



**DNP** Departamento  
Nacional  
de Planeación

# National Department of Planning

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## GENERAL OBSERVATIONS

Taking into account the recommendations of Conpes 117, DNP had to:

- ❖ *Design an operational plan for the update of Sisbén.*
- ❖ *Organize work both in the field and the office*



## PREPARATORY WORK

**Preparatory work** included the necessary elements for the implementation of the new system in the municipalities.

Among the principal aspects, this stage included:

- ❖ Construction and estimation of I-SISBEN.
- ❖ Pilot tests.
- ❖ Design and validation of the form.
- ❖ Design of manuals.



## PREPARATORY WORK

Additional steps included:

- ❖ Design of didactical guides.
- ❖ Design of software for the capture, validation and processing of data  
Diseño y desarrollo de controles de calidad.
- ❖ Estimation of parameters of performance and costs.



## **ACTIVITIES CARRIED OUT**

DNP quantified the surveys that needed to be conducted and their cost, taking into account the number of households at the levels 1 and 2 of Sisbén.

Municipalities that went through the process in 2010 were quantified based on the certified database of July 2009.

7,391,881 households to be surveyed at a cost of \$58.976682.318, of which the municipalities co-financed 30%.



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Later, the Operational Design for each territory was developed and sent to mayors for their approval.

Based on the Operational Design approved by mayors, the agreements with FONADE were developed.



## **ADMINISTRATIVE AND FINANCIAL PROCESSES CARRIED OUT BY FONADE**

- ❖ Information for mayors on the requirements for the elaboration and signature of the agreement.
- ❖ Elaboration, signature and legalization of agreements.
- ❖ Supervision in municipalities.
- ❖ Transfers.
- ❖ Finalization of agreements.



## IMPLEMENTATION PROCESS

- ❖ DNP started implementing Sisbén III on the second semester of 2008 in every municipality, and this process ended on the second semester of 2011. The following steps were taken:
- ❖ Design and organization of the implementation process
- ❖ Development of a timeline
- ❖ Organization of municipalities in groups for trainings
- ❖ Mayors informed of dates of trainings and timeline
- ❖ Operational Design sent to mayors for their approval
- ❖ Training.





## **TRAINING FOR MUNICIPALITY STAFF AND NEW STAFF**

- ❖ DNP trained municipality administrators and Sisbén's departmental coordinators
- ❖ Municipality administrators trained municipality staff, with the support of the departmental coordinators.
- ❖ DNP informed about the timeline of activities and the municipalities where the trainings would be held.



## TRAINING

- ❖ Departmental coordinators as well as 1.101 municipalities and districts were trained. Working groups of 30 people each were established. DNP staff went to the selected municipalities for the trainings. Trainings started in October 2008 and ended in June 2010.
- ❖ Mayors were informed of dates and venues for the trainings, as well as of the requirements for the implementation of SISBÉN III.



## IMPLEMENTATION

- ❖ Implementation of Sisbén III started on the last quarter of 2008 and ended on the second semester of 2011. Sisbén III covers 1,100 municipalities.
- ❖ Jambaló in Cauca y Puerto Nariño in Amazonas, as per their mayors' request, did not go through the process as they are municipalities with a majority of indigenous population.



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DNP provided the following documents for the implementation of Sisbén:

- ❖ Socioeconomic classification forms
- ❖ Methodological guides
- ❖ Aplicativo.
- ❖ Plegables.

Each municipality was responsible for the printing of the material needed for the training and for the data collection process, as well as for the identification cards for every person involved in the process



## **QUALITY CONTROLS**

- ❖ Reinforcement of the validation process: additional control to avoid inconsistencies.
- ❖ Technical certification of data: DNP validates data collected by the municipality
- ❖ Implementation of audits: in case of anomalies in the data, audits are conducted



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## **PROCESSES FOR THE IMPLEMENTATION OF SISBEN IN MUNICIPALITIES PREPARATORY WORK**

In order to start with the implementation of Sisbén III, it was necessary to take the following steps:



## **PREPARATORY ACTIVITIES**

- a. Administrative activities
- b. Quantification of target population
- c. Identification of necessary staff for field operation
- d. Financial resources
- e. Operational design of Sisbén III
- f. Awareness and outreach
- g. Availability of transportation



**a. *Administrative activities***

Preparation of necessary resources for the planning of activities that need to be carried out in the collection process

**b. *Quantification of target population***

In order to determine the time, costs and human resources that would be needed, the first step was to quantify the target population. La responsabilidad de esta tarea correspondió Departamento Nacional de Planeación – DNP.





***c. Identification of necessary staff for field operation***

Determined by amount of surveys to be conducted and timeline for operation.



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## **Staff involved in the process**

- ❖ **Municipality administrator of Sisbén**
- ❖ **Field coordinators**
- ❖ **Enumerators**
- ❖ **Supervisors**
- ❖ **Surveyors**



***d. Financial resources***

Determined by number of surveys, cost and amount of financial resources the municipality is willing to provide



*e. **Sisbén III operational design***

DNP drafted the document “**Operational design of Sisbén III**” and sent it to mayors, for their revision and approval.

In case of disagreement, the mayor had to inform DNP, explain the reasons and submit a proposal for DNP’s approval.

The approval of the document by the mayor was a requirement for the first disbursement to municipalities done by FONADE.



# Sisbén III Operational design



## DISEÑO DEL OPERATIVO SISBEN III

1. Identificación						
Municipio:						
Departamento:						
2. Número de hogares para encuestar:						
Cabecera		Centro poblado		Rural disperso		
3. Actividades				Inicia		Termina
				Día	Mes	Año
				Día	Mes	Año
3.1 Capacitación del DNP a administradores municipales						
3.2 Capacitación de administradores municipales al personal del barrio						
4. Duración del operativo (Actividades)		Duración día hábiles	Inicio y finalización de actividades			
4.1 Recuento de viviendas cabecera			Inicia una (01) semana después de la fecha de legalización del convenio y se tenga contratado el recurso humano			
4.2 Recolección cabecera y centro poblado			Inicia seis (5) días hábiles después del inicio del recuento			
4.3 Recolección rural disperso			Inicia simultáneamente con la recolección en la cabecera y centro poblado			
4.4 Crítica			Inicia tres (3) días hábiles después del inicio de la recolección			
4.5 Digitación y envío de base de datos al DNP			Inicia tres (3) días hábiles después del inicio de la crítica			
Duración total del proceso de barrio			Incluye el cierre y envío de la base de datos			
5. Recurso humano asignado		Cabecera y centro poblado		Rural disperso		
5.1 Coordinadores de campo <sup>2</sup>						
5.2 Enumeradores (cabecera) <sup>2</sup>				-		
5.3 Encuestadores						
5.4 Supervisores <sup>2</sup>						
5.5 Coordinadores de oficina <sup>2</sup>				-		
5.6 Cálculos				-		
5.7 Digitadores				-		
6. Tipo de contratación				Directa <input type="checkbox"/>		E. Privada <input type="checkbox"/>
Nombre del contratista:						
7. Observaciones						

Nota: Si los días del mes coinciden a otro día del mes, la recolección debe iniciar al día siguiente de finalizado el recuento.  
 \* En los municipios que este recuento ha sido realizado a otro, es la alcaldía la que anexa el Anexo 1 del Sisbén.

Firma Alcalde Municipal



***f. Awareness and outreach***

Before initiating the data collection process, an awareness and outreach campaign was carried out through: (i) brochures; (ii) radio ads; (iii) meetings with community groups, to facilitate the access of the surveyers to the households, encourage people to answer the survey and minimize refusal or incomplete surveys.

Through the campaign, people were informed about the different documents they had to have at the time of application: (i) national ID; (ii) unexpired health insurance card of each household member that is enrolled in the social security system.



***g. Availability of means of transportation***

The municipality must ensure the availability of means of transportation to ensure that surveyors could go to the areas where the Sisben survey is being implemented. This is of particular importance for big cities and rural areas.



Once the municipality identifies the staff needed for the field work, it convened a larger number of people than needed, to anticipate for any turnover or in case of changes to the operational processes.

**a. Hiring Requirements:**

- ❖ Preference to people with prior experience in carrying out surveys and/or with experience participating in Sisben field work.
- ❖ Secondary school or higher.
- ❖ Full-time workers.





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## **REQUIREMENTS**

Availability of physical space for data collection processes:  
collection, revision and upload of data.



## **PROCESSES IN THE FIELD**

Once the preliminary actions were carried out, the municipality started the field work, which included:

- ❖ Recount of households, only in the main cities.
- ❖ Application of the surveys, in the main/other cities as well as rural areas.
- ❖ Simultaneous supervision of the implementation of the surveys in the main/other cities as well as rural areas.



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## IMPLEMENTATION OF THE SURVEY

The main objective is to obtain relevant information from each household to establish the Sisben III database in each of the municipality/district of the country.

The Sisben data base is established in two phases:

- ❖ Data collection
- ❖ Data update



**SISBÉN - COLOMBIA**  
SISTEMA DE IDENTIFICACIÓN DE POTENCIALES BENEFICIARIOS DE PROGRAMAS SOCIALES  
FICHA DE CLASIFICACIÓN SOCIOECONÓMICA

CARA A



1 No. de ficha \_\_\_\_\_ Formulario # \_\_\_\_\_ de \_\_\_\_\_

2 Departamento \_\_\_\_\_ 3 Municipio \_\_\_\_\_ 4 Zona  1 Cabecera 2 Centro poblado 3 Rural disperso

5 Sector \_\_\_\_\_ 6 Sección \_\_\_\_\_ 7 Manzana \_\_\_\_\_ 8 Comuna o localidad \_\_\_\_\_ 9 Barrio o corregimiento \_\_\_\_\_

10 Vereda \_\_\_\_\_ 11 Dirección \_\_\_\_\_ 12 Teléfono fijo \_\_\_\_\_

**I IDENTIFICACIÓN**

**II DATOS DE LA UNIDAD DE VIVIENDA**

13 Tipo de unidad de vivienda  
1 Casa o apartamento  
2 Cuarto  
3 Otro tipo de unidad de vivienda  
4 Casa indígena

14 Material predominante de las paredes exteriores  
1 Brique, ladrillo, piedra, madera pulda  
2 Tapia pladad, adobe  
3 Bahareque  
4 Material prefabricado  
5 Madera turda, tabla, tablón  
6 Guadua, caña, esterilla, otro vegetal  
7 Zinc, tela, cartón, litas, desechos, plásticos  
0 Sin paredes

15 Material predominante de los pisos  
1 Alfombra o tapete, mármol, parquet, mades pulida y lacada  
2 Baldosa, vinilo, tabletas o ladrillo  
3 Cemento o gravilla  
4 Madera turda, madera en mal estado, tabla o tablón  
5 Tierra o arena  
6 Otro

La unidad de vivienda cuenta con servicios públicos de  
1 Sí 2 No

16 Energía eléctrica

17 Alcantarillado

18 Gas natural domiciliario

19 Teléfono

20 Recolección de basuras

21 Acueducto

22 Estrato

23 Cómo eliminan principalmente la basura en esta unidad de vivienda  
1 La recolectan los servicios de aseo  
2 La entierran  
3 La queman  
4 La tiran al pasto, lote, zanja o baldo  
5 La tiran al río, caño, quebrada, laguna  
6 La eliminan de otra forma

24 Cuántos cuartos incluyendo sala comedor tiene esta unidad de vivienda \_\_\_\_\_

25 Cuántos grupos de personas que cocinan por separado hay en esta unidad de vivienda \_\_\_\_\_

26 Hogar # \_\_\_\_\_ de \_\_\_\_\_

27 Este hogar vive en  
1 Arriendo   
2 Propia pagando   
3 Propia pagada   
4 Otra condición

28 Incluyendo sala-comedor cuántos cuartos en total ocupa este hogar en forma exclusiva \_\_\_\_\_

29 Cuántos de estos cuartos usa este hogar para dormir \_\_\_\_\_

30 El servicio sanitario que utilizan es  
1 Inodoro con conexión a alcantarillado  
2 Inodoro con conexión a pozo séptico  
3 Inodoro sin conexión a alcantarillado ni a pozo séptico  
4 Letrina, bajamar  
0 No tiene  Pase a 34

31 Dónde se encuentra el sanitario que usan las personas de este hogar  
1 Dentro de la unidad de vivienda   
2 Fuera de la unidad de vivienda

32 El servicio sanitario es  
1 De uso exclusivo del hogar   
2 Compartido con otros hogares

33 Cuántos sanitarios tiene este hogar \_\_\_\_\_

34 Tiene ducha o regadera conectada a acueducto  
1 Sí 2 No

35 El agua para consumo la obtienen principalmente de:  
1 Acueducto   
2 Pozo con bomba  
3 Pozo sin bomba, jagüey  
4 Agua fluvia  
5 Río, quebrada, manantial, nacimiento  
6 Pila pública  
7 Cerozanque  
8 Aguatero  
9 Donación  Pase a 38

36 El agua llega al hogar los siete días de la semana?  
1 Sí   
2 No  Cuántos días llega? \_\_\_\_\_

37 Los días en que llega el agua, el suministro es continuo las 24 horas?  
1 Sí   
2 No  Cuántas horas llega? \_\_\_\_\_

38 En dónde preparan los alimentos las personas de este hogar  
1 En un espacio exclusivo para cocinar   
2 En un espacio NO exclusivo para cocinar   
0 En ninguna parte (no tiene cocina)  Pase a 41

39 La cocina o sitio para preparar los alimentos es:  
1 De uso exclusivo del hogar   
2 Compartida con otros hogares

40 Qué combustible o fuente de energía utilizan principalmente para cocinar  
1 Electricidad   
2 Gas natural domiciliario   
3 Gas propano (en cilindro o pipeta)  
4 Kerosena, petróleo, gasolina, codinol, alcohol  
5 Carbón mineral  
6 Material de desecho, leña, carbón de leña  
0 Ninguno

41 Qué tipo de alumbrado utilizan principalmente  
1 Eléctrico   
2 Solar, bienergía, otros  
3 Kerosena, petróleo, gasolina  
4 Vela  
0 Ninguno

42 El servicio telefónico es  
1 De uso exclusivo del hogar   
2 Compartido con otros hogares   
0 No tiene

El hogar cuenta con los siguientes bienes o servicios  
1 Sí 2 No

43 Nevera o enfriador

44 Lavadora

45 Televisor

46 Servicio de televisión por cable o parabólica

47 Calentador de agua o ducha eléctrica

48 Horno microondas

49 Aire acondicionado

50 Computador

51 Equipo de sonido

52 Motodreta para uso del hogar

53 Tractor para uso del hogar

54 Automóvil para uso del hogar

55 Bienes raíces

56 Total de personas en el hogar \_\_\_\_\_

**CONTROL DE TRABAJO**

57 Modo de recolección 1 Barrio implantación 2 Demanda 3 Barrio complementario

58 Entidad o firma que aplica la encuesta \_\_\_\_\_

Responsables

59 Encuestador

60 Supervisor

61 Crítico

62 Digitador

Encuesta Verificada 1. Sí 2. No

63 Si la encuesta no es completa marque el resultado de la visita

Visita	Fecha			Resultado
	Día	Mes	Año	
1				1 Incompleta 2 Rechazo 3 Personas ausentes
2				

Fecha de la encuesta completa \_\_\_\_\_

**DECLARACIÓN DEL INFORMANTE:** Bajo gravedad de juramento declaro que la información proporcionada es verdadera y autorizo que sea verificada con otras fuentes de información y utilizada para orientar las políticas sociales del gobierno.

64 No. Orden \_\_\_\_\_ Nombre completo \_\_\_\_\_ Firma \_\_\_\_\_ 65 Teléfono de contacto \_\_\_\_\_



**CÓDIGOS**

<b>71</b> Tipo documento de identidad 0 No tiene 1 Cédula de ciudadanía 2 Tarjeta de identidad 3 Cédula de extranjería 4 Registro civil	<b>74</b> Parentesco con el jefe del hogar 1 Jefe 2 Cónyuge o compañera (a) 3 Hijos 4 Nietos 5 Padres 6 Hermanos 7 Yerno o nuera 8 Abuelos 9 Suavos 10 Tíos	<b>75</b> Estado civil 1 Unión libre 2 Casado 3 Viudo 4 Separado o divorciado 5 Soltero	<b>80</b> Por enfermedad, accidente o nacimiento tiene alguna de las siguientes condiciones de forma permanente: 1 Ceguera total 2 Sordera total 3 Mudez 4 Dificultad para moverse o caminar por el mismo 5 Dificultad para bañarse, vestirse, alimentarse por sí mismo 6 Dificultad para salir a la calle sin ayuda o compañía 7 Dificultad para entender o aprender 8 Ninguna	<b>81</b> En salud es afiliado a: 1 Instituto de Seguros Sociales - ISS (Nueva EPS) 2 Regímenes especiales (Fuerzas Armadas, Policía Nacional, Universidad Nacional, Ecopetrol, Magisterio) 3 EPS contributiva DISTINTA a 1 o 2 4 EPS subsidiada (ARL - Administradora de Régimen Subsidiado) 5 Ninguna	<b>86</b> Tipo de establecimiento educativo 1 Centros de atención a hogares ICSEF 2 Guardería, sala-cuna, preescolar, jardín infantil público 3 Guardería, sala-cuna, preescolar, jardín infantil privado 4 Escuela, colegio, liceo, técnico universitario o universitario 5 Escuela, colegio, liceo, técnico universitario o universidad privada 6 SIMA 7 Secundaria técnica pública 8 Secundaria técnica privada 9 Ninguno	<b>88</b> Nivel educacional alcanzado 1 Primaria 2 Secundaria 3 Técnica o tecnológica 4 Universidad 5 Postgrado 6 Ninguno	<b>87</b> Actividad en el último mes 0 Sin actividad 1 Trabajando 2 Buscando trabajo 3 Estudiante 4 Oficios del hogar 5 Rentista 6 Jubilado, pensionado 7 Invalído
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**CARA B**

**IV ANTECEDENTES SOCIODEMGRÁFICOS**

**V SALUD Y FECUNDIDAD**

**VI EDUCACIÓN**

**VII OCUPACION - INGRESO**

No. orden persona	67		68		69	70	71	72	73			74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	
	APELLIDOS Renglon 1 primer apellido Renglon 2 segundo apellido		NOMBRES Renglon 1 primer nombre Renglon 2 segundo nombre						Fecha de nacimiento Da Mes Año																				Fecha de nacimiento Da Mes Año
01	1		1									1																	
02	1		1																										
03	1		1																										
04	1		1																										
05	1		1																										
06	1		1																										
07	1		1																										
08	1		1																										
09	1		1																										
10	1		1																										
11	1		1																										
12	1		1																										
13	1		1																										
14	1		1																										

Observaciones



## ***Data collection in main cities***

In order to implement the survey, the following steps must be followed:

- ❖ Identification of the neighborhoods or zones to be included in the survey through a demarcation of the Colombian territory.
- ❖ Determination of the specific areas, workload and material.
- ❖ Support from the community
- ❖ Identification of staff in the field as well as definition of routes.
- ❖ Receipt of survey.
- ❖ Processing of the “socio-economic classification survey.”
- ❖ Supervision and verification of survey in the field.
- ❖ Receipt of verified survey and quality control format.
- ❖ General control of the exercise.



### ***Collection in other cities and rural areas.***

The following must be taken into account:

- ❖ Determine the number of existing households in the area.
- ❖ Visit the area prior to the administration of the survey in order to determine distance between households and the general specificities of the area: verify with the municipal Government if the area is subject to any security issues.



***Supervisors in main cities are in charge of:***

- ❖ Revising the content of the survey that was implemented by each of his or her surveyor in his team and return to them those surveys that have omissions and/or inconsistencies so that they are revised/corrected.
- ❖ Attending the implementation of selected surveys to observe the performance of surveyors.
- ❖ Verifying the information included in at least three surveys per surveyor.





## At the processing office:

- ❖ **Data review:** to detect inconsistencies and possible errors made during the field work.
- ❖ **Data upload:** is the final step in the creation of the Sisben data base per area. When those in charge of uploading the data per area are done, they fill out an “inconsistency form.”
- ❖ **Establishment of the national database:** to create the Sisben III database, the administrator of the Sisben in each municipality sends to the DNP all uploaded data on a weekly basis.



## QUALITY CONTROL PROCESSES

### *In the field*

- ❖ Recounting of the households in the area, prior to the data collection, to ensure that these households are the same as those included in the “recount of households format.”



## QUALITY CONTROL PROCESSES

- ❖ Three types of supervision:
  - Revise the content of the surveys implemented by each of the surveyers.
  - Attend at least 3 out of the 15 daily surveys carried out by the surveyor.
  - Verify the information reported in at least 3 out of the 15 daily surveys implemented (direct observations).
- ❖ Numerators located across areas.
  - Four surveyers per supervisor, to improve quality of supervision.



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## QUALITY CONTROL PROCESSES

### *At the office*

- ❖ Validation process and quality control carried out by DNP.
- ❖ Transmittal of weekly uploaded information to the DNP by municipalities, to ensure a permanent quality control of the database that is being built.



## QUALITY CONTROL PROCESSES

- ❖ Validation processes were strengthened in the software design.
- ❖ Audits: in case of abnormalities in the data collection process.
- ❖ DNP designed a methodology to verify quality of collected information by the municipality.
  - Analysis of the performance of each surveyor



- Inconsistencies found in the information that was reported, which lead to an inadequate score; poor management of the software to upload the data.
- Verification of the information included in the Sisben III database (vis-a-vis that included in the Sisben II).



## **VERIFICATION PROCESSES AFTER THE DATA COLLECTION**

Once the data base is established, the Sisben administrator in each municipality is responsible for the system's administration and update, which is done upon demand by beneficiaries:

- ❖ Because they are not registered in the database and they believe they have the right to be included.
- ❖ Because they believe that the results of the survey do not reflect their socio-demographic/economic situation.
- ❖ Because they moved to another area/territory
- ❖ Because they moved within the same municipality.
- ❖ Because they are changes within the household.



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