



## **INCORPORATING HOUSEHOLD BUDGET SURVEY (IAF)**

**7-29 June 2004**

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**TA for the Scandinavian Support Program to Strengthen the  
Institutional Capacity of the National Statistics, Mozambique**



Instituto Nacional de Estatística

## **1. INTRODUCTION**

This document briefly describes the activities carried out during the mission from 7 to 29 June 2004 at Instituto Nacional de Estatística (INE) of Mozambique within the Scandinavian Support Program.

According with the contract, the tasks of the mission were to analyse and evaluate the results of the Household Budget survey 2002/2003 (IAF), convert the results in terms of national account concepts so that they can be used in the compilation of national accounts. Establish the sources for estimating the household production, final consumption expenditure, salaries and occupied personnel based on the IAF results.

The mission met with Mr. Saide Dade, Director of National Accounts and Global Indicator (DCNIG), Ms. Monica Magaua, Head of the Department of National Accounts, and Ms. Fernanda Teixeira, IMF Regional advisor on GDDS for Lusophone Africa countries. The objective of the meeting were to establish guidelines of the mission and to review the expected results of the mission namely: data that can be used for compiling the household production account, by industry, annual and quarterly household consumption expenditures by products and by COICOP, also by area (urban and rural), region (North, Centre and South) for the year 2003.

The counter part of the mission was Ms. Monica Magaua who fully accompanied the mission, and in some cases by the technician, according to specific tasks.

## **2. METHODOLOGY**

Three working groups were established at the beginning of the mission and each one assigned one of the following themes: Expenditures, Income and Classifications. For each theme, the consultant explained to the staff what to do and how the task should be performed.

The aim of this working methodology, was to build on the staff the culture of documenting the processes, read the reports and thus develop on them comprehensiveness of the processes and transmission capacity. Details of these reports are included as Annexes A to E.

## **3. ACTIVITIES DURING THE MISSION**

According to the Terms of References of the Contract (see Annex), the objectives and expected results, and taking into account the limited time of the mission compared with the tasks ahead, the main activities carried out during the mission can be grouped as follow:

- A. Household Budget Survey 2002/2003
- B. Classifications and indices
- C. Expenditures
- D. Income
- E. Occupied personnel and salaries
- F. CPI weights

What follows is a brief description of the activities carried out under each of these six themes, the main results, and recommendations when needed.

### § **Household Budget Survey 2002/2003**

At the beginning of the mission, the following documentations related to the IAF and relevant for mission were provided to the consultant:

- § Survey questionnaire
- § Manuals (controller and interviewer)
- § Recommendation for designing the sample of the IAF 2002/2003
- § Classification of Individual Consumption by Purpose (COICOP)
- § Final Report of the IAF 2002/2003

What follows is a summary of the main characteristics of the survey observed on the base of the document about the sampling.

The IAF is a national survey covering both rural and urban area. The design of the sample was stratified with three stages of selection. The sample was extracted from the master sample derived from the 1997 Population and Housing Census.

The domains are the 11 provinces including Maputo City in both urban and rural areas. The sample was designed in an independent way in each stratum.

It covered all individual household and its members in the national territory of Mozambique, but excluded the residents in the collective residences and those without house.

The sample size was of 8.727 households, of which 4.020 from urban area and 4.707 from rural area.

The sample was distributed along the year through 26 periods of 2 weeks during the year to account for the seasonality.

The expansion factors were calculated as the inverse of probability selection of the household, adjusted from the household not interviewed during the survey.

Based on the IAF report, we can summarize the main characteristics as follows:

The themes included in the IAF refer to the socioeconomic characteristics, income and expenditures of the households. The objective of including these themes was that it would be possible to get information on the living conditions of the population.

The domain for the analysis, from which it is possible to obtain consistent estimates is national by area of residence (urban and rural), region (north, centre and south) as well as by provinces.

The response rate was about 99.7%, which represents 7.984 households from a total of 8.727 household of the sample.

## § The Questionnaire

In the IAF 2002/2003 four questionnaires were used, of which, three for the household each one covering the following themes: general characteristics of the household, diary expenses of the households, monthly and annual income and expenses of the household. The fourth questionnaire is a community questionnaire to be filed by the controller.

The questionnaire for the general characteristics captures the demographic characteristics of the household - sex, age, relationship with the head of the household, marital status, if the mother is alive or not;

Educational characteristics – if can read or write, if goes to school, the highest level attained, if is studying or not giving the reason why is not studying, etc.

Health characteristics – inability, sickness, type of agent of medicine attend the sickness, the quality of medical consul, reason why did not goes to the hospital.

Employment characteristics – if is employed, if not, availability for work, looked for employment, reason why did not work, activity in which is working, how many occupation has, forms of payment, the principal occupation, etc.

Habitation characteristics – property of the habitation, forms of how the household get it, if rented or not, type of ceiling material, type of wall, division, source of water, sanitary system, source of energy for cooking and illumination, type of transport used, time spent in its movements.

## § Poverty and Victimization Indicators

The questionnaire for the diary expenses was pre-coded, leaving lines for other expenses. It is divided in three parts: the first part asks for shopping, unit of measurement, the quantity purchased, the value, place and for how many days; the

second part asks for own-consumption, unit of measurement, quantity, unit price and value; the third part asks about product received in kind (revenue in kind).

The questionnaire of expenses and income, contains the possession and annual expenses of durable goods, annual expenses on education, monthly expenses on clothing, footwear, housing, services and petrol, domestic equipment and accessories as well as current maintenance of the house, etc.

The questionnaire on income refers to the last month payment of work for somebody else, in monetary terms from the main job and from the secondary one, as well as payments in kind and extraordinary gratification or remunerations.

With respect to the income from sales of product produced by the household, the questionnaire asks for the net value, and by type of product.

Other type of income refers to the revenue, costs and net revenue the people involved in the business of resell got. Also includes the net revenue obtained from renting the house, land, and car, extraordinary income such as gambling, inheritance and other occasional income.

The transfers paid in the last month refers to the pension of divorce, food pension, interest loans, transfers to abroad, clubs, parties, association, contributions to Non-profit institutions and religious, “xitique” and other transfers.

Finally, the transfer received in the last month refers to the pension of retirement, divorce, blood (widowhood), food pension, bank interest or debtor, amount received from insurance, contributions from non-profit institutions and religious, estimated contributions in kind in monetary terms from these institutions, amount of money received from relatives living out of the household, estimated value of the offers in kind received from these, money received from relatives working abroad and the offers in kind received from these, the amount received from “Xitique” and other transfers.

## § Files of the IAF

The database and the IAF results are in Access format, which is compatible with Excel, which is well known by the staff of national accounts. What follows is a list of the files and its characteristics related to the accounts.

**DD** file of diary expenses, containing 144.763 records with 17 fields  
**AC** file of own-consumption, containing 116.822 records with 15 fields  
**DE** file of expenses on education, containing 13.736 with 6 fields  
**BD** file of expenses on durable goods, containing 21.884 records with 10 fields  
**DM** file of monthly expenses, containing 66.198 records with 12 fields  
**RE** file of expenses in kind, containing 9.503 records with 15 fields  
**RM** file of monthly income containing 10.065 records with 29 fields  
**TM** file of transfers paid and received, containing 5.502 records with 25 fields

**hhIE** file with information of household containing 8.700 records with 13 fields  
**INData Cas Apag** file of demographic and educational characteristics, as well as employment of the persons interviewed, containing 44.083 records with 36 fields  
**List** file with product classification of IAF, containing 2.067 records with 3 fields  
**Produtos** file with product classification, containing 1,806 records with 10 fields  
**UnidCodigos** file of the cods of local unit measurements, containing 40 records with 2 fields  
**Upfix** file of cods of standard units, containing 150 records with 4 fields  
**ClusterMaster** file of characteristics of the UPA (sampling primary unities) containing 858 records with 30 fields, in this file you can find information on the visiting dates, expansion factor, geographical localization, etc.

## **B. Classifications and Indices**

At the beginning of the mission, there was a revision of the classifications and nomenclatures of the products and activities of the national accounts and these of the IAF. The initial proposal for the nomenclatures of products and activities for national accounts to be used in the new base year, was prepared by the director Mr. Said and received comments and suggestions from the staff of national accounts and used during the mission.

It is important to observe that the nomenclature of products were included four new products, taking into accounts their actual or future importance in the economy (aluminium products, transport by oleo duct, mobile telephone and services related with activities of production of goods (milling and printing services, etc.). With respect to economic activities, there was a separation of gas industry. Further, health and Acção Social were put together. This revision is still provisory and will be definitely revised in later stages. For processing purpose of the expenses of products and for classification of income, the economic activities classification was used.

The nomenclatures and its relationship with international and regional classification, as well as foreign trade classifications need to be revised. Further, the coding of the

nomenclatures should prevent three levels: one more detailed (for working), one less detailed (for publication) and lastly one for aggregated publication.

#### § **COICOP cods and IAF 2002/2003**

One other activity carried out consisted on revising the COICOP and IAF Cods, under responsibility of Sandre Jose Macia, Benuesse Zata Paulo and Afonso Soberano Uate. The objective of this activity was to ensure that in processing the expenses could be possible to systematize the tables considering the classifications and not leaving out any expense without coding.

The problems encountered and the solutions adopted are detailed in the Annex C, prepared by the technician involved.

The team of national accounts and prices should revise and take a decision about the expenses with the same cod but with different description. These situations are presented in Table 10. The full table was given to the CPI staff (Cacilda and Geremias).

In this Table it is important to observe that it is convenient to include “categoria”, which will result on the Table of expenses by objective and purpose.

#### § **The CODs of IAF and CPI**

It was also necessary to make correspondence between IAF and CPI cods, by creating a file of common cods from prices of Maputo, Beira and Nampula. This file is used, in processing the expenses, to associate each expense the CPI cod, the date of expense, and based on the relative price indices be possible convert the 2002 values into 2003 values.

In cases where the IAF cods have no direct correspondence with CPI product, the solution was to opt for one similar product, and in case where there was no such product at all, them a cod 9999999 of general CPI was attributed.

Annex B prepared by Sandre Macia, Benuesse Paulo and Afonso Uate, contains the full description of the work.

The file summarising these two activities is named CIPCI AF. In this file, the cod “categoria” was included so that it was possible do derive the different tables on expenses (i.e. by purpose and by nomenclature of products of national accounts).

It is important to note that this file also contains those expenses on goods and services which can be considered as expenditures on consumption of households (cement and construction material), but even though are not classified as consumption expenditures.

#### § **Relative Price Indices**

This activity was under responsibility of Afonso Uate, Manuel Magaia and Milagre Mula. At the beginning, and with objective of processing the expenses, price indices were derived

based on the simple of average prices from data available in the provinces. Based on this, relative prices 2002/03 were calculated for the period of July to December and used to convert the values of 2002 in terms of 2003 prices. The following formula was used:

$$\text{Average price} = \frac{1}{3} \sum_{i=1}^n p_i \quad \text{where: } i = \text{Maputo, Beira \& Nampula}$$

Finally, it was recommended to compute average prices at national level using the CPI weights by product. In cases where this information was not available, for one given month, a table with the weights of the IAF 2002/03 was generated, using the following formula:

$$\text{Average price } i = \sum_{i=1}^n W_i P_i \quad \text{where: } W_i = \text{weight and } P_i = \text{average price of product } i$$

The relative price indices of each month were calculated as follows:

$$\text{Relative prices} = \frac{\text{Average\_price } 2003}{\text{Average\_price } 2002}$$

These relative prices, calculated for the 12 months, were used to convert expenses incurred by the household from July to December 2002 in terms of 2003 prices.

It is important to clarify that for the weights of prices were only considered the expenses in monetary terms from urban area. The imputations, expenses for own-consumption and the income in kind were not considered.

The results can be found in the file named PRECOSAAA. This file should be updated once the new relative prices are obtained.

## **Data for National Accounts Derived from IAF**

### **C. Expenditures**

The IAF results were processed in terms of national accounts. There is a file containing all records of expenses with the national accounts variables. The details of the whole process until it has been converted into a summary Excel file was followed by Monica Magaua, head of Department of National Accounts and by Cipriano Claudio. They prepared the Annexes A and D. Annex F was prepared by the consultant assisted by Cipriano Claudio. These three annexes complement and detail the process followed to obtain the databases in terms of national accounts.

On the base of file ADX03RES.xls exported from the file of the same name in ACCESS, was generated another file named DESPESAS.xls which, on the base of dynamic tables, was used to create Table annexes.

The following are the activities to be finalized:

- Product classification: in the file CIPCIAF should include the field “categoria”
- Nomenclature of product: for consumption expenses purposes give the cod 999999 to the construction materials
- Compute weighted average prices and the relative prices
- Process once again and obtains new ADX03RES
- Derive new table of expenses, including a cross-table by purpose and nomenclature of products of national accounts
- Derive the table at level of category with diary, monthly and annual expenses, and educational expenses (do not consider own-consumption, income in kind, rent of the housing used by the owner), category of urban areas by provinces. This table will be useful for CPI.

#### **D. Income and Revenue**

For the income and revenues was created a file named INCOME\_PO, based on the file RM of monthly income, ClusterMaster which contain information at sampling primary units (UPAs) with expansion factor, province, region, etc. and the file INDdata Cas Apag which relate other personal employment characteristics and its income.

The file INCOME\_PO is assessed and analysed in order to identify the income and revenues of the working people. For this reason, the variables of the UPAs such as, region, province, expansion factor, demographic characteristics (sex, nationality, age, relationship with the head of household), educational characteristics (illiteracy, the highest level of education), employment characteristics (if worked or not, did not work but had employment, number of occupation, how was paid, to whom has worked for, main activity of principal occupation, if worked in the country).

Apart of these characteristics, were also aggregated all type of monthly revenue and income. The team, which worked in this area, gives in Annex E the details of the problems and solutions given to the basic data.

It is possible in this theme to obtain information on salaries and mixed income by economic activities, only for principal occupations. In the case of second and third occupation, the IAF did not asked for the employment characteristics. Thus, by type of income and revenue it was attributed the salary or mixed income by economic activity.

The details of the economic activities of IAF are as follows:

- Agriculture, silviculture and fishing
- Mining and quarrying
- Manufacturing
- Construction
- Transport
- Trade
- Services
- Education
- Health e
- Public Administration

With respect to the activities, it is possible to get details at more aggregate level, that is, was not possible in this survey to get information at level of detail of CAE. It will only be possible to get more detailed estimates with indicator outside IAF.

Once a decision was taken in Annex E, the new data can be summarized in table REC3.xls. This table has the same structure as the file INCOMEORIG.xls, the difference appears because of the decision taken in the evaluation process.

From this table, were derived two files: DINSALARIO and DINRENMISTO

DINSALARIO is a file that, by using data from the file REC3.xls and dynamic tables, it was possible to generate table of salaries received, personnel occupied and average salary by economic activity. The salaries were added up and the occupied personnel results by adding up the expansion factor. The average salary is calculated as a quotient between the salaries and the occupied personnel.

DINRENMISTO is another file from which was possible to generate table of mixed income and personnel occupied by categories (owner and employee by own-account), by using data from the file REC3.xls, and dynamic tables. In this case, it is assumed that, for example, if the household is selling agricultural products, then its economic activity is agricultural.

#### **4. HOUSEHOLD PRODUCTION ACCOUNTS**

##### **E. Wages and Salaries and occupied personnel**

Information for estimating the household production accounts can be obtained from the file DINRENMISTO. In the case of own-occupied worker, the mixed income represents almost the totality of value added. In the case of employers, the value added is a mixed income plus the salaries that they pay to their employees (it will be necessary to estimate the average number of employees and the mean salaries).

These salaries paid by employers to their employees can be estimated (while it is not possible to get the salaries paid in small enterprises), applying to the mean salary obtained from the file DINSALARIO the following relationship:

$$RS_{96} = \frac{\text{Salario\_corporates } 96}{\text{Salaries\_household } 96}$$

The intermediate consumption or gross production should be estimated with the coefficients derived from special studies of the benchmark year. It is suggested that as first estimate be used the coefficient of the 1996 base year, which should be revised when information from small enterprises included in the special study in the benchmark year is available. These coefficients can be found in the worksheet CONTASFAMILIAS2003 of the file CAE1403.

In this area the following recommendations are suggested:

- Assess E9: economic activity against E8: to whom has worked for
- Analyse e evaluate the outlier in salaries, income from sales of the production and net income of the household business
- Assess the occupied personnel derived from IAF. A simple calculation of occupied population with the expansion factor results in approximately 4 million, 200 thousand people.
- Assess the average salary and mixed income
- Finalize the estimates of production accounts
- Explore the results of Agricultural survey (TIA), carried out by Ministry of Agriculture to complement the household production accounts with product details. This survey will also give the details of artisan production activities of the households.

#### Relationship Between Expenditures and Production of the Household

It was explained to the staff the following relationship:

- The expenses on imputed income from the house, by the same amount constitute production of the household for own-final use.
- The expenses on domestic services, also constitute income of the households
- The expenses on construction materials which are not considered expenses on consumption, can used as estimates of own-construction
- The expenses on own-consumption also constitute production of the households
- The expenses on revenue in kind should be equal to remuneration and transfers in kind
- The expenses on services demanded mainly by the households, can be used as reference in estimating their production.

#### § Tables and Annexes

In the Tables of Annexes, it is summarized, at level of nomenclature of the accounts, the main results derived from data on expenditures, but these tables can be presented at level of IAF Cod. Some tables have comments.

Table N° 1 presents at level of nomenclature of product the original data, adjusted by the number of days, in value of transactions, annual values and expanded to the values of the period of the surveys as well as to the year 2003.

Table N° 1 presents the original annual values, expanded in the different versions and its valorisation. It is possible to assess at product level, the impact of converting the values from the period of survey to year 2003. It is also possible to assess the impact of considering adjustments of 15 and 30 days in the diary expenses.

Table N° 3 shows the expenditures by type and period that have taken place. It is possible with this to assess the error on products in terms of cod or designation. Monthly expense on cattle is one example of this kind of error.

Table N° 5 & 6 present the products that are more representative in own-consumption, consumption with income in kind respectively. There are comments on each of these at end of the table.

Table N° 7 presents the expenses on consumption by regions (North, Centre and South) and by zone of residence (Urban and Rural).

Table N° 8 describe the expenses on quarterly basis. This should be evaluated together with the number of household interviewed. In principle, the number of household in each quarter should be similar. This information was not totally assessed given the short time of the mission.

Table N° 9 only presents the diary expenses by product with the different valorisation, so that their impact can be assessed.

Table N° 10 is the list of products with the same cod but different designation

## § Household Accounts

When other expenditures and revenues have all been processed as well as the transfer received and paid, it will be possible to Uses and Resources which will be registered in the respective accounts of the Integrated Economic Accounts of the Household. Unfortunately, the time of the mission was too short to cover these accounts, apart that the compilation

framework for the new base year has still not defined. However, following the procedures of 1996, it is possible to obtain these accounts, with the limitations of the available data and the details of the IAF.

These transfers received and paid that do not enter in the household should also be processed. For example, the pension of divorce and food should in principle be equal, except these from or to abroad. Do not forget that the data when multiplied by 12 gives the total year and if multiplied by the expansion factor gives the total of the country.

There will not be a problem in the production accounts by economic activity and sector, given that the production accounts at level of household sector, is the sum of the accounts by economic activities.

## **5. GENERAL ASSESSMENT OF THE RESULTS**

The expenditures on consumption should be assessed against the income so that it will be possible to know how these expenditure are financed. Take into account that own-consumption and revenue in kind are also expenditures and incomes respectively.

Apparently, the number of occupied people is more than 4 millions out of 18.5 millions of inhabitants. In the file with general characteristics there are 8129.362 peoples that worked in the last 7 days.

Finally, I would like to express my gratitude about the hospitality during my stay in Maputo. I was very happy to see the grand spirit of self surpass of the staff and the top management of INE, especially of National Accounts.

## **ANNEXES**

- A. Summary of the lessons learned during the mission
- B. Comments on the nomenclatures
- C. CPI and Nomenclatures

- D. Sequence of files and queries in the process of elaborating the consumption expenses in the IAF 2003
- E. Summary of problems encountered in the file "Income\_Po".
- F. Consultations and files of expenditures
- G. Nomenclatures

### **TABLES ANNEXES**

Table N<sup>o</sup> 1. Total Household Final Consumption Expenditures

Table N<sup>o</sup> 2. Total Household Final Consumption Expenditures according to the period of adjustment

Table N<sup>o</sup> 3. Total Household Final Consumption Expenditures

Table N<sup>o</sup> 4. Total Household Final Consumption Expenditures according to type of expenditure

Table N<sup>o</sup> 5. Products with higher relative importance in own-consumption

Table N<sup>o</sup> 6. Products with higher relative importance in the income in kind

Table N<sup>o</sup> 7. Products with higher relative importance according with the area and zone of living

Table N<sup>o</sup> 8. Quarterly Total Household Final Consumption Expenditures

Table N<sup>o</sup> 9. Diary Household Final Consumption Expenditures

Table N<sup>o</sup> 10. List of products with the same cod but different designation

### **TERMS OF REFERENCE**

**Within the Scandinavian Support Program**

**For a short-term mission 01/06 – 24/06/04**

**on**  
**Incorporating Household Budget Survey (IAF)**

**1. Background**

The Instituto Nacional de Estadística (INE) has carried out the Household Budget Survey (IAF) 2002-2003. The main purpose was to determine the average expenditure patterns of households in different areas of the country. The survey forms the basis for a new benchmark year of National Accounts and for determination of the “basket” of consumer goods and services used for calculation of the Consumer Price Index.

While the results of the IAF 2002/2003 are already available, they cannot be used neither for national accounts nor for determination of the “basket” of consumer goods and services used for calculation of the CPI without a proper manipulation to accommodate methodological concepts and definition of 1993 SNA. Moreover, translation table between the 1996 IAF data and these of 2003 IAF is also needed in order to guarantee consistency in making backward calculation.

In view of this, INE plans to carry out a specific short-term mission on incorporating the household budget survey result on national accounts with the assistance from one expert Ms. Carmen Reis. The plan is to embark on the implementation of a new benchmark year of national accounts in 2004.

**2. Beneficiaries of the mission**

The mission will primarily benefit the staff at INE and especially the National Accounts Department by providing IAF data for benchmarking the national account and as reference period for current compilation of National Accounts. The beneficiaries in the long run will be the users of NA through improved and contents quality of the National Accounts.

**3. Objectives of the mission**

To analyze and validate the IAF results for use in national account, to identify the relevant variables for compiling the different accounts of NA, expand the data to the annual total according to the reference period of the expenditure and expansion factor of the household expenditure. Convert the data in national account terms. Establish source data for the SUT-transactions: Household production and consumption, wages and employment from the IAF results.

Since the data will also be used to update the weights of the CPI, this work should be coordinated with the establishment of new weights for the Consumer Price index.

**4. Expected Results**

Specific expected results of the mission:

- A dataset with input data for National Accounts SUT specified for products, transaction type and COICOP/branch for the relevant National Accounts variables and supplemental initial data for wages and employment. The dataset should follow the central classifications established by INE staff.
- A translation table between the national and annual totals for 2002 and 2003 calculated by the IAF consultants and the final totals established for use in National Accounts. The table should specify the major differences between the two results classified by main type of manipulation. This table should be included in the mission report.
- Methodological documentation showing the differences between the IAF 2002/2003 results and those to be used in National Accounts.
- Indicator and methodologies for progressing the 2003 IAF estimates defined.
- A framework for the Household Accounts (Industry and Sector) established;
- Quarterly and Regional IAF
- A CD with complete documentation of the detailed intermediate results from the initial IAF source data to the final NA-input. The files should be organized in a logical and self-documenting manner.

## **5. Work to be carried out by the Consultants**

- § Meet with the management, consultants and other key-persons related to IAF and NA;
- § Work in the office premises of the main counter part at INE (Departamento de Contas Nacionais e Estudos Economicos, DCNEE);
- § Annualized IAF data as the source for compiling the industry and sector accounts of the household;
- § Assess the IAF results in order to suggest methodologies for compiling the household final consumption expenditure, by product (according to the actual product classification);
- § Assess the possibility of estimating the Household production accounts;
- § Possibility of breaking down the IAF annual data into quarterly
- § Possibility of breaking down the IAF national data into provinces
- § Define indicator and methodologies for progressing the 2003 IAF estimates.
- § Assist in establishing the compilation framework for the Household Accounts (Industry and Sector);
- § As the duration of the mission at INE is very short (4 weeks), preparation is a priority. Emphasis should be on taking the IAF report enclosed in appendix as a starting point.

## **6. Agenda for the Mission**

To be prepared, but should include the following:

1. Interviews and meetings to gather information (DCI and DEMOVIS)

2. Assessment, evaluation and elaboration of suggestions in cooperation with NA director, Head of department and consultants
3. Discussions of suggestions with INE management

**7. Tasks to be done by INE to facilitate the Mission**

- § Elaborate ToR for the mission
- § Prepare and supply the consultant with necessary documents and information
- § Arrange meetings with key persons
- § Supply good working conditions for the consultant

**8. Consultants and Counterpart**

Consultants: Carmen Reis

Counterpart: Monica Magaua

**9. Timing of the mission**

07 - 29 June 2004

**10. Report**

The consultants will prepare a draft report to be discussed with INE before leaving Maputo. They will submit a final draft to INE for final comments within one week of the end of the mission.

*These Terms of Reference were prepared by*

*Day / / .....*

*Approved by/in the name of the President of INE*

*Day / / .....*