

JOBS IN VALUE CHAINS ANALYSIS



WORLD BANK GROUP
Jobs



LET'S WORK
A global partnership to create
more & better private sector jobs

INTRODUCTION

Roadmap:

Why are we here today?
Agenda for the program



INTRODUCTION: WHY ARE WE HERE TODAY?

Objective of the training program:

Go through the training modules to develop a common understanding of the implementation of the Jobs in Value Chains Survey

- What is the Let's Work Partnership and why are we interested in Value Chains?
- Who are the key players and what are their roles?
- What are the key elements?
- What is the VCSDPR?
- What are the next steps?

This is the first of 3 trainings that will take place:

- Orientation & Technical Standards
- Training of Trainers
- Interviewer Training

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INTRODUCTION: AGENDA FOR THE TRAINING PROGRAM

Delivery: Online

Agenda:

09:00-09:05	Introduction
09:05-09:15	Module 1 Overview of the Project
09:15-09:20	Module 2 Key Actors & Documents
09:20-10:20	Module 3 VCSDPR
10:20-10:50	Module 4 Next Steps
10:50-11:00	Questions

- Each module is stand-alone but draws on information contained in preceding modules
- Modules include key concepts, detailed guidance and helpful tips

Guidelines:

Speak loudly and close to the microphone.
Hold questions until the end of the module.
When asking questions:

1. Introduce yourself
2. Be brief

All questions are welcome!

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MODULE 1: OVERVIEW OF THE PROJECT

This module will cover:

Let's Work Partnership

Jobs in Value Chains Survey

- Why are we interested in Value Chains?
- The approach
- Where are these surveys being implemented?



Source: <http://www.qstockinventory.com/wp-content/uploads/2013/09/Value-Chain-Word-Cloud.jpg>

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OVERVIEW: LET'S WORK PARTNERSHIP (LWP)



Vision: Let's Work is a global partnership that unites organizations dedicated to providing effective solutions to the global jobs crisis by harnessing the potential of the private sector to help create more and better jobs that are inclusive.

Mission:

REMOVING THE MAIN CONSTRAINTS - To support private-sector-led job growth by focusing on removing the main constraints to job creation and strengthening value chains.

BETTER QUALITY JOBS - To help create more formal sector jobs in developing countries, but also better quality jobs that increase productivity and wages, improve working conditions, and provide more opportunities for everyone – especially women and youth.

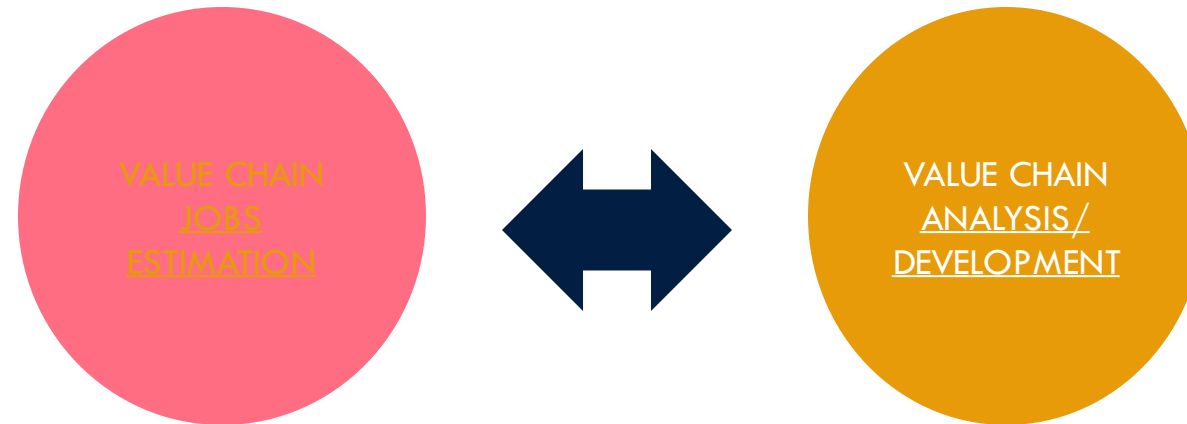
Strategy: Among other methods, using tools to measure, understand, and strengthen the creation of more and better jobs.

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OVERVIEW: JOBS IN VALUE CHAINS SURVEYS

Why are we interested in Value Chains?

Two objectives:



Value chains help us understand better the scale, location, and nature of jobs.



Source: <https://nextgenafricanfarmers.files.wordpress.com/2013/06/agri-value-chain.gif>

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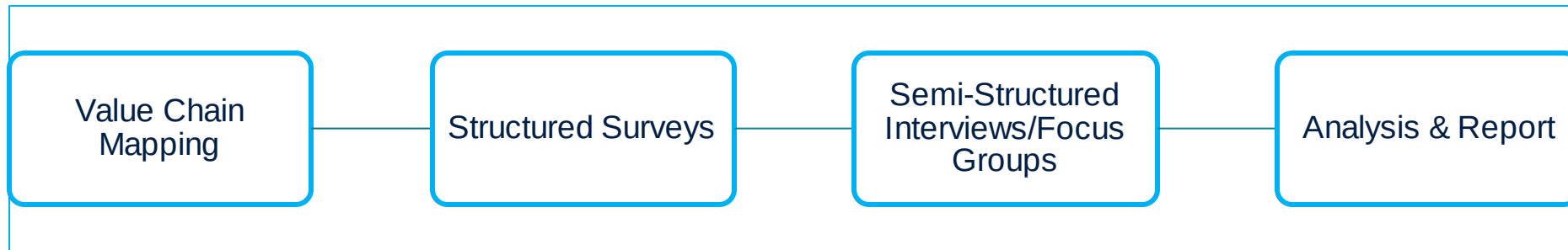
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OVERVIEW: JOBS IN VALUE CHAINS SURVEYS

The approach:



- Quantify jobs dynamics (number, quality, inclusivity) from VC interventions / investments
- Document extent and nature of relationships among actors in the chain
- Capture nuance around firm decisions to employ capital and labor, to develop the workforce, and to source inputs
- Expose differences across segments of firms in the chain
- Highlight factors that open / restrict opportunities for jobs impact – to be understood further through more qualitative approaches

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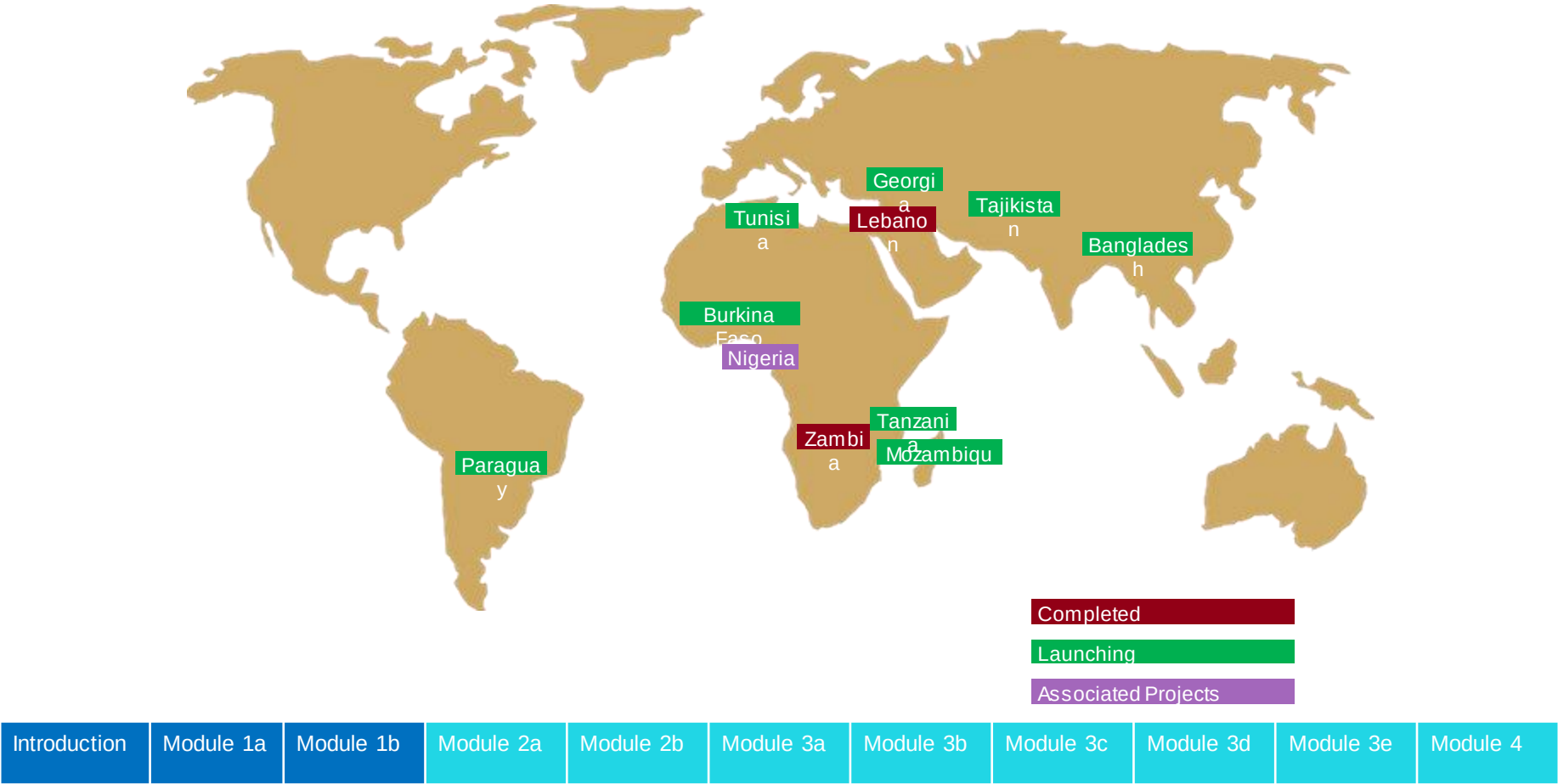
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LET'S WORK PARTNERSHIP - JOBS IN VALUE CHAINS SURVEYS 2016-2017



MODULE 2: KEY ACTORS & DOCUMENTS

This module will cover:

Who are the main actors?

What are the communication procedures?

What are the important materials?



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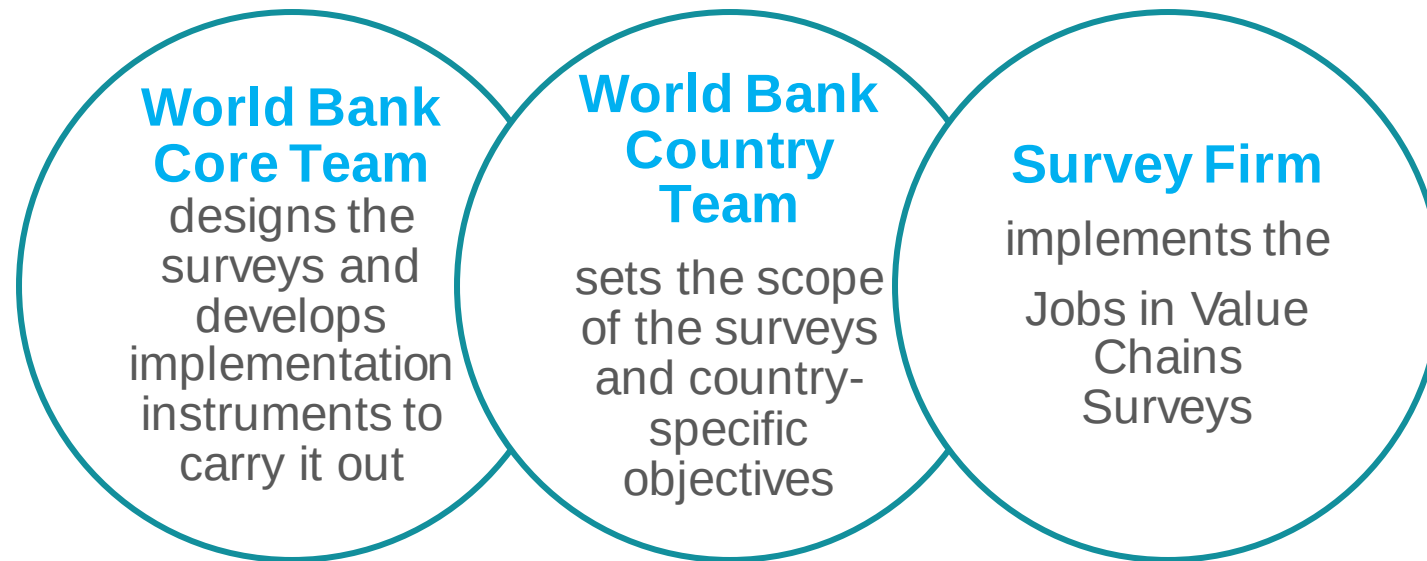
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JOBS IN VC SURVEYS: WHO ARE THE MAIN ACTORS?



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JOBS IN VC SURVEYS: WORLD BANK CORE TEAM

World Bank Core Team

designed the surveys
and developed its
implementation
instruments

Role:

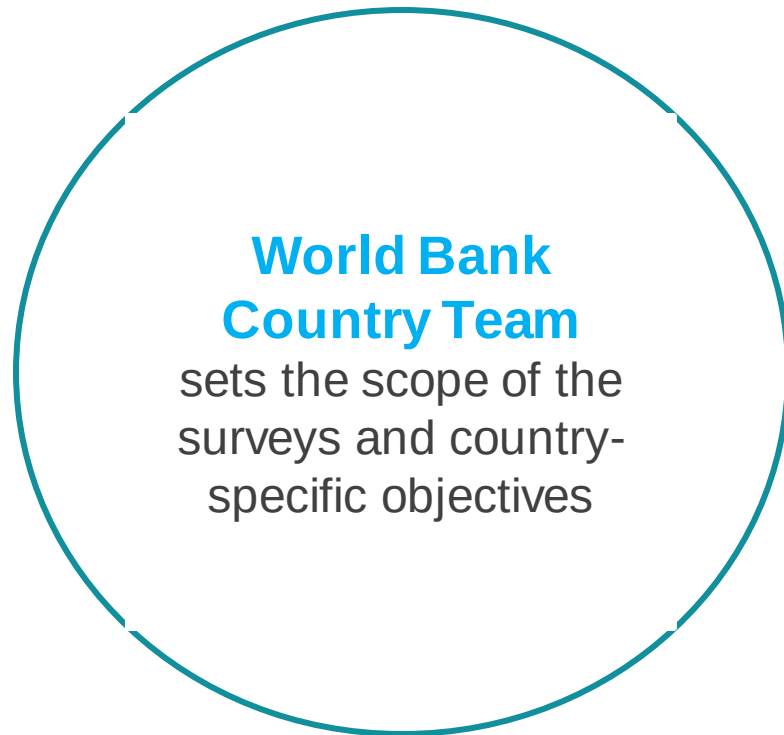
- Provide guidance and background materials to the World Bank Country Team
- Ensure delivery of the survey in compliance with designated technical standards; set up and manage workflow; coordinate team work; carry out data checks
- Provide technical support to the survey firm at the fieldwork preparation and implementation phases

Members:

- Project Coordinator: Anam Rizvi
- Survey Implementation Specialist: Joshua Seth Wimpey & Valerie Evans
- Sampling Specialist: David Megill
- Data Specialist: Veselin Kuntchev
- Data Analyst: Ami Shrestha
- Jobs in VC Project TTLs: Alvaro Gonzalez, Thomas Farole, Maria Laura Sanchez Puerta

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JOBS IN VC SURVEYS: WORLD BANK COUNTRY TEAM



Role:

- Identify country-specific objectives
- Select the survey firm and consultants
- Manage budget and contracts
- Approve deliverables and timeline
- Coordinate with the World Bank Core team to deliver trainings
- Oversee implementation

Members:

- Project TTLs:

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MODULE 2: COMMUNICATION PROCEDURES

Day-to day communication procedures:

- For topics related to contract and payments
 - Address: (Country Team)
 - Copy: Anam Rizvi (anam.rizvi76@gmail.com), Maria Laura Sanchez Puerta (msanchezpuera@worldbank.org), and Valerie Evans (val.evans@gmail.com)
- For topics related to training, technical standards/ VCSDPR, communication processes, fieldwork, and anything not mentioned before
 - Address: Anam Rizvi (anam.rizvi76@gmail.com), Maria Laura Sanchez Puerta (msanchezpuera@worldbank.org), and Valerie Evans (val.evans@gmail.com),
 - Copy: (Country Team)

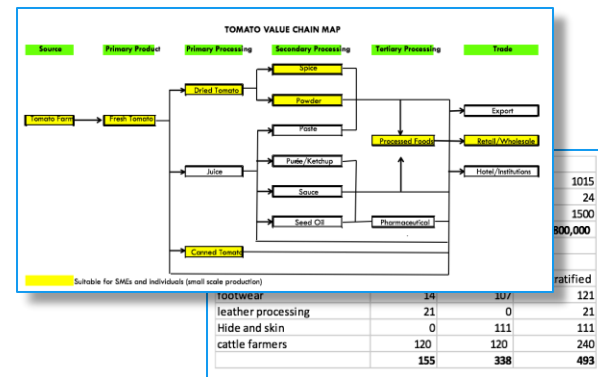
MODULE 2: COMMUNICATION PROCEDURES



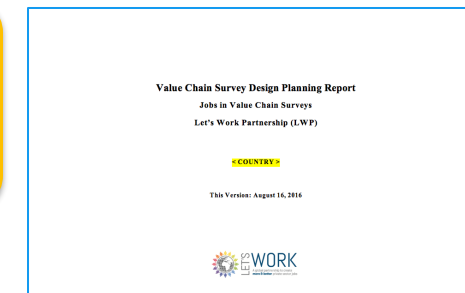
Depending on the complexity of the question,
response times will range from **1 to 3 days!**

MODULE 2: IMPORTANT MATERIALS

Value Chain Mapping



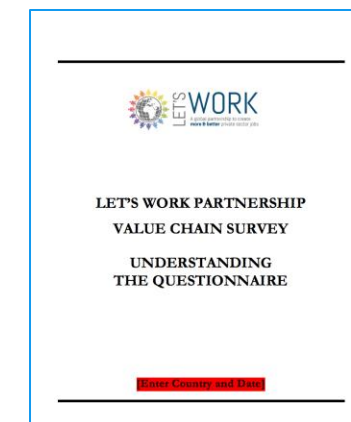
VCSDPR



Jobs in VC Questionnaires



Interviewer Manual + Training Slides



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MODULE 3: VCSDPR

This module will cover:

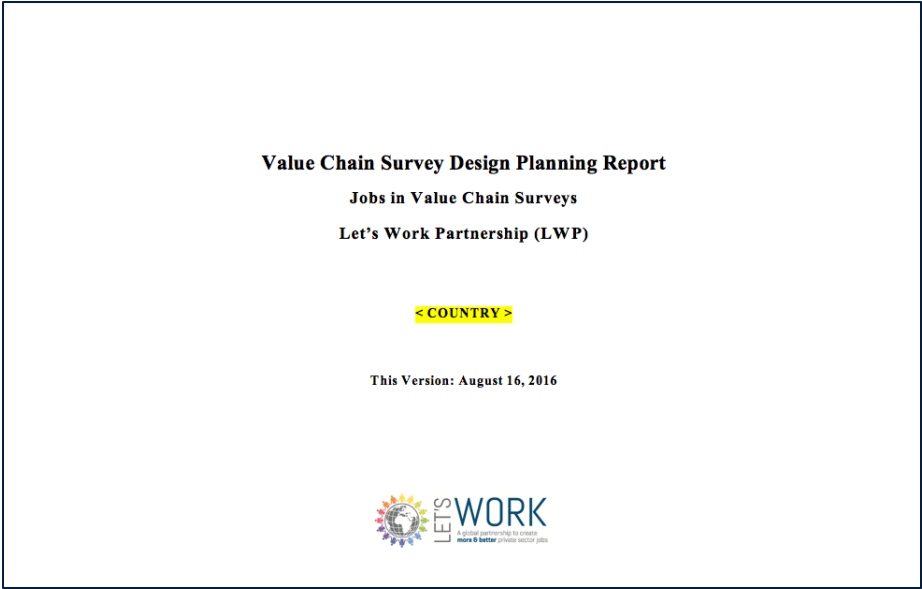
Overview of the Value Chain Survey Design & Planning Report (VCSDPR)

Part 1: Rationale & Country-Specific Objectives

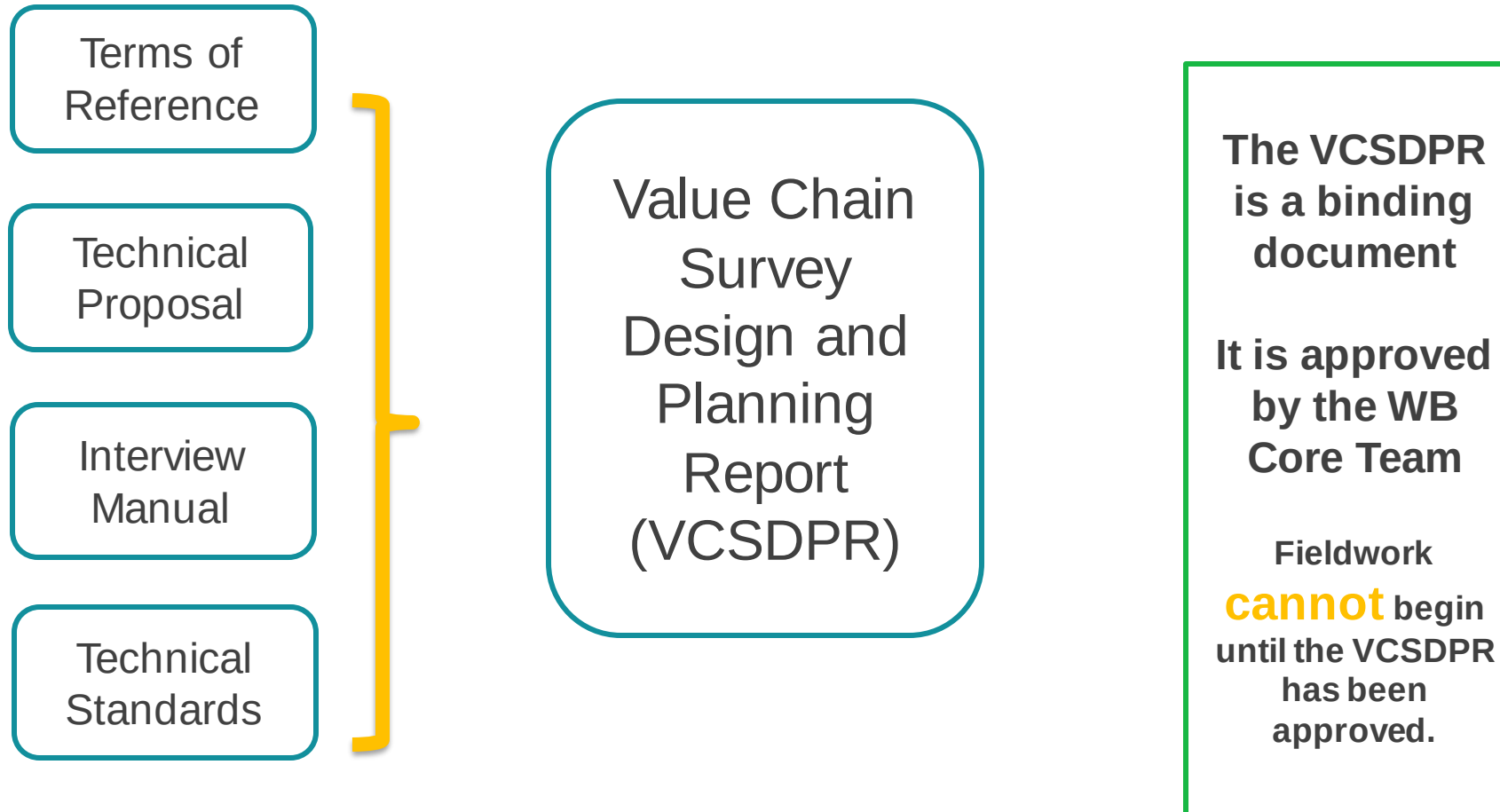
Part 2: Survey Instruments & Fieldwork

Part 3: Sampling and Weighting Requirements

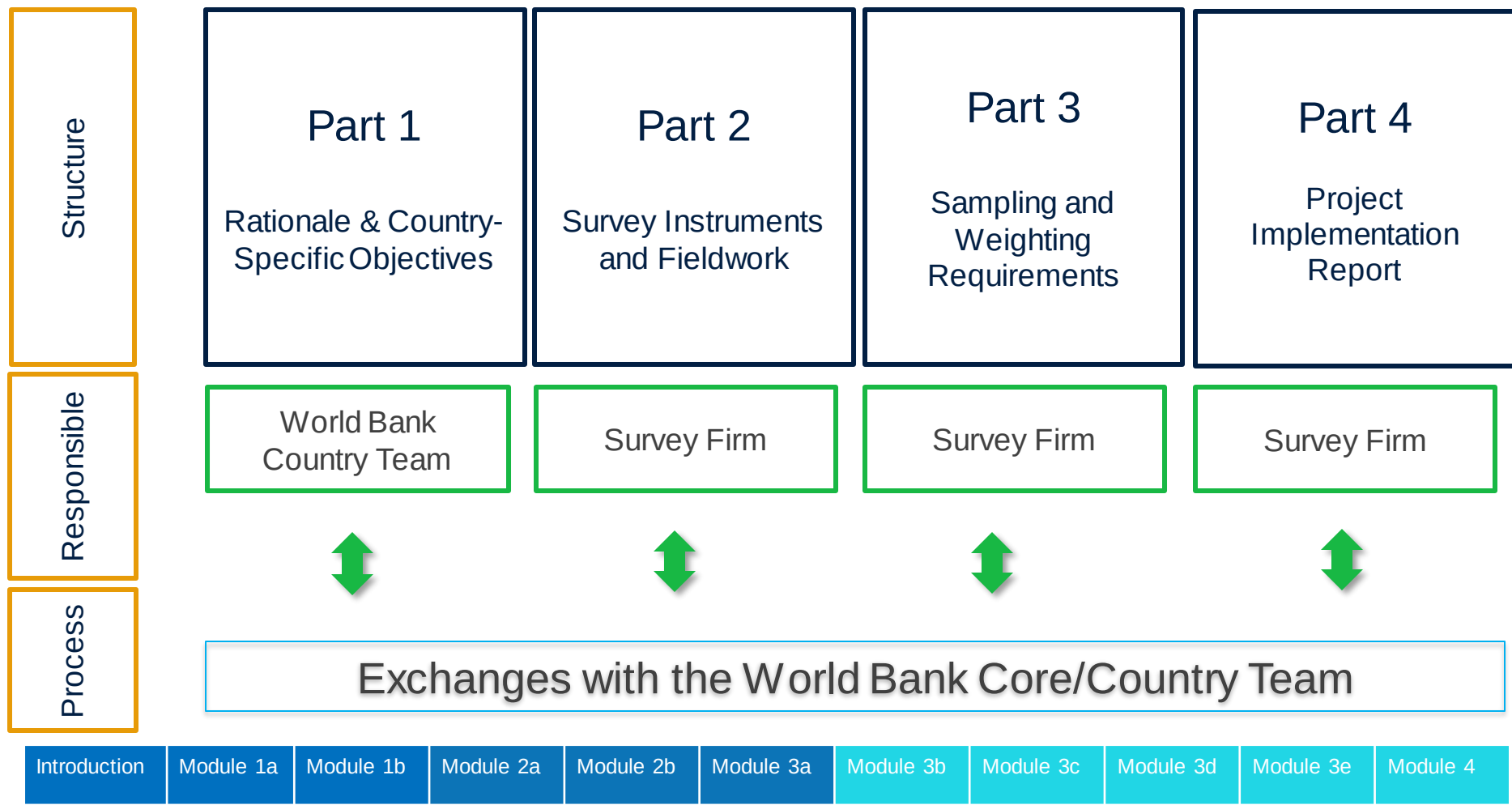
Part 4: Project Implementation Report



MODULE 3: OVERVIEW OF THE VCSDPR



MODULE 3: OVERVIEW OF THE VCSDPR



MODULE 3: OVERVIEW OF THE VCSDPR

- How to fill it up?
 - Two types of sections:
 - Presentation of technical standards

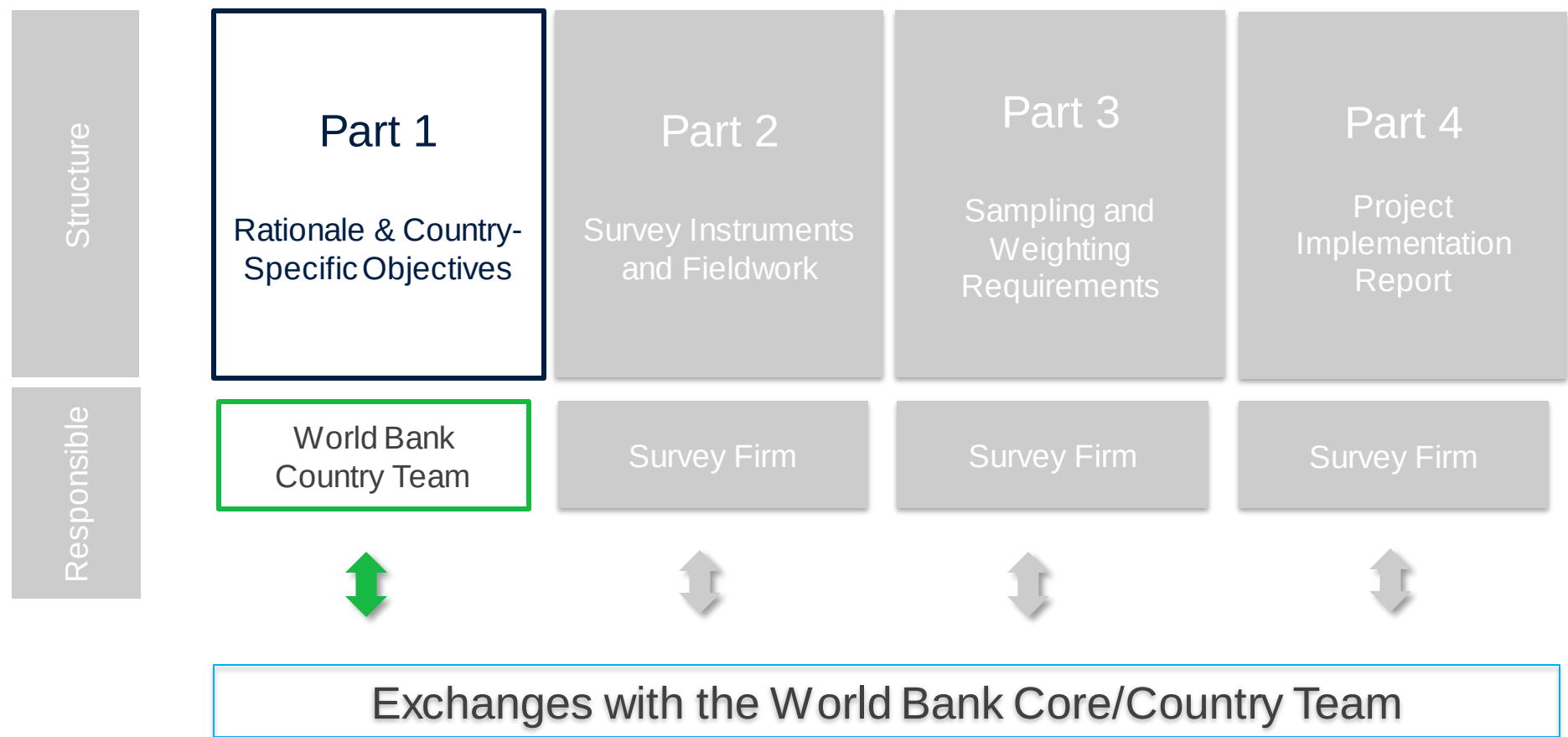
<i>Technical Standard</i>	<i>Agreed to by the Survey Firm?</i>	<i>Deviation Requested from the Standard</i>	<i>Deviation Approved by the Core Team?</i>
The pilot test will be administered by the main trainer(s) for the interviewer training		< IF APPLICABLE, SUBMIT DEVIATION REQUEST HERE >	
Data collected during the Pilot Survey will be entered through the Data Entry Program			

- Request for information

<i>Information Required</i>	<i>Description</i>
1. Country's Data Confidentiality Requirements The Survey Firm will advise the WB Core Team of its country's confidentiality rules regarding the handling and sharing of respondent's data.	<i>Please outline the country's data confidentiality requirements E.g., Country's Statistics Act, Personal Data Act</i>

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PART 1: RATIONALE & COUNTRY-SPECIFIC OBJECTIVES



MODULE 3: OVERVIEW OF THE VCSDPR

- How to fill it up?
 - Two types of sections:
 - Presentation of technical standards

Deviations from the Technical Standard **must be approved** by the WB Core & Country Teams

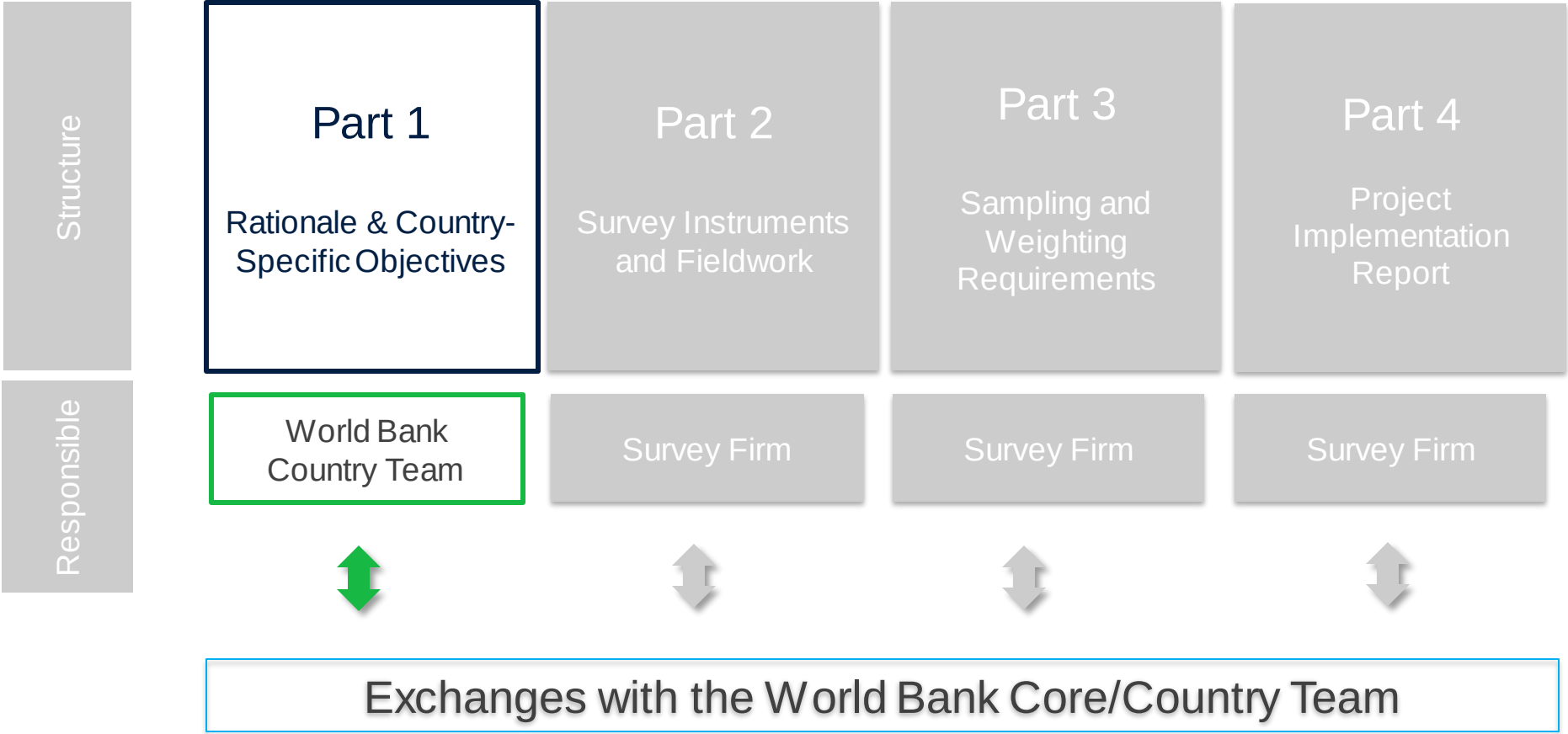
Technical Standard	Agreed to by the Survey Firm?	Deviation Requested from the Standard	Deviation Approved by the Core Team?
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PART 1: RATIONALE & COUNTRY-SPECIFIC OBJECTIVES

- The Basics: Structure, responsibilities and process



PART 1: RATIONALE & COUNTRY-SPECIFIC OBJECTIVES

- **Rationale for undertaking the survey**
 - Overview of the scale, quality and inclusiveness of jobs in the country, any constraints to growth & productivity and the inter-linkages between value chain participants.
 - Reasons for undertaking the Jobs in Value Chains Survey, expected outcomes
- **Country-specific objectives**
 - Description of country-specific objectives
 - Proposition of country-specific questions in the Jobs in Value Chains Survey
- **Fieldwork related decisions (if applicable)**
 - Public awareness campaign
 - Initial contact strategy for targeted farms/firms
 - Respondent incentive mechanism
- **Providing Information and Data**
 - Sample Frame Counts and Benchmark Variable Counts
- **Value Chain Map (if applicable)**

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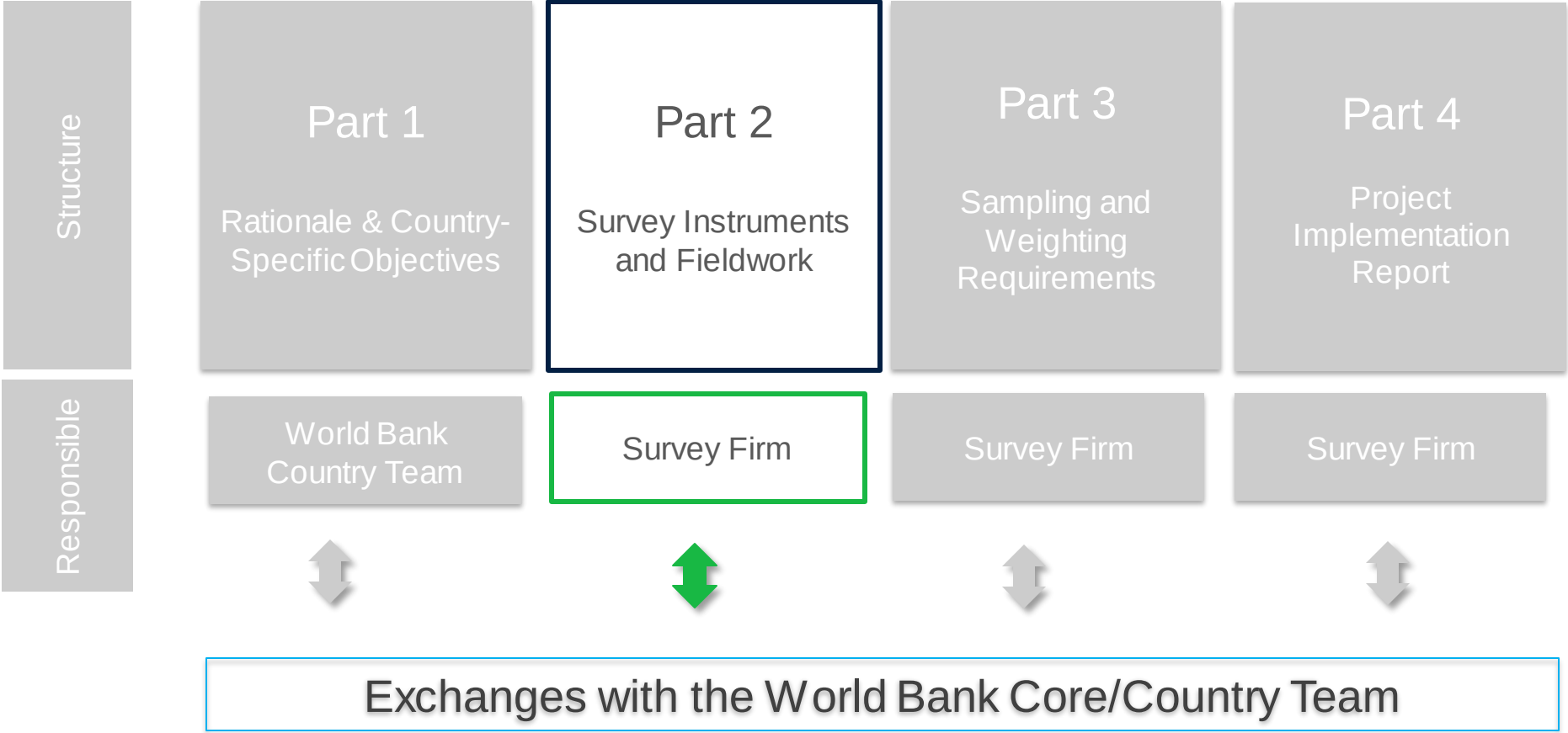
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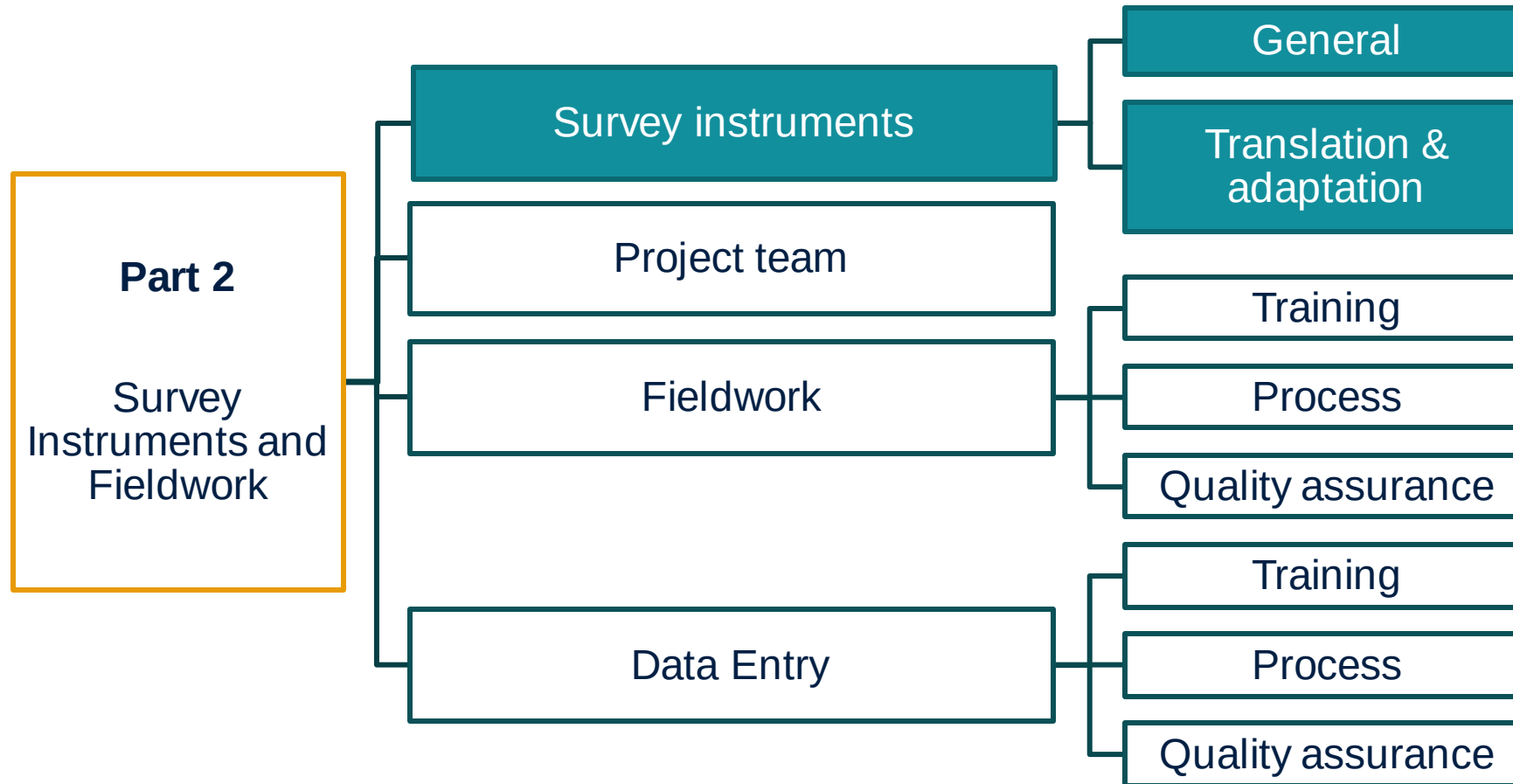
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PART 1: RATIONALE & COUNTRY-SPECIFIC OBJECTIVES

- The Basics: Structure, responsibilities and process

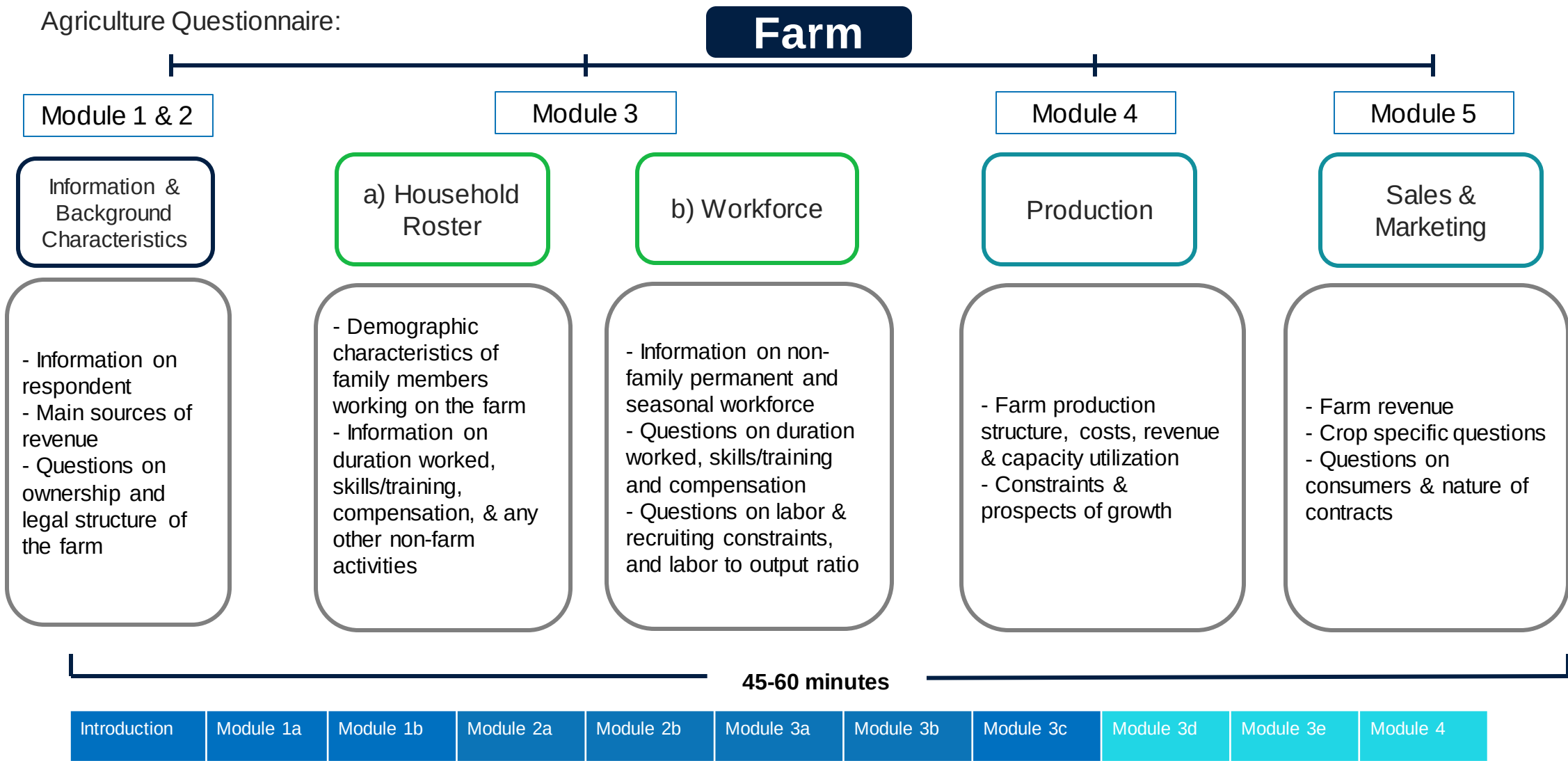


PART 2: SURVEY INSTRUMENTS & FIELDWORK



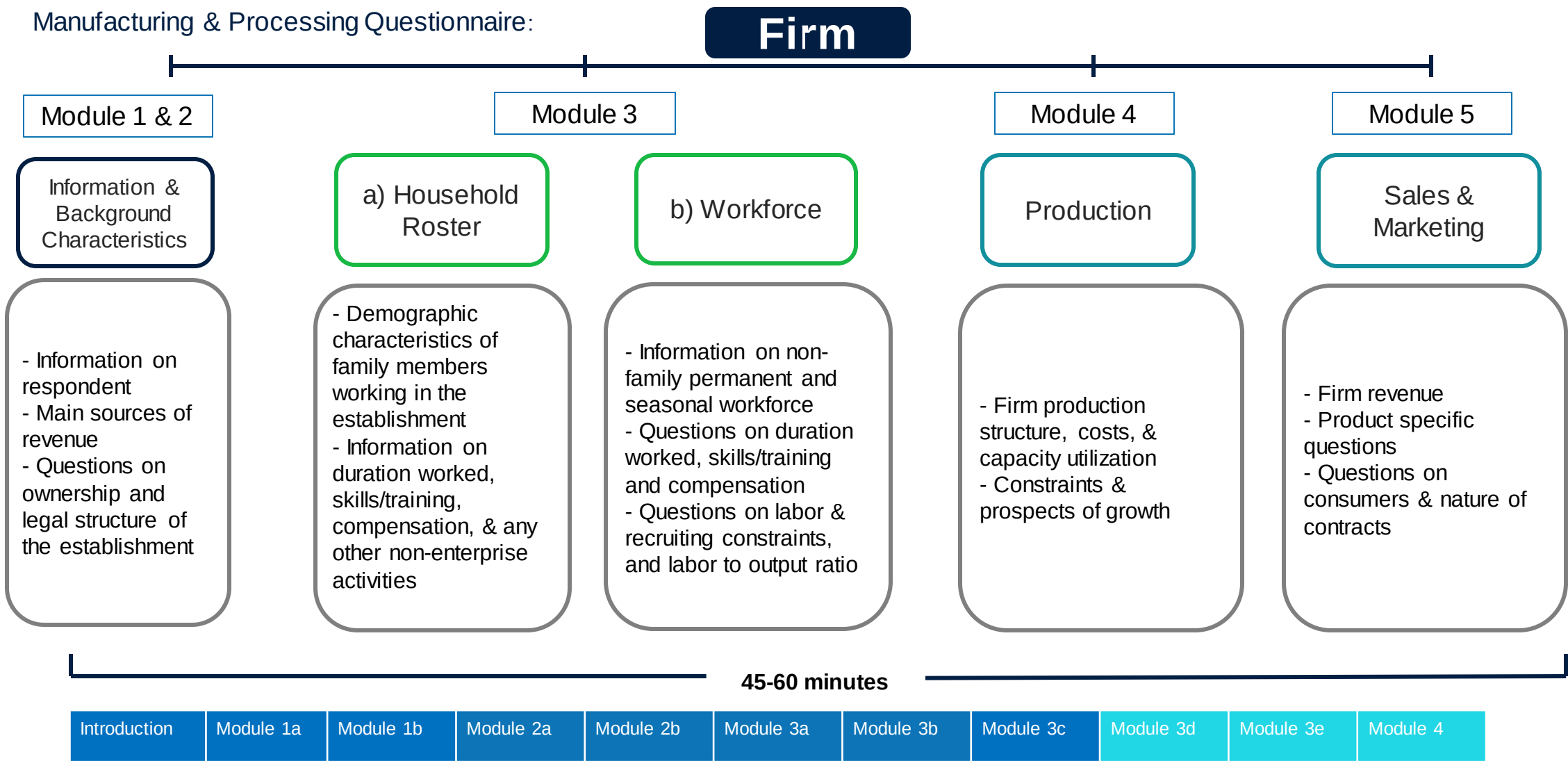
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- Agriculture Questionnaire:



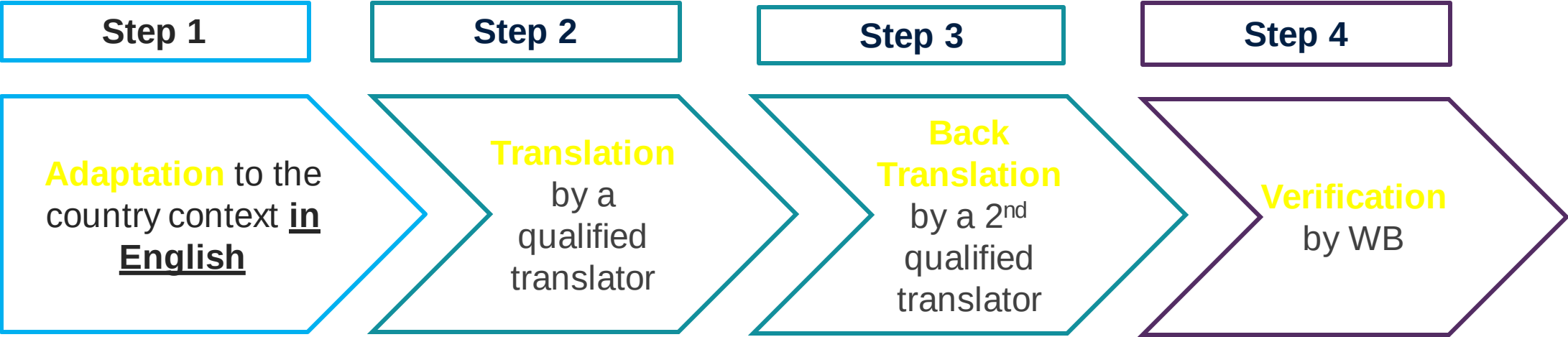
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- Manufacturing & Processing Questionnaire:



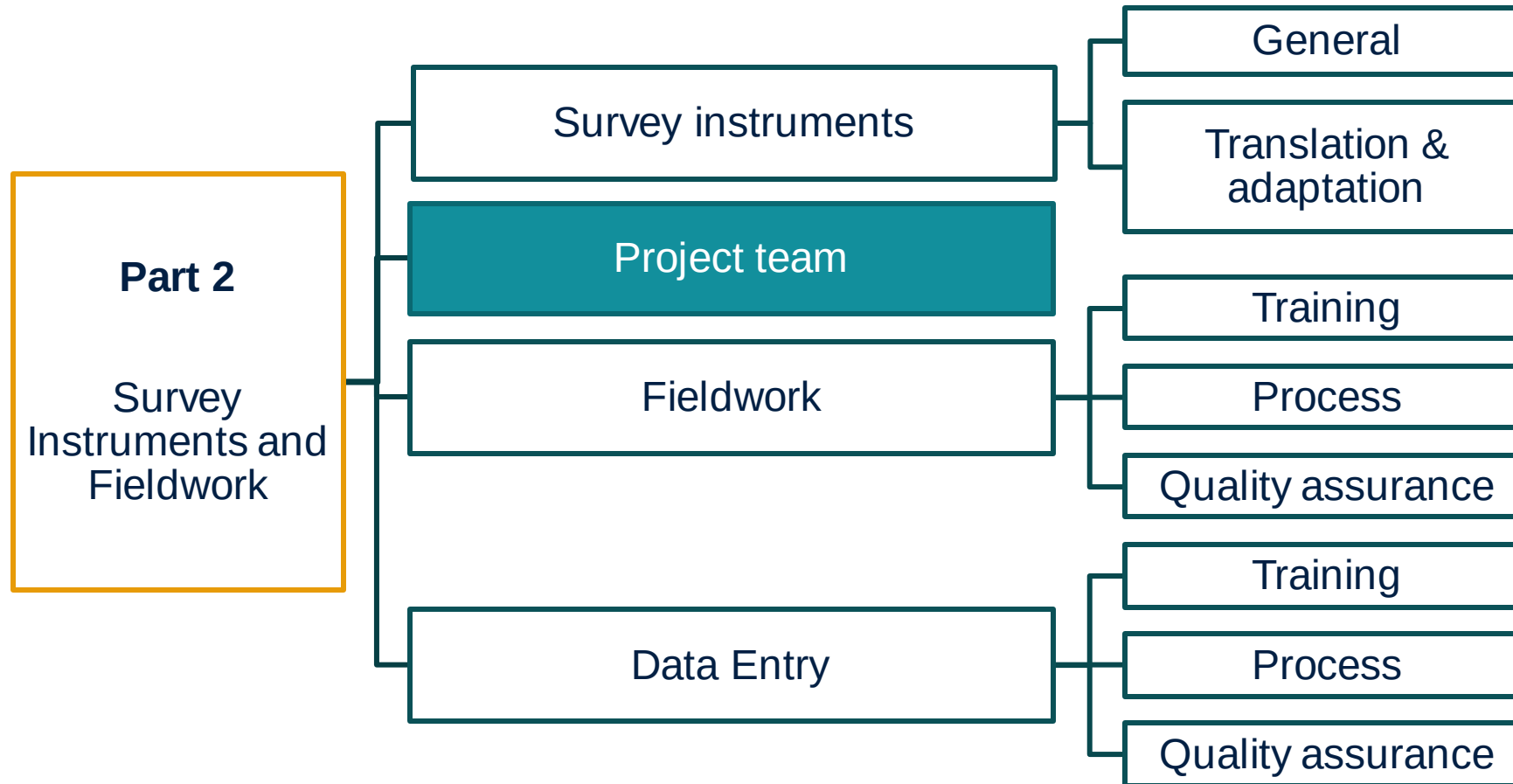
PART 2: SURVEY INSTRUMENTS & FIELDWORK

Translation and adaptation of each Questionnaire



Note: If the Jobs in Value Chains Questionnaires are administered in several languages, survey materials will be translated as needed

PART 2: SURVEY INSTRUMENTS & FIELDWORK



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PART 2: SURVEY INSTRUMENTS & FIELDWORK

- Management Team

Key Position	Key Function
National Project Leader	Project Management & International Coordination
Survey Methodologist	Sample design, weighting data
Data Collection Manager	Field procedures, interviewer staffing and supervision
Data Processing Manager	Data capture, coding, scoring, data editing, file creation
Linguistic Specialist (Translator)	Translation & cultural adaptation of survey materials, & survey correspondence

PART 2: SURVEY INSTRUMENTS & FIELDWORK

Field Team

- Field Manager:
 - Setting up the field structure and reporting structure with Regional Supervisors
 - On-going monitoring of fieldwork
 - Reporting to Project Manager
- Regional Supervisors:
 - Coordinating fieldwork in the assigned region
 - Full-time work with the interviewers and on-going monitoring of interviewers' work
 - Checking non-response, activation of reserves, problems encountered, communicating regularly with Field Manager
 - Submitting questionnaires and tracking forms to Headquarters
- Interviewers:
 - Minimum high school graduates
 - Remuneration independent of the # completed interviews

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PART 2: SURVEY INSTRUMENTS & FIELDWORK

- Data entry Team
 - Individuals assigned to data entry of the Jobs in Value Chains survey

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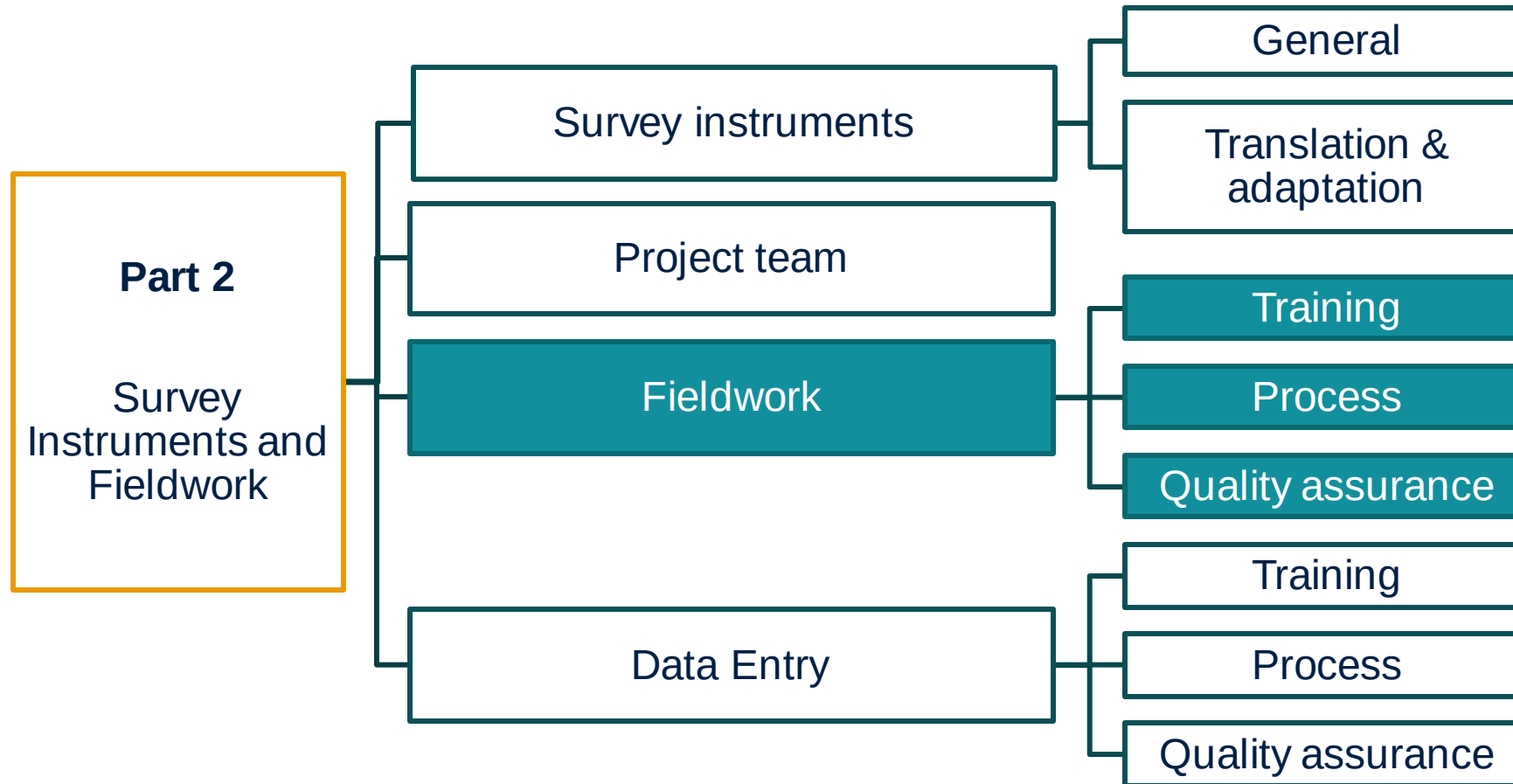
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PART 2: SURVEY INSTRUMENTS & FIELDWORK



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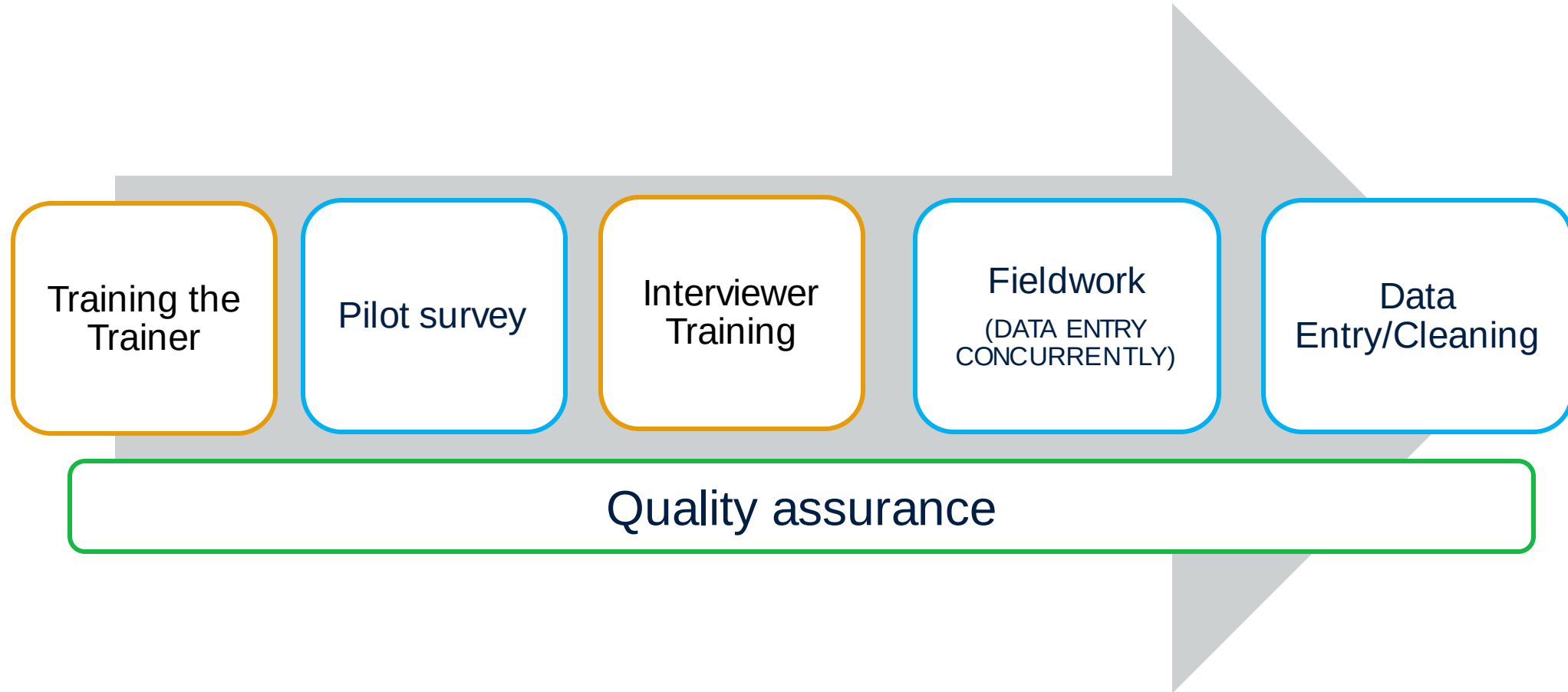
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PART 2: SURVEY INSTRUMENTS & FIELDWORK

- General Process:



PART 2: SURVEY INSTRUMENTS & FIELDWORK

- Training Programs in preparation for Fieldwork
 - “Train the Trainer” Training (via VC)
 - Questionnaire administration;
 - Survey administration protocols and field work reporting requirements;
 - Data entry procedures, Data management and file preparation;
 - Head trainer must attend
 - Interviewer training
 - 5 full days of in-class and in-field; training will be held in one location
 - For each trainee, field practice will include at least 2 firm interviews
 - Within one week of the end of the training, send a one-page training report
 - If the first reports from the field show that some sections of the questionnaire are not fully understood → retrain all field staff on these sections

Fieldwork must start within 4 days of finishing the interviewer training

Someone from the WB Core Team might attend some of the training sessions

PART 2: SURVEY INSTRUMENTS & FIELDWORK

- **Pilot survey for final version of Jobs in Value Chains Survey**
 - Finalized questionnaire to be tested in 6-10 firms
 - To be administered by main trainer(s) in charge of the interviewer training
 - Data to be entered electronically and will be checked by the Core Team
 - Submission of 5 to 10 page report to the World Bank

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PART 2: SURVEY INSTRUMENTS & FIELDWORK

Fieldwork

Data Collection:

- Personal interviews, using the CAPI method
- Communication: The Survey Firm will indicate the way through which the staff will communicate during fieldwork

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PART 2: SURVEY INSTRUMENTS & FIELDWORK

Fieldwork

Minimizing Non-Response Rates/Activating Reserve Samples:

Interviewers should make every attempt to interview all firms on their lists, if necessary repeating visits to the same company.

Supervisors should provide support, and should visit firms that have refused to take part in the Survey, to try to convince them to cooperate

The Survey Firm will communicate its strategy to reduce non-response rates to the Core Team

The Survey Firm is responsible for assessing the bias due to non-response and reporting its findings to the Core Team

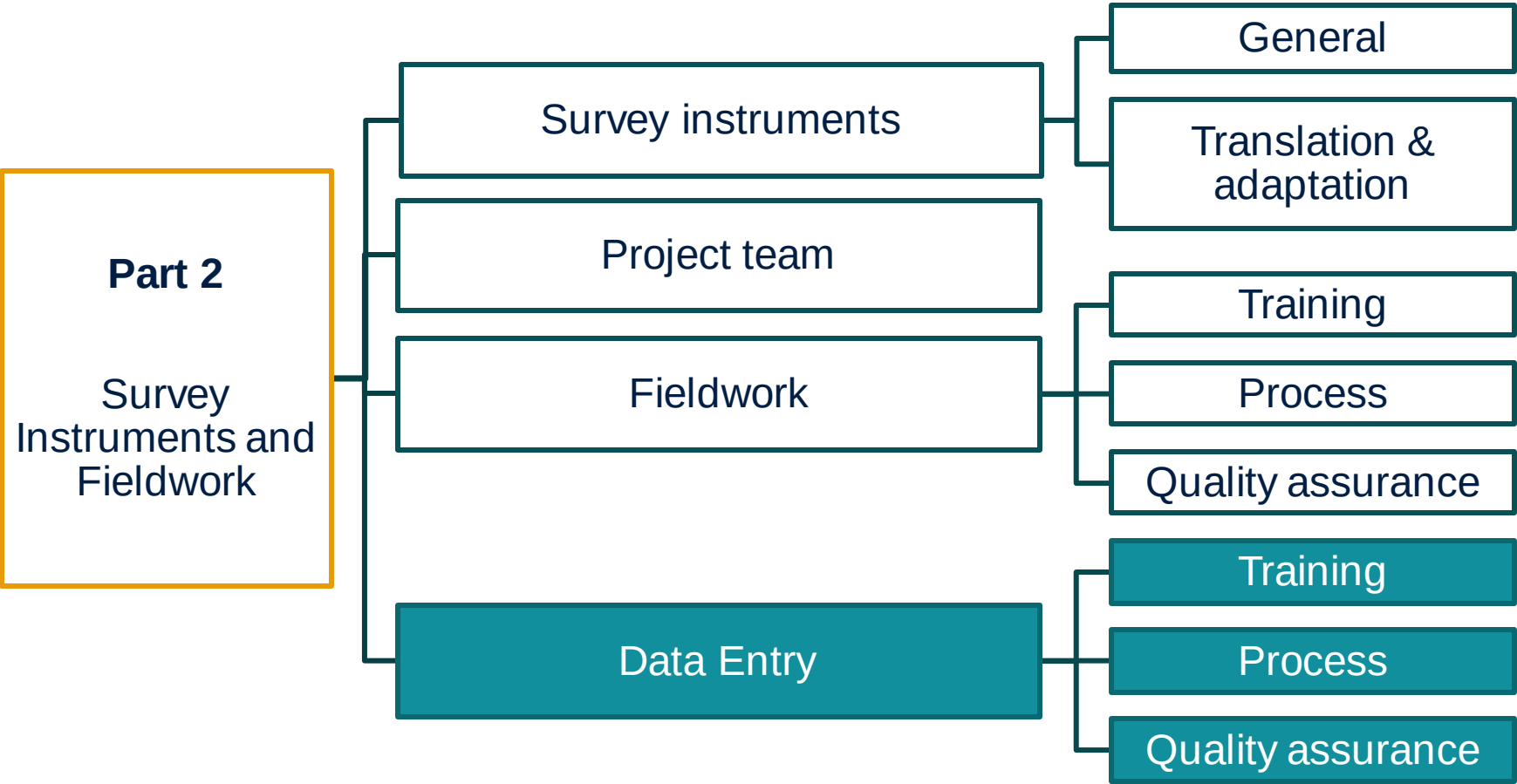
PART 2: SURVEY INSTRUMENTS & FIELDWORK

Quality control of the fieldwork

- By Regional Supervisors
 - » At least one supervisor will conduct interviewer and random spot visits to observe interviews. Must provide a 1-page report.
 - » Follow up on any issues identified and document all relevant information
 - » Check for accuracy of data and ensure all forms are filled out correctly before submitting to Headquarters
 - » Interviewer's work is questionable, the interviewer will be dismissed and all his/her interviews entirely redone
 - » The WB Core team will pay particular attention to progress towards sample size goals and response rates
- By Field Supervisors
 - » Frequent communication with Regional Supervisors to report progress
 - » Provide support to resolve problems encountered
 - » Random spot visits to observe progress and participate in interviews
 - » Select firms that Regional Supervisors must revisit
- By the Core Team
 - » Weekly report (using template) during data collection

The WB Core team might randomly verify any form

PART 3: SAMPLING & WEIGHTING REQUIREMENTS



PART 3: SAMPLING & WEIGHTING REQUIREMENTS

Data Entry Training

- Data entry operators should participate in the Interviewer Training program to gain a thorough knowledge of the questionnaires
- The Data Entry Supervisor will train the Data Entry persons on the survey at the end of the interviewer training

Data Entry

- Data files must conform to any Variable Convention provided by the Core Team
- Data entry will start no more than 5 days after fieldwork has begun
- The Survey Firm will transmit the first week's data to the World Bank within 2 weeks after fieldwork has begun
- The (final) data file must include all sampled firms
- The WB Core team will check the electronic data to ensure that the variable convention is followed and consistency checks are conducted

Quality Control of the Data Entry

- 100% verification by double data entry (2 different operators)

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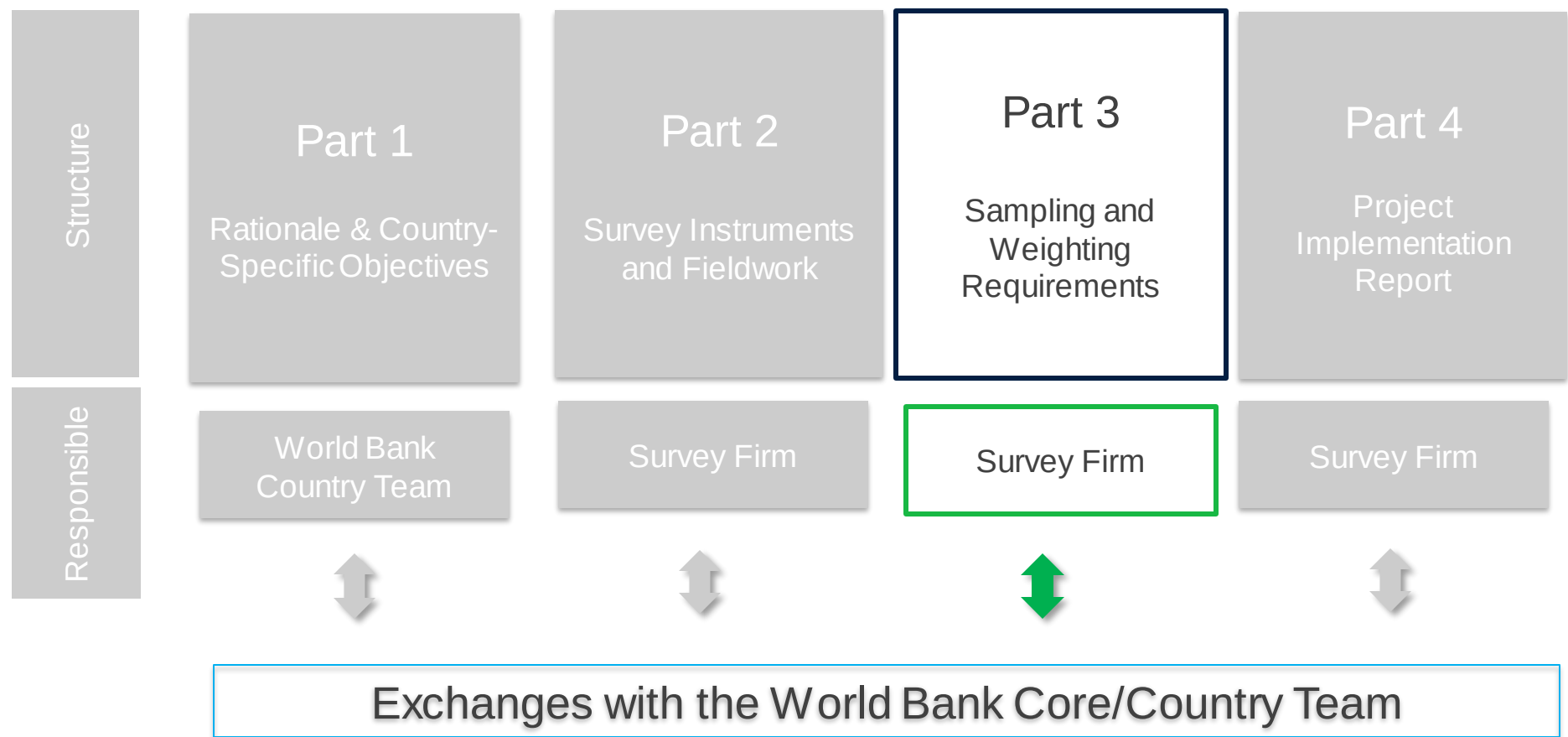
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PART 3: SAMPLING & WEIGHTING REQUIREMENTS



PART 3: SAMPLING & WEIGHTING REQUIREMENTS

Target Population

- Includes all non-government enterprise workplaces (farms and firms) in the selected regions of the country
- The survey unit is the **workplace**
- A country may include:
 - Other criteria used to determine size
 - Specific sectors / industries
 - Specific geographic areas
 - Other relevant features
 - Exclusions from the target population

PART 3: SAMPLING & WEIGHTING REQUIREMENTS

Sample Frame

- Defines the coverage of the targeted firms and provides the means to identify and locate selected workplaces
- Should provide coverage of the targeted firms so that the number of unique, in-scope, survey units on the Sample Frame comprises at least 95% of the eligible target population
- The Sample Frame will be a national or regional **farm/firm registry**

PART 3: SAMPLING & WEIGHTING REQUIREMENTS

- The Survey Firm will provide the WB Core Team a detailed description of the frame, including:
 - Source of the frame
 - Definition of survey units of the frame for each stage of sampling
 - Data items on the frame for each stage of sampling
 - Identify the variables to be used for stratification, if applicable
 - Provide survey frame counts by stratum and type of survey unit, as applicable to the sample design
 - Assess the quality of the frame information –
- Highlight known frame issues
- Explain any steps taken to ensure that the frame is complete and up-to-date

PART 3: SAMPLING & WEIGHTING REQUIREMENTS

Sample Size

- A minimum sample size requirement will be determined based on the value chain mapping and in consultation with the WB Core team.
- The Survey Firm will indicate –
 - The sample size goal
 - The Initial Sample size (e.g., by strata, PSU)
 - Reserve Sample size (e.g., by strata, PSU)
- Assumptions underlying the size of the reserve sample (For example, expected non-response rate)

PART 3: SAMPLING & WEIGHTING REQUIREMENTS

Preferred Sample Design

The sampling frame for each stage of the Value Chain will depend on the specific activities that are included at that stage, within the context of the VC mapping.

Farms/Firms will be selected based on stratified random sampling*, with a targeted level of precision.

The weighting of each country's clean data file will be carried out by the Core Team

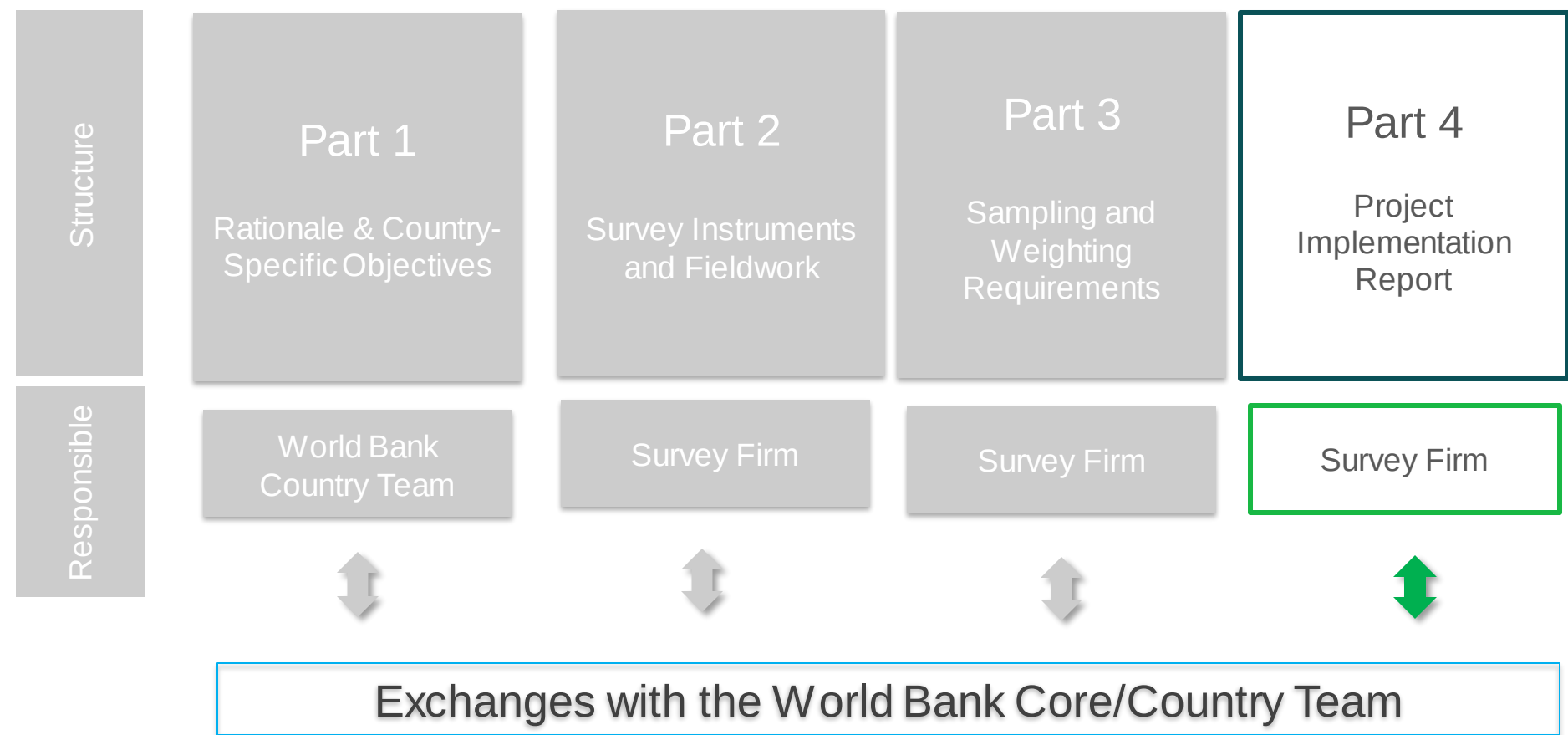
*E.g. Size Category	Number of Employees
1	1 to 10
2	11 to 50
3	51 or more

PART 3: SAMPLING & WEIGHTING REQUIREMENTS

Response Rate

- Goal: 70%
- Non-response bias assessment
 - The Survey Firm will carry out an assessment of the bias due to non-response and report the findings to the Core Team
 - If a country attains less than a 50% response rate, it will conduct an extensive non-response bias analysis*
 - *(Results from countries with response rates below 50% will not be published unless the country can provide the Core Team with evidence that the potential bias introduced by the low response rate is unlikely to be greater than the bias associated with response rates above 70%)

PART 4: PROJECT IMPLEMENTATION REPORT



PART 3: SAMPLING & WEIGHTING REQUIREMENTS

Report will include:

- Overview of survey, team, sample coverage and frame.
- Overview of pilot and fieldwork
 - Table with a distribution of the final surveyed farms/firm
 - Quality Control
 - Data Entry and Cleaning
 - Additional Information
- Lessons learned
- Additional details requested by the WB Core/Country Team

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MODULE 4: NEXT STEPS

This module will cover:

Timeline for upcoming steps:

- VC Mapping
- Pilot Testing
- Sample Frame & Sample Selection
- Training of Trainers
- Submitting VCSDPR final draft
- Projected Start Date - Fieldwork

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