Social Security Inquiry (SSI)

Getting Started
Introduction

The Social Security Inquiry (SSI) questionnaire has become the main comprehensive tool used to compile data on social protection coverage for children, unemployed persons, older persons, persons with disabilities, pregnant women, newborns, work-injury victims, and the poor and vulnerable. In addition, indicators on adequacy of social protection benefits and the revenue and expenditure of the social protection schemes are produced based on the data provided in the questionnaire. The ILO Social Protection Department has been disseminating comparable statistics on global social protection programs periodically via thematic studies as well as the ILO Flagship World Social Protection Report, which is published triennially and includes information on legal and effective coverage of social protection systems, descriptions of contributory and non-contributory programmes, indicators of adequacy of benefits, social protection expenditure and others for more than 190 countries.

This “Getting Started” manual is designed to help users navigate the technical aspects of SSI tool and to act as a guide through the main questionnaire features.

For additional information visit:

- SDG 1.3.1 data: [http://www.social-protection.org/gimi/gess/Wspr.action](http://www.social-protection.org/gimi/gess/Wspr.action)

To DOWNLOAD the methodological manual and SSI questionnaire visit: [http://www.social-protection.org/gimi/ShowTheme.action?id=10](http://www.social-protection.org/gimi/ShowTheme.action?id=10)

To contact Social Protection Department for more details on SSI please write to: socprodata@ilo.org
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Before starting

- The file is in .xlsm format, editable using Microsoft Excel.

- Please click on **Enable Content** in the event a warning on disabled macros is displayed.

- If printing is necessary, please **choose the proper scaling for your printer**. “Fit Sheet on One Page” or “Fit All Columns on One Page” will produce a better result for A3 paper or larger.

- Please read the **Instructions** by either clicking on the button or selecting the Instructions sheet.

- After reading the Instructions, you can go to **Inventory of Schemes** by either using the button on the sheet or clicking on the sheet.

- Please add your contact details or check the ones pre-filled in case we need to follow up.


1. **Filling the Inventory of Schemes**

   *Overall information for the social protection schemes existing in the countries*

1.1. Some of the schemes in the inventory are pre-filled based on the information previously submitted to the ILO – **PLEASE CAREFULLY CHECK FOR MISSING SCHEMES OR MISSING INFORMATION. LIKewise, PLEASE REMOVE OUTDATED INFORMATION ON SCHEMES THAT NO LONGER EXIST**

1.2. Type in the cell **Name of Scheme 1** to input the scheme’s name in the original language, and in English in the next cell, if applicable; then type in the **Name of the institution administering the programme**
1.3. Mark relevant **Social Protection Functions covered** by the scheme by selecting X from the list:

<table>
<thead>
<tr>
<th>Social Protection Functions covered by the scheme (please select all that apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Old Age</td>
</tr>
<tr>
<td>X</td>
</tr>
<tr>
<td>X</td>
</tr>
</tbody>
</table>

1.4. Select if the scheme is **Contributory**, **Non-contributory** or **Both**;

1.5. Next, indicate whether the contributions to the scheme are **mandatory** or **voluntary**;

1.6. Then provide the **Number of people paying contributions**, in case of a contributory or mixed scheme;

1.7. And **Number of beneficiaries**, for all schemes;

1.8. Select whether the scheme has a **Public** or **Private administration**;
1.9. Indicate the schemes’ **legal status** using the dropdown list

1.10. Specify the **type of programme** using the options provided in the dropdown list

1.11. Select the **unit** (Thousands, Millions or Billions) from the dropdown list

1.12. Fill in the **Total expenditure**, **Total administrative expenditure** and **Total revenue** for the scheme in the national currency

1.13. If fields are not applicable or data are not available, you may specify ‘**Not available**’ or ‘**Not applicable**’ as needed.
2. Filling the Scheme sheets

_Detailed information about the benefits of the schemes_

2.1. Note: the sheet has some automatic features and some of the fields are highlighted or hidden based on the selected options

2.2. The name of each scheme will be automatically pre-filled based on the information provided in the Inventory of Schemes, as well as the date

2.3. If the year for the data is different from the year in which you are filling the questionnaire, please erase the date shown and indicate the year that corresponds to the data

2.4. Type the _Name of the benefit_ in original language and in English, if available and applicable

2.5. Select the _Function covered_ by the benefit

(Please disaggregate the information to be as detailed as possible, by specifying a function for every benefit paid as part of a scheme)

2.6. Select the _Population group(s) legally covered_ by the benefit and specify the _age group_ and _geographic area (geo area)_ of the population group(s) legally covered. For multiple groups covered, please select one function and then another function(s) from the list
Effective Coverage

Please specify the characteristics of each benefit under the scheme

2.7. Start by specifying if the benefit is contributory, non-contributory or both

2.8. For contributory or mixed benefits, specify the numbers of active contributors

2.9. For both contributory or mixed and non-contributory, fill in number of beneficiaries who receive benefits
**Payment of Benefits**  
*Detailed information about the benefit payments*

2.10. Choose whether the benefit is paid in **cash** or in **kind**

2.11. Choose whether the payment is **periodic** or **lump-sum**

2.12. Indicate the **minimum** monthly amount paid

2.13. Indicate the **average** monthly amount paid

2.14. Indicate the **maximum duration** of benefit provision or age limit, for periodic or in-kind benefit

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**Benefit under a scheme**

- **in cash**
- **In-kind**

- **lump-sum**
- **periodic**

- Minimum monthly amount paid*

- Average monthly amount paid*

**Maximum duration of benefit provision (for short-term benefits)**
### Eligibility Criteria

**Conditions and requirements to receive the benefits**

2.15. For **contributory** or mixed, fill in contributory/employment period required to receive a benefit

<table>
<thead>
<tr>
<th>Contributory/employment period required to receive a benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 years</td>
</tr>
</tbody>
</table>

2.16. For a **non-contributory** benefit, choose whether it is universal (not means/benefit-tested) or targeted (means or benefit-tested)

<table>
<thead>
<tr>
<th>Universal (not means-tested or benefit-tested)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Targeted (means-tested)</td>
</tr>
</tbody>
</table>

2.17. For a **cash transfer** benefit, select whether it is conditional or unconditional

<table>
<thead>
<tr>
<th>Conditional or unconditional cash transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unconditional cash transfers</td>
</tr>
</tbody>
</table>

2.18. In case of an **old age benefit**, specify the statutory pensionable age for men and women

<table>
<thead>
<tr>
<th>Male</th>
<th>Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td>60</td>
</tr>
</tbody>
</table>

2.19. Provide other criteria required, if necessary

<table>
<thead>
<tr>
<th>Other criteria if applicable (please specify)</th>
</tr>
</thead>
</table>

### Additional requirement?

- Other criteria
Expenditure for each benefit under the scheme

2.20. Fill in the Total expenditure (incl. administrative costs), in local currency.

2.21. In the last column, provide comments or clarifications for the benefit, as needed.

2.22. Below the benefit table, provide Notes, if any.

2.23. Also, please provide the Sources of the information.

Once you have filled in the detailed information on the benefits of a scheme, please

2.24. Go back to Inventory of Schemes and proceed to fill in the information for other schemes if applicable. See more in the Filling the Inventory of Schemes section.
3. Filling Poverty Info

*Please go to the last sheet in the document, the Poverty Info sheet.*

3.1. Please provide the number of people (including male and female) and households living in poverty (total, urban and rural areas), as well as the number of people as a share of their respective populations (total, urban and rural areas).

<table>
<thead>
<tr>
<th>Total Population</th>
<th>Headcount / Number</th>
<th>Share of total population (%)</th>
<th>Headcount / Number</th>
<th>Share of urban population (%)</th>
<th>Headcount / Number</th>
<th>Share of rural population (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of people, (all age)</td>
<td>6,574</td>
<td>16.1</td>
<td>2,555</td>
<td>8.0</td>
<td>4,109</td>
<td>20.1</td>
</tr>
<tr>
<td>male</td>
<td>2,014</td>
<td>7.9</td>
<td>1,206</td>
<td>4.0</td>
<td>1,808</td>
<td>12.8</td>
</tr>
<tr>
<td>female</td>
<td>1,560</td>
<td>8.8</td>
<td>1,359</td>
<td>5.0</td>
<td>2,031</td>
<td>15.3</td>
</tr>
<tr>
<td>Households</td>
<td>1,971</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3.2. Please provide information on poverty lines (national, for children, adults, and old age), subsistence minimum (for children, adults, and old age), living minimum, extreme poverty line, and other indicators, if any.

<table>
<thead>
<tr>
<th>Question 2</th>
<th>Please provide information about the national poverty line, level of subsistence minimum, extreme poverty line, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Value in local currency</td>
<td>Year</td>
</tr>
<tr>
<td>National poverty line</td>
<td></td>
</tr>
<tr>
<td>Poverty line for children</td>
<td></td>
</tr>
<tr>
<td>Poverty line for adults</td>
<td></td>
</tr>
<tr>
<td>Poverty line for old age</td>
<td></td>
</tr>
<tr>
<td>Subsistence minimum for children</td>
<td></td>
</tr>
<tr>
<td>Subsistence minimum for adults</td>
<td></td>
</tr>
<tr>
<td>Subsistence minimum for old age</td>
<td></td>
</tr>
<tr>
<td>Living minimum</td>
<td></td>
</tr>
<tr>
<td>Extreme poverty line</td>
<td></td>
</tr>
<tr>
<td>Other indicators, please specify</td>
<td></td>
</tr>
</tbody>
</table>

3.3. Provide any further details in the Notes, and sources of the information in their respective cells.

4. Sending the Questionnaire

4.1. For more detailed information or once finished, please send the completed questionnaire back to socprodata@ilo.org