



International  
Labour  
Office

# Mapping of social security provisions by NGOs, government agencies and other civil society organizations in Zanzibar

## Questionnaire

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### ▪ *Introduction text support for interviewers*

"My name is .....

The Social Security Department of the International Labour Office with national shareholders are presently conducting a mapping of social protection provision in Zanzibar. This mapping exercise is in fact

- an inventory of government agencies, institutions, organizations and groups providing non contributory social protection | security benefits in Zanzibar; and
- an inventory of programmes provided by these institutions and agencies and their characteristics

This study is part of a wider exercise of diagnosis of national needs and opportunities regarding social protection in Zanzibar (SPER) as a baseline for:

- The development of adequate planning tools
- Initiating a national dialogue process and developing a Social Security Action Plan for the extension of social security coverage
- Supporting the future national implementation

To do this inventory we try to contact all the institutions or agencies that are providing social protection benefits in Zanzibar and this is the reason why you have been contacted and received a letter from the PS of the Ministry of labour.

I would like to ask you some questions.

The results of this mapping exercise will be use for research purposes and responses will not be presented in an aggregated form only (by main type of institution mainly).

## Questionnaire Institution – Part A Information about the institution

Quest Number	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>
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General information on Institution/Agency		
Q1 - Name		
<b>Address</b>	<b>Label</b>	<b>Code</b>
Q2a – Region*		<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>
Q2b – District*		<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>
Q2c - Wardi		
Q2d - Shehia		<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>
Q2e - Telephone		
Q2e – Fax		
Q2f – Website		
<b>Contact(s)</b>		
Q3a – Name		
Q3b – Position*		<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>
Q3c Telephone		
Q3d – Email		

Q4a. Please, is there an unique institution/ agency office or one institution/ agency and several offices?	
One single office (in Zanzibar)	1
Headquarters in Zanzibar and branches within 1 or several region/ district	2
Headquarters in Tanzania Mainland/ branches within one or several region/ district of Zanzibar	3
Headquarters outside Tanzania and branches within one or several region/ district of Zanzibar	4
Other	5
Other, please specify	

Q4b. If several branches or sub-offices, please indicate sub-office locations (Multiple answers)			
	Yes	No	Please, specify
Region(s)	1	2	
District(s)	1	2	
Ward(s)	1	2	
Shehia(s)	1	2	

<b>Q4c. If several offices, how many sub-locations?</b>	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>
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Institutional Role & Specific Focus			
<b>Q5 - Role: Main objective, main target(s), description</b>			
<b>Q5a. Is there a legal basis for the institution?</b>			
Yes, a law/ decree	1		
No legal basis	2		
Do not know	777		
<b>Q6. Is this institution/ organisation registered? (single answer)</b>			
Yes, registered	1		
In process of registration	2		
No	3		
<b>Q7. Type of institution/ Agency (single answer)</b>			
Local Non Governmental Organisation (NGO)	1		
National NGO	2		
International NGO	3		
Local Community Based Organisation (CBO)	4		
National CBO	5		
Local Government Agency	6		
Regional Government Agency	7		
Central Government	8		
International agency	9		
Other	10		
Other, please specify			
<b>Q8 Is it a faith based organization? (single answer)</b>			
Yes	1		
No	2		
<b>Q9a. Source of Funding, and amount (Multiple choices)</b>			
	Yes	No	Please, indicate how much
Donor	1	2	
National	1	2	
Private contribution	1	2	
Claimants contribution	1	2	
Central Government	1	2	
Regional Government	1	2	
Local Government	1	2	
Other, please specify			

<b>Q9b . Please indicate the total amount of funding</b> (preferably in national currency. Should be equal to the sum of the amounts by source indicated in Q9a)		
<b>Total amount of funding</b>		
Please, indicate the currency, the unit and time unit for amount of funding in Q9a		
Currency*		<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>
Unit*		<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>
Time unit * (if not annual )		<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>

Q9c. What is the <u>main</u> source of Funding (Single answer)	
Donor	1
National	2
Private contribution	3
Claimants contribution	4
Central Government	5
Regional Government	6
Local Government	7
Other, specify	

Target or focus group / domain(s)		
Q10a. Target groups by main age groups (multiple choices)	Multiple choices	
	Yes	No
Children	1	2
Children 0-5	1	2
Children 6-15	1	2
Children 16-18	1	2
Children cared for by elderly (over 60)	1	2
Most Vulnerable Children (MVC)	1	2
Aged 19 to 59	1	2
Elderly: aged 60 and over	1	2

Q10b. Target groups by main age groups, select the <u>main</u> one	Single answer
Children	1
Children 0-5	2
Children 6-15	3
Children 16-18	4
Children cared for by elderly (over 60)	5
Most Vulnerable Children (MVC)	6
Aged 19 to 59	7
Elderly: aged 60 and over	8

## At the institution level – considering all programmes

Reporting period		
For any question and in particular for quantitative questions on expenditure, number of cases or number of beneficiaries, the reporting period is <b>the last budget year</b> , or if not available and different for the budget the previous calendar year, <b>please specify</b>		
Last budget year	<input type="checkbox"/>	Previous calendar year <input type="checkbox"/> Other, specify:

Target of focus group / domain(s) cont.	Annual budget and annual expenditure Considering <u>all</u> programmes																															
<b>Q11a. Please indicate the target groups of the institution/ agency (multiple choices)</b> <table border="1"> <thead> <tr> <th colspan="2">Multiple choices</th> </tr> <tr> <th>Yes</th> <th>No</th> </tr> </thead> <tbody> <tr><td>Disabled</td><td>1 2</td></tr> <tr><td>Unemployed</td><td>1 2</td></tr> <tr><td>Poor women</td><td>1 2</td></tr> <tr><td>Women headed household</td><td>1 2</td></tr> <tr><td>Poor people</td><td>1 2</td></tr> <tr><td>People living with HIV/AIDS</td><td>1 2</td></tr> <tr><td>Other; specify</td><td>1 2</td></tr> </tbody> </table>	Multiple choices		Yes	No	Disabled	1 2	Unemployed	1 2	Poor women	1 2	Women headed household	1 2	Poor people	1 2	People living with HIV/AIDS	1 2	Other; specify	1 2	<b>Q13. Total annual budget in national currency</b> Corresponds to last budget year. Preferably indicate annual budget in thousands of Tshs. <table border="1"> <tr> <td>Total annual budget</td> <td colspan="2">     </td> </tr> <tr> <td>Currency*</td> <td></td> <td>   </td> </tr> <tr> <td>Unit*</td> <td></td> <td>   </td> </tr> <tr> <td>Time unit * (if not annual )</td> <td></td> <td>   </td> </tr> </table>		Total annual budget			Currency*			Unit*			Time unit * (if not annual )		
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<b>Q11b. Among the target groups indicated in Q11a, please indicate the <u>main</u> one (Single answer)</b> <table border="1"> <thead> <tr> <th colspan="2">Single answer</th> </tr> </thead> <tbody> <tr><td>Disabled</td><td>1</td></tr> <tr><td>Unemployed</td><td>2</td></tr> <tr><td>Poor women</td><td>3</td></tr> <tr><td>Women headed household</td><td>4</td></tr> <tr><td>Poor people</td><td>5</td></tr> <tr><td>People living with HIV/AIDS</td><td>6</td></tr> <tr><td>Other, specify</td><td></td></tr> </tbody> </table>	Single answer		Disabled	1	Unemployed	2	Poor women	3	Women headed household	4	Poor people	5	People living with HIV/AIDS	6	Other, specify		<b>Q14. Please, indicate the Total Annual expenditure spent on all programmes provided by the organisation</b> Preferably during the last budget year. Indicate annual expenditure in thousands of Tshs. <table border="1"> <tr> <td>Total annual expenditure</td> <td colspan="2">     </td> </tr> <tr> <td>Currency*</td> <td></td> <td>   </td> </tr> <tr> <td>Unit*</td> <td></td> <td>   </td> </tr> <tr> <td>Time unit * (if not annual )</td> <td></td> <td>   </td> </tr> </table>		Total annual expenditure			Currency*			Unit*			Time unit * (if not annual )				
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(list of programmes)

\* Number to be indicated on the top of the programme questionnaire next to institution number

<b>Additional information:</b> annual reports, surveys, etc	
<b>Comments</b>	

**Part B – Questionnaire by programme**  
 (one questionnaire by programme identified at the end of Part A)

Quest. Inst. Nber

Quest Prog nber: corresponds to  
the line of the programme in Q16

|\_|\_|\_|

|\_|

## General characteristics of the programme

## Target groups

**P1a. Name of the programme****P1b. Is there any legal basis for this particular programme?**

(Single answer)

Yes, a law/ decree	1
No legal basis	2
Do not know	3

**P1c. Description of the programme**

Main objective in wording, geographical coverage, main features, way it operates, etc.

**P2. What is/ are the Programme location(s)?** (multiple choices)

## Please indicate the name and the code

Is it located in  
urban, rural or  
mixed areas?

	Yes	No	Label	Code		Yes	No
Region(s)*	1	2		_	Urban	1	2
District(s)*	1	2		_	Rural	1	2
Ward	1	2			Mixed	1	2
Shehia	1	2		_ _ _			

\* If all regions or all districts, choose the corresponding codes in the predefined coding list (available at the end of the questionnaire)

**P3 What is the time frame of the programme?**

Time frame of the programme	Starting date (mm/yyyy)	Ending date (mm/yyyy)
1 Time bound programme from	_ _ _ _ _	to  _ _ _ _ _
2 Continuous programme from	_ _ _ _ _	

**P4 Implementing partners: Who are the actors involved in the implementation of the programme**  
(Multiple choices)

Yes No

Other NGOs/ CBOs	1	2
FBOs	1	2
Government/Administration	1	2
Region	1	2
District	1	2
Ward or shehia	1	2
Enterprises	1	2
International agency	1	2
Foreign embassy	1	2
None	1	2
Other	1	2

Specify \_\_\_\_\_

**P5. Level of assistance**

Main one

Individual	1
Household	2
Community	3

**P6a. What are the target groups and Who are the actual beneficiaries?** (Multiple choices)

	Target group		Actual beneficiary	
	Yes	No	Yes	No
<b>Age group</b>				
Children	1	2	1	2
Children 0-5	1	2	1	2
Children 6-15	1	2	1	2
Children 16-18	1	2	1	2
Children cared for by elderly (over 60)	1	2	1	2
Most Vulnerable Children (MVC)	1	2	1	2
Aged 19 to 59	1	2	1	2
Elderly: aged 60 and over	1	2	1	2

**P6b. What is the main target groups and Who is the main group of actual beneficiaries?**  
(Single answer)

Age group	Main target group	Main beneficiaries
Children	1	1
Children 0-5	2	2
Children 6-15	3	3
Children 16-18	4	4
Children cared for by elderly (over 60)	5	5
Most Vulnerable Children (MVC)	6	6
Aged 19 to 59	7	7
Elderly: aged 60 and over	8	8

**P7a. What are the specific target groups and Who are the actual beneficiaries?** (Multiple choices)

Specific categories of people	Target group		Actual beneficiary	
	Yes	No	Yes	No
Disabled	1	2	1	2
Unemployed	1	2	1	2
Poor women	1	2	1	2
Women headed household	1	2	1	2
Poor people	1	2	1	2
People living with HIV/AIDS	1	2	1	2
Other	1	2	1	2
Specify _____				

**P7b. What are the specific target groups and Who are the actual beneficiaries?** (Single answer)

Main specific categories of people	Target group	Actual beneficiary
Disabled	1	1
Unemployed	2	2
Poor women	3	3
Women headed household	4	4
Poor people	5	5
People living with HIV/AIDS	6	6
Other	7	7
Specify _____		

Domains of intervention			Main domain of intervention	
<b>P8a. Domain(s) of intervention</b> (Multiple choices)	Yes	No	<b>P8b. Please indicate the <u>main</u> domain of intervention</b> (Single answer)	
Education	1	2	Education	1
Health	1	2	Health	2
General poverty	1	2	General poverty	3
Food security	1	2	Food security	4
Other	1	2	Other	5
Specify _____			Specify _____	

Benefits				Level and frequency of receipt of benefit		
<b>P 9. Nature of the benefit</b> (Single answer)		Single		<b>If <u>cash transfer</u>, what is the level of transfer</b>		
Cash transfer		1		<b>P11. Amount</b>		
Benefit in kind		2		Currency		
Both		3		Unit:		
<b>P10a. If benefit in <u>kind</u>, what kind of benefits is provided by the programme?</b> (Multiple responses and amount)				Time unit:		
Benefits in kind	Yes	No	<b>P10b. What is the average amount per beneficiary</b>	Level of benefit:	Individual	1
Food / food supplements	1	2		should corresponds to the answer in P5	Household	2
School uniforms and materials	1	2			Community	3
Durable goods & equipment	1	2		<b>P12. Main method(s) to set the amount?</b> (Multiple answer)		
Clothing	1	2			Yes	No
Training	1	2		Determined by available resources	1	2
Prevention (awareness)	1	2		Decided by the community through meeting at the village level	1	2
Direct provision of health care services	1	2		Determined in relation to poverty line	1	2
Health care: settlement or refund of bills*	1	2		Depends on the composition of the household	1	2
Settlement or refund (full or partial) of school fees*	1	2		Depends on the size of the household	1	2
Settlement or refund of costs of funerals*	1	2		Other method, please specify	1	2
Rent (house)*	1	2		<b>If benefit in <u>kind</u> or in <u>cash</u>, what is the frequency of payment or provision of the benefit?</b>		
Other, specify:	1	2		<b>P13. Frequency of payment / provision of benefit</b> (Single answer)		
<b>P10c. If benefit in <u>kind</u>, what <u>main</u> benefit is provided by the programme?</b> (Single answer)				One off payment / one off provision		
Food / food supplements				1		
School uniforms and materials				2		
Durable goods & equipment				3		
Clothing				4		
Training				5		
Prevention (awareness)				6		
Direct provision of health care services				7		
Health care: settlement or refund of bills*				8		
Settlement or refund (full or partial) of school fees*				9		
Settlement or refund of costs of funerals*				10		
Rent (house)*				11		
Other, specify:				Other, specify:		
				9		

Conditions and method of identification of beneficiaries					
<b>P14a. Is the benefit conditional or means tested?</b> (Single answer)					
Yes	1	→ Go to next question P14b			
No	2	→ Go to Question P15			
<b>P14b. If conditional, what is or the conditions?</b> (Multiple answers)					
	Yes	No		Yes	No
Targeted to a specific group (as in P6, P7)	1	2	Means tested	1	2
Geographical targeting	1	2	Behavioural (e.g. visit to health centre)	1	2
Other, specify:					
<b>P15. What is or are the methods of identification of beneficiaries?</b> (Multiple answers)					
	Yes	No			
Self-identification	1	2			
Home visit	1	2			
Baseline survey	1	2			
Selection by professional (health, teachers)	1	2			
Selection by local authorities	1	2			
Selection by community	1	2			
Other, specify					

Beneficiaries						Expenditure			
<b>P16. How do beneficiaries know about the programme?</b> <i>(Multiple answers)</i>									
	Yes	No		Yes	No				
Public announcement	1	2	Newspaper	1	2				
Home visit	1	2	Social workers	1	2				
Advertising on the radio/ TV	1	2	Other, specify	1	2				
Other, specify:	<div style="border-bottom: 1px solid black; height: 1em;"></div>								
<b>P17. Total number of <u>beneficiaries</u> and if not, total number of cases</b> <i>Reference period (last budget year – same as in question Q13 and Q14, otherwise indicate)</i>									
	Cases		Beneficiaries						
	Total		Total	Men	Women				
<b>For all target groups</b>									
<i>If several target groups and if available:</i>									
Children (total, boys & girls)									
Working age									
Elderly									
Disabled									
Unemployed									
Poor women									
Women headed household									
Poor people									
People living with HIV/AIDS									
Other, specify <div style="border-bottom: 1px solid black; height: 1em;"></div>									
If not available, please, give estimates									
<b>P18. Estimate the total number of beneficiaries (unit)</b>									
Estimate number of beneficiaries for all target groups	Total		Male	Female					
Indicate if numbers correspond to: <span style="color: red; font-size: small;">Should corresponds to what is indicated in P5</span>	Individuals		1	Households	2				
	<i>Community</i>		3						
<b>P19. Please, could you estimate the number of beneficiaries from this particular programme who also benefit from any of the programmes listed in Q16.</b>									
Estimate number of beneficiaries for all target groups	Total		Male	Female					
<b>P20. Please, indicate the <u>Total Annual budget</u> (last budget year) for that specific programme.</b> <span style="color: red; font-size: small;">Preferably annual budget will be expressed in thousands of Tshs.</span>									
Total annual budget									
Currency*									
Unit*									
Time unit * (if not annual )									
<b>P21. Please, indicate the <u>Total Annual expenditure spent on the programme.</u></b> <span style="color: red; font-size: small;">Preferably annual expenditure will be expressed in thousands of Tshs.</span>									
	Benefit expenditure	Operating cost: Administration and salary		Total annual expenditure					
<b>Amount</b>									
		Label		Code					
Currency*									
Unit *									
Time unit* (if not annual)									
Please use predefined codes - see at the end of the questionnaire									
<b>Additional suggestions</b>									
<b>P22a. Is there a monitoring information system for the programme?</b> (Single answer)									
Yes	1	→		<b>P22b. Is the system....</b>		Yes	No		
No	2								
		Operational				1	2		
		Regularly updated				1	2		
		Computerised				1	2		
<b>P23a. Is there an evaluation information system or procedure for the programme?</b>									
Yes	1	→		<b>P23b. Is this evaluation ...</b>		Yes	No		
No	2								
		Internal regular				1	2		
		Internal once				1	2		
		External				1	2		



## Codes

To be adapted according to coding used by the CGSO

Region		
Code	Label	Used in questions
1	Urban West	<ul style="list-style-type: none"> <li>Q2a</li> <li>Q4b</li> <li>P2</li> </ul>
2	North Unguja	
3	South Unguja	
4	North Pemba	
5	South Pemba	
10	Unguja	
11	Pemba	
12	Zanzibar	
13	Tanzania	

District		
Code	Label	Used in questions
11	Urban District	<ul style="list-style-type: none"> <li>Q2b</li> <li>Q4b</li> <li>P2</li> </ul>
12	West District	
21	North 'A' District	
22	North 'B' District	
31	South District	
32	Central District	
41	Wete District	
42	Micheweni District	
51	Chake Chake District	
52	Mkoani District	

Contact(s) function		
Code	Label	Used in questions
1	Executive director / director	<ul style="list-style-type: none"> <li>Q3b</li> </ul>
2	Chair	
3	Programme/ project officer	
4	Finance and administrative officer	
5	Executive secretary	
6	Research officer	
7	Any other?	

Currency		
Code	Label	Used in questions
1	Tanzanian shilling	• Q9a
2	US dollars	• Q13
3	Euros	• Q14
4	Pounds	• P10a
		• P11
		• P20
5	To be completed	• P21

Time unit		
Code	Label	Used in questions
1	Daily	<ul style="list-style-type: none"> <li>Q9a</li> <li>Q13</li> <li>Q14</li> <li>P10a</li> <li>P11</li> <li>P20</li> <li>P21</li> </ul>
2	Weekly	
3	Monthly	
4	Every two months	
5	Quarterly	
6	Two times a year	
7	Yearly	
8	Depends on available resources	

Unit		
Code	Label	Used in questions
1	Unit	• Q9a
2	Thousands	• Q13
3	Millions	• Q14
4	Billions	• P10a
		• P11
		• P20
5	Percentage	• P21