have, political participation, awareness of relevant laws

Section 4: Husband’s Background is for married women to assess education and employment status of husband, division of labour, and sharing of earnings

Domain V Human Rights of Women and Girls

Sections 12 and 13 ask questions of married and unmarried women respectively about attitudes towards violence and violence experienced in past 12 months and ever in life. Identifies emotional / physical/ sexual violence and the perpetrators.

Section 14 has questions about other experiences since the age of 15 and the perpetrators- for married women it asks the questions for other than husband

Section 15 and 16 Costs of VAW is asked of married and unmarried women- did they have to leave work, seek legal or medical care, stay away from home and what the costs incurred were

Section 16(married) and 17 (unmarried) Impact and Coping with VAW- questions about where or did women turn to for help with addressing the violence; did they receive eh help they expected and if they did not seek help why not

Section 18 Community Infrastructure: what services exist, whether the respondent uses them and if not why not.—services are health care, roads, bus and rail, post offices, schools and training centers.

Section 19 Ending the Interview the ending ensures that respondent is feeling okay, PCSW material is shared with her; permission is sought for a) returning for quality check purposes b) if she would like to be contacted again for a follow up survey or other surveys.

Annex – B: List of Technical Working Group (TWG) Members

Name	TWG	Organization
Chairperson	Chair	PCSW
Project Director	Secretary	PMU ESW
National Consultant	Member	PCSW
Chairperson	Member	NCSW
CEO	Member	Urban Unit Punjab
Dr. Ali Cheema	Member	CERP / LUMS
Dr. Naved Hamid	Member	Lahore School of Economics
Haris Gazdar	Member	Research Collective
Executive Director	Member	Punjab Economic Research Institute (PERI)
CEO	Member	Social Protection Authority
Director General	Member	Bureau of Statistics Punjab BOS
Provincial Manager	Member	SDG Unit Punjab
Ms. Farida Shaheed	Member	Executive Director, Shirkatgah
Dr. Kate Vyborny	Member	CERP
Country Representative	Observer	UNFPA Pakistan
Dy. Country Representative	Observer	UNFPA Pakistan
Country Representative	Observer	UNICEF Pakistan
Country Representative	Observer	UNDP
Country Representative	Observer	UN Women

Annex – C: List of ITAG Members

Name	Bio Data
Jessica Gardner	Gender statistician; developing a guideline for the VAW data project on sampling and other survey tools.
Kate Lappin	Regional Coordinator, Asia Pacific Forum on Women Law and Development (APFWLD)
Luisa Engracia	Former UNFPA adviser in CST Kathmandu
Nancy Stiegler	Head of Department, University of Western Cape Faculty of Natural Science.
Ralph Hakkert	Senior Technical Advisor, UNFPA
Dr Nata Duvvury:	<p>Senior Lecturer, School of Political Science and Sociology, National University of Ireland, Galway.</p> <p>Nata Duvvury is development expert with research interests in gender, labour markets and welfare state, gendered impacts of globalization, economic costs of gender-based violence, civil society and global governance, and social mobilization</p>
Kathy Taylor	Manager – Partners for Prevention
Anik Gevers	Cap development consultant for the Partners for Prevention programme; developed the M&E framework for the VAW data project at UNFPA/APRO

Annex – D: Steering Committee

Chairman, P&D Board, Punjab
Secretary, Economic Affairs Division, Islamabad
Secretary, Industries, Commerce and Investment Department Government of the Punjab
Secretary, Labour and Human Resource Department, Government of the Punjab
Chief (ECA), Planning & Development Department, Government of the Punjab
Chairperson, National Commission on the Status of Women
Secretary, Women Development Department, Government of the Punjab
Director General, Bureau of Statistics, Planning & Development Department, Punjab
Executive Director, Punjab Economic Research Institute
Country Representative, UNFPA
Country Representative, UNDP
Country Representative, UNICEF
Executive Director, HomeNet
Representative UN Women
Mr. Seamus MacRoibin, Programme Accountability Team, DFID
Ms. Tahia Noon, MPA Punjab Assembly
Dr. Yasmin Zaidi, National Consultant PCSW

Annex – E: Quality Assurance Observation Forms
Punjab Commission on the Status of Women (PCSW)
Generating Data to Advance Women’s Social and Economic Well-being in Pakistan

CONDUCTING QUALITY CONTROL INTERVIEWS (Observers)

The Observer is responsible for conducting a number of “quality control interviews”, using the short Observer questionnaire. When going back to the household concerned, she will need to explain that these interviews are being conducted to check on the quality of the interviewer’s work or to clarify certain issues.

Short Observer questionnaire

In the first week of the study, the Observer should aim to re-interview at least one of the women that each interviewer has interviewed, using the short Observer questionnaire. This questionnaire does not repeat any of questions that were asked before, but collects information on the respondent's recollection of what the interview was about; her impressions on procedures during the interview; how she felt after the interview; and if something negative or positive has happened as a result of the interview. There is also space to note the respondent’s feedback on the original interviewer. After the interview, you should give feedback to the interviewer, noting good points as well as any problems.

After the first week, you should conduct at least one Observer interview per cluster – varying the interviewer that you are monitoring. Again, you should give feedback on how the interviewer performed. To keep all of the interviewer’s alert, you should be careful not to indicate beforehand to the interviewers who you are likely to re-interview. (See Observer questionnaire.)

Observer Questionnaire

Name of interviewer: _____ **Date of interview:** ___ / ___ / ___

Name of Observer: _____ **Date of Observer’s visit:** ___ / ___ / ___

BEFORE GOING TO HOUSEHOLD (HH), WRITE DOWN NUMBER OF ELIGIBLE WOMEN IN HH: [] []

ASK FOR THE WOMAN WHO WAS SELECTED TO BE INTERVIEWED

You were recently interviewed by an interviewer working for the Punjab Bureau of Statistics. I work for the same organization, and am responsible for supervising the interviewers. As part of my job I have to find out from some of the women who have been interviewed whether our interviewers are doing their work well. As the interview was private, I know nothing about you or what you discussed with our interviewer. However, if you don’t mind I would like to ask you a few questions about how well our interviewer did. These will only take a few minutes. Please be honest in your feedback, as this will help us to ensure that we treat participants well and conduct a good study.

- Do you have any questions?
- Can I continue?
- Is this a good place to conduct the interview/is there somewhere private where we can conduct the interview?

DISCUSS THESE ISSUES, PROBE IF NECESSARY <i>(specify if necessary)</i>													
1. At the start of the interview did the interviewer explain the purpose of the study, and ask whether you wanted to be interviewed or not?	<input type="checkbox"/> Yes <input type="checkbox"/> No												
2. Was there anyone else with you while you were being interviewed? Probe: were there any children present?	<input type="checkbox"/> Yes (note who was present. If children, note their ages). <input type="checkbox"/> No												
3. What was the interview about? Probe: do you remember any other subject that you talked about? <i>(tick all answers given)</i>	<input type="checkbox"/> Women's health <input type="checkbox"/> Husband, relationship with husband <input type="checkbox"/> Decision making <input type="checkbox"/> Employment <input type="checkbox"/> Violence <input type="checkbox"/> Financial matters <input type="checkbox"/> Other:												
4. Did the interviewer talk with you about your health, and community?	<table border="0"> <thead> <tr> <th></th> <th>Yes</th> <th>No</th> <th>N/A</th> </tr> </thead> <tbody> <tr> <td>Health</td> <td>[]</td> <td>[]</td> <td>[]</td> </tr> <tr> <td>Community</td> <td>[]</td> <td>[]</td> <td>[]</td> </tr> </tbody> </table>		Yes	No	N/A	Health	[]	[]	[]	Community	[]	[]	[]
	Yes	No	N/A										
Health	[]	[]	[]										
Community	[]	[]	[]										
5. Did the interviewer talk with you about your relationship with your husband? [Ask ONLY if women is ever married]	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A												
6. At the end of the interview did the interviewer offer you an information sheet?	<input type="checkbox"/> Yes <input type="checkbox"/> No												

8. Overall, did you think the interview was a good experience or a bad one?

Why?

9. Did anything good or bad happen to you, or someone else, later on as a result of the interview?

Please explain:

10. Is there any feedback that I should pass on to the interviewer that would improve her work?

11. Do you want to say anything else to the people doing this study?

Thank you for sparing time to give us feedback on the study. We will use this to ensure that we collect good quality information that can be used to help improve services for women.