



United Nations
Eritrea

Memorandum of Understanding

For Conducting

Eritrean Labour Force Survey

September 2004

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Memorandum of Understanding between the Participating UNDP, UNFPA and the Managing Agent for pooled fund management

Memorandum of Understanding Between UNDP, UNFPA And United Nations Population Fund: Managing Agent

WHEREAS, UNDP, UNFPA (hereinafter referred to collectively as the “Participating UN Organizations”) have developed a joint programme (hereinafter referred to as the “Joint Programme”) as part of their respective development cooperation with the Government of **The State of Eritrea**, as more fully described in the detailed Joint Programme document dated **September, 2004**, document no. [reference no. of document] (hereinafter referred to as the “Joint Programme Document”) ¹, and have agreed to establish a coordination mechanism ² (hereinafter referred to as the “Joint Programme Steering Committee”) ³ to facilitate the effective and efficient collaboration between the Participating UN Organizations and the host Government for the implementation of the Joint Programme;

WHEREAS, the Participating UN Organizations have agreed that they will fully participate in the preparation, planning, and evaluation of the Joint Programme in cooperation with the host Government, and that they will appoint one of the Participating UN Organizations to be responsible for supporting the national partner in the management of the Joint Programme funds and activities, (hereinafter referred to as “Managing Agent”) in order to achieve the objectives of the Joint Programme more effectively and efficiently; and

WHEREAS, the Participating UN Organizations have further agreed that they will pool their existing or otherwise mobilized Regular and/or Other Resources for the Joint Programme and put such resources under management and administration by the Managing Agent for supporting the national partner in the implementation of the Joint Programme;

WHEREAS, the Participating UN Organizations and the Government/national partner have further agreed that **UNFPA** (which is also a Participating UN Organization) ⁴ will be so appointed and will serve as the administrative interface with the national partner, and be responsible for supporting the national partner in the management of the Joint Programme,

¹ The Joint Programme Document contains at a minimum a common work plan, a budget, the coordination and management mechanism and signature of all parties to the Document.

² Parties to the Joint Programme Document will decide on the most appropriate coordination mechanism is – as for example, a Theme group, a Steering Committee, a management committee. For ease of reference, this mechanism is referred to as the “Joint Programming Steering Committee” in this document.

³ The Composition of the Joint Programme Steering Committee or other body shall include all of the signatories to the Joint Programme Document. The Steering Committee may also have other members in an observer capacity, such as donors and other stakeholders.

⁴ In most cases the MA will also be a Participating UN Organization. However, where the MA is not a Participating UN Organization, this provision can be deleted.

and the Participating UN Organization UNFPA has agreed to do so in accordance with this Memorandum of Understanding.

NOW, THEREFORE, the UNFPA and the Participating UN Organizations (hereinafter referred to collectively as the “Parties”) hereby agree as follows:

Article I
Appointment of Managing Agent, its Status and Duties

1. The Participating UN Organizations hereby appoint UNFPA as the “Managing Agent” or the “MA” to be responsible for the administration of the funds and for supporting the national partner in the management of the Joint Programme activities set out in the Joint Programme Document. The Managing Agent accepts this appointment and assumes full programmatic responsibility and financial accountability for the funds transferred to it by the Participating UN Organizations. This appointment shall continue until it terminates, or is terminated, in accordance with Article VIII below.

2. The Managing Agent shall perform the following duties:

- (a) disburse funds and supplies in a timely fashion;
- (b) coordinate technical inputs by all Participating UN Organizations;
- (c) follow-up with the (sub-)national partner on implementation;
- (d) be accountable for narrative and financial reporting to the joint programme coordination mechanism;
- (e) perform such other activities as the Participating UN Organizations and the Managing Agent may agree in writing.

3. In discharging its obligations under this Memorandum of Understanding, the Managing Agent shall have the status of an independent contractor and shall not be considered as an agent of the Participating UN Organizations or any of them and, thus, its personnel shall not be considered as staff members or personnel of any of them. Without restricting the generality of the preceding sentence, none of the Participating UN Organizations shall be liable for the acts or omissions of the Managing Agent or its personnel, or of persons performing services on its behalf, to the extent that the Participating UN Organizations or any one of them have not contributed to such acts or omissions of the Managing Agent resulting in such liability. In the case of any contributory acts or omissions of the Participating UN Organizations, the resulting liability shall be apportioned among them or any one of them.

Article II
Financial Matters

1. The Participating UN Organizations shall contribute to the costs of the Joint Programme activities in accordance with the budget contained in the Joint Programme Document attached as ANNEX A. A schedule of payments is attached as ANNEX B.

2. The Managing Agent shall establish a separate ledger account under its financial regulations and rules for the receipt and administration of the funds received by it pursuant to this Memorandum of Understanding (hereinafter, the “Joint Programme Account”). The Joint

Programme Account shall be administered by the Managing Agent in accordance with the regulations, rules, directives and procedures applicable to it, including those relating to interest. The Joint Programme Account shall be subject exclusively to the internal and external auditing procedures laid down in the financial regulations, rules, directives and procedures applicable to the Managing Agent. The audit conducted by the Managing Agent's internal and/or external auditors shall be considered acceptable to the Participating UN Organizations.

3. The Participating UN Organizations shall transfer funds to the Managing Agent through wire transfer. When making a transfer to the Managing Agent, each Participating UN Organization will notify the Managing Agent's Treasury Operations of the following: (a) the amount transferred, (b) the value date of the transfer; and (c) that the transfer is from that Participating UN Organization in respect of the joint programme in [name of country] pursuant to this Memorandum of Understanding, for deposit to the Joint Programme Account.

4. The Managing Agent shall not be required to commence or continue activities in connection with the Joint Programme if a scheduled contribution from a Participating UN Organization has not been paid.

5. The funds in the Joint Programme Account shall be accounted as income to the Managing Agent. In accordance with **its policies and procedures for cost recovery in line with decisions of its Executive Board**, the Managing Agent will apply **three percent (3%)** of the contribution of each Participating UN Organization towards the Managing Agent's indirect costs.

Article III Activities of the Managing Agent

1. The Managing Agent shall support the national partner in the management of the Joint Programme activities contemplated in the Joint Programme Document in accordance with its regulations, rules, directives and procedures. Accordingly, personnel shall be engaged and administered, equipment, supplies and services purchased, and contracts entered into in accordance with the provisions of such regulations, rules, directives and procedures.

2. Any modifications to the Joint Programme activities set out in the Joint Programme Document, including as to their nature, content, sequencing or the duration thereof, shall be subject to mutual agreement in writing between the Participating UN Organizations and the Managing Agent, following approval of the Joint Programme Steering Committee. Any change in the budget for the Joint Programme set out in the Joint Programme Document shall be subject to mutual agreement in writing between all parties to the Joint Programme Document.

3. Where the Managing Agent wishes to support the implementation of the Joint Programme activities through or in collaboration with a third party, it shall be responsible for discharging all commitments and obligations with such third parties, and no Participating UN Organization shall be responsible for doing so.

Article IV
Reporting

1. The Managing Agent shall provide the Joint Programme Steering Committee with the following statements and reports prepared in accordance with the regulations, rules and procedures applicable to it and as reflected in the joint programme document. In line with the principle that there should be only one annual report, the reporting arrangements are recommended to be:

(a) Narrative progress reports for each twelve-month period, to be provided no later than one after the end of the applicable reporting period;⁵

(b) Interim, locally produced, annual financial reports as of 31 December each year with respect to the Joint Programme Account, to be provided no later than one after the end of the applicable reporting period;⁶

(c) A final narrative report and uncertified financial report, to be provided no later than two months after the completion of the Joint Programme (in the case of the final report) and one months after the last 31 December during which funds disbursed from the Joint Programme Account;

(d) A final certified financial statement, to be provided March, 2006

2. Apart from the reports set further above, no other reports will be provided by the Managing Agent to the Participating UN Organizations or to the other contributors (if any) to the Joint Programme Account.

Article V
Other Contributors to Support the Joint Programme

1. Where a funding gap exists over and above the commitments made by Participating UN Organizations, the Managing Agent can engage in resource mobilization for the additional necessary funds. Donors would normally be expected to contribute to the Joint Programme through the Managing Agent. The Managing Agent would inform the Participating UN Organizations of any such contributions through the Joint Programme Steering Committee

2. In cases where a Participating UN Organization commits existing or otherwise mobilized other resources to the Joint Programme, the agreement between the participating UN organization concerned, and the donor would govern the said contribution.

⁵ The MA should insert the periods for issuance of the reports set forth in this Article IV, consistent with its usual reporting requirements.

⁶ The reports specified in Article IV (1)(b) and (c) are interim reports and are not certified. They are to be completed by the country or regional office, as appropriate.

Article VI
Monitoring and Evaluation

Monitoring and evaluation of the Joint Programme shall be undertaken exclusively in accordance with the Managing Agent's procedures and policy guidance and as reflected in the Joint Programme Document.

Article VII
Communication

Upon consultation with the Participating UN Organizations, the Managing Agent shall take appropriate measures to publicize the Joint Programme as a joint programme of all the Participating UN Organizations. Information given to the press, to the beneficiaries of the Joint Programme, all related publicity material, official notices, reports and publications, shall acknowledge the role of the host Government, the Managing Agent, all Participating UN Organizations and the other contributors (if any) to the Joint Programme Account.

Article VIII
Expiration, modification and termination of the Agreement

1. This Memorandum of Understanding shall expire upon completion of the Joint Programme, subject to the continuance in force of paragraph 5 below for the purposes therein stated.
2. This Memorandum of Understanding may be modified only by written agreement between the Parties.
3. Any of the Participating UN Organizations may withdraw from this Memorandum of Understanding upon giving thirty (30) days' written notice to all other parties to this Memorandum of Understanding that it has given notice, in accordance with the Joint Programme Document, of its withdrawal from the Joint Programme. In the event of any such withdrawal, the withdrawing Participating UN Organization shall only be eligible for a refund on contributions provided hereunder which have not yet been committed and/or disbursed.
4. The Managing Agent's appointment may be terminated by the Managing Agent (on the one hand) or by the mutual agreement of all Participating UN Organizations and the host Government (on the other) on thirty (30) days' written notice to the other party, subject to the continuance in force of paragraph 5 below for the purpose therein stated. In the event of such termination, the Parties shall agree on measures to bring all activities to an orderly and prompt conclusion so as to minimize costs and expense.
5. Obligations assumed by the Parties under this Memorandum of Understanding shall survive the expiration or termination of this Memorandum of Understanding to the extent necessary to permit the orderly conclusion of the Joint Programme and the completion of final reports, the withdrawal of personnel, funds and property, the settlement of accounts between the Parties hereto and the settlement of contractual liabilities that are required in

respect of any subcontractors, consultants or suppliers. Any balance remaining in the Joint Programme Account shall be used for a purpose mutually agreed upon by the Parties to this Memorandum of Understanding.

Article IX Notices

1. Any action required or permitted to be taken under this Memorandum of Understanding may be taken on behalf of the Managing Agent by Resident/Humanitarian Coordinator, or his or her designated representative and on behalf of a Participating UN Organization by the head of office in [name of country], or his or her designated representative.

3. Any notice or request required or permitted to be given or made in this Memorandum of Understanding shall be in writing. Such notice or request shall be deemed to be duly given or made when it shall have been delivered by hand, mail, cable or telex to the party to which it is required to be given or made, at such party's address specified in ANNEX C to this Memorandum of Understanding or at such other address as the party shall have specified in writing to the party giving such notice or making such request.

Article X Entry into force

This Memorandum of Understanding shall enter into force upon signature by authorized officials of the Parties and shall continue in full force and effect until it is expired or terminated.

Article XI Settlement of disputes

The Parties shall use their best efforts to promptly settle through direct negotiations any dispute, controversy or claim arising out of or in connection with this Memorandum of Understanding or any breach thereof. Any such dispute, controversy or claim which is not settled within sixty (60) days from the date either party has notified the other party of the nature of the dispute, controversy or claim and of the measures which should be taken to rectify it, shall be resolved through consultation between the Executive Heads of each of the Participating UN Organizations and of the Managing Agent.

IN WITNESS WHEREOF, the undersigned, duly authorized representatives of the respective Parties, have signed this Memorandum of Understanding in the English language in five copies.

For the Managing Agent

Signature: *Charlotte Gardiner*
Name: Dr. Charlotte Gardiner
Title: Representative
Place: UNFPA - Asmara, Eritrea
Date: _____



For UNDP

Signature: *Mr. Bartholomew Nyarko-mensah*
Name: Mr. Bartholomew Nyarko-mensah
Title: Senior Deputy Res. Representative
Place: UNDP - Asmara, Eritrea
Date: _____



For UNFPA

Signature: *Charlotte Gardiner*
Name: Dr. Charlotte Gardiner
Title: Representative
Place: UNFPA - Asmara, Eritrea
Date: _____



Annex A.

Extract – Budget for conducting Eritrean Labour Force Survey.

2004 Eritrean Labour Force Survey	
	US\$(Rate=13.55)
1. Salary or Per diem	74,040.00
2. Consultancy Fee (quest. & Sample Design)	7,800.00
3. Stationary	6,136.00
4. Transportation (Fuel +maintenance)	33,843.00
5. Purchase 3-new vehicles	75,000.00
6. Printing	9,924.00
7. Computer HW & Accessories + 2labtops	63,430.00
8. Office Supplies	7,166.00
9. Translation & back translation Cost	6,312.00
10. User's meeting lunch	1 350.00
11. Dissemination Seminar	8,237.00
Total Cost	293,238.00
Contingency at 5%	14,662.00
Grand Total	307,900.00
12. Government's contribution (In Nakfa 1,084,400.00)	80,029.52
Grand Total	387,929.52

Resources:

- UNFPA	230,000.00
- UNDP	77,900.00
- Gov't	80,029.52

Total **387,929.52**

Balance

0.00

Annex B.

Schedule of Payment.

S/N	Agency	Amount in USD	Date of payment
1	UNFPA	230,000.00	September, 2004
2	UNDP	77,900.00	September, 2004
Total		307,900.00	

ANNEX C.

NOTICES

For the Managing Agent:

Name: Dr. Charlotte Gardiner
Title: Representative
Address: Asmara, Eritrea
Telephone: 15-18-52
Facsimile: 15-16-48
Electronic mail: gardiner@unfpa.org

For UNFPA:

Name: Dr. Charlotte Gardiner
Title: Representative
Address: UNFPA Asmara, Eritrea
Telephone: 15-18-52
Facsimile: 15-16-48
Electronic mail: Ggardiner@unfpa.org

For UNDP:

Name: Mr. Bartholomew Nyarko-mensah
Title: Senior Deputy Resident Representative
Address: UNDP Asmara, Eritrea
Telephone: 15-12-56
Facsimile: 15-10-81
Electronic mail: b.nyarko-mensah@undp.org

Annex D. – JOINT PROGRAMME DOCUMENT.

Country: ERITREA

National Labour Force Survey for Eritrea

Country: Country:	The State of Eritrea
UNDAF Outcome(s):	Strengthen UN system response to country needs
Expected Outcome(s):	Produce reliable and up-to-date labour market data.
Expected Output(s):	<ul style="list-style-type: none">(a) Identified current status of employment, unemployment, under employment, and economically inactive persons according to background characteristics and gender(b) Formulate systematic follow up action to undertake analysis of collected labour force data and to produce reports.(c) Created national database on labour force to develop, manage and evaluate labour market policies.
National partners:	Ministry of Labor and Human Welfare, National Statistics and Evaluation Office.

Executive Summary

A national labor force survey is essential in producing a reliable and up-to-date labour market information that can be used in the formulation of realistic labor and development policies in both private and public sectors. To this effect, required materials will be prepared and survey methodology established. The survey will then be conducted by collecting information on the socio-demographic characteristics, nature, size, and distribution of economically active and inactive persons in Eritrea. This information will help produce standard labour market indicators such as unemployment rate, employment rate and participation rate. It will also provide knowledge on the employment estimates by industry, occupation, public and private sector, all cross-classified by a variety of demographic characteristics.

Moreover, the outcome of the survey will give light to a comprehensive analysis of the state of Eritrea's Labour Market by identifying emerging labour utilization patterns.

It is believed that policy-makers, planners and key partners at national and international level, NGOs and the general public could have improved understanding of Eritrea's labour market trends, the factors underlying unemployment, labour mobility and turnover, etc, and their impact on development in general and poverty reduction in particular.

Finally, an accessible and user-friendly database containing information generated from the LFS will be set up and procedural mechanisms put in place for updating and dissemination.

Project title: **2004 Labour Force Sample Survey.**

Program Duration
(Start/end dates): September, 04-
December, 2005

Fund Management Option: **Pooled**
(Parallel, pooled, pass-through,
combination)

Estimated Budget **\$ 307,900.00 and
Nakfa 1,084,400.00**

Allocated resources:

- Government: Nakfa 1,084,400.00
- UNFPA **\$ 230,000.00**
- UNDP \$77,900.00
- Other (NSEO)

Unfunded budget: **\$ 0.00**

Section 1. Background and Analysis.

Eritrea lies in an area of about 124,320 square kilometers, and has an estimated population of about 3.9 million (I-PRSP). The exact population of Eritrea is not yet known for census has not been conducted.

Italians and the British colonized Eritrea consecutively for nearly 60 years before it was colonized by Ethiopia. During this period, Eritrea was relatively industrialized. In the 1940s the country had more than 2000 industrial firms and almost 3000 commercial firms, despite the country's relatively small population. The three decades long war had a serious impact on the resources of the economy. Information is therefore urgently required on the massive labour market changes involved in the transition from a war to a peace-time condition (economy) and current labour status.

Labour force estimates total employment (including self-employment) and unemployment. A Labour Force Survey (LFS) could be used to produce the standard labour market indicators such as employment, unemployment, and participation rates. Along with these popular measures, Labour force survey also provides employment estimates by industry occupation, hours worked and so on, all cross-classifiable by a variety of personal characteristics. For employees wage and job permanency is also produced.

Even though the final findings were not officially released, the Eritrean Household Income and Expenditure Survey (EHIES) was conducted for the first time in 1996/97 by National Statistics and Evaluation Office (NSEO), which covered only the urban areas. In 1995 and 2002, Eritrea Demographic and Health Surveys (EDHS) were conducted and disseminated to be used publicly.

However, there is no up to date and adequate statistical labour information available at national level. Therefore, there is a need to conduct a national labour force survey to bridge the information gap and that is why MLHW is striving towards conducting the survey in 2004/5.

The information gathered from the establishment listing in 2003 and the forthcoming labour force survey results supplemented with information from other secondary sources will provide current picture of the labour market information across the country that could be used as benchmark information to develop, manage and evaluate labour market policies.

The Objectives of the survey

The General objectives of the survey is to collect data on the economic activities of the population that includes detailed information on employment, unemployment, under employment, and economically inactive persons according to background characteristics and gender. This will provide current picture of the labour market across the country that could be

used to develop, manage and evaluate labour market policies. These general objectives can be achieved through the conduct of a Labour Force Survey (LFS). The LFS data will be used to divide the working age population into mutually exclusive classifications- employed, unemployed, and not in the labour force and to provide descriptive and explanatory data on each of these. Similarly, it will be used to produce the standard indicators that is, unemployment, employment and participation rates by different background characteristics.

The specific objective of the LFS is:

- To divide the working age population into three mutually exclusive classifications employed, unemployed, and not in the labour force.
- To produce participation rate, unemployment rate as well as employment rate.
- To provide employment estimates by industry, occupation, by sectors all cross-classified by a variety of demographic characteristics and geographic areas.

The Strategy

The survey is a comprehensive and involves several partners. Ministry of Labour and Human welfare will be responsible for conducting the survey, NSEO will contribute technical and logistics support, the UNFPA and UNDP shall fund the survey and ILO will provide technical support.

A national representative sample of households will be designed with the help of ILO expert. The population data collected by the MOLG in 2001 will serve as sampling frame for LFS. The data contains the lists of towns and villages with population figures and number of households. Fully structured labour force questionnaire will be designed in consultation with NSEO and other data users and will be translated into the local languages, where the sample falls. For the proper conduct of the survey, field and data processing staffs will be recruited. After analyzing the survey result, survey report will be produced and disseminated.

Eventually, an accessible, user-friendly indicator database containing information generated from the labor force survey and put in place a procedural mechanism for updating and dissemination will be set up for users and will be housed in MLHW and NSEO.

Scope and Coverage

The labour force survey in Eritrea will be conducted in 2004/2005 taking a sample of about 5000 households to have reliable estimate at national level. The survey will cover the population living in private households and excluding persons living in collective quarters, and nomads.

The Eritrean Labour Force Survey (ELFS) design calls for a representative probability sample of about 5,000 completed individual interviews between the ages of 14 and above. The sample will be designed to produce reliable estimates of labour force rate/economic rates at urban and rural areas and national level.

Section 2: Management and Coordination Arrangements.

Management of Funds and Reporting.

Funds for this joint programme (project) will be managed through pooled funding option and the participating UN agencies will transfer their contribution to the Managing Agent (MA), the UNFPA. The MA will provide periodic narrative and financial reports in accordance with the MOU concluded by the participants/contributors of the joint program.

Implementation and Execution Modalities.

The principal implementing agency for the survey will be the Ministry of Labour and Human Welfare with the technical and logistics support from the National Statistics and Evaluation Office (NSEO). MLHW is mandated to carry out activities all the way through collecting, processing, analyzing and disseminating Labour Market Information generated through surveys and administrative records. MLHW's branch offices will fully get involved in implementing the survey.

The Ministry has set up technical committee responsible for planning and implementing the labour force survey, which includes questionnaire design and related documents, sample design, recruitment and training of the field staffs, supervision and control of the fieldwork, data entry and analysis, report writing and dissemination.

The UNFPA and UNDP will support the MLHW in the preparation of the labour force survey and in monitoring its progress, while ILO will give technical support.

Section 3. Project Monitoring, Reporting and Evaluation

Monitoring: The MLHW has put in place mechanism for monitoring data collection and data quality by conducting periodic field visits, submitting reports and financial statements and also holding review meetings. The regional offices of the MLHW will also cooperate in conducting field visits as part of the monitoring activities. The UNCT, through its 'Joint Program Steering Committee' (UNFPA, UNDP and ILO) will support the MLHW in monitoring and preparation of survey reports.

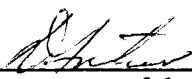
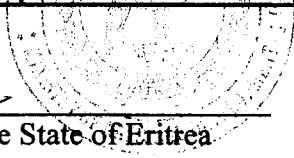


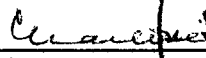
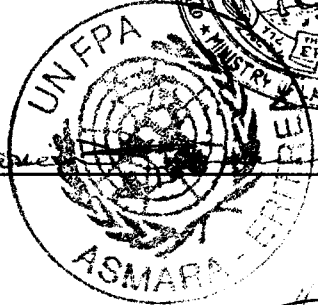

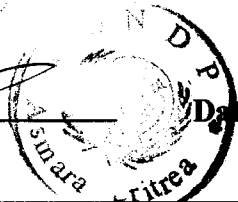
Reporting: two reports; a preliminary report and a final report will be produced. The preliminary report will be produced two months after the fieldwork and will provide information on the variables urgently needed for planning, programming and policy decision-making. The final report will be published five months after the end of the fieldwork. The MLHW will print approximately 1,000 copies of the final report for national and international users.

Evaluation: the Ministry of Labour and Human Welfare in cooperation with the National Statistics and Evaluation Office will clear the survey report.

**2004 Work plan
2004 Labour Force Sample Survey**

5	Disseminate final results to relevant policy makers and programmers of the above organizations											
	Sub-total										18,000.00	
OUTPUT 5: Data base on labour force created in Eritrea.												
1	Identify appropriate hardware and develop software to set up a Market Information System in Eritrea based on data from the LFS with a built-in program for updating											
2	Prepare all the necessary documentations for the data files and ensure that they can be understood by a third party											
3	Develop procedures for updating and maintaining the database and develop and issue guidelines for access and further dissemination of data from the database.											
4	Train, as necessary, staff of the MLHW, on the application and maintenance of the database.											
	Sub-total										0	
	Grand Total										307,900.00	

Section 5: Signatures of national counterparts and participating UN organizations

Signed:  On behalf of the Government of the State of Eritrea		Date <u>21-09-04</u>
Signed:  On behalf of the Ministry of Labour and Human Welfare		Date <u>21.09.04</u>
Signed:  On behalf of the UNFPA		Date <u>23/09/04</u>
Signed:  On behalf of the UNDP		Date <u>23/09/04</u>

Annexes:

- **Annex 1. Implementation process**
- **Annex 2. Inputs (Donors and Government);**
- **Annex 3. Descriptions of the requested budget.**

Implementation and Execution approaches

Fieldwork

In the survey, ELFS 73 personnel are going to be involved, comprising 13 permanent staff, out of which 7 are members of the technical committee from the head office and 6 are from the six zobas. The remaining 60 personnel are temporarily recruited supervisors, field editors, interviewers and drivers. The majority of the supervisors, field editors and interviewers will be secondary school complete. It is expected that 10 teams of field personnel are going to be recruited for the main data collection process. Each team will be composed of 1 supervisor, 1 field editor and 3 interviewers. The supervisors will closely supervise the work of the interviewers, field editors will edit the completed questionnaire at field, and the permanent staff will provide the technical assistance. Coordinators, supervisors, field editors and interviewers are fully responsible for the data collection and data quality control at field.

The entire field operation activities will take approximately two months. Close communication will be maintained at all times between the central office as well as the branch offices of the MLHW and field personnel during fieldwork.

Training will be given to interviewers, supervisors, coordinators, editors & data processing staff by technical committee members to achieve the required goal of the labour force survey. The training program of supervisors and interviewers will take about three weeks including the pre-test of the questionnaire. The training will include detailed description of each variable in the questionnaire, interviewing techniques and field procedures and mock interviews. The field staff will be selected on class and performance during field practice interviews. Additional training will be given to supervisors and field editors.

C.1 Data processing

After editing and correction in the field, the completed questionnaires will be sent to the head office of MLHW department of Labour for coding and office editing prior to data entry. Data entry and verification of all questionnaires (double entry) will be accomplished by a team of 10 data entry operators, 1 computer programmer, 2 data entry supervisors and 1 questionnaire administrator.

The MLHW will Provide 3 Computers for the period of data entry, Programming and data verification operations. However, additional 10 new computers (8 desk top and 2 lap top) are needed to process the survey data. New software package called CPro (which is an amalgamation of ISSA and IMPS packages) and SPSS are going to be used for data entry, editing and tabulation of the survey. The Committee members and consultant will prepare detailed list of tables used for analysis. These tables will serve as a basis for the preparation of the final report.

Analyses and Survey Report

Two reports shall be produced; a preliminary report and a final report. The preliminary report will be produced 2 months after the fieldwork and will provide information on the variables urgently needed for planning, programming and policy decision-making. The final report will be published 5 months after the end of the fieldwork. In addition MLHW will print approximately 1,000 copies of the final report for national and international users.

Dissemination of the Survey Report

The Ministry of Labour & Human Welfare will organize a national seminar to present the final findings of the survey. The MLHW will prepare materials for presentation at the seminar. In addition to this, the ministry will ensure that the output of the survey is widely disseminated and used.

Inputs (Donor and Government)

The principal donors of the LFS are UNFPA & UNDP under the UNDAF joint program for development and the government, which is presented in Table-1 below.

Table-1	
2004 Eritrean Labour Force Survey	
Category/Item	US\$(Rate=13.55)
1. Salary or Per diem	
1.1 Interviewers	32,400.00
1.2 Supervisors	10,800.00
1.3 Field Editors	10,800.00
1.4 Coordinators	6,480.00
1.5 Drivers	7,200.00
1.6 Coders and Editors	1,840.00
1.7 Data Entry Operators (Salary=1500)	3,680.00
1.8 Field Supervision from Head Office	840.00
2. Consultancy Fee (quest. & Sample Design)	7,800.00
3. Stationary	6,136.00
4. Transportation (Fuel +maintenance)	33,843.00
5. Purchase 3-new vehicles	75,000.00
6. Printing	9,924.00
7. Computer HW & Accessories + 2laptops	63,430.00
8. Office Supplies	7,166.00
9. Translation & back translation Cost	6,312.00
10. User's meeting lunch	576.00
	312.00
	462.00
11. Dissemination Seminar	8,237.00
Total Cost	293,238.00
Contingency at 5%	14,662.00
Grand Total	307,900.00
12. Government's contribution (In Nakfa)	(Nakfa) 1,084,400.00

DISCRIPTION OF THE REQUESTED BUDGET

1. Salary or Perdiem

- 1.1 **Interviewers:** For this survey there are 30 interviewers in total three each per team. The interviewers are expected to stay intact with the project for 90 days (i.e., three weeks of training and 2-months of field work). Each interviewer is entitled to get a daily per diem of 12.00 USD. The total amount required for the mentioned interviewers and duration in dollars is calculated as follows **(30 interviewers * 90 days * 12 UDS = 32,400.00)**.
- 1.2 **Supervisors:** The ELFS is planned to be supervised by 10 supervisors that is one supervisor per team, for duration of 90 days, which includes training and 2-months of fieldwork. The per diem amounts to **10,800.00 USD (10 *90 * 12)**. Supervisors are entitled to get 12.00 USD per diem.
- 1.3 **Field Editors:** Similarly there are 10 field editors who edit the interviewer's work right at the field so as to assure quality information gathering. They stay for 90 days like that of supervisors and the per diem amounts to **10,800.00 (10 *90 * 12)**. Field editors get per diem of 12.00 USD.
- 1.4 **Coordinators:** The survey has 6-coordinatros who coordinate the fieldwork of the 10-teams. They are in the field for 90 days, shuttling between the head office and the teams. The daily per diem is **6,480.00 USD (6*90 * 12)**. Coordinators will be paid per diem of 12.00 USD.
- 1.5 **Drivers:** As to the number of teams 10 drivers will be in field for 60 days during the data collection. Their daily per diem will be calculated as follows **(10*60 * 12=7,200.00)**. The drivers get per diem of 12.00 USD during their field stay.
- 1.6 **Coders and Editors:** Coders and editors get a monthly salary of 115.00 USD per month and they work for 4-months. In total they will be paid the following amount for the 4 coders and editors **(4 *4 *115 =1,840.00 USD)**.

- 1.7 **Data Entry Operators:** Eight Data entry operators enter the survey data that would take 3-4 months and are entitled to get a monthly salary of 115.00 USD. The budget is computed as follows ($8*4 *115=3,680.00$ USD).
- 1.8 **Field Supervision from Head Office:** In total there will be seven persons who will make an ad hock field visit from the head office. They will make field visit for 5-days at the on set of the survey and another 5-days two weeks before the completion of the field work, which makes a total of 10 days in the field. This field staff will be paid a perdiem of 12.00 USD. The budget calculation is ($7*10*12=840.00$).
2. **Consultancy Fee:** One external consultant is requested for the survey. The consultant is requested to assist in making sample design. The consultant is expected to come from ILO as part of technical support. An official letter will be sent to ILO to get us the expert; if they fail the expert could come from UNFPA Country Support Team (CST-Addis Ababa). The consultant is wanted for duration of 15 days. An amount of 7,800 USD is allocated for the consultant
3. **Stationary:** Stationary budget requested for the whole survey is estimated to be 6,136.00 USD that includes stationeries for training, users meeting analysis and for the field staff.
4. **Transportation:** Transportation budget includes fuel consumption and maintenance. The assumption is, 14 vehicles borrowed from NSEO will be used to conduct the survey for duration of 80 days. The total fuel cost plus maintenance amounts to **33,843.00 USD** [$(14*30*8*80/13.55)+(14*1000)$]. A total maintenance cost is **14,000.00 USD**, which assumes 1,000.00 USD per vehicle for 14-vehicles for the entire duration in the field.
5. **Purchase of vehicles:** Three new vehicles are requested that could serve the survey and other follow up activities in the area of labour market information gathering, monitoring and evaluation of the labour situation in the country. The estimated cost for three Toyota pick-up double cabin vehicles was **75,000.00 USD (25,000*3)**.
6. **Printing:** Printing includes Questionnaire; interviewers, supervisors, field editors, office editors and coding manuals; main report and summary report printing. A total of **9,924.00 USD** is allotted for printing. Out of these **6,693.00 USD** are for questionnaire printing. For manuals a total of **308 USD** is estimated for 80-paged manual for 100 copies. A total of **2,923.00 USD** is allotted for main and summary reports printing for 1000 copies.

7. **Computer Hard Ware & Accessories:** For the survey a total of 8 new desktop computers, 2 new laptop computers, 2 printers, 1 scanner, 1 spiral binder, one photocopier with the necessary accessories, which costs **63,430.00 USD** in total.
8. **Office Supplies:** These office supplies are requested for the new computers and filing the survey documents. The total amount is estimated at about **7,166.00 USD**.
9. **Translation & back translation of the questionnaire:** The final questionnaire for the survey will be translated into local languages and these translations will be back translated into Tigrigna/English. For this activity a total amount of **6,312.00 USD** is allocated.
10. **User's meeting:** A total of **1,350.00 USD** is requested for the users meeting to discuss the questionnaire and about the survey undertaking in general at different levels.
11. **Dissemination Seminar:** A total of **8,237.00 USD** is allocated for the dissemination seminar to present the survey findings.
12. **Government contribution:** A total of **1,084,000.00 Nfa** is estimated to be government's contribution, which mainly includes the salary of all the permanent workers participated in the project, the general services including office facilities and other utilities.