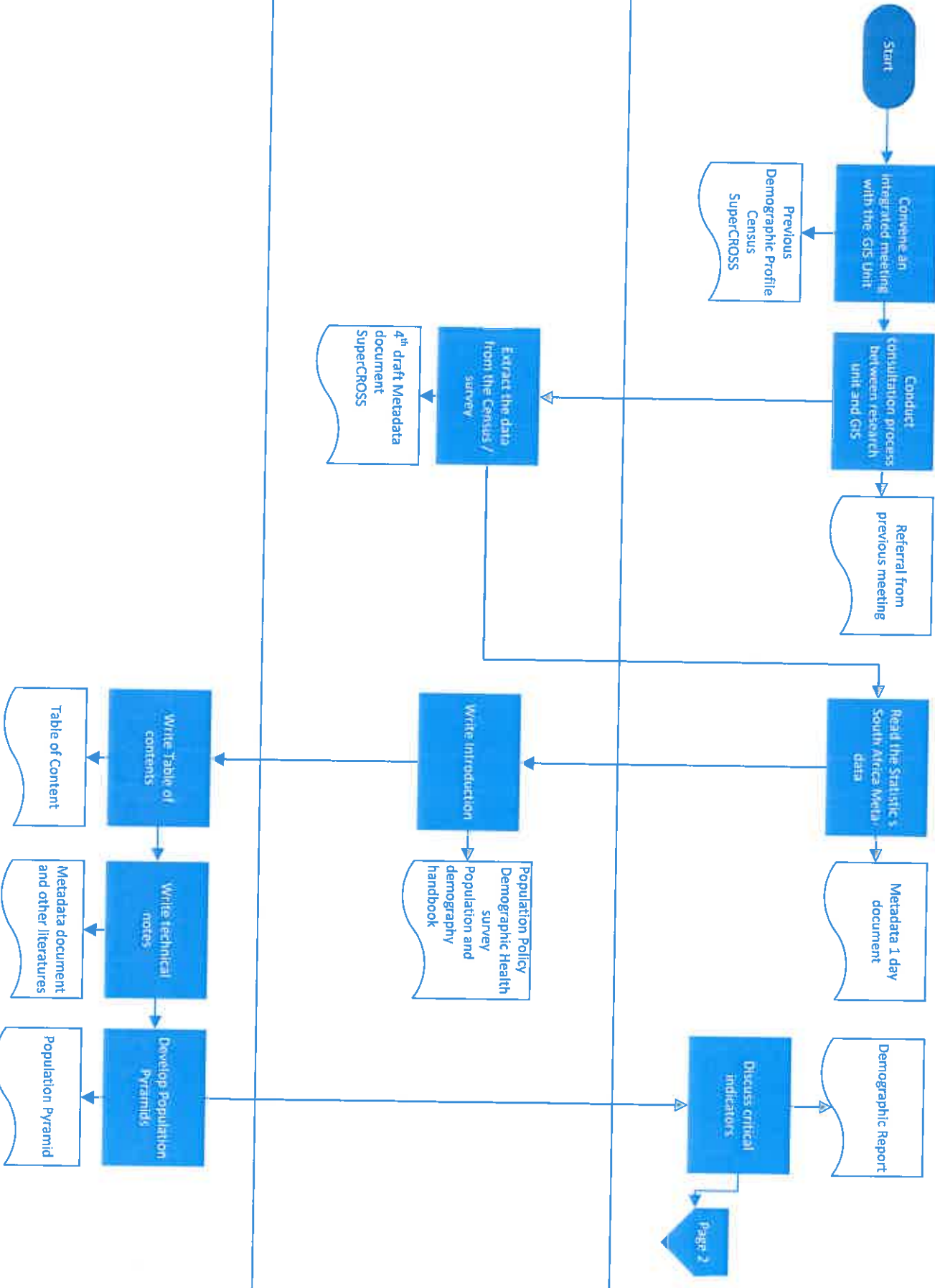
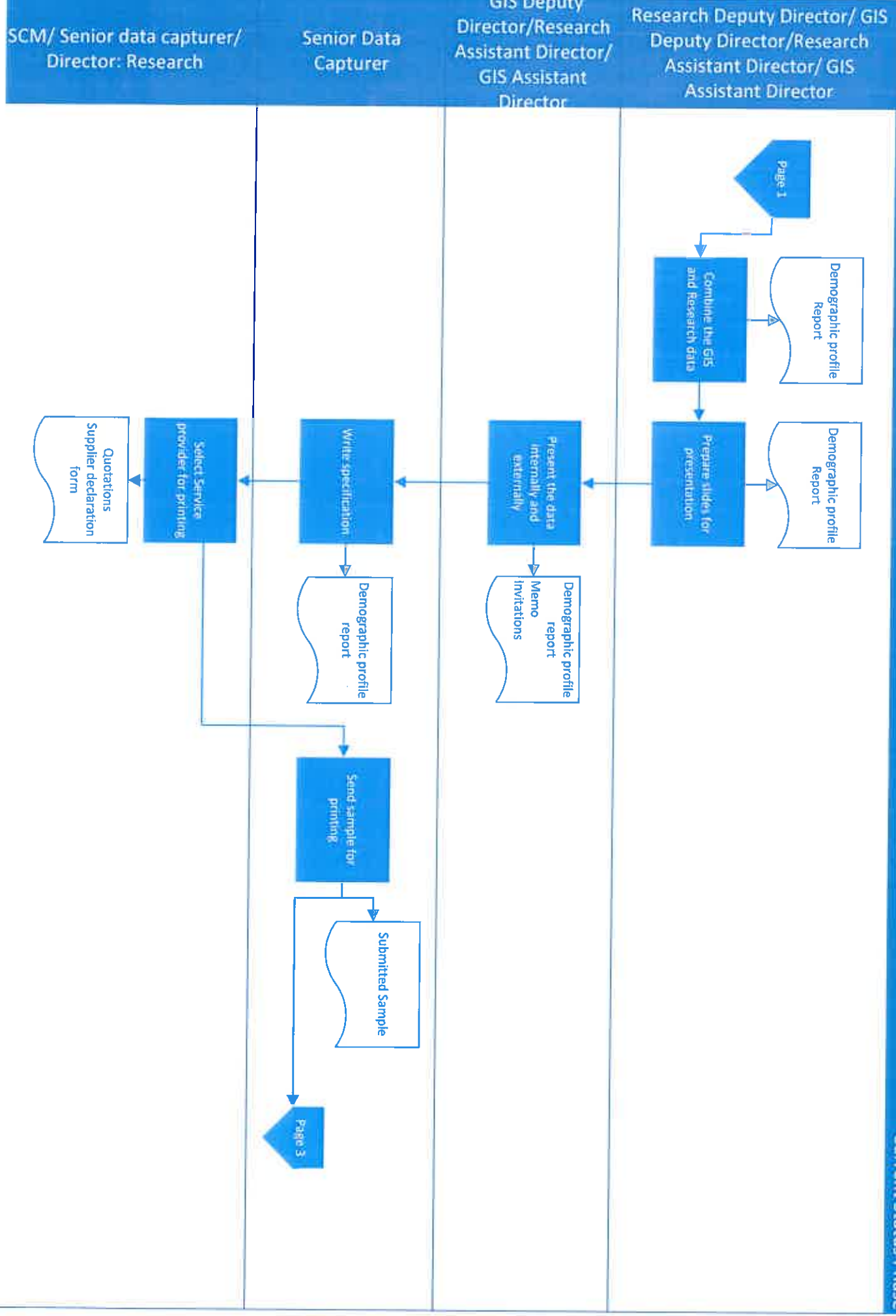


Research Assistant Director

GIS Deputy Director/Research Assistant Director

Research Deputy Director/ GIS Deputy Director/Research Assistant Director/ GIS Assistant Director

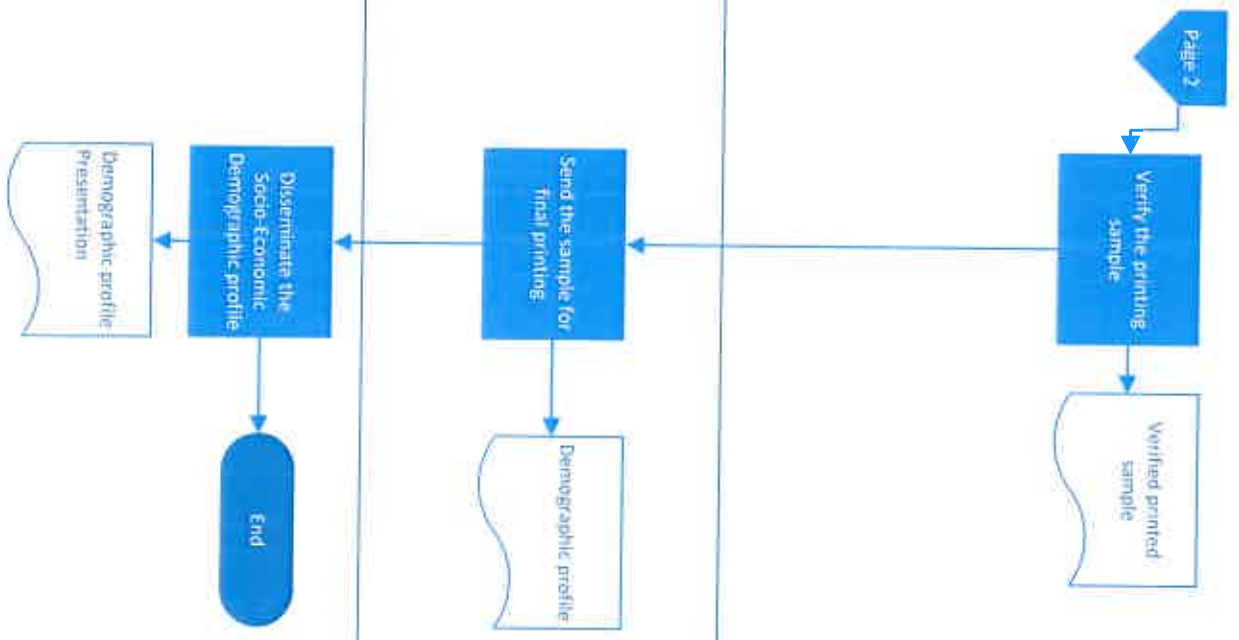




Research Deputy Director/ GIS Deputy Director/Research Assistant Director/ GIS Assistant Director

Service Provider / Research Deputy Director/ GIS Deputy Director

Service Provider / Director: Research/ Research Deputy Director/ GIS Deputy Director/ Senior Data Capturer





Province of the
EASTERN CAPE
SOCIAL DEVELOPMENT

SOP File Number:

DSD-PRG 5-01

SOP Version:

v.001

Document Owner:

Chief Director: Development and Research

STANDARD OPERATING PROCEDURE: DEMOGRAPHIC PROFILING PROCESS

Approval Date	23 March 2017
Commencement Date	23 March 2017
Review Date	23 March 2018
Periodical Review	Annual
Resources	Internal staff, Budget
Intent of SOP	To document the standard operating procedure (SOP) for the Demographic Profiling Process. This document aims to assist the officials of the Department of Social Development with the day to day activities pertinent to regularize operations that must be followed when compiling Demographic Profiles.
Scope	This document applies to all Departmental officials rendering services of demographic profiles.
Objective(s)	The objectives of Demographic profiling Process are: <ul style="list-style-type: none">To provide socio-economic and demographic data that will serve as a baseline for programs, interventions, policies and planning.
Definitions	<p>Metadata: Is a set of data that describes and gives information about other data</p> <p>Data Extraction : Is the act or process of retrieving data out of data sources for further processing or storage</p>

	Analysis: Is a detailed examination of the elements or structure of something
Key Performance Indicator	Number of demographic profiles completed
Principles	<p>The following principles underpin the policy on development of demographic profiles for Social Development:</p> <p>Efficiency and effectiveness - Achievement of objectives in a most cost-effective manner.</p> <p>Empowerment - To enhance the capacity of communities to analyse their livelihood framework and develop strategies for sustainability of that livelihood.</p> <p>Equity - Redistribution of resources based on need, priorities and historical discrepancies. Voice of the voiceless should be heard.</p> <p>Participation - Active involvement of officials, stakeholders and community in societal programme and project design aimed at poverty eradication.</p> <p>Partnership - A social partnership of government, community, civil society and the business sector to deliver services.</p> <p>Social Integration – Social Cohesion.</p>
Compliance Measures	Census data and Surveys

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
1	Convene a meeting with the Geographical Information System's Unit	<ul style="list-style-type: none"> Decide on the focus area of demographic indicators Discuss the profiles to be done according to districts and indicators to be used in those profiles. 	Research Deputy Director GIS Deputy Director Research Assistant Director GIS Assistant Director	<ul style="list-style-type: none"> Previous Demographic Profiles Census or Community survey Super-Cross Report (focusing on small areas data) Statistical reports 	3 hours
2	Conduct Consultation process between Research Unit and GIS Unit	<ul style="list-style-type: none"> Convene a meeting between the two directorates in order to discuss the indicators and allocate tasks. Make a decision on the agreed indicators 	Research Deputy Director GIS Deputy Director Research Assistant Director GIS Assistant Director	<ul style="list-style-type: none"> Referral from previous meeting minutes 	4 hours
3	Extract data from the census/ survey	<ul style="list-style-type: none"> Extract data for the purpose of knowing the age and sex structure of the Province. Interact with data from Super-Cross, Microsoft Excel. 	GIS Deputy Director Research Assistant Director	<ul style="list-style-type: none"> Metadata document 4th draft Super-Cross and Microsoft Excel software 	3 days
4	Write introduction	<ul style="list-style-type: none"> Consult all the theories of population related issues. 	Research Deputy Director Research Assistant Director	<ul style="list-style-type: none"> Population policy 1998 Demographic health survey Population and demography handbook 	3 days
5	Write table of contents	<ul style="list-style-type: none"> Indicate how the demographic profile is divided into sections. 	Research Assistant Director	<ul style="list-style-type: none"> Table of contents 	1 days

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
6	Write technical notes	<ul style="list-style-type: none"> Use metadata document which gives a brief description of terms or technical information and other related literature documents 	Research Assistant Director	<ul style="list-style-type: none"> Metadata document and other literatures 	2 days
7	Develop Population Pyramids	<ul style="list-style-type: none"> Extract data from the census from 0-85 + years. Build a pyramid using Microsoft-excel 	Research Assistant Director	<ul style="list-style-type: none"> Population Pyramid 	3 days
8	Discuss critical indicators	<ul style="list-style-type: none"> Read statistical reports, midyear estimates and changes might arise if necessary and changes will be made such as disability, Child Headed Households and Poverty Line. 	Research Deputy Director GIS Deputy Director Research Assistant Director GIS Assistant Director	<ul style="list-style-type: none"> Demographic Report 	4 hours
9	Combine the GIS and Research data	<ul style="list-style-type: none"> Meet with units to arrange data in order to be used for the compilation of profile extracted from the census data or Community Survey 	Research Deputy Director GIS Deputy Director Research Assistant Director GIS Assistant Director	<ul style="list-style-type: none"> Demographic profile report 	2 days
10	Prepare slides for presentation	<ul style="list-style-type: none"> Collate the produced demographic profile in order to prepare for the presentation. 	Research Deputy Director GIS Deputy Director Research Assistant Director GIS Assistant Director	<ul style="list-style-type: none"> Demographic profile report 	2 days

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
11	Present data internally and externally	<ul style="list-style-type: none"> Present to Population unit Workstream Present to Departmental Research Committee Present to Integrated learning network Present to Strategic planning unit Present to relevant stakeholders 	Director GIS Deputy Director Research Assistant Director GIS Assistant Director	<ul style="list-style-type: none"> Demographic profile report Memo Invitations 	3 day
12	Write specification for printing of profile	<ul style="list-style-type: none"> Explain task job that need to done 	Senior Data Capturer	<ul style="list-style-type: none"> Demographic profile report 	2 days
13	Select Service Provider for printing	<ul style="list-style-type: none"> Select suppliers from the Supplier Database Source quotation Appoint the service provider 	SCM Senior Data Capturer Director : Research	<ul style="list-style-type: none"> Quotations Supplier declaration form 	3 days
14	Send sample for printing	<ul style="list-style-type: none"> Making calls to the printers or emails or meetings in order to explain the printing task Submit the sample for printing 	Senior Data Capturer	<ul style="list-style-type: none"> Submitted sample 	2 days
15	Verify the printed sample	<ul style="list-style-type: none"> Present the printed sample to the Senior Manager and Manager Research and Manager GIS. Review the printed sample demographic profile 	Service Provider Director : Research Research Deputy Director GIS Deputy Director Senior data capture	<ul style="list-style-type: none"> Verified printed sample 	4 days

Nr	Task Name	Task Procedure	Responsibility	Supporting Documentation	Service Standard
16	Send the proof read sample for final printing	<ul style="list-style-type: none"> Sign the agreement for producing final demographic profile Send the verified printed sample for printing Print the final demographic profile immediately after reaching the agreement 	Service Provider Research Deputy Director GIS Deputy Director	<ul style="list-style-type: none"> Demographic profile report 	3 days
17	Disseminate the Socio-Economic Demographic Profile	<ul style="list-style-type: none"> Integrate with Advocacy for dissemination to relevant stakeholders such as local Municipality forums that includes other Government Departments. Present to Departmental programmes for their Strategic Planning. 	Research Deputy Director GIS Deputy Director Research Assistant Director GIS Assistant Director	<ul style="list-style-type: none"> Demographic profile report Presentation 	Annually

REFERENCES:





LEGISLATION, POLICIES, PROCEDURES & OTHER DOCUMENTATION (i.e. SOPs)

DOCUMENT NAME	SECTION / DOCUMENT DESCRIPTION	Effective Date (if applicable)
Census data	The total process of collecting, compiling, evaluating, analysing and publishing or otherwise disseminating demographic, economic and social data pertaining, at a specified time, to all persons in a country or a well-defined part of the country.	2011
Community survey	The main objectives is to provide population and household statistics at municipal level to government and the private sector, to support planning and decision –making	2016

PROCESS RISKS

Risk Name	Risk Description	Probability (H/M/L)	Impact (H/M/L)	Control Description	System / Manual
Delay release of census data	Delay release of census data leading to incomplete of socio economic demographic profile	L	L	Usage of community survey	Manual

AUTHORIZATION:

Designation:	Name:	Signature:	Date:
Quality Checked By Director : MIS	N.A.Mazizi		16/03/2017
Recommended by Chief Director :	D.X.Makoboka		15/03/2017
Recommended by Deputy Director General	N.Baart		22/03/2017
Approved by Head of Department	S.Khanyle		23/03/2017
Distribution and Use of SOP	DDGs; Chief Directors; Directors at Head Office; District Directors; Deputy Directors: (Head Office & Districts); (Head Office & Districts); CDPs at all levels, Social Workers at all levels.		