## Survey documentation for the Consumer Price Index

***Bangladesh Bureau of Statistics***

***January 2022***

***D R A F T***

The documentation consists of three parts: 1. Reference metadata 2. Releases 3. Process documentation (details about goals, methodology, roles, processes, and evaluation)

The main audience for the survey documentation is the staff working on the survey on a daily basis. In addition, the documentation can be used a) when introducing new staff, and b) when preparing overall plans, conducting quality audits and functional reviews. Finally, the survey documentation can be used when preparing changes, e.g., new IT solutions.

**1. Reference metadata (for internal and external users)**

**1.1 Contact information**

|  |  |
| --- | --- |
| Contact organization | Bangladesh Bureau of Statistics (BBS) |
| Contact organization unit | Price Statistics |
| Contact name | Mr Md. Abdul Kadir Miah |
| Contact mail address | Parishankhyan Bhaban, E-27/A, Agargaon, Dhaka-1207, Bangladesh |
| Contact email address | [makm\_fyff@yahoo.com](mailto:makm_fyff@yahoo.com) |
| Contact phone number | 880 1556304639 |

**1.2 Statistical presentation**

|  |  |
| --- | --- |
| Data description | The consumer price index (CPI) reflects the average change over time in the retail prices of a specified set of final commodities and services representing the market basket of a given group of consumers. Retail prices are the prices that the customers buying goods at retail outlets pay.  Two independent sets of commodities (goods & services) are used to compute CPIs for rural and urban areas. A rural basket covers 318 items - 133 food items and 185 non-food items while the urban basket consists of 422 items- 151 food items and 271 non-food items. The national CPI is calculated by combining the urban and rural indices using weight factors. The CPI items for the national and sub-national indices have been classified into 8 major groups, such as (i) food, beverage, and tobacco (ii) clothing and footwear (iii) gross rent, fuel and lighting (iv) furniture, furnishing, household equipment and operation (v) medical care and health expenses (vi) transport and communications (vii) recreation, entertainment, education and cultural services and (viii) miscellaneous goods and services.  The Release includes CPI for three groups of population: (1) national, (2) urban and (3) rural. National, urban, and rural CPIs have been constructed with 2005-06 as the base year. The base year weights have been derived from the Household Income and Expenditure Survey (HIES), 2005-06.  BBS collects price data from 140 (64 from urban, 64 from rural and 12 from Dhaka City Corporation) main markets across the country. |
| Classification system | No standardized classifications for economic activities and occupations are used |
| Sector coverage | The household sector of all nationals including foreign nationals residing in Bangladesh. The retail trade sector of the economy so far as economic activity is concerned |
| Statistical concepts and definitions | Consumer price: The price paid by the consumer, i.e., including VAT and taxes and after deduction of any subsidies. House Rent: Rent is money paid by tenants to landlords in return for living in their property. Rent may include utilities and council tax but not in all cases. Consumer Price Index: A comprehensive measure used for estimation of price changes in a basket of goods and services representative of consumption expenditure in an economy is called consumer price index |
| Statistical unit | Shops in the market in case of goods and service providers in case of services for CPI Households / Dwelling Units for House Rent |
| Statistical population | CPI intends to cover RURAL, URBAN and WHOLE Population in Bangladesh |
| Reference area | RURAL, URBAN and Whole of Bangladesh Data are disseminated for RURAL, URBAN and WHOLE of Bangladesh |
| Time coverage | BBS is producing and publishing CPI since ……………….(year).on regular basis with ………………(year).as base year. Already BBS has revised and rebased the CPI with 2005-06 as current base year. |
| Base period | NA |

**1.3 Statistical processing**

|  |  |
| --- | --- |
| Source data | Various sources - shops, establishments, houses, service providers, etc. |
| Frequency of data collection | Month |
| Data collection | All data collection is done on Paper Assisted Personal Interview (PAPI) |
| Data validation | Subject matter specialist approves validation check points on data at field level |

**1.4 Quality dimensions**

**Relevance**

|  |  |
| --- | --- |
| User Needs | No |
| User Satisfaction | No |
| Data completeness rate | No |

**Accessible and clarity**

|  |  |
| --- | --- |
| Release calendar access | Yes |
| News release | Newspapers / Electronic Media (TV) |
| Publications | Consumer Price Index (CPI), Inflation Rate and WageRate Index (WRI) in Bangladesh: link: <http://www.bbs.gov.bd/site/page/29b379ff-7bac-41d9-b321-e41929bab4a1/> |
| On-line database | No |
| Micro-data access | No |
| Other | No |
| Documentation on methodology | No |
| Quality documentation | No |

**Timeliness and punctuality**

|  |  |
| --- | --- |
| Timeliness and time lag - final results | Almost punctual |
| Punctuality | NA |

**Coherence and comparability**

|  |  |
| --- | --- |
| Comparability – geographical | Possible |
| Comparability over time | Possible |
| Coherence - cross domain | No |
| Coherence - internal | No |

**Accuracy and reliability**

|  |  |
| --- | --- |
| Overall accuracy | No |
| Sampling error | No |
| Non-sampling error | No |

**2. Releases**

| **ReleaseTitle** | **PlannedReleaseDate** | **ActualReleaseDate** |
| --- | --- | --- |
| Prices and wages (CPI, QIIP) October 2021 | 2021-11-15 | 2021-11-15 |
| Prices and wages (CPI, QIIP) November 2021 | 2021-12-15 | 2021-12-15 |
| Prices and wages (CPI, QIIP) December 2021 | 2022-01-15 | 2022-01-15 |
| Prices and wages (CPI, QIIP) January 2022 | 2022-02-15 | NA |
| Prices and wages (CPI, QIIP) February 2022 | 2022-03-15 | NA |
| Prices and wages (CPI, QIIP) Marts 2022 | 2022-04-15 | NA |

**3. Process documentation (for internal users)**

**3.1 Generel information**

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| --- | --- |
| Goals/objectives in workplan/strategy | The Bangladesh Bureau of Statistics (BBS) as the national statistical organization (NSO) has been engaged in collecting, collating and disseminating statistics on a wide range of economic, social, demographic and environmental variables. It brings out various regular and adhoc publications and reports for dissemination of generated data. There has been persistent attempt to satisfy the data needs of the country by undertaking initiatives to generate timely, relevant and quality statistics. This Monthly Advance Release is an addition to its on-going efforts to satisfy the needs for relevant data by the Government and other stakeholders. The Release is designed to provide a regular update on monthly price and wage situation in the country. It focuses on (i) consumer price index, (ii) inflation and (iii) average retail prices of selected commodities in Dhaka City. |
| Other goals | NA |
| Statistical program type | Sample based survey program |
| Methodology (general) | **1. DESIGN OUTPUTS**  *Summary information*  Press release  *Publication*  Consumer Price Index (CPI): link:  <http://www.bbs.gov.bd/site/page/29b379ff-7bac-41d9-b321-e41929bab4a1/>  *Dimensional data*  NA  *Unit data*  NA  **2. DESIGN VARIBABLE DESCRIPTIONS**  NA  **3. DESIGN COLLECTION**  *General*  BBS collects price data from 140 (64 from urban, 64 from rural and 12 from Dhaka City Corporation) main markets across the country. Three price quotes per item are collected from each of the market. Prices of 151 food items as well as 271 non-food items in urban areas, 133 food items as well as 185 non-food items in rural areas (2005-06) are collected. In collecting prices, four schedules (darchak) are used: (i) monthly rural retail (ii) monthly urban retail (iii) monthly urban wholesale and (iv) quarterly house rent. Data are usually collected from selected shops in each market or selected units or service providers in case of services. In constructing price indices, the average price for each item is considered.  **4. DESIGN FRAME AND SAMPLE**  See details in chapter 1 in report at the website  <http://www.bbs.gov.bd/site/page/29b379ff-7bac-41d9-b321-e41929bab4a1/>  **5. DESIGN PROCESSING AND ANALYSIS**  See details in chapter 1 in report at the website  <http://www.bbs.gov.bd/site/page/29b379ff-7bac-41d9-b321-e41929bab4a1/>  **6. DESIGN PRODUCTION SYSTEM AND WORKFLOW**  See roles and processes below. Each process describes who is doing what, input, output, tools and specific methodology aspects. See also description of IT solution (general) |
| IT solution (general) | NA |

**3.2 Roles and human resources**

| **Name** | **Description** | **Number of staff allocated in one instance of the survey (man-months)** |
| --- | --- | --- |
| Top management – HQ | Director General | NA |
| Subject matter specialist HQ | Subject matter staff allocated to survey | NA |
| Dissemination staff | Staff allocated to dissemination and data storing | NA |
| Other roles HQ (IT etc) | Staff allocated for data capture tasks | NA |
| District office staff | Enumerators  Supervisors ensuring quality of enumeration | NA |

**3.2 Collection, Processing, Analysis and Dissemination**

**Data collection**

|  |  |
| --- | --- |
| Who is doing what | 1. Subject matter specialist revise results of the previous month and creates directory information (list of enterprises with attributes) in order to get input for the questionnaire. Questionnaires prepared 2. District office staff uses paper questionnaire to collect data. 3. District office staff and send questionnaire by post / transport to the headquarters for data transcription? (Or is the data transcription done at the district level). 4. HQ subject matter staff do data capture |
| Input | Last month information, project plans. Sample and tools for data capture designed and tested in the design and build phase |
| Output | Directory information, Paper questionnaires, Input data file in Excel |
| Methodology | See general information |
| Tools | Data capture system in Excel |

**Data processing**

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| --- | --- |
| Who is doing what | Subject matter specialists do data editing, create weights |
| Input | Input database: Data in Excel |
| Output | Clean database: Stata/SPSS files |
| Methodology | See general information |
| Tools | Excel, SPSS, STATA |

**Data analysis**

|  |  |
| --- | --- |
| Who is doing what | Subject matter specialists prepare tables, do analysis  Technical committee reviews  Top management approves |
| Input | Output from processing phase, draft tabulation plan from design phase |
| Output | Output database: file, report etc. |
| Methodology | See general information |
| Tools | Stata and word |

**Data dissemination**

|  |  |
| --- | --- |
| Who is doing what | Subject matter specialist prepares press release with highlights and invite press for presentation of results  Meeting with press  Dissemination staff release report and update release calendar  Press publishes press release |
| Input | Output from analysis phase |
| Output | Approved report, pdf file at the website, press release etc. |
| Methodology | See general information |
| Tools | General purpose office tools and web tools |

**3.3 Evaluation**

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| --- | --- |
| Evaluation: results compared to goals | NA |
| Evaluation: results compared to indicators for processes | NA |
| Issues based on evaluation | NA |
| Recommendations | NA |