

March
2013

IPRS

Institute for Political Research - Skopje

“Qualitative research of Pensions“

OPERATIONAL REPORT

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The Institute for Political Research – Skopje (IPIS) successfully implemented the Project “Qualitative Research of Pensions”. This project was completed in 5 months, from 1st of October 2012 until 10th of March 2013. The main activities were divided in two phases which were a responsibility of the team that took part in the implementation of the project. After phase 1 and 2 followed the conclusion of the project, mainly through submitting of the final reports and presentation of the key findings of the research.

The **Team** which was engaged on this extensive research effectively and efficiently completed their assignments. The team consisted of eight professionals with different area of expertise and different background. Vladimir Bozinovski was the team leader of this project and was responsible for project coordination and for the methodology of the Research. Gorast Stojmenovski was also responsible for coordination of the project and for preparing of the final operational and financial report. Mihajlo Talevski supported the organization of the interviews and the focus groups, but also processed the quantitative data that become visible from phase 1 and 2. Natasa Pavikjevikj developed the questionnaires together with the representatives of MLSP and MAPAS and was responsible for the composition of the Qualitative analysis for phase 1 and 2. Simona Jelikj, Svetlana Talevska, Jasna Nikolikj and Julija Vitanova worked together on recruitment of participants and conducting of the in-depth interviews and focus groups.

Team	
Name	Responsibility
Vladimir Bozhinovski	Project coordination and research methodology
Gorast Stojmenovski	Project coordination, Financial and Operational report
Mihajlo Talevski	Organization and quantitative analysis
Natasha Pavikjevikj	Questionnaire design and qualitative analysis
Simona Jelikj	Recruitment of participants and conducting of interviews and focus groups
Svetlana Talevska	Recruitment of participants and conducting of interviews and focus groups
Jasna Nikolikj	Recruitment of participants and conducting of interviews and focus groups
Julija Vitanova	Recruitment of participants and conducting of interviews and focus groups

PHASE 1 started in October 2012, shortly after the signing of the contract. First activity was the kick-off meeting between the representatives of IPIS and the representatives of MLSP and MAPAS. On this meeting we set the work-plan of all project activities.

During the first phase our focus was on preparation of the questionnaire and conducting of the 23 in-depth interviews (11 with external stakeholders/experts and 12 with members of the fully funded pension pillars). The initial steps in this phase were several meetings between the representatives of IPIS, MLSP and MAPAS for finalization of the questionnaire and setting the mode for recruitment of participants for the interviews. After finalizing of the questionnaire we started scheduling the interviews. For the interviews with the external stakeholders/experts we had great help from the MLSP and MAPAS. Eight from eleven interviews were conducted with logistical support of MLSP and MAPAS. The other three interviews were organized by IPIS (two opinion creators and one representative of the Students Association). The other 12 participants for the interviews were members of the fully funded pension pillars recruited through a phone survey on a data base of approximately 180 members provided by MAPAS. For this Phone poll the Institute developed random sample that complied with the Terms of Reference of the Project. The sample was stratified concerning the specifications of the recruitment scanner. The interviews were conducted in a period of 4 weeks. Outputs from these interviews were the transcriptions, from which we prepared the Indicative findings and the Qualitative analysis on the in-depth interviews.

General outputs from phase 1 were:

- Final questionnaire for the in-depth interviews;
- Transcriptions of all 23 in-depth interviews, edited by the interviewers;
- Indicative findings of the in-depth interviews;
- Qualitative analysis – Phase 1.

We submitted the outputs of Phase 1 to the MLSP and MAPAS at the end of December 2012. These activities concluded phase 1.

PHASE 2 started in January 2013. First activity was the meeting between the representatives of IPIS and the representatives of MLSP and MAPAS. On this meeting we started with the drafting of the topic guide (questionnaire) for the focus groups. All relevant indicators from phase 1 were

taken into consideration during the design of the focus groups questionnaires. The final version of the topic guide for the focus groups was drafted after several meetings between the teams of the IPIS and the MAPAS and the MLSP. On these meetings we also set the process of recruitment of participants for focus groups as well as the locations where the focus groups would be held.

The recruitment of participants lasted about 10 days and was the same as for the in-depth interviews, through a phone poll (both phone polls were conducted by highly professional and experienced team of pollsters, trained and skilled into all phases of data collection process). For the phone poll the Institute developed random sample that complied with the Terms of Reference of the Project. The sample was stratified concerning the specifications of the recruitment scanner: gender, age structure, profession, member of which pillar. For this purpose MAPAS provided us with a list of approximately 1800 members of Pillar II and III. After the random sampling, we decided that four focus groups will be held in Skopje and the other four in Strumica, Kavadarci, Prilep and Stip. After the finalization of the topic guide and the recruitment, we started with conducting of the focus groups. This process started on February 4th and lasted to February 11th 2013. There were a total of 62 participants in the focus groups.

The 8 focus groups were of 4 types, as shown in the table below.

Pillar to which members belong	Amount of information given to participants in the focus groups	
	No information	Very little basic information
Pillar II	1 FG Skopje	1 FG Skopje
	1 FG Kavadarci	1 FG Strumica
Pillar III	1 FG Skopje	1 FG Skopje
	1 FG Prilep	1 FG Stip

In the next week, the team engaged in conducting of the focus groups, made the transcriptions from which we drafted the Qualitative analysis on the focus groups.

General outputs from phase 2 were:

- Topic guide for the focus groups;
- Transcriptions of all 8 focus groups, edited by the moderators;
- Qualitative analysis – Phase 2.

We submitted the outputs of Phase 2 to the MLSP and MAPAS at the start of March 2013.

For **Conclusion of the Project** we submitted all relevant materials and reports to the MLSP and the MAPAS, regarding the project. This included a power point presentation with all significant findings, final Financial report with all expenses made as well as an Operational report with detailed overview of all completed activities in the process of successful implementation of the Project.

List of final outputs by phase:

PHASE 1:

- Final questionnaire for the in-depth interviews
- Transcriptions of all 23 in-depth interviews, edited by the interviewers
- Indicative findings of the in-depth interviews
- Qualitative analysis – Phase 1

PHASE 2:

- Final questionnaire for the focus groups
- Transcription of digital recording of all 8 focus group discussions, edited by the moderators
- Qualitative analysis – Phase 2

CONCLUSION OF THE PROJECT:

- A Power point presentation with analysis of findings and conclusions
- Financial and operational report