



International Labour Office
Bureau international du Travail
Oficina Internacional del Trabajo

Social Security Inquiry (SSI)

Getting Started



Social Protection Department
International Labour Office

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:

- ILO Flagship World Social Protection Report:
http://www.ilo.org/global/publications/books/WCMS_604882/lang--en/index.htm
- Social Protection Platform: <http://www.social-protection.org>
- SDG 1.3.1 data: <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>

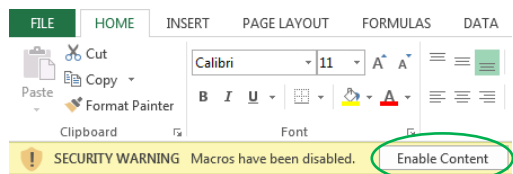
To contact Social Protection Department for more details on SSI please write to: socprodata@ilo.org





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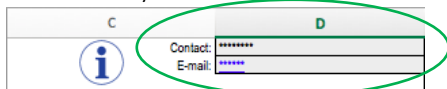
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Before starting

- 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  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**

Click on Scheme # link to provide details on the scheme	Name of the scheme (programme) in original language	Name of the scheme (programme) in English, if applicable	Name of the institution administering the scheme (programme)
Scheme 1	Statutory pension insurance		Ministry of Labour and Social Security
Scheme 2	Pensions for farmers		

1.3. Mark relevant **Social Protection Functions covered** by the scheme by selecting X from the list

Social Protection Functions covered by the scheme (please select all that apply)																																			
Old Age	<input checked="" type="checkbox"/>	Incapacity / Disability	<input checked="" type="checkbox"/>	Survivorships	<input checked="" type="checkbox"/>	Sickness (in cash)	<input checked="" type="checkbox"/>	Maternity / Paternity	<input checked="" type="checkbox"/>	Children	<input checked="" type="checkbox"/>	Family	<input checked="" type="checkbox"/>	Access to Education	<input checked="" type="checkbox"/>	Unemployment	<input checked="" type="checkbox"/>	Employment/Injury	<input checked="" type="checkbox"/>	Healthcare	<input checked="" type="checkbox"/>	Social Work Services	<input checked="" type="checkbox"/>	Public Works Programs	<input checked="" type="checkbox"/>	Housing Subsidies	<input checked="" type="checkbox"/>	Food and Nutrition	<input checked="" type="checkbox"/>	Social Assistance targeted at poverty reduction	<input checked="" type="checkbox"/>	Other support/assistance	<input checked="" type="checkbox"/>	n.a.c	<input checked="" type="checkbox"/>

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

Contributory or non-contributory?	
select from the list	select
Contributory	
Both	
Contributory	
Non-contributory	
Both	

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

Mandatory or voluntary contribution?	N
<i>select from the list</i>	
Mandatory	
Mandatory	
Voluntary	
Both	

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

Total	Male	Female
23,786	12,310	11,476
2,398	1,372	1,026
6,540	4,052	2,488

1.7. and **Number of beneficiaries,**
for all schemes

Number of beneficiaries (persons who receive benefits)

- for healthcare, provide the total number of protected persons, including family members;
- for short-term benefits (sickness, maternity, unemployment, etc), provide the number of beneficiaries at a given point in time or average over the year

Total	Male	Female
2.610	1.251	1.362
291	151	136
346	126	120

1.8. Select whether the scheme has a **Public or Private administration**;

Public or private administration?	
select from the list	
Public	
Public	
Public	
Private	

1.9. Indicate the schemes' **legal status** using the dropdown list

Legal Status
select from the list
Anchored in national legislation
Anchored in national legislation
Anchored in national legislation
Not anchored (charity/NGO, etc)
Not yet implemented

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

Type of programme
select from the list
Universal
Universal
Social insurance
Social assistance
Mandatory individual accounts
Employer liability
Occupational pension
Provident fund
Notional defined contributions

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

Programme	Total expenditure in national currency (latest available year)	Total administrative expenditure in national currency (latest available year)	Total revenue in national currency (latest available year)
	Select the unit here	Select the unit here	Select the unit here
	Thousands		
	Millions		
	Billions		

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

Total expenditure in national currency (latest available year)	Total administrative expenditure in national currency (latest available year)	Total revenue in national currency (latest available year)
Select the unit here	Select the unit here	Select the unit here
60.143,00	Not available	34.331,00

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

BACK to Inventory	Statutory pension insurance	Name of Scheme in English	2020
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- 2.4.** Type the **Name of the benefit** in original language and in English, if available and applicable

Benefit under this scheme	Name of the benefit In original language	Name of the benefit in English, if available
Benefit 1	Regular Old Age Pension	
Benefit 2		
Benefit 3		

- 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)

benefit available	Function covered
select from the list	
Old Age	
<div> <div>Old Age</div> <div> Invalidity/disability Survivors Sickness Maternity Employment Injury Unemployment Children </div> </div>	

- 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

covered, please select one function and then another function(s) from the list

Population groups legally covered (as insured contributors or entitled beneficiaries)

Population group(s)

All employed (employees+self-employed), Public sector employees

by age group

Working age, Elderly

by geo area

All areas

Children

Working age

Elderly

All ages

Population groups legally covered (as insured contributors or entitled beneficiaries)

Population group(s)

All employed (employees+self-employed)

by age group

Working age, Elderly

by geo area

All areas

Rural

Urban

All areas

Effective Coverage

Please specify the characteristics of each benefit under the scheme

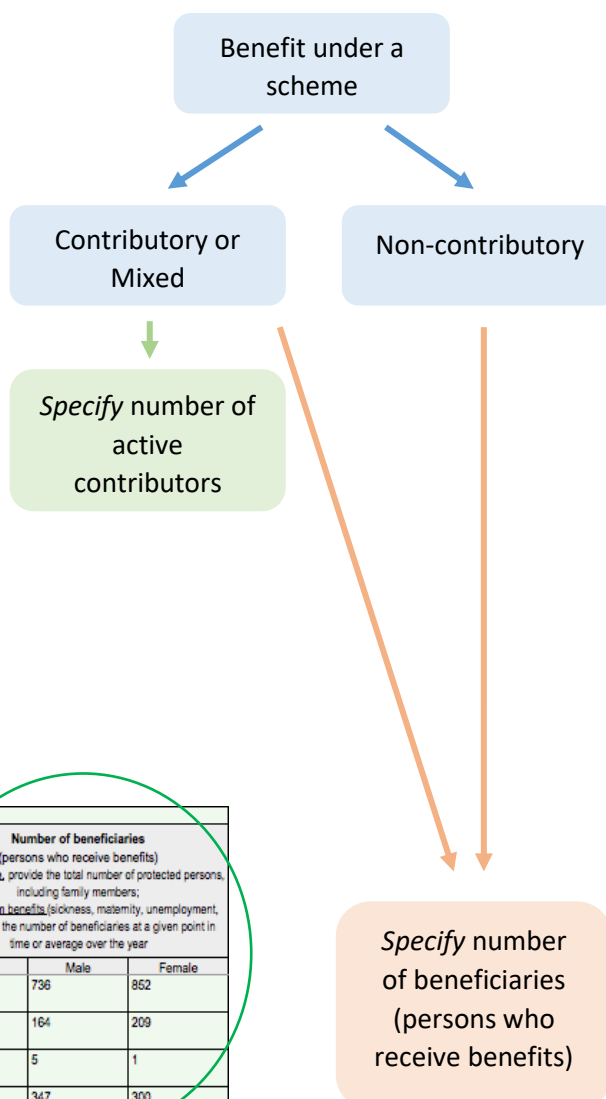
- 2.7. Start by specifying if the benefit is **contributory, non-contributory or both**

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

Contributory/ non-contributory	Effective		
	In case of contributory, number of active contributors (persons)		
select from the list	Total	Male	Female
Contributory	23,704	12,239	11,465
Non-contributory			
Contributory	82	71	11
Both	23,704	12,239	11,465

- 2.9. For both **contributory** or mixed and **non-contributory**, fill in number of beneficiaries who receive benefits

Contributory/ non-contributory	Effective coverage						
	In case of contributory, number of active contributors (persons)			Number of beneficiaries (persons who receive benefits)			
select from the list	Total	Male	Female	Total	Male	Female	
Contributory	23,704	12,239	11,465	1,584	736	852	
Non-contributory				373	164	209	
Contributory	82	71	11	6	5	1	
Both	23,704	12,239	11,465	647	347	300	



Payment of Benefits

Detailed information about the benefit payments

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

Benefit is paid in cash or in kind	Pe
select from the list	sel
In cash	
In cash	
In-kind	

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

Periodic or lump-sum	b th mc
select from the list	in
Lump-sum	
Periodic	
Lump-sum	

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

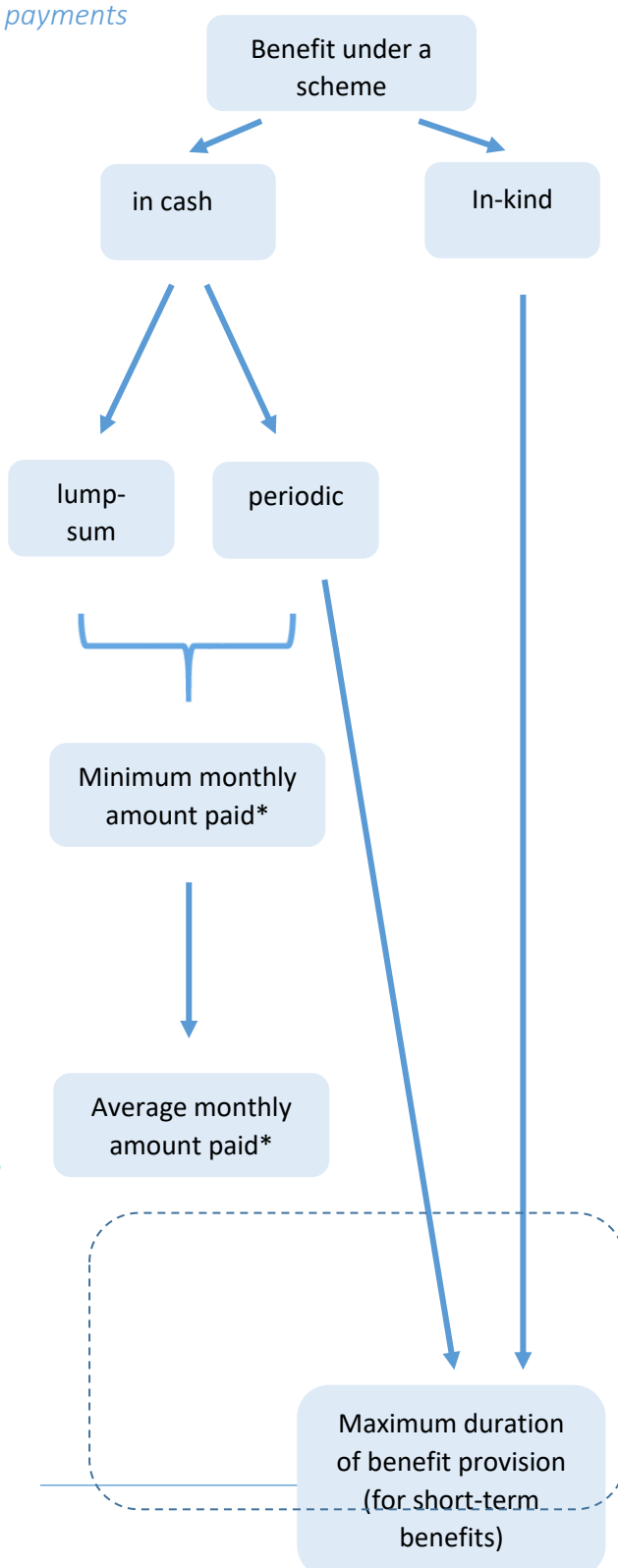
ment of benefit
For cash benefits, state the minimum monthly amount paid
in local currency
173

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

s
For cash benefits, state the average monthly amount paid
in local currency
332

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

Maximum duration of benefit provision (for short-term benefits) or age limit
12 months



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

Contributory/ employment period required to receive a benefit
15 years

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

Universal (not means-tested or benefit- tested) or targeted (means-tested or benefit-tested)	select from the list
Universal/categorical (not means-tested)	
Universal/categorical (not means-tested)	
Targeted (means-tested)	
Targeted (benefit-tested)	

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

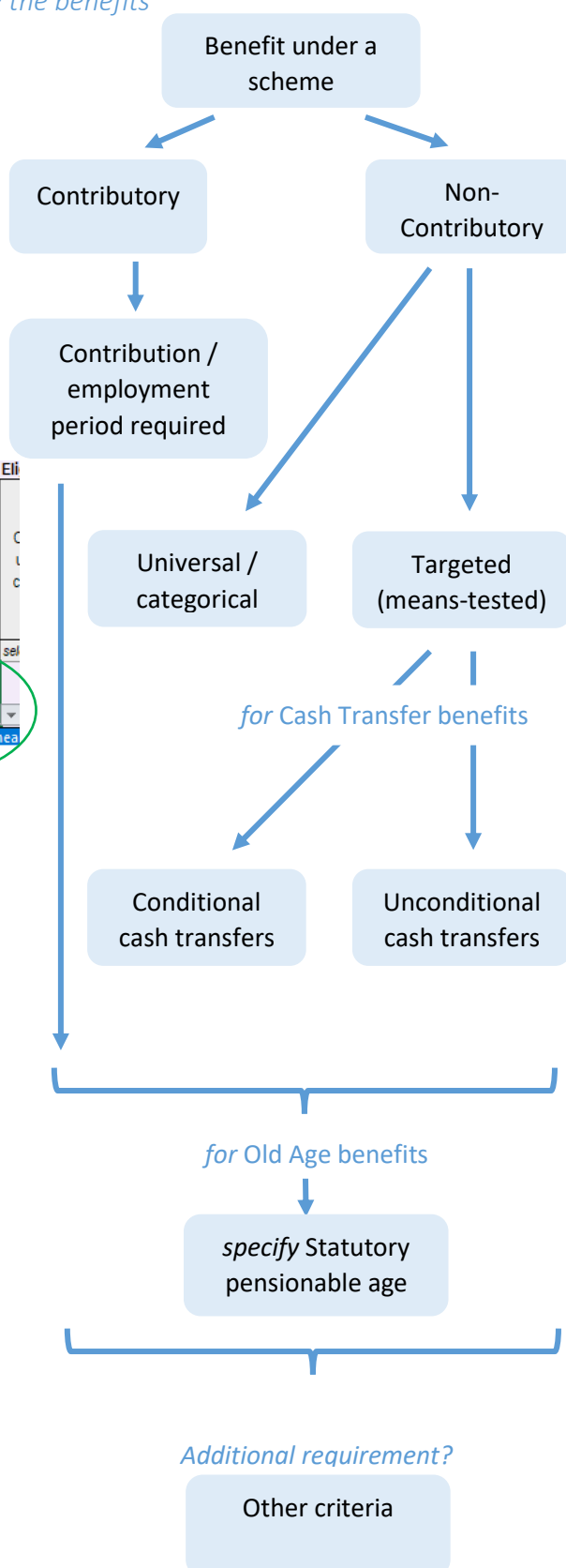
Eligibility criteria	
benefit- tested)	Conditional or unconditional cash transfers
st	select from the list
	Unconditional
	Conditional
	Unconditional

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

Statutory pensionable age for old-age benefits	
Male	Female
65	65

- 2.19. Provide other criteria required, if necessary

Other criteria if applicable (please specify)



Expenditure

for each benefit under the scheme

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

Expenditure
Total expenditure (including administrative costs)
in local currency
2848.01

Comments, Notes and Sources

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

Provide comments or clarifications for the benefit, if necessary

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

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

1	2	3	4	5
BACK to Inventory	Statutory pension insurance	Name of Scheme in English	2017	
Benefit under this scheme	Name of the benefit in original language	Name of the benefit in English, if available	Function covered	Population groups leg (as insured contributors or e
			select from the list	Population group(s)
Benefit 14				
Benefit 15				
Notes:			Sources:	

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

- 2.24. Go back to Inventory of Schemes information for other schemes if applicable. See more in the

[BACK to Inventory](#)

and proceed to fill 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).

Question 1

How many individuals/households were living in poverty according to the definition most commonly used in official sources (e.g. reports of national statistical offices, international organizations etc.)?

	Total Population		Urban		Rural	
	Headcount / Number	Share of total population (%)	Headcount / Number	Share of urban population (%)	Headcount / Number	Share of rural population (%)
Total number of people, of which	6.674	16.1	2.565	9.0	4.109	29.1
male	3.014	7.3	1.206	4.0	1.808	12.8
female	3.660	8.8	1.359	5.0	2.301	16.3
Households	1.971					

- 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.

Question 2

Please provide information about the national poverty line, level of subsistence minimum, extreme poverty line, etc

	Value in local currency	Year	Method of calculation	Method and periodicity of indexation
National poverty line				
Poverty line for children				
Poverty line for adults				
Poverty line for old age				
Subsistence minimum for children				
Subsistence minimum for adults				
Subsistence minimum for old age				
Living minimum				
Extreme poverty line				
Other indicators, please specify				

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

Notes:

Sources:

4. Sending the Questionnaire

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