

United Nations Development Programme

Government of Georgia

Project Document

Project Title **Assessment of Social Vulnerability in Georgia**

UNDAF Outcome(s): Thematic area 2: Democratic governance
Outcome 5: Institutions develop policies based on reliable data and clear, fair and participatory processes.

Expected CP Outcome(s): 2.5. Enhanced capacity of democratic institutions for policy making based on reliable data/ fair participatory processes
(Those linked to the project and extracted from the CP)

Expected Output(s): Root causes of social vulnerability in Georgia identified and analyzed for informed decision-making
(Those that will result from the project)

Executing Entity: UNDP

Implementing Agencies: UNDP, GeoStat

Brief Description

The objective of the project is to provide a comprehensive baseline analysis of the social vulnerability status of the population in Georgia with specific emphasis on three populations groups: internally displaced persons (IDPs), persons with disabilities and high mountainous population.

The project includes three activities: (1) a nationally representative survey with boosters of the three population groups; (2) Qualitative data collection through in-depth interviews and focus groups before and after the survey implementation, as well as secondary data collection on key socio-economic indicators at local level (sampling units); and (3) analysis of social vulnerability pattern. The three activities provide quantitative and qualitative information intended to inform social and economic policy in Georgia. The study on social vulnerability aims to identify key barriers to Georgia's human development resulting from people's limited capabilities to actively engage and participate in various spheres of human life. A specific focus is placed on employment, livelihoods and social and civic networks. The study will outline major policy challenges and provide directions for policy interventions.

Programme Period:	2011-2015	Total resources required:	<u>330,000USD</u>
Key Result Area (Strategic Plan)		Total allocated resources:	<u>200,000USD</u>
Atlas Award/Output:	<u>00061293/77610</u>	• Regular/TRAC	<u>200,000USD</u>
Start date:	<u>15-Feb-2011</u>	Unfunded budget:	<u>130,000USD</u>
End Date:	<u>31-Dec-2011</u>	In-kind Contributions	_____
PAC Meeting Date	<u>4-Feb-2011</u>		
Management Arrangements	DIM		

Agreed by UNDP:

Jamie McGoldrick
UNDP Resident Representative



Date: 11-Feb-2011

I. SITUATION ANALYSIS

Despite impressive economic growth rates during 2003-2008, the unemployment rate in Georgia is higher than the OECD average, while labour force participation and employment rates are lower. Considering the fact that 64% of the employed people are self-employed (and a large majority of them are engaged in small-scale farming), they may be more vulnerable to socio-economic downturns. According to the World Bank, one fifth of the population is poor and 9% are extremely poor.¹ Poverty particularly affects a large number of children in Georgia (23.6%), and this risk increases when their parents are both not working.² Anecdotal evidence suggests that IDPs, persons with disabilities and persons living in high mountainous areas have limited employment and income generation opportunities and access to assets, basic services and social and civic opportunities. This limits their opportunities for full-scale participation in society. There is however limited information on the levels and depth of their social vulnerability status compared to the general population as well as precise information on multiple social vulnerabilities experienced by these groups and sub-groups. The groups are not homogenous and not every IDP, person with disability or person living in mountainous area is vulnerable *per se*. Understanding the dimensions of vulnerability will help to identify those that experience multiple vulnerabilities (e.g. female person with disability, IDPs in collective centres, low educated in high mountainous areas) and the key sources of vulnerability.

People may be socially vulnerable and limited in active and full participation in society due to their personal characteristics (gender, age, disability, IDP, location) or their achieved status (education, unemployed, poor health). Their social vulnerability is influenced as well by external drivers, such as policies, discriminatory patterns and behavior, as well as institutional inefficiencies. Apart from drivers, the local context (the parameters of the local environment in which the person lives) can influence whether the person is vulnerable or not. For example, in an enabling environment that provides accessible transportation, inclusive education and workplaces, a person with a disability is not socially vulnerable. Those parameters include the characteristics of the local economy (such as diverse or limited employment opportunities), history of local conflict, environmental disasters, the state of repair of basic infrastructure, distance to the capital and/or regional centres (which are usually poles of growth). From this point of view, social vulnerability of different population groups has to be analyzed not only at group but also at community level, comparing their social vulnerability between communities with similar parameters.

In Georgia, multiple and overlapping social vulnerabilities constrain active participation of people and limit their economic, social or civic opportunities. Leaving people vulnerable and excluded from active participation in society ultimately reduces the level of human development (progress of society) in Georgia. Human development is understood as a process of people's active engagement in expanding their real freedoms to live long, healthy and creative lives and advance other goals they have reason to value. The human development approach gives a central role to the ability of people to be active agents of their own lives. This study puts emphasis on the role of the state in providing an enabling environment for people to realize their opportunities, and on the role of the individual to be active agents of their own lives.

The aim of this research is to identify the groups of people that are socially vulnerable and the barriers they face in actively engaging and participating in employment, social and civic processes. Expanding people's opportunities to realize their capabilities will ultimately benefit the progress of the society and thereby facilitate the achievement of a high level of human development in Georgia.

II. STRATEGY

The objective of the project is to provide a comprehensive baseline analysis of the social vulnerability status of the population in Georgia with specific emphasis on three populations groups: internally displaced persons (IDPs), persons with disabilities and high mountainous population. The project includes four activities: (1) a nationally representative survey with boosters of the three population groups; (2) qualitative in-depth interviews and focus

¹ Georgia Poverty Assessment, the World Bank, April 2009.

² How Do Georgian Children And Their Families Cope With The Impact Of The Financial Crisis? Report On The Georgia Welfare Monitoring Survey, UNICEF, University of York 2009.

groups before and after the survey implementation; (3) secondary data collection on key socio-economic indicators at local level (sampling units); and (4) study on social vulnerability.

The four activities provide quantitative and qualitative information on key indicators related to social vulnerability and exclusion intended to inform social and economic policies as well as the next National Human Development Report (NHDR) for Georgia. The social vulnerability study aims to identify dimensions and sources of vulnerability that constrain Georgia's human development resulting from people's limited capabilities to actively engage and participate in various spheres of life. A specific focus is placed on employment, livelihoods and social and civic networks (see survey instrument below). The social vulnerability study will outline major policy challenges and provide directions for policy interventions to policy-makers, civil society and donors.

The research builds on existing analytical work carried out on social vulnerability in Georgia. The recent UNICEF Welfare Monitoring Survey 2009 provides detailed information on the household's status with respect to incomes, household items and access and affordability of social services. A follow up research by UNICEF identifies barriers to accessing social services. The Social Vulnerability Research will complement these two UNICEF studies in various respects. **First**, the social vulnerability study will provide information on **other dimensions of welfare and well-being**, such as employment opportunities and education, and types and use of social and civic networks that are important in determining social vulnerability. **Second**, research on the welfare status of IDPs is limited in that most research focuses on selected provinces or does not provide a control sample of the general population.³ This study will provide baseline information on the social vulnerability of IDPs compared to the general population in Georgia. **Third**, the research will also provide for the *first time* comprehensive baseline data on the welfare situation of persons with disabilities and people living in high mountainous areas. In this way, the survey provides baseline information for the 2010-2012 State Action Plan for Social Integration of People with Disabilities, and for the elaboration of the future regional development plans. The data on IDPs will also be useful for ongoing policy evaluation and reform with respect to IDP integration.

THE TEAM

The survey team will be composed by high-calibre national and international experts, supported by a technical advisory group. The team of national authors will be led by a Lead author, who will be responsible for the quality assurance of the entire process vis-à-vis UNDP, including, quantitative and qualitative segments of the survey, consultations, analysis and the write-up of the findings. (TOR for the lead author enclosed)

The technical advisory group, consisting of the various stakeholders will be set up. The group will provide a technical oversight and consultancy to the process and the findings (TOR for the IA group enclosed)

The quantitative component of the survey will be implemented by the National Statistics Office, Geostat. The joint cooperation with Geostat is intended as direct support to strengthening national capacities for collecting and monitoring social vulnerability in Georgia. The overall research will be implemented in cooperation with academia and other stakeholders. (TOR for Geostat enclosed)

The qualitative part of the survey will be carried out by a selected NGO, in cooperation with the Authors, Geostat and Technical advisory group. (TOR for focus groups enclosed)

ACTIVITY 1 NATIONALLY REPRESENTATIVE SURVEY

A survey representative of the general population in Georgia (excluding the occupied territories) will be carried out. The survey will be nationally representative with 3 boosters of selected vulnerable groups: IDPs, persons with disabilities, people living in mountainous areas. The primary unit of analysis and the unit of observation is the

³ See for example, Care International 2009, Baseline Survey of the IDP Settlements and their Neighbouring Communities in Kvemo Kartli and Shida Kartli; UNHCR 2009, Report on Pilot Profiling, SDC/DRC 2008 Survey on Housing and Socio-Economic Conditions of Internally Displaced Persons in Georgia - A study of the conditions of IDPs from Private accommodations in comparison with IDPs from collective centers, DRC 2010 Report on Privately Accommodated IDPs

household. However, a module on individual level will be added related to questions of social and civic participation. The survey will be based on face-to-face interviews based on a special questionnaire to be elaborated. The survey shall be carried out by the National Statistical Office, Geostat with the support of technical experts that oversee the implementation within the framework of a technical supervisory group (see management arrangements below).

The survey instrument will be developed by UNDP in close cooperation with Geostat. Academia, national and international experts will be invited to participate in the process through a technical advisory group. The survey instrument will cover the following topics:

- Employment/livelihoods, including perception of food security, employability (paid/unpaid employment; occupation and contractual security; willingness to acquire new skills and pay for training; mobility, functional literacy, willingness to take job with low wage; access to information/knowledge about realizing business; time spent on household work, care responsibilities, agriculture; expenditures and household item deprivation)
- Households' coping strategies (role of family in emergency situations, savings, assets)
- Access to, quality and affordability of health, education, transportation, public and social services (willingness to pay for utilities, availability and access to daycare services)
- Types and role of social and civic networks and participation (frequency of contacts with family, friends; remittances; access to and sources of information, role of contacts to receive services; perception of quality of public services and local governance; frequency of civic participation and volunteering)
- Physical safety and security (local environment, perception of physical safety, domestic violence?)
- Civic participation in local and national processes (i.e. participation/exclusion from local decision making, elections, civil registration, etc)

The survey questionnaire will also include a demographic card registering basic demographic information (sex, age, education level, IDP/disability status, citizenship/ethnicity, etc.) and external assessment of the dwelling and neighborhood by the interviewer.

a) SAMPLING PROCEDURE

A sample of 3,500 households representative by age, sex and territorial distribution will be constructed by Geostat, building on the Household Survey sample. Boosters of the following groups of 500 households per group will be constructed with support of external sampling expert:

1. IDPs
2. Persons with disabilities
3. High mountainous population

A detailed description of the sampling methodology and instructions for interviewers will be elaborated with Geostat and the technical advisory working group. Similar surveys on social vulnerability/exclusion with boosters of vulnerable groups have been done in South East Europe by UNDP, covering for example IDPs and persons with disabilities. Methodological guidance from the past researches can feed into development of the survey design.

The three booster groups will be sampled by means of random selection from relevant data bases.

The IDPs sample:

The IDPs sample will be drawn from the database of registered IDPs from the Ministry of IDPs from Occupied Territories, Accommodation and Refugees. The limitation of the database is, however that non-registered IDPs fall out of the scope of the survey. In this regard, experts working on IDP issues should be consulted on possible ways to capture IDPs living in private accommodation.

The persons with disabilities sample:

The persons with disabilities sample will be drawn from the database on disability pensions of the Ministry of Labor, Health and Social Aid. Specific efforts have to be made to include institutionalized persons with disabilities into the sampling frame. A limitation of this database is, however that it includes only persons with disabilities that are registered and receive disability pension, classified as category one or two (most severe disabilities). People with less severe disabilities (category 3) and persons with disabilities that receive old age pension are excluded from this database and thus would fall out of the scope of this survey. In this regard, experts working on disability issues should be consulted on possible ways to capture persons with disabilities that are not registered in this database.

The high mountainous population sample:

The high mountainous population sample will be drawn based on altitude classification.

b) DEVELOPMENT OF THE QUESTIONNAIRE

The survey will be built upon the existing Household Survey (HS) questionnaire and will extract available information from the HS. An external questionnaire expert will be recruited by UNDP to complement the existing HS questionnaire with a module of additional questions, providing needed information on the social vulnerability pattern. The expert will work closely with the GEOSTAT, the writing team and technical advisory group in finalizing the questionnaire. The focus group discussions will be organized after the draft questionnaire is ready to pilot test the validity of the questionnaire and tailor it to more specifically to the subject if needed.

c) TRAINING OF INTERVIEWERS

Once the draft questionnaire in English and Georgian has been finalized, a manual for the field-work will be developed with support of the technical advisory group. The manual contains detailed description on how to carry out the face-to-face interviews as well as quality control standards. A technical training of trainers with the supervisors will be carried out before the questionnaire is being tested in the field. Specific focus will be placed on preparing the interviewers for eventual sensitivities related to interviewing persons with disabilities as well as adapting the interviewing method to the different needs of persons with disabilities.

The training and the survey manual should take into account the recommendations of the consultant on the household budget survey. The consultant assesses the quality of the household budget survey. Since the type of this survey and the field work are similar and make use of the same interviewer network, recommendations related to the improvement of the survey need to be taken into account in the social vulnerability survey implementation. For example, issues related to the treatment of non-response as well as the quality control mechanisms, such as the frequency of visits to the household, number of supervisors, percentage of quality control checks are to be reviewed and new elements suggested by the consultant could be prepared within the social vulnerability survey implementation. For example, the training of interviewers could test new elements of training mechanisms for field interviewers if suggested by the consultant. Further, new quality control mechanisms should be implemented based on the recommendations of the consultant.

d) PILOT SURVEY

A pilot survey should be conducted in order to test the questionnaire in both urban and rural areas. Approximately, 30 pilot interviews should be conducted. Based on the results of the pilot survey, in collaboration with UNDP Georgia and the technical advisory group, the final version of the survey questionnaire in English and Georgian will be prepared.

e) FIELD WORK

GEOSTAT will involve a sufficient number of interviewers and supervisors in the survey for conducting the field work in a timely manner and at a high quality level. The field work staff must be divided into teams, one team consisting of a supervisor and at most 6 interviewers. The supervisor will be responsible for the quality of performance of the interviewers in his/her team. In addition, supervisors must check the questionnaires completed by the interviewers and advise them as needed. In order to ensure the high quality of the collected data, field work control will be conducted. A field-work quality control report will be prepared by Geostat to report on issues that came up during the field-work, non-response, etc.

f) DATA PROCESSING

~~Geostat will ensure data coding, logical control, data entry and cleaning based on a pre-defined data entry mask prepared by UNDP Georgia and the technical advisory group. Geostat will produce basic output statistical tables pre-defined by UNDP and analytical experts and the respective diagrams.~~

ACTIVITY 2 QUALITATIVE AND SECONDARY DATA COLLECTION

2.1/ IN-DEPTH INTERVIEWS, FOCUS GROUPS, KEY INFORMANT INTERVIEWS WITH LOCAL MUNICIPALITY AND CIVIL SOCIETY

While the survey will present important insights on the extent and scope of social vulnerability in Georgia, a qualitative component as part of this research is needed to provide insight into both, specific experiences of social vulnerability as well as the wider social context which supports its existence. In this regard, focus group discussions shall be carried out to complement the quantitative findings and thus the overall analysis.

Applying a Q-squared approach (using both qualitative and quantitative techniques for the research) seems most relevant and beneficial for the scope and objective of the overall project. In this way, the quantitative survey determines prevalence and the qualitative component pathways of social vulnerability as it affects specific social groups which are most vulnerable. The qualitative component will not seek answers to "how many" or "to which extent" are those people vulnerable, but "in what specific form" and "in which way" they face vulnerability and exclusion. Mapping of their experiences provides the original basis and ultimate contribution of this effort.

The qualitative component of this research shall be carried out in two stages in cooperation with the authors' team and technical advisory group.

a) FOCUS GROUP DISCUSSIONS WITH TARGET GROUPS BEFORE THE SURVEY

First, a set of focus group discussions shall be carried out with the three booster groups (IDPs, persons with disabilities and people from mountainous regions) to discuss their specific problems and barriers in accessing employment, education, health care, social networks and civic opportunities which will help in formulating a set of hypotheses and respective questions for the survey instrument. The first stage takes place *before* the survey is being carried out and the draft survey questionnaire will be used as input for the group discussion. The discussion guidelines shall be prepared by the selected NGO in cooperation with the Lead Author, Questionnaire expert, Technical Advisory Group and will follow the content areas of the survey questionnaire

b) FOCUS GROUP DISCUSSIONS WITH IDENTIFIED VULNERABLE PEOPLE AFTER THE SURVEY

Second, based on the preliminary findings of the quantitative survey, specific target groups (i.e. low educated, youth, elderly living in high mountainous regions etc.) will be selected and preliminary findings of the survey will be discussed to gather the target group's personal experiences of vulnerability, their life stories showing the dynamics and processes of social vulnerability and their suggestions for improvements. The focus group discussion guidelines, will build on the survey questionnaire content areas (employment, livelihoods, social relations, cultural and political participation) but specifically will focus on gathering experiences of vulnerability and exclusion in these domains and perceptions of limited opportunities as well as suggestions for solutions. This qualitative component also serves as an evaluation of the research hypothesis and findings that is provided by the vulnerable themselves, thus giving them a voice.

c) SETUP OF THE FOCUS GROUPS

The focus groups or individual interviews (depending on the population groups) will be implemented by selected organization that has previous working relationship with the interested vulnerable groups. Each group should consist of 6-12 members, most of them recruited through NGOs or through the snow ball method. A special method shall be proposed by the NGO to cover hidden or invisible population groups. While gender perspectives as well as gender representation shall be ensured in each focus group, this component shall also target specifically female-headed households, single mothers or female victims of domestic violence. All the discussions shall be transcribed and summary reports shall be prepared by the implementing partner.

At least 2 focus group discussions shall be carried out nationwide per each interest groups during the cycle. The focus groups shall as diverse perspectives as possible, i.e. regional, urban-rural, etc;

d) IN-DEPTH AND EXPERT INTERVIEWS

Finally, a set of in-depth interviews will be carried out with selected individuals to identify personal experiences of vulnerability and individual coping strategies. The interviews will enrich the quantitative and focus group findings and complement these with an in-depth understanding of personal strategies in various fields. A set of expert interviews with the local municipality and NGOs working with these groups may also be carried out if needed to complement the direct accounts of social vulnerability of these groups with the perspective of the institutional side.

2.2/ SAMPLING UNITS DATA COLLECTION

The social vulnerability of a person depends to a large extent on the local context in which he or she lives. Whether a person is socially vulnerable is not only related to certain personal characteristics, such as age, sex, or education level, but is also affected by local capacities, local infrastructures, environmental status, geographical and other factors. Relevant external socio-economic attributes of the survey location (sampling clusters/units) will be collected by local experts to provide contextual information about the local communities/context in which the surveyed households live and to define the broader social local context of social vulnerability (description of the neighborhood, incl. quality of the street and adjacent public infrastructure and services, local governance structures and institutions, local economy). The socio-economic data characterizing the local context will be collected separately from the face-to-face household survey but the results will be analyzed jointly. The information of this local community data collection exercise will be added to the survey database for each individual household as additional variables. By combining household and individual level data with contextual information about the local community and context will allow the analysis to go beyond the country or regional perspective. Conclusions regarding levels and types of social vulnerability can be drawn also for areas (regions or localities) with similar local characteristics (see Annex 3 for examples and template of this type of data collection and analysis from the Regional Human Development Report). Regional, or Municipal level will be used as a unit of measurement, however, the technical advisory group will make a final decision.

a) SET UP OF SAMPLING UNITS DATA COLLECTION

In cooperation with the technical advisory group and the statistical office, a template defining key socio-economic characteristics of the local community relevant to social vulnerability will be developed. This may include parameters of the local economy, training and education infrastructure, health services infrastructure, governance structures and institutions, public services and infrastructure, etc. Local experts will be identified to fill out the closed questionnaire for each sampling unit. Geostat will enter the collected data into the survey database assigning the answers on each local parameter to the households within the respective sampling unit.

ACTIVITY 3 SOCIAL VULNERABILITY STUDY

The social vulnerability study will provide a comprehensive baseline analysis of the social vulnerability status of the population in Georgia with specific emphasis on three populations groups. The study will be composed of a conceptual framework of social vulnerability and human development, the socio-economic evidence concerning levels, patterns and causes of social vulnerability and exclusion, and policy recommendations to reduce social vulnerability in Georgia. The social vulnerability study will be developed by a group of independent experts, lead by a Lead Author, in close partnership with Technical Advisory Group, Geostat and Academia.

The social vulnerability study will be informed by findings from the quantitative survey, the qualitative focus groups, in-depth interviews and the sampling unit data collection. A set of consultations will be organised for exchanging comments during the writing process. An external peer review process will be carried out once the consolidated draft is ready.

In addition, a spin off activity of the writing process could be to publish an open call for papers for researchers and students on the topic of social vulnerability in Georgia. Related to the call for papers, the anonymised survey database can be made publicly available for the interested researchers and students. By inviting a broader set of interested researchers and students to analyze the survey data and write a paper about social vulnerability, the project result will go beyond one UN publication, but will also include a set of background papers. Such a call for papers will also help to increase awareness about social vulnerability and increase national capacities to carry out evidence-based policy research. The papers could be evaluated by a scientific committee (composed of selected international and national experts) and a prize could be awarded to the best paper. Through such a spin off activity, the process of the elaboration of the research becomes more participatory and spurs national discourse on the topic. In general, the database can be made available to interested parties, academia and students.

III. RESULTS AND RESOURCES FRAMEWORK

Intended Outcome as stated in the Country Programme Results and Resource Framework:

2.5 Enhanced capacity of democratic institutions for informed policy making based on reliable data and clear, fair and participatory processes.

Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets:

Indicators: 2.5.1. Institutionalization of programme budget practice nation-wide. 2.5.2. Reliability of statistical data

Baseline: 2.5.1. Only few agencies use programme budget approach currently. 2.5.2. Statistical data is considered unreliable, per the public opinion surveys

Targets: 2.5.1. All national public institutions use programme budget approach. 2.5.2. Reliability of statistical data improved per special surveys.

Applicable Key Result Area (from 2008-11 Strategic Plan):

Partnership Strategy: Geostat will be implementing Activity 1 (Conducting Vulnerability Survey)

Project title and ID (ATLAS Award ID): Assessment of Social Vulnerability in Georgia. 00061293/77610

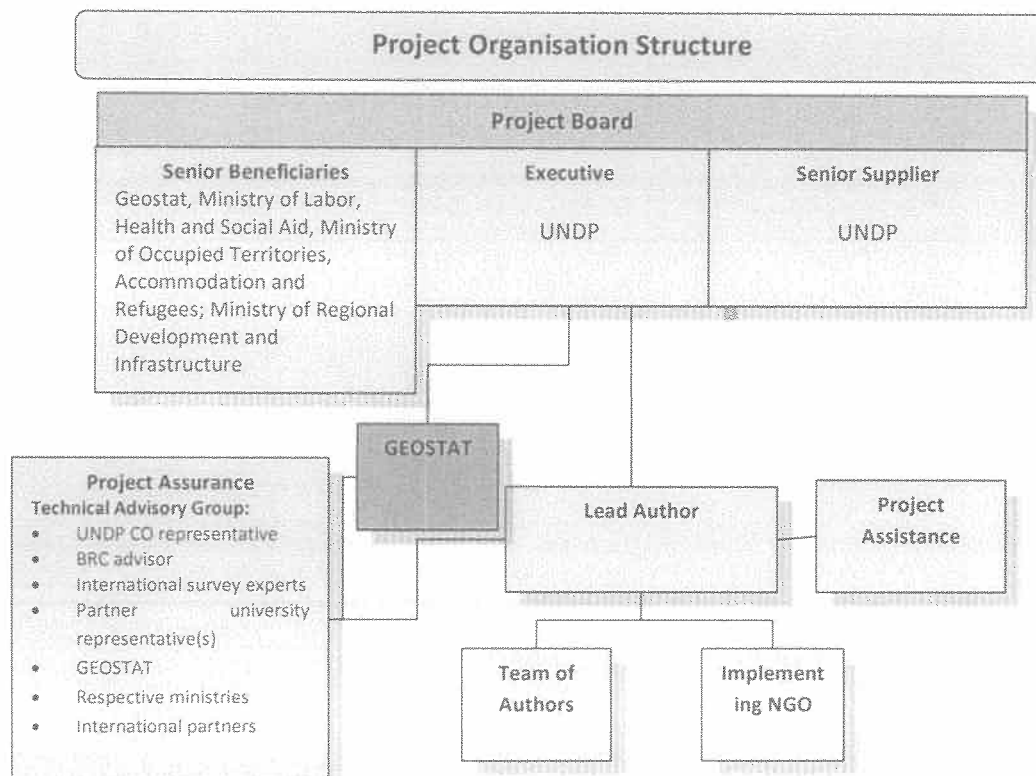
INTENDED OUTPUTS	OUTPUT TARGETS FOR (YEARS)	INDICATIVE ACTIVITIES	RESPONSIBLE PARTIES	INPUTS
<p>Output: Root causes of social vulnerability in Georgia identified and analyzed for informed decision-making</p> <p>Baseline: Limited quantitative information on the extent and sources of social vulnerability in Georgia</p> <p>Indicators: Baseline information on sources and extent of social vulnerability available</p>	<p>Targets:</p> <p>1.1/ Survey on social vulnerability conducted and database complete</p> <p>1.2/ Personal accounts of social vulnerability experience synthesized</p> <p>1.3/ Study on social vulnerability produced and launched</p>	<p>Activity 1. Vulnerability Survey Activity Result: Survey on social vulnerability</p> <p>1.1 Set up the technical advisory group 1.2 Survey instrument and sampling methodology development 1.3 Interviewers training and pilot 1.4 Data entry and check 1.5 Preparation of basic data tables</p> <p>Activity 2. Quantitative and secondary data collection Activity Result: Personal accounts of social vulnerability and sampling unit database</p> <p>2.1 Conduct focus groups with representatives from the three booster groups to develop hypotheses and survey questions 2.2 Conduct focus groups or interviews with selected representatives of 'vulnerable groups' to validate survey findings 2.3 Conduct in-depth interviews and expert interviews with NGOs and local municipalities 2.4 Collect information on parameters of the sampling units and add to survey database</p> <p>Activity 3. Vulnerability Study Activity Result: Social vulnerability study</p> <p>4.1 Core writing team set up 4.2 Core team and stakeholder meetings 4.3 Study elaboration and analysis 4.4 Peer review and launch</p>	<p>Geostat, technical advisory group</p> <p>NGOs</p> <p>Geostat, Technical Advisory group</p> <p>UNDP</p>	<p>- International consultants/survey expert - Interviewers</p> <p>- National consultants/partner university</p> <p>National consultants/partner university</p> <p>Partner university Peer reviewers Editor/Translator Printing company</p>

IV. ANNUAL WORK PLAN

Year: 2011

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET	
		Q1	Q2	Q3	Q4		Funding Source	Amount
Output 1. Social Vulnerability Research conducted	Activity 1: Vulnerability Survey Activity 2: Qualitative & secondary data collection	X	X			Geostat	TRAC	100,000
	Focus groups					UNDP	TRAC	15,000
	In depth interviews					UNDP		3,150
	Local experts (2)					UNDP		6,000
	Activity 3: Vulnerability Study							
	Team leader					UNDP		0
	Int expert on questionnaires					UNDP		0
	Int expert on sampling					UNDP		0
	2 national authors					UNDP		45,000
	Fin/admin assistant (part-time)					UNDP		6,000
	Publication costs:					UNDP		
	Translation					UNDP	74200-PrintProdCosts	2,250
	Editing (Eng-Geo)					UNDP	74200-PrintProdCosts	3,900
	Layout (ENG-GEO)					UNDP	74200-PrintProdCosts	3,000
	Printing (ENG-GEO)					UNDP	74200-PrintProdCosts	13,000
	Launch					UNDP	74200-PrintProdCosts	0
	Miscellaneous (supplies, etc)					UNDP	72500-Supplies	2,700
TOTAL								200,000

V. MANAGEMENT ARRANGEMENTS



The project will be directly executed by UNDP. As per UNDP internal procedures and requirements, the project will introduce a Project Board with the three relevant roles of executive, senior supplier and senior beneficiary. While the executive will ensure the funds are managed properly and in a cost-efficient manner, the beneficiary will actually use its benefits and the supplier will provide resources and skills to produce the output. Therefore, the project executive role will rest with the UNDP DRR. The UNDP will also assume the role of senior supplier to the project. The project will have multiple Senior Beneficiaries, the Ministry of Labor, Health and Social Aid, the Ministry of Occupied Territories, Accommodation and Refugees, the Ministry of Regional Development and Infrastructure and Geostat.

The day to day management of the project will be handled by the Lead Author assisted by a Project assistant. The Lead Author will develop a detailed work plan including monitoring and evaluation mechanisms as well as financial work plan with monthly cash flow projections. The Lead Author will provide brief quarterly progress reports to UNDP and the Project Board. Project assurance will be provided by a technical advisory group to ensure an independent quality monitoring. The technical advisory group will be set up to ensure the quality implementation of the overall research with specific focus on the survey. The technical advisory group will particularly oversee each sub-activity of the survey implementation. The group is composed of an UNDP Georgia representative, technical advisor from UNDP BRC, international survey experts, representative from the cooperating university, Geostat, respective Ministries and international partners.

VI. MONITORING FRAMEWORK AND EVALUATION

In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.

- An Issue Log shall be activated in Atlas and updated to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Project Progress Reports (PPR) shall be submitted to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

VII. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the Standard Basic Assistance Agreement (SBAA) and all CPAP provisions apply to this document.

ANNEXES

ANNEX 1: RISK ANALYSIS

		Award ID:					Date: 22/11/2010		
Project Title: Social Vulnerability Research									
#	Description	Date Identified	Type	Impact & Probability	Countermeasures / Mngt response	Owner	Submitted, updated by	Last Update	Status
1	Statistical office will not cooperate	22/11/2010	Strategic (partnership fail to deliver)	The statistical office will not cooperate and the survey will have to be carried out by a polling institute. There will be less sustainability of results and ownership. I = 3 P = 3	Efforts are being made to bring the statistical office on board	DRR, ARR	Team Leader		
2	Problems with the survey - poor data quality due to low capacity of statistical office, problems with sampling or lack of trust in data	22/11/2010	Organizational (Execution capacity)	Project would suffer from poor survey data or lack of trust in data by key stakeholders. P = 2 I = 5	Extensive quality assurance through the technical supervisory group and a separate validation will ensure that the survey is being conducted properly and quality control measures are adequately implemented.	DRR/ARR Team Leader	Team Leader		
3	Poor quality of the study	22/11/2010	Organizational (Execution capacity)	Project would suffer from bad quality work from consultants or university team. P = 2 I = 4	Extensive quality assurance through the technical supervisory group, stakeholder meetings and core team meetings will ensure that the quality of the report is good and that expectations are met.	DRR/ARR Team Leader	Team Leader		

Annex 2: Budget

Description	Account	Impl. Agency	Unit rate/ USD	Unit	Number of units	Total/ USD	Funded from TRAC	Unfunded*
Activity 1: Vulnerability survey Conducting survey/GEOSTAT	72100	GEOSTAT				100,000.00	100,000.00	
Activity 2: Qualitative & secondary data Focus groups (12-14 people group per each of 3 boosters, before and after survey)	72100	UNDP		Foc Group		15,000.00	15,000.00	
In-depth interviews	72100	UNDP	70	interview	45	3,150.00	3,150.00	
Local experts (2)	71300	UNDP	3000	month	2	6,000.00	6,000.00	
Activity 3: Vulnerability Study Team leader	71200	UNDP	8700	month	10	87,000.00		87,000.00
International expert on questionnaires	71200	UNDP	9000	month	3	27,000.00		27,000.00
International expert on sampling	71200	UNDP	9000	month	1	9,000.00		9,000.00
2 national authors	71300	UNDP	4500	month	10	45,000.00	45,000.00	
Fin/admin assistant (part-time)	71300	UNDP	600	month	10	6,000.00	6,000.00	
Publication costs:								
Translation	74200	UNDP	15	page	150	2,250.00	2,250.00	
Editing (Eng-Geo)	74200	UNDP	13	page	300	3,900.00	3,900.00	
Layout (ENG-GEO)	74200	UNDP	10	page	300	3,000.00	3,000.00	
Printing (ENG-GEO)	74200	UNDP	13	copy	1000	13,000.00	13,000.00	
Launch	74200	UNDP	1	event	3700	3,700.00		3,700.00
Miscellaneous (supplies, etc)	72500	UNDP	600	month	10	6,000.00	2,700.00	3,300.00
TOTAL						330,000.00	200,000.00	130,000.00

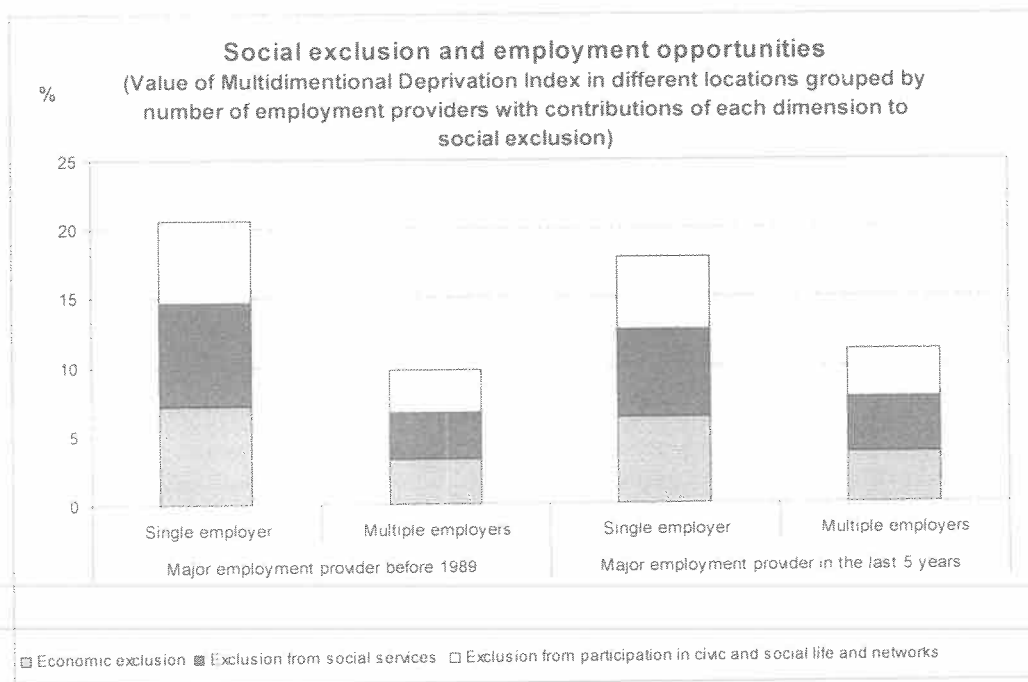
*Negotiations are underway with SDC to fund positions of Team leader and international experts on questionnaires and sampling.

Annex 3: Sampling unit data collection examples

The combination of household level data and contextual information about the local context provides opportunities to draw conclusions for areas or communities with similar local characteristics. In the example below, local communities were classified according to their structure of the local economy (mono-company town or variety of businesses dominate). In this way, information about the households and individuals regarding their status of social exclusion or vulnerability could be linked to different local contexts.

Figure 1 outlines the relationship between levels of social exclusion and the type of local economy (whether dominated by one or two major enterprises, or whether characterized by a variety of small- and medium-sized businesses). Social exclusion is highest in areas that had been dominated by one or two companies prior to 1989 (the first bar). Most probably the majority of these localities are still 'one-company towns', where social exclusion is high (the third bar). The difference between the two can be attributed in part to the fact that some of those towns managed to diversify their economic base, providing more employment opportunities and thus decreasing the risk of social exclusion.

Figure 1: Multiple employment opportunities decrease the risk of social exclusion



Below is an example of a template to be filled out for each sampling unit.

Characteristics of the city/village

City / Village	Postal Code	General economic profile before transition (before 1989)	General economic profile during past 5 years (2005-09)	Major employment provider - a single enterprise or variety of businesses	How local economy behaved in past 5 years?	How the current crisis affected local economy?	History of conflict	Local transportation infrastructure	Migration of population	Availability of academic institutions (University or research centers)	Environmental disasters
		<ol style="list-style-type: none"> 1. Manufacturing 2. Mineral resources 3. Services 4. Trade 5. Food processing 6. Agriculture 7. Mix 	<ol style="list-style-type: none"> 1. Manufacturing 2. Mineral resources 3. Services 4. Trade 5. Food processing 6. Agriculture 7. Mix 	Major employment provider before transition (before 1989) <ol style="list-style-type: none"> 1. single or two major enterprises 2. variety of small and medium businesses 	<ol style="list-style-type: none"> 1. Decline - many industries closed 2. No major changes 3. Economy growing (new employment opportunities, increased production) 	<ol style="list-style-type: none"> 1. Economy in decline - many industries closed 2. No major changes 3. Economy growing (new employment opportunities, increased production) 	Was the area scene of a violent conflict in the last 20 years? <ol style="list-style-type: none"> 1. Yes 2. No 	1. Excellent - there is main road, railway station and airport in accessible distance 2. Average - good road is available but one of two (access to rail or air transport) is missing 3. Poor - only a road is available but in good condition 4. Bad - only a road is available and in poor condition	What is the tendency of people in last 5 years? <ol style="list-style-type: none"> 1. More people are moving out of the city than in 2. More people are moving out of the city than in 	Codes: <ol style="list-style-type: none"> 1. There is University or other academic centre in the settlement 2. There is University in close proximity 3. There is no academic centre in close proximity 	Was the area affected by any major environmental disaster? <ol style="list-style-type: none"> 1. Yes, radiation contamination 2. Yes, environmental degradation (soil erosion, salination, deforestation, etc.) 3. Yes, chemical contamination (lead poisoning etc.) 4. Regular natural disasters (floods, earthquakes) 5. No major disaster

Terms of Reference for Carrying out Quantitative Survey

Implementing Partner: GEOSTAT

1. Background

Despite impressive economic growth rates during 2003-2008, the unemployment rate in Georgia is higher than the OECD average, while labour force participation and employment rates are lower. Considering the fact that 64% of the employed people are self-employed (and a large majority of them are engaged in small-scale farming), they may be more vulnerable to socio-economic downturns. According to the World Bank, one fifth of the population is poor and 9% are extremely poor.⁴ Poverty particularly affects a large number of children in Georgia (23.6%), and this risk increases when their parents are both not working.⁵ Anecdotal evidence suggests that IDPs, persons with disabilities and persons living in high mountainous areas have limited employment and income generation opportunities and access to assets, basic services and social and civic opportunities. This limits their opportunities for full-scale participation in society. There is however limited information on the levels and depth of their social vulnerability status compared to the general population as well as precise information on multiple social vulnerabilities experienced by these groups and sub-groups. The groups are not homogenous and not every IDP, person with disability or person living in mountainous area is vulnerable *per se*. Understanding the dimensions of vulnerability will help to identify those that experience multiple vulnerabilities (e.g. female person with disability, IDPs in collective centres, low educated in high mountainous areas) and the key sources of vulnerability.

People may be socially vulnerable and limited in active and full participation in society due to their personal characteristics (gender, age, disability, IDP, location) or their achieved status (education, unemployed, poor health). Their social vulnerability is influenced as well by external drivers, such as policies, discriminatory patterns and behavior, as well as institutional inefficiencies. Apart from drivers, the local context (the parameters of the local environment in which the person lives) can influence whether the person is vulnerable or not. For example, in an enabling environment that provides accessible transportation, inclusive education and workplaces, a person with a disability is not socially vulnerable. Those parameters include the characteristics of the local economy (such as diverse or limited employment opportunities), history of local conflict, environmental disasters, the state of repair of basic infrastructure, distance to the capital and/or regional centres (which are usually poles of growth). From this point of view, social vulnerability of different population groups has to be analyzed not only at group but also at community level, comparing their social vulnerability between communities with similar parameters.

The objective of the Social Vulnerability Study is to provide a comprehensive baseline analysis of the social vulnerability status of the population in Georgia with specific emphasis on three population groups: internally displaced persons (IDPs), persons with disabilities and high mountainous population. The study will be informed by: (1) a nationally representative survey with boosters of the three population groups; (2) focus group discussions before and after the survey implementation and qualitative in-depth interviews to identify the coping strategies for the vulnerable; and (3) data collection on key socio-economic indicators at local level (sampling units).

⁴ Georgia Poverty Assessment, the World Bank, April 2009.

⁵ How Do Georgian Children And Their Families Cope With The Impact Of The Financial Crisis? Report On The Georgia Welfare Monitoring Survey, UNICEF, University of York 2009.

The social vulnerability study aims to identify dimensions and sources of vulnerability that constrain Georgia's human development resulting from people's limited capabilities to actively engage and participate in various spheres of life. A specific focus is placed on employment, livelihoods and social and civic networks. The social vulnerability study will outline major policy challenges and provide directions for policy interventions to policy-makers, civil society and donors.

2. Social Vulnerability Survey

A survey representative of the general population in Georgia (excluding the occupied territories) will be carried out. The survey will be nationally representative with 3 boosters of selected vulnerable groups: IDPs, persons with disabilities, people living in mountainous areas. The primary unit of analysis and the unit of observation is the household. However, a module on individual level will be added related to questions of social and civic participation. The survey will be carried out by the National Statistical Office, Geostat and will build upon the existing Household Survey, complementing it with an additional module on social vulnerability. The survey shall be carried out with the support of technical experts who oversee the implementation within the framework of a technical advisory group.

2.1. Scope and contents of the survey and survey instrument

The survey will cover the whole country of Georgia (excluding the occupied territories). Approximately 3,500 households will be interviewed during the survey. The following groups are to be oversampled with at least 500 households: IDPs, persons with disabilities, and people living in mountainous areas. The large sample allows for group and territorial analysis of social vulnerability based on key characteristics, such as gender, age, location, working status, level of education, etc.

The survey instrument will be developed by UNDP in close cooperation with Geostat. Academia, national and international experts will be invited to participate in the process through a technical advisory group. The survey instrument will cover the following topics:

- Employment/livelihoods, including perception of food security, employability (paid/unpaid employment; occupation and contractual security; willingness to acquire new skills and pay for training; mobility, functional literacy, willingness to take job with low wage; access to information/knowledge about realizing business; time spent on household work, care responsibilities, agriculture; expenditures and household item deprivation)
- Households' coping strategies (role of family in emergency situations, savings, assets)
- Access to, quality and affordability of health, education, transportation, public and social services (willingness to pay for utilities, availability and access to daycare services)
- Types and role of social and civic networks and participation (frequency of contacts with family, friends; remittances; access to and sources of information, role of contacts to receive services; perception of quality of public services and local governance; frequency of civic participation and volunteering)
- Physical safety and security (local environment, perception of physical safety, domestic violence?)
- Civic participation in local and national processes (i.e. participation/exclusion from local decision making, elections, civil registration, etc)

The survey questionnaire will also include a demographic card registering basic demographic information (sex, age, education level, IDP/disability status, citizenship/ethnicity, etc.) and external assessment of the dwelling and neighbourhood by the interviewer.

2.2. Sampling procedure

A sample of 3,500 households representative by age, sex and territorial distribution will be constructed by Geostat, building on the Household Survey sample. Boosters of the following groups of 500 households per group will be constructed with support of external sampling expert:

1/ IDPs

2/ Persons with disabilities

3/ High mountainous population

A detailed description of the sampling methodology and instructions for interviewers will be elaborated with Geostat and the technical advisory working group. Similar surveys on social vulnerability/exclusion with boosters of vulnerable groups have been done in South East Europe by UNDP, covering for example IDPs and persons with disabilities. Methodological guidance from the past researches can feed into development of the survey design.

The three booster groups will be sampled by means of random selection from relevant data bases.

The IDPs sample.

The IDPs sample will be drawn from the database of registered IDPs from the Ministry of IDPs from Occupied Territories, Accommodation and Refugees. The limitation of the database is, however that non-registered IDPs fall out of the scope of the survey. In this regard, experts working on IDP issues should be consulted on possible ways to capture IDPs living in private accommodation.

The persons with disabilities sample:

The persons with disabilities sample will be drawn from the database on disability pensions of the Ministry of Labor, Health and Social Aid. Specific efforts have to be made to include institutionalized persons with disabilities into the sampling frame. A limitation of this database is, however that it includes only persons with disabilities that are registered and receive disability pension, classified as category one or two (most severe disabilities). People with less severe disabilities (category 3) and persons with disabilities that receive old age pension are excluded from this database and thus would fall out of the scope of this survey. In this regard, experts working on disability issues should be consulted on possible ways to capture persons with disabilities that are not registered in this database.

The high mountainous population sample:

The high mountainous population sample will be drawn based on altitude classification.

2.3. Development of the Questionnaire

The survey will be built upon the existing Household Survey (HS) questionnaire and will extract available information from the HS. An external questionnaire expert will be recruited by UNDP to complement the existing HS questionnaire with a module of additional questions, providing needed information on the social vulnerability pattern. The expert will work closely with the GEOSTAT, the writing team and technical advisory group in finalizing the questionnaire. The focus group discussions will be organized after the draft questionnaire is ready to pilot test the validity of the questionnaire and tailor it to more specifically to the subject if needed.

2.4. Training of interviewers

Once the draft questionnaire in English and Georgian has been finalized, a manual for the field-work will be developed with support of the technical advisory group. The manual contains detailed description on how to carry out the face-to-face interviews as well as quality control standards. A technical training of trainers with the supervisors will be carried out before the questionnaire is being tested in the field. Specific focus will be placed on preparing the interviewers for eventual sensitivities related to interviewing persons with disabilities as well as adapting the interviewing method to the different needs of persons with disabilities.

The training and the survey manual should take into account the recommendations of the consultant on the household budget survey. The consultant assesses the quality of the household budget survey. Since the type of this survey and the field-work are similar and make use of the same interviewer network, recommendations related to the improvement of the survey need to be taken into account in the social vulnerability survey implementation. For example, issues related to the treatment of non-response as well as the quality control

mechanisms, such as the frequency of visits to the household, number of supervisors, percentage of quality control checks are to be reviewed and new elements suggested by the consultant could be prepared within the social vulnerability survey implementation. For example, the training of interviewers could test new elements of training mechanisms for field interviewers if suggested by the consultant. Further, new quality control mechanisms should be implemented based on the recommendations of the consultant.

2.5. Pilot survey

A pilot survey should be conducted in order to test the questionnaire in both urban and rural areas. Approximately, 30 pilot interviews should be conducted. Based on the results of the pilot survey, in collaboration with UNDP Georgia and the technical advisory group, the final version of the survey questionnaire in English and Georgian will be prepared.

2.6. Field work

GEOSTAT will involve a sufficient number of interviewers and supervisors in the survey for conducting the field work in a timely manner and at a high quality level. The field work staff must be divided into teams, one team consisting of a supervisor and at most 6 interviewers. The supervisor will be responsible for the quality of performance of the interviewers in his/her team. In addition, supervisors must check the questionnaires completed by the interviewers and advise them as needed. In order to ensure the high quality of the collected data, field work control will be conducted. A field-work quality control report will be prepared by Geostat to report on issues that came up during the field-work, non-response, etc.

2.7. Data processing

Geostat will ensure data coding, logical control, data entry and cleaning based on a pre-defined data entry mask prepared by UNDP Georgia and the technical advisory group. Geostat will produce basic output statistical tables pre-defined by UNDP and analytical experts and the respective diagrams.

2.8. Integrating Sampling units data collection results into the database

The data socio-economic characteristics of the sampling unit will be collected by UNDP in cooperation with the Technical advisory group and the Geostat. Geostat will enter the collected data into the survey database assigning the answers on each local parameter to the households within the respective sampling unit.

2.9. Analysis of the data and elaborating of the study report

A team of economists and sociologists together with the UNHCR, UNICEF and UNDP will elaborate the social vulnerability report analyzing the findings of the survey. In this respect, the report will provide an multidimensional analysis of social exclusion that covers the following dimensions:

- Employment, its nature and stability, causes of unemployment;
- Employability, willingness to acquire new skills and functional literacy
- Access to education/healthcare/social services, frequency of their use and nature
- Role and types of social networks and coping strategies
- Physical safety and security

The survey should produce the data necessary to identify the current situation, allow the analysts to interpret it at national level and make regional, age, sex and different groups of respondent's representation and breakdown.

3. Duties and responsibilities:

Under the guidance of the UNDP Georgia, the survey consultant and direct supervision of the technical supervisory group, the implementing partner shall be responsible for the following:

1. Cooperate with UNDP Georgia and the survey consultant in the finalization, piloting and adaptation of the survey questionnaire.
-

2. **Translate the questionnaire** into local language, fine-tuning of local language version and re-translate into English (and make corrections to unify the contents) and print them.
3. In cooperation with the UNDP survey consultant and based on the UNDP Georgia and survey consultant's sampling guidelines, **construct the samples for the survey**.
4. Supervisors to **participate in one technical training/meeting** with the UNDP survey consultant on field work, data entry and quality control.
5. **Conduct instruction training for interviewers on field work**.
6. **Conduct the field-work** according to the UNDP survey consultant's guidelines on field-work and quality control. The surveys will be conducted on the basis of face-to-face interviews. Write up a brief report on the field-work experience.
7. **Enter the collected data** according to the preliminary consulted and agreed data entry mask and software provided by UNDP's survey consultant; perform the standard data cleanup and logical checks procedures.
8. **Provide basic data processing and interpretation of results** from the survey in consultation with UNDP Georgia based on an agreed format.

4. Deliverables:

GEOSTAT will deliver the following (all deliverables will be provided in electronic copies, unless agreed otherwise preliminarily):

1. Complete dataset in electronic format and on CD in SPSS and excel software. Databases must be accompanied with codebook, showing variable titles and possible values.
2. Report on the field work with detailed list of sampling clusters' locations (incl. postal codes) and non-response with indication of non-response reasons.
3. Basic statistical tables (Frequency distributions) and diagrams, as per the preliminary agreement.
4. Report on conducted activities, including the report on field work quality control.

5. Time Schedule:

The work should proceed along the following schedule:

- Feb-Mar: after signing the contract: completion of the questionnaire in its source version; work on the sampling design
- Mar: participation in technical training with UNDP Georgia and survey consultant; translation of questionnaire into local language and re-translation into English, modification fine-tuning of the national language version; completion of sampling design
- Mar: Pilot testing of the survey questionnaire; final modifications of the questionnaire; printing of the modified questionnaires; instructing the interviewers and supervisors
- April - June: fieldwork
- July 11: data processing (entry, cleanup, logical checks)
- September: final submission of the requested deliverables

6. Future Use of Data

The completed dataset will be the property of UNDP. GEOSTAT may not use the data for its own purposes, nor license the data to be used by others, without the written consent of UNDP. UNDP has the right to extend the data use to external sources, i.e. Academia.

Terms of Reference for Consultant on Questionnaire Design

United Nations Development Programme (UNDP) country office in Georgia on behalf of the Project "Assessment of vulnerability in Georgia" is making a vacancy announcement for the position of a consultant on Questionnaire Design -

Job title:	Consultant on Questionnaire Design
Duty station:	Desk/Home-based combined with travel to Georgia
Terms of contract:	Special Service Agreement (SSA)
Duration:	Three months (1 March-31 May 2011)
Deadline for application:	15 February 2011

Background:

Despite impressive economic growth rates during 2003-2008, the unemployment rate in Georgia is higher than the OECD average, while labour force participation and employment rates are lower. Considering the fact that 64% of the employed people are self-employed (and a large majority of them are engaged in small-scale farming), they may be more vulnerable to socio-economic downturns. According to the World Bank, one fifth of the population is poor and 9% are extremely poor.⁶ Poverty particularly affects a large number of children in Georgia (23.6%), and this risk increases when their parents are both not working.⁷ Anecdotal evidence suggests that IDPs, persons with disabilities and persons living in high mountainous areas have limited employment and income generation opportunities and access to assets, basic services and social and civic opportunities. This limits their opportunities for full-scale participation in society. There is however limited information on the levels and depth of their social vulnerability status compared to the general population as well as precise information on multiple social vulnerabilities experienced by these groups and sub-groups. The groups are not homogenous and not every IDP, person with disability or person living in mountainous area is vulnerable *per se*. Understanding the dimensions of vulnerability will help to identify those that experience multiple and combining vulnerabilities (e.g. female person with disability, IDPs in collective centres, low educated in high mountainous areas) and the key sources of vulnerability.

Vulnerability is a product of combination of three components—status of individuals, drivers of vulnerability and local context. People may be socially vulnerable and limited in active and full participation in society due to their personal characteristics (gender, age, disability, IDP, location) or their achieved status (education, unemployed, poor health). Their social vulnerability is influenced (amplified or contrary, reduced) as well by external drivers, such as intentional and unintentional outcomes of policies, discriminatory patterns and behavior, as well as institutional inefficiencies. Apart from drivers, the local context (the parameters of the local environment in which the person lives) can influence whether the person is vulnerable or not. For example, in an enabling environment that provides accessible transportation, inclusive education and workplaces, a person with a disability is not socially vulnerable. Those parameters include the characteristics of the local economy (such as diverse or limited employment opportunities), history of local conflict, environmental disasters, the state of repair of basic infrastructure, distance to the capital and/or regional centres (which are usually poles of growth). From this point of view, social vulnerability of different population groups has to be analyzed not only at group but also at community level, comparing their social vulnerability between communities with similar parameters.

The objective of the Social Vulnerability Study is to provide a comprehensive baseline analysis of the social vulnerability drivers and status of the population in Georgia with specific emphasis on three population groups: internally displaced persons (IDPs), persons with disabilities and high mountainous population. The study will be informed by: (1) a nationally representative survey with boosters of the three population groups; (2) focus group discussions before and after the survey implementation and qualitative in-depth interviews to identify the coping strategies for the vulnerable; and (3) data collection on key socio-economic indicators at local level (sampling units).

⁶ Georgia Poverty Assessment, the World Bank, April 2009.

⁷ How Do Georgian Children And Their Families Cope With The Impact Of The Financial Crisis? Report On The Georgia Welfare Monitoring Survey, UNICEF, University of York 2009.

The social vulnerability study aims to identify dimensions and sources of vulnerability that constrain Georgia's human development resulting from people's limited capabilities to actively engage and participate in various spheres of life. A specific focus is placed on employment, livelihoods and social and civic networks. The social vulnerability study will outline major policy challenges and provide directions for policy interventions to policy-makers, civil society and donors.

Duties and Responsibilities:

The objective of this assignment is to develop a questionnaire, train the interviewer trainers (TOI) in its use, and overview its implementation. The survey should be nationally representative with 3 boosters of selected vulnerable groups: IDPs, persons with disabilities, people living in mountainous areas. The survey expert will be part of a technical advisory group overseeing the implementation of the survey and related data collection exercises.

Under the overall supervision of the UNDP Georgia and the Lead Author, and in consultation and close cooperation with the members of the technical advisory group, Geostat as well as the writing team, the consultant is expected to:

1. Review existing poverty, social vulnerability/exclusion, and quality of life survey instruments and methodologies which have been applied in the region and elsewhere
2. Work closely with GEOSTAT and review the existing Household Survey questionnaire in light of complementing it with additional questions for the Social Vulnerability study.
3. Design the complementary questionnaire and interviewer manual based on this review and in coordination with the Lead author
4. In coordination with the Lead author and a respective partner organization, design the questions for the focus group discussions and in-depth interviews;
5. Present the draft questionnaire to the authors' team, GEOSTAT, the technical advisory group and UNDP and adjust it according to comments and suggestions received. Work closely with translators to ensure adequate translation of the questions, if needed.
6. Conduct a training of trainers' session to familiarize the selected interviewer teams with the questionnaire.
7. Work with the lead author and GEOSTAT to finalize the quantitative questionnaire based on the results of the focus group discussions and pilot survey
8. Overview implementation of questionnaire in at least pilot survey and adjust questionnaire if necessary. Monitor implementation of questionnaire in the survey if required.
9. Perform other related tasks as requested by the supervisor

Expected outputs

1. Questionnaire for the GEOSTAT Survey.
2. Respective interviewer manual.
3. Training materials and instructions for the interviewer team leaders.
4. Questionnaires feeding into the focus-group and in-depth interviews.

Competencies:

- Strong analytical, writing and communication skills;
- Significant experience in designing questionnaires in preferably the social field.
- Significant experience working with qualitative and quantitative research methods
- Full IT literacy and ability to operate with on-line web-based applications
- Experience with gender mainstreaming and gender analyses
- Cultural sensitivity and ability to work in a multi-national environment
- Knowledge and the ability to apply communication methods and techniques
- Experience in conducting technical trainings for survey/interviewer teams in the region highly desirable

MINIMUM REQUIREMENTS, QUALIFICATIONS, AND EXPERIENCE:

- *Master's degree in economics, statistics or other related discipline; Relevant PhD degree will be an asset.*
- At least 7 year's relevant working experience, preferably in social survey areas
- At least 5 years of experience in designing the questionnaires

- Strong knowledge of the social vulnerability, exclusion and poverty concept
- Knowledge of Europe and CIS region, experience in Georgia is an asset
- Familiarity with UNDP's mandate and the human development concept is an asset
- Fluency in English. Knowledge Georgian would be an asset

SELECTION PROCEDURE AND EVALUATION CRITERIA

Applications will be evaluated against a combination of technical and financial criteria. Maximum obtainable score is 100, out of which the total score for technical criteria equals to 70 and for financial criteria 30. (Please refer to the table below for the evaluation table and the maximum obtainable score per each category)

Only the candidates, who pass 70% threshold of maximum obtainable scores of the technical criteria will be shortlisted. Only the shortlisted candidates will be requested to submit the financial proposal.

Master's degree in economics, statistics or other related social science discipline ; PhD - asset	At least 7 year's relevant working experience, preferably in social survey areas	At least 5 years of experience in designing the questionnaires	Strong knowledge of the social vulnerability, exclusion and poverty concept	Knowledge of Europe and CIS region, experience in Georgia is an asset	Familiarity with UNDP's mandate and the human development concept -asset	Fluency in English. Knowledge of Georgian would be an asset	proposal price	total score
10; (15if Phd)	15	20	10	7	1	5 (7 if Georgian language)	30	

Payment Modality

The incumbent will be paid a lump sum upon submission of the set deliverables and quality certification by the supervisor

How to apply:

Interested candidates are welcome to submit the cover letter, CV and filled P11 form (to be downloaded from the link http://undp.org.ge/index.php?sec_id=27&lang_id=ENG) via e-mail to recruitment.ge@undp.org no later than 6.00 PM on Thursday, 3 March, 2011 including project/position title "Questionnaire expert – Vulnerability assessment" in the subject line of the message.

Only short-listed applicants will be contacted.

Terms of Reference

FOCUS GROUPS/INDIVIDUAL INTERVIEWS

AS PART OF A SOCIAL VULNERABILITY STUDY

Objective

The objective of this assignment is to methodologically support and coordinate the overall qualitative component of the social vulnerability research. The organization is expected to design, carry out, codify, analyze and report a set of focus group discussions to complement the quantitative survey and inform the Social Vulnerability Study

Background:

Despite impressive economic growth rates during 2003-2008, the unemployment rate in Georgia is higher than the OECD average, while labour force participation and employment rates are lower. Considering the fact that 64% of the employed people are self-employed (and a large majority of them are engaged in small-scale farming), they may be more vulnerable to socio-economic downturns. According to the World Bank, one fifth of the population is poor and 9% are extremely poor.⁸ Poverty particularly affects a large number of children in Georgia (23.6%), and this risk increases when their parents are both not working.⁹ Anecdotal evidence suggests that IDPs, persons with disabilities and persons living in high mountainous areas have limited employment and income generation opportunities and access to assets, basic services and social and civic opportunities. This limits their opportunities for full-scale participation in society. There is however limited information on the levels and depth of their social vulnerability status compared to the general population as well as precise information on multiple social vulnerabilities experienced by these groups and sub-groups. The groups are not homogenous and not every IDP, person with disability or person living in mountainous area is vulnerable *per se*. Understanding the dimensions of vulnerability will help to identify those that experience multiple vulnerabilities (e.g. female person with disability, IDPs in collective centres, low educated in high mountainous areas) and the key sources of vulnerability.

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The objective of the Social Vulnerability Study is to provide a comprehensive baseline analysis of the social vulnerability status of the population in Georgia with specific emphasis on three population groups: internally displaced persons (IDPs), persons with disabilities and high mountainous population. The study will be informed by: (1) a nationally representative survey with boosters of the three population groups; (2) focus group discussions before and after the survey implementation and qualitative in-depth interviews to identify the coping strategies for the vulnerable; and (3) data collection on key socio-economic indicators at local level (sampling units).

The social vulnerability study aims to identify dimensions and sources of vulnerability that constrain Georgia's human development resulting from people's limited capabilities to actively engage and participate in various spheres of life. A specific focus is placed on employment, livelihoods and social and civic networks. The social vulnerability study will outline major policy challenges and provide directions for policy interventions to policy-makers, civil society and donors.

Scope of work

Focus Groups

While the survey will present important insights on the extent and scope of social vulnerability in Georgia, a qualitative component as part of this research is needed to provide insight into both, specific experiences of social vulnerability as well as the wider social context which supports its existence. In this regard, focus group discussions shall be carried out to complement the quantitative findings and thus the overall analysis.

Applying a Q-squared approach (using both qualitative and quantitative techniques for the research) seems most relevant and beneficial for the scope and objective of the overall project. In this way, the quantitative survey determines prevalence and the qualitative component pathways of social vulnerability as it affects specific social groups which are most vulnerable. The qualitative component will not seek answers to "how many" or "to which extent" are those people vulnerable, but "in what specific form" and "in which way" they face vulnerability and exclusion. Mapping of their experiences provides the original basis and ultimate contribution of this effort.

The qualitative component of this research shall be carried out in two stages in cooperation with the authors' team and technical advisory group.

Focus group discussions with target groups before the survey

First, a set of focus group discussions shall be carried out with the three booster groups (IDPs, persons with disabilities and people from mountainous regions) to discuss their specific problems and barriers in accessing employment, education, health care, social networks and civic opportunities which will help in formulating a set of hypotheses and respective questions for the survey instrument. The first stage takes place *before* the survey is being carried out and the draft survey questionnaire will be used as input for the group discussion. The discussion guidelines shall be prepared by the selected NGO in cooperation with the Lead Author, Questionnaire expert, Technical Advisory Group and will follow the content areas of the survey questionnaire.

Focus group discussions with identified vulnerable people after the survey

Second, based on the preliminary findings of the quantitative survey, specific target groups (i.e. low educated, youth, elderly living in high mountainous regions etc.) will be selected and preliminary findings of the survey will be discussed to gather the target group's personal experiences of vulnerability, their life stories showing the dynamics and processes of social vulnerability and their suggestions for improvements. The focus group discussion guidelines will build on the survey questionnaire content areas (employment, livelihoods, social relations, cultural and political participation) but specifically will focus on gathering experiences of vulnerability and exclusion in these domains and perceptions of limited opportunities as well as suggestions for solutions.

This qualitative component also serves as an evaluation of the research hypothesis and findings that is provided by the vulnerable themselves, thus giving them a voice.

Set up of the focus groups

The focus groups or individual interviews (depending on the population groups) will be implemented by selected organization that has previous working relationship with the interested vulnerable groups. Each group should consist of 6-12 members, most of them recruited through NGOs or through the snow ball method. A special method shall be proposed by the NGO to cover hidden or invisible population groups. While gender perspectives as well as gender representation shall be ensured in each focus group, this component shall also target specifically female-headed households, single mothers or female victims of domestic violence. All the discussions shall be transcribed and summary reports shall be prepared by the implementing partner.

At least 4 focus group discussions shall be carried out nationwide per each interest groups during the cycle. The focus groups shall as diverse perspectives as possible, i.e. regional, urban-rural, etc;

Duties and Responsibilities:

Under the overall supervision of the Lead Author and Technical Advisory Group, the implementing institution will be expected to:

1. In cooperation with the authors' team and questionnaire expert, prepare a set of open questions/issues based on the draft survey questionnaire to be consulted with representatives of the three vulnerable groups in the Focus Group discussions.
2. Identify relevant focus group participants taking into account gender, age and regional balance from the three selected target groups and organise focus group discussions based on the pre-defined list of questions. Prepare transcript, a brief summary report of the discussions, and analytic report to feed into the questionnaire preparations.
3. In cooperation with the core writing team, prepare a set of open questions/issues to be consulted with representatives of vulnerable groups who emerged from the survey findings in subsequent focus group discussions or individual interviews.
4. Identify relevant focus group participants taking into account gender, age and regional balance from the identified target groups and organise focus group discussions or individual interviews depending on context based on the pre-defined list of questions. Prepare transcript, a brief summary report of the discussions including first hand life stories and experiences and a typology of social vulnerability in Georgia.

Deliverables:

1. Summary report on carried out focus group discussion with the three booster groups. The report for the first phase of focus groups shall emphasize recommendations for changes in the survey questionnaire and study outline.
2. Summary analytical report on carried out focus group discussions with selected vulnerable groups with specific focus on typologies of drivers of social vulnerability, experiences and perceptions of social vulnerability and policy recommendations as suggested by participants.
3. At least 5 personal experiences derived from the focus group discussions with names attached.
4. Picture/Photos from discussions.
5. Transcripts of focus group discussions.

Terms of Reference

THE TECHNICAL ADVISORY GROUP

A technical advisory group is set up to ensure unified and technical expertise and guidance in the project implementation.

ROLE & RESPONSIBILITIES

The technical advisory group will be set up to ensure the quality implementation of the overall research with specific focus on the survey design and implementation. The technical advisory group will particularly oversee each sub-activity of the survey implementation. The group is consulted by the lead author at designated decision points during the project, or as necessary.

The technical advisory group has the following responsibilities:

- Provides oversight and substantive direction to the survey implementing agency focusing specifically on the survey design and implementation with particular emphasis on quality control issues;
- Provides overall substantive guidance and advice throughout all stages of the research process;
- Participation in relevant project and stakeholder meetings to review methodologies and provide comments and guidance.

MEMBERSHIP

The group is composed of a

- UNDP CO representative
- technical advisor from UNDP Bratislava Regional Centre;
- international survey experts;
- representative from the academia
- representative from Geostat
- representatives from respective ministries
- Representatives from international partners.

Terms of Reference

Lead Author

United Nations Development Programme (UNDP) country office in Georgia on behalf of the Project "Assessment of vulnerability in Georgia" is making a vacancy announcement for the position of a **Lead Author**

Job title:	Lead Author
Duty station:	Desk/Home-based combined with travel to Georgia
Terms of contract:	Special Service Agreement (SSA)
Duration:	Ten months (1 March-31 December 2011)
Deadline for application:	15 February 2011

Background:

Despite impressive economic growth rates during 2003-2008, the unemployment rate in Georgia is higher than the OECD average, while labour force participation and employment rates are lower. Considering the fact that 64% of the employed people are self-employed (and a large majority of them are engaged in small-scale farming), they may be more vulnerable to socio-economic downturns. According to the World Bank, one fifth of the population is poor and 9% are extremely poor.¹⁰ Poverty particularly affects a large number of children in Georgia (23.6%), and this risk increases when their parents are both not working.¹¹ Anecdotal evidence suggests that IDPs, persons with disabilities and persons living in high mountainous areas have limited employment and income generation opportunities and access to assets, basic services and social and civic opportunities. This limits their opportunities for full-scale participation in society. There is however limited information on the levels and depth of their social vulnerability status compared to the general population as well as precise information on multiple social vulnerabilities experienced by these groups and sub-groups. The groups are not homogenous and not every IDP, person with disability or person living in mountainous area is vulnerable *per se*. Understanding the dimensions of vulnerability will help to identify those that experience multiple and combining vulnerabilities (e.g. female person with disability, IDPs in collective centres, low educated in high mountainous areas) and the key sources of vulnerability.

Vulnerability is a product of combination of three components—status of individuals, drivers of vulnerability and local context. People may be socially vulnerable and limited in active and full participation in society due to their personal characteristics (gender, age, disability, IDP, location) or their achieved status (education, unemployed, poor health). Their social vulnerability is influenced (amplified or contrary, reduced) as well by external drivers, such as intentional and unintentional outcomes of policies, discriminatory patterns and behavior, as well as institutional inefficiencies. Apart from drivers, the local context (the parameters of the local environment in which the person lives) can influence whether the person is vulnerable or not. For example, in an enabling environment that provides accessible transportation, inclusive education and workplaces, a person with a disability is not socially vulnerable. Those parameters include the characteristics of the local economy (such as diverse or limited employment opportunities), history of local conflict, environmental disasters, the state of repair of basic infrastructure, distance to the capital and/or regional centres (which are usually poles of growth). From this point of view, social vulnerability of different population groups has to be analyzed not only at group but also at community level, comparing their social vulnerability between communities with similar parameters.

The objective of the Social Vulnerability Study is to provide a comprehensive baseline analysis of the social vulnerability drivers and status of the population in Georgia with specific emphasis on three population groups: internally displaced persons (IDPs), persons with disabilities and high mountainous population. The study will be informed by: (1) a nationally representative survey with boosters of the three population groups; (2) focus group discussions before and after the survey implementation and qualitative in-depth interviews to identify the coping strategies for the vulnerable; and (3) data collection on key socio-economic indicators at local level (sampling units).

The social vulnerability study aims to identify dimensions and sources of vulnerability that constrain Georgia's human development resulting from people's limited capabilities to actively engage and participate in various

¹⁰ Georgia Poverty Assessment, the World Bank, April 2009.

¹¹ How Do Georgian Children And Their Families Cope With The Impact Of The Financial Crisis? Report On The Georgia Welfare Monitoring Survey, UNICEF, University of York 2009.

spheres of life. A specific focus is placed on employment, livelihoods and social and civic networks. The social vulnerability study will outline major policy challenges and provide directions for policy interventions to policy-makers, civil society and donors.

Objective of the research

The social vulnerability study will provide a comprehensive baseline analysis of the social vulnerability status of the population in Georgia with specific emphasis on three populations groups. The study will be composed of a conceptual framework of social vulnerability and human development, the socio-economic evidence concerning levels, patterns and causes of social vulnerability and exclusion, and policy recommendations to reduce social vulnerability in Georgia. A core writing team composed of a Lead author together with a team of national authors, in close coordination with the technical advisory group, will elaborate the social vulnerability study using findings from the quantitative survey, the qualitative focus groups, in depth interviews and the sampling unit data collection. The team will partner with academia in Georgia to involve faculty and students with econometric experience for providing additional analysis of the survey data. Thorough consultative process will be introduced between the writing team and other stakeholders for exchanging comments during analysis and writing. An external peer review process will be carried out once the consolidated draft is ready.

Duties and Responsibilities:

The objective of this assignment is to ensure that a Social Vulnerability Study of high technical quality is developed in timely manner. Under the overall supervision of UNDP Georgia, and working closely with the technical advisory group, the lead author will guide the process of preparation and elaboration of the Vulnerability study and will be responsible to develop the final product. The lead author will work with the team of national and international experts, Geostat (Georgia National Statistical Office) and selected NGOs and will coordinate all efforts to develop the high quality product. The lead author will be supported by a technical advisory group, consisting of representatives from respective governmental agencies, academia and experts and will be responsible for the quality and content of the study vis-a-vis the group. All technical aspects of the research, including qualitative and quantitative questionnaires, sampling methodology, draft and final findings, will be reported to the advisory group for their comments and feedback.

More specifically, the lead author shall:

- In consultation with the UNDP Georgia develop a detailed research plan
- Perform background research and secondary data collection, including analysis of existing surveys and that may feed into the proposed research.
- In coordination with the technical advisory group and the writing team, elaborate the research hypothesis, concept note and outline of the study.
- Coordinate international experts in preparation of the special questionnaire and sampling for the quantitative survey.
- Coordinate with the GEOSTAT in design and conduct of the quantitative survey.
- Consult the GEOSTAT on technical, social and economic data aspects of graphic and table presentations and review outputs for technical accuracy of graphic/table displays.
- Lead the team in designing the qualitative research methodology, including content and questions for focus group discussion and in-depth interviews; Guide the selected NGO in organizing the focus group discussions and compilation of the related findings.
- Lead the team in designing and conduct of the unit sample data collection, including preparation of the sample data list and coordination of their collection.
- Guide the team in analysis of relevant data and information, research and elaboration of the draft social vulnerability report.
- Coordinate circulation and discussion the draft findings and the report with wide range of stakeholders; Consolidation of the comments and feedback and final revisions.
- Lead the team to prepare the final version of the study
- Participate in selection of relevant experts and organizations, responsible for separate components of the research.
- Present the findings and the study to the larger audience, if required.
- Perform other related tasks, pertaining to the quality conduct of the Vulnerability Assessment.

Intermediate Deliverables

- 1/ A research plan
- 2/ Study concept and outline
- 3/ Final agreed questionnaires for quantitative and qualitative segments of the study
- 4/ Critical oversight and report on the progress and implementation of the quantitative survey with Geostat
- 5/ Critical oversight and report on the progress and implementation of the qualitative survey
- 6/ Unit Sample data in tables and/or diagrams form
- 7/ Survey data analysis (tables and graphs).
- 8/ Draft Social Vulnerability Study.
- 9/ Executive summary of the study.

Final Deliverable

1. Final Social Vulnerability Study.

Competencies:

- Excellent research, writing, coaching and communication skills;
- Significant experience working with social data and analytical research methods, knowledge of organization of surveys
- Full IT literacy and ability to operate with statistical applications
- Cultural and gender sensitivity and ability to work in a multi-national environment
- Knowledge and the ability to apply communication methods and techniques

MINIMUM REQUIREMENTS, QUALIFICATIONS, AND EXPERIENCE:

- Master's degree in economics, statistics, sociology or other related discipline. (A related PhD will be an asset)
- At least 15 years working experience preferably in social and economic research or policy analysis
- A publication or academic writing piece in a related discipline/subject.
- Academic publications in a related discipline/subject in refereed journals will be an asset.
- Knowledge of the Europe and CIS region
- Full IT literacy and ability to operate with statistical software
- Familiarity with UNDP's mandate and the human development concept
- Fluency in English. Knowledge of Georgian would be an asset

SELECTION PROCEDURE AND EVALUATION CRITERIA

Applications will be evaluated against a combination of technical and financial criteria. Maximum obtainable score is 100, out of which the total score for technical criteria equals to 70 and for financial criteria 30. (Please refer to the table below for the evaluation table and the maximum obtainable scored per each category)

After the initial screening of the applications those candidates who pass 70% threshold of maximum obtainable scores of desk review (60) will be requested to submit a piece of relevant writing sample in English language. Only those candidates, which receive score 7 or above out of maximum 10 in writing sample, will be requested to submit the financial proposal.

Technical Criteria								Financial criteria	total score	
Master's degree in economics, sociology or other related discipline (PhD - asset)	At least 10 years working experience preferably in social and economic research or policy analysis	A publication or academic writing piece in a related discipline/subject.	Academic publications in a related discipline/subject in refereed journals - asset	Knowledge of the Europe and CIS region	Familiarity with UNDP's mandate and the human development concept	Full IT literacy and ability to operate with statistical software	Fluency in English. Knowledge of Georgian would be an asset	Writing sample		proposal price
5 (10 if PhD)	15	10	5	6	3	3	3 (8 if Georgian language)	10	30	100
60										

Payment Modality

The incumbent will be paid in installments, following submission of respective \ deliverables and quality certification by the supervisor

How to apply:

Interested candidates are welcome to submit the cover letter, CV and filled P11 form (to be downloaded from the link http://undp.org.ge/index.php?sec_id=27&lang_id=ENG) via e-mail to recruitment.ge@undp.org no later than 6.00 PM on Thursday, XX March, 2011 including project/position title "Lead author - Vulnerability assessment" in the subject line of the message.

Only long-listed applicants will be contacted.