



SOCIAL PROTECTION REPORTING SYSTEM

USER MANUAL

**Central Database/Dashboard on Social
Protection (SDG 1.3.1)**



Table of Content

CHAPTER # 1	5
1.1. Introduction	6
1.2. User Role of System	7
1.3. Login Page	8
1.4. Logout from SPP	9
CHAPTER # 2	10
2. Data Entry Operator	11
2.1. Social Protection Questionnaire	12
2.2. Agency IT assessment Questionnaire	13
2.3. Configuration	14
2.4. Reports	18
• Compliance Report	19
CHAPTER # 3	22
3.1. Login to System Admin	23
3.2. Logout from System Admin	23
3.3. System Admin	24
3.3.1. System Configuration	25
• Agencies	25
• Scheme/Program	28
• Scheme Type	29
• Level	31
• Users	31
• Provinces	34
3.3.2. Demographics	35
• Province Wise Population	36
• Province Wise Age Ratio	36
3.3.3. Reports	37
• Compliance	37

Table of Figure

Figure 1:Login Page (DEO)	8
Figure 2:Logout (DEO)	9
Figure 3:Home Page(DEO).....	11
Figure 4:Social Protection Questionnaire.....	12
Figure 5:New Questionnaire Form.....	12
Figure 6:Edit Questionnaire	13
Figure 7:Agency IT Assessment Questionnaire	14
Figure 8:New Agency IT Assessment Questionnaire.....	14
Figure 9:	15
Figure 10:Scheme/Program	15
Figure 11:New Scheme Form	15
Figure 12:New Scheme Form (1).....	16
Figure 13:Edit Scheme Form	17
Figure 14:View Scheme	17
Figure 15:Repots menu	18
Figure 16:Quaterly Compliance Report	19
Figure 17:Social Protection Questionnaire.....	20
Figure 18:Aggregation Report Filter	21
Figure 19:Social Protection Aggregation Report.....	21
Figure 20:Admin Login	23
Figure 21:Logout (System Admin).....	24
Figure 22:System Admin (Home Page)	24
Figure 23:System Configuration Level	25
Figure 24:Adencies (System Admin)	26
Figure 25:New Agency Form	26
Figure 26:Edit Agency From	27
Figure 27:View Agency Form	27
Figure 28:Scheme/Progrma	28
Figure 29:View Scheme Form	28
Figure 30:Scheme Type	29
Figure 31:New Scheme Type.....	29
Figure 32:Edit Scheme Type.....	30
Figure 33:View Scheme Type	30
Figure 34:Levels	31
Figure 35:Users.....	32
Figure 36:New Form User	32

Figure 37:Edit User Form	33
Figure 38:View User Form	33
Figure 39:Provinces	34
Figure 40:View Province	35
Figure 41:Demographics Level	35
Figure 42:Province Wise Population	36
Figure 43:Province Wise Age Ratio	37
Figure 44:Report menu	37
Figure 45:Quaterly Compliance Report	38

CHAPTER # 1

1.1. Introduction

Social Protection Reporting System is a web based central database with a dashboard on social protection activities by Social protection agencies in Pakistan. This system will be used for evidence based policy and Programme development and also to report SDG 1.3. The central database dashboard will collate and summarize data into summary tables, graphs, and design the outputs for the public as specified by federal SDG unit.

There are many provincial and federal level social protection agencies that are responsible for implementing social protection schemes. These schemes fall under two categories of social protection; contributory and non- contributory. Please see the section on definitions to understand the various types of programmes/schemes that fall under each category.

Definitions:

1. Contributory Schemes:

- Social Insurance
- Occupational Schemes
- National Provident Funds
- Micro-insurance
- Mutual benefit, community based schemes

2. Non-Contributory schemes can be divided into two streams:

- Schemes targeting poor (based on Means Testing)
 - Non-conditional minimum income support and other social assistance programmes
 - Conditional cash transfers
 - Employment guarantee schemes
- Schemes **Not** targeting poor
 - Universal Schemes (for all residents)
 - Categorical Schemes

Keeping in mind the various type of activities by agencies and their schemes, a comprehensive reporting performance is designed by consultation of stakeholders which will cover all information related to social protection in Pakistan. Performance is available in Annex – 1. Agencies will submit scheme wise report on quarter basis and once all agencies submit reports of their every scheme in the database, system will be able to calculate SDG 1.3.1 indicator i.e., SDG 1.3.1: Proportion of population covered by social

protection floors/systems, by sex, distinguishing children, unemployed persons, older persons, persons with disabilities, pregnant women, new-borns, work-injury victims and the poor and the vulnerable

1.2. User Role of System

There are basically two user role;

i. Data Entry Operator

Each agency has been provided user credential of their Data entry operator. Data Entry Operator will be able to submit report and edit data of agency schemes. For data input there are two input forms available

a. Social Protection Questionnaire (See Annex – 1)

The purpose of this questionnaire is to collect information related to social protection services provided by agencies under their different schemes. This questionnaire will be filled on quarterly basis against every scheme

b. IT Assessment questionnaire (See Annex – 2)

The purpose of this questionnaire is to collect the information for the type of MIS system is in use to collect beneficiaries' data for regular reporting

Moreover Data entry operator of agencies will be able to configure all the schemes of the agencies

Data entry user will be of two levels

a. Federal Level

Federal level Data entry user will be able to submit reports of scheme of agencies of every province

b. Provincial/Regional Level

Provincial level Data entry user will be able to submit report of scheme of agency of only relevant province/region

ii. System Admin

System Admin user will be responsible of all system configuration related tasks like

a. Configuration of Agencies

b. Configuration of Roles and User management

c. Configuration of Organizational Units

d. Configuration of Demographics (Federal and provincial level)

e. Configuration of Lookups

To use the system, user need to login using their credentials

1.3. Login Page

As the first step to enter into the online SPP system, user will have to login into the SPP software. A user would be required to follow the below given instructions for the Login process;



Figure 1:Login Page (DEO)

1.4. Logout from SPP

To logout from the Social Protection Authority you have to click on the first icon on the top right side of the screen;

The screenshot displays the Punjab Social Protection Authority dashboard. The top navigation bar includes the logo, 'National Database on SDG 1.3.1 (Social Protection)', the title 'Punjab Social Protection Authority', the user 'pspa_deo', and a settings icon. A 'Log out' callout points to the user profile icon. The main content area features a 'Social Protection Questionnaire Table' with a '+Add New Social Protection Questionnaire' button, a search bar, and a table of entries. The table has columns for Sr No., Province, Agency, Scheme, Fiscal Year, Quarter, Scheme Type, and Action. Three entries are visible, all from Punjab. The first entry is for 'Khadim-e-Punjab Zevar-e-Taleem Programme - conditional cash transfer (CCT) for schoolgirls to improve enrolment and retention'. The second is for 'Education Package for Children Working in Brick Kilns'. The third is for 'Khidmat Card'. The Action column contains icons for edit, view, and delete.

Sr No.	Province	Agency	Scheme	Fiscal Year	Quarter	Scheme Type	Action
1	Punjab	Punjab Social Protection Authority	Khadim-e-Punjab Zevar-e-Taleem Programme - conditional cash transfer (CCT) for schoolgirls to improve enrolment and retention	2020-2021	2 (Oct-Dec)		  
2	Punjab	Punjab Social Protection Authority	Education Package for Children Working in Brick Kilns	2020-2021	2 (Oct-Dec)		  
3	Punjab	Punjab Social Protection Authority	Khidmat Card	2020-2021	2 (Oct-Dec)	Social Assistance	  

Figure 2:Logout (DEO)

CHAPTER # 2
DATA ENTRY OPERATOR

2. Data Entry Operator

After login to the system, the following screen will appear in your web browser; the top right contains log out link and settings, and the left side will show you the menu bar with various option for your selection and working.

The screenshot displays the home page of the Punjab Social Protection Authority. The page features a dark blue sidebar on the left with a menu containing: Home, Social Protection Questionnaire, Agency IT Assessment Questionnaire, Configuration, and Reports. The main content area is titled "Social Protection Questionnaire Table" and includes a blue button to "Add New Social Protection Questionnaire". Below this, there is a search bar and a table listing three entries. The table has columns for Sr No., Province, Agency, Scheme, Fiscal Year, Quarter, Scheme Type, and Action. Each entry includes details about the scheme and its implementation period. A watermark "Activate Windows" is visible in the bottom right corner of the screenshot.

Sr No.	Province	Agency	Scheme	Fiscal Year	Quarter	Scheme Type	Action
1	Punjab	Punjab Social Protection Authority	Khadim-e-Punjab Zevar-e-Taleem Programme – conditional cash transfer (CCT) for schoolgirls to improve enrolment and retention	2020-2021	2 (Oct-Dec)		  
2	Punjab	Punjab Social Protection Authority	Education Package for Children Working in Brick Kilns	2020-2021	2 (Oct-Dec)		  
3	Punjab	Punjab Social Protection Authority	Khidmat Card	2020-2021	2 (Oct-Dec)	Social Assistance	  

Figure 3:Home Page(DEO)

2.1. Social Protection Questionnaire

After clicking on **Social Protection Questionnaire** the following page will appear;

The screenshot displays the 'Social Protection Questionnaire Table' interface. At the top, there is a navigation bar with the title 'National Database on SDG 1.3.1 (Social Protection)'. A sidebar on the left contains menu items: Home, Social Protection Questionnaire, Agency IT Assessment Questionnaire, Configuration, and Reports. The main content area features a table with the following columns: Sr No., Province, Agency, Scheme, Fiscal Year, and Action. The table contains three rows of data. Callouts indicate the following actions: 'Add new Social Protection Questionnaire' (top button), 'Deletes data' (trash icon), 'Edits data' (edit icon), and 'View data' (eye icon).

Sr No.	Province	Agency	Scheme	Fiscal Year	Action
1	Punjab	Punjab Social Protection Authority	Khadim-e-Punjab Zevar-e-Taleem Programme - conditional cash transfer (CCT) for schoolgirls to improve enrolment and retention	2020-2021	2 (Oct-Dec)
2	Punjab	Punjab Social Protection Authority	Education Package for Children Working in Brick Kilns	2020-2021	2 (Oct-Dec)
3	Punjab	Punjab Social Protection Authority	Khidmat Card	2020-2021	2 (Oct-Dec)

Figure 4: Social Protection Questionnaire

After clicking on **Add New Social Protection Questionnaire** the following page will appear;

The screenshot displays the 'New Questionnaire Form' interface. The form includes the following fields and callouts: 'Select Year' (Reporting Year dropdown), 'Select Scheme name' (Scheme Name dropdown), 'Select Reporting Month' (Reporting Interval dropdown), 'Write Type of Scheme' (Type of Scheme dropdown), 'Sends to Home page' (SUBMIT button), and 'Saves updated data' (CANCEL button). The form also includes a table for 'Age Group' with columns for Male (1-5, 6-12, 13-18), Total Male, Female (1-5, 6-12, 13-18), Total Female, and Total.

Age Group	Male			Total Male	Female			Total Female	Total
	1-5	6-12	13-18		1-5	6-12	13-18		
Beneficiaries	Rural								
	Urban								
	Total								
1.1	Rural								

Figure 5: New Questionnaire Form

After clicking on the **Edit** icon the following page will appear as follow;

National Database on SDG 1.3.1 (Social Protection)

Social Protection Questionnaire

Agency Name: Punjab Socic

Reporting Interval: Monthly / Quarterly

Reporting Year: 2020-2021

Month/Quarter: 2 (Oct-Dec)

Scheme Name: Khadim-e-Punjab Zavar-e-Taleem Programme - conditional cas

Scheme: None

Contributory/Non Contributory: Non Contributory

Public/Private: Private

Statuary/Non Statuary: Non Statuary

Age Group: Male 1-5, 6-12, 13-17, 18-24, 25-34, 35-44, 45-54, 55-64, 65-74, 75+

Number of households receiving cash support for children covered under

UPDATE **CANCEL**

Figure 6:Edit Questionnaire

2.2. Agency IT assessment Questionnaire

After clicking on the Agency IT Assessment Questionnaire the following page will appear;

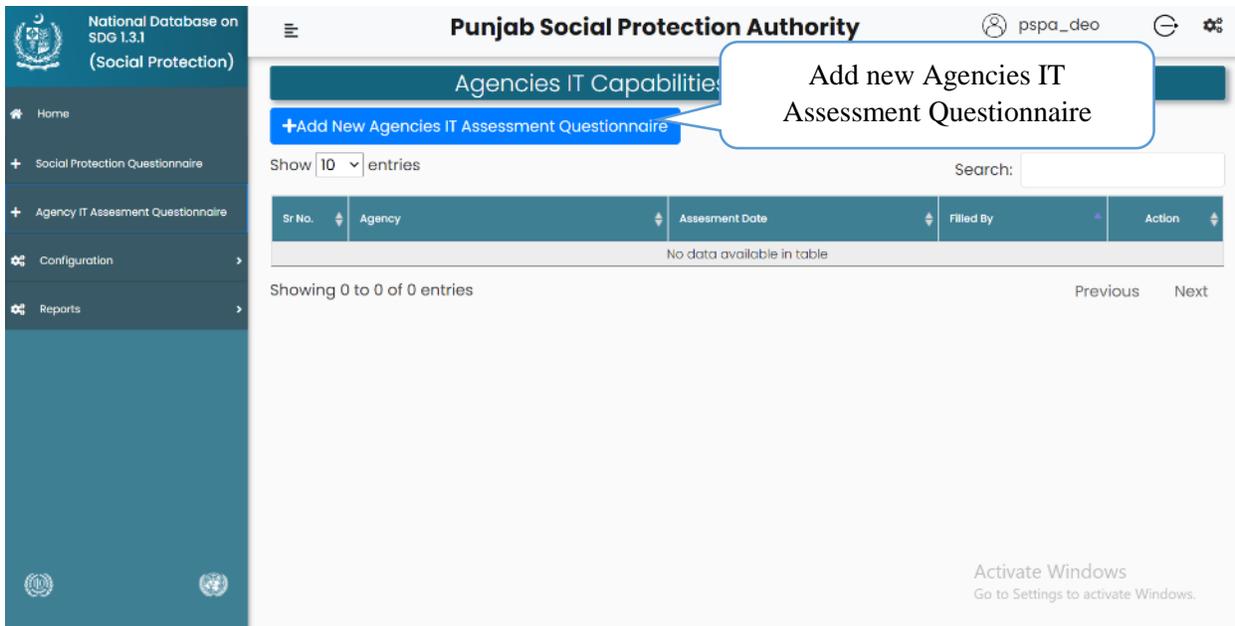


Figure 7: Agency IT Assessment Questionnaire

After clicking on **Add Agencies IT Assessment Questionnaire** the following page will appear;

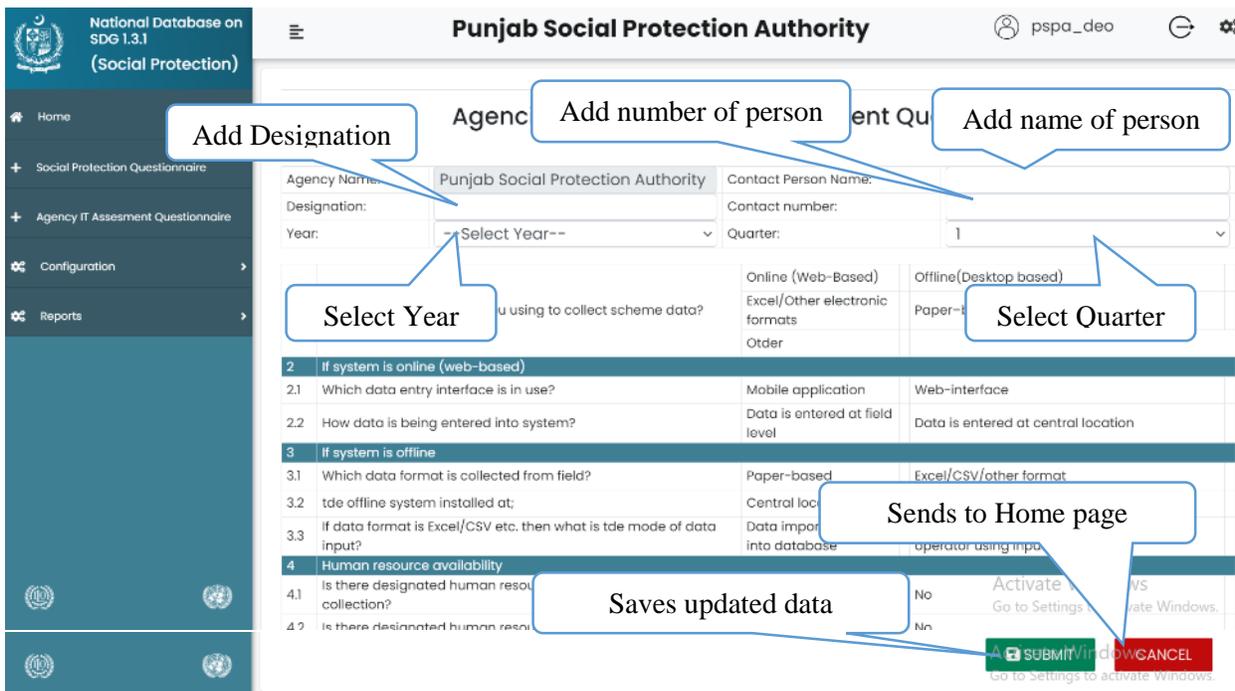


Figure 8: New Agency IT Assessment Questionnaire

2.3. Configuration

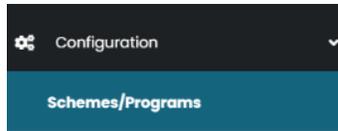


Figure 9:

After clicking on Schemes/Programs the following page will appear;

The screenshot shows the 'Schemes Table' interface. A callout points to the '+Add New Scheme' button. Another callout points to the 'Action' column of the table, which contains icons for editing, viewing, and deleting data. The table lists four schemes: Guzara Allowance, Education stipends, Marriage Assistance, and Health and Leprosy Grant.

Sr No.	Scheme Name	Agency	Scheme Type	Contributory/Non Contributory	Private	Non Statutory	Action
1	Guzara Allowance	Punjab Social Protection Authority	No Scheme Type	Non Contributory	Private	Non Statutory	[Edit] [View] [Delete]
2	Education stipends	Punjab Social Protection Authority	No Scheme Type	Non Contributory	Private	Non Statutory	[Edit] [View] [Delete]
3	Marriage Assistance	Punjab Social Protection Authority	No Scheme Type	Non Contributory	Private	Non Statutory	[Edit] [View] [Delete]
4	Health and Leprosy Grant	Punjab Social Protection Authority	No Scheme Type	Non Contributory	Private	Non Statutory	[Edit] [View] [Delete]

Figure 10:Scheme/Program

After clicking on Add New Scheme the following page will appear as follow;

The screenshot shows the 'New Scheme Form' page. Callouts point to various input fields: 'Scheme Title', 'Scheme Type', 'Description', 'Public/Private', 'Contributory/Non Contributory', and 'Statuary/Non Statuary'. There are also two data tables at the bottom for child and maternity support.

Form Fields:

- Agency Name: Punjab Social Protection Authority
- Scheme Title: [Input Field]
- Contributory/Non Contributory: Non Contributory
- Statuary/Non Statuary: Non Statuary
- Scheme Type: Select Scheme Type
- Description: [Input Field]
- Public/Private: Public

Data Tables:

Table 1: is the scheme providing children support?

Age Group	Male			Female			Total
	1-5	6-12	13-18	1-5	6-12	13-18	
Rural							
Urban							
Total							

Table 2: is the scheme providing maternity benefits?

Age Group	Male			Female			Total
	15-30	31-40	41-45	15-30	31-40	41-45	
Rural							
Urban							
Total							

Figure 11:New Scheme Form

National Database on SDG 1.3.1 (Social Protection)

Punjab Social Protection Authority

Edit New Scheme Form

Agency Name: Punjab Social Protection Authority

Scheme Title: **Edit Scheme Title** (Guzara Allowance)

Scheme Type: Select Scheme Type

Description: **Edit Description** (Description)

Contributory/Non Contributory: **Edit Contributory/Non Contributory** (Non Contributory)

Public/Private: **Edit Public/Private** (Private)

Statuary/Non Statuary: **Edit Statuary/Non Statuary** (Non Statuary)

is the scheme providing children support? Yes No

Age Group	Male			Female			Total
	1-5	6-12	13-18	1-5	6-12	13-18	
Rural							
Urban							
Total							

Number of households receiving cash support for children covered: 11 under social protection benefits

is the scheme providing maternity benefits? Yes No

Age Group	Male			Female			Total
	15-30	31-40	41-49	15-30	31-40	41-49	
Rural							
Urban							
Total							

Number of women receiving maternity benefits: 21

Sends to Home page (Go to Settings)

Saves updated data (SUBMIT)

Cancel (CANCEL)

Figure 13:Edit Scheme Form

After clicking on **View** the following page will appear;

National Database on SDG 1.3.1 (Social Protection)

Punjab Social Protection Authority

View Scheme

Agency: Punjab Social Protection Authority

Scheme Type: Select Scheme Type

Scheme Title: Guzara Allowance

Description: Description

Contributory/Non Contributory: Non Contributory

Public/Private: Private

Statuary/Non Statuary: Non Statuary

is the scheme providing children support? Yes No

Age Group	Male			Female			Total
	1-5	6-12	13-18	1-5	6-12	13-18	
Rural							
Urban							
Total							

Number of households receiving cash support for children covered: 11 under social protection benefits

is the scheme providing maternity benefits? Yes No

Age Group	Male			Female			Total
	15-30	31-40	41-49	15-30	31-40	41-49	
Rural							
Urban							
Total							

Number of women receiving maternity benefits: 21

Sends to Home page (Go to Settings)

Cancel (CANCEL)

Figure 14:View Scheme

2.4. Reports

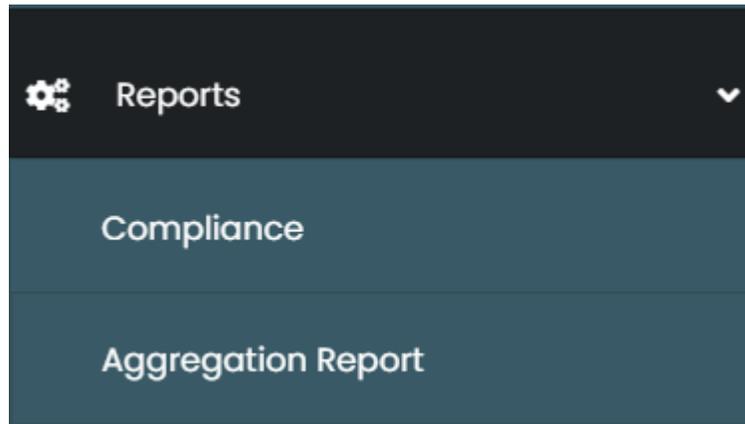


Figure 15: Repots menu

- **Compliance Report**

Compliance report will show status of reports submission scheme wise. After clicking on compliance the following page will appear as follow;

Quarterly Compliance Report

Agencies: Punjab Social Protection Aul | Schemes: --Select Scheme-- | Provinces: Punjab | Year: 2020-2021 | Filter Report

NO.	Scheme Name	Quarter 1-Mar	4th Quarter (Apr-Jun)	Total Submitted
1	Guzara Allowance	x	x	0/4 = 0%
2	Education stipends	x	x	0/4 = 0%
3	Marriage Assistance	x	x	0/4 = 0%
4	Health and Leprosy Grant	x	x	0/4 = 0%
5	Education Package for Children Working in Brick Kilns	x	✓	1/4 = 25%
6	Khadim-e-Punjab Zevar-e-Taleem Programme – conditional cash transfer (CCT) for schoolgirls to improve enrolment and retention	x	✓	1/4 = 25%
7	Women Shelter Homes (Dar-ul-Aman)	x	x	0/4 = 0%
8	Mother and Children Homes (Darul Falah)	x	x	0/4 = 0%
9	Socio Economic & Rehabilitation Centre (SERC) for Woman and Juvenile Prisoners	x	x	0/4 = 0%

Figure 16:Quarterly Compliance Report

The cross marks show that the report has not been submitted and the tick marks show that the report has been submitted. On clicking the tick mark the following web page will open as follow;

National Database on SDG 1.3.1 (Social Protection)

Punjab Social Protection Authority

pspa_deo

Social Protection Questionnaire

Social Protection Agency Name: Punjab Social Protection Authl Scheme Name: Education Package for Children Working in Brick Kiln:

Reporting Interval: Monthly / Quarterly 2020-2021 Reporting Year: - 2 (Oct-Dec) Month/Quarter

Province: Punjab Type of Scheme: None

Contributory/Non Contributory: Non Contributory Public/Private: Private

Statuary/Non Statuary: Non Statuary Remarks:

Is the scheme providing children support? Yes No

Age Group		Male			Total Male	Female			Total Female	Total
		1-5	6-12	13-18		1-5	6-12	13-18		
1.1	Number of households receiving cash support for children covered under social protection benefits Note: Add numbers in total columns	Beneficiaries	0	0	0	0	0	0	0	0
		Rural	0	0	0	0	0	0	0	0
		Urban	0	0	0	0	0	0	0	0
	Total	0	0	0	0	0	0	0	3581	
	Incentive (PKR)	0	0	0	0	0	0	0	0	

Sends to Home page

Activate Windows. Go to Settings to activate Windows. [CANCEL]

Figure 17: Social Protection Questionnaire

- **Aggregation Report**

After clicking on aggregation report the following page will appear as follow;

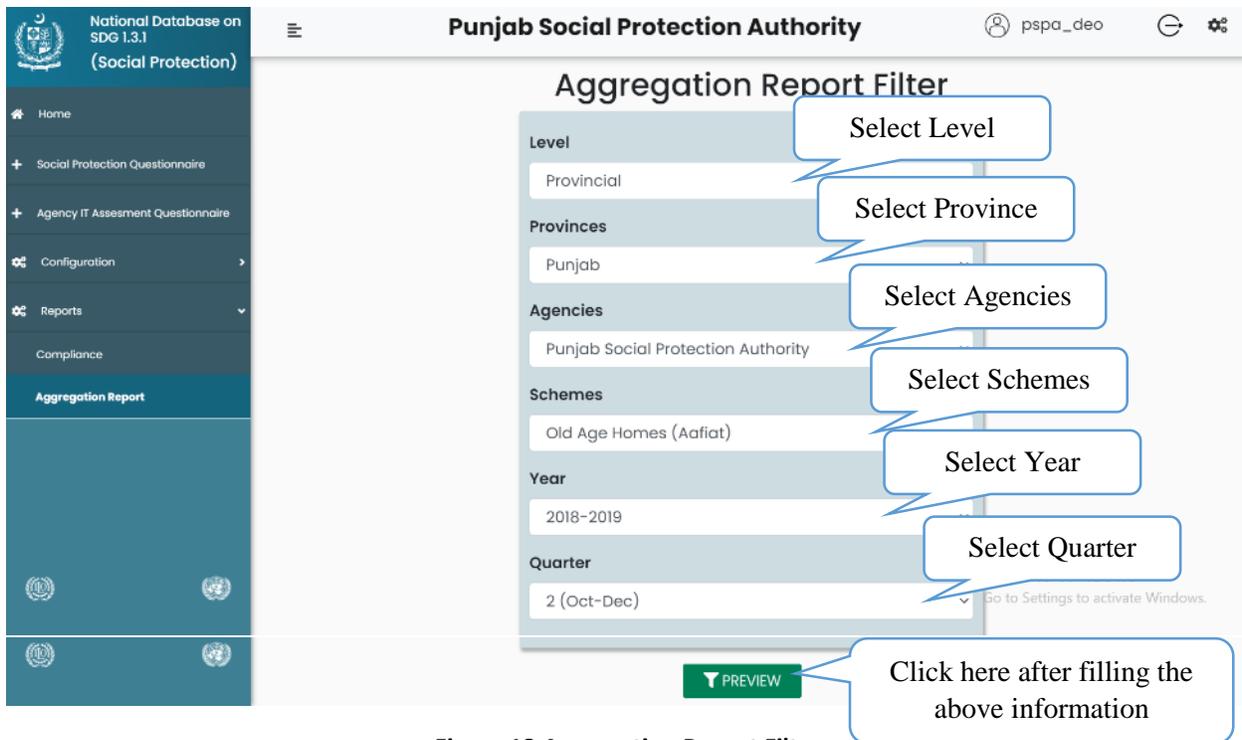


Figure 18:Aggregation Report Filter

After clicking on view the following web page will appear as follow;

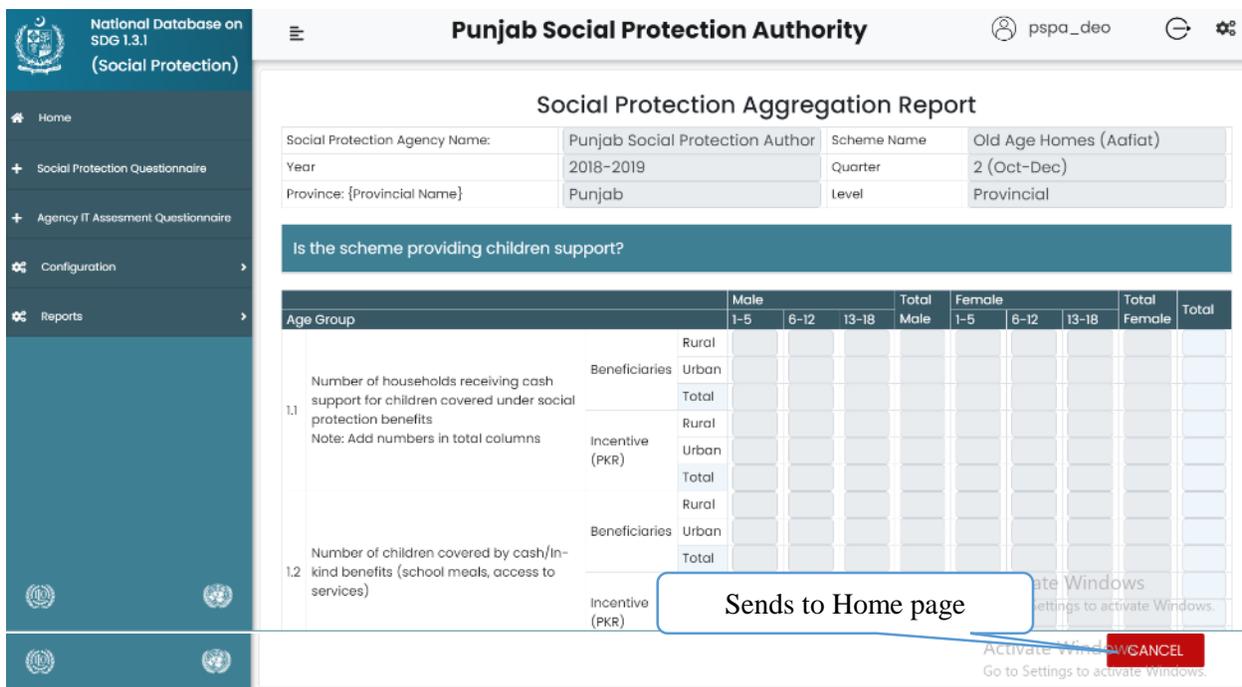


Figure 19:Social Protection Aggregation Report

CHAPTER # 3
SYSTEM ADMIN

3.1. Login to System Admin

As the first step to enter into the online SPP Admin system, user will have to login into the SPP Admin software. A user would be required to follow the below given instructions for the Login process;

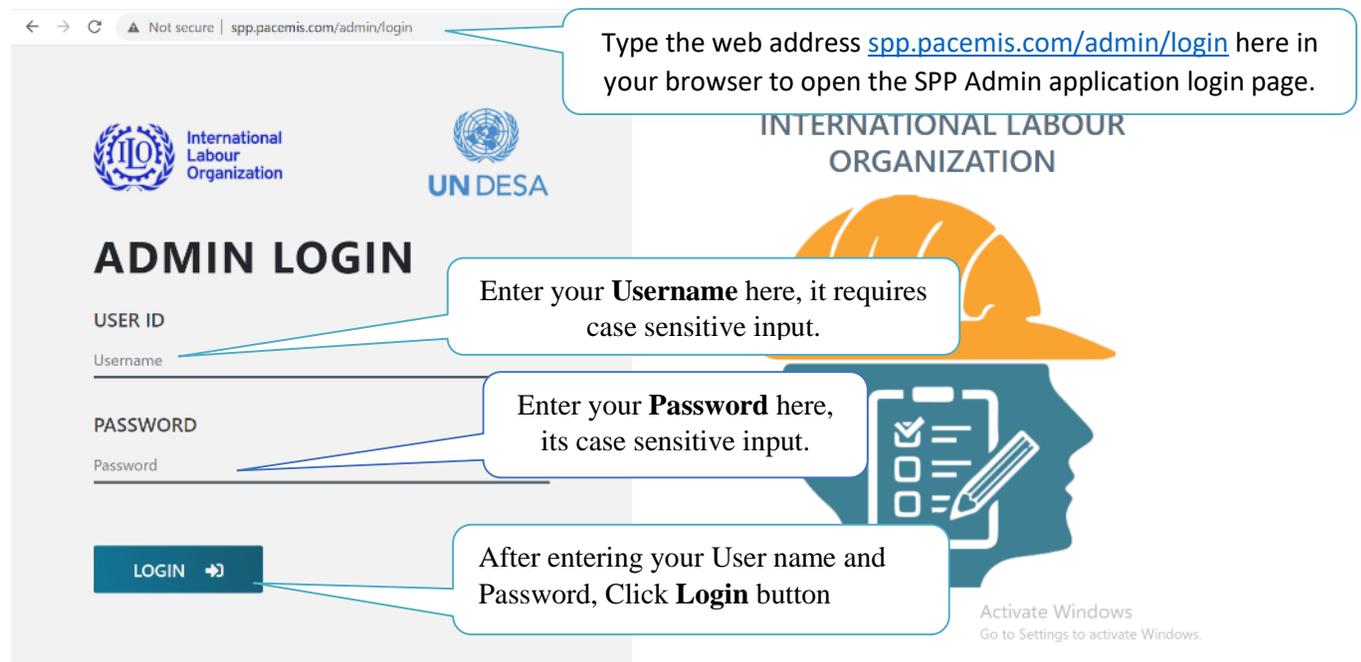


Figure 20:Admin Login

3.2. Logout from System Admin

If you want to logout from SPP Admin System, you have to click on the third icon on the upper right side of the screen.

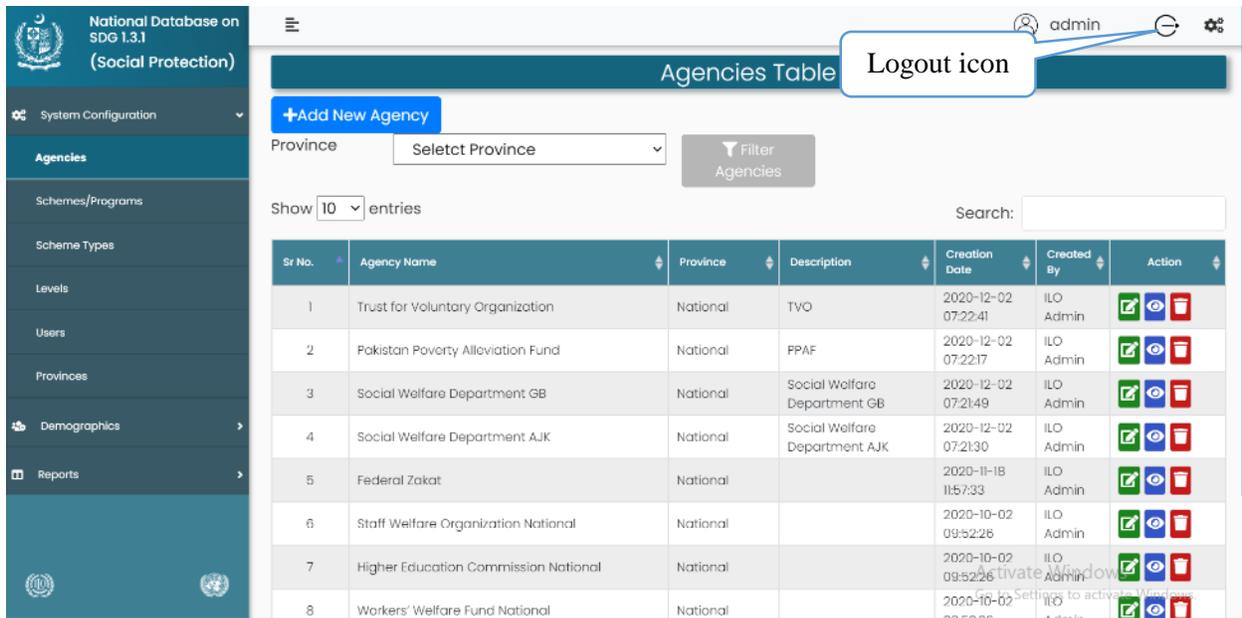


Figure 21:Logout (System Admin)

3.3. System Admin

After login to the Admin system, the following screen will appear in your web browser; the top right contains log out link and settings, and the left side will show you the menu bar with various option for your selection and working.

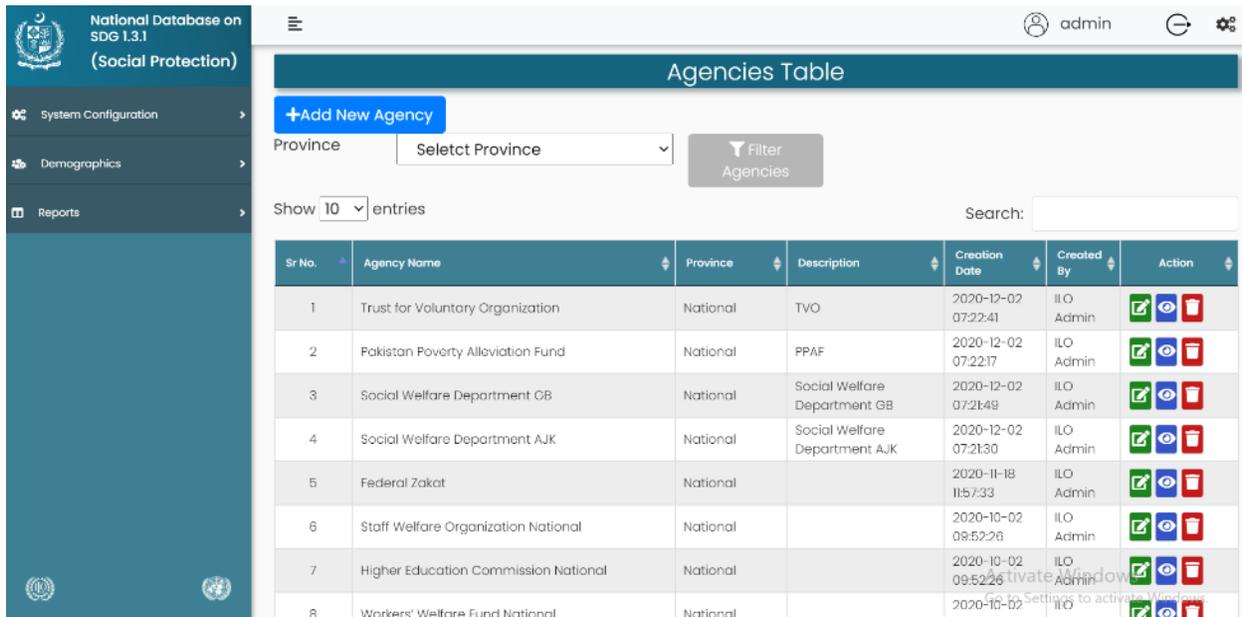


Figure 22:System Admin (Home Page)

3.3.1. System Configuration

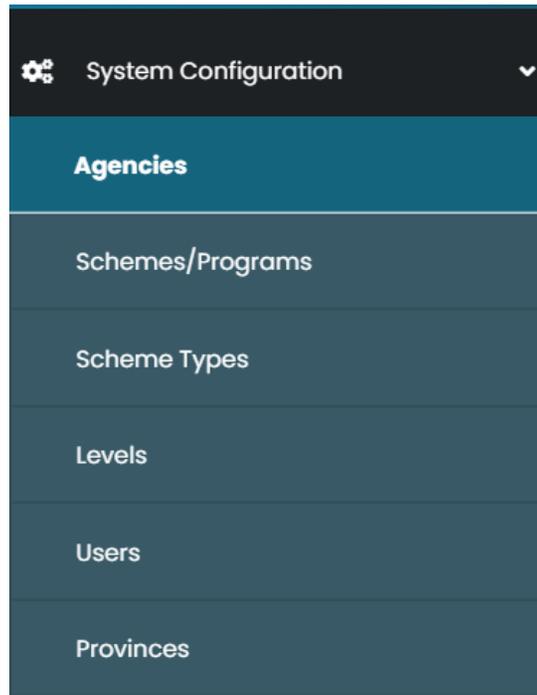


Figure 23: System Configuration Level

- **Agencies**

After clicking on **Agencies** the following page will appear as follow;

National Database on SDG 1.3.1 (Social Protection)

System Configuration

Agencies

Schemes/Programs

Scheme Types

Levels

Users

Provinces

Demographics

Reports

admin

Add New Agency

Add New Agency

Province: Select Province

Filter Agencies

Show 10 entries

Search:

Sr No.	Agency Name	Province	Description	Creation Date	Created By	Action
1	Trust for Voluntary Organization	National	TVO		ILO Admin	
2	Pakistan Poverty Alleviation Fund	National	PPAF	2020-12-02 07:22:17	ILO Admin	
3	Social Welfare Department GB	National	Social Welfare Department GB		ILO Admin	
4	Social Welfare Department AJK	National	Social Welfare Department AJK	2020-12-02 07:21:30	ILO Admin	
5	Federal Zakat	National		2020-11-18 09:52:26	ILO Admin	
6	Staff Welfare Organization National	National			ILO Admin	
7	Higher Education Commission National	National		2020-10-02 09:52:26	ILO Admin	
8	Workers' Welfare Fund National	National		2020-10-02 09:52:26	ILO Admin	

Edit Data

View Data

Delete Data

Figure 24: Agencies (System Admin)

After clicking on **Add New Agency** the following page will appear as follow;

National Database on SDG 1.3.1 (Social Protection)

System Configuration

Demographics

Reports

admin

Add New Agency Form

Province: Select Province

Select Province

Title: Title

Description: Description

Add Description

SUBMIT **CANCEL**

Saves updated data

Sends back to home page

Activate Windows
Go to Settings to activate Windows.

Figure 25: New Agency Form

After clicking on **Edit** the following page will appear as follow;

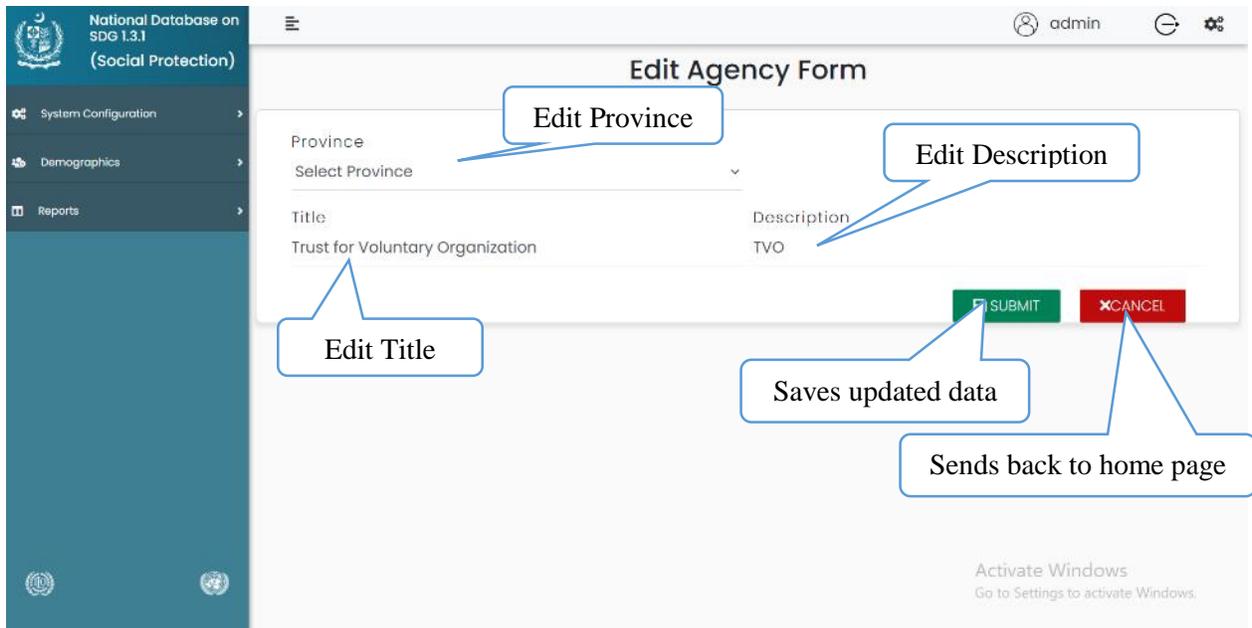


Figure 26:Edit Agency From

After clicking on **View** the following page will appear as follow;

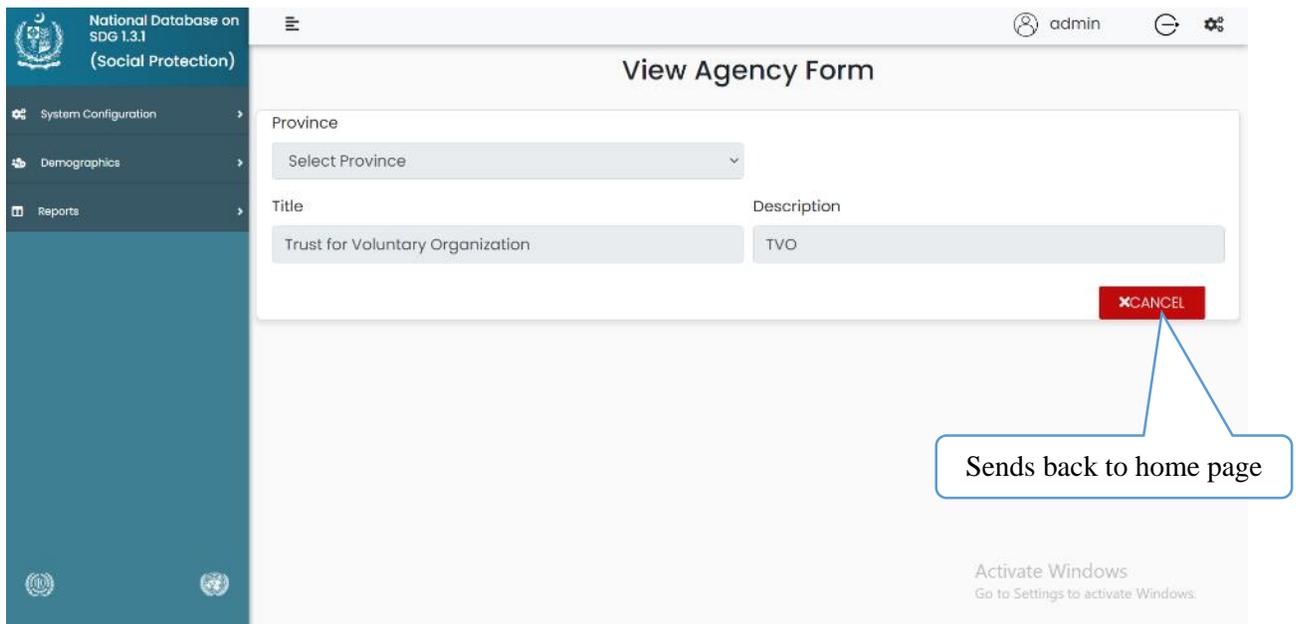


Figure 27:View Agency Form

- **Scheme Type**

After clicking on **Scheme Type** the following page will appear as follow;

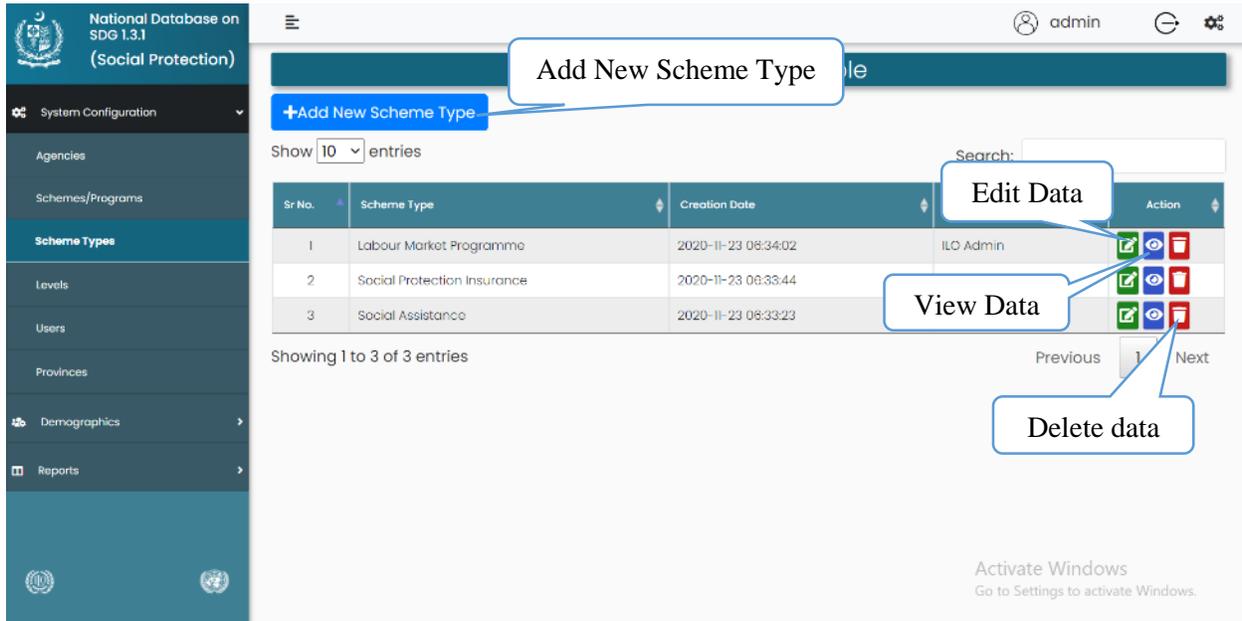


Figure 30:Scheme Type

After clicking on **Add New Scheme Type** the following page will appear as follow;

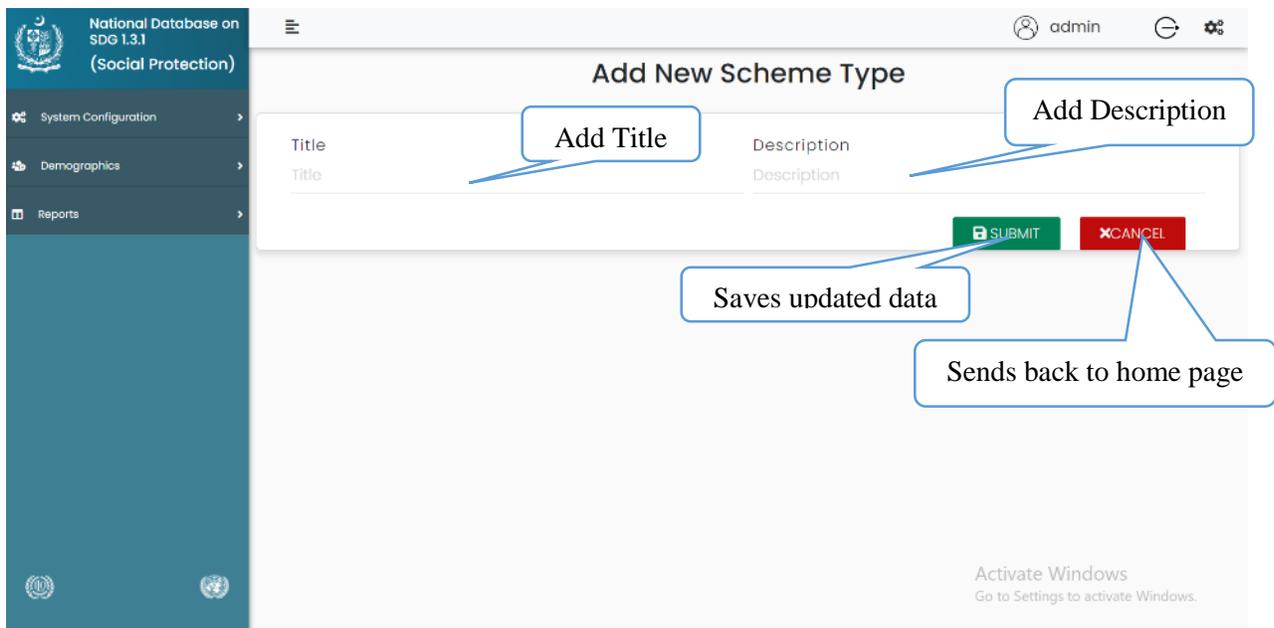


Figure 31:New Scheme Type

After clicking on **Edit** the following page will appear as follow;

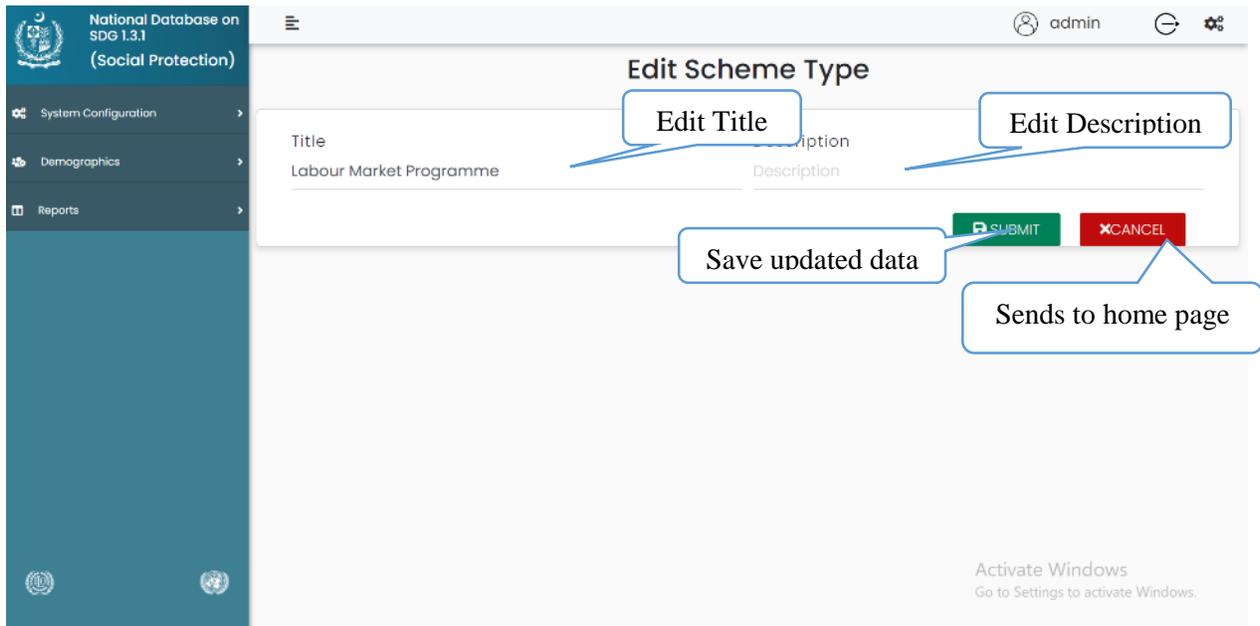


Figure 32:Edit Scheme Type

After clicking on **View** the following page will appear as follow;

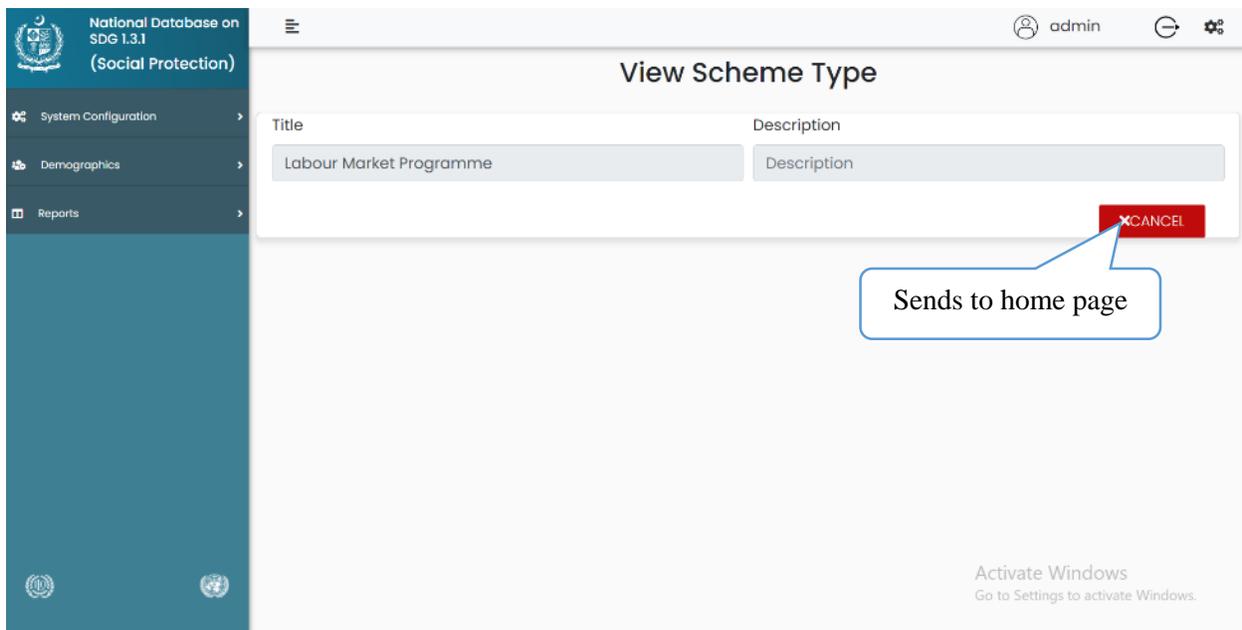


Figure 33:View Scheme Type

- **Level**

After clicking on **Level** the following page will appear as follow;

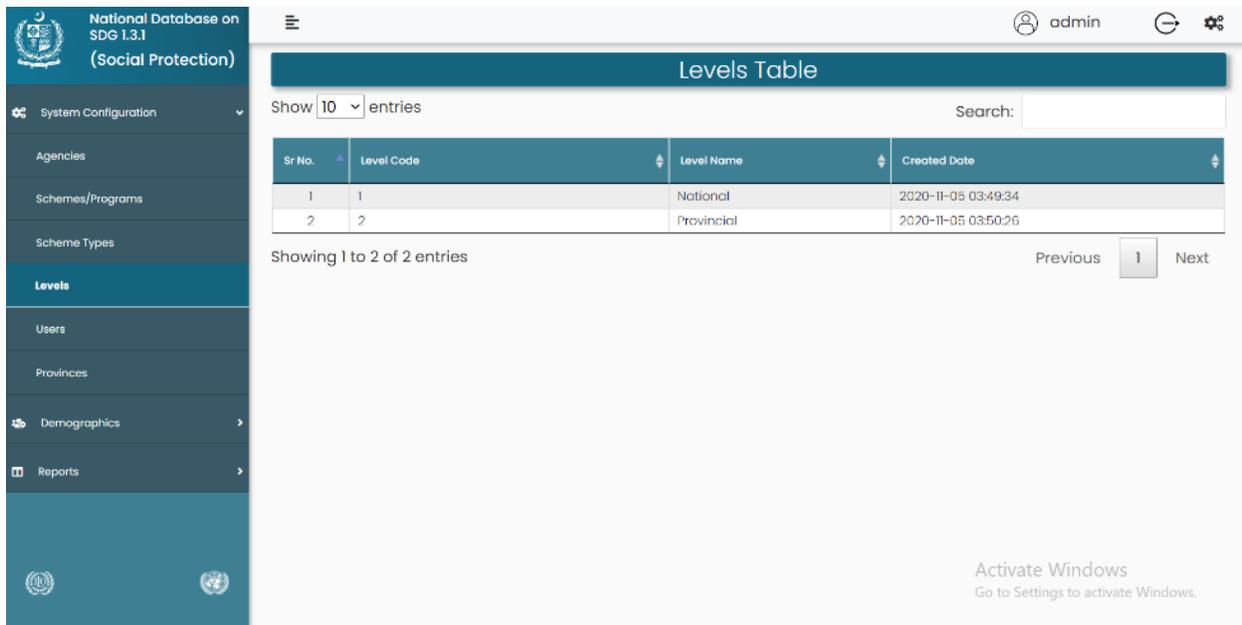


Figure 34:Levels

- **Users**

After clicking on **User** the following page will appear as follow;



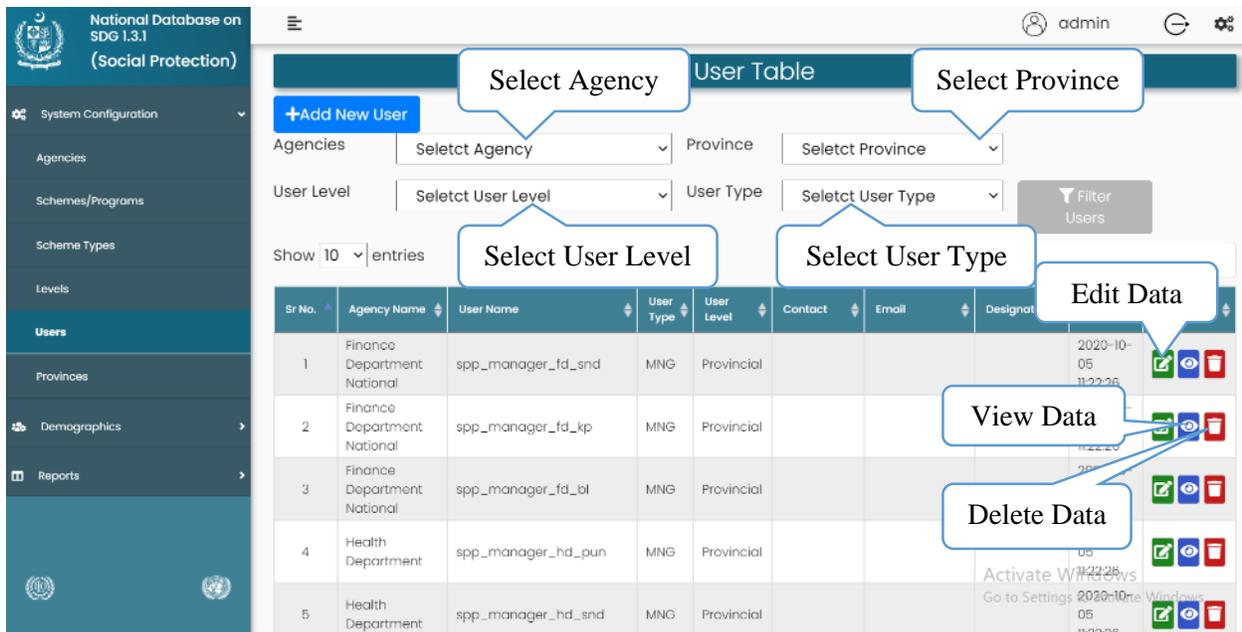


Figure 35:Users

After clicking on **Add New User** the following page will appear as follow;

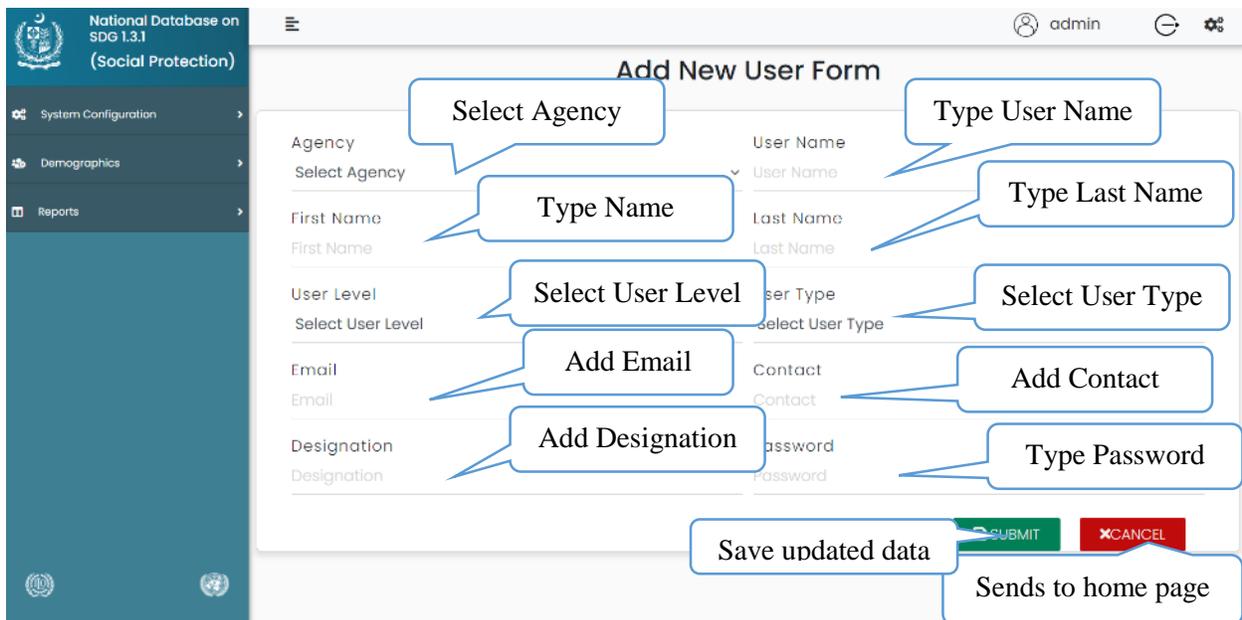


Figure 36:New Form User

After clicking on **Edit** the following page will appear as follow;

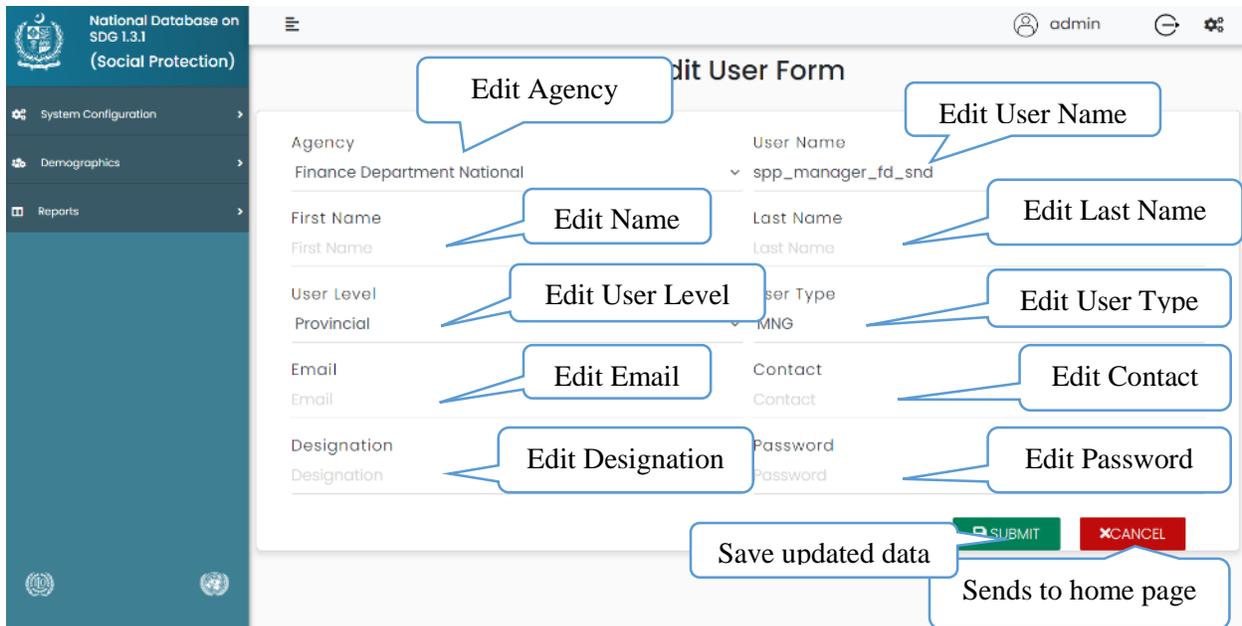


Figure 37:Edit User Form

After clicking on **View** the following page will appear as follow;

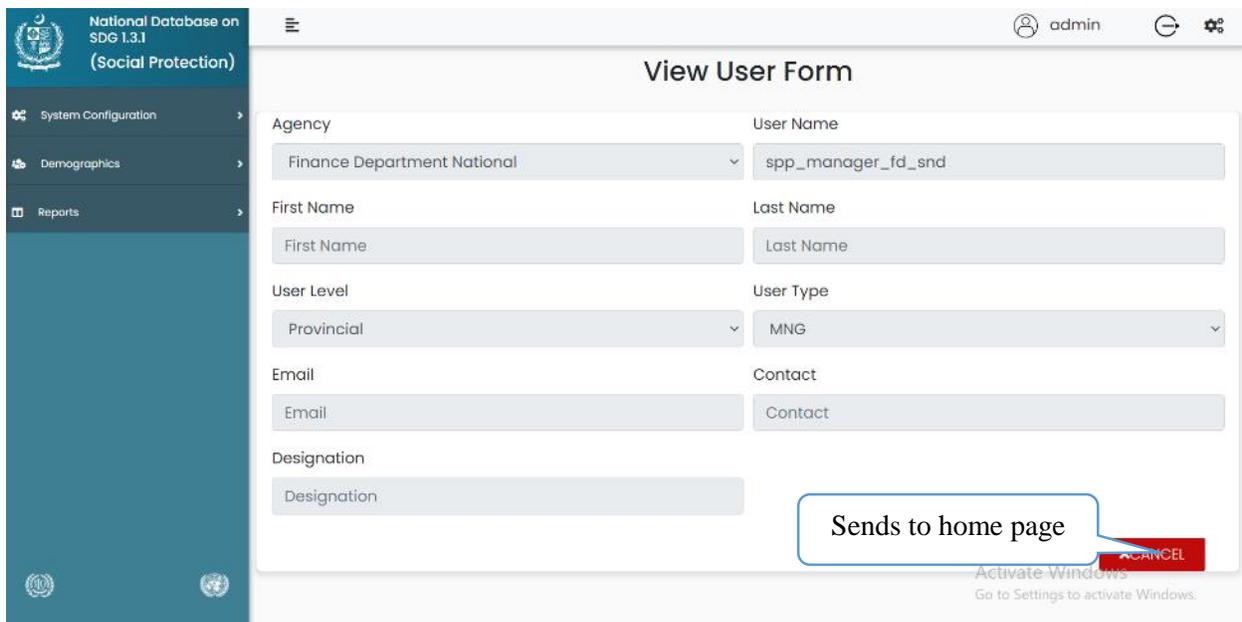


Figure 38:View User Form

- **Provinces**

After clicking on **Provinces** the following page will appear as follow;

The screenshot shows the 'National Database on SDG 1.3.1 (Social Protection)' interface. The left sidebar contains navigation options: System Configuration, Agencies, Schemes/Programs, Scheme Types, Levels, Users, **Provinces**, Demographics, and Reports. The main content area displays the 'Provinces Table' with a search bar and a 'Show 10 entries' dropdown. The table contains the following data:

Sr No.	Province Code	Province Name	Action		
1	3	Khyber Pakhtunkhwa	KPK	2020-10-14 03:07:21	
2	5	Azad Jammu and Kashmir	AJK	2020-12-02 07:19:21	
3	6	Gilgit Baltistan	GB	2020-12-02 07:19:40	
4	4	Balochistan	BICH	2020-10-14 03:07:33	
5	2	Sindh	SND	2020-10-14 03:08:41	
6	1	Punjab	PUN	2020-10-14 03:08:26	

Below the table, it says 'Showing 1 to 6 of 6 entries' with 'Previous' and 'Next' navigation buttons. A 'View data' callout points to the 'Action' column. At the bottom right, there is a 'Activate Windows' watermark.

Figure 39:Provinces

After clicking on **View** the following page will appear as follow;

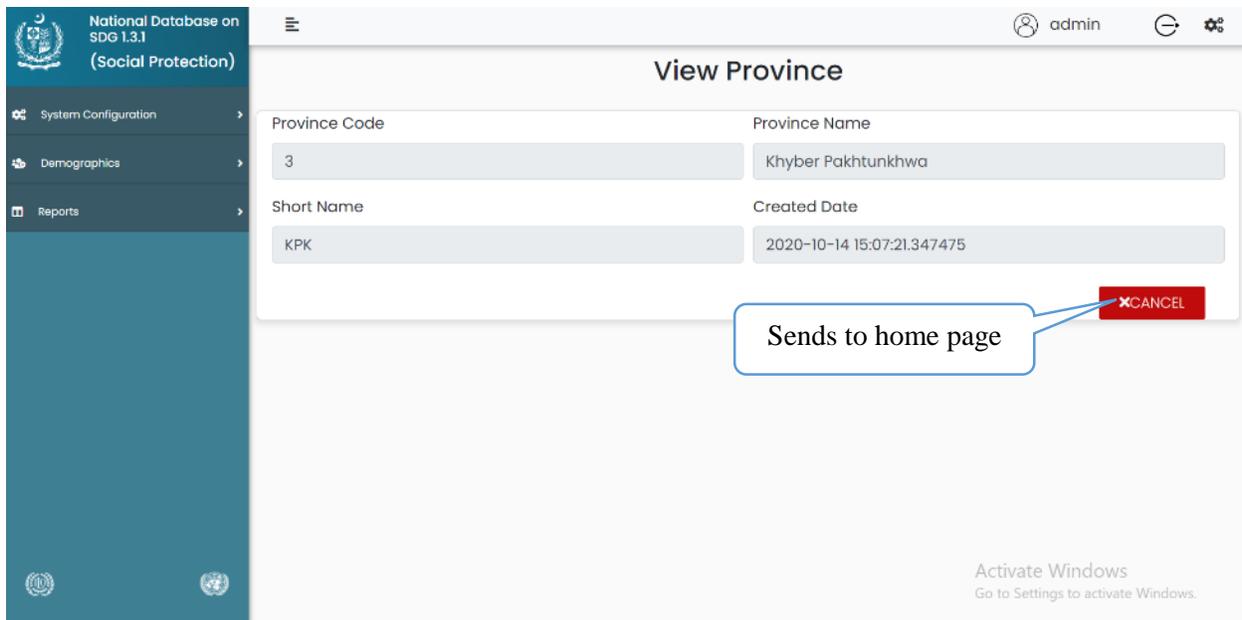


Figure 40:View Province

3.3.2. Demographics

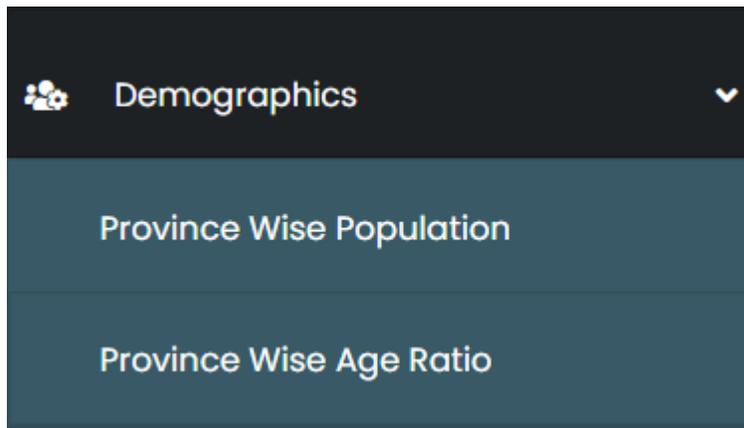
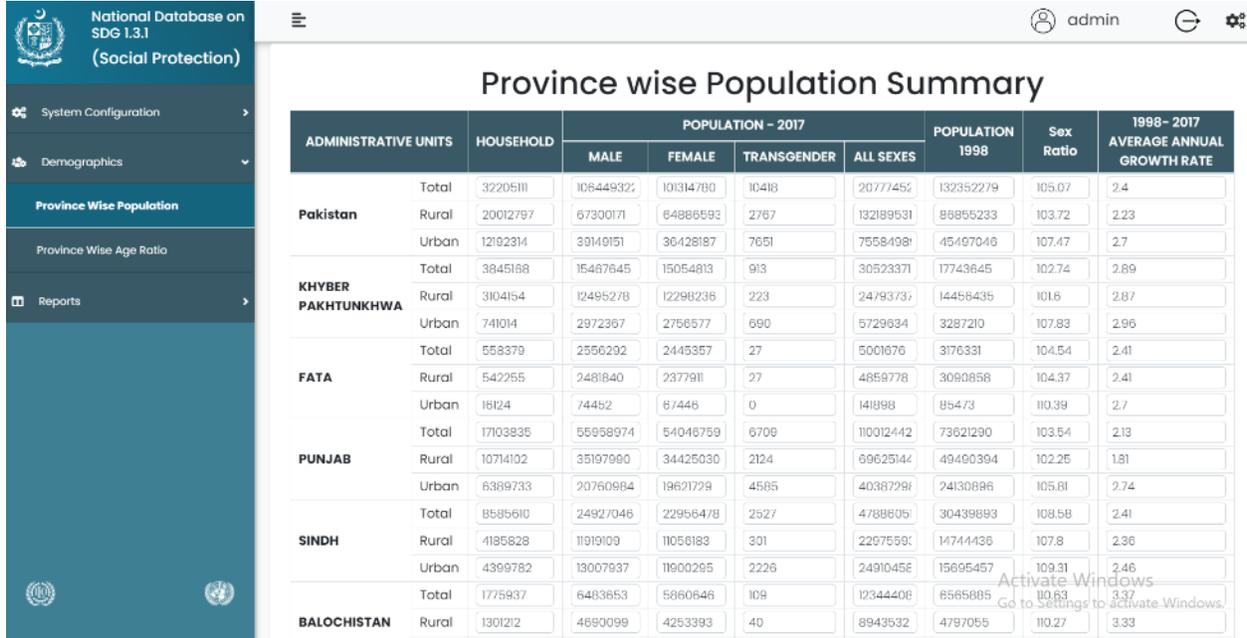


Figure 41:Demographics Level

- **Province Wise Population**

After clicking on **Province Wise Population** the following page will appear as follow;



ADMINISTRATIVE UNITS	HOUSEHOLD	POPULATION - 2017				POPULATION 1998	Sex Ratio	1998- 2017 AVERAGE ANNUAL GROWTH RATE	
		MALE	FEMALE	TRANSGENDER	ALL SEXES				
Pakistan	Total	32205111	106449327	101314700	10418	20777452	132352279	105.07	2.4
	Rural	20012797	67300171	64886592	2767	132189531	89855233	103.72	2.23
	Urban	12192314	39149151	36428187	7651	75584981	45497046	107.47	2.7
KHYBER PAKHTUNKHWA	Total	3845188	15487645	15054813	913	30523371	17743645	102.74	2.89
	Rural	3104154	12495278	12298236	223	24793737	14458435	101.6	2.87
	Urban	741014	2972367	2756577	690	5729634	3287210	107.83	2.96
FATA	Total	558379	2556292	2445357	27	5001676	3176331	104.54	2.41
	Rural	542255	2481840	2377911	27	4859778	3090858	104.37	2.41
	Urban	16124	74452	67446	0	141898	85473	110.39	2.7
PUNJAB	Total	17103835	55958974	54046759	6709	110012442	73621290	103.54	2.13
	Rural	10714102	35197990	34425030	2124	69625144	49490394	102.25	1.81
	Urban	6389733	20760984	19621729	4585	40387298	24130896	105.81	2.74
SINDH	Total	8595610	24927046	22956478	2527	47886051	30439893	108.58	2.41
	Rural	4185628	11919109	11056183	301	22675591	14744436	107.8	2.36
	Urban	4399782	13007937	11900295	2226	24910456	15695457	109.31	2.46
BALOCHISTAN	Total	1775937	6483853	5860846	109	12344406	6565685	110.63	3.37
	Rural	1301212	4690099	4253393	40	8943532	4797055	110.27	3.33

Figure 42:Province Wise Population

You can edit or add any information in the boxes for your convenience.

- **Province Wise Age Ratio**

After clicking on **Province Wise Age Ratio** the following page will appear as follow;

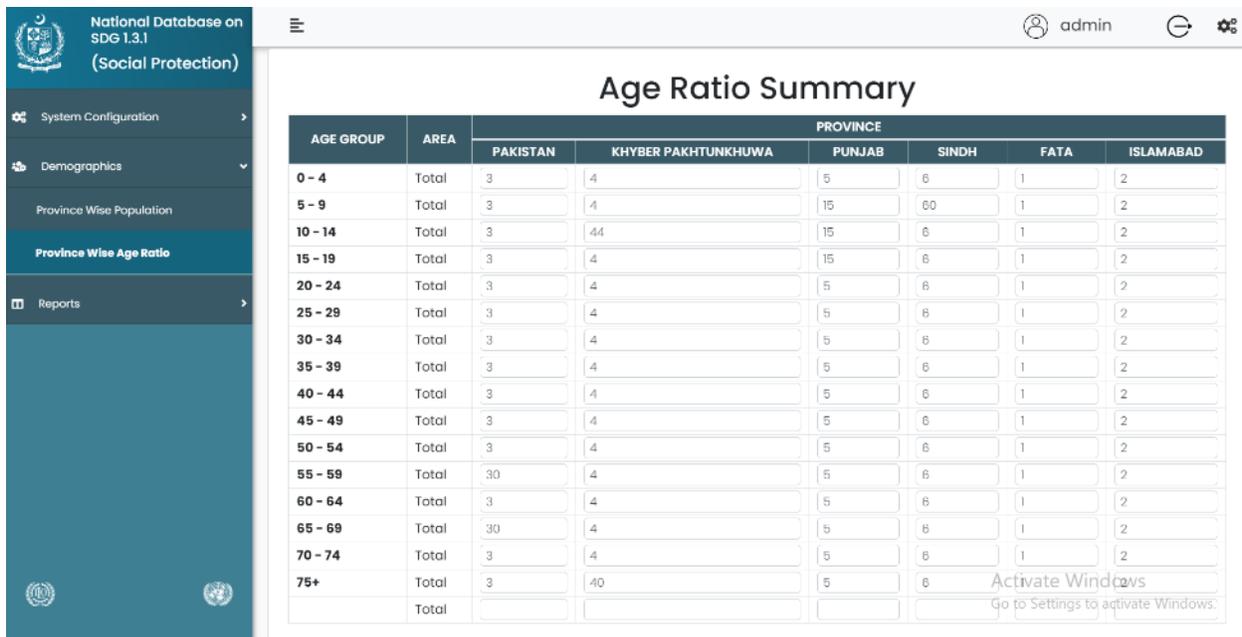


Figure 43: Province Wise Age Ratio

You can edit or add any information in the boxes for your convenience.

3.3.3. Reports

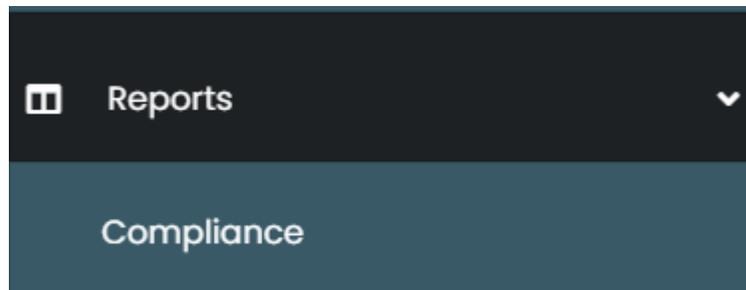


Figure 44: Report menu

- **Compliance**

After clicking on Compliance the following page will appear as follow;

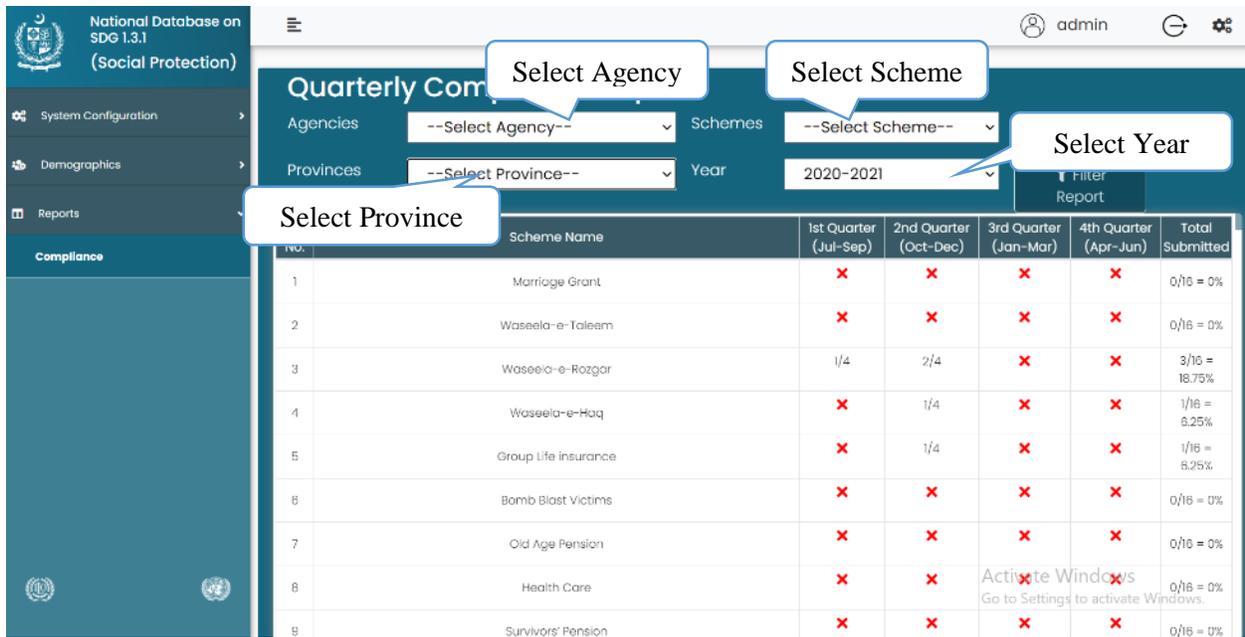


Figure 45: Quarterly Compliance Report

The above table shows you information about different Schemes and Agencies.

Annex – 1

Social Protection Questionnaire

Note: This questionnaire is to acquire information on beneficiaries of the scheme governed by the institution/agency and NOT the employees/staff of the agency

Instructions:

This questionnaire is to help report on relevant SDG indicators related to Social Protection. To achieve this objective, a standard template in the form of this questionnaire is designed. This questionnaire covers the branches of social security guided by C102 - Social Security (Minimum Standards) Convention, 1952 (No. 102).

Inputs will be required from all provincial and federal level agencies that are responsible for implementing social protection schemes. These schemes fall under two categories of social protection; contributory and non- contributory. Please see the section on definitions to understand the various types of programmes/schemes that fall under each category.

Definitions:

3. Contributory Schemes:

- Social Insurance
- Occupational Schemes
- National Provident Funds
- Micro-insurance
- Mutual benefit, community based schemes

4. Non-Contributory schemes can be divided into two streams:

- Schemes targeting poor (based on Means Testing)
 - Non-conditional minimum income support and other social assistance programmes
 - Conditional cash transfers
 - Employment guarantee schemes
- Schemes **Not** targeting poor
 - Universal Schemes (for all residents)
 - Categorical Schemes

Target 1.3: Implement nationally appropriate social protection systems and measures for all, including floors, and by 2030 achieve substantial coverage of the poor and the vulnerable

- **Indicator 1.3.1:** Proportion of population covered by social protection floors/systems, by sex, distinguishing children, unemployed persons, older persons, persons with disabilities, pregnant women, new-borns, work-injury victims and the poor and the vulnerable

This questionnaire will be completed separately for each scheme being implemented by the agency.

Social Protection Agency Name:		Scheme Name	
Type of Scheme (Contributory/Non-Contributory)		Reporting Interval: Monthly / Quarterly	
Reporting Year – Month/Quarter		Province: <i>If scheme is national then agency will submit report of each province separately</i>	

1	Is the scheme providing children support?		<input type="checkbox"/>	Yes	<input type="checkbox"/>	No					
If yes, then provide below information											
			Male			Total Male	Female			Total Female	Total
Age Group			1-5	6-12	13-18		1-5	6-12	13-18		
1.1	Number of households receiving cash support for children covered under social protection benefits <i>Note: Add numbers in total columns</i>	Beneficiaries	Rural								
			Urban								
			Total								
		Incentive (PKR)	Rural								
			Urban								
			Total								
1.2	Number of children covered by cash/In-kind benefits (school meals, access to services)	Beneficiaries	Rural								
			Urban								
			Total								
		Incentive (PKR)	Rural								
			Urban								
			Total								

2	Is the scheme providing maternity benefits			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No			
If yes, then provide below information										
						Female			Total Female	Total
Age Group						15-30	31-40	41-49		
2.1	Number of women receiving maternity cash benefits	Beneficiaries	Rural							
			Urban							
			Total							
		Incentive (PKR)	Rural							
			Urban							
			Total							
3	Is the scheme providing Iddat benefit			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No			
If yes, then provide below information										
						Female			Total Females	Total
Age Group						15-30	31-45	45-60		
3.1	Number of female workers received Iddat benefit	Beneficiaries	Rural							
			Urban							
			Total							
		Incentive (PKR)	Rural							
			Urban							
			Total							
4	Is the scheme providing skills training			<input type="checkbox"/>	Yes	<input type="checkbox"/>	No			
If yes, then provide below information										
				Male		Female			Total	

4.1	Number of persons benefiting from skills training scheme	Beneficiaries	Rural								
			Urban								
			Total								
		Incentive (PKR)	Rural								
			Urban								
			Total								
5	Is the scheme providing unemployment benefit		<input type="checkbox"/>	Yes			<input type="checkbox"/>	No			
If yes, then provide below information											
			Male			Total Male	Female			Total Female	Total
Age Group			15-30	31-45	46-60		15-30	31-45	46-60		
5.1	Number of persons receiving unemployment support	Beneficiaries	Rural								
			Urban								
			Total								
		Incentive (PKR)	Rural								
			Urban								
			Total								
			Male			Total Male	Female			Total Female	Total
Age Group			15-30	31-45	46-60		15-30	31-45	46-60		
5.2	Number of persons registered in employment guarantee Programme	Beneficiaries	Rural								
			Urban								
			Total								

		Incentive (PKR)	Urban									
			Total									
9	Is the scheme providing support to vulnerable persons? Vulnerable referred here are individuals or groups disempowered in society due to age, poor health, minority status etc. <i>(Ask this, if scheme is non-contributory)</i>					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No			
If yes, then provide below information												
<input type="checkbox"/>	Women	<input type="checkbox"/>	Children	<input type="checkbox"/>	Adolescents	<input type="checkbox"/>	Older persons					
<input type="checkbox"/>	Persons with disabilities	<input type="checkbox"/>	Minorities	<input type="checkbox"/>	Migrants	<input type="checkbox"/>	Indigenous people					
<input type="checkbox"/>	Unemployed	<input type="checkbox"/>	Domestic/home workers	<input type="checkbox"/>	Refugees	<input type="checkbox"/>	Internally displaced persons					
<input type="checkbox"/>	Non-nationals	<input type="checkbox"/>	Prisoners and detainees	<input type="checkbox"/>	Returnees	<input type="checkbox"/>	Sick Workers					
<input type="checkbox"/>	People living with HIV/AIDs	<input type="checkbox"/>	LGBTQ	<input type="checkbox"/>	Persons living in poverty	<input type="checkbox"/>	Widow					
<input type="checkbox"/>	Destitute	<input type="checkbox"/>	Orphans	<input type="checkbox"/>	Injured Workers	<input type="checkbox"/>	Other					
				Male			Total Male	Female			Total Female	Total
	Age Group			0-30	31-60	60+		0-30	31-60	60+		
9.1	Number of vulnerable persons covered by the scheme	Beneficiaries	Rural									
Urban												
Total												
		Incentive (PKR)	Rural									
10	Is the scheme providing support to persons (based on proxy means test/poverty scoring)				<input type="checkbox"/>	Yes	<input type="checkbox"/>	No				
If yes, then provide below information												
			No. of males covered in households			Total Male	No. of females covered in households				Total	

	Age Group			# of house holds	0-30	31-60	60+		0-30	31-45	46-65+	Total Female			
10.1	Number of persons / households covered by social assistance (UCT/cash benefits)	Beneficiaries	Rural												
			Urban												
			Total												
		Incentive (PKR)	Rural												
			Urban												
			Total												
11	Is the scheme providing covering agriculture benefits			<input type="checkbox"/>	Yes			<input type="checkbox"/>	No						
If yes, then provide below information															
				Male			Female			Total					
11.1	Number of agri workers getting benefit such as fertilizers, seeds, trainings, microfinance and interest free loans etc.	Beneficiaries	Rural												
			Urban												
			Total												
		Incentive (PKR)	Rural												
			Urban												
			Total												
12	Is the scheme providing subsidies <i>(Ask this, if scheme is non-contributory)</i>			<input type="checkbox"/>	Yes			<input type="checkbox"/>	No						
If yes, then provide below information															
	<input type="checkbox"/>	Food		<input type="checkbox"/>	Electricity		<input type="checkbox"/>	Fuel		<input type="checkbox"/>	Other				
				Male			Total Male	Female			Total Female	Total			
	Age Group			0-30	31-60	60+		0-30	31-60	60+					

			Total			
13.3	Number of people receiving Old-Age Grant (an insured person attained superannuation age, but does not possess the minimum threshold for pension)	Beneficiaries	Rural			
			Urban			
			Total			
		Incentive (PKR)	Rural			
			Urban			
			Total			
13.4	Number of people receiving Survivor's/family Pension (in case an insured Person is expired)	Beneficiaries	Rural			
			Urban			
			Total			
		Incentive (PKR)	Rural			
			Urban			
			Total			
13.5	Number of people receiving early retirement pension	Beneficiaries	Rural			
			Urban			
			Total			
		Incentive (PKR)	Rural			
			Urban			
			Total			
13.6	Number of person receiving disablement pension due to injury at work place	Beneficiaries	Rural			
			Urban			
			Total			
		Incentive (PKR)	Rural			
			Urban			

			Total			
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Annex – 2

IT Assessment Questionnaire of Agency

Agency name: _____

Contact Person Name: _____

Designation: _____

Contact number: _____

Note: This Performa is meant to fill by the social protection agency running social protection scheme. The purpose of this questionnaire is to collect the information for the type of MIS system is in use to collect beneficiaries data for regular reporting.

1	What type of system are you using to collect scheme data?	Online (Web-Based)	<input type="checkbox"/>	Offline(Desktop based)	<input type="checkbox"/>
		Excel/Other electronic formats	<input type="checkbox"/>	Paper-based system	<input type="checkbox"/>
		Other			
2	If system is online (web-based)				
2.1	Which data entry interface is in use?	Mobile application	<input type="checkbox"/>	Web-interface	<input type="checkbox"/>
2.2	How data is being entered into system?	Data is entered at field level	<input type="checkbox"/>	Data is entered at central location	<input type="checkbox"/>
3	If system is offline				
3.1	Which data format is collected from field?	Paper-based	<input type="checkbox"/>	Excel/CSV/other format	<input type="checkbox"/>
3.2	The offline system installed at;	Central location	<input type="checkbox"/>	Central and field both	<input type="checkbox"/>
3.3	If data format is Excel/CSV etc. then what is the mode of data input?	Data import directly into database	<input type="checkbox"/>	Data is entered into system by data entry operator using input interface	<input type="checkbox"/>
4	Human resource availability				
4.1	Is there designated human resource available for regular data collection?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4.2	Is there designated human resource available for data entry?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4.2.1	How many data entry personnel on board?				
4.3	Data entry HR is available at central location only?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

4.4	Data entry HR is available at central location and all program locations only?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4.5	Data entry HR is available at central location and all selected remote locations only?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4.6	How much time required to complete data entry for a specific reporting interval	A week or less	<input type="checkbox"/>	2-3 weeks	<input type="checkbox"/>
		3-4 weeks	<input type="checkbox"/>	4+ weeks	<input type="checkbox"/>
5	What is the frequency of data collection?	Real-time	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
		Quarterly	<input type="checkbox"/>	Bi-Annual	<input type="checkbox"/>
		Annual	<input type="checkbox"/>	Other	<input type="checkbox"/>
6	Is online system provides access to data users and management to generate analytical reports?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7	Can data user access system on their desktop/laptop computers or mobile/tablets?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8	Is Online system provides APIs or other formats to share data with other stakeholders?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
9	Is offline system provides electronic formats to share data with other stakeholders?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
10	Is agency allows data sharing with other related organization?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
10.1	If yes, then provide names of organization:				
10.2	How frequently data is being shared with these organizations?	Monthly	<input type="checkbox"/>	Quarterly	<input type="checkbox"/>
		Bi-Annual	<input type="checkbox"/>	On request only	<input type="checkbox"/>
11	Is MIS system access is available outside the organization?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
12	Is system developed in-house?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

12.1	If system developed in-house, what is the software development team size?	
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