GUIDELINES FOR DEVELOPING POVERTY ASSESSMENT IMPLEMENTATION PLAN

Objectives of the exercise:

1. Main purpose of this exercise is to help each organization to think very carefully through each of the steps involved in planning and conducting the USAID poverty assessment.
2. Concentrated time with at least one IRIS representative to be clear on all the details of the assessment process. There is a trainer assigned to assist your group in answering questions and making decisions. Please take advantage of this time to plan well as many groups have told us that this is one of the most important elements in this training week.
3. Prepare a PowerPoint presentation (PPT):
   a. This PowerPoint serves as an easy way to brief staff and others who were not able to attend this training on what you learned about the tools, the goals of the assessment and what the implementing organization needs to do to fully implement the tool.
   b. This will first be reviewed by your assigned trainer so please ask questions as you go along.
   c. Presentations of the PPT during the workshop week are voluntary. However, we encourage groups to do so since you will receive valuable feedback from your fellow participants. The better a trainer understands the implementation process, the better the trainer can teach others to complete it.

Steps to follow:

You are required to go through these steps and prepare the Powerpoint presentation as your plan to undertake the assessment. After completing the plan on Powerpoint, you have the opportunity to present it to other participants to have their feedback and suggestions. As you are preparing these plans, the facilitator team will be closely working with you.

Rather than give you a blank presentation, we have found that participants prefer a concrete example. We have made up a Micro finance organization called MAP. You should NOT just accept how MAP filled out their slides. You should change all of the elements to make this truly the presentation of your group.

Note that the MAP example phrases throughout the slides are in *italics*. Any time you see that italic style, decide how you would like to describe your implementation and delete the MAP example phrases from your slide show. You may keep some of the example phrasing in your PPT, but the more you change or re-word it, the better you will understand the exercise.

First start by changing the name of the file so that you can always go back and look at the MAP example that is saved under the original file name: Sample PAT Implementation Plan – MAP.

The following are some of the critical areas that need your attention and careful planning before conducting of the assessment.

Section 1: Title and the Poverty Assessment Tools: (Slides 1-3)

1. The first few slides are included to help you present to your Senior Managers and staff a very brief summary of what they need to know from the first three days of training. These are just suggestions. Please put the slides in your own words that will help you brief your team.

Section 2: Overview of the organization and intended audiences: (Slides 4-5)

1. Fill in the slide about your organization, eliminating the information about MAP as you do. If you do not have the same categories, do not worry. Even though you know a lot more, we only need one slide.
2. List of the audiences for this assessment. Remember that the PAT can be used to learn more about an organization's clients in addition to fulfilling the MMR requirements. Who outside and inside your organization would like to hear your experience in order to learn from this?

Section 3: Pre-Implementation: (Slides 6-7)

1. List the activities which must be accomplished before beginning implementation. You may make this list as long or as short as you wish. Example:
    a. Questionnaire translation
        i. Translate the questionnaire to local language or dialect
        ii. Back-translate the questionnaire to English
        iii. Pretest the questionnaire with a small sample near headquarters before training

Section 4: Client population and sampling (slides 8-10)

3. Create a slide on the universe of your entire client population. You were asked to bring the required information to this training if possible. The more detailed information you have, the better you can design a sample plan.
4. Sample size and distribution will determine almost everything else that you need to plan – you cannot plan on how many interviewers you need or how long it will take or how much it will cost, until you figure this part out.
5. A practitioner will be happy with a sample size of 35 where as a rigorous researcher would ask for 500. However, USAID REQUESTS THAT YOUR SAMPLE SIZE BE 300 CLIENTS. Sample size will determine the resources you need for assessment. If this number poses a problem for your organization, please let the facilitators know.
6. Stratification criteria: Carefully review the different kinds of services and products your organization is offering and come up with the proportion of clients being served by each of services, by gender, and also by the geographic area.
7. Critically think and set the criteria for stratification. Do you want to focus on gender, or a particular type of activity, or particular type of service or a particular area? Usually we follow either cluster (differentiated by area) or stratified sampling (differentiated by some criteria like gender, type of enterprise activity, etc.).
8. Once you have defined the population, clusters or strata are defined, you randomly chose the clusters/ strata and then from each of those randomly chose sample from them. This randomization helps in minimizing the biases.
9. Then develop a sampling frame which will have a list of all the clients that meet the stratification criteria you had set for the assessment. From this carefully determine, what can you eliminate? Fill in the slide carefully, eliminating the parts of your clientele that are not important to this Assessment. See the examples of what MAP eliminated.
10. Make sure that from every stratum or cluster you have a minimum of 35 clients so that it will be amenable to statistical data analysis. If you are not comparing this data or using it for any statistical purposes then talk to the training facilitator about the number of sample you require from each stratum.

11. Depending on the size of sample and total number of days assigned for interviewing hire the qualified interviewers. Train them well.

Section 5: Human resources for assessment (Slides 11-12)

1. Here, determine your overall human resource needs. How many people do you need to implement the tool? How much time do you need from each person?
2. Calculate the number of interviewers you need to accomplish the interviewing the optimal time frame.

Section 6: Interviewing, data input and logistics(Slides 13-18)

1. Plan the training and the logistics for conducting the interviewing. Describe several of the tasks it requires to accomplish this phase. Issues to keep in mind are: ensuring the travel facilities for the research team during the implementation, ensuring there are enough photocopies of the survey forms and ensuring the availability of the computers and other equipment as needed by the team.
2. Plan the training and the logistics for the data input. Describe several of the tasks it requires to accomplish this phase. Issues to keep in mind are: EPI info or any other statistical program installed on computers to be used, last round of quality control on the paper surveys to ensure that all of the hand written information is legible, train the data processors on how to handle errors or problems, etc.

Section 7: Budgeting financial resources (Slide 19)

1. Create a realistic budget for the implementation of a PAT for an organization. Use the example provided in the Excel file. Insert a table of the main figures into your presentation. *You may want to finish the Gantt chart and timeline first to help you approximate costs.*

Section 8: Detailed plan and timeline (Slide 20 and onwards)

1. Use sample Gantt chart in Excel, spelling out the specific revised timeline for implementation.
2. Now that you have done your plan and your timeline, you have an accurate idea of the number of which types of people you will need for certain numbers of days, which will help your determine your budget.
3. Describe any activities which must be done before sending the poverty calculation results to USAID.
4. Send the results and any supporting documentation.