

## **Statistics Handbook 3: Overview of key changes**

From 2023 onwards, the programme structure changes from programme units to projects and service types (for further information and definitions, please see the updated [programme structure](#)). Due to these changes, participants and households can receive multiple services. This means that one person or household can be counted more than once. With the revision of our counting method, we expect participant and household figures to increase in 2023. Therefore, a distinct headcount is introduced at the programme level to determine how many participants we reach without double-counting them. For data disaggregation according to gender, a new category, "other," was introduced besides "female" and "male."

### **Terminology changes**

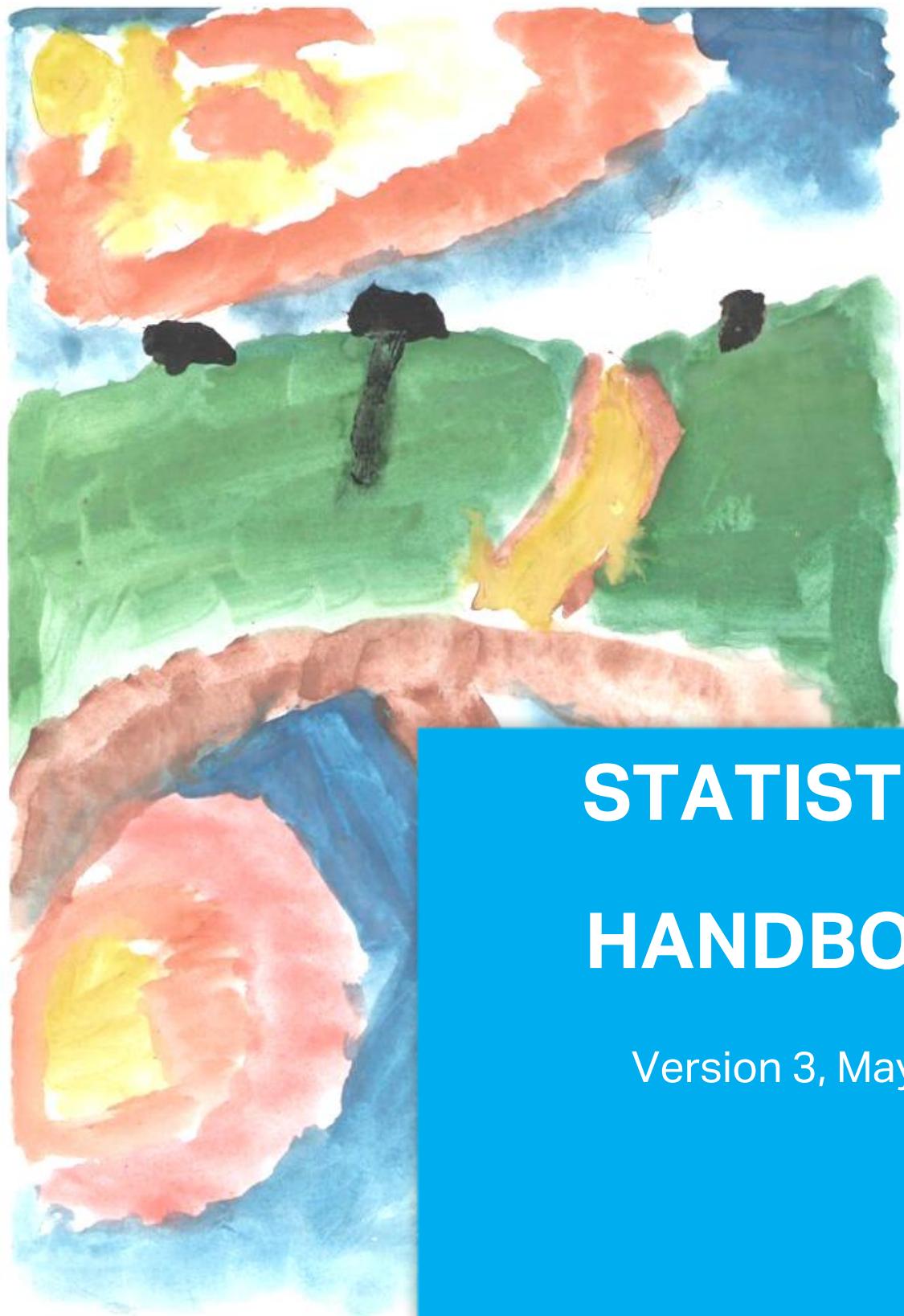
The following changes are introduced to align definitions with the updated programme structure, and reflect external standards and the programme service descriptions.

- "Beneficiaries" renamed "participants"
- "Families" renamed "households"
- "SOS family-like care (SFC)" renamed "family-like care (FLC)"
- "Youth care (YC)" renamed "supervised independent living (SIL)"
- "Care training (CT)" renamed "child & youth care practitioners' training (CPT)"
- "Emergency response (ER)" renamed "humanitarian action (HA)"
- "Family strengthening (FS)" split into two service types: "direct family empowerment (DFE)" and "community empowerment for family empowerment (CFE)"
- "Educational/social/medical staff" renamed to "other programme staff"

### **Removed statistical key figures (SKFs)**

The following SKFs were removed because of their unclear definitions, poor data quality, lack of usage in global monitoring and the updated programme structure.

- Single services
- Service days
- Maximum capacity
- Beneficiaries from target group but not in AC or FS (no separation, now included in overall participants)
- Beneficiaries not from target group but not in AC or FS



# STATISTICS HANDBOOK

Version 3, May 2022

## Table of contents

<b>Statistical key figures in a nutshell .....</b>	<b>4</b>
Responsibilities for SKFs .....	4
Key takeaways.....	4
Key tasks & deadlines .....	4
Key IT systems .....	5
<b>Programme structure .....</b>	<b>6</b>
<b>Statistical key figures.....</b>	<b>7</b>
Participant statistics.....	7
Who are participants? .....	9
Plan statistics for participants.....	9
Distinct headcount for plan participants .....	10
Actual statistics for participants .....	11
Distinct headcount for actual participants .....	12
Former participants .....	13
Household statistics.....	14
What is a household? .....	14
Plan statistics for households .....	15
Actual statistics for households.....	16
Former households.....	17
Staff statistics.....	17
Staff categories.....	19
Plan statistics for staff .....	20
Actual statistics for staff .....	20
<b>Abbreviations .....</b>	<b>21</b>

# Statistical key figures in a nutshell

Statistical key figures (SKFs) are a set of indicators that quantify the reach of projects and services across the federation and allow us to assess whether key organizational objectives have been achieved. Having accurate data on SKFs is key to making informed decisions, and to ensure that we deliver quality care to children without parental care and families at risk of separation. SKFs provide information on:

1. how many participants and households we reach with our projects and services and,
2. how many staff members SOS Children's Villages employs to deliver these projects and services.

Findings and figures derived from SKFs are used for both internal monitoring and external communication purposes, such as the International Annual Report, the SOS Care Promise indicators, and for reports to donors, partners and public authorities. SKFs are consolidated on an annual basis and data provision is **mandatory** for all member associations (MAs). This document gives MAs and other users practical guidelines on how data should be collected and submitted. Please note that MAs may additionally use SOS Care Promise indicators and locally defined indicators to reflect context-specific issues.

## Responsibilities for SKFs

The statutes of SOS Children's Villages International define that each MA is obliged to submit SKFs. The data must be approved by the MA's board. The National Director or Managing Director is accountable for providing correct statistical figures. This also includes monitoring of deviations in plan vs. actual figures. For all regions except EUNA, the International Office Region is responsible for quality spot checks of the provided data. For EUNA MAs, this quality spot check is done by the Programme Management unit at the International Office. In case of discrepancies, MAs will be asked to review and correct the figures.

## Key takeaways

- Reporting on SKFs is mandatory for all MAs as per the statutes
- The SKF handbook version 3 is valid for plan and actual statistics from 2023 onwards
- Counting of participants, households and staff is done per service type in projects
- Participants and households can receive multiple services from multiple projects

## Key tasks & deadlines

- Plan statistics for participants, households and staff must be submitted with final annual plans and budgets
- Actual statistics for participants and households are submitted monthly
- Actual statistics for staff are submitted quarterly

## Key IT systems

- SKFs are reported in Programme IT Systems **ProDIGI** and **PDB2** and viewed in **Compass reports**.
- Data entry for plan statistics: ProDIGI
- Data entry for actual statistics: ProDIGI or PDB2



- ProDIGI is the data entry system for **plan participant, household and staff statistics** as well as **actual staff statistics**. MAs that do not use PDB2 also have to enter actual participant and household statistics in ProDIGI.
- For MAs using PDB2, **actual participant and household statistics** are registered individually or entered in the SKF data entry screen. Participants and households that have been individually registered in PDB2 must not be entered into the PDB2 SKF data entry screen.
- Compass PowerBI is the reporting tool to view consolidated plan and actual statistics.



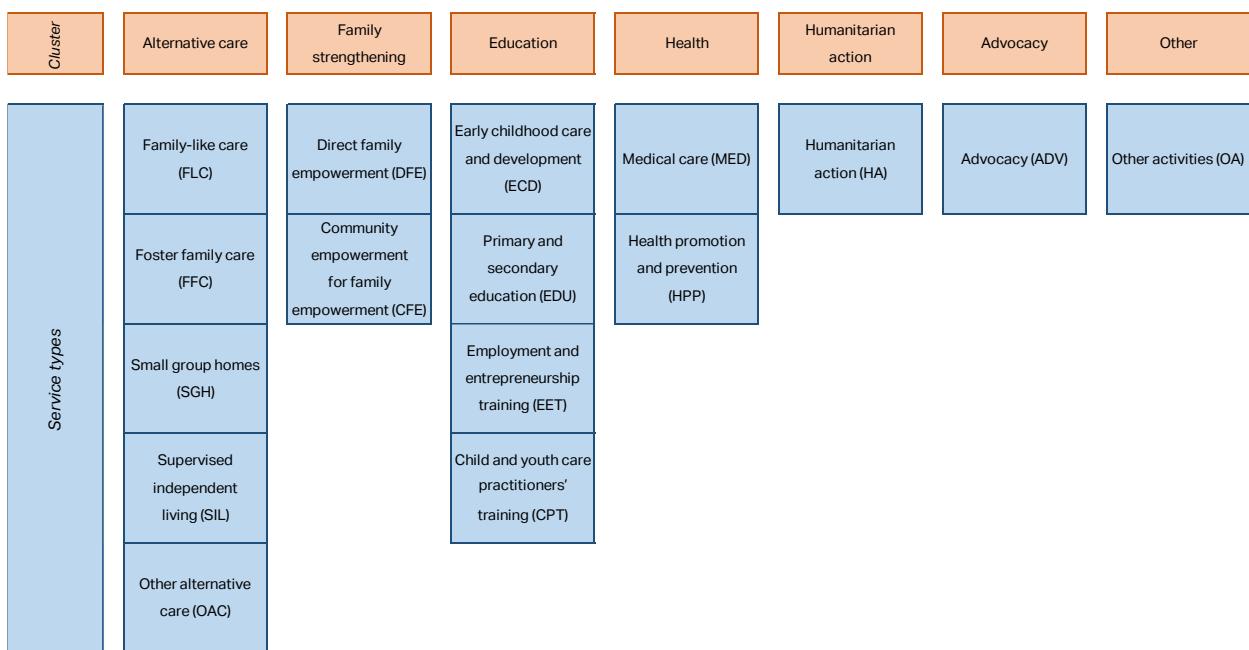
# Programme structure

The programme structure (see Figure 1) describes that all services provided to individuals and communities are clustered in projects that link to a programme location. For more information on the different project and service types, please see the [programme structure](#). In order to reflect the programme structure accurately, the following rules are valid for plan and actual statistics from 2023 onwards:

- A programme location can have more than one project.
- A participant, household, or staff member can only be registered and counted in one programme location.
- A participant or household can be registered and counted in several projects and receive several service types from the same or different project(s) within one programme location.

As a participant or household can be assigned to multiple service types, the number of services we provide can be higher than the number of unique persons we reach.

*Figure 1. SOS Children's Villages programme structure*



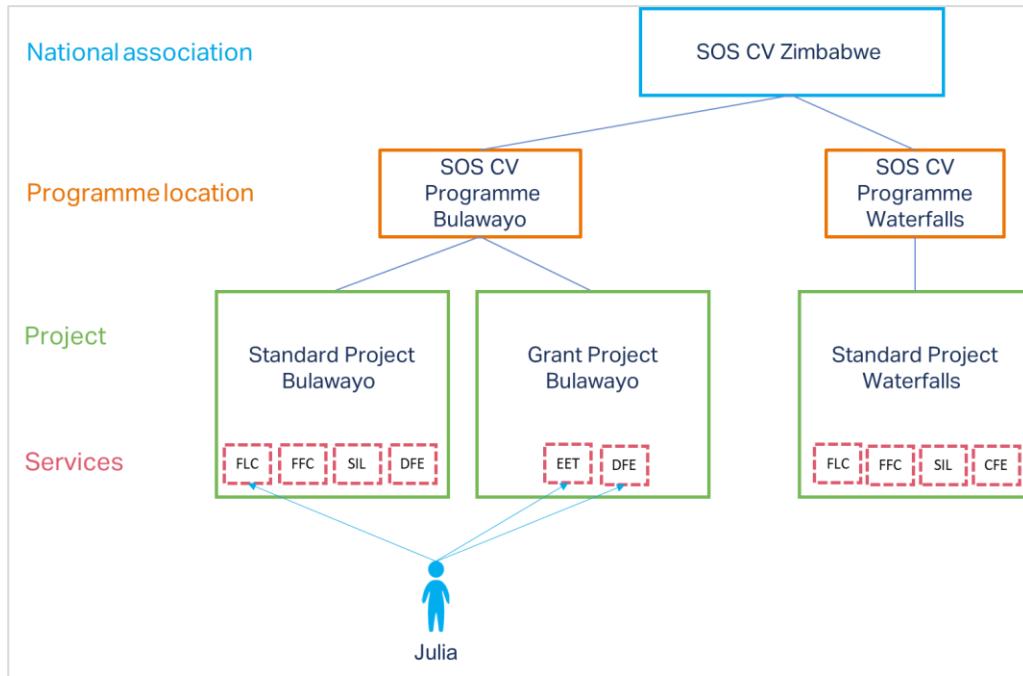
In Figure 2 we illustrate the programme structure with a hypothetical example. This example will be used throughout the handbook to illustrate key aspects of the data collection and entry process.

## Example

The national association (NA) Zimbabwe has two programme locations: Bulawayo and Waterfalls. The programme location Bulawayo runs one standard and one grant project, while Waterfalls runs a single standard project. Julia receives three services: family-like care (FLC) from the standard project and

employment & entrepreneurship training (EET) and direct family empowerment (DFE) from the grant project. Therefore, Julia **receives multiple service types from two different projects in one programme location**. Julia also receives multiple service types from the grant project, namely EET and DFE. But Julia **cannot** simultaneously receive services from the programme locations Bulawayo and Waterfalls. Please remember that participants can only be assigned to one programme location.

*Figure 2. Counting participants with new programme structure*



## Statistical key figures

We collect SKFs to understand how many people and households we reach with our services and how many staff members we employ across all MAs. Therefore, our statistical indicators are divided into **participant**, **household** and **staff indicators**. The following section shows:

- Overview and definitions of indicators
- Deadlines for submission
- Systems for data collection

### Participant statistics

Counting participants is one of the key purposes of the SKFs. A list of indicators for participants can be found in *Table 1*. In the overview of indicators, we differentiate between current and former participants as well as plan and actual statistics. For plan statistics, we do not differentiate between genders and age groups. For actual statistics we collect data on three gender categories and two age groups. In the next

paragraphs, we give further information on each indicator and give instructions on how SKFs are collected and submitted accordingly.

*Table 1. Participant statistics*

			Participants							Former participants		
			Plan		Actual							
			All participants	Female 0-17	Male 0-17	Other 0-17	Female 18+	Male 18+	Other 18+	All exits	Exits: reunification	Exits: self-reliance
AC	FLC	Family-like care	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	SIL	Supervised independent living	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	FFC	Foster family care	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	SGH	Small group homes	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	OAC	Other alternative care	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
FS	DFE	Direct family empowerment	✓	✓	✓	✓	✓	✓	✓	✓		
	CFE	Community empowerment for family empowerment	✓	✓	✓	✓	✓	✓	✓	✓		
Education	ECD	Early childhood care & development	✓	✓	✓	✓					✓	
	EDU	Primary & secondary education	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	CPT	Child & youth care practitioners' training	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	EET	Employment & entrepreneurship training	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Health	MED	Medical care	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	HPP	Health promotion & prevention	✓	✓	✓	✓	✓	✓	✓	✓	✓	
HA	HA	Humanitarian action		✓	✓	✓	✓	✓	✓	✓	✓	
ADV	ADV	Advocacy										
OA	OA	Other activities	✓	✓	✓	✓	✓	✓	✓	✓		
		Programme level (distinct head count)	✓	✓	✓	✓	✓	✓	✓	✓		

## Who are participants?

The first set of statistical indicators count **participants** who **currently** receive direct services as well as **former participants** who no longer receive services.

- A **participant** is everyone who participates in one or more projects and, as a result, receives direct service(s).
- A **former participant** is everyone who no longer participates in projects and, as a result, no longer receives direct service(s).

## Example

In Figure 3 Julia has stopped receiving EET services from the grant project Bulawayo but continues to receive FLC services from the standard project Bulawayo. Julia is still a participant. In Figure 4 Julia stopped receiving services from both the grant and standard project. Therefore, Julia is a former participant.

Figure 3. Who is a participant?

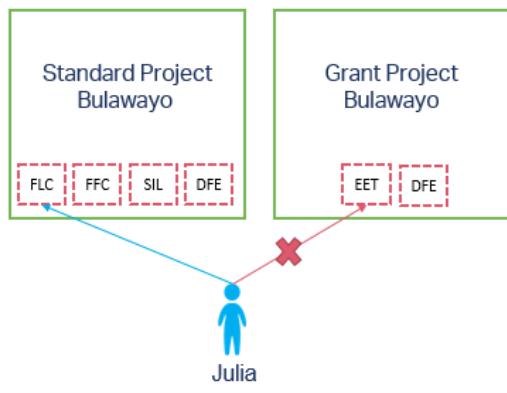
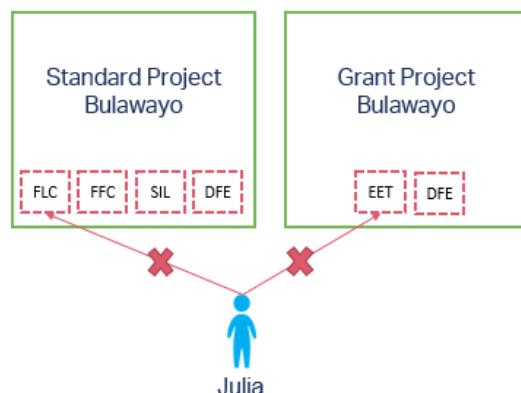


Figure 4. Who is a former participant?



## Plan statistics for participants

- Plan statistics must be submitted with final annual plans and budgets
- Plan statistics for participants are submitted in ProDIGI (all MAs)
- Plan statistics for participants must be submitted for all service types (except HA)

For participant statistics, MAs are required to submit **plan** as well as **actual statistics**. The comparison between plan and actual statistics allows SOS Children's Villages to review targets. Plan statistics are simply an estimation of how many participants we want (i.e., plan) to reach with our services. Plan statistics are estimated for every month and service type (all genders and age groups). The plan statistics for participants are submitted in the format shown in Table 2. Please note that humanitarian action (HA) is the only service type where plan statistics are not applicable. For all MAs, plan statistics for participants are submitted in the IT system ProDIGI.

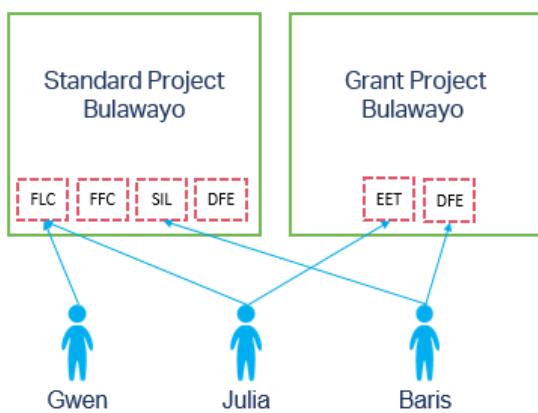
Table 2. Data format for plan statistics (participants)

Service type	Grant Project Bulawayo											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SGH	5	7	5	8	6	6	6	7	6	8	5	5
EET	12	12	12	15	15	12	12	12	10	12	14	16

### Example

In Figure 5 we give an example of how plan statistics are determined. The standard project Bulawayo plans to reach three participants across two service types: Julia and Gwen in FLC, Baris in SIL. The grant project Bulawayo plans to reach two participants in two service types: Julia in EET, and Baris in DFE.

Figure 5. Plan statistics for participants



The correct plan statistics for participants are:

- **Plan statistics** for the standard project Bulawayo
  - FLC: 2 participants
  - SIL: 1 participant
- **Plan statistics** for the grant project Bulawayo
  - EET: 1 participant
  - DFE: 1 participant

You might have noticed that in Figure 5, **Julia and Baris are counted twice** as they both receive multiple service types. In total, we reach three distinct persons, but we plan services for five participants.

### Distinct headcount for plan participants

The distinct headcount (see the last row in *Table 1*) is introduced at the programme location level to determine how many distinct participants we reach without double-counting them. Please note that for the distinct headcount we count the number of people and not the number of services we deliver. For plan statistics, the distinct headcount is estimated per month for all genders and age groups.

## Example

In Figure 5 the distinct headcount for the Bulawayo programme location is three: Gwen, Julia and Baris.

## Actual statistics for participants

- Submission of actual statistics for participants on a monthly basis
- Half-year review: **15 August**
- Final review: **15 February** of the following year
- Actual statistics are submitted in ProDIGI or PDB2 (depends on MA)
- Actual statistics for participants must be submitted for all service types
- Actual statistics are broken down into two age groups (0-17 and 18+) and three gender categories (female, male, other). For the service type ECD the age group 18+ is not applicable

Actual statistics for participants are counted on project level per service type. Projects count the actual number of services that were delivered to participants. **Counting is done on the last day of the month.** This method of counting is called snapshot counting, which simply means that the number of participants is counted at a specified time. Actual statistics are **collected for every month** and **submitted on a monthly basis**. In the half-year review on 15 August, the General Secretariat (GSC) verifies whether data has been submitted correctly and regularly until that date. By no later than 15 February of the following year, the final numbers for the SKFs must be submitted. Depending on the MA, actual data submissions are either done in ProDIGI or PDB2. Furthermore, actual statistics for participants are counted by two age groups (0-17 and 18+) and three gender categories (female, male, other) as shown in Table 3. The actual statistics for participants are submitted in the format shown in Table 4. The counting of actual participants follows the same rules explained in Figure 5.

*Table 3. Age groups & gender categories*

Age group	0-17	Participants up to the age of seventeen
	18+	Participants who are eighteen or older
Gender	Male	Boys, male youth and adults
	Female	Girls, female youth and adults
	Other	Participants who do not identify as male/female, or where the gender was unknown upon data entry

*Table 4. Data format for actual statistics (participants)*

Grant Project Bulawayo														
Service type	Age group	Gender	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
ECD	0-17	Female	10	10	9	12	10	9	9	9	9	10	10	8
		Male	8	6	6	6	5	7	7	7	6	6	5	5
		Other	2	1	0	2	2	2	2	2	1	1	2	3

## Examples

### School holidays

- During school holidays the number of participants is taken from the prior month. For instance, if a school is closed for holidays in Jul and Aug, the number of participants is taken from Jun (e.g., 40). Hence, the number of participants would be 40 for Jun, July and Aug.

### Project cycles & closure

- If projects are not operational on the last day of the month (e.g., Jul 31), we count the number of participants on the latest operational day in the month (e.g., Jul 28).
- If projects permanently close, we count participants on the last operational day. For instance, when a project closes on Jun 15, the number of participants is counted on Jun 14. For the months Jul-Dec, zero participants are counted.

### Humanitarian action

- If food distribution services are provided twice a month (e.g., Feb 15 and Feb 28), we count the number of participants on the latest operational day in the month. In this case, it would be Feb 28.

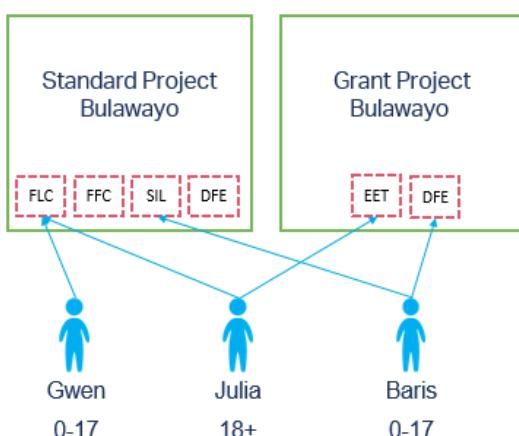
### Distinct headcount for actual participants

The distinct headcount for actual participants follows the same rules described for plan statistics (see p.10). However, for actual statistics, the distinct headcount is not only estimated per month but also by gender and age group.

### Example

In Figure 6, the distinct headcount for the programme location Bulawayo is one for females 0-17, one for females 18+ and one for males 0-17.

Figure 6. Distinct headcount for actual participant statistics



## Former participants

For former participants, i.e., participants who no longer receive services, we collect data on three indicators: all exits, exits because of reunification and exits because of self-reliance (see Table 5 for description and applicable service types). Projects count the actual number of participants who left our services since the beginning of the project. Actual statistics for former participants are **collected for every month** and **submitted on a monthly basis**. The same submission deadlines apply as for actual statistics for participants (p.11).

*Table 5. Former participant statistics*

Indicator	Description	Service types
All exits	<ul style="list-style-type: none"><li>Participants who no longer receive services</li></ul>	All service types
Number of exits because of reunification	<ul style="list-style-type: none"><li>Participants who no longer receive AC services because they were reunified with their families.</li></ul>	AC
Number of exits because of self-reliance	<ul style="list-style-type: none"><li>Participants who no longer receive AC services because they are self-reliant.</li><li>Self-reliance is defined as<ul style="list-style-type: none"><li>having stable and sufficient family income (e.g., income through employment, entrepreneurial activities, scholarships, or income from other members of the household)</li><li>having social support networks (e.g., good relationships with neighbours, friends, family, or other community members)</li><li>having employable/entrepreneurial skills (e.g., formal education, vocational training, language, IT, financial skills, technical skills, or labour market orientation)</li></ul></li></ul>	AC

## Examples

- We counted 50 former participants by the end of 2019. In 2020, four additional participants exited because they were self-reliant, 1x in March, 2x in June, and 1x in December. In months when participants became self-reliant we simply add up the numbers from the prior month with the number of exits:
  - Mar:  $50 + 1 = 51$
  - Jun:  $51 + 2 = 53$
  - Dec:  $53 + 1 = 54$
- In months when no participant became self-reliant (Jan, Feb, Apr, May, Jul, Aug, Sep, Oct, Nov) the number of former participants remains the same (see Table 6).

*Table 6. Data format for actual statistics (former participants)*

Service type	Grant Project Bulawayo											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SGH	50	50	51	51	51	53	53	53	53	53	53	54

## Household statistics

Counting households is one of the key purposes of the SKFs. A list of indicators for households can be found in Table 7 In the list of indicators, we differentiate between current and former households as well as plan and actual statistics. Please note that household statistics are **only relevant for AC, DFE and HA services**. In the next paragraphs, we give further information on each indicator and give instructions on how SKFs are collected and submitted accordingly.

### What is a household?

The second set of statistical indicators count households who currently receive direct services as well as former households who no longer receive services. A household includes either one person living alone or a group of people, usually, but not necessarily, biological family members, living at the same address with common housekeeping, e.g., sharing at least one meal per day.

### Examples

- FLC: one caregiver, one caregiver assistant and four children living together in a house.
- FFC: two foster parents living together with three foster children.
- SIL: a group of three young people sharing an apartment.
- OAC: eight unaccompanied minors living with two caregivers and one caregiver assistant in a temporary home.
- DFE: a mother living together with her two biological children, one foster child and their grandmother.

Table 7. SKFs: Household statistics

			Households		Former households		
			Plan	Actual			
			All house-holds	All house-holds	All exits	Exits: self-reliance	
AC	FLC	Family-like care	✓	✓			
	SIL	Supervised independent living	✓	✓			
	FFC	Foster family care	✓	✓			
	SGH	Small group homes	✓	✓			
	OAC	Other alternative care	✓	✓			
FS	DFE	Direct family empowerment	✓	✓	✓	✓	
HA	HA	Humanitarian action		✓	✓		

#### Plan statistics for households

- Plan statistics must be submitted with final annual plans and budgets
- Plan statistics for households are submitted in ProDIGI (all MAs)
- Plan statistics for households must be submitted for AC and DFE services

For household statistics, MAs are required to submit **plan** as well as **actual statistics**. The comparison between plan and actual statistics allows SOS Children's Villages to review targets. Plan statistics is simply an estimation of how many households we want (i.e., plan) to reach with our services. Plan statistics are estimated per month for AC and DFE services. The plan statistics for households are submitted in the same format as participant statistics (see Table 8).

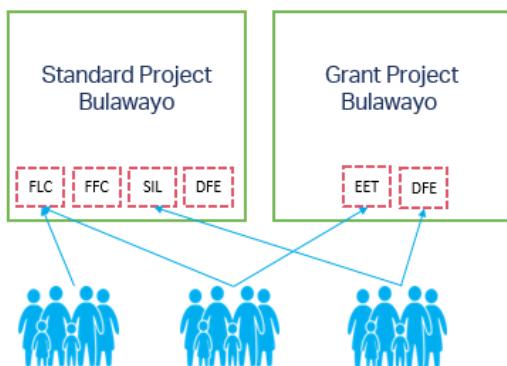
Table 8. Data format for plan statistics (households)

Service type	Grant Project Bulawayo											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SGH	4	5	5	6	6	6	6	5	4	4	4	5
DFE	12	16	16	14	12	12	10	10	16	12	14	16

## Example

In Figure 7 we give an example of how plan statistics for households are determined. In the example, the standard project Bulawayo plans to reach three households with two service types (FLC, SIL). The grant project Bulawayo plans to reach two households with two service types (EET, DFE).

Figure 7. Plan statistics for households



The correct plan statistics for households are:

- **Plan statistics** for standard project Bulawayo
  - FLC: 2 households
  - SIL: 1 household
- **Plan statistics** for grant project Bulawayo
  - EET: 1 household
  - DFE: 1 household

## Actual statistics for households

- Submission of actual statistics for households on a monthly basis
- Half-year review: **15 August**
- Final review: **15 February** of the following year
- Actual statistics for households are submitted in ProDIGI or PDB2 (depends on MA)
- Actual statistics for households must be submitted for AC, FS and HA services

The actual statistics for households are counted on the project level per service type. Projects count the actual number of services that were delivered to households. **Counting is done on the last day of the month.** This method of counting is called snapshot counting, which simply means that the number of households is counted at a specified time. Actual statistics for households are **collected for every month** and **submitted on a monthly basis**. In the half-year review on 15 August, the GSC verifies whether data has been submitted correctly and regularly until that date. By no later than 15 February of the following year, the final numbers for the SKFs must be submitted. Depending on the MA, data submissions are either done in

ProDIGI or PDB2. The actual statistics for households are submitted in the format shown in Table 8 and follow the same rules visualized in Figure 7.

### Former households

For former households, i.e., households that no longer receive services from SOS Children's Villages, we collect data on two indicators: all exits and exits because of self-reliance (see Table 9). Projects count the actual number of households that left services from SOS Children's Villages. Actual statistics for former households are **collected for every month** and **submitted on a monthly basis**. The same submission deadlines apply as for actual statistics for households (p. 16).

*Table 9. Former household indicators*

Indicator	Description	Service types
All exits	<ul style="list-style-type: none"><li>Households who no longer receive DFE and HA services from SOS Children's Villages.</li></ul>	DFE and HA
Number of exits because of self-reliance	<ul style="list-style-type: none"><li>Households who no longer receive DFE services from SOS Children's Villages because they are self-reliant.</li><li>Self-reliance means that a family is able to address the needs and rights of its children and young people. This can either mean the family does so with its own resources or makes use of support services to meet those needs.</li></ul>	DFE

### Staff statistics

Counting staff is one of the key purposes of the SKFs. A list of indicators for staff can be found in Table 10. In the list of indicators, we differentiate between plan and actual statistics. In the next paragraphs, we give further information on each indicator and give instructions on how SKFs are collected and submitted accordingly.

Table 10. SKFs: staff statistics

		Staff				
		Plan (except HA) & Actual				
		SOS mothers/parents/trainee	SOS aunts/family assistants	Other programme staff	Administrative staff	Maintenance/general service staff
AC	FLC	Family-like care	✓	✓	✓	✓
	SIL	Supervised independent living		✓	✓	✓
	FFC	Foster family care		✓	✓	✓
	SGH	Small group homes		✓	✓	✓
	OAC	Other alternative care		✓	✓	✓
FS	DFE	Direct family empowerment		✓	✓	✓
	CFE	Community empowerment for family empowerment		✓	✓	✓
Education	ECD	Early childhood care & development		✓	✓	✓
	EDU	Primary & secondary education		✓	✓	✓
	CPT	Child & youth care practitioners' training		✓	✓	✓
	EET	Employment & entrepreneurship training		✓	✓	✓
Health	MED	Medical care		✓	✓	✓
	HPP	Health promotion & prevention		✓	✓	✓
	HA	Humanitarian action		✓	✓	✓
	OA	Other activities		✓	✓	✓
	ADV	Advocacy		✓	✓	✓
	NO	National office		✓	✓	✓
	NB	National branch office		✓	✓	✓

## Staff categories

The third set of statistical indicators counts staff members who are employed by SOS Children's Villages to deliver services and projects. In ProDIGI staff statistics are collected according to five categories as listed in Table 11.

Table 11. SKFs staff categories

ProDIGI staff categories	D365 staff categories	Examples
SOS mothers/parents/trainees	SOS mother/father/parent	SOS mothers/parents or persons in training to become SOS mother/parents
SOS aunts/family assistants	SOS aunt/uncle/family assistant	Persons trained as SOS aunts or family assistants
Other programme staff	Educational/social/mental & physical health	Social workers, educators, health professionals, FS coordinators
	Programme general	AC coordinators, programme directors, monitoring & evaluation advisor
	Advocacy	Advocacy coordinator/advisor
Administrative staff	Administrative and cross-functional	National director, assistant
	Finance	Finance coordinator/advisor
	Fund development	FD coordinator/advisor
	Human resources	HR coordinator/advisor
	ICT staff	ICT coordinator
Maintenance/general service staff	Maintenance/general service	Persons working in maintenance and general services including drivers, cleaners, gardeners, security staff, handymen etc.

## Examples

### Staff includes:

- Staff for long-term activities paid by public authorities and/or other non-governmental organizations (NGOs). For example, teachers in schools.
- Staff for long-term activities employed on a contract basis. For example, social workers funded by institutional donors, and medical doctors who regularly attend a clinic.
- For part-time staff the number of working hours needs to be captured. For example, if a staff member works 10 hours a week, this would be a 0.25 full-time equivalent (FTE).

### Staff does not include:

- People providing external, short-term services. For example, IT and legal consultants for projects and medical doctors for a single vaccination campaign.
- Volunteers. For example, tutors for school children.

## Plan statistics for staff

- Plan statistics must be submitted with final annual plans and budgets
- Plan statistics for staff are submitted in ProDIGI (all MAs)
- Plan statistics for staff must be submitted for all service types (except HA) and NO, NB
- Plan statistics for staff are broken down into five staff categories

For staff statistics, MAs are required to submit plan as well as actual statistics. Plan statistics for staff is simply an estimation of how many staff members we want (i.e., plan) to employ to deliver services and projects. Plan statistics are estimated per month for all 16 service types plus the national office (NO) and national branch office (NBO). Furthermore, actual statistics for staff are counted according to staff categories listed in Table 11. Plan statistics for staff are estimated per month and must be submitted in the format shown in Table 12.

*Table 12. Data format for plan statistics (staff)*

Grant Project Bulawayo													
Service type	Staff category	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
FLC	SOS mothers/parents	20	22	20	24	30	30	28	28	28	24	26	28
	Administrative staff	5	7	7	7	8	6	5	5	5	8	8	8
NO	Administrative staff	10	12	10	10	11	11	11	13	12	12	12	12

## Actual statistics for staff

- Submission of actual statistics for staff on a quarterly basis
- Half-year review: **15 August**
- Final review: **15 February** of the following year
- Actual statistics for staff are submitted in ProDIGI (all MAs)
- Actual statistics for staff must be submitted for all services plus NO and NB
- Actual statistics for staff broken down into five staff categories

The actual statistics for staff are counted on the project level per service type. Projects count the actual number of staff who were employed by SOS Children's Villages. **Counting is done on the last day of the month.** This method of counting is called snapshot counting, which simply means that the number of staff is counted at a specified time. Actual statistics for staff are **collected for every month** and submitted **every quarter**. In the half-year review on 15 August, the GSC verifies whether data has been submitted correctly and regularly until that date. By no later than 15 February of the following year, the final numbers for the SKFs must be submitted. Data submissions is done in ProDIGI. The actual statistics for staff are submitted in the format shown in Table 12.

## Abbreviations

AC	Alternative care
ADV	Advocacy
CFE	Community empowerment for family empowerment
CPT	Child & youth care practitioners' training
DFE	Direct family empowerment
ECD	Early childhood care & development
EDU	Primary & secondary education
EET	Employment and entrepreneurship training
FFC	Foster family care
FLC	Family-like care
FS	Family strengthening
FTE	Full-time equivalent
GSC	General Secretariat
HA	Humanitarian action
HPP	Health promotion & prevention
MA	Member association
MED	Medical care
NB	National branch office
NO	National office
NGO	Non-governmental organization
OA	Other activities
OAC	Other alternative care
PDB2	Programme Database 2
SGH	Small group homes
SIL	Supervised independent living
SKFs	Statistical key figures