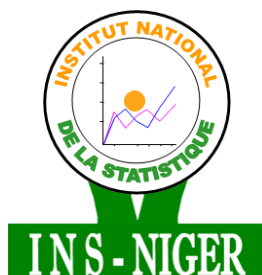


**REPUBLIC OF NIGER**  
**FRATERNITY – LABOR – PROGRESS**  
**MINISTRY OF FINANCE**  
**NATIONAL INSTITUTE OF STATISTICS**



**2011 National Survey on Household Living Conditions  
and Agriculture (ECVM/A-2011)**

**SURVEY INTERVIEWERS' MANUAL**

**FIRST VISIT**

May 2011

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## VOLUME 1 : HOUSEHOLD QUESTIONNAIRE

## 1. INTRODUCTION

This manual is designed to enable interviewers and team leaders within the framework of the national survey on household living conditions and agriculture (ECVM/A) to perform their data collection functions under optimal conditions. The ECVM/A survey is conducted as part of the monitoring-evaluation actions carried out in relation to poverty and living standards within the population. Surveys of this kind are a regular feature in Niger, and this particular survey was preceded in 2005, by the Integrated Core Welfare Indicators Questionnaire (CWIQ) and the National Budget-Consumption Survey (ENBC) in 2007/08. The ECVM/A is conducted by the National Institute of Statistics, with technical and financial support from the World Bank.

The principal objectives of the ECVM/A are:

- To assess progress achieved in seeking to achieve the Millennium Development Goals (MDGs);
- To ensure update of the social indicators used in the development of public sector policy aimed at improving the living standards of the population;
- To provide information on the organization and structure of the agricultural and livestock sectors and on resource utilization within the framework of agricultural production activities;
- To provide data on several major activity sectors in Niger, thus obviating the need for the organization of other specific surveys.

In more specific terms, the ECVM/A is used for the calculation of indicators in a number of areas relating to household living standards in general, and rural household standards in particular. The indicators generated by this survey include: the proportion of the population living in poverty; the proportion of children (0-59 months) enduring conditions of food insecurity; the proportion of pregnant women attended by health delivery personnel; the proportion of children aged from 7 to 12 years attending school, disaggregated by gender; the proportion of persons aged above 15 years who are unable to read or write; the proportion of the active population working in the informal sector; average yield of different crops etc.

The success of any survey depends largely on the **quality of the data collected in the field**. The data collection exercise must therefore be conducted with great accuracy. All the questions contained in the survey must be clearly understood by the interviewers, team leaders and data entry operators.

The successful conduct of these field operations is premised on the administration of three questionnaires, namely: the household questionnaire<sup>1</sup> which is the subject of this manual; the agriculture/livestock questionnaire (which in fact comprises two questionnaires – one for each visit) and the community questionnaire. The household questionnaire covers each household within the sample area, while the agriculture/livestock questionnaire covers those households which are actually involved in at least one of the two activities; the community questionnaire covers each village/district of the sample area. The data from the first two questionnaires is obtained from the responses given by the head of the household and/or other household members; while data for the community questionnaire is obtained from the responses given by the “dignitaries” of the village/district.

This document is designed as an instruction manual to facilitate and harmonise completion of the household questionnaire used on the first visit. Volumes 2 and 3 will deal with the questionnaire on agriculture and livestock and the community questionnaires respectively. The interviewers are required to possess a clear understanding of the concepts and definitions used in the questionnaires. They must, for instance, know the meaning of such terms as “household”, “farm” etc. Some concepts are relatively simple to understand while others are more difficult. However, in all situations, survey officials must

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<sup>1</sup> A simplified household questionnaire will be used on the second visit.

be guided by the manual rather than their personal experience. This is in fact the “raison d’être” of a manual of operations.

The rest of this manual is as follows: Section 2 contains a description of the survey features, introducing the household questionnaire and the concepts and definitions it involves. Section 3 identifies the duties assigned to field workers, namely, team leaders and interviewers, while Section 4 gives detailed instructions on how to fill in the questionnaire. The final Section 5 outlines the controls and checks to be carried out on the completed questionnaires in order to ensure the validity of the data collected.

## **2. DESCRIPTION OF SURVEY FEATURES**

### **2.1. BRIEF INTRODUCTION TO THE SURVEY AND THE HOUSEHOLD QUESTIONNAIRE**

The ECVMA is an opinion poll whose target group is households. A survey is distinguishable from a census by virtue of the fact that not all households are covered by the survey; those that are included in the survey constitute a sample. The number of sample households covered by this survey is in the region of 4000. Before the survey officials are sent out into the field, they are given by the survey organisers a list of households which they are required to interview, with specific instructions on how to locate these households within the target survey areas.

The ECVMA involves two visits, which means that each household is visited twice. The first visit takes place between June and August 2011, which is the planting season in agricultural areas. The second visit takes place between October and December 2011, which is the harvest season. The household and agriculture/livestock, as well as the community/price questionnaire are administered during the first visit. During the second visit, only the questionnaires on household and agriculture/livestock are administered.

The household questionnaire which is the subject of this manual comprises 13 sections, not including the cover page which covers information of a general nature (identity, name of household head) and Section 0 which covers detailed information on household identification and the opinions on the conduct of the survey.

- Section 1 focuses on the socio-demographic characteristics of household members (gender, age, relations with household head, survival of relations);
- Sections 2 and 3 focus respectively on the education and health of household members;
- Section 4 focuses on the characteristics of the labor market and seeks to determine whether the subject is inactive (retirees, for example), unemployed or employed; and in the case of those in employment, to identify the characteristics of such employment (socio-professional category, seniority, working hours, income etc.);
- Section 5 focuses on non-agricultural enterprises owned either by a household member, or by the household. The enterprises concerned are all enterprises in which a household member is the boss, a partner, or self-employed;
- Sections 6 and 7 focus respectively to the characteristics of the household dwelling (status of occupancy, nature of walls, roof, flooring, number of rooms etc.) and its equipment in terms of durable goods and production tools;
- Section 8 focuses on the income of household members which is not derived from employment (pensions, scholarships, income from rent etc.);
- Section 9 focuses on non-food household expenditure items (exclusive of education, health and accommodation which are addressed under the appropriate sections above);
- Section 10 focuses on fund transfers made by the household in favour of other households and fund transfers received from other households;

- Section 11 focuses on negative shocks sustained by the household during the 12 months prior to the interview and the coping strategies adopted in this regard;
- Section 12 focuses on food security;
- Section 13 focuses on food consumption (expenditure, auto-consumption, presents and donations);
- Section 14 addresses other information on food consumption during the 7 days preceding the survey, with particular reference to food consumption according to group.

Sections 1 to 4 of the questionnaire are mostly concerned with individual information. It is therefore important that all individuals having attained the age of reason should respond personally to the questions under this section, even if they need to be helped by some other person such as the household head for example (the latter could, for instance, respond to questions relating to expenditure on schooling, health etc.). Other sections of the household questionnaire (Sections 5, 8 and 10) for example, may be jointly completed by the individual and the household head, as in Sections 1 to 4. Other sections must be mainly completed by the household head and any other persons with the requisite information. This applies to the sections on consumption which may be completed by any household member capable of transacting expenditure.

It is important, for the proper conduct of any survey, that a certain number of core concepts and definitions should be clearly understood.

## 2.2. CONCEPTS AND DEFINITIONS

**Enumeration Area (EA).** This is defined as a geographical area comprising 200 households on average. The EA lies entirely within an administrative sub-division (canton or urban center) and in rural areas, covers either an administrative village or, one or more administrative villages; while in urban areas it covers part or all of an urban zone. The EAs of this survey were delimited during the 2001 population census and will be updated during the preparatory ECVI/A mapping exercise. During the course of this exercise, the households within the EA will be enumerated and a number assigned to each one. EA maps and the coordinates of the households targeted for the survey will be transmitted to each survey team.

**Administrative Village.** An administrative village is defined as a locality administered by a village Head recognised as such by the national administrative authorities. In many cases, hamlets, traditional villages or isolated compounds are attached to the administrative village.

**Dwelling.** A dwelling is defined as a type of construction (permanent building, shack, mud hut, tent etc.) used as a habitation. A dwelling is the living unit occupied by a single household.

**Compound.** A compound is defined as the space, fenced or otherwise, within which one or more housing units (house comprising more than one dwelling; semi-detached house; detached modern house; apartment building; traditional huts etc.) may be found. A compound may be inhabited by one or more households.

**Ordinary Household.** An ordinary household is defined as the group of persons, related or otherwise, living habitually in the same dwelling, pooling their resources, sharing their meals, and recognising the authority of the same person known as the household head. An ordinary household may comprise a single individual (for example a student renting a room on his/her own), or several persons. In the latter case, the household generally comprises the husband and his wife/wives and their child/ren, with or without other dependents (family members, friends, servants, visitors etc.). An ordinary household may also comprise persons living together who have no family links (for example, two single friends renting a self-contained room).

**NB:** A distinction should be made between the household and the family. Within the context of complex social structures, a family may comprise several households. The following are cases in point:

- A close family member (a son who is still a student, for example) who no longer lives in the dwelling of the household head, constitutes a separate household, even if he shares occasional meals with the family;
- A son with or without a spouse, living in the paternal compound, constitutes a separate household if he manages his resources independently and consumes his own meals, even where the two households occasionally meet to share a meal. However, if the two groups pool their resources and share meals, they then comprise a single household;
- Where, in the same compound, the parents are dependent on one of their sons, they form part of his household. However, where the parents are dependent on more than one of their sons, they belong to the household of the oldest of the sons;
- If a single compound is occupied by brothers living together, each with (a) wife(ves), but not pooling their resources in order to provide meals, and/or if meals are provided on a rotational basis by each of the wives, from the resources of their husband, each group forms a separate household despite the fact that meals are shared;
- Single persons (with the exception of soldiers in the barracks and school children in school canteens) living in the same dwelling unit, form a single household if they share meals. Talibes living with a marabout in his household, form a single household with his;
- A polygamous man whose wives do not all live on the same compound is counted only once as a household head. In his other compounds, the wives are recorded as the household heads.

**Household Member.** A household member is a person usually resident in the household. An individual is held to be usually resident in a household under two conditions: (i) where s/he has been resident in the household for at least 6 months; (ii) where s/he has been in the household for less than 6 months, but with the intention of remaining at least 6 months. For example:

- Musa arrives in the household in September (the survey interviewer's visit is assumed to be scheduled for November) to pursue his studies. He has been living in the household for only two months, but is expected to remain at least for the rest of the academic year. He is therefore considered a household member;
- Fanta, who used to live in Dosso is now married to Issa who lives in Niamey. She has been married only two weeks, and has only just joined her husband. Fanta is considered a household member.

A person who has lived in a household for less than 6 months is considered a visitor. For example, Fanta's mother has arrived to attend her daughter's wedding. She will remain for three weeks. Fanta's mother is considered a visitor.

*Please Note: members of the diplomatic corps are not included within the scope of this survey. However, other persons working in diplomatic organizations, and particularly those of Nigerian nationality, are included, as are all foreigners who do not have diplomatic status.*

### **3. FIELD WORK**

A field team comprises the team leader, three survey interviewers, a data entry operator and a driver. The team is under the responsibility of the team leader.

#### **3.1. DUTIES OF THE TEAM LEADER**

The team leader is responsible for the driving and coordination of all the work of the team. S/he supervises the activities of the members of his/her team and ensures that interviewers and the data entry operator comply with the rules handed down during their training.



On the arrival of the team in a village/district, the team leader is responsible for establishing contact with the administrative and customary authorities. S/he is specifically responsible for informing them of the objectives of the survey and briefing them on the manner in which the work would be conducted as well as the duration of the visit. S/he must also make necessary arrangements for the administration of the community part of the community questionnaire.

In addition, the team leader and all the members of his/her team must identify the households to be surveyed (12 per EA in urban areas and 18 per EA in rural areas). The list of households to be surveyed is given to the teams prior to their departure for the field.

The team leader then assigns the households to be surveyed to each of the three officials. If one of the households identified is absent for any length of time or categorically refuses to participate in the survey, the team is required to replace it after consulting with the technical team.

One of the most important duties of the team leader is that of participating in some of the interviews conducted by the interviewer, especially during the initial period. The team leader is required to monitor the conduct of interviews very closely and make such comments to the interviewer (away from the household) as may be necessary to help him/her improve on his/her methods. Where necessary, s/he may correct any concepts which may have been poorly understood.

Another important function of the team leader concerns the regular vetting of completed questionnaires. This function is carried out as the interviews progress. After vetting, the questionnaire is passed on to the data entry operator by the team leader.

In addition to the household questionnaire, the survey involves administration of a price/community questionnaire. The community part of this questionnaire is administered by the team leader while the price section is administered by the interviewers.

In addition to his/her technical functions, the team leader is responsible for coordination of the survey subjects. Specifically, s/he organises regular meetings with his/her team, in order to clarify any technical issues which may have been noted during his/her participation in the conduct of interviews and the vetting of the questionnaires. S/he is also responsible for the administration of the resources made available to the team.

### **3.2. DUTIES OF THE INTERVIEWER**

The principal function of the interviewer is to administer the household and agriculture/livestock questionnaire to the households assigned to him/her. During the completion of the questionnaires, the official must refer constantly to this manual and comply with the instructions given to him/her during his/her training sessions.

In order to ensure that the information obtained is of the requisite quality, the interviewer must display a number of attributes, including politeness, courtesy, patience and a logical mind-set. At the outset, the interviewer must introduce him/herself to the household and explain the objectives of the survey. It is important to reassure the subject(s) as to the confidentiality of any information collected, emphasising the fact that it will be used strictly for statistical purposes. More specifically, the interviewer must never refer to previously completed questionnaires or show completed questionnaires to other interviewers, the team leader or supervisor in the presence of a subject or any other person.

The interviewer must create an atmosphere of trust from the first moment of contact. The first impression that the subject has of the interviewer can influence his/her willingness to cooperate. The interviewer must be properly dressed and adopt a friendly attitude when introducing him/herself. S/he

must show his/her professional identification attesting to the fact that s/he works for the NIS. S/he must also avoid the subject of political parties and issues.

The successful conduct of an interview is an art which must not be approached as though it were a mechanical procedure. Each interview must be seen as a fresh information source and made as interesting and pleasant as possible. The interview must not come across as a police enquiry, but rather as a conversation between the interviewer and the subject. The interviewer must be skilled enough to be able to revisit a question if necessary, in order to elicit a more specific response. In some cases, questions may need to be explained to the interviewer, due care being taken never to deviate from the concepts and definitions involved, and to always comply with the instructions contained in this manual.

Please take note of the two examples below.

**Example 1.** Under Section 2, Question 2.23 refers to the highest level of education attained by the subject. The question is worded as follows: “What is the highest level of education that (NAME) has attained?” If the question is put directly in just those words, with no further explanation, it is possible that it will not be understood by the subject. The interviewer could go a step further by asking: “When you last went to school, were you in pre-school primary ... etc class?” S/he could then go to ask: “What class were you in?” and then: “From that class, did you move on to a higher class?” By asking the questions successively in this manner, the interviewer will be able to elicit more satisfactory responses.

**Example 2.** Under Section 4, Question 4.34, refers to the income of the subject during the 12 previous months. The question is worded as follows: “What was the income of (NAME) from this job during the last 12 months?” Salary-earners will easily be able to calculate their annual income because monthly income is constant and regular. Non-salary earners, and particularly farmers, will find it more difficult to calculate annual income. The solution is to adopt the more roundabout approach of asking a series of questions using agricultural seasons at the time as a reference point. The subject could be asked: “For this activity, what were the crops that you cultivated in the last 12 months (rainy season and off-season)?” The next question could then be: “Which of these products did you sell?” Further questions could refer to the frequency of sales and income generated at each sale. Annual income from this agricultural activity can then be determined, based on this information.

Before agreeing to an interview, the subject may ask the interviewer questions about the survey or the way in which s/he was selected for interview. The interviewer should be direct and pleasant in his/her response. The subject may also want to know the length of the interview, in which case the interviewer should reassure him/her by indicating his/her willingness to conduct the interview at a more convenient time if necessary.

In addition, the following principles should be used as guidelines in order to improve the quality of the outcome of the interview:

**Confidentiality.** The presence of a person who is not a household member during the interview could prevent the subject from giving frank and honest responses to the questions asked. It is therefore essential that the interview should be conducted strictly in private, and that all questions should be answered by the subject him/herself.

**Neutrality.** Most subjects are polite, and tend to give the responses which they feel the interviewer wants to hear. It is therefore important to remain neutral during the conduct of the interview. The interviewer must never, either by a facial expression or the tone of his/her voice, give the subject the impression that s/he has given the “right” or “wrong” answer to a question. The interviewer must never give the impression that s/he approves or disapproves of the response given to a question. If the subject’s response strays from the point, the interviewer must refrain from helping him/her by saying

something like “I think what you mean to say is ... am I right?” In most cases, the subject will acquiesce with the interviewer’s interpretation of his/her response even if it is inaccurate. What the interviewer should do is repeat the question, with more explanations, and perhaps a wider range of possible options, if options are called for in the response.

**Tact.** In some cases, the subject will simply reply “I don’t know”, give an irrelevant response, appear uncomfortable or uninterested, contradict a previous statement or refuse to respond to the question. In such cases, the interviewer should try to recapture his/her interest in the conversation and restore his/her confidence in the process before proceeding to the next question. A few minutes could be spent discussing subjects outside the scope of the survey (for example, his/her (the interviewer’s) town or village, the weather, his/her (the interviewer’s) daily activities etc.). If the subject gives an inconsistent response, the interviewer must not interrupt him/her abruptly or rudely. S/he must listen politely, and proceed with the interview in an intelligent manner, returning to the question whose response was inconsistent with that of the current question. Under no circumstance may the subject be embarrassed.

**Values.** The interviewer must not approach the task with preconceived ideas as to the capacity or skills of the subject. S/he must always be aware that disagreements between interviewer and subject can influence the interview. If the subject is under the impression that the interviewer disagrees with him/her, s/he could become distrustful. The interviewer must therefore always behave and speak in a manner calculated to put the subject at ease.

**Timing.** The interview must not be rushed – on the contrary – it should be conducted at a conversational rate. Questions should be asked slowly in order to allow the subject time to thoroughly understand what is being asked of him/her. After asking the question, the official should wait and give the subject time to think. If the subject feels rushed, or if s/he is not allowed time to formulate his/her own opinion, s/he may reply: “I don’t know” or give an inaccurate response. If the interviewer is of the view that the subject is replying without thinking simply in order to get through the interview more quickly, s/he could say: “Take your time; your answer is very important to us, so take as much time as you need to answer carefully”.

### **3.3. CONSOLIDATING THE POST-INTERVIEW PROCESS BY VETTING THE QUESTIONNAIRES**

At the end of the interview, the interviewer must absolutely vet each questionnaire. This verification process must be done before leaving the household. The interviewer must first of all check that the questionnaire has been completed in full, and within each questionnaire, that the appropriate sections have also been completed in full. S/he must ensure that all sections and all questions have been put to the subject. The interviewer must, during this vetting process, correct any minor errors that s/he may have made (transcription errors for example). However, all major errors must be corrected together with the subject. The interviewer must apologise, explaining that a mistake has been made, and put the question again.

The vetting done by the interviewer will pay particular attention to any contradictions arising in connection with declarations relating to age. For instance, the question on education can only concern persons of 3 years of age and above; and the question on employment, persons of 5 years of age and above, etc. Problems can also arise in connection with contradictions in statements made within sections - for example, with regard to the fact that reproductive health issues can only concern women of between 12 and 49 years of age. All such details should attract the interviewer’s attention even during the interview, and must be verified again at the end of the interview.

Other checks must be made during the interview and verified thereafter. Further examples of contradiction are the following: if a woman declares her age to be 24, but it transpires later on in the interview that she has a 15-year-old child - a mistake has obviously been made in the age of at least one of the two persons involved, which calls for careful verification. Similarly, if a household lives in rented accommodation, there must be some record of rent expenditure, failing which the household is

not renting accommodation. The interviewer must maintain a high level of logical awareness throughout the interview and must keep this logical mindset when vetting the questionnaires at the end. S/he must also be careful to verify coherence between age and employment status; age and level of education; age and marital status etc.

**Codes.** Most of the questions in the questionnaire are pre-coded. In other words, there is a prepared list of codes attached to the questionnaire and all the interviewer is required to do is to choose from this list the code which corresponds to the response given by the subject. However, there are a few exceptions for questions with a very long list of codes (Branch of Activity under Sections 4 and 5; Employment/Professions under Section 4). Nomenclature for such variables is given as an annex to this manual. The interviewer is advised to record the response given by the subject clearly on the questionnaire, and enter the appropriate codes at the end of the interview.

The team leader occupies a vantage point which is external to the survey, and s/he is therefore in a position to check for consistency in the responses at his/her leisure. S/he must take appropriate and timely action in order to create a window for the interviewer to pay a return visit to the household if necessary, in order to give the data entry operator enough time to do his/her work.

***Whatever the case, all questionnaires must be completed and verified at the survey site before the departure of the team, failing which the entire team risks sanctions which could be as severe as to include termination of their contract.***

### **3.4. DUTIES OF THE DATA ENTRY OPERATOR**

Within the framework of the survey, the data entry operator is part of the field team of collection officials. His/her functions entail recording of the data from the different questionnaires immediately upon return from the field trip: household, agriculture and community/price. The operator is given appropriate training on the data entry form used in order to ensure proper execution of his/her duties.

The questionnaires to be entered are given to the data entry operator by the team leader after verification. The work of the data entry operator is carried out on a daily basis. Errors in the entered questionnaires are published and analysed by the entry operator in collaboration with the interviewer responsible for administration of the questionnaires and the team leader. If necessary, the team leader will request the interviewer to return to the relevant household in order to improve on the quality of the completed questionnaires.

In addition to the activities detailed above, the entry operator is involved in the enumeration exercise and could also assist in the collection of community/price data. S/he is also responsible for maintenance of computer hardware. More information on the technical aspect of data entry can be found in the data entry operators' manual.

## **4. COMPLETION OF QUESTIONNAIRES**

### **4.1. GENERAL INFORMATION**

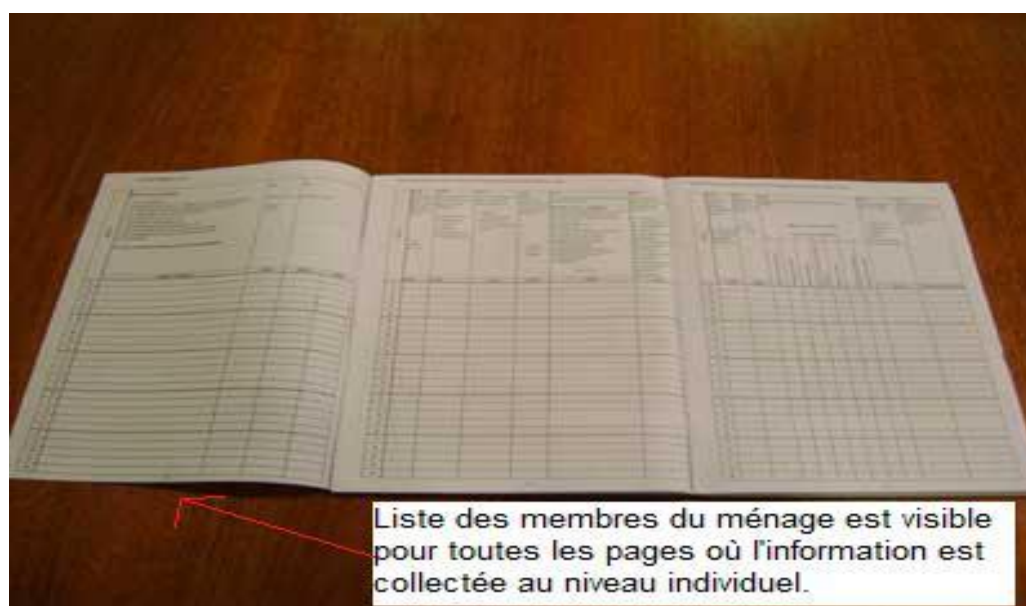
#### **4.1.1. Introduction to the Questionnaire Format**

The household questionnaire is designed to be administered as simply as possible. However, despite all efforts, it still presents complications. It is important for the interviewer to familiarise him/herself with the contents of the questionnaire in order to be able to collect information of the required accuracy. To achieve this, s/he must, in particular, examine the way in which the questionnaire is designed, and try to imagine how a typical subject would respond to the questions. However, since every individual is different, and in view of the number of potential contradictions within any

completed questionnaire, s/he should never expect two different individuals to submit identical information.

The first four sections of the questionnaire (on personal information) are presented in portrait format. Each individual is assigned a sequential number within the household, from Section 1. This number is specific to him/her, and is for identification purposes. The number is repeated on each new page of Section 1, and at the beginning of each of the sections from 2 to 4, as well as on every new page within each section. In this way, all information on a particular individual appears on the same line, identified by the same sequential number, in all the individual sections of the questionnaire.

In order to facilitate completion of the individual sections, the household questionnaire has a flap which is a folding half-page bearing the name, age and gender of each household member. The 25 lines of this table correspond to the 25 lines under each of Sections 1 to 4 of the household questionnaire. Information on each specific individual is always recorded on the same line. Before completing any section of the questionnaire, the flap is aligned with the section under which the information is being sought. The flap then automatically aligns with each corresponding line of the section under consideration, each line corresponding to an individual. In this way, the interviewer will always have in front of him/her, the name, age and gender of each individual, thus facilitating administration of the questionnaire. For example, Section 2 on education is reserved for persons aged 5 and above. In order to complete Section 2, the flap is aligned with the appropriate page under the section, clearly revealing all the individuals aged under 5 years to whom this section does not apply.



A number of notes are appended to the questionnaire.

[...] – This sign which appears very often in the questionnaire, particularly under Sections 9 and 13 relating to household consumption, generally indicates that the content of the line should be inserted (the name of a product, for example) at this point in the formulation of the question.

► – This sign simply refers the reader to another part of the questionnaire, meaning “Go to ...”.

#### **4.1.2. Administration of the Questionnaire**

In order to avoid problems which could adversely affect the quality of the interview, the interviewer must go prepared. Preparations include physical appearance (appropriate dress code), equipment (his/her kit must include at least two blank questionnaires, two ball point pens and two pencils), identification of the target household (cluster number and number and location of the household to be interviewed), and introductory phrases by which to present the survey on arrival at the household.

In order to ensure the success of this survey, it is advisable for the questionnaire to be administered one individual at a time, in order to save time for the household as a whole. If the questionnaire were to be administered section by section, it would be necessary for all household members to be gathered together until completion of Section 5. However, it is advisable to administer Section 1 of the questionnaire to everybody and then administer Sections 2 to 4 to individual household members. In other words, each member will have Sections 2, 3 and 4 administered individually. In the interests of improved efficiency, it would be preferable, in as far as possible, for adult household members to respond personally to those sections of the questionnaires which concern them. When each individual has completed his/her interview, s/he is free to go about their daily business - which would not be the case if the questionnaire were to be administered in modules.

The questionnaire has been prepared in such a way that the sections requiring the presence of all household members are placed at the beginning. Other sections, especially those from Section 5 onwards, most often concern the household head and individual adult household members. The persons with fewer questions to answer can therefore be released early if the questionnaire is administered individually, as proposed above. The time which interviewers spend on a cluster is relatively short (3 days), and it would be advisable for the team to establish contact with the households on the very first day of the survey in order to make appointments, particularly with those household members with a heavy work schedule.

Individuals of 10 years of age and over are capable of answering by themselves most of the questions asked and this fact should be put to good use. Responses from younger children may be given by the household head, his/her spouse or another adult household member. Whatever the case, at every point during administration of the questionnaire, the interviewer should rely on that household member who has the information required.

The objective of any survey is to obtain accurate information. However, some persons may have difficulty in replying to questions, or may provide inaccurate information if they are questioned in public. This is particularly true of information on health issues (especially reproductive health issues), employment issues (especially with regard to income). The interviewer should not hesitate to suggest that the part of the interview relating to these sections should take place in private. Even if there is no more than an impression that the subject would wish to be interviewed in private, the interviewer must not hesitate to follow up on this impression. As a general rule, outsiders (spectators) should not be allowed to be present during interviews. The only outsiders who may be present are the team leader and ECVMA support staff. Where an ECVMA support staff member other than the interviewer is present, the interviewer must introduce him/her to the household. If persons outside of the survey are present, the interviewer must politely request them to leave, or otherwise move to another room (area of the compound) with the subject.

The interviewer may, during an interview, encounter a problem which s/he is unable to resolve immediately. S/he is advised to use the margins of the questionnaire or the page for remarks and observation to jot down the problem arising in a clearly legible manner. Later, s/he may refer to the manual in order to try and find a solution to the problem. If no solution is found in the manual, s/he should refer the matter to the team leader.

Please note that there is no code for "Not Applicable" in the questionnaire. In any such case, the box may be left blank, and the interviewer may proceed to the next question.

#### **4.1.3. Interaction with the Subject**

The interaction established between interviewer and subject can be a decisive factor for obtaining accurate information. The interviewer must take due account of the obligations imposed by the survey. If, for example, at the beginning of an interview the interviewer realizes that the subject has an appointment in an hour or less, s/he must not rush to complete the questionnaire before that time, but should endeavour, in such a situation, to obtain as much information as possible in the available time, and make another appointment with the subject in order to continue the interview.

While aiming to obtain accurate information, the interviewer must also endeavour to skilfully ensure that the interview is completed within a reasonable timeframe. This is only possible if s/he is thoroughly conversant with the content of the questionnaire, and has made the effort to master it. The exercise begins during training. When the interviewer is familiar with the content of the questionnaire, s/he will be able to put the questions involved effectively and handle any contradictions in the logic of the answers received. This makes for a smooth-running interview which takes up a minimum of time, and does not tax the patience of the subject excessively.

In order to elicit accurate responses, it is important that the questions should be properly formulated, especially since most of the subjects do not speak French, which is the language in which the questionnaire has been prepared. The interviewer must make sure that the subject has understood the question properly. Failing this, s/he must go further and make clarifications to the question, without, however, changing its substance. When the question has been well understood by the subject, s/he will be better able to respond adequately. It is not part of the function of the interviewer to judge the quality of the response given (especially where it involves an issue of opinion). However, the interviewer may ask for clarification if it is clear that the response is inconsistent with a previous question. It may turn out that the subject did not properly understand the previous question and therefore that it is the previous response which is wrong. In such a case, the interviewer should politely revisit the previous question as well. S/he may also put a question to the subject a second time if it is obvious that the subject has made a mistake. For example, if there are animals in the yard and the subject denies raising livestock, it would be advisable to politely ask to whom the animals in the yard belong.

On order to obtain accurate responses, the interviewer must also treat the subject with respect and most importantly, without condescension. If the interviewer were to systematically criticise the responses of the subject, it would indicate disrespect, and render the subject ill at ease. S/he must therefore be convinced that by gaining the trust of the subject s/he will elicit more accurate responses, as long as the question is well understood. The interviewer must however, be careful not to take liberties in reinterpreting the responses given by the subject.

A subject may refuse to respond to a question. If this happens, the interviewer should simply remind him/her that one of the main characteristics of NIS surveys is their confidentiality, and that it is extremely important for all questions to be answered.

If any question is misunderstood or poorly interpreted by the subject, the interviewer should reread the question and clarify any concepts which may have been misunderstood, taking due care to remain true to the spirit of the question.

For some questions, the subject is required to select a response from the list provided. It is the subject who must choose the option which best corresponds to his/her response; the interviewer may not implicitly suggest the response to be chosen. If the subject does not make a choice, the interviewer may reread the options given before asking the subject the one which corresponds to his/her response. S/he must take care to read all and not just some of the possible responses, in order to avoid influencing the outcome.

In some cases, the first response provided by the survey is “I do not know”. The interviewer should not always be satisfied with this response, but should try to clarify the question in order to elicit a more satisfactory response. A number of options are possible.

- The response “I do not know” is one option (especially with regard to issues of opinion), and in such cases there is no problem;
- The subject may give this response in order to gain some time to think up a response. The interviewer must leave him/her the time s/he needs, and encourage him/her to think about it;
- The subject may give this response because he is unsure what should be the correct response; s/he is perhaps responding on behalf of another household member. In this case, the response should be obtained from the interested party.

Responses received during an interview must be recorded directly onto the questionnaire. Each time a response is copied onto a fresh questionnaire, the risk factor for error increases accordingly. Interviewers are therefore instructed not to use rough sheets of paper to record information, but rather to fill it in directly onto the questionnaire. Where calculations are called for, the interviewer may use the margin or back of the questionnaire. Responses must be filled in clearly and legibly, and the questionnaire itself must be clean. If any corrections are made to a response which has already been recorded in the questionnaire, the original information must be crossed out and the new information written in legibly. An example is given below:

Qa	Qb	Qc
1	1	<del>7</del> 6

While the interview is still on-going, the interviewer must take care to explain anything which is out of the ordinary, either in the margin of the question or under “Observations”. These observations will be useful to the team leader when vetting the questionnaires.

Even before the start of the interview, some information regarding the identification of the household may be filled in in advance (team number, cluster number region, date of interview, start time of interview etc.). Other information can be provided by the household head (name, etc.). Still more can be filled in at the conclusion of the interview (conclusion time of interview, completion result etc.).

Completion of the household questionnaire must be inclusive in order to ensure that no one is omitted. To this end, a list of household members must be drawn up, indicating gender and age.

The list must include all household members, including visitors – those who are spending a few days with the household but are usually resident elsewhere (definition given below).

#### **4.2. SECTION 0 : CONTROL INFORMATION**

This section contains information on the collection team, household identification variables and conduct of the survey. The bulk of the information under Parts A and B (excluding variables such as interview dates and times and findings) should be filled in prior to the arrival of the interviewer at the household, and is provided by the team leader. Part C is completed at the end of the interview. Information under Part D is used to locate the household during the second visit which is scheduled to take place three months after the first, and during the second version of this same survey which is scheduled for 2013.



**Q1 : Team Number.** Each team is assigned a number. The number of each team must be recorded in the boxes provided for the purpose.

**Q2 : Interviewer.** The interviewer must write his/her surname and first names in the big rectangle and fill in his/her identification code in the boxes provided for the purpose.

**Q3 : Dates of Commencement and Completion of the Collection Exercise.** The day, month and year of commencement and completion of the collection exercise must be indicated at the beginning and end of the questionnaire. Example: If collection commenced on 15 June 2011, then the date to be indicated in the appropriate box is: 15/06/11.

**Q3 : Commencement and Completion Time of the Collection Exercise.** Repeat Q3, indicating hours and minutes.

**Q5 : Code Household Questionnaire Result.** This corresponds to the findings of the final interview conducted using the household questionnaire. The code corresponding to the findings obtained must be recorded in the box provided.

**Q6 : Code Indicating completeness of Household Questionnaire.** This indicates by the appropriate code whether a questionnaire has been fully or partially completed. A questionnaire is defined as incomplete if an entire section has been omitted, or information on an individual is lacking (for example a subject who is absent, and on whom it has not been possible to obtain any information).

**Q7 : Field Control Date.** The team leader will personally record the day, month and year on which a given questionnaire was submitted to control.

**Q8 : Name and Surname of Control Official.** The team leader will personally record his/her name and surname, followed by his/her code in the appropriate space.

**Q9 : Final Control Date.** The team leader will personally record the day, month and year of the final field control carried out on the questionnaire.

**Q10 : Region.** The name of the region must be recorded in full, with the corresponding regional code. A code is assigned to each of the eight (8) regions of Niger as follows: 1=Agadez; 2=Diffa; 3=Dosso; 4=Maradi; 5=Tahoua; 6=Tillabéri; 7=Zinder; 8= Urban Community of Niamey.

**Q11 : Department.** The name and code for the Department in which the surveyed household resides must be clearly indicated. Each region is divided into Departments identified by a code based on the numbering pattern adopted. It should be noted that some Departments are named after the regional capital as in the case of: Diffa, Dosso, Tahoua and Tillabéri.

**Q12 : Commune/Canton.** The name and code for the Commune in which the surveyed household resides must be clearly indicated. For the purposes of the survey, communes/cantons are urban communes within the departmental and regional capitals. Example: Gaya, Tessaoua, Agadez. Villages are organised into cantons and not into the more recently created rural communes. It should be noted that in most cases, rural communes correspond to the former cantons. The name of a rural commune may therefore be identical to that of the canton.

**Q13 : Village/District.** The name of the village or district must be recorded in full.

**Q14 : Enumeration Area (EA) Code.** The code of the sample enumeration area (EA) drawn, in which the household resides must be legibly recorded in the box provided. The number is assigned by the team leader.

**Q15 : Residential Area.** Code 1 corresponds to households residing in one of the 4 urban Communities of Niamey, Maradi, Tahoua and Zinder. Code 2 corresponds to households residing in an urban center other than one of these 4, while Code 3 corresponds to households residing in rural areas. With regard to clusters, interviewers will be informed as to whether they are located in urban or rural areas.

**Q16 : Household Number for the Enumeration Area (EA) Form.** This is the number assigned to the household during the enumeration exercise.

**Q17 : Household's lifestyle.** The household should be asked its lifestyle which is recorded under Code 1 if it is a sedentary household or under Code 2 if it is nomadic. Please note that the term "nomadic" applies to real nomads (who move around within a restricted geographical area) as well as transhumant peoples (who cover greater distances in their movements).

**Q18 : Surname and Name of Household Head.** The name and surname of the household head must be legibly written on the appropriate line of the questionnaire. The household head is the person who is accepted as such by the other household members. S/he generally exercises authority as the economic provider for the household.

**Q19 : Telephone Number of the Household Head.** The subject should be politely requested to give the cell phone number of the household head if there is one, and the number recorded in the appropriate space.

**Q20 : Household Address.** The residence of the household must be clearly identified by a landmark. In urban areas, the household address should include street name and house number. Where such an address is unavailable, the Post Office box number of the household head or of any other household member may be used. Thus, if the household member whose address is used is Mr. Joe Soumaila at P.O.Box 99995, his address will be recorded as follows: % Mr. Joe Soumaila, P.O.B. 99995, Niamey. Where neither an address nor a Post Office box is available, directions to the household residence are given, including the name of the district, city/town, or nearby landmark etc.

**Q21 : GPS Code.** This part of the questionnaire is to be completed by the team leader using a GPS device which will be provided. S/he will take the geographical coordinates for each household (latitude and longitude). The coordinates must be taken outside the building, and measured in two-digit decimal degrees followed by 5-digit minutes. The GPS coordinates for each household are indicated on the cover page of the questionnaire.

**Example : N : 12°12'546''**

**E : 09°35'621''**

**Q22 : Total Number of Persons in the Household.** This number corresponds to the number of the last person interviewed in the household, barring cases of erasure. All persons living in the household must be counted (including visitors) and the number recorded in the appropriate boxes.

**Q23 : Number of Women aged from 12 to 49 years.** This is the total number of women aged from 12 to 49 years. The answers to questions (1.01) and (1.07) under Section 1 "Demographic Characteristics of Household Members" are used to fill in this box. Under 1.01, the interviewer must verify that the gender reads "female" and that the age recorded under 1.07 is at least equal to 12 and at most equal to 49.

**Q24 : ID Code of the Principal Subject Responding to Questions under Section 1.** The ID code of the person responding to the questions under Section 1, which relate to the socio-demographic characteristics of the household members must be identified and recorded. This information is recorded at the end of the survey.

**Q25 : ID Code of the Principal Subject Responding to Questions under Section 9.** The ID code of the person responding to the questions under Section 9, which relate to retrospective household food expenditure must be identified and recorded. This information is recorded at the end of the survey.

**Q26 : ID Code of the Principal Subject Responding to Questions under Section 13.** The ID code of the person responding to the questions under Section 13, which relates to household food expenditure must be identified and recorded. This information is recorded at the end of the survey.

**Q27 : Numbering of Household Questionnaires Used.** In most cases only one questionnaire is used. This is identified by the number 1. However, if the number of persons in the household is more than 15 and fewer than 30, a second questionnaire becomes necessary. This one is identified by the number 2. If 3 questionnaires are used, the third one is identified by the number 3, etc.

**Q28 : Numbering of Questionnaires Used per Household.** If more than one questionnaire is used per household, each questionnaire must be numbered, beginning from number 1.

**Q29 to Q36 : Contact Details of Four Household Members with a Cell Phone.** The subject is requested to give the contact details of four household members other than the household head who may be reached at a later date in order to re-establish contact with the household in the event of its having moved from the house, district, village or city/town. The name, surname and telephone number of each of these persons must be recorded legibly. This information is necessary for two reasons: firstly, it can be used to re-establish contact with the household ahead of the second visit which is scheduled to take place from October to December 2011; secondly, it can be used to re-establish contact with the family when the next survey is conducted in 2013/2014.

**Q37 to Q60 : Details of Three Non-household Member Contact Persons.** The subject is requested to give the contact details of three persons outside of the household, who can be reached at a later date in order to re-establish contact with the household in the event of its having moved from the house, district, or city/town. The name, surname, and family links to the household head of each of these three persons should be requested and recorded appropriately, as well as their cell phone number, region, department, commune/canton and village/district. This information is necessary for two reasons: firstly, it can be used to re-establish contact with the household ahead of the second visit which is scheduled to take place from October to December 2011; secondly, it can be used to re-establish contact with the family when the next survey is conducted in 2013/2014.

#### **4.3. SECTION 1: SOCIO-DEMOGRAPHIC CHARACTERISTICS OF HOUSEHOLD MEMBERS**

This section concerns all household members and is aimed at establishing such individual characteristics of household members as their gender, residential status, family relationship with the household head, age, marital status etc.

The subjects for this section are the household head and the person concerned. In the absence of the household head, the subject may be another resident of the household who is at least 15 years of age, and capable of providing the required information.

Before anything else, a list of the persons in the household must be drawn up. The list must include all those presently residing in the household; in other words, those who have spent their nights in the household over the last 12 months. It is advisable to begin with the household head, followed by all children of the household head whose mothers are not resident in the household. The next subject should be the first wife, followed by all her children, starting from the youngest to the oldest. If the household head has more than one wife resident in the household, all the wives will be interviewed in order of seniority. The next group of subjects comprises the brothers and sisters of the household head, the parents (father and mother) of the household head, other relatives (family-in-law, cousins etc.),

with persons unrelated to the family ending the list. Strictly speaking, this approach assumes that the household head is male; if the household head is a woman, the approach may easily be adapted.

***N.B.** Where the household comprises between 16 and 30 individuals, a second questionnaire will be needed. In general, no more than two questionnaires are necessary. Example, in a household of 18 persons, only 15 can be registered on the first questionnaire. The remaining 3 will have to be registered on a second questionnaire. The sequential numbers on the questionnaire run from 1 to 15. When a second questionnaire is used, number 1 is crossed out and replaced by 16; number 2 is crossed out and replaced by 16, and so on.*

The list of household members is recorded on the flap. To avoid asking for the same information twice, and also to avoid any discrepancies between stated age and the age on a birth certificate for those who have one, all information relating to the gender and age of every individual can be copied onto the questionnaire only after the subject is asked to state his/her age.

**Q1.01 : Gender of Household Members.** The subject must be asked to state the gender of each household member. Male members are represented by the number 1 and females by the number 2. The name of an individual cannot be relied on as an indicator of his/her gender. For example, DARI can be either a woman's or a man's name, depending on the region.

**Q1.02 : Family Relationship with Household Head.** The family relationship between the subject and the household head must be recorded in the box provided using the appropriate code.

***Please Note:** At the time of the interviewer's visit, the HH of some households may be absent. In this case, the interviewer must verify that the relationship recorded is that of the individual with the household head, and not with the subject.*

***Example.** The subject is the wife of the absent household head. She informs the interviewer that Moha is her brother. Moha will be registered under Code 11 (brother-in-law/sister-in-law) rather than 07 (brother/sister), because he is the brother-in-law of the household head. The subject (wife of the household head) is registered under Code 2 because she is the spouse of the household head.*

**Q1.03 : Possession of a Birth Certificate.** Each household member must be asked whether or not s/he possesses a birth certificate, and the response recorded under the appropriate code.

**Q1.04 : Sighting of Birth Certificate.** If the answer to the previous question is "Yes", the subject is requested to produce the birth certificate for sighting.

**Q1.05 : Date of Birth.** If the subject is able to produce a birth certificate, the interviewer records his/her date, month and year of birth. If s/he is unable to produce a birth certificate or official family record, the interviewer must ask him/her for his/her date of birth. If s/he does not know his/her date of birth, this is indicated by the number 98 in the box labelled "day". If s/he does not know his/her month of birth, this is indicated by the number 98 in the box labelled "month". If, after every effort it is impossible to ascertain the year of birth, this is indicated by the number 9998 in the box labelled "year".

**Q1.06 : Age at Last Birthday.** The interviewer should ask the age at last birthday of all household members above the age of 5, and the age of all children under the age of 5 in years and months. The age should be recorded in the appropriate box.

***Examples.** Assuming that the interviewer visited a household on 3 July 2011.*

- A person born on 8 June 1965 will have attained the age of 46 years at last birthday in the month of July 2011. (2011 - 1965 = 46 yrs, because s/he has already attained his/her 46<sup>th</sup> birthday).*

- *A person born on 15 July 1965 will have attained the age of 45 years at last birthday (2010 - 1965 = 45 yrs, because s/he has not yet attained his/her 46<sup>th</sup> birthday).*
- *A person born around 1992 will have attained the age of 19 years in 2011, i.e. 2011 - 1992 = 19 yrs.*
- *A child born on 3 June 2008 is aged 2 yrs, 11 months.*

**Q1.07 : Membership of the Father of (NAME) in the Household.** The interviewer should ask each household member whether his/her father resides in the household, and record the appropriate code for each response in the box under question **Q1.08**.

**Q1.09 : Is the Father still Alive?** If the response to question Q1.08 is “No”, the interviewer should ask if the father of the individual is still alive and record the number 1 for a “Yes”, or 2 for a “No” in the appropriate box.

**Q1.10 : Membership of the Mother of (NAME) in the Household.** The interviewer should ask each household whether his/her mother resides in the household and record the appropriate code for each response in the box under question **Q1.11**.

**Q 1.12 Is the Mother still Alive?** If the response to question Q1.10 is “No”, the interviewer should ask if the mother of the individual is still alive and record the number 1 for “Yes” or 2 for “No”.

**Q1.13 : Department of Birth.** The interviewer should ask the Department of birth of each household member and record the name of the Department under the column “Department”. After the interview, the corresponding code is filled in under the column “Code”. Departmental codes are to be found in the Nomenclature Section. Attention is drawn to the special case of the Tchirozerine, Madarounfa and Mirriah Department which includes the regional capitals of Agadez, Maradi and Zinder. In this specific case, a person born in Agadez Commune will have Tchirozérine recorded as his/her Department of birth, while a person born in Zinder Commune will have Mirriah recorded as his/her Department of birth, and a person born in Maradi Commune, will have Madarounfa recorded as his/her Department of birth. If the person was born outside Niger, s/he is registered under Department of Birth as 88.

**Q1.14 : Is the Individual Still Resident in His/her Place of Birth?** The interviewer should put this question to the subject regarding each household member and record 1 against each “Yes” or 2 against each “No”.

**Q1.15 : Marital Status.** The interviewer should ask the marital status of each individual as at the time of the survey and record the appropriate code against his/her response. Possible responses are as follows:

***Never been married.*** A person who has never been married;

***Monogamously Married.*** A man or woman legally married (under the law or by Custom) to one person;

***Polygamously Married.*** A man married to several wives or a woman married to a man with other legitimate spouses (as defined above);

***Widow(er).*** A person who has lost his/her spouse and not remarried;

***Divorcee.*** A person who has officially broken of his/her marriage ties (act of divorce or by Customary Authority) and has not remarried;

***Separated.*** A person who has broken off marriage ties without a divorce having been officially

decreed.

*N.B. Caution is advised, as some divorcees falsely claim to be unmarried.*

**Q1.16 : Membership of Husband/Wife(ves) of (NAME) in the Household.** For each household member whose marital status code is 2 (monogamously married) or 3 (polygamously married), the interviewer must ask if his/her spouse resides in the household and record the response, using the appropriate code, under **Q 1.17**.

**Q1.17. Co-spouse Code.** Recording of the identification number of co-spouse(s) (ID code) residing in the same household: for the women, the husband's ID code is recorded under the first column; for the men, the ID code is recorded, beginning with the first wife, and continuing through the others, according to seniority within the marriage, as long as they are resident in the same household.

**Q1.18 : Presence or Absence at the Time of Survey.** A person is deemed to be present in the household if s/he has spent the night prior to the visit of the interviewer in the household. If the person did not spend the night prior to the visit of the interviewer in the household, s/he is deemed absent.

***Present and Sighted.*** This is when a person is physically sighted during the visit of the interviewer to the household.

***Present but Not Sighted.*** This is when the person has spent the night prior to the visit of the interviewer in the household, but is absent at the time of the interview, as in the case of children away at school, persons at work, in the farm etc.

***Absent.*** This is when the person has not spent the night prior to the visit of the interviewer in the household (for example, a person who is away on business outside the village), but is normally resident in the household.

**Q1.19 : Duration of Membership of the Household during the Last 12 Months.** The number of months indicating duration of membership in the household is recorded for each individual (the instructions in the questionnaire must be followed in this regard). This question concerns all individuals residing in the household, whether present or absent at the time of interview. For those who have been permanently resident in the household (without having absented themselves during the previous 12 months) the response is recorded as a 12.

**Q1.20 : Intention to Remain in the Household for at Least 6 Months.** The interviewer should ask each individual who has been resident in the household less than 6 months, whether or not s/he intends to remain for at least 6 months, and record the response under the appropriate code. Example: a newborn, a newly-wed woman, a young person who is there to pursue his/her studies are instances of persons who clearly intend to remain in the household at least 6 months. On the other hand, a child who is in the village on holiday with his/her grandparents is an example of a person who does not intend to remain more than 6 months.

**Q1.21 : Absences during the Previous 12 Months or while the Person has been Resident in the Household.** The interviewer should ask each individual in the household how long (in months or days) s/he has been absent from the household during the previous 12 months and record the number of days of absence. For those individuals who have not been resident in the household for the entire 12-month period (for example persons who have been resident in the household for only 3 months), absences are noted only for the time during which they were members of the household. Thus, duration under 1.21 is necessarily shorter than duration under 1.19. If the person has not been absent during the previous 12 months, the interviewer records 0 against him/her and proceeds to Q1.23. If the person has been absent several times during the year (for example a government official who is frequently away on mission), the interviewer calculates cumulative time spent away during the previous 12 months.

**Example 1.** Musa has always lived in the household, but in the last 12 months, he has gone to spend time with his parents in the village, and stayed away 15 days. 15 is recorded under the left-hand column (number) and 1 (for days) under the unit column.

**Example 2.** Mariam married Musa 4 months ago and has come to live with him. Prior to this, Mariam lived with her parents. Since her marriage, she has not travelled anywhere. Mariam has never been absent from the household, so the interviewer records 0 against her, and proceeds to 1.24.

**Q1.22 : Reason for Longest Period of Absence.** The interviewer should ask each household member who has been absent in the last 12 months, the main reason for his/her absence, and record the response using the appropriate code. A person may have been absent for a number of reasons, therefore it is only the main reason, or the one which is responsible for the longest absence which is recorded.

**Q1.23 : Destination during Longest Period of Absence.** The interviewer should indicate the destination of each household member who has been absent in the last 12 months, for their longest period of absence. For those who have been absent only once, the interviewer records the destination as that for the longest period of absence (as recorded under question 1.22).

**Q1.24 : Ethnic Group.** The interviewer should ask the ethnic group of the household member.

#### **4.4. SECTION 2 : EDUCATION AND ACCESS TO ICTS**

**Part A : Education.** The questions on education concern all individuals aged 4 years of age and above.

This line should be left blank for all persons under the age of 4. In order to fill this section, the interviewer needs to determine eligibility based on the age recorded under Section 1.

**Q2.00 : Subject ID.** The ID code for the subject is recorded with the help of the list of household members in Section 1. Obviously, if the subject is speaking for him/herself, his/her ID code is also recorded. The subject ID code is recorded against each individual, even when it is one person who is responding on behalf of all the other household members.

**Q2.01 : Reading.** Depending on the response received, the interviewer should record Code 1 for “Yes” or Code 2 for “No”. Care must be taken to ensure that the person can actually read and not recite a crammed text by rote.

**Q2.02 : Writing.** Depending on the response received, the interviewer should record Code 1 for “Yes” or Code 2 for “No”.

**Q2.03 : Arithmetic.** Depending on the response received, the interviewer should record Code 1 for “Yes” and Code 2 for “No”.

**Q2.04 : Attendance at School.** Attendance at school covers both past and present attendance. If an individual has attended formal school (pre-school, primary school etc.) at least once in his/her life, or is presently attending formal school, the interviewer should record code number 1 against him/her and skip to 2.06. If the individual only attended Koranic school (without ever having attended formal school), the response is coded 2. If the person is currently taking literacy classes, the response code is 3. For persons who have never been to school, the code number is 4.

**Q2.05 : Main Reason for not Attending Formal School.** If the response to the last question was not 1 (attendance of formal school), the interviewer should ask the main reason why the individual did not

attend formal school and record the response using the appropriate code. The reason recorded must be the main reason. After obtaining the answer to question 2.05, the interviewer may proceed to question 2.26.

**Q2.06 : Age of Enrolment in School.** The interviewer should ask each household member who answered “Yes” to question Q2.04, the age at which s/he was first enrolled in formal school.

**Q2.07 : School Attendance in 2009/2010.** The interviewer should ask each household member who answered “Yes” to question Q2.04, whether s/he attended school during the 2009/2010 academic year.

**Q2.08 : Type of School Attended in 2009/2010.** The interviewer should ask each household member who attended school in the 2009/2010 academic year, what kind of administrative body runs the school, and record the response, using the appropriate code. The definitions of different types of school administration are given below:

***Government.*** These are State-run public schools;

***Religious Organization.*** This category includes private religious schools, which may be Muslim, Christian, or belong to other religious faiths;

***Private.*** This category includes so-called lay private school establishments, which are, in other words, run by a private promoter;

***Community.*** Community school establishments are set up and administered by community associations, as in the case of residents of a locality who set up a school for the education of local children.

**Q2.09 : School Results for the 2009/2010 Year.** The interviewer asks for the school results obtained by the individual for the 2009/2010 academic year.

***Qualifications/Certificates and Completed Studies.*** This concerns individuals who have obtained a qualification/successfully completed the school cycle.

***Graduation to a Higher Class.*** This is when the individual has successfully completed the course of study for the year and graduated to a higher class.

***Failure.*** This is where the individual has failed to obtain his/her certificate/qualification and has therefore not graduated to a higher class. This means that if the person were to return to school, s/he would have to repeat the class s/he had failed.

***Drop-out during the Academic year.*** This is when the individual fails to complete the academic year under consideration.

**Q2.10 : School Attendance in the 2010/2011 Academic year.** The interviewer should ask if the individual has or not attended school during the 2010/2011 academic year, and record the appropriate code for the response received.

**Q2.11 : Reason for not attending School during the 2010/2011 Academic year.** If the response to question Q2.10 was “No”, the interviewer should ask the main reason why the individual did not attend school in the 2010/2011 academic year, and record the appropriate code for the response.

**Q2.12 : Level of Education.** The interviewer should ask the level of education attained by each household member who attended school during the 2010/2011 academic year and record the appropriate code for the response received in the boxes provided.



**Q2.13 : Number of Years in a Cycle of Study.** The interviewer should ask the number of years in the cycle of study pursued by the subject during the 2010/2011 academic year. *Please Note: years in which classes are repeated do not count.* The following examples may be used as a guide:

*Example 1.* The code for any individual in Class 3 of college within the general school system is 3, for questions 2.12 and 2.13, even when s/he is repeating the class;

*Example 2.* The code for any individual in the first year of university who is repeating the year is 7 for question 2.12 and 1 for question 2.13.

**Q2.14 : Satisfaction with the School.** The appropriate code is used to record the response.

**Q2.15 : Problems with the School.** The interviewer should ask each household member who attended the school during the 2010/2011 academic year whether they experienced any of the problems listed. The code for an issue included in the list is 1, and 2 for issues which are not included.

**Q2.16 : Type of School Attended in 2010/2011.** The interviewer should ask each household member who attended school during the 2010/2011 academic year and record the code for the administrative body for the school attended.

**Government.** These are State-run public schools;

**Religious Organization.** This category includes private religious schools, which may be Muslim, Christian, or belong to other religious faiths;

**Private.** This category includes so-called lay private school establishments, which are, in other words, run by a private promoter;

**Community.** Community school establishments are set up and administered by community associations, as in the case of residents of a locality who set up a school for the education of local children.

**Q2.17 : School Fees.** For every household member who attended school during the 2010/2011 academic year, the interviewer asks the amount paid in school fees for that year and records the amount (in thousands of FCFA) in the appropriate boxes. School fees include the actual fees, registration fees, miscellaneous contributions etc. *Please Note: the code for non fee-paying individuals attending school is zero.*

**Q2.18 : Cost of Supplies.** For every household member who attended school during the 2010/2011 academic year, the interviewer should ask the amount paid for supplies during the academic year and record the amount in FCFA. Supplies are defined as text books, exercise books and uniforms. *Please Note: the code for a person attending school who incurs no expenses for supplies, is zero.*

**Q2.19 : Accommodation Fees.** For every household member who attended school during the 2010/2011 academic year and paid accommodation fees (boarding, university hostel etc.) during that period, the interviewer should record the amount in FCFA. *Please Note: the code for a person attending school who does not pay accommodation fees is zero.*

**Q2.20 : Cost of School Canteen or Restaurant Services.** For every household member attending school during the 2010/2011 financial year, who has paid for school meals, the interviewer should record the amount for that academic year in FCFA. Cost of school meals is defined as money spent on meals taken in a school canteen or university restaurant. Pocket money given to children by their parents is not included under this definition; if the child buys anything with his/her pocket money

(doughnuts, bread etc.), this should be recorded under Section 13. *Please Note: the code for persons attending school who do not pay for school meals is zero.*

**Q2.21 : School Transportation Costs.** For every household member attending school during the 2010/2011 academic year who paid for school transportation (school bus, university bus etc.), the amount for the academic year should be recorded in FCFA. *Please Note: school transport costs are defined as payment of subscriptions for school bus services. This does not include payments for public transport (taxis, buses etc.) that the child may use to get to school. Such expenses should be recorded under Section 9. The code for persons attending school who do not pay transport costs is zero.*

**Q2.22 : Amounts Received in Respect of Scholarships/Allowances.** For every household member attending school during the 2010/2011 academic year who is the beneficiary of a scholarship or allowance, the interviewer should record the amount received over the previous 12 months in FCFA. *Please Note: the code for persons who are not beneficiaries of scholarships or allowances is zero.*

**Q2.23 : Highest Level of Education Attained.** The question on the highest level of education attained concerns those persons who are no longer attending school and for whom the highest level of education is a factor.

**Q2.24 : Number of Years Successfully Spent within the Academic Cycle.** For those individuals who responded to the last question, the interviewer must record the number of years successfully completed within the corresponding academic cycle. The code for individuals who have only completed the first year of the cycle and not been promoted to a higher level, is zero. The following examples illustrate the point:

*Example 1. Musa has completed the first academic cycle and been awarded the CFEPD (primary school-leaving certificate) after which he left school. The code for his primary school studies is 4 under Q2.23 and 6 under Q2.24.*

*Example 2. Musa has completed the primary school cycle, been awarded his CFEPD and completed one year of secondary school, at the end of which he failed his promotional exams to the second year of secondary school, and dropped out. The code for general secondary school education is 5 under Q2.23 and 0 under Q2.24, because Musa has not passed any exams at secondary school level.*

*Example 3. Musa has been awarded his CFEPD and completed one year of secondary school. He has passed his promotional exams to the second year of secondary school, but dropped out due to lack of funds. The code for his general secondary school education under Q2.23 is 5, and under Q2.24 is 1, because Musa has successfully completed one year of secondary school and passed his exams.*

*Example 4. Musa has pursued his primary school education up to CM2 (5<sup>th</sup> year) level. Having failed his CFEPD exams, he drops out due to lack of funds. The code for his primary education level is 4 under Q2.23 and 5 under Q2.24, because Musa failed to obtain his CFEPD, and his primary school level is CM1 (4<sup>th</sup> year).*

**Q2.25 : Year in which the Individual Last Attended School.** The interviewer should record the last year in which the individual attended school. The code for the response “I do not know” is 9998.

**Part B : Access to Information and Communication Technologies (ICT).** This section is directed to all household members aged 15 years and above. It is preferable for the individuals concerned to respond personally to the questions.

**Q2.26 : Ownership of a Mobile Phone.** If the individual owns a functioning mobile phone, the code is 1, and if not, 2. Even if, for example, the telephone was bought for him/her by his/her employer(s) as a working tool, the code for “Yes” is still 1.

**Q2.27 : Use of the Mobile Phone in the Previous 30 days.** For those individuals who do not own a personal mobile phone, the interviewer should ask whether s/he has used a mobile phone in the 30 days prior to the survey, and record code 1 for a “Yes” and 2 for a “No” answer. The phone in question may belong to a relation, a friend, a colleague at work, a passer-by, or rented from a telephone kiosk etc.

**Q2.28 : Main Location for Access to a Mobile Phone in the Previous 30 Days.** For those individuals who do not own a personal mobile phone but have access to one, the interviewer should ask where the subject was mostly able to access a mobile phone in the 30 days prior to the survey and record the response using the appropriate code.

**Q2.29 : Use of a Computer during the Previous 12 Months.** If the individual has used a computer (in the office, at home, in a cybercafé etc.) for whatever reason, but particularly for access to the Internet, the code for record purposes is 1 for “Yes” and 2 for “No”.

**Q2.30 : Use of the Internet during the Previous 12 Months.** If the individual has used the Internet in the previous 12 months (in the office, at home, in a cybercafé etc.), the code is 1, or 2 where applicable. The Internet is usually accessed from a computer; however, increasingly, it may be accessed from mobile phones. Whatever the medium of access, the code for “Yes” is 1.

**Q2.31 : Main Reason for Not Using the Internet during the Previous 12 Months.** For those persons who have not used the Internet, the main reason for this omission should be recorded.

**Q2.32 : Location Where Internet is Accessed.** For those persons who used the Internet, the interviewer should record a “Yes” if the Internet was accessed at this location.

**Q2.33 : Frequency of Internet Use.** For those persons who use the Internet, the interviewer should record the frequency with which it is used.

#### **4.5. SECTION 3 : HEALTH OF HOUSEHOLD MEMBERS**

**Part A : General Health.** The section on health concerns all persons living in the household. Its aim is to provide information on the health status of the population, use of health facilities, access, level of user satisfaction with health services and nutritional health of children under the age of 15. The subjects are the individuals concerned. The adults responsible for the welfare of the children provide responses on behalf of their charges. *Please Note: when a response is given on behalf of the interested party, the information collected must always be referred to the person concerned rather than the respondent to the questionnaire.*

**Q3.00 : Respondent ID.** The ID code of the respondent must be recorded with the help of the list of household members provided in Section 1. Obviously, when an individual speaks on his/her own behalf, it is his/her ID code which will be recorded. Respondent ID must be recorded against every individual, even where the same person speaks on behalf of the other household members.

**Q3.01 : Health Issues during the Last 4 Weeks.** The interviewer should ask the subject whether s/he has had health issues, or in other words, an illness or accident in the last 4 weeks. If the response is “No” then the interviewer may proceed to Q3.15.

**Q3.02 : Major Health Issues.** The interviewer should record the code for the major health issues encountered.

**Q3.03 : Constraints Preventing the Pursuit of Normal Daily Activities.** The objective is to establish whether the individual in question has missed work or school days or whether s/he has been

unable to carry out household duties due to ill-health. If the response to the question is “No”, the interviewer may proceed to Q3.05.

**Q3.04 : Duration of Constraint.** If the person has been prevented by health problems from pursuing his/her activities, the interviewer should record the fact, using the code for duration.

**Q3.05 : Medical Care.** The interviewer should ask if, in view of his/her health problem s/he has undergone a medical examination (by health delivery staff, healers or a marabout). The code for “Yes” is 1 and for “No” is 2. *Please Note: when a mother brings her child in for medical care it is the child who receives the care; therefore the response must be recorded against the child.*

**Q3.06 : Reason for Failure to Seek Medical Care.** For those persons who have been sick but failed to seek medical care, the interviewer should record the code for the main reason why they failed to receive medical care.

**Q3.07 : Medical Care Facility.** This refers to the health facility at which the individual received medical attention for the first time during this health episode.

**Q3.08 : Medical Staff.** These are the medical staff who examined the individual. If treatment continued over several visits, the interviewer should record the medical staff member who initially treated the patient.

**Q3.09 : Satisfaction with Treatment Received.** The interviewer should endeavour to ascertain whether or not the individual was satisfied with the treatment received. *Please Note: that with regard to the child who is brought in for treatment by his/her mother, the mother’s opinion is taken as the response of the child.*

**Q3.10 : Problems Encountered during the Medical Consultation.** The interviewer should endeavour to understand the problems encountered by each individual who received treatment. The same person may have encountered several different problems. If the subject claims that s/he encountered problems, the proper code for each “Yes” response is 1 and where applicable, 2 for each “No”.

**Q3.11 : Distance.** The distance from the household to the medical facility is recorded using the appropriate code.

**Q3.12 : Medical Fees Paid for this Health Episode in the Previous 4 Weeks.** The interviewer should make a record of the amount spent by the individual in medical fees as a result of this health episode, in the previous 30 days). If the subject has received treatment over several visits, the total outlay for all treatment received is recorded. The code for treatment received free-of-charge is zero.

***Please Note:** There must be a record of the amounts actually disbursed for medical treatment. If, for example, the visit cost FCFA 5,000 and the patient was covered by a health insurance policy worth 80% of medical expenses, the situation presents two possible scenarios. In the first instance, the patient uses his/her insurance policy, and therefore pays only 20% of total cost, or FCFA 1,000. The amount recorded under question 3.12 is therefore FCFA 1,000. In the second instance, the patient does not present his/her insurance policy (S/he will be refunded at a later date) and therefore pays the full cost of the medical treatment received, or FCFA 5,000 FCFA. The amount of FCFA 5 000 is therefore recorded under question 3.12. Both scenarios are equally valid for questions 3.13, 3.15, 3.18 and 3.22.*

**Q3.13 : Health Insurance or Other Forms of Cover including Medical Costs.** The interviewer must ascertain that each individual holds a health insurance policy or some other cover which includes medical expenses, and record his/her findings using Code 1 for “Yes” and 2 for “No”. Health

insurance is generally contracted by the employer, where big private or government companies are concerned, although an individual may also contract a personal insurance policy directly from an insurance company. Health insurance policies comprise different regimes, each offering a different percentage in reimbursement to the insured, in the event of sickness. The modalities are defined below.

**Cover for Civil Servants.** Beneficiaries under this regime are government employees and their family members (spouses and minor children). In general, the regime covers payment of 20% of medical costs incurred at a government health facility. The same cover is available for medical examinations and hospitalization at public health facilities. However, the beneficiary is responsible for all expenditure on drugs. Cover lapses if the medical services are delivered by a private facility.

**80% Private Regime.** This regime is one which major companies (such as the NIS and other public and private companies) contract for their staff. Under this regime, the staff are reimbursed 80% of most medical services (screenings, examinations, purchase of drugs, and hospitalization).

**100% Private Regime.** This regime is similar to the previous one, except that beneficiaries are reimbursed 100% of most medical services (screenings, examinations, purchase of drugs and hospitalization); it is, however, rare.

**Q3.14 : Cost of Medical Examination Borne by the Patient.** A patient with insurance or other cover has the option to pay the totality of examination costs (pending reimbursement by the insurance company) or to pay only the net amount, leaving the insurance company to make direct payment of the difference. The code for payment of the totality of examination costs by the patient is 1, or 2 if the patient pays the cost, less insurance.

**Q3.15 : Medical Examination Costs Incurred in the Previous 4 Weeks as a Result of this Health Episode.** The interviewer should record the amount paid for medical examinations undertaken as a result of this health episode during the course of the previous 30 days. *Please Note: the remark under question 3.12 remains valid – in other words, the amount recorded must be the amount actually disbursed.*

**Q3.16 : Health Insurance of Other Cover Including Cost of Medical Examinations.** The interviewer must ascertain whether each subject has medical insurance or other cover which includes the cost of medical examinations. The code for this response is 1 for “Yes” and 2 for “No”.

**Q3.17 : Medical Examination Costs Borne by the Patient.** A patient with medical insurance or other cover has the option of either paying the full cost of medical examinations (pending subsequent reimbursement by the insurance company), or of paying only net cost, leaving the insurance company to effect direct payment of the difference. The code for payment in full of the cost of medical examination(s), is 1, and the code for payment, less insurance, is 2.

**Q3.18 : Cost of Drugs for this Health Episode in the Previous 4 Weeks.** The interviewer should record the amount spent on drugs for this health episode in the previous 30 days. *Please Note: The remark under question 3.12 remains valid - in other words, the amount recorded must be the amount actually disbursed.*

**Q3.19 : Medical Insurance or Other Cover which Includes Cost of Drugs.** The interviewer should ascertain whether the subject has medical insurance or other cover which includes the cost of drugs. The code for the response is 1 for “Yes” or 2 for “No”.

**Q3.20 : Cost of Drugs Borne by the Patient.** A patient with insurance or other cover has the option of paying the full cost of drugs (pending subsequent reimbursement by the insurance company), or paying net cost, leaving the insurance company to effect direct payment of the difference. The code for

payment in full of the cost of drugs is 1, and the code for payment, less insurance, is 2. The code for insured subjects who are in good health is 3, for “Not applicable”.

**Q3.21 : Hospitalization.** The interviewer should ask each household member whether s/he has been hospitalised for this specific health problem in the previous 4 weeks or for any other illness in the previous 12 months, and record 1 for “Yes”, and 2 for “No”.

**Q3.22 : Hospitalization Costs.** If the response to the previous question was “Yes”, the interviewer should ask each subject who has been hospitalised, the amount paid in hospitalization costs in the previous 12 months. The subject may have been hospitalised more than once during the reference period, in which case, the total amount disbursed must be recorded. Where payment of hospitalization costs is made by a third party, such cost is recorded against the patient and not against the person who made payment. *Please Note: The remark under question 3.12 remains valid - in other words, the amount recorded must be the amount actually disbursed.*

**Q3.23 : Health Insurance or Other Cover Including Hospitalization Costs.** The interviewer should ascertain whether each subject has medical insurance or other cover which includes hospitalization costs, and record 1 for “Yes” and 2 for “No”.

**Q3.24 : Hospitalization Costs Borne by the Patient.** A patient with insurance or other cover has the option of paying hospitalization costs in full (pending subsequent reimbursement by the insurance company), or paying only net cost, leaving the insurance company to effect direct payment of the difference. The code for payment of hospital costs in full is 1, and the code for payment of hospitalization costs, less insurance, is 2,

**Q3.25 : Help from Parents/Relations and Friends to Cover Hospitalization Costs.** The interviewer should ask each subject who has been hospitalised whether s/he received financial assistance from parents/relations or friends to defray hospitalization costs. The code for “Yes” is 1 and the code for “No” is 2. All financial assistance must be included. However, assistance in this context refers only to assistance in the payment of hospitalization bills, and not of other expenses such as food, for example.

**Q3.26 : Amount Received in Assistance from Parents/Relations and Friends.** The interviewer should ask all individuals who have been hospitalised and whose response to the previous question was “Yes”, the amount received from parents/relations and friends to pay for hospitalization bills, and record the amount in FCFA. Assistance may be received from more than one person. In order to ensure accuracy of the response received, it is important to have drawn up a list of those who helped the patient and then ask the amount given by each one of them.

**Q3.27 : Other Health-related Expenditure in the Previous 12 Months.** The question is designed to elicit information on health-related expenditure other than medical screening, examinations, curative drugs and hospitalization in the previous 12 months. This mainly comprises the cost of check-ups, preventive drugs, or in the case of self-medication, circumcision etc. The interviewer should record 1 for household members who have incurred this type of expenditure and 2 for those who have not.

**Q3.28 : Amounts Spent on Other Health-related Expenditure.** For each individual whose response to the previous question was “Yes”, the interviewer should ascertain the amount spent on these other health-related costs and record said amount in FCFA.

**Q3.29 : Expenditure on unconventional Health-related Expenditure in the Previous 12 Months.** The question is designed to elicit information on under-the-table health-related expenditure in the previous 12 months. This is unconventional expenditure borne by the household, and includes extra payments for medical services which are made directly to medical staff in public health institutions; payments made in order to be “well-positioned” to receive attention in State-owned hospitals;

payments to show gratitude to medical staff for services rendered etc. The interviewer should record 1 if the household member has made this type of payment and 2 if s/he has not.

**Q3.30 : Amounts Spent on unconventional Health-related Expenditure.** For each individual whose response to the previous question was “Yes” the interviewer should ascertain total amount spent on these “under-the-table” health-related expenses (specifying different categories wherever possible), and record said amount in FCFA.

**Q3.31 : Mosquito Nets.** This question aims to establish whether the subject owns a mosquito net. The interviewer should record 1 against each household member who owns a mosquito net and 2 against each one who does not. It should be noted that several household members sharing a bed may also share a mosquito net; the interviewer should record 1 for “Yes” against each one.

**Q3.32 : Use of a Mosquito Net.** The interviewer should ask if the subject slept under a mosquito net in the night before the interview, and record a 1 for “Yes”, 2 for “No” and 3 for “I do not know”.

**Q3.33 : Type of Mosquito Net Used.** The interviewer should record the code for the type of mosquito used against those individuals whose response to the previous question was “Yes”.

**Q3.34 : Household Members Aged 15 Years and Under.** The interviewer should ascertain that the individual is aged 15 or less, and record 1 for “Yes” and 2 for “No”.

**Q3.35 : Content of Breakfast Eaten on the Previous Day.** The interviewer should record the code corresponding to the breakfast eaten on the day before the interview against every subject aged 15 years or less.

## **Part B : Tobacco Consumption.**

**Q3.36 : Cigarette Smoking.** The interviewer should ascertain from each subject whether s/he is presently a cigarette smoker or not, and record the response accordingly.

**Q3.37 : Rate of Cigarette Consumption.** The interviewer should record the code corresponding to the rate of cigarette consumption against the name of each subject.

**Part C : Reproductive Health of Women Aged from 12 to 49 Years.** It is preferable that the subjects respond personally to this question unless they are absent from the interview, in which case the household head or a better-informed person may respond in their place.

**Q3.38 : Live Birth.** The interviewer should record 1 if the response is “Yes”, meaning that the woman has given birth to at least one live child, or 2 if the response is “No”, meaning that the woman has never given birth to a live child - because she has never given birth; because of an aborted pregnancy; because the child was still-born. *Please Note: A birth is deemed live if the child shows signs of life post-partum, as evidenced by crying or movement, even if the child dies immediately thereafter. Since this is a delicate issue, the interviewer must proceed with tact.*

**Q3.39 : Age at First Childbirth.** For those women whose response to the previous question was “Yes”, the interviewer should ascertain their age (on last birthday) at the time of this first childbirth.

**Q3.40 : Pregnancies in the Previous 12 Months.** The interviewer should ask every woman aged from 12 to 49 years, whether she has fallen pregnant at least once in the last 12 months and record 1 if the response is “Yes” and 2 if “No”.

**Q3.41 : Prenatal Care.** For every woman whose response to the previous question was “Yes”, the interviewer should ask whether she received prenatal care during this last pregnancy and record 1 if the response is “Yes” and 2 if “No”.

**Q3.42 : Assistance during Pregnancy.** The interviewer should record the health delivery staff who cared for the woman during pregnancy. A woman may have received assistance from more than one health delivery staff during her pregnancy. The interviewer should indicate the main care giver and other staff from whom the subject most frequently received assistance.

**Q3.43 : Health Establishment where Care was Received during Pregnancy.** The interviewer should ascertain, for those woman who received prenatal care, the health establishment which delivered such care and record the appropriate code accordingly. As previously stated, a woman may have received assistance from more than one health establishment during her pregnancy. The interviewer must identify the main establishment she frequented.

**Q3.44 : Medical Costs Incurred During Pregnancy.** The interviewer should ascertain from every women who has carried a pregnancy during the period under consideration the cost incurred for medical care during the pregnancy, and record the amount in FCFA. Medical costs in this context include pregnancy-related consultancy fees, the cost of medical screening (ultra-sound and other tests), and drugs. If the subject is unable to remember amounts spent in any detail, the interviewer may help by asking the number of pre-natal visits made and the cost of each visit; examinations carried out on each visit, as well as their cost, and the cost of drugs purchased at each visit.

**Q3.45 : Pregnancy Culminating in a Live Birth.** The interviewer should ascertain, for each woman having carried a pregnancy during the previous 12 months but who is no longer pregnant, that the pregnancy culminated in a birth and record 1 if the response is “Yes”, meaning that the baby was born live, and 2 if the response is “No”, meaning that the woman gave birth to a still-born baby or had an aborted pregnancy. If the woman is still pregnant, the interviewer should record 3 against her. *Please Note: A baby is considered to have been born live if s/he has given post-partum signs of life by crying or movement even if s/he dies immediately thereafter.*

**Q3.46 : Assistance during the Last Childbirth/Aborted Birth.** The interviewer should record the code for the health official who assisted the woman during childbirth. A pregnant woman may require health care even in the event of a still or aborted birth. The health care officer assisting in such instances must also be recorded.

**Q3.47 : Place of Last Childbirth.** The interviewer should ascertain the health establishment where the last childbirth took place and record the code accordingly. The health establishment at which a still or aborted birth took place must also be recorded.

**Q3.48 : Medical Expenses Incurred during Childbirth.** The interviewer should ask all women having undergone a live childbirth, or still or aborted birth, the expenses incurred, and record said amount in FCFA. Medical costs in this regard include the fees of the health staff involved during the childbirth, hospitalization fees, and cost of drugs. If, for example, a woman has undergone a medical procedure (caesarean section) this should be recorded as a related intervention. However, expenditure on babies’ layettes (diapers, blankets, cot etc) is not included here.

**Q3.49 : Contraception.** The interviewer should ask every woman aged from 12 to 49 years who is not pregnant at the time of the interview, whether or not she and her spouse currently use contraception, and record 1 for “Yes” and 2 for “No”. If the answer is “No”, s/he may move on to the next subject.

**Q3.50 : Means of Contraception.** For those women who responded “Yes” to the last question the interviewer should record the code for the main means of contraception used.



**Q3.51 : Reason for Not Using Contraception.** For those women whose response to question Q3.50 was “No”, the interviewer should ask the main reason for her not using contraception and record the code in the appropriate box.

#### **4.6. SECTION 4 : EMPLOYMENT OF HOUSEHOLD MEMBERS**

Questions on employment are directed at subjects of 5 years of age and over. The objective is to elicit information on the economic activity carried out by the subject (type of employment, work schedule, type of contract, income etc.). Since some of this information is not always available to everyone, it is preferable that the questions should be addressed to the person concerned, or failing this, to the most reliable source of information.

##### **Part A : Situation of Subject in Relation to Activity**

**Q4.00 : Respondent ID.** The interviewer must record the ID of the person responding to his/her questions using the household members list in Section 1. If the subject him/herself is responding, his/her ID will also be recorded. A respondent ID is recorded for each individual even if it is the same respondent speaking on behalf of all the household members.

**Q4.01 : Salaried Employment in the Previous 30 Days.** Questions 4.01, 4.03, 4.05, 4.07 and 4.09 are aimed at establishing a distinction between working household members (those who have been in employment in the last 30 days), the unemployed (those who have not been engaged in employment in the last 30 days, but are seeking employment) and the non-working members (those who not been in any employment in the last 30 days and who are not even seeking employment). With regard to the first group, the questions aim to establish whether the individual has worked in public administration (at the central or local authority levels), for a company (large or even very small-scale), for a private employer (for example an automobile mechanic working for an employer), or for any other non-household member. The interviewer should record 1 for “Yes” and 2 for “No”. A person is deemed to have been in employment if s/he has put in at least one hour of work.

**Q4.02 : Employment in the Last 12 Months.** The same as the last question, except that it is applied to a 12-month period.

**Q4.03 : Agricultural Employment in the Last 30 Days.** This question aims to establish whether the individual has worked on his/her own farm (farm, garden, livestock farm etc.) or on one owned by the household. The interviewer should record 1 for “Yes” and 2 for “No”. A person is deemed to have been in employment if s/he has put in at least one hour of work. *Please note the following two points:*

- *Firstly, persons who work on their own farms often feel that they are not “employed”, which is not true. The interviewer must ensure that this question is clearly understood;*
- *Secondly, there is a tendency to leave out the work done by family members, or in other words, by persons (and especially children who are not yet of school age) who by working, are making their small contribution to the work on the farm. If a child spends an hour a day or a week on the farm, s/he is deemed to have worked, even if s/he is not yet of school age, or is not paid.*

**Q4.04 : Agricultural Employment in the Last 12 Months.** The question is the same as the last one, except that it is applied to a 12-month period.

**Q4.05 : Non-Agricultural Self-Employment in the Last 30 Days.** The question aims to establish whether the individual worked in his/her own enterprise (petty trade, tailoring, carpentry, mechanic work, liberal professions etc.). The interviewer should record 1 for “Yes” and 2 for “No”. A person is deemed to have been in employment if s/he has put in at least one hour of work. As previously remarked, some persons who engage in menial jobs do not consider it to be work, especially if they

hold advanced qualifications. The interviewer needs to be persistent. A person who holds a university degree and is seeking employment consonant with his/her qualification, but who in the mean time runs a small shop, is deemed to be actively employed. Furthermore, as previously advised, help from family members (individuals who work without pay in a production unit owned by a member of their household) must also be taken into account and considered as employment.

**Q4.06 : Non-agricultural Self-Employment in the Last 12 Months.** The question is the same as the last one, except that it is applied to a 12-month period.

**Q4.07 : Casual or Part-Time Employment in the Last 30 Days.** Casual employment is work which the individual engages in from time to time. *Example: Musa is a third-year student in an electronics training institution, and has little spare time because of the tight schedule imposed by his studies. However, people bring him their faulty computers at home for repairs. This is casual work.* If he has carried out repairs in the last 30 days he is deemed to have worked. Part-time work is employment engaged in on a regular basis but which occupies only part of the week. The interviewer should record 1 if the person is engaged in this type of work and 2 if otherwise. *To return to the example of Musa, if he has no classes on Wednesdays and Saturdays, and if during those two days he does repair work at a computer maintenance SME, Musa is engaged in part-time work.*

**Q4.08 : Casual or Part-time Work in the Last 12 Months.** The question is the same as the last one, except that it is applied to a 12-month period.

**Q4.09 : Unpaid Apprentice Work in the Last 30 Days.** An apprentice is a person who is in an enterprise to learn the trade. Some apprentices are paid, while others are not. If the subject works as an apprentice, the interviewer should record code 1 for “Yes” and 2 for “No”.

**Q4.10 : Unpaid Apprentice Work in the Last 12 Months.** The question is the same as the last one except that it is applied to a 12-month period.

**Q4.11 : Employment in the Last 30 Days.** If at least one of the responses to questions Q4.01, Q4.03, Q4.05, Q4.07 and Q4.09 was “Yes”, the interviewer should enter 1 for “Yes”, and if the response to all of questions Q4.01, Q4.03, Q4.05, Q4.07 and Q4.09 was “No”, 2 for “No”.

**Q4.12 : Permanent Employment.** Questions 4.12 and 4.13 seek to identify working household members who have not worked for different reasons (vacation, maternity, ill-health etc.). The interviewer should ask each individual whether s/he has permanent employment, even though s/he has not worked in the last 30 days. The code for “Yes” is 1 and 2 for “No”. If the response is “No”, the interviewer may proceed to question Q4.15.

**Q4.13 : Reason for Not Working in the Last 30 Days.** The interviewer should record the code representing the reason for not working against all individuals who are permanently employed. In general, these individuals are sure of resuming their employment at the end of the period relative to the event under consideration. The different options are defined below.

**Leave, Vacation.** This option covers persons in employment but absent from their normal place of work at the time of the survey because they are on annual leave.

**Maternity Leave.** By law, women in employment are entitled to a 14-week maternity leave. This option applies to women enjoying this entitlement at the time of the interviewer’s visit.

**Leave of Absence.** Independent workers (employers or the self-employed) do not, in general benefit from official leave. However, they may take a leave of absence to rest. This option covers this kind of situation.

**Sick Leave.** This option applies to persons in employment who are absent from their normal place of work at the time of the survey as a result of sickness.

**Strike Action.** This option applies to persons who have stopped work as a result of socially motivated strike action.

**Suspension.** A person may be suspended from their employment as a disciplinary measure. This option covers such a situation.

**On Training or Course.** This option covers individuals away for a short period (less than 6 months) on training programmes or courses, but who are sure to resume their work at the conclusion of training.

**Q4.14 : Job Seeking in the Last 30 Days.** The preceding questions are designed to identify individuals in employment; the remaining questions under this section are aimed at establishing a distinction between unemployed and non-employed persons. They seek to establish, for each individual who has not been in employment in the last 30 days, whether they are searching for work. The interviewer should record 1 if the response is “Yes” and 2 if it is “No”. *Please Note: the individual in question must not only be searching for employment, but must be taking steps demonstrating a desire to obtain employment. For example, s/he could have entered for or be preparing for an examination leading to employment; applied for a job at work sites; sought to borrow money from a relation to set up a business etc.*

**Q4.15 : Availability to Take up the Employment Sought.** This question aims to ascertain whether the individual is available to take up the employment being sought. The interviewer should enter the appropriate code corresponding to the subject’s response.

**Q4.16 : The Main Reason for Not Seeking for Employment in the Last 30 Days.** This question aims to establish the main reason why the individual has not gained employment and does not seek to do so. The interviewer should enter the appropriate code.

**Q4.17 : Duration of Unemployment.** The question aims to determine *the number of consecutive months* during which the individual was unemployed and whether or not s/he searched for employment during this period. The period in question may extend from the time of graduation from school to the present; from the time when the person moved to the town to the present etc. The interviewer may help the subject calculate the number of months based on the dates s/he has given.

**Q4.18 Period Spent in Seeking Employment.** This duration corresponds more closely to duration of unemployment. The number of consecutive months must also be taken into account. Please note the two examples below:

**Example 1.** *Musa completed his studies in July 2006. He was job hunting for 6 months, until finally, in January 2007, he began his period of national service which lasted 24 months until December 2009. Since January 2010, Musa has once again been job hunting. By November 2010, he had been job hunting for 10 full months. The code 10 should therefore be entered against him, not counting the previous 6 months of unemployment.*

**Example 2.** *Musa worked on his father’s farm in the village up till March 2009, at which time he decided to move to the town and stay with a distant relation. Between March 2009 and August 2009, he was job hunting with no success. He then decided to take up an apprenticeship from August 2009 to May 2010, during which time he learnt to drive and obtained his drivers’ licence. In July 2010, Musa began to look for a job as a driver. By November 2010, he had been job hunting for three full months.*

**Q4.19 : Types of Unemployment.** The persons concerned may be seeking their very first employment or may be job hunting because they have lost previous employment (dismissal, expiry of a contract,

resignation etc.). The code for any person who has been previously employed, even in a menial capacity, is 2 and not 1.

**Q4.20 : Job Seeking Channels.** For each job seeking channel under consideration, the interviewer should enter code 1 if it has been used by the subject and 2 if not.

**Q4.21 : Means of Survival.** For all persons without work (unemployed or not-working), the interviewer should record their main means of survival. It should be noted that a person who works for only part of the year, and who has had no work in the last 30 days, may, for instance be living off his/her savings, or through indebtedness.

**Q4.22 : Paid Employment in the Last 12 Months.** Section B focuses on the characteristics of the main employment engaged in by the individual in question in the last 12 months. This question is designed to identify those persons with regular jobs who have not worked at that job in the last 30 days. They include salaried agricultural workers who are affected by seasonal unemployment. The interviewer should enter 1 for “Yes” and 2 for “No”. If the response is “Yes”, the interviewer may proceed to Part B. Please Note: The responses to this question should be consistent with those to questions 4.02, 4.04 and 4.06. In specific terms, if the response to one of the 3 preceding questions is “Yes”, the answer to question 4.22 must also be “Yes”.

**Part B: Main Employment.** This section describes the characteristics of the main employment in which the individual has been engaged in the last 12 months. Main employment is defined as the work on which the individual devotes most of his/her time, or which provides him/her with the highest remuneration. In general, for those persons holding down more than one job at the same time, if one job is in the modern sector (public administration, big companies etc.) and the other in the informal sector, main employment is deemed to be in the modern sector. This employment could be different from the employment held down in the last 30 days (for those persons engaged in seasonal work, for example).

**Q4.23 : Principal Profession, Trade or Employment Engaged in During the Last 12 Months.** The interviewer should indicate the employment, trade or profession engaged in by each working household member, clearly and in detail. The appropriate code should be selected from the nomenclature under “Code of Trades and Professions”. The employment/profession/trade name should be clearly entered in the left-hand column. The corresponding code should be entered in the right-hand column. The nomenclature for employment and professions is attached in annex to this manual. *Please Note: The code should be entered in the questionnaire only after the conclusion of the interview.*

**Q4.24 : Branch of Activity of the Employer During the Last 12 Months.** A branch of activity is defined as the principal activity engaged in by a company, or in other words, the type of product or service it provides. The interviewer should enter “Public Administration” against a person who, for instance, is an official in the Ministry of Finance, and “Beverage Manufacture” against a person who works for Niger Breweries, etc. The interviewer should enter the appropriate code, using the nomenclature for branches of activity. The name of the branch of activity should be clearly entered in the left-hand column; the corresponding code should be entered in the right-hand column. The nomenclature for branches of activity is attached in annex to this manual. *Please Note: The code should be entered in the questionnaire only after the conclusion of the interview.*

Branch of activity should be distinguished from profession. The two examples below illustrate this point:

**Example 1.** *Musa is a driver at the National Institute of Statistics; his profession is entered as driver, under 4.25; the branch of activity is entered as public administration under 4.26.*

*Example 2. Musa is a driver with the Niger Urban Transport Company, his profession is entered as driver under 4.25, and the branch of activity as transport under 4.26.*

**Q4.25 : Socio-professional Category (SPC).** The interviewer should ascertain the socio-professional category into which the subject fits within his/her area of employment and enter the appropriate code in the box provided. Workers are classified into two major categories according to SPC. Salaried workers are defined as persons who work for an employer of some description (an individual or a company) under conditions contained in a work contract (explicit or implicit) which lays down the amount payable as daily, weekly or monthly remuneration, or as commission etc. Non-salaried workers are mainly defined as self-employed persons. This category also includes trainees and family help. The different SPC options are defined below:

**Senior Management Staff.** This category is comprised of the senior management executive of a company/public administration office, or the senior staff who carry out planning functions, or fill positions of responsibility in the capacity of Director, Head of Division, Head of Section, Head of Research, Head of Production, Head of Maintenance, Doctor, University Professor, Secondary School Teacher, College Lecturer etc. The classification for such persons under the public administration Scheme of Service is Category A1 and A2, or Categories 10 to 12 of the collective wage structure.

**Middle Management Staff/Supervising Officer.** This category is comprised of the middle-level staff assisting senior management. They are responsible for monitoring and control of the implementation of the plans formulated at senior management level, and include foremen, senior technicians, project organisers, State-registered nurses, teachers etc. The classification for such persons under the public administration Scheme of Service is Category A3 and B, or Categories 8 and 9 of the collective wage structure.

**Worker/Skilled Worker.** This category is comprised of persons who have received special workplace training, and includes workers whose qualification level is that of the CAP (certificate of professional aptitude). These include, for example, accounts assistants, registered nurses, teaching assistants etc. The classification for such persons under the public administration Scheme of Service is Category C, or Categories 6 and 7 of the collective wage structure.

**Unskilled Worker/Employee.** This category is comprised of persons who have received only limited specialized workplace training, and includes, for example, CAP-level workers. The classification for such persons under the public administration Scheme of Service is Category D, or Categories 4 and 5 of the collective wage structure.

**Laborer.** This category is comprised of salaried workers with no specific qualification, such as dock hands, orderlies (messengers), usherettes, security guards etc. their classification under the collective wage structure is under Categories 1, 2 and 3.

**Employer.** A person is defined as an employer when his/her production unit employs at least one salaried worker (excluding apprentices, trainees and family help.).

**Self-employed Worker.** A person is defined as self-employed if s/he works alone or only with the help of family and apprentices, and without salaried workers. Employers and self-employed workers are described as independent workers.

**Family Help.** This category is comprised of workers employed in micro-enterprises owned by their own household (stall, small shop, small-scale craft etc.), in which they are not the employers. In general, they do not receive a fixed remuneration. The counterpart for their labor is often in kind (accommodation, food etc.). Family help should not be confused with household help, who, because they are salaried, are often classified as laborers in terms of SPC. *Please Note: A family help never*

*works in the household; s/he always works in an enterprise owned by the household. The household help on the other hand, works for a household which is not his/her own.*

**Apprentice.** This is a person who is admitted into an enterprise in order to acquire professional training. An apprentice may or may not receive remuneration.

*Please Note: the SPC is not always linked to a qualification. The SPC classification for a young person holding a Masters Degree in Management, who is searching for employment commensurate with his/her qualification, but is meanwhile working on his/her own as a fruit seller, is “Self-employed worker”, not “Senior executive”. A person with a CAP in Accountancy who has been working in the same company for 20 years and risen through the ranks to become “Head of Accounts” is a Senior Officer, whereas a woman who has just been awarded her CAP and who is working in the same company as an Accounts Assistant, is classified as a “skilled worker”.*

**Q4.26 : Principal Employer.** The interviewer should enter the code for the structure which is employing the person in the given form of employment. It may be useful to make some clarification in this issue.

**State/Local Authority.** This applies to persons working in the central public administration (Ministry etc.) or in a local authority (regional, Departmental) or in communal services.

**Public Enterprise.** Employees of public enterprises are persons working in enterprises in which the Niger Government holds majority shares (ORTN, NIGELEC, SONITEL etc.)

**Large-scale Private Company.** These are private limited companies, limited liability companies, modern establishments etc.

**Individually-owned Enterprise.** These are neither limited companies nor limited liability companies. They are often individually-owned small production or commercial units (small shop, carpentry workshop, tailoring shop, repair shop etc.) which may even be itinerant or home-based.

**Association.** An association may be a group of trade unions, cooperatives, national NGOs etc. However, international NGOs (MSF, Care International) are classified as international organizations.

**Household.** A household may employ what is commonly known as household staff (cook, servant, security guard, gardener, driver ...). These persons should be classified under “Household” if they are employed in a home and not in a household-owned enterprise. To return to the example of a driver, if Mr. Amadou employs Mr. Musa as his personal driver (who takes the children to school, takes Mrs. Amadou to the market etc.), Mr Musa’s profession is classified as “Driver”, under the branch “services rendered to a household”, with “Household” recorded as the employer. Please Note: a family help works in an individually-owned company; a family help does not work in the household. *If a family or household member helps with the household chores, this is not considered to be employment.*

**International Organization.** This applies to a persons working in one of the major international organizations (World Bank, UNDP, FAO, WFP etc.), especially those within the United Nations System, in Embassies and international NGOs.

**Q4.27 : Staff Strength of Companies.** The interviewer should enter the code representing the staff strength of the company against each household member or individual employed by the company. Only the Head of the company and salaried staff are included in this head count. In other words, family help, apprentices and trainees are excluded.

**Q4.28 : Employment Status.** The appropriate code should be entered against the individual’s employment status.

**Contractual.** A job is defined as contractual if the individual engaged in it has worked for at least 6 months, and is party to a contract specifying the date on which the employment lapses.

**Temporary.** A job is defined as temporary if the individual engaged in it works for a very short period of generally less than 6 months.

**Q4.29 : Number of Months Actually Spent in Current Employment.** Some persons may be engaged in seasonal employment, while others may have recently taken up new employment, while still others may have lost their jobs during the course of the year. The question aims to determine the number of months during which the individual has actually worked. For those persons who are on statutory leave (annual, maternity leave etc.), leave time is counted as working time.

**Q4.30 : Length of Working Day in the Last 12 Months.** The interviewer should enter the number of hours spent daily by the individual on his/her job during the last 12 months. Some home-based independently-run activities are carried out by the individual at the same time as his/her domestic duties, and there is a tendency to overvalue the amount of time spent on the job. The interviewer must therefore help the subject to assess the number of hours actually spent in his/her work.

**Q4.31 : Length of Working Week in the Last 12 Months.** The interviewer should ask each working household member the number of days usually spent by him/her on his/her job during the last 12 months.

**Q4.32 : Income Derived from Employment.** The interviewer should ask each working household member the amount of income (in FCFA) s/he derives from his/her employment and record said amount and the appropriate code for amount of time. *Please Note: The income of independent workers is not always easy to determine. For such workers it is advisable to calculate income (on the basis of time spent on the job – day, week, month etc.) by calculating surplus to the worker after deduction of charges from the amount realized from sales. Example 2 under Section 3.2 should be revisited in this regard. For those individuals with zero income (for example family help) the code to be entered is zero.*

**Q4.33 : Benefits Derived from Employment.** Questions 4.33 and 4.34 are designed to determine the benefits accruing to the individual in addition to his/her salary. This question helps to identify such benefits in order to more accurately compute the answer to Question 4.34. For each one of the benefits enumerated, the interviewer should enter 1 for “Yes” and 2 for “No”. There are 8 columns in all, each representing a specific benefit.

**Q4.34 : Monetization of Benefits Derived from Employment.** The interviewer should first of all use the responses to the previous question to eliminate all benefits associated with salary. For many salary earners in public administration, housing allowances, for example, are built into the salary. When all salary-related benefits have been eliminated, evaluation of the monetary value of benefits may proceed. It may be necessary to assess all allowances on an annual basis, since they are payable at different intervals. For example, if a person is paid a family allowance of FCFA10,000 every quarter, and an education allowance of FCFA 50,000 once a year, his/her annual family allowance is FCFA 40,000, and his/her annual education allowance is FCFA 50,000, making a total of FCFA 90,000. The figure 90,000 should be entered under “amount” and 4 under “unit”.

**Q4.35 : Food Received as Counterpart for Employment.** Some employees may receive food as part of the conditions of their employment. This is characteristic of the conditions for unpaid apprenticeship. The question is to evaluate the amount involved. The code for a worker who receives food as part of the conditions of his/her employment is 1, and 2 if s/he does not. *Please Note: Consumption of own farm products is not considered to be a benefit in the form of food.*

**Q4.36 : Monetization of Food Received as Counterpart for Employment.** If an amount is fixed as payment for a given period (for example FCFA 300 per day; FCFA 5,000 per month), monetization is easily achieved. However, if said amount is variable, it is more difficult. Whatever the case, frequency and amount must be factored into monetization on a monthly or annual basis.

**Q4.37 : Employment in the Same Enterprise.** The interviewer should enter the code 1 to indicate that the subject was employed in the same enterprise 12 months earlier. If s/he was employed, but in an enterprise other than the one in which s/he is currently employed, the code is 2. If the subject was not working 12 months earlier (for example if s/he was job hunting; was a student or school boy/girl with no employment etc.), code 3 should be entered for “Not Applicable”.

**Q4.38 : Employment in the Same Capacity within the Same Enterprise.** The question aims to establish, for those persons who have been employed by the same enterprise for at least 12 months, whether they have worked in the same capacity, or whether they have changed functions. An accountant working in the same enterprise, who was responsible for wages, and moved to billing, is deemed to have changed employment. A person working as Secretary to the Head of Division, who becomes Secretary to the Director, is also deemed to have changed employment.

**Q4.39 : Wage Variations.** The question aims to determine variations in income for persons who were in employment 12 months ago. The appropriate code should be entered against the finding. The income under consideration is income derived from the job and not total income realized by the subject. *The code for “Not Applicable” is reserved for individuals who are working without pay, such as family help.*

**Q4.40 : Taxes.** The question aims to determine whether or not tax is deducted at source from the individual concerned in order to evaluate net income. 1 should be entered to indicate “Yes” and 2 to indicate “No”.

**Q4.41 : Retirement Benefits.** The interviewer should ask whether, in this job, the individual concerned contributes to his/her retirement benefits, and enter the appropriate code.

**Q4.42 : Paid Leave.** The interviewer should ask whether the individual concerned is entitled to a number of annual leave days in this job, during which time his/her remuneration continues to run, and enter the appropriate code.

**Q4.43 : Sick Leave.** The interviewer should ask the subject whether s/he is entitled to a number of days’ sick leave annually in this job, during which time his/her remuneration continues to run, and enter the appropriate code.

**Q4.44 : Health Insurance.** The interviewer should ask the subject whether, under the terms of his/her employment, the enterprise by which s/he is employed has taken out health insurance on him/her and enter the appropriate code.

**Q4.45 : Free or Subsidized Medical Treatment.** The interviewer should ask the subject whether, in this job, s/he is entitled to free or subsidized medical care, and enter the appropriate code.

**Q4.46 : Conclusion of a Work Contract.** The question is designed to ascertain whether the subject has concluded a work contract (written or verbal; time-bound or of indeterminate duration). The interviewer should enter 1 for “Yes” and 2 for “No”.

**Q4.47 : Trade Unionism.** The question is designed to establish whether there is a trade union in the company where the subject works. The interviewer should enter 1 for “Yes” and 2 for “No”.



**Q4.48 : Membership of a Trade Union.** Where there is a trade union, the interviewer should ask whether the subject is a member, and enter 1 for “Yes” and 2 for “No”.

**Q4.49 : Main Employment Over the Last 30 Days.** As previously observed, some persons will have worked at more than one job in the last 12 months. They may work for another individual (for example a woman farmer who weaves mats outside of agricultural seasons); or work at more than one job at the same time (for example a secondary school lecturer who gives private lessons at the weekend). The individual’s main employment in the last 12 months may therefore be different from their work in the last 30 days. If the subject’s main employment remains the same, the interviewer should enter 1 for “Yes” and 2 for “No”, even though they may have been employed over the last 12 months. Code 3 should be entered to signify “Not Applicable”. *Please note: if the response is “No”, meaning that the subject has worked at two different jobs over the last 12 months, the interviewer should proceed to Section 4C.*

**Q4.50 : Other Employment.** If the individual has been engaged in employment other than that which was recorded under the last Section, the interviewer should enter 1 for “Yes” and 2 for “No”. If the response is “No”, the interviewer should proceed to Section 4D. If the response is “Yes”, s/he should proceed to Section 4C. *Please Note: some individuals may hold secondary jobs which they do not consider to be “real” employment. There is therefore a tendency to underestimate the volume of secondary jobs. The interviewer must not be content to simply put the question to the subject; s/he must make sure s/he understands that all income-generating activities (agricultural activities, petty trading, make-up/refresher classes, private consultancy projects executed by public administration officials etc.) are all classified as employment.*

#### **Part C : Secondary Employment Over the Last 12 Months.**

**For Questions Q4.51 to Q4.65, the instructions below are similar to those given for the corresponding questions under Section 4B.**

**Q4.51 : Principal Profession, Trade or Employment Engaged in during the Last 12 Months.** The interviewer should indicate the employment, trade or profession engaged in by working household members clearly and in detail, as for Question 4.23. The appropriate code should be selected from the nomenclature under “Codes of Trades and Professions”. The employment/profession name should be clearly entered in the left-hand column. The corresponding code should be entered in the right-hand column. The nomenclature for employment and professions is attached in annex to this manual. *Please Note: The code should be entered in the questionnaire only after the conclusion of the interview.*

**Q4.52 : Branch of Activity of the Employer During the Last 12 Months.** A branch of activity is defined as the principal activity engaged in by a company, or in other words, the type of product or service it provides. The interviewer should enter “Public Administration” against a person who, for instance, is an official in the Ministry of Finance, and “Beverages Manufacture” against a person who works for Niger Breweries etc. The interviewer should enter the appropriate code, using the nomenclature for branches of activity. The name of the branch of activity should be clearly entered in the left-hand column. The nomenclature for branches of activity is attached in annex to this manual. *Please Note: The code should be entered in the questionnaire only after the conclusion of the interview.*

**Example 1.** Musa is a driver at the National Institute of Statistics; his profession is entered as “driver” under 4.53; the branch of activity is entered as “public administration” under 4.52.

**Example 2.** Musa is a driver with the Niger Urban Transport Company, his profession is entered as “driver” under 4.51, and the branch of activity as “transport” under 4.52.

**Q4.53 : Socio-professional Category (SPC).** The interviewer should ascertain the socio-professional category into which the subject fits within his/her area of employment and enter the appropriate code in the box provided. Workers are classified into two major categories according to SPC. Salaried workers are defined as persons who work for an employer of some description (an individual or a company) under conditions contained in a work contract (explicit or implicit) which lays down the amount payable as daily, weekly or monthly remuneration, or as commission etc. Non-salaried workers are mainly defined as self-employed persons. This category also includes trainees and family help. The different SPC options are defined below:

**Senior Management Staff.** This category is comprised of the senior management executives of a company/public administration office, or senior staff who carry out planning functions, or fill positions of responsibility in the capacity of Director, Head of Division, Head of Unit, Head of Research, Head of Production, Head of Maintenance, Doctor, University Professor, Secondary School Teacher, College Lecturer etc. The classification for such persons under the public administration Scheme of Service is Category A1 and A2, or Categories 10 to 12 of the collective wage structure.

**Middle Management Staff/Supervising Officer.** This category is comprised of the middle-level staff assisting senior management. They are responsible for monitoring and control of the implementation of the plans formulated at senior management level, and include foremen, senior technicians, project organizers, State-registered nurses, teachers etc. The classification for such persons under the public administration Scheme of Service is Category A3 and B, or Categories 8 and 9 of the collective wage structure.

**Worker/Skilled Worker.** This category is comprised of persons who have received special workplace training, and includes workers whose qualification level is that of the CAP (certificate of professional aptitude). It includes, for example, accounts assistants, registered nurses, teaching assistants etc. The classification for such persons under the public administration Scheme of Service is Category C, or Categories 6 and 7 of the collective wage structure.

**Unskilled Worker/Employee.** This category is comprised of persons who have only received limited specialized workplace training, and includes, for example, CAP-level workers. The classification for such persons under the public administration Scheme of Service is Category D, or Categories 4 and 5 of the collective wage structure.

**Laborer.** This category is comprised of salaried workers with no specific qualification, such as dock hands, orderlies (messengers), usherettes, security guards etc. their classification under the collective wage structure is in Categories 1, 2 and 3.

**Employer.** A person is defined as an employer when his/her production unit employs at least one salaried worker (excluding apprentices, trainees and family help.).

**Self-employed Worker.** A person is defined as self-employed if s/he works alone or only with the help of family and apprentices, and without salaried workers. Employers and self-employed workers are described as independent workers.

**Family Help.** This category is comprised of workers employed in micro-enterprises owned by their own household (stall, small shop, small-scale craft industry etc.), in which they are not the employers. In general, they do not receive a fixed remuneration. Counterpart for their labor is often in kind (accommodation, food etc.). Family help should not be confused with household help, who, because they are salaried, are often classified as laborers in terms of SPC. *Please Note: A family help never works in the household; s/he always works in an enterprise owned by the household. The household help on the other hand, works for a household which is not his/her own.*

**Apprentice.** This is a person who is admitted into an enterprise in order to acquire professional training. An apprentice may or may not receive remuneration.

*Please Note: the SPC is not always linked to a qualification. The SPC classification for a young person holding a Masters Degree in Management, who is searching for employment commensurate with his/her qualification, but is presently working on his/her own as a fruit seller, is “Self-employed worker”, not “Senior Management staff”. A person with a CAP in Accountancy who has been working in the same company for 20 years and risen through the ranks to become “Head of Accounts” is a Senior Officer, whereas a woman who has just been awarded her CAP and who is working in the same company as an Accounts Assistant, is classified as a “skilled worker”.*

**Q4.54 : Principal Employer.** The interviewer should enter the code for the structure which is employing the person in the given form of employment. It may be useful to make some clarification in this issue.

**State/Local Authority.** This applies to persons working in the central public administration (Ministry etc.) or in a local authority (regional, Departmental) or in communal services.

**Public Enterprise.** Employees of public enterprises are persons working in enterprises in which the Niger Government holds majority shares (ORTN, NIGELEC, SONITEL etc.)

**Large-scale Private Company.** These are private limited or limited liability companies, modern establishments etc.

**Individually-owned Enterprise.** These are neither limited companies nor limited liability companies. They are often individually-owned small production or commercial units (small shop, carpentry workshop, tailoring shop, repair shop etc.) which may even be itinerant or home-based.

**Association.** An association may be a group of trade unions, cooperatives, national NGOs etc. However, international NGOs (MSF, Care International) are classified as international organizations.

**Household.** A household may employ what is commonly known as household staff (cook, servant, security guard, gardener, driver). These persons should be classified under “Household” if they are employed in a home and not in a household-owned enterprise. To return to the example of a driver, if Mr. Amadou engages Mr. Musa as his personal driver (who takes the children to school, takes Mrs. Amadou to the market etc.), Mr Musa’s profession is classified as “Driver”, under the branch “services rendered to a household”, with “Household” entered as the employer. Please Note: a family help works in an individually-owned company; a family help does not work in the household. *If a family or household member helps with the household chores, this is not considered to be employment.*

**International Organization.** This applies to a person working in one of the major international organizations (World Bank, UNDP, FAO, WFP etc.), especially those within the United Nations System, in Embassies and international NGOs.

**Q4.55 : Number of Months Actually Spent in Current Employment.** Some persons may be engaged in seasonal employment, while others may have recently taken up new employment, while still others may have lost their jobs during the course of the year. The question aims to determine the number of months during which the individual has actually worked. For those persons who are on statutory leave (annual, maternity leave etc.), leave time should be counted as working time.

**Q4.56 : Length of Working Day in the Last 12 Months.** The interviewer should enter the number of hours spent daily by the individual in his/her job during the last 12 months. Some home-based independently-run activities are carried out by the individual at the same time as their domestic duties, and there is a tendency to overvalue the amount of time spent on the job. The interviewer must therefore help the subject to assess the number of hours actually spent in his/her work.

**Q4.57 : Length of Working Week in the Last 12 Months.** The interviewer should ask each working household member the number of days usually spent by him/her in his/her job during the last 12 months.

**Q4.58 : Income Derived from Employment.** The interviewer should ask each working household member the amount of income (in FCFA) s/he derives from his/her employment and record said amount and the appropriate code for amount of time. *Please Note: The income of independent workers is not always easy to determine.* Example 2 under Section 3.2 should be revisited in this regard.

**Q4.59 : Employment in the Same Enterprise.** The interviewer should enter the code 1 to indicate that the subject was employed in the same enterprise 12 months earlier. If s/he was employed, but in an enterprise other than the one in which s/he is currently employed, the code is 2. If the subject was not working 12 months earlier (for example if s/he was job hunting; was a student or school boy/girl with no employment etc.), code 3 should be entered for “Not Applicable”.

**Q4.60 : Employment in the Same Capacity in the Same Enterprise.** The question aims to establish, for those persons employed by the same enterprise for at least 12 months, whether they have worked in the same capacity, or whether they have changed functions. An accountant working in the same enterprise, who was responsible for wages, and moved to billing, is deemed to have changed employment. A person working as Secretary to the Head of Division, who becomes Secretary to the Director, is also deemed to have changed employment.

**Q4.61 : Wage Variations.** The question is designed to determine the variations in income for persons who were in employment 12 months ago. The appropriate code should be entered against the finding. *The code for “Not Applicable” is reserved for individuals who are working without pay, such as family help.*

**Q4.62 : Taxes.** The question is designed to determine whether or not tax is deducted at source from the individual concerned in order to evaluate net income. 1 should be entered to indicate “Yes” and 2 to indicate “No”.

**Q4.63 : Bonuses and Incentives.** The interviewer should ask the subject whether, in his/her place of employment s/he is entitled to bonuses and incentives or any form of commission. Bonuses may be granted on a daily, weekly, monthly, quarterly or annual basis. The interviewer should enter 1 for “Yes” and 2 for “No”.

**Q4.64 : Trade Unionism.** The question aims to establish whether there is a trade union in the company where the subject works. The interviewer should enter 1 for “Yes” and 2 for “No”.

**Q4.65 : Membership of a Trade Union.** Where there is a trade union, the interviewer should ask whether the subject is a member, and enter 1 for “Yes” and 2 for “No”.

**Q4.66 : Other Employment.** If the individual has been engaged in employment other than that which was recorded under 4B and 4C, the interviewer should enter 1 for “Yes” and 2 for “No”. If the response is “No” the interviewer may proceed to Section 4D, bearing in mind that all forms of employment must be considered.

**Q4.67 : Total Remuneration for Other Employment.** For those persons who have other employment, the interviewer should evaluate total remuneration deriving from this employment. This is a daunting exercise because some jobs may be salaried, with fixed remuneration, while others are not salaried (independent jobs in particular). In the interests of accuracy, it is advisable for the interviewer to draw up a list of the jobs under consideration (there should not be that many), and for each one, evaluate total remuneration, using the methods advocated for similar questions under

Sections 4B and 4C. The grand total should represent total remuneration. In general, where several jobs are involved, it is more practical to calculate total remuneration on an annual basis.

**Part D : Search for Additional Employment.** This part is concerned with persons already in employment who are seeking jobs, either as a change, or in order to hold down more than one job.

**Q4.68 : Search for Additional Employment.** The question is designed to establish whether the subject has taken concrete steps to obtain additional employment in the last 30 days. The interviewer should enter 1 for “Yes” and 2 for “No”. If the response is “No” the interviewer may proceed to Part E. *Please Note: the individual in question must not only be searching for employment, but must be taking steps demonstrating a desire to obtain employment. For example, s/he could have entered for or be preparing for an examination leading to employment; applied for jobs at work sites; sought to borrow money from a relation to set up a business etc.*

**Q4.69 : Job Seeking Channels.** For those individuals who responded “Yes” to the previous question, the interviewer should ask the channels through which s/he conducted his/her additional job search and enter code 1 if it has been used by the subject and 2 if not.

**Q4.70 : Type of Additional Employment Sought.** For those individuals who responded “Yes” to Question Q4.68, the interviewer should ask the type of additional employment sought during the last 30 days, and enter the code for the response in the appropriate box.

**Q4.71 : Main Reason for Seeking Additional Employment.** The interviewer should indicate the main reason for which the individual is seeking additional employment and record it using the appropriate code.

**Part E : Work Schedule for the Last 7 Days.** The focus of this part is household activities. The interviewer should calculate the amount of time spent by the subject on specific activities, avoiding duplication in as far as possible. *Please Note: Some of the activities mentioned here could be carried out for purely commercial reasons, in which case, they should not be taken into account. For example, if a subject gathers firewood mainly for sale, the time spent on this activity is not included here, even if the household uses a little of that wood for cooking. Similarly, if a woman sells cooked food, the time she spends on the preparation of this food is not calculated under this section, even if some of the food is also used to feed the household.*

**Q4.72 : Gathering of Firewood.** The purpose of this question is to determine whether, in the last 7 days, the subject has spent some of his/her time gathering firewood for household use. The interviewer should enter “Yes” if the subject engages in this activity and “No” if s/he does not. *Please Note: If the wood is being gathered mainly for sale, the response to the question is “No”.*

**Q4.73 : Number of Days Spent on Gathering Firewood.** The purpose of the question is to establish, for those subjects who have engaged in this activity in the last 7 days, the number of days actually spent on it.

**Q4.74 : Time Spent on Gathering Firewood.** The purpose of this question is to establish, for those subjects who have engaged in this activity in the last 7 days, the number of hours spent daily on it.

**Q4.75 : Fetching of Water.** The purpose of this question is to establish whether the subject has spent some of his/her time fetching water for household use. The interviewer should enter “Yes” if the subject has engaged in this activity and “No” if s/he has not.

**Q4.76 : Number of Days Spent on Fetching Water.** The purpose of this question is to establish, for those subjects who have engaged in this activity in the last 7 days, the number of days actually spent on it.

**Q4.77 : Time Spent on Fetching Water.** The purpose of this question is to establish, for those subjects who have engaged in this activity in the last 7 days, the number of hours spent daily on it.

**Q4.78 : Household Cooking.** The purpose of this question is to establish whether in the last 7 days, the subject has spent some of his/her time cooking for the household. The interviewer should enter “Yes” if the subject has engaged in this activity and “No” if not.

**Q4.79 : Number of Days Spent on Household Cooking.** The purpose of this question is to establish, for those subjects who have engaged in this activity in the last 7 days, the number of days actually spent on it.

**Q4.80 : Time Spent on Household Cooking.** The purpose of this question is to establish, for those subjects who have engaged in this activity in the last 7 days, the number of hours spent daily on this activity.

**Q4.81 : Household Laundry.** The purpose of this question is to establish whether the subject has spent some of his/her time on the household laundry. The interviewer should enter “Yes” if the person has engaged in this activity and “No” if not.

**Q4.82 : Number of Days Spent on Laundry.** The purpose of this question is to establish, for those subjects who have engaged in this activity in the last 7 days, the number of days actually spent on it.

**Q4.83 : Time Spent on Laundry.** The purpose of this question is to establish, for those subjects who have engaged in this activity in the last 7 days, the number of hours spent on it daily.

**Q4.84 : Household Ironing.** The purpose of this question is to establish whether the subject has spent some of his/her time on household ironing. The interviewer should enter “Yes” if the person has engaged in this activity and “No” if not.

**Q4.85 : Number of Days Spent on Household Ironing.** The purpose of this question is to establish, for those subjects who have engaged in this activity in the last 7 days, the number of days actually spent on it.

**Q4.86 : Time Spent on Household Ironing.** The purpose of this question is to establish, for those subjects who have engaged in this activity in the last 7 days, the number of the number of hours spent on it daily.

**Q4.87 : Household Cleaning.** The purpose of this question is to establish whether the subject has spent some of his/her time on household cleaning. The interviewer should enter “Yes” if the subject has engaged in this activity and “No” if not.

**Q4.88 : Number of Days Spent on Household Cleaning.** The purpose of this question is to establish, for those subjects who have engaged in this activity in the last 7 days, the number of days actually spent on it.

**Q4.89 : Time Spent on Household Cleaning.** The purpose of this question is to establish for those subjects who have engaged in this activity in the last 7 days, the number of hours spent daily on this activity.

**Q4.90 : Household Marketing or Errands.** The purpose of this question is to establish whether the subject has spent some of his/her time on household marketing or errands. The interviewer should enter “Yes” if the subject has engaged in these activities and “No” if not.

**Q4.91 : Number of Days Spent on Household Marketing or Errands.** The purpose of this question is to establish, for those subjects who have engaged in these activities in the last 7 days, the number of days actually spent on it.

**Q4.92 : Time Spent on Household Marketing or Errands.** The purpose of this question is to establish for those subjects who have engaged in these activities in the last 7 days, the number of hours spent daily on this activity.

**Q4.93 : Private Study or Revision.** The purpose of this question is to establish whether the subject has spent some of his/her time on private study or revision. The interviewer should enter “Yes” if the subject has engaged in these activities and “No” if not.

**Q4.94 : Number of Days Spent on Private Study or Revision.** The purpose of this question is to establish, for those subjects who have engaged in these activities in the last 7 days, the number of days actually spent on them.

**Q4.95 : Time Spent on Private Study or Revision.** The purpose of this question is to establish, for those subjects who have engaged in these activities in the last 7 days, the number of hours actually spent on them daily.

#### **4.7. SECTION 5: NON-AGRICULTURAL HOUSEHOLD ENTERPRISES**

Section 5 focuses on the non-agricultural enterprises owned by the households. The purpose of this section is to collect information on all non-agricultural enterprises operated by a household member. The person running the enterprise may be the head of the enterprise (meaning that the enterprise employs staff); or s/he may be self-employed (meaning that s/he works alone); or s/he may be a partner (meaning that s/he is the Head, with one other employee who may or may not be a household member). It is preferable that the respondent to this section should be the Head of the enterprise.

*Please Note: The responses to this section must be consistent with those in Section 4. Most particularly, if a household member states that s/he is the Head of an enterprise or self-employed in his/her principal area of activity (Question 4.25) and that branch activity is in the industrial or service sectors (Question 4.24), then obviously there must be a non-agricultural enterprise in that household which must be characterized here in Section 5. Similarly, if a household member states that s/he is the Head of an enterprise or self-employed in a secondary area of activity (Question 4.53) and if that branch of activity is in the industrial or service sectors (Question 4.52) then there must be a non-agricultural enterprise in this household which must be characterized here in Section 5. However, there are situations in which an enterprise may be recorded in Section 5 without a household member having stated that s/he is its Head or self-employed in his/her principal or secondary area of activity. Such situations involve enterprises in tertiary areas of activity, which are, however, very rare.*

**Part A : Non-Agricultural Enterprises.** The questions in this section are designed to identify all non-agricultural enterprises, irrespective of size, operating in the household during the last 12 months. It is important to note that even enterprises which are inactive at the time of the survey but which have functioned in the last 12 months must be taken into account. An enterprise is defined as a processing, commercial or service unit of any kind. A mason who does not work for a construction company but occasionally wins contracts for small masonry jobs (repair work on fences for example) is deemed to operate a service enterprise. Similarly, a mechanic who repairs motorcycles in his own back yard is deemed to be operating an enterprise. All such units must be taken into consideration.

**Q5.01 : ID Code (Sequence Number) of Respondent.** The interviewer must enter the sequence number for the main respondent for the section.

**For each of the questions from Q5.02 to Q5.10, the interviewer should simply enter 1 for “Yes” and 2 for “No”.**

If the response to any one of the questions from 5.02 to 5.10 is “Yes”, the interviewer may proceed to Part B. If the response to all the questions from 5.02 to 5.10 is “No” the interviewer may proceed to Section 6.

**Part B : Characteristics of Non-agricultural Enterprises.** The interviewer should record the characteristics of each agricultural enterprise identified.

**Q5.11 : Principal Goods and/or Services Produced by the Enterprise.** The interviewer should record the principal goods and/or services produced by the enterprise. For example: doughnut making; manufacture of metal furniture; dress-making; hawking of cell phone cards; legal services etc.

**Q5.12 : Code for the Branch of Activity of the Enterprise.** The interviewer should enter the code for the branch of activity based on the response to the last question. The nomenclature is the same as for Section 4 (see “Nomenclature”). *Please Note: The code should be recorded in the questionnaire only at the conclusion of the interview.*

**Q5.13 : Sequence Number of Principal Respondent.** The interviewer must record the sequence number of the principal respondent for the enterprise; this person is not necessarily the same as the principal respondent.

**Q5.14 : Household Members Owning/Heading the Enterprise.** The interviewer must record the sequence number for two of the household members who own or head the enterprise. Very often the enterprise is mainly owned by a single individual whose sequence number must be recorded, leaving the second box empty. However, if there is more than one proprietor, the interviewer should enter the number of the two main proprietors.

**Q5.15 : Household Members Managing the Enterprise.** The interviewer must enter the sequence numbers of two of the household members managing the enterprise. As previously mentioned, there is often only one manager. However, if there are more than two proprietors, the sequence numbers of the two principal proprietors must be recorded.

**Q5.16 : Operationalization Date of the Enterprise.** The interviewer should ask the respondent the date (month and year) when the enterprise took off and record this date in the appropriate boxes.

**Q5.17 : Number of Non-household Members Jointly Owning the Enterprise.** The interviewer should establish whether non-household members are joint owners of the enterprise. If this is the case, s/he must record the number of such persons. The enterprise is deemed to be jointly owned if each of the persons concerned has contributed to the start-up capital of the enterprise or helped refloat the enterprise. In practical terms, a garage may be owned by two mechanic friends sharing in the profits; a law firm may be owned by two lawyer associates etc. *Please Note: In some cases, two persons plying the same trade may rent single premises and share the rent, though each one runs his/her own enterprise. Such persons are not defined as joint owners. A further example is the case of two carpenters renting a single premises, with each one filling orders and manufacturing furniture for his respective clients. They are deemed to be running two separate enterprises.*

**Q5.18 : Share of Profits Accruing to the Household.** Where at least one person outside the household is a joint owner of the enterprise, profits must be shared. The interviewer should ask the respondent the share of profit accruing to the household and enter the appropriate code in the box provided.



**Q5.19 : Type of Premises Housing the Enterprise.** The interviewer should ask the type of premises from which the enterprise conducts its business and enter the appropriate code. *Please Note: Hawking should be distinguished from a fixed roadside location. The hawker moves from place to place, generally on foot or on a bicycle, peddling his/her wares or services. Examples: the shoe-shine person who goes from one office to another offering his/her services; the telephone recharge card seller who covers long distances peddling his/her wares. Makeshift roadside stalls are usually occupied by persons who may be here today and gone tomorrow. This includes persons who move from market to market within a given Department.*

**Q5.20 : Electricity Supply.** The interviewer should indicate whether or not the enterprise is supplied with electricity and enter the code accordingly. If the enterprise operates from home, and the premises are connected to an electricity supply which also provides the needs of the enterprise, the enterprise is deemed to have electricity supply. It does not necessarily have to have a separate connection, and could, for example, tap into the supply of a neighboring household.

**Q5.21 : Running Water.** The interviewer should indicate whether or not the enterprise has running water and enter the appropriate code. As for electricity supply, if the enterprise operates from home and the house has running water which also provides the needs of the enterprise, the enterprise is deemed to have running water. It does not necessarily have to have a separate connection and could, for example, tap into the supply of a neighboring household.

**Q5.22 : Telephone Connection.** The interviewer should indicate whether the enterprise has a land line or whether it, or the person responsible for its day-to-day running has a cell phone, and enter the appropriate code.

**Q5.23 : Written Accounts.** The interviewer should ascertain if the enterprise keeps written accounts and enter the appropriate code. An enterprise is considered to be keeping written accounts if it keeps balance sheets based on the OHADA accounting system. If it does not keep proper accounts based on the OHADA accounting system, but nonetheless keeps operating accounts (in other words, if it regularly – for example, once a month or once a year – prepares profit and loss sheets) it is considered to be keeping written accounts.

**Q5.24 : Tax Identification Number.** The interviewer should ask if the enterprise has been issued a tax identification number (TIN) and enter 1 for “Yes” or 2 for “No”. The TIN is the number issued by the National Tax Directorate (DGI) to all registered tax payers in the country.

**Q5.25 : Registration in the Corporate and Trade Register (RC).** The interviewer should ask the subject if the enterprise has been registered in the RC and enter 1 for “Yes” or 2 for “No”.

**Q5.26 : Registration with the National Social Security Fund (CNSS).** The interviewer should ask whether the enterprise registers its salaried workers with the National Social Security Fund (CNSS) and enter code 1 for “Yes”, 2 for “No” and 3 for “Not Applicable”. Code 3 (Not Applicable) applies to enterprises which have no salaried workers.

**Q5.27 : Legal Status of the Enterprise.** The legal status of the enterprise is the form of legal entity it represents. Sole proprietorship is the most commonly used form of legal entity adopted by household-owned enterprises. The owner is deemed to be fully and personally responsible for the assets of the enterprise. The solely owned enterprise is often defined as the opposite of a company. The company has its own legal entity; in other words, the assets of the company are distinct from the assets of the individuals to whom it belongs. Thus, in the event of the company running into trouble, for example, through an excessively high level of indebtedness, the assets of the individual owners may not be sold in order to off-set the debts of the company. The articles of association of a company are generally signed before a notary, while the solely-owned enterprise needs no articles of association in order to

exist. This question should be put to the subject and the response entered, using the code for the appropriate legal entity.

*Please Note: For the Questions from 5.28 to 5.35, it is important to bear in mind the main activity of the enterprise as detailed under Questions 5.11 and 5.12 in order to ensure the relevance of the questions being asked. For example, an enterprise which is involved only in processing, will not incur expenditure under 5.28 (since it does not sell unprocessed goods); an enterprise which is involved solely in trading will not incur expenditure under 5.29 (since it does not process goods and therefore does not deal in raw materials). This having been said, enterprises may operate in more than one area of activity. It is also important to bear the reference period in mind, (usually the last 30 days, or the last month of operation for enterprises which have not functioned in the last 30 days).*

**Q5.28 : Retailing of Wholesale Goods.** Examples of such resale is when an enterprise purchases goods (wholesale) for retail sale in order to make a profit. A trader may, for example, buy a roll of cigarettes which is then retailed and sold singly; another may buy a bag of rice which is retailed and sold by the kilogram. In such cases, the interviewer records the cost of goods purchased and resold without added value, in the last 30 days. For an enterprise which has not been operational in the last 30 days but has functioned in the last 12 months, the interviewer should record the figures for the last month of operation. If expenditure was nil, s/he should record zero.

**Q5.29 : Raw Materials.** Raw materials are defined as products purchased in order to be processed and resold as a processed product. A doughnut seller will, for example, buy wheat flour, sugar and yeast to make the doughnuts. The raw materials in this activity are the flour, sugar and yeast. The interviewer should ask for total expenditure (in FCFA) for the purchase of raw materials in the last 30 days (or the last month of functioning) and record the amount. If expenditure has been nil, s/he should record zero. *Please Note: for certain activities there is a need to properly define the concept of raw material. In the case of a tailor who buys fabric, thread, buttons, zip fasteners etc. to make up the clothes for sale, the fabric, thread, buttons and zip fasteners are the raw materials. However, if the client provides his/her own fabric, the fabric is no longer considered a raw material (since the tailor did not buy it). Only the other materials which were actually bought by him/her may be used to calculate the bill for the service rendered.*

**Q5.30 : Intermediary Consumption.** Intermediary consumer goods are those items which do not enter directly into the manufacturing process for the final product, but are necessary to the manufacturing or sale processes. To return to the example of the doughnut seller, the firewood or charcoal used in the frying of the doughnuts, the packaging, transportation cost for the bag of flour, the cell phone charge for the call made to the trader to place the order for the bag of flour etc. are all intermediary consumer items. Intermediary consumption is a factor in all categories of enterprise. The shoe-shine operator (whose enterprise is classified under service provision) must first buy polish. This is an intermediary consumer item. The interviewer should ask for total cost (in FCFA) of all intermediary consumer items for the last 30 days (or the last month of operation) and record the amount. If expenditure is nil, s/he should record zero.

**Q5.31 : Rent, Water and Electricity.** The interviewer should ask for total expenditure on rent, water and electricity for the last 30 days, and record the amount. Rent may be for a commercial premises or for an open space. For example, a car wash operator may rent a yard to carry out his activity; a tailor may only rent the veranda surrounding a shop for his/her activity etc. If expenditure is nil, the interviewer should record zero. If the rent is shared, as for example in the case of a residence also occupied by an enterprise, the interviewer must make an effort to assess the share of the enterprise in this expenditure.

**Q5.32 : Taxes and Duties.** The interviewer should ask the subject the amount paid by the enterprise in taxes and duties during the last 12 months and enter this amount in the appropriate box. Taxes and duties include all mandatory deductions imposed either by National Tax Directorate (DGI) officials or

by the township in the form of market taxes payable on a daily or monthly basis, tax on rent etc. in order to ensure accurate evaluation of the taxes, the interviewer must first ask the types of tax frequently levied on the enterprise, and then, taking into account the intervals between imposition of each of the taxes, calculate the annual tax base. If the enterprise has paid no tax or duty (nil amount) the interviewer should enter zero. *Please Note: The interviewer must note of the change in reference period, since this question, unlike the previous ones, refers to the last 12 months.*

**Q5.33 : Sale of Goods Purchased Wholesale and Retailed.** This question refers to income from goods purchased wholesale and retailed (Question 5.28) in the last 30 days or during the last month in which the enterprise was functioning. If the enterprise has made no income from this activity (nil amount), for example because it is a service enterprise, the appropriate code is zero.

**Q5.34 : Sale of Goods Processed by the Enterprise.** This question refers to income from goods processed by the enterprise (using the raw materials under Question 5.29) during the last 30 days or during the last month in which the enterprise was functioning. If the enterprise has made no income from this activity (amount nil), for example, because it is a commercial enterprise, the appropriate code is zero.

**Q5.35 : Income from Services Provided by the Enterprise.** This question refers to income from services provided by the enterprise in the last 30 days or during the last month in which the enterprise was functioning. If the enterprise has made no income from this activity (amount nil), for example, because it is a commercial enterprise, the appropriate code is zero.

**Q5.36 : Functioning of the Enterprise.** The interviewer should ask if the enterprise is functioning at the time of the interview and enter 1 for “Yes” or 2 for “No”.

**Q5.37 : Number of Months of Activity in the Last 12 Months.** Even if the enterprise is functioning at the time of the interview, it may not have functioned throughout the entire period of the last 12 months. This could be because its activity is seasonal or because it is bankrupt and has had to discontinue its activities, or because it was only recently established etc. The interviewer should ask the number of months of activity in the last 12 months. It may be necessary to help the subject, for example by asking which are the periods of activity for the enterprise, and which are the periods of inactivity, and then calculating the result.

**Q5.38 : Reason for the Inability of the Enterprise to Function.** The interviewer should enter the code for the main reason for the failure of the enterprise to have functioned without a break in the last 12 months.

**Q5.39 : Family Labor used in the Enterprise.** The question aims to identify each household member who has worked in the enterprise in the last 12 months (with or without remuneration), and provide all the information required in this regard.

**Identification of the Individual.** The interviewer should enter the ID code for the person, referring to the list of household members in Section 1.

**Number of Months.** The interviewer should establish the number of months during which the person worked in the enterprise. From this number, it will be easy to establish those persons who were permanently employed in the enterprise. For the rest, the interviewer should establish the periods during which the person worked in the enterprise in order to calculate the number of months involved. *For example: Supposing a household runs a small shop belonging to the household head, Djerma. During the 3-month school vacation (July to September), Musa and his younger brother who is at CM2 primary school level, worked in the enterprise from 8 a.m. to 2p.m. every day except Sunday, but never during school hours. The number of months spent by Musa working in the enterprise is 3. Fanta,*

*Djerma's wife, works in the shop only one hour in the evenings throughout the year, except on Saturdays and Sundays. The number of months spent by Fanta working in the enterprise is 12.*

**Number of Days.** The question aims to establish the average number of days a month spent by the subject, working in the enterprise. To return to the previous example, *Musa spends an average of 26 days a month in the enterprise, while Fanta spends 22 days on average per month.*

**Number of Hours.** The question aims to establish the average number of hours per day spent by the subject working in the enterprise.

**Q5.40 : Salaried Labor Employed in the Enterprise.** The question aims to evaluate the volume of labor from the family employed in the enterprise according to category (men aged 15 or over; women aged 15 or over, and children aged less than 15) during the last 30 days, or during the last month in which the enterprise functioned. It should be noted that for self-owned enterprises (which by definition do not employ salaried workers), this question 5.40 should be left blank.

**Number of Persons.** The interviewer should enter the number of persons who have worked in the enterprise in the last 30 days in column 1 against each category.

**Number of Days.** The question aims to establish the number of days spent in the enterprise during the last 30 days by a typical person from each category.

**Number of Hours.** The question aims to establish the average number of hours per day spent in the enterprise in the last 30 days by a typical person from each category.

**Salary Paid.** The question aims to establish the salary paid to a typical person from each category in the last 30 days.

#### **4.8. SECTION 6 : TYPES OF DWELLING**

This section focuses on the type of dwelling occupied by the household. A dwelling is the type of construction (permanent buildings, shacks, mud huts, tents etc.) used for habitation purposes and occupied by the household. The subject should preferably be the household head, or another adult capable of providing the information required.

**Q6.00 : ID Code (Sequence Number) of Subject.** The interviewer should enter the sequence number of the principal respondent for this section.

**Q6.01 : Type of Dwelling Currently Occupied.** The interviewer should ask the subject the type of dwelling currently occupied by the household and enter the appropriate code. If a household occupies more than one house, the main residence is described. The different options are defined below:

***Apartment.*** This is a residential unit within a block of buildings;

***Room.*** This is a single room in a larger house.

***Traditional hut.*** This is construction made entirely of straw or similar materials;

***Traditional individual house.*** This is a mud building comprising several rooms.

***Modern house located in a compound.*** This is a house with modern conveniences (private toilet facilities etc.) located in a compound with several other dwellings (other modern houses, flatlets etc.).

**Modern independent house.** This is a permanent building (built from cinder blocks, stone, concrete etc.) and generally standing on its own site in a compound.

**Flatlet.** This is generally a two-room dwelling located in a bigger building.

**Q6.02 : Number of Occupied Rooms.** This is the total number of rooms occupied by the household. If a household occupies more than one house, this includes the rooms in all the houses except kitchens, bathrooms, corridors and balconies. The number should be entered in the appropriate box.

**Q6.03 : Nature of Occupancy in Present Dwelling.** The interviewer should record the nature of the occupancy of the household as appropriate. Please Note: a household whose occupancy of a dwelling is on a *hire-purchase* basis is a household which has purchased the dwelling on credit (generally, the household will have made a personal down payment) and pays monthly installments. The category “Other” applies for example, to households squatting in a dwelling (an uncompleted building on which construction work has been suspended). *If the household is renting accommodation partially paid for by its employer, or for which it receives a housing allowance, the household is classified as a tenant and not as being housed by an employer.*

**Q6.04 : Monthly Rent.** The interviewer should record the amount paid in rent in the last month. This question applies only to tenant households.

**Q6.05 : Full or Partial Payment by a Third Party.** The interviewer should ask the subject if rent is paid in full or in part by a third party (government, company, relation outside the household). Enter 1 for “Yes” or 2 for “No”.

**Q6.06 : Responsibility for Payment of Rent.** The interviewer should ask the subject who (individual or company) is mainly responsible for payment of the rent, and enter the appropriate code (specifying the principal contributor if there is more than one). *Please Note: The household may receive help from more than one person; in which case, the interviewer should record the main helper.*

**Q6.07 : Amount of Full or Partial Monthly Payment.** If the response to Question 6.05 is “Yes”, the interviewer should ascertain the amount paid (*by all the third parties helping the household*) in respect of monthly rent, including related charges (water, electricity, telephone etc.), and record the amount in FCFA.

**Q6.08 : Payment of Installments.** An installment is defined as the periodic repayment (monthly, for example) of a debt, which in this case, is the repayment of a housing loan. The interviewer should ask the subject whether, in the last 12 months prior to his/her visit, the household has paid outstanding installments on its dwelling, and record the appropriate code for the response in the box provided. *Please Note: these payments of installment concern the property actually occupied by the household and not others which it may own, and perhaps rent out. In other words, if the household is not repaying a loan for purchase of the property it occupies, the response to this question is “No”, even if it is repaying loans for the purchase of other real estate it may own. If a house is purchased on hire-purchase terms, installment payment is necessarily involved. Payment of installments may also apply to owner households which have taken out a mortgage or some other form of credit facility for the construction or repair of the dwelling they occupy.*

**Q6.09 : Amount of Each Instalment Paid in the Last 12 Months.** If the response to the previous question was “Yes”, the interviewer should ask the amount of each installment paid in the 12 months preceding the survey and record the amount in FCA francs.

**Q6.10 : Principal Material Used in Construction.** The interviewer should ask what was the principal material used in the construction of the walls of the dwelling. If the household occupies more than one house in the compound, the interviewer should record the material used in the construction of the main

house. *N.B. Stabilized earth is a mixture of clay and cement pressed in a special mould. It is different from earth which is the mud used in traditional constructions.*

**Q6.11 : Principal Material Used for the Roofing of the Dwelling.** The interviewer should indicate the principal material used in the roofing of the dwelling. If the household occupies more than one house in the compound, the interviewer should record the material used for the main house.

**Q6.12 : Principal Material Used for Flooring.** The interviewer should indicate the principal material used in the flooring of the dwelling. If the household occupies more than one house in the compound, the interviewer should record the material for the main house.

**Q6.13 : Connection to SEEN Water Supply.** The interviewer should enter 1 for “Yes” and 2 for “No”. The household must be properly connected to the SEEN supply; in other words, it must have an individual meter in order to respond “Yes”. If the compound is shared by more than one household using a common meter, and the bills are shared by all the households, each household is deemed to be connected. If, on the other hand, household A shares a meter with a neighbour and household A is billed a fixed amount (FCFA 5,000, for example) regardless of the amount charged on the bill, household A is deemed not to be connected. Finally, if a household uses the meter of another household outside the same compound, household B is deemed not to be connected.

**Q6.14 : Inclusion of Water Rate in the Rent.** The interviewer should enter 1 if water consumption is included in the rent and 2 if it is not. For those households which own their dwelling or others which live rent-free, the interviewer should enter 3 for “No” since there is no rent to pay.

**Q6.15 : Amount of Last Water Rate.** If water rate is not included in the rent, the interviewer should ascertain the amount of last water rate and record the amount in FCFA.

**Q6.16 : Expenditure on Other Sources of Water.** Households may incur expenses on water other than the SEEN water rate (purchase of water or private arrangement with a neighbouring household, purchase of water from a water tanker etc.). Consumption of bottled water should not be included, as this item is recorded under Section 13 on food expenditure.

**Q6.17 : Amount Spent on Other Sources of Water.** If the response to the last question was “Yes”, the interviewer should ascertain monthly amount spent on other sources of water and record it in FCFA.

**Q6.18 : Source of Drinking Water.** The interviewer should ask the subject the main source of drinking water for the household and enter the appropriate code for the response received. The question must be put separately for dry and rainy season conditions.

**Q6.19 : Distance from Household to Main Drinking Water Source during the Dry Season.** The interviewer should ask and record (in meters), the distance from the household to the main drinking water source during the dry season. If this source is within the compound, the interviewer should enter 0. If the source is within the compound, the interviewer should proceed to Question 6.21. In other words, s/he does not ask the question on time spent on fetching water.

**Q6.20 : Time Spent on Fetching Drinking Water during the Dry Season.** The interviewer should ask the time spent (in minutes) *between the house and the main source of drinking water* during the dry season. The interviewer should record *(in hours and minutes) time spent on fetching the water at the source*. If the source is in the household, the interviewer should enter 0 against time. If the household purchases water from a street vendor who delivers directly to the house, the interviewer should enter 0.

**Q6.21 : Distance from Household to the Principal Source of Drinking Water in the Rainy Season.** The interviewer should ask and record the distance (in meters) between the household and the main source of drinking water during the rainy season. If this source is within the compound, the interviewer should enter 0. If the source is within the compound, the interviewer should proceed to Question 6.23. In other words, s/he does not ask the question on time spent on fetching water.

**Q6.22 : Time Spent on Fetching Drinking Water during the Rainy Season.** The interviewer should ask and record (in minutes) *time spent between the house and the main source of drinking water* during the rainy season. The interviewer should record (*in hours and minutes*) *time spent on fetching water at the source*. If the source is in the household, the interviewer should enter 0 against time. Similarly, if the household purchases water from a street vendor who delivers it directly to the house, s/he should also enter 0.

**Q6.23 : Connection to NIGELEC Electricity Grid.** The interviewer should enter 1 for “Yes” or 2 for “No”. For individual cases, the interviewer should adopt the same principle as for water supply. In other words, the household must actually have an individual meter in order to respond “Yes”. If more than one household in the same compound shares a meter – in other words - if the meter is held in common, and the electricity bills are shared by all the households, each household is deemed to be connected. On the other hand, if household A shares the meter of a neighboring household and household A is billed a fixed amount (of FCFA 3,000, for example) regardless of the amount charged on the bill, household A is deemed not to be connected. Finally, if household B uses the meter of another household outside the same compound, household B is deemed not to be connected.

**Q6.24 : Inclusion of Electricity Consumption in the Rent.** The interviewer should enter 1 if electricity consumption is included in the rent and 2 if it is not. For those households which own their dwelling, the interviewer should enter 2 for “No” since there is no rent to pay.

**Q6.25 : Amount on Last Electricity Bill.** If electricity consumption is not included in the rent, the interviewer should ascertain the amount of the last electricity bill and record it in FCFA.

**Q6.26 : Principal Electricity Source.** The interviewer should ask the subject what is the principal electricity source of the family and enter the appropriate code.

**Q6.27 : Power Outage in the Last 7 Days, where Applicable.** Power outages are frequent in some cities or regions. The interviewer should ask whether there has been at least one power cut by NIGELEC in the 7 days prior to the interviewer’s visit.

**Q6.28 : Number of Days of Power Outage in the Last 7 Days.** If there has been at least one power cut, the interviewer should find out the number of days when there has been at least one power cut even if the outage was very brief.

**Q6.29 : Average Number of Power Outages per Day.** The interviewer should ascertain average number of outages recorded per day in the last 7 days.

**Q6.30 : Average Duration of Power Outages.** The interviewer should ascertain average duration of power outages in the last 7 days.

**Q6.31 : Expenditure on Other Sources of Electricity.** The interviewer should ascertain whether, in addition to payment of bills (directly to NIGELEC), the household makes other payments for electricity, as for example, payments to a neighboring household for access to their source. If the response is “Yes” the code is 1 and 2 if the response is “No”.

**Q6.32 : Amount Spent on Other Sources of Electricity.** If the response to the last question was “Yes”, the interviewer should record the monthly expenditure on these other sources of electricity in FCFA.

**Q6.33 : Connection the Telephone Land Network.** The interviewer should enter 1 for “Yes” and 2 for “No”.

**Q6.34 : Inclusion of Telephone Use in the Rent.** The interviewer should enter 1 if telephone use is included in the rent and 2 if not. For those household who own their dwelling or who do not pay rent (live rent-free) the interviewer should enter 3 for “No”, since there is no rent paid.

**Q6.35 : Amount on the Last Land Telephone Bill.** If use of the land line is not included in the rent, the interviewer should ask the amount on the last bill and record it in FCFA. Some households install land pay phones which use prepaid phone cards like cell phones. Where this applies, the interviewer should record the amount paid for prepaid cards in the last 30 days.

**Q6.36 : Access to Internet Facilities at Home.** The interviewer should enter “Yes” if the household has Internet connection at home. If the household (or one of its members) pays for mobile phone Internet access, the interviewer should enter 1 for “Yes”.

**Q6.37 : Inclusion of Internet Services in the Rent.** The interviewer should enter 1 if Internet access is included in the rent and 2 if it is not. For those households which own their dwelling, or those which do not pay rent (live rent-free), the interviewer should enter 3 for “No”, since no rent is paid.

**Q6.38 : Amount on the Last Bill for Internet Access.** If Internet access is not included in the rent, the interviewer should ask the amount on the last bill, and record it in FCFA.

**Q6.39 : Internet Service Provider.** The interviewer should record the code for the Internet service provider to which the household subscribes.

**Q6.40 : Cable Television Subscriptions.** The interviewer should enter 1 for “Yes” if the household subscribes to cable television service providers and 2 if not.

**Q6.41 : Inclusion of Cable TV Services in the Rent.** The interviewer should enter 1 if cable television services are included in the rent and 2 if not. For those households who own their dwelling, the interviewer should enter 3, since there is no rent paid.

**Q6.42 : Amount on the Last Bill for Cable TV Services.** If access to cable television services is not included in the rent, the interviewer should ascertain the amount on the last monthly bill and record it in FCFA. *Please Note: Some households pay their bills on a monthly basis, others quarterly, and yet others, annually. The interviewer should calculate all payments on a monthly basis.*

**Q6.43 : The Two Main Domestic Fuels Most Frequently Used.** The interviewer should enter the codes corresponding to the two fuels most frequently used for cooking. They should be classified in order of importance, with 1 representing the most frequently used fuel and 2 the second most frequently used. Where only one fuel is used, the second box should be left empty. *N.B.: Biomass is understood to mean organic products of vegetable and animal origin used to generate energy. They include millet stalks, dry leaves, cow dung etc.*

**Q6.44 : Principal Means of Household Refuse Disposal.** The interviewer should enter the code for the principal means used by the household for refuse disposal.

- *Public dumps and bins. These facilities are specially provided by the municipal or local authorities for the disposal of household refuse;*



- *Refuse collection. This is the system by which the household pays for the services of private refuse disposal micro-enterprises;*
- *Household Disposal. This refers to the disposal by the household of its refuse at the road side or in any other public place not been specifically provided by the local authorities for the purpose.*

**Q6.45 : Principal Types of Sanitation Facilities Used in the Household.** The interviewer should enter the code for the main type of sanitation facilities used by the household.

**Q6.46 : Sharing of Sanitation Facilities with Other Households.** The interviewer should indicate by “Yes” or “No” whether or not the household shares sanitation facilities with other households.

**Q6.47 : Number of Other Households Using the Sanitation Facilities.** If the response to the last question was “Yes”, the interviewer should indicate the number of households (other than the household being interviewed) using the facilities.

**Q6.48 : Disposal of Excrement.** The interviewer should enter the code for the main means used by the household for the disposal of excrement.

- *Vacuum Truck. The household rents the services of a vacuum truck to empty out excrement from septic tanks (where modern WCs are in use) or latrines;*
- *Transfer to a pit. The household transfers the excrement into a pit which is sealed thereafter.*
- *Rainwater, stream. The household evacuates excrement along a gutter during heavy rain, or using the current of a stream.*

**Q6.49 : Disposal of Waste Water.** The interviewer should enter the code for the principal means for the disposal of waste household water. Waste water is defined as used water from laundry, washing dishes etc.

#### **4.9. SECTION 7 : HOUSEHOLD ASSETS**

This section focuses on the assets owned by the household. The subject should preferably be the household head or another adult capable of providing the information requested.

**Q7.02 : Ownership of Assets.** The interviewer should record whether or not the household owns the asset in question. The item must be fully functional. For all the assets included in the list, the interviewer must first put this question, and omit Questions 7.03 to 7.06 only for those assets against which a “Yes” was recorded under Question 7.02.

**Q7.03 : Number of Items Owned by the Household.** For every item against which a “Yes” was recorded under Question 7.02, the interviewer should ask the number owned by the household and enter the appropriate number.

**Q7.04 : Age of Item.** For every item against which a “Yes” was recorded under Question 7.02, the interviewer should indicate age if there is only one of said item. If the household owns more than one of the item the interviewer should indicate date of acquisition. Households often possess more than one of certain items such as furniture (beds, armchairs etc.). Age of items should be recorded as at last anniversary of acquisition. Zero should be recorded against those items which are less than a year old.

**Q7.05 : Purchase Value of Items.** For every item against which a “Yes” was recorded under Question 7.02, the interviewer should indicate purchase price in FCFA, and where more than one of said item exists, record the value of the most recently purchased.

**Q7.06 : Current Value of Item.** For each item against which a “Yes” was recorded under Question 7.02, the interviewer should ask the household the cost at which the item could be resold (in FCFA) as

at the time of the interview. If there is more than one of said item, the interviewer should base the response on the value of the most recently purchased one. *Please Note: current value is understood to mean the resale value of the item as at the time of the survey, bearing in mind the fact that the item is used (i.e. subject to depreciation). It cannot therefore have the same value as the same item purchased new. Some persons may claim that under such conditions they would not resell the item, in which case the interviewer should explain that s/he is only trying to establish the amount for which the subject would resell if it became necessary.*

#### **4.10. SECTION 8 : INCOME NOT DERIVED FROM EMPLOYMENT**

The section focuses on the income earned by household members which are not derived from employment. The respondent to each question must be the household member concerned. It is important for the interviewer to identify through prior questioning, the household members who earn this kind of income. A maximum of three persons should be questioned in this regard.

**Q8.02 : Beneficiary of Income Not Derived from Employment.** The interviewer should ascertain whether or not at least one household member enjoys this type of income, and enter the appropriate code against him/her. It must be reemphasized that the question should be put to each household member individually.

**Q8.03 ID Code (Sequence Number) of Beneficiaries and Annual Amount Involved.** If the response to the last question was “Yes”, the interviewer should enter the sequence number for the first beneficiary and the amount of income received in the last 12 months. If there is a second beneficiary in the household, the interviewer should move on to him/her etc. In some cases, it may not be possible to obtain a figure for annual income directly from the beneficiary because s/he may receive the amounts according to a schedule other than annual. The interviewer must make the necessary calculations in order to obtain an annual figure.

#### **4.11. SECTION 9 : RETROSPECTIVE NON-FOOD HOUSEHOLD EXPENDITURE**

The household head, his/her spouse and all persons who transact expenditure may contribute to the completion of this section of the questionnaire.

##### **Part A to D : Non-Food Expenditure.**

**Q9.02 : Product Consumption.** The interviewer should enter “Yes” or “No” depending on whether this product was consumed by the household during the period under consideration. For all the products on the list, the interviewer should first ask this question and only proceed to Question 9.03 for items against which the response under Question 9.02 was “Yes”.

**Q9.03 : Amount of Expenditure.** If the response to Question 9.02 was “Yes”, the interviewer should record the relevant amount in FCFA.

**Part E : Expenditure on Feasts and Ceremonies during the Last 12 Months.** This part focuses on special expenditure borne by the household during feasts and ceremonies, on items which have not been covered in other sections of the questionnaire relating to expenditure. In filling out this section, it would be advisable to take the events one after the other. *Please Note: This section refers specifically to feasts and ceremonies. Therefore the feast of Ramadan refers only to the feast day marking the end of Ramadan, and not the entire period of the fast, since expenditure relating to the fasting period is already covered under expenditure in sub-section 9 or Section 13. Furthermore, the 12-month period referred to in the questions on the Ramadan and Tabaski feasts dates back to 2010.*

**Q9.05 : Expenditure on Special Events during the Last 12 Months.** For each of the events listed the interviewer should ask if the household incurred any special expenses, and enter 1 for “Yes” and 2

for “No”. Expenditure listed under the previous headings must not be included. In order to ascertain whether the household incurred expenditure, the question for each event could, for example, be “During (*event*) did you spend money on ..... (mention the headings in the table as examples).

**Q9.06 : Expenditure on Food.** If, for each special event, the response to Question 9.05 was “Yes”, the interviewer should ask the amount spent on food and record it in FCFA.

**Q9.07 : Expenditure on Beverages.** If, for each special event, the response to Question 9.05 was “Yes”, the interviewer should ask the amount of money spent on beverages and record it in FCFA.

**Q9.08 : Expenditure on Clothes and Shoes.** If, for each special event, the response to Question 9.05 was “Yes”, the interviewer should ask the amount spent on clothes and shoes and record it in FCFA.

**Q9.09 : Expenditure on Rental of Halls, Chairs and Other Items.** If, for each special event, the response to Question 9.05 was “Yes”, the interviewer should ask the amount spent on rental of hall, chairs and other items (canopies, plates etc.), and record it in FCFA.

**Q9.10 : Expenditure on Other Non-Food Items.** If, for each special event the response to Question 9.05 was “Yes”, the interviewer should ask the amount spent on other non-food goods and services for feasts and ceremonies, and record it in FCFA.

#### **4.12. SECTION 10 : TRANSFERS**

A transfer is defined as a payment (of money or goods in kind) from one household in favor of another. When household A receives a transfer, this is referred to as an incoming transfer in favor of household A. If household A sends money or goods in kind to another household, this is referred to as a transfer remittance by household A. The transfer may originate from the same area, another area in the same country, or from a foreign country. *Please Note: If a household member gives money to another household member, this is not considered a transfer. Please examine the two examples below:*

**Example 1.** *Mr. Musa, who lives in Niamey, travels abroad on mission to France for 3 weeks. He sends money to his wife for food because she has run out of funds. This is not a transfer because although Musa is away on mission for 3 weeks, he remains a member of his household in Niamey.*

**Example 2.** *Mr. Musa lives in Niamey. His younger brother Abdulai is at university in Niamey although he does not live in the same house. Abdulai rents a room in another part of town, near to the university. Every month, Mr. Musa gives Abdulai FCFA 10,000. This is a transfer, because Musa and Abdulai live in different households.*

For this section, the main respondent is the household head, but all other adult household members may contribute. It is suggested that after the response to the first question has been recorded, the interviewer should fill in the columns attached. In other words, the interviewer should begin with transfer 1, and fill in the questionnaire up till Question Q10.10 before moving on to transfer 2 etc.

#### **Part A : Incoming Transfers in Favor of the Household**

*The interviewer is requested to use one column for several transfers if they are made by the same sender to the same beneficiary, for the same reasons, and involve transfers of the same nature (i.e. money, food or non-food items).*

**Q10.00 : ID Code (Sequence Number) of Subject.** The interviewer should record the sequence number of the respondent to the question.

**Q10.01 : Incoming Transfers.** The interviewer should ask whether the household has received in-payments of money from another household during the last 12 months and enter 1 for “Yes” and 2 for “No”. If the household has not received any transfers, the interviewer should proceed to Part B of Section 10. Otherwise, (if the household has received transfers) the interviewer should fill in one column for every transfer received (Questions 10.02 to 10.07), bearing in mind the observation made above. *Please Note: A transfer is the movement of money or goods in kind from one household to another. Transfers recorded under this section should not be the result of a court ruling (divorce settlement, for example). It is important not to overlook certain kinds of transfer. People tend to think that money sent between family members (not living in the same household) or between persons living in the same area do not count as transfers. This is not the case, and such instances must be included.*

**Q10.02 : Identification of Beneficiary Household Members.** The interviewer should record the sequence number of the transfer beneficiary household member. If the household claims that the entire household is the beneficiary, the identification number recorded should be that of the household head.

**Q10.03 : Family Ties to Sender.** The interviewer should indicate the family tie between the sender and the beneficiary and record the appropriate code.

**Q10.04 : Nature of Transfer.** The interviewer should record the code which corresponds to each of the three types of transfer as follows: 1 for cash transfers, 2 for food transfers and 3 for non-food items.

**Q10.05 : Place of Residence of Sender.** The interviewer should record the appropriate code for the place of residence of the sender.

**Locally.** This means that the sender lives in the same area as the beneficiary (town, village etc.). If s/he lives in some other area, the appropriate option should be selected from the list in the questionnaire.

**NB. The UEMOA member countries are: Benin, Burkina Faso, Côte d’Ivoire, Guinea Bissau, Mali, Niger, Senegal and Togo.**

**Q10.06 : Main Reason for Transfer.** The interviewer should record the code for the main reason for the transfer. *Please Note: If the same individual makes transfers to the same person for different reasons, these are deemed to be different transfers.*

**Family Support.** *This is a transfer which is made for no specific reason other than that of helping the household meet its day-to-day needs, especially in terms of food items.*

**Education.** *This is a transfer made to help the person pay school fees, buy books, supplies, school uniforms etc.*

**Health.** *This is a transfer made to help the beneficiary resolve health problems.*

**Baptism/Marriage.** *This is a transfer made as a contribution towards a special event (feast, ceremony, funeral etc.).*

**Support for Farm Work.** *This is a transfer made in order to help the beneficiary initiate an agricultural activity or pay for expenses incurred in the execution of this activity (clearing of a field, purchase of seeds and other inputs, payment of agricultural workers etc.).*

**Support for Commercial Activities.** *This is a transfer made to help the beneficiary initiate a non-agricultural activity or pay expenses incurred in the conduct of this non-agricultural activity.*

**Q10.07 : Total Amount of Money Received in the Last 12 Months.** The interviewer must calculate the total value of cash transfers of this nature received in the last 12 months. For the purpose of this evaluation, the last question on the frequency of transfers is useful. The interviewer should simply ask the subject the amount received in each transfer and calculate the total. In the case of food or non-food transfers, the interviewer has to determine the amount at which these items are valued.

**Part B : Remittance of Transfers (outflow of money or goods).** The sub-section on remittance of transfers is identical to that on incoming transfers. The interviewer should be guided by the instructions for Part A when filling out this section.

#### **4.13. SECTION 11 : SHOCKS AND SURVIVAL STRATEGIES**

This section focuses on the grave problems (shocks) experienced by the household during the last 12 months, the consequences of these problems on the welfare of the household and the strategies adopted by the household as a response. The respondent should be the household head or any other adult person who is sufficiently familiar with the problems of the household. This section of the questionnaire should be completed as follows: the interviewer first completes column 11.02 in order to determine whether or not the household has been hit by the shock. Next, s/he completes column 11.03 in order to classify the shocks and finally, columns 11.04 and 11.05 which should be completed for the three most important problems.

**Q11.00 : ID Code (sequence number) of the Subject.** The interviewer should record the sequence number of the main respondent to this section.

**Q11.02 : Shocks Experienced by the Household in the Last 12 Months.** For each of the problems listed, the interviewer should enter “Yes” or “No” depending on whether or not it has been experienced by the household and record the appropriate code. This column should be completed in full for each problem before proceeding to Questions 11.03 to 11.05.

**Q11.03 : The 3 Most Important Shocks.** If the household has encountered more than 3 problems, it is the 3 most important problems which should be considered. The most important problem is represented by Code 1, the second by 2 and the least important of the three by Code 3. The space for all the other problems listed is left blank.

***Please Note - 1.** If the household has encountered only one of the problems under Question 11.02, the interviewer should record 1 under 11.03. The other lines under column 11.03 should be left blank. If the household has encountered two of the problems listed from 11.02 to 11.03 the interviewer should record 1 for the problem which the household considers the most important, and 2 for the second most important. The other line under the column 11.03 should be left blank. If the household identifies exactly three problems, they should be classified in order of importance from code 1, through code 2 for medium importance, to code 3 for the least important.*

***Please Note - 2.** The interviewer should ask the subject to personally assess the order of importance of the problems encountered by the household. The interviewer must refrain from influencing the responses to this question.*

**Q11.04 : Consequences of the Problem.** For each of the three most important shocks, the interviewer must determine their consequences on the welfare of the household. Has the shock contributed to improving or has it left unchanged the factors listed (income, assets, food production, food stocks and purchases of food items).

**Q11.05 : Household Strategies.** The interviewer should ask the household whether it has adopted at least one strategy in response to the problem, and record the appropriate code for each strategy adopted. The survey makes provision for a maximum of three strategies. In practice, the interviewer

should not read (or communicate) the list of household strategies ahead of the interview. The household should be left to speak for itself on the issue of strategies adopted, and only then should the interviewer classify the responses under one of the pre-established options. However, if the household is unable to provide an adequate response, the interviewer may then ask “Have you tried.....?” (and propose different possible strategies).

*Please Note: for any given problem, if the household has adopted a single strategy, the interviewer should enter the code corresponding to this strategy under the first column and leave the other two columns blank. If the household has adopted 2 strategies, the interviewer should enter the code corresponding to the two strategies under the first two columns (beginning with the strategy which the household considers the most important) and leave the last column for this problem blank. If the household has adopted exactly three strategies, the interviewer should enter the codes corresponding to the 3 strategies into the three columns, beginning with the strategy which the household considers to be the most important. If the household has adopted more than 3 strategies, the interviewer should consider the 3 most important from the point of view of the household.*

#### **4.14. SECTION 12 : FOOD SECURITY**

The questions on food security should be answered preferably by the household head or his spouse, or any other adult household member with the relevant information on the subject.

**Q12.00 : ID Code (sequence number) of Respondent.** The interviewer should enter the sequence number of the principal respondent for this section.

**Q12.01 : Food Problem.** The interviewer should put the question and enter 1 one for “Yes” or 2 for “No”.

**Q12.02 : Evidence of Food Problems.** The interviewer should try to determine whether, in the last 7 days, any household member has had to face any of the food problems listed, and record the corresponding number of days.

**Q12.03 : Number of Meals Consumed per Day during the Last 7 Days.** The interviewer should try to establish the number of meals normally consumed by the household in the 7 days preceding the visit of the interviewer. *Please Note: The number of collective meals may vary from one day to the next. If such is the case, the interviewer should record the most frequently occurring number.*

**Q12.04: Insufficient Supply of Foodstuffs in the Last 12 Months if Applicable.** The question is designed to determine whether, in the last 12 months, there have been times when foodstuffs have been in insufficient supply in the household. The interviewer should enter 1 if the response is “Yes” or 2 if the response is “No”.

**Q12.05 : Months of Insufficient Food Supply.** If the response to the previous question was “Yes”, the interviewer should ask the subject to state the months in the last 12 months in which there was insufficient food supply, and enter 2 against each month.

**Q12.06 : Cause of Insufficient Food Supply.** If the response to Question Q12.04 was “Yes”, the interviewer should identify the three main causes for this insufficiency of foodstuffs during the last 12 months. The causes should be recorded in order of importance; in other words, the most important should be recorded as 1, and so on.

#### **4.15. SECTION 13 : FOOD CONSUMPTION IN THE LAST SEVEN DAYS**

The household head, his spouse and all persons who transact expenditure may contribute to filling this section of the questionnaire.

**Q13.02 : Consumption of a Product in the Last 7 Days, if Applicable.** For each one of the products listed, the interviewer should enter 1 for “Yes” or 2 for “No”. The products concerned may have been purchased by the household itself; taken from household own production (in the case of a farm) ; received in kind as a donation from some other household or from an institution (the State, an NGO etc.); received as counterpart for a job executed by a household member; or bartered. Consumption covers every eventuality. The interviewer should first put this question with reference to all the products on the list, and then proceed to Questions 13.03 to 13.06, which refer only to goods for which the response under Question 13.02 was “Yes”.

**Q13.03 : Total Quantity and Value of Product Consumed which was Purchased in the Last 7 Days.** For each product for which the response under Question 13.02 was “Yes”, the subject should be asked the total quantity of the product consumed which was purchased by the household. This amount should be recorded in the left-hand column, in the unit indicated in the center column. The corresponding amount should be recorded in the right-hand column.

*Please Note - 1. For products purchased in the last 7 days which have been totally consumed in this period, there is no problem: the interviewer simply enters the corresponding quantity and amount. If a product was purchased prior to the last 7 days, only the quantities consumed in the last 7 days and the corresponding amounts should be recorded. For example, if the interviewer’s visit to the household was on 8 July 2011, the 7-day period runs from 1<sup>st</sup> to 7<sup>th</sup> July 2011. If the household purchased a 50-kilo bag of rice on 2 July for FCFA 25,000, and if, between 3 and 7 July, a period of 5 days, the household consumed 10 kilograms of rice every day, the quantity of rice consumed is 10 kilograms, and the amount, FCFA 5,000. However, if the product is purchased during this period, but not consumed, it is not included in the consumption for the period. For example, if the same household purchases 5 kilograms of sugar cubes on 7 July for FCFA 3,750, and if none of the packets is opened, it is not included in the calculation for sugar consumption.*

*Please Note - 2. When a product is not consumed, in other words, if the response to Question 13.02 is “No”, the other spaces for this line are left blank. However, when a product is consumed, in other words, if the response to Question 13.02 is “Yes”, the columns under consumption are nil and the interviewer enters a zero.*

**Q13.04 : Total Quantity and Value of Product Consumed in the Last 7 Days which was taken from Household Own Production.** For each product for which the response under Question 13.02 was “Yes”, the interviewer should ask the subject for the total of the quantity consumed which was taken from household own production. The quantity taken is entered in the left-hand column, in the unit indicated in the center column. In the right-hand column, the interviewer should indicate estimated market value of the product, even though it was taken from the stockpile produced by the household on its own farm. The product may have been produced several months earlier (in the case of millet, for example) or may have been brought in from the farm on the same day (in the case of fresh vegetables).

**Q13.05 : Total Quantity and Value of Product Consumed in the Last 7 Days which was Received as a donation or Counterpart for Work or by Barter.** For each product for which the response under Question 13.02 was “Yes”, the subject should be asked total quantity of the product consumed which was received as a donation, counterpart for work, or through barter. The quantity received should be recorded in the left-hand column, in the unit indicated in the center column. The interviewer should indicate estimated corresponding market value of the product.

*Please Note: As in the case of purchased products, the household may receive stocks of food products from the State of Niger or from an organization, food stocks which could last several weeks. Only the quantities consumed in the last 7 days may be included in the calculation of consumption.*

#### **4.16. SECTION 14 : ADDITIONAL INFORMATION ON FOOD CONSUMPTION IN THE LAST SEVEN DAYS**

This section is linked to the last. It is designed to ascertain, for each group of product, whether at least one item was consumed, and how many times it was consumed. The responses to Section 13 should be referred to in responding to this section.

**Q14.02 : Number of Days on which the Product was Consumed.** For each group of product, the interviewer should indicate the number of days in the last 7, on which the product was consumed. A number of examples are given to clarify the point. If the interviewer visited the household on Thursday 24 February 2011, the 7-day period runs from Thursday 17 February to Wednesday 23 February 2011.

*Example 1.* The household consumed millet every evening during this period. At midday, it sometimes consumed rice and at other times, sorghum. The response for the group “Cereals and Cereal Products” under Question 14.02 is 7 days because one of the products in the group – millet – was consumed every day.

*Example 2.* During the same 7-day period, the household consumed tomatoes and gumbo on Thursday 17<sup>th</sup>, tomatoes on Saturday 19<sup>th</sup> and Wednesday 23<sup>rd</sup>. No vegetables were consumed on any other day. The response for the group “Vegetables”, is 3 days under Question 14.2 because a product from this group – tomatoes – was consumed on 3 days. Gumbo was consumed on the same day as tomatoes therefore no additional day is counted against gumbo consumption.

*Example 3.* Still within the same 7-day period, the household consumed beef on Friday 18<sup>th</sup> and smoked fish on Wednesday 23<sup>rd</sup>. No meat or fish was consumed on any other day. The response for the group “Fish and Meat” is 2 days under Question 14.02 because two different products from the group were consumed on 2 different days.

**Q14.03 : Consumption of the Product by a Non-member of the Household if Applicable.** If the household has shared meals with non-members, and particularly with visitors, during the last 7 days, 1 should be recorded for “Yes”, and 2 for “No” if not. These persons may be visitors staying in temporarily in the household or occasional guests.

**Q14.05 : Number of Days on which Meals were Shared with Non-members of the Household.** If meals were shared with non-members of the household during the last 7 days, the number of days on which any meal was shared should be recorded indicating the age group of the person(s) concerned.

*Example 1.* If an individual aged 15, a nephew of the household head comes to visit for two weeks, he will have been in the household during the last 7 days, and shared all the meals taken by the household. Assuming that the household eats twice a day, the interviewer should enter the number 7 in the second line.

*Example 2.* The household head invites one of his friends to share Sunday lunch with the family. This person is 35 years old. The interviewer should enter 1 in the third line.

**Q14.06 : Number of Meals Shared with Non-members of the Household.** If meals have been shared with non-members of the household in the last 7 days, the number of shared meals is recorded, indicating the age group of each of the persons concerned. To return to the examples given earlier, the interviewer should enter 14 on the second line for Example 1 and 1 on the third line for Example 2.



## 5. FINAL REMARKS

When the household questionnaire has been completed, the interviewer should continue the interview, using the agriculture/livestock questionnaire. However, before moving on, s/he must again check over the completed household questionnaire. The need to check the completed questionnaires as the interview proceeds cannot be over-emphasized; the end-of-interview check is even more important. It should also be recalled that certain items of information can only be provided at the end of the interview.

As part of the checking procedure, the interviewer must ensure that all sections of the questionnaire are completed and that not a single one has been overlooked (completeness check); s/he must also ensure that the every section of the individual questionnaire has been properly completed for every person. It is possible, for example, that some of the information needed to complete one of the individual sections (1 to 4), or even other sections (such as Section 5), could only be provided by a particular individual who was absent at the time of interview. The subject may suggest that the interviewer proceed with the interview, pending the arrival of the absentee by the end of the interview. The onus is on the interviewer to ensure that these types of omission are repaired, and the information collected.

The interviewer must look over the questionnaire and check that the information it contains presents a coherent whole. There is a strong link between age and some sections of the questionnaire, and between certain questions and the age of certain individuals. For example, a child may turn out to be too young to have attained a certain level of education. The subject may have made a mistake in his/her statements, or the mistake may have been on the part of the interviewer when recording the subject's responses. The interviewer must carry out a further check on responses with this kind of error in mind. S/he must also check to eliminate inconsistencies between the ages declared for certain persons (parents and children). Other inconsistencies could occur in the links between employment (Section 4) and the individual enterprises (IEs) of the household (Section 5). If there is a head of enterprise and a self-employed worker in the household, there is necessarily an IE in the household, and the interviewer must check again to ensure that this kind of logical coherence is respected.

The interviewer must also check for inconsistencies in Section 7. For example, logically, a mud bungalow cannot exist, nor can a cinder block hut; only a tenant pays a rent etc. In other sections, s/he must check totals. In Section 13, for example, if the quantities consumed are expressed in the same unit, according to origin, then the column is the sum of column 4 and of the sub-columns under 6.

In addition to checks, some information, such as the date and time of conclusion of the collection exercise, the code for the result of the interview etc. can only be filled in at the end of the interview. Insertion of these items must be left until immediately after the checks referred to above, otherwise, the time for the end of the interview, for example, will be wrong.

**VOLUME 2 : AGRICULTURE QUESTIONNAIRE  
FIRST VISIT**

## **1. INTRODUCTION**

This document is an instruction manual for the guidance of interviewers working on the survey on household living conditions and agriculture (ECVM/A). This is the second volume of the series, and focuses on the administration of the agriculture/livestock questionnaires. It should be recalled that the purpose of the ECVM/A is to enable the production of indicators in many of the areas relating to the living conditions of households in general and rural households in particular. The agriculture/livestock questionnaire is specifically designed to measure agricultural production in terms of quantity and value, yield, agricultural income, size and type of livestock, and to identify the constraints in the production, stocking and marketing of agricultural and livestock products etc.

The ECVM/A is conducted in two phases, meaning that each target household is visited twice. The first visit takes place from July to August 2011, during the planting season in the agricultural areas. The second visit is scheduled to take place from October to December 2011, during the harvest season. At each visit, the agriculture/livestock questionnaire is administered immediately after the household questionnaire. Both the household and agriculture/livestock questionnaires are administered to all households; however, the questionnaires are only administered in detail to those households in which at least one member engages in an agricultural activity (rainy season agriculture, off-season agriculture, livestock production) or households which, while not themselves engaging in such activity, own unexploited land, or livestock which is cared for by other households etc. For each sample household, the interviewer will begin administration of the agriculture questionnaire immediately after the household questionnaire, even if the subject points out that the household does not engage in agricultural activities. The interviewer should put the questions in the order in which they are presented in the questionnaire, even maintaining apparent inconsistencies.

## **2. SPECIFIC CHARACTERISTICS OF THE AGRICULTURE QUESTIONNAIRE**

### **2.1. PRESENTATION**

Like the household questionnaire, the agriculture/livestock questionnaire is divided into sections and sub-sections. The different sections, numbering 8 in all, address the issues of access to land, rainy season agriculture, off-season agriculture (dry season), livestock, forestry, agricultural equipment, access to agricultural extension services, and climate change. The section of the questionnaire which provides guidelines for the completion of the questionnaire must be read with particular attention to detail. This second questionnaire presents a number of specific features, and the interviewer must be focused and vigilant in its administration in order to ensure that the requisite information is collected satisfactorily. The specific features are outlined below:

- The survey is conducted over two visits, with the second visit as a continuation from the first. It is necessary, when conducting the second interview, to bear in mind the information gathered during the first visit. Most importantly, the interviewer must ensure, when completing the section on agriculture, that the information collected is obtained from the same plots as on the first visit. Where there is a difference, the interviewer must make the necessary adjustments;
- In some cases, agricultural information may be obtained from the household, while in others it is collected from the farm itself, and in yet other cases, it is based on the crops. Whatever the case, the interviewer must be sufficiently alert, and try to obtain the requisite information from a statistically adequate source. Information on livestock should be obtained based either on the types of livestock or on the types of input;
- Some plots belonging to the household may not be exploited by it; consequently, not all the plots identified in Section 1 (access to land) will necessarily be subject to the questions in the other sections (agricultural inputs, for example). There are many possible explanations for

this: a household may have left a field fallow; a household may have lent its field to another household for the season (for example, because it lacks the means to, or may not want to exploit its field during the off-season. Such fields may be lent to other households for the duration; the household may have purchased a field for future use (for example the member(s) may be city dwellers purchasing fields to exploit later, on retirement), etc.

- Like the household questionnaire, and particularly those sections of it relating to food consumption, the agriculture/livestock questionnaire relies heavily on the memory of the subjects interviewed, particularly as concerns off-season agricultural activities which will have begun in December 2010 and ended in May 2011, whereas the interviews are conducted between July and August 2011. It is therefore important for the interviewer to exercise patience and build up to his/her questions by asking auxiliary questions designed to help elicit accurate information. The situation is rendered all the more problematic by the fact that during this season, households are mostly engaged in market gardening (tomatoes, onions, carrots, lettuce etc.), and the growing cycle of some of these products is short, which means that the same field may be planted several times during the reference period. The harvested products are sold on the market as they become available. The interviewer must therefore be careful how to formulate his/her questions in order to obtain useful information.

In addition to the characteristics addressed above, agriculture is a technical domain, and it is important for the interviewer to familiarize him/herself with certain concepts in order to ensure that the information collected is good.

## 2.2. CONCEPTS AND DEFINITIONS

**Farm.** A farm is defined as a technico-economic unit comprised of all the animals found in it and all the land used for full or partial agricultural production, and exploited by a household member alone, or in association with other persons who may or may not be household members, independently of their title of ownership, legal status, and the size of the plot;

The farm, seen as a unit of land, represents a group of cultivated plots and fallow land owned by a given farm manager, regardless of whether such plots constitute a contiguous area held by a single proprietor, or are scattered over different locations. The shared use of production means (labor, structures, agricultural equipment, land etc.) by the farm is essential if the different plots are to be considered as comprising a single entity;

**Field.** A field is defined as a piece of land held by a single individual and exploited by one or more persons as a single farming unit. A field may be bounded by natural boundaries, and may comprise one or more plots. The natural boundary of a field may be a road, a waterway or a field belonging to another farm;

**Plot.** A plot is defined as a piece of land held by a single individual, which may correspond to a field or part of a field, and carries a single crop or a homogenous combination of crops. The following are a few examples:

- Example 1. Musa grows millet at both ends of his millet plot, and grows sorghum in the middle. The entire plot is held by a single individual. This plot is considered as comprising three plots because it is clearly divided into three parts, with each part carrying its own crop;
- Example 2. Musa grows millet in the first portion of his plot, and his wife, Amina grows millet in the second portion. This plot is considered as comprising two plots, because it has been divided into two parts, each one capable of applying its own agricultural techniques;
- Example 3. Musa grows a combination of millet and maize on a portion of his plot, and only millet on the second portion. In this case, the plot is considered as comprising two plots;

- Example 4. During the off-season, Musa plants cabbages in 3 different beds. If the 3 beds are contiguous, they are considered as forming a single plot;
- Example 5. During the off-season, Musa plants cabbage in 3 different beds, two of which are contiguous. Between the two contiguous beds and the third, Musa's wife Amina has planted tomatoes. Musa is considered as having two plots of cabbage.

**Agricultural Household.** A household is defined as agricultural if at least one of its members is engaged in agriculture, in the broad sense of the term, without, however, being solely a salaried agricultural employee. Agriculture in the broad sense of the term covers at least one of the following production areas: rain-fed food crops or major crops, flood plain crops, vegetable crops, fruit crops, floral and ornamental plants, livestock.

**Farm Manager/Farmer.** The farm manager (FM) is the person responsible for the smooth functioning of the farm and the major decisions concerning the use of available resources. S/he may take over direct operation of the farm as either the owner, or as a tenant, or s/he may operate *through the intermediary of an employee who is responsible for the day-to-day management of the farm*. Where two or more persons are jointly responsible for the operation of the farm, and all belong to the same agricultural household, only one of them (generally the household head or another senior member) may be considered to be the farm manager. The farm manager may also be a woman.

**Family Help.** A family help is an unpaid individual who participates in the general operation of the farm.

**Permanent Salaried Agricultural Worker/Laborer.** A permanent salaried agricultural worker/laborer is a paid individual whose services are regularly and continuously used on the farm (over a period of at least 6 months) during the agricultural season.

**Casual/Temporary or Seasonal Salaried Agricultural Worker/Laborer.** A casual/temporary or seasonal salaried agricultural worker/laborer is an individual who is hired to work once or more often during the agricultural year.

**Pure Crops.** A plot is said to be under a pure crop when it is planted with a single crop. This also refers to pure stands of crops or monoculture.

**Associated Crops.** Crop association is a method of cultivation in which farmers plant two or more crops in the same plot. Such crops are said to be associated or intercropped.

**Developed Area.** The concept of developed area may be applied to a plot or a crop.

- **Developed area of a plot.** When a plot carries an association/mixture of crops, the entire area of the plot is generally attributed to each of the associated crops, regardless of the area covered by each crop individually. The developed area of a plot is then said to be equal to the product of the physical area of the plot multiplied by the number of crops present in the association;
- **Developed crop area or area of crop presence.** Developed crop area or area of crop presence is the sum of the physical area covered by all the plots carrying the crop, regardless of the amount of the crop present in each plot.

**Production Area.** Production area corresponds to the area actually harvested for a given crop.

**Type of Tenure.** This refers to the legal status or right of occupancy or use of land (ownership, loan, rent etc...)

**Fallowing.** The practice of fallowing is that of resting land which has been under cultivation for a certain period in order to allow soil regeneration. A field which is left fallow is known as fallow land or a fallow field.

**Livestock Breeding:** The breeding, care and improvement of livestock or animals for slaughter, for profit;

**Livestock:** All bred animals.

**Stock:** Totality of livestock owned by a breeder or country;

**Large Ruminants:** Cattle and camels;

**Small Ruminants:** Sheep and goats;

**Pasture:** Grass-covered land on which animals are allowed to graze.

### **3. COMPLETION OF THE QUESTIONNAIRE FOR THE FIRST VISIT**

This part of the manual provides guidelines for the completion of the questionnaire. It must be administered to each sample household. In order to complete this part of the questionnaire, the interviewer must interview the household head, his/her spouse, or a household member capable of providing the requisite information. In some cases, it may be necessary to have more than one household member present at the interview.

#### **SECTION 0. CONTROL INFORMATION**

Some of the variables in this section are simply to be copied from the household questionnaire. For those items of information which are not identical, such as the date and time of start and end of the collection exercise, the interviewer may still refer to the household questionnaire for guidance on how to proceed.

For information which is already contained in the household questionnaire, the interviewer is advised to fill this in at the end of the interview. Other variables such as the findings of the questionnaire can only be recorded at the end of the interview.

#### **SECTION 1 : AGRICULTURE – ACCESS TO LAND**

Before filling in the table, the interviewer must first ask the first two questions of the survey, and take due note of the responses received.

**Q1.1 : Ownership of Agricultural Land.** The interviewer should put this question to the household head if the household or at least one of its members owns agricultural land. Such land may be located in the same locality in which the household lives or in another, more distant locality (if the household's own agricultural land is in its village of origin). These lands may or may not be under cultivation at the time of the survey. If the household owns lands, the interviewer should record "Yes" as the response and proceed to fill in the table under Question 2.

**Q1.2 : Cultivation of Agricultural Land which is Owned by Others.** The question should be put to those households which, while not actually owning agricultural land, nonetheless cultivate land which they have borrowed, rented etc. If the response to the question is "Yes", the interviewer should proceed to the table below. If the response is "No", it means that the household neither owns land nor practices agriculture. Please note: The household may answer "Yes" only if it cultivates at least one field for its own profit. If it is only being paid to cultivate the land for another household, the response to the question is "No".

**Please Note.** As in the case of non-agricultural enterprises, the responses given under this section must be consistent with those under Section 4 of the household questionnaire. If a household member states as his/her principal occupation in the household questionnaire under Question 4.25, that s/he is the boss or self-employed, and if his/her branch of activity is in the agricultural or livestock sectors (Question 4.24) then it is clear that this household owns a farm for which the characteristics have been recorded in the questionnaire, and must absolutely be traced. Similarly, if a household member states that s/he is the boss or self-employed in response to Question 4.53 of the household questionnaire, and if his/her branch of activity is in the agricultural or livestock sectors (Question 4.52) then there is obviously in this household an agricultural enterprise for which the characteristics have been recorded in the questionnaire and must absolutely be traced. Furthermore, if the household states that it owns a farm, and none of its members has stated that s/he is the boss or self-employed in the agricultural sector under Section 4 of the household questionnaire there is an inconsistency here which needs to be rectified. In a case such as this, it is very likely that a household member has forgotten to declare this agricultural job, perhaps because s/he did not fully understand the question, or because s/he does not consider this job as real employment.

**Q1.3 : Field Number.** As s/he did in order to establish the composition of the households, the interviewer must draw up a list of all the fields owned by the household. There are two categories of such fields: those which are owned by the household (which are presently under cultivation; those not being cultivated because they are lying fallow; those which are on loan or rent to other households) and fields which are not owned by the household but are being cultivated by it (fields on loan from other households). It should be recalled that a field is defined as a piece of land held by a single individual and exploited by one or more persons as a single farming unit. Numbering of the fields belonging (collectively or individually) to a household is sequential – in other words, it runs from **1 to n**. Since plots are numbered according to field, it is advisable for the interviewer to draw up a list of all the fields and their place name on a separate sheet and transfer this information on to the questionnaire. It is also important to note that the each plot bears a field number and that there is one line per plot. The field number must therefore be repeated alongside the number of each of the plots of which it is comprised.

**Q1.4 : Place Name.** Places, locations and areas within a village are generally given local place names (lieux-dits). The place name for a field is the area in which it is to be found. For example, Gorou Banda, Fondobon, Fakara, Issatché etc. This information helps the survey team to find its way and readily identify the area in which the fields are to be found, especially for measurement purposes. It also enables the household to differentiate between the fields it owns. However, it should be noted that different fields (belonging to the same household) may be located in the same lieu-dit.

**Q1.5 : Plot Number.** The interviewer must, for each field, identify all the plots it contains and number them from 1 to n. It should be borne in mind that a field may comprise one or more plots.

*N.B. Example 1 below introduces the method to be adopted in completing Questions Q1.1 to Q1.3.*

**Q1.6 and Q1.7: GPS Coordinates of the Plot.** GPS coordinates (geographical) are the latitude (N) and longitude (E) readings shown on a GPS device. GPS coordinates are not taken at the time of the survey. The team leader organizes the recording of GPS readings for the different plots, taking into account their geographical location and the distance between the fields and the household residence.

The team leader fixes a time for the recording of the GPS readings for the plots, in agreement with the interviewers. This time is confirmed to the interviewers who inform the households accordingly. Each interviewer should take the GPS readings for the plots belonging to the households for which s/he is responsible. GPS coordinates are taken from the center of the plot.

**Q1.8: Area of the Plot according to Estimates given by the Farmer (in square meters, m<sup>2</sup>).** The interviewer should ask the farmer to estimate the area of the plot, and record the response accordingly.

This measurement should be calculated before that under Question Q1.9. The interviewer should not attempt to alter the response of the subject on the basis of GPS measurements.

**Q1.9: Area of the Plot According to GPS Measurements (in square meters, m<sup>2</sup>).** The area of the plot can be calculated automatically by GPS and read from the screen of the device after it has gone round the plot. The interviewer simply records the findings.

**Q1.12 : Measurement of the Plot.** In some cases, for example, if the plot is located far from home, it might not be possible to visit the plot in order to take the measurements. Nonetheless, the interviewer should enter 1 for “Yes” if the measurements of the plot have been taken, and 2 for “No” if not. *N.B. This variable and the next one may be entered only at the end of the interview.*

**Q1.13 : Reason for Failing to Measure the Plot.** The interviewer should indicate the reason for the failure to measure the plot.

**Q1.10: Distance in km between the Plot and the Family Home.** The question aims to determine the distance (in km) which separates the plot from the household residence, based on information from the subject. If the subject is hesitant about assessing the distance, the interviewer may help him/her by the use of well-known landmarks in the village.

**Q1.11: Means of Transportation.** The interviewer should ask the farmer what means of transportation is generally used by the farm workers to get to the plot.

**Q1.12: Time Spent Getting to the Plot from Home.** The interviewer should ask the individual farming the plot how long (in minutes) it normally takes to get from the household home to the plot by the means of transportation recorded under Question 1.11.

**Q1.15 : Period of Occupancy of the Plot.** The question is designed to establish the length of time during which the plot has been occupied by the household. If the plot has always belonged to the household (for example, if it is a plot inherited from decades back), the interviewer should enter 98. Occupation means any form of acquisition of the plot by the household (purchase, inheritance, legacy, appropriation of unused land etc.). If occupancy of the plot is temporary (for example, if the household has borrowed the plot from another household in order to farm it during the off-season), the response to the question is 1.

**Q1.16 : Type of Occupancy of the Plot.** For each field or plot, the interviewer should select the appropriate type of occupancy from the 5 proposals in the questionnaire. These types are mutually exclusive – in other words, only one type may be recorded against any given field or plot. A household is deemed to be the *proprietor* of a plot if it belongs to it; it may have been acquired as an inheritance, legacy or by purchase. A plot on *loan* is one which belongs to a household other than the household farming it, and whose occupancy is temporary and free of charge. For example, household A may, during the off-season, farm the plot belonging to household B just for that period. A plot is deemed to be *mortgaged* if household A, which is farming it, loaned money to household B, the original owners, and farms the land pending repayment of the loan by household B. A *rented* plot is one which is farmed by the household, which pays remuneration on it to the proprietor household.

**Q1.17 : Sequence Number of the Proprietor of the Plot.** The interviewer should enter the sequence number of the household which is proprietor of the plot (if the plot is individually owned), referring to the list of household members. If the plot is collectively owned (belongs to the household as a whole), the interviewer should enter the number 99.

**Q1.18: Possession of a Title of Ownership.** The question is aimed at establishing whether the household holds any title of ownership for the plot, as evidenced by any form of document; the interviewer should enter the appropriate code.



**Q1.19 : Means of Acquisition of the Plot.** The interviewer should select the appropriate means used in the acquisition of each field or plot from the 5 proposed in the questionnaire, and enter it into the box provided. The means are mutually exclusive – in other words, only one may be recorded against any field or plot.

**Q1.20 : Sale Price of Plot.** The question is designed to establish the current sale value of the plot, taking into account the added value of all investments made in it. The interviewer should endeavour to obtain a satisfactory response, even if sales of land are rare in the area. *Please Note: sale amount should be recorded in francs. If the subject states that his/her plot is worth FCFA 150,000, the interviewer should enter 150000.*

**Q1.21 : Annual Rental Value of the Plot.** The subject should estimate the amount for which s/he would put up the plot for rent over a 12-month agricultural season. The interviewer may need to adopt many stratagems in order to elicit a satisfactory response if land sales are virtually non-existent in the community (or area). Amounts must be entered in FCFA.

**Q1.22: Mortgage or Rent Amount.** If the farmed plot is mortgaged, the subject should be asked to state the mortgage amount. If the mortgage has been partly repaid, the subject should state only the outstanding amount. If the plot is rented, the subject should state amount paid as annual rent.

1. **Q1.23: Type of Soil in the Plot.** Soil texture refers to the size and proportionate distribution of the different sizes of mineral particles in a soil. More specifically, it refers to the proportion of sand, silt and clay in the soil. The code corresponding to soil type should be recorded against each plot. If there is any doubt as to soil type, the response should be verified during the physical inspection for GPS measurements.

**Sandy:** Sandy soil is composed mainly of coarse sand. This offers good aeration and drainage, but is also subject to leaching (water and minerals). It is generally poor in nutrients and tends to be acidic in nature.

**Silty:** Silty soil is predominantly composed of fine sand and silt. Such soils are said to be “crusty”, meaning that they tend to form a crust on the surface, under the influence of rain and watering, which renders them impermeable to water and air. In addition, they coalesce very easily, which has the effect of asphyxiating plant root systems and organisms living in the soil.

**Clayey:** Clayey soil is a soil containing more than 25% of clay. Although it is usually rich, and water and nutrient-retentive, it is also poorly aerated and drained, and tends to be alkaline in nature. In addition, it is difficult to work, warms up only slowly, and compacts easily.

**Rocky:** Rocky soil is formed predominantly of crusted earth.

### Example 1. Instructions on How to Enter Information on Access to Land (Fields and Plots)

## SECTION 1 : AGRICULTURE – ACCESS TO LAND

(1) Does the household or a household member own agricultural land i.e. land belonging to him/her? 1=Yes (If Yes, proceed to 1.3) 2= No ☐1☐

(2) Did the household or a household member cultivate land which does not belong to him/her during the last off-season or during this rainy season? 1=Yes 2= No (If No, questionnaire ends) ☐

F I E L D  N U M B E R	Name Field (Place-name)  Please complete this column for all fields, then for each individual field, and number all the plots. After completing the list of fields and plots, fill columns 1.6 to 1.50 for each plot before proceeding to the next one.  The list of plots should include those owned by the household, those cultivated by the household and those which are not under cultivation (either lying fallow or on loan to another household). Next, compile a list of all the plots cultivated by the household but which it does not own – all plots used in the rainy season and off-season must also be included.	P L O T  N U M B E R	GPS coordinates of plot		Size of plot (in square meters)		How far is the plot (in km) from the family home, and where is it located?	What means of transportation do you generally use to get to the plot?  1=On foot 2=Bicycle 3=Motorbike 4=Car 5=Other	How long (in minutes) does it take to go from the family home to this plot using the means of transportation recorded under question 1.11?
			Longitude (E)	Latitude (N)	Farmer's Estimate	GPS			
3	4	5	6	7	8	9	10	11	12
1	Field 1	1							
1	Field 1	2							
1	Field 1	3							
2	Field 2	1							
3	Field 3	1							
3	Field 3	2							

**Q1.24: Topography of the Plot.** The interviewer should enter the appropriate code for the physical features characterizing the plot, taking due account of its shape. If there is any doubt as to physical features, the response of the subject must be verified during the physical inspection of the plot for GPS measurement. The different types of contour for the land are detailed below.

**Hill.** Means that the plot is on a hill - not located on a slope, but on a relatively flat surface at some height up the hill;

**Plain** means that the plot is located on flat land;

**Gentle slope** means that the plot is located on a slope which is not steep; incline must be close to zero;

**Steep slope** means that the plot is located on a steep slope; incline must be above 30 degrees;

**Valley** means that the plot is located in a valley – in other words, in an area of cultivable land between the slopes of a hill.

**Q1.25 : Erosion Problems.** The survey must confirm the existence or otherwise of erosion problems in the plot, either during the off-season or the rainy season. The interviewer should enter 1 for “Yes” or 2 for “No”. Should the subject not understand the term “erosion”, the interviewer must explain it to him/her in simple terms. Erosion can quite simply be defined as the process of soil degradation generally due to rain or wind, which renders the soil harder, dryer, stonier, and therefore less fertile.

**Q1.26: Causes of Erosion Problems.** The interviewer should record the code which corresponds to the principal cause of erosion.

**Q1.27: Construction of Some Form of Anti-erosion Works for Protection of the Plot.** The question is aimed at establishing whether the household has constructed some form of anti-erosion works. The works in question should be selected from among those listed in the columns under the question (gabions, sandbags, half-moons, zaï, tree belts, grass belts, low walls, dykes, stone bunds. The interviewer should enter 1 for “Yes” if one of such works has been built on the plot and 2 for “No”.

**Q1.28a, Q1.28b, Q1.28c: Gabions, Sandbags as Anti-erosion Works for Protection of the Plot.** The interviewer should enter 1 for “Yes” and 2 for “No” under question **1.28a**, and 1 for “Yes” or 2 for “No” to indicate whether or not the work exists on the plot. If it does exist, the interviewer should record the year of construction under **1.28b** and the code corresponding to its present state of repair under **1.28c**. **Gabions** are constructed from barbed wire and stone, and built around the plot as an anti-erosion measure.

**Q1.29a, Q1.29b, Q1.29c: Half-moon Ditches as Anti-erosion Works for Protection of the Plot.** Under Question 1.29a, the interviewer should enter 1 for “Yes” or 2 for “No” to indicate whether or not the work exists on the plot. Where it does exist, the interviewer should record the year of construction under **1.29b** and the code corresponding to its present state of repair under **1.29c**. The **half-moon** is a semi-circular depression designed to hold the water trapped by the arm of the works.

**Q1.30a, Q1.30b, Q1.30c: Zaï as Anti-erosion Works for Protection of the Plot.** Under Question **1.30a**, the interviewer should enter 1 for “Yes” or 2 for “No” to indicate whether or not this work exists on the plot. Where it does exist, the interviewer should record the year of construction under **1.30b** and the code corresponding to its present state of repair under **1.30c**. The **zaï** is a hole dug in the plot and filled with compost (household refuse) which is covered with a thin layer of earth after rainfall before planting it with seeds.

**Q1.31a, Q1.31b, Q1.31c: Tree and Grass Belts as Anti-erosion Works for Protection of the Plot.** Under Question 1.31a, the interviewer should enter 1 for “Yes” or 2 for “No” to indicate whether or not this work exists on the plot. Where it does exist, the interviewer should record the year of construction under 1.31b and the code corresponding to its present state of repair under 1.31c.

**Q1.32a, Q1.32b, Q1.32c: Low walls and dykes as Anti-erosion Works for Protection of the Plot.** Under Question 1.32a, the interviewer should enter 1 for “Yes” or 2 for “No” to indicate whether or not this work exists on the plot. Where it does exist, the interviewer should record the year of construction under 1.32b and the code corresponding to its present state of repair under 1.32c.

**Q1.33a, Q1.33b, Q1.33c: Stone Bunds as Anti-erosion Works for Protection of the Plot.** Under Question 1.33a, the interviewer should enter 1 for “Yes” or 2 for “No” to indicate whether or not this work exists on the plot. Where it does exist, the interviewer should record the year of construction under 1.33b and the code corresponding to its present state of repair under 1.33c. A *Stone bund* is a low wall measuring about twenty centimeters in height and built alongside the furrows, following the slope of the land, and thus enabling it to retain water.

**Q1.34a: Main Water Source for the Plot during the Off-season (Dry Season).** The interviewer should record the code for the main water source for irrigation needs during the dry season – in other words, the (most) frequently used water source during off-season cultivation. *If the plot is not used by the household during the dry season (the household itself does not cultivate this plot during the dry season) the interviewer should enter code 6 to indicate that the question is not applicable.*

**Q1.34b: Method of Water Conveyance from the Main Water Source.** This is the method used to convey water from the main water source to the plot. The interviewer should enter the code corresponding to the method used on this plot under 1.34a.

**Q1.35a, Q1.35b: Frequency with which the Plot is Irrigated during the Off-season.** The question is designed to determine the frequency with which irrigation is used for the plot during the off-season. The interviewer should enter the figure under 1.35b and the corresponding number under 1.35a.

**Q1.36: Volume of Water Needed to Adequately Irrigate the Plot using the Main Water Source.** The interviewer should enter 1 for “Yes” or 2 for “No” to indicate that the household has been able to obtain sufficient water to irrigate the plot from the single water source. *Please Note: If the household uses more than one water source for irrigation, the subject might be tempted to state that they have enough water, precisely because they have alternative sources. The issue here is to ascertain whether the household uses a single water source (the main source), and if the supply is adequate. The fact that a household uses more than one source is a reliable indication that the main water source is not adequate to their needs.*

**Q1.37: Use of a Second Water Source for the Plot during the Off-season (Dry Season).** The interviewer should enter 1 for “Yes” or 2 for “No” to indicate whether or not the household has used another water source to supply the irrigation needs of the plot concerned during the dry season.

**Q1.38a: Second Water Source for the Plot during the Off-season (Dry Season).** The interviewer should enter the code for the second water source which supplies the irrigation needs of the plot during the dry season.

**Q1.38b: Water Conveyance Method from the Second Water Source.** The water conveyance method is the means used to bring water from the source to the plot. The interviewer should enter the code corresponding to the conveyance method used to convey water from this source under 1.38a.

**Q1.39: Principal Water Source for the Plot during the Winter Season.** The interviewer should record the main water source during the rainy season – in other words, the (most) frequently used

water source used for the cultivation of winter crops. If the plot is not used during the rainy season, the interviewer should enter the code 7 for “Not Applicable”.

**Q1.40: Current Use of the Plot.** The interviewer should enter the appropriate code, 1 for “Yes” or 2 for “No” to indicate whether the plot is currently in use. It may be used by the household in a variety of ways (lying fallow; on loan to another household; on rent to another household; mortgaged; unused because the household lacks the means to cultivate it etc.). Whatever the case, the response is “Yes” only if the plot is being exploited by the household itself. If a plot belonging to household A is on loan to another household B which is using it, the response of household A to this question on the current use of this plot must be “No”.

**Q1.41: Reason for Current Failure to Put the Plot to Use.** The interviewer should enter the code for the main reason for the failure of the household to cultivate the plot at present.

**Q1.42: Duration of Fallow Period.** The question is aimed at establishing the length of time, in consecutive years, during which the plot is left fallow. Thus, if a plot has been left fallow for less than a year – in other words, if it has only been fallow for the current agricultural season, the correct code is 01, and 02 if it has been fallow since the last agricultural season etc.

**Q1.43: Protection Crops Cultivated during the Fallow Period.** The interviewer should enter code 1 for “Yes” or 2 for “No” to indicate whether or not the household planted protection crops in the plot during the fallow period.

**Q1.44: Forage Plants Cultivated during the Fallow Period.** The interviewer should enter the code 1 for “Yes” or 2 for “No” to indicate whether or not the household cultivated plants which are solely used as animal forage during the fallow period. “Yes” is applicable only if the household deliberately cultivated forage plants; it does not apply to grass growing wild on the land which was cut and used as forage.

**Q1.45: Use of the Plot as Pasture during the Fallow Period.** The interviewer should enter 1 for “Yes” or 2 for “No”, to indicate whether or not the household allowed animals (its own or belonging to others) to graze freely in the plot during the fallow period.

**Q1.46: Harvesting of Forage from the Plot for Use as Livestock Feed during the Fallow Period.** The interviewer should enter 1 for “Yes” or 2 for “No” to indicate whether or not the household cut forage from the plot to use as livestock feed during the fallow period.

**Q1.47: Sequence Number of the Person Actually Farming the Plot.** For those plots which are currently under cultivation, the interviewer should enter the sequence number of the individual actually farming it. If the plot is farmed by more than one household member, the correct code is **99**.

**Q1.48: Main Use for the Plot in the 2010/2011 Off-season and the 2011/2012 Rainy Season.** For those plots which are currently under cultivation, the interviewer should enter the appropriate code for the use to which the plot is put during the 2010/2011 off-season and the 2011/2012 rainy season.

**Q1.49: Most Recent Agricultural Year in which the Plot was Left Fallow.** For those plots which are currently under cultivation, the interviewer should establish the last agricultural year in which they were left fallow. If the plot has never been left fallow, the correct code is 0000. *Please Note: Given the level of illiteracy among the rural population, some subjects may not be able to determine the year in question. However, they should be able to assess duration (to say, for example, that the plot was last left fallow 5 years ago). In such cases, the interviewer should calculate the year by subtraction. For example, if the farmer gives a duration of 5 years from the time of the survey, the calculation will be  $2011 - 5 = 2006$ , and 2006 should be entered in the box.*

**Q1.50: Practice of Slash-and-Burn on the Plot Ahead of the Current Agricultural Year.** The interviewer should enter the appropriate code to indicate whether or not the farmer carried out slash-and-burn on the plot ahead of the current agricultural year.

## **SECTION 2 : AGRICULTURE – RAINY SEASON CROPS**

### **Section 2A : Rainy Season Inputs**

The interviewer should begin by copying the information on all the plots identified as belonging to the household under **Section 1**, Columns 1.3, 1.4 and 1.5 under Section 2, Columns 2A.1, 2A.2 and 2A.3 respectively. It is important to ensure that the questions under this section, like those in the section before, should be aligned with the plot, and not with the household. An agricultural household may, for example, use organic fertilizer on one of its plots, but not on the others. The interviewer should therefore ensure that the responses given correspond to the plot under consideration.

***Please Note:** After filling in the first 3 columns, the interviewer should complete the whole of sub-section 2A, plot by plot. In other words, columns 2A.4 to 2A.27e should be completed for each plot before proceeding to the next plot (line).*

**Q2A.4 : Cultivation of the Plot by the Household during the Rainy Season.** The question aims to establish whether or not the plot is actually (during the present rainy season) being cultivated by the household. A similar question was asked under Section 1, Question 40, with reference to the cultivation of the plot during the agricultural year (both rainy and off-season). This time, the question applies to the rainy season only. However, the interviewer must ensure that the two sets of responses are consistent. If the response to the present question is “Yes”, the same response must necessarily have been entered against Question 40 in Section 1A. It should be recalled that a plot may not be cultivated by the household during the rainy season for various reasons (it is lying fallow; on loan to another household, rented to another household; mortgaged; the household lacks the means to exploit the plot etc.). Whatever the case, the response can be “Yes” only if the household is cultivating the plot by itself, during this rainy season. If a plot belonging to household A is on loan to another household B which is using it, the response of household A to this question on the cultivation of this plot must be “No”.

***Please Note:** If the interviewer should clearly identify a plot which is not being cultivated by the household during the current rainy season, s/he is advised to cross out the entire line relating to this plot under all of Sections 2A and 2B.*

**Q2A.5: Area of Plot in Use.** The interviewer should ask the farmer the area of the plot which is actually being used during the rainy season, and record the response as appropriate. The question is applicable only if the household has not placed the entire area of the plot under cultivation. The area recorded under this question must therefore be smaller than that recorded under Q1.8.

**Q2A.6: Use of Organic Fertilizer.** Organic fertilizer is defined principally as manure, compost (transformed from domestic refuse) and plant waste. The question aims to establish whether the household has used any one of these as fertilizer for its soil.

**Q2A.7a: Means for Production of Manure.** For those households which have used this type of fertilizer, the interviewer should enter the code which corresponds to the means by which the organic fertilizer is produced. Where more than one means of production is used, the interviewer should choose the main source (the one which produces the greatest amount of manure). The term “*own animals*” refers to the fact that the household sources manure from its own animals. “*from around the well in the field*” means that the household has a well in its field and that animals (which are not its own) provide the manure when they come to drink at the well. “*folding*” refers to the fact that the household owns grazing land and that the manure is produced by the animals grazing on this land.

**Q2A.7b: Quantity of Manure Used.** The interviewer should enter the number of units of fertilizer used under “Unit” in Question 7c.

## Example 2. Instructions on How to Enter Information on Inputs Used During the Rainy Season

### SECTION 2A. INPUTS AND LABOR USED DURING THE RAINY SEASON

Data on the quantity of inputs (fertilizer, pesticides, labor) for plots under cultivation during the 2011 off-season.

(Begin by copying the sequence numbers recorded in Section 1 for all plots declared by the household, both those which are under cultivation and those which are not)

F I E L D  N U M B E R	What is the place-name (lieu-dit) for the location of the field?  Copy the list of all fields and plots from Section 1, and for each plot, fill in columns 2A.4 to 2A.27e, before proceeding to the next plot (line).	P L O T  N U M B E R	Is this plot cultivated during this rainy season by the household or by a household member? 1=Yes 2=No  <b>(If the response is Yes, check that the response under Section 1, Column 40 is also Yes). If not, proceed to the next line</b>	What is the area under cultivation this rainy season? (in square meters)	Organic Fertilizers							
					Have you used manure or compost on this piece of land?  1=Yes 2=No  <b>(If the response is No, proceed to 2A.10a)</b>	Manure			Compost			Have you used plant waste on this piece of land?  1=Yes 2=No
						How did you obtain the manure? 1=Animals around the well in the field 2=From around the well in the field 3=Folding 4=Collection 5=Purchase 6=Not applicable	How much were you able to obtain the manure?  1=Own obtain?	Unit 1= Sack 2= Heap 3=Donkey-drawn cartful 4= Cattle-drawn cartful	How did you obtain the compost? 1=Purchase 2=Own production 3= donation 4 = Not Applicable	How much were you able to obtain?	Unit 1= Sack 2= Heap 3=Donkey-drawn cartful 4= Cattle-drawn cartful	
1	2	3	4	5	6	7b	7c	7d	8a	8b	8c	9
1	Field 1	1	1	12	1	1	1	4	4			2
1	Field 1	2	1	10	1	1	1	4	4			2
1	Field 1	3	1	6	1	1	1	4	4			2
2	Field 2	1	2									
3	Field 3	1	2									
3L	Field 3	2	1	2	2							



**Q2A.7c: Unit of Measure Used.** The interviewer should record the corresponding unit of measure. If more than one unit of measure is used, amounts should be converted to total quantities of a single unit of measure.

**Q2A.8a: Means for Production of Compost.** For those households which have used compost, the interviewer should enter the code which corresponds to the means by which the compost is produced. Where more than one means of production is used, the interviewer should choose the main source (the one which produces the greatest amount of compost).

**Q2A.8b: Quantity of Compost Used.** The interviewer should enter the quantity of compost used, in the unit of measure entered under Question 8c.

**Q2A.8c: Unit of Measure Used.** The interviewer should record the corresponding unit of measure. If more than one unit of measure is used, amounts should be converted to total quantities of a single unit of measure.

**Q2A.9: Use of Plant Waste.** Plant waste is the waste which remains in the field after a crop has been harvested. The question simply aims to establish whether or not the household has left waste in the plot to enrich the soil.

**Q2A.10: Use of Inorganic/Chemical Fertilizers.** Inorganic fertilizers are chemical products manufactured in order to improve the fertility of soils. The main inorganic fertilizers are urea, DAP, NPK (nitrogen, phosphorus, potassium) and a mixture of the three types of fertilizer listed above. The interviewer should enter the appropriate code to indicate whether or not the household has used this type of fertilizer.

**Q2A.11a, Q2A.11b: Quantity of Urea Used.** The quantity of urea used is recorded under **2A.11a**, using the corresponding unit of measure used for **2A.11b**. If more than one unit of measure is used, amounts should be converted to total quantities of a single unit, the kilogram in general being accepted as the most practical unit.

**Q2A.12a, Q2A.12b: Quantity of DAP Used.** The quantity of DAP used is recorded under **2A.12a** using the same unit of measure used for **2A.12b**. If more than one unit of measure is used, amounts should be converted to total quantities of a single unit, the kilogram in general being accepted as the most practical unit.

**Q2A.13a, Q2A.13b: Quantity of NPK Used.** The quantity of NPK used is recorded under **2A.13a** using the same unit of measure used for **2A.13b**. If more than one unit of measure is used, amounts should be converted to total quantities of a single unit, the kilogram in general being accepted as the most practical unit.

**Q2A.14a, Q2A.14b: Quantity of Mixture Used.** The quantity of mixture is entered under **2A.14a** using the same unit of measure used for **2A.14b**. If more than one unit of measure is used, amounts should be converted to total quantities of a single unit, the kilogram in general being accepted as the most practical unit.

**Q2A.15 : Use of Plant Health Products.** *Plant health products* are all products used in the treatment and protection of plant life. Specifically, they protect against plant disease (pesticides), weeds (herbicides), funguses (fungicides) and insects (insecticides). The interviewer should enter the appropriate code to indicate whether or not the household uses this type of product.

**Q2A.16a, Q2A.16b: Quantity of Pesticides Used.** The quantity of pesticides used is recorded under **2A.16a** using the same unit of measure used for **2A.16b**. If more than one unit of measure is used,

amounts should be converted to total quantities of a single unit, the kilogramme in general being accepted as the most practical unit.

**Q2A.17a, Q2A.17b: Quantity of Fungicides Used.** The quantity of fungicides used is recorded under **2A.17a** using the same unit of measure used for **2A.17b**. If more than one unit of measure is used, amounts should be converted to total quantities of a single unit, the kilogramme in general being accepted as the most practical unit.

**Q2A.18a, Q2A.18b: Quantity of Herbicide Used.** The quantity of herbicides used is recorded under **2A.18a** using the same unit of measure used for **2A.18b**. If more than one unit of measure is used, amounts should be converted to total quantities of a single unit, the kilogramme in general being accepted as the most practical unit.

**Q2A.19a, Q2A.19b: Quantity of Other Plant Health Products Used.** The quantity of other plant health products used is recorded under **2A.19a** using the same unit of measure used for **2A.19b**. If more than one unit of measure is used, amounts should be converted to total quantities of a single unit, the kilogramme in general being accepted as the most practical unit.

*Please Note: Plot sequence numbers should first be copied from the previous page.*

**Q2A.20a, Q2A.21a, Q2A.22a, Q2A.23a, Q2A.24a, Q2A.25a: Identification Numbers of Household Members who have Worked on Soil Preparation in the Plot.** Using the list of household members (household questionnaire) the interviewer should record the sequence number for each household member identified as having worked on soil preparation in the plot (clearing, burning, applying manure etc.), ahead of the planting season. The question should be put to every member of the household. Under normal circumstances, the individual managing the plot should have worked on it. *Please Note: The individuals concerned by this question are household and not family members.*

**Q2A.20b, Q2A.21b, Q2A.22b, Q2A.23b, Q2A.24b, Q2A.25b: Number of Days Spent Working on Soil Preparation in the Plot.** For each household member who has worked on soil preparation ahead of the planting season, the interviewer should record the total number of days actually spent working.

**Q2A.26a: Use of Non-family Labor (Gayya/Bogou) for Soil Preparation Work.** The interviewer should enter the code corresponding to the use or otherwise of non-family labor (Gayya/Bogou) during soil preparation work on this plot.

**Q2A.26b, Q2A.26c, Q2A.26d: Number of Days Spent by Non-family Labor (Gayya /Bogou) Working on Soil Preparation.** For each category of persons (men aged 15 years and above, women aged 15 years and above and children aged at least 15 years), the interviewer should record the total number of days spent by each category on each plot. The object of this exercise is to identify those persons who have participated in this activity, and the number of days spent by each one.

**Q2A.26e : Cost of Non-family Labor (Gayya/Bogou).** The question aims to establish total household expenditure on non-family labor during the period of soil preparation, ahead of the planting season. Expenditure is most frequently in kind (meals and beverages). The subject should assess total amounts spent in respect of this particular plot. If, however, the work was extended to include more than one plot at a time, expenditure should be assessed on a pro rata basis of the total area of the plots, rounded off to the nearest whole unit. *Please ensure that all amounts are recorded in FCFA.*

**Q2A.27a: Use of Non-family Labor Other than Gayya/Bogou during Soil Preparation.** This time the question addresses the issue of salaried workers, or agricultural workers engaged by the household to work on soil preparation. The interviewer should enter the appropriate code to indicate whether or not the household employed salaried non-family labor for soil preparation on this plot.

**Q2A.27b, Q2A.27c, Q2A.27d: Number of Days Spent by Non-family Labor Other than Gayya/Bogou Working on Soil Preparation.** For each category of persons (men aged 15 years and above, women aged 15 years and above and children aged at least 15 years), the interviewer should record the total number of days spent by each category on each plot. The object of this exercise is to identify those persons who have participated in this activity, and the number of days spent by each one.

**Q2A.27e : Cost of Non-family Labor Other than Gayya/Bogou.** The question aims to establish total household expenditure on this activity. Unlike the Gayya/Bogou, expenditure for these workers is most frequently in cash. The subject should assess total amounts spent in respect of non-family labor on this particular plot. If, however, the work was extended to include more than one plot at a time, expenditure should be assessed on a pro rata basis of the total area of the plots, rounded off to the nearest whole unit.

## **Section 2B. Types of Crops and Seeds Used During the Rainy Season**

The interviewer should begin by copying the information under questions 1 to 4, Section 2A, relating to plot identification and cultivation during the rainy season, where applicable. The lines on the questionnaire which refer to unused plots should be crossed out.

*Please Note: The interviewer should copy the list of all fields and plots in Section 1 and fill in columns 2B.4 to 2B.13 for each plot before proceeding to the next plot (line).*

**Q2B.5: Crop Name.** The interviewer should identify all the crops grown on each plot. The name of each crop must be clearly legible.

**Q2B.6: Crop Code.** The interviewer should enter the code which corresponds to the crop, guided by the nomenclature on page 17 of the agriculture questionnaire for the first visit. The code should be entered only at the end of the interview.

**Q2B.7: Farming Method.** The interviewer should enter the code which corresponds to the farming method used for the crops grown on each plot – in other words, monoculture or crop association.

*Please Note: In general, no crop which grows in sparse stands or a few scattered shoots can be counted among the crops occupying space in the field. In particular, crops planted along the borders of plots simply as protection for the main crop should be ignored.*

**Q2B.8: Cultivated Area Occupied by Each Crop.** The interviewer should record the area of the plot occupied by each crop in square meters. If the crop in question is a pure crop, the occupied area is easily calculated. However, for associated crops, the interviewer needs to record total occupied area for each of the associated crops.

**Q2B.9: Type of Seeds Used.** The interviewer should enter the appropriate code. *Local seeds* are traditional seeds, generally produced by the farmer him/herself (s/he may also obtain seeds from a relation or neighbor who has produced them in his/her field). *Improved seeds* are produced by research institutes. *Mixed seeds* are a mix of local and improved seeds. *Seeds from unspecified sources* are seeds for which there is little information as to their origin or real nature.

**Q2B.10: Principal Source from which the Seeds are Obtained.** The interviewer should enter the code which corresponds to the principal source from which the seeds are obtained. If there is more than one, the interviewer should choose the one from which most of the seeds are obtained.

**Q2B.11: Month of First Planting.** In some cases, farmers plant several times over because seeds might fail to take. The question aims to establish the month of first planting for each crop grown on this plot. If there was only one planting, this is simply indicated by recording the relevant month.

### Example 3. Instructions on How to Enter Information on Seeds Planted during the Rainy Season

#### SECTION 2B. TYPE OF CROPS AND SEEDS USED DURING THE RAINY SEASON

(Begin by copying the sequence numbers for plots recorded in Section 2A)

F I E L D  N U M B E R S	What is the place-name (lieu-dit) for the location of the field?  Copy the list of all fields and plots from Section 1, and for each plot, fill in columns 22b/4 to 2B.13 before proceeding to the next plot (line).	P L O T  N U M B E R S	Is this plot cultivated during this rainy season by the household or by a household member?  1=Yes 2=No (If the response is Yes, check that the response under Section 1 ; Column 40 is also Yes. If not, proceed to the next line.	Crop Name	Crop Code  (See below)	Farming Method  1=Pure (monoculture) 2=Mixed (crop associations)	Total cultivated area occupied by each crop  (In square meters)	What type of seed did you use?  1= Local 2=From different sources 3=Improved 4=Mixed	From where did you buy most of these seeds?  1=Cooperative 2=Input shops 3=Local market 4=From a farmer relation 5=From some other unrelated farmer 6=Own production 7=Other (specify)	In which month did you carry out the first planting of the crop in this season?  4=April 5=May 6=June 7=July 8=August	Did you need a second planting of the crop?  1=Yes 2=No  (If Yes, proceed to the next line)	How many weeks after the first planting did you carry out the second planting?
1.1	1.2	1.3	2B.4	2B.5	2B.6	2B.7	2B.8	2B.9	2B.10	2B.11	2B.12	2B.13
1	Field 1	1	1	Millet	01	1	2300	1	6	6	2	
1	Field 1	2	1	Sorghum	02	1	1600	1	3	6	2	
1	Field 1	3	1	Millet	01	1	5800	1	6	6	2	
2	Field 2	1	2									
3	Field 3	1	2									
3	Field 3	2	1	Millet	01	2	3000	1	6	6	2	
3	Field 3	2	1	Sorghum	02	2	3000	1	5	6	2	

**Q2B.12: Second Planting, if Applicable.** The interviewer should enter the appropriate code indicating whether the household has carried out a second planting of this crop in this plot.

**Q2B.13: Interval between the First and Second Plantings.** The interviewer should record the number of weeks between the first and second plantings.

## **Section 2C. Cost of Inputs Used during the Rainy Season**

This section focuses on the cost of inputs used during the rainy season for all the plots cultivated by the household.

**Q2C.3: Crop Code.** This column concerns only seeds (lines 11 to 15). The interviewer should record the crop code for the seed used. The subject should use as many lines as there are crops. The codes are the same as those recorded under Section 2B.

**Q2C.4: Use of Inputs by the Household during the 2011/2012 Rainy Season, where Applicable.** The question aims to ascertain whether the household has used this input on any one of its plots during the 2010/2011 rainy season. The input may be obtained by any means (purchase, donation/grant etc.). The appropriate code should be recorded against the response.

**Q2C.5a, Q2C.5b: Quantity of Inputs Used during the 2011/2012 Rainy Season.** The purpose of the question is to establish the total quantity of this input which was used on all the plots owned by the household, obtained from all sources (purchase, donation etc.). The quantity of input consumed should be recorded in column **2C.5a**, and the corresponding unit of measure in column **2C.5b**. In cases where more than one unit of measure was used for the supply of inputs used over the course of the year, the different amounts should be converted to total quantities of a single unit, the kilogram in general being accepted as the most practical unit.

**Q2C.6a, Q2C.6b: Source of Inputs Used.** A farmer may patronize more than one source for the supply of the inputs s/he needs. The purpose of the question is to establish for each input the two major sources of supply. If only one source is used for an input, the second column should be left blank.

**Q2C.7: Purchase of Input where Applicable.** If part of the input was purchased, the interviewer should enter 1 for “Yes” and 2 for “No” if none was purchased.

**Q2C.8a, Q2C.8b: Quantity of Input Purchased.** This question refers to cash purchases. The interviewer should enter the quantity of input purchased in column **2C.8a**, (using the same unit as for column 5, after making the necessary conversion) and the corresponding amount in column **2C.8b**. Amounts should be recorded in FCFA. For example, if the farmer purchased this input for FCFA 10,000, the figure 10000 is recorded in column **2C.8b**.

**Q2C.9: Use of Credit Facilities for the Purchase of Inputs.** The question aims to establish whether those households which purchased their inputs used credit facilities for the purpose. Credit facilities include supplier credit (the seller supplies the merchandise on credit against payment at a later date), loans from a financial institution (bank, IMF), loans from a relation, friend etc. The interviewer should endeavour to find out if the household used any of these facilities to raise money for the purchase of his/her inputs and enter 1 for “Yes” or 2 for “No”.

**Q2C.10: Securing of Credit for the Purchase of Inputs.** The question aims to establish whether those households which applied for credit facilities were successful in obtaining them. This refers to the different forms of credit facility described above.

**Q2C.11: Source of the Credit.** The interviewer should record the code corresponding to the credit source. If more than one credit source was used for the purchase of the same input, s/he should record the main code (for the largest amount).

**Q2C.12a, Q2C.12b: Due Date.** The due date of a credit is the date by which the amounts owed must be fully repaid. Due date is recorded in months and years. For example, if the due date for a loan is June 2012, the interviewer should enter 06 in the column for the month and 2012 in the column for the year.

**Q2C.13: Amount of the Credit for Purchase of Inputs.** This refers to the amount of the credit obtained and not the total amount of purchase. The corresponding amount should be recorded in FCFA. In some cases, the farmer will take out a single loan for the purchase of more than one input. The interviewer must then make an effort to establish the share of the loan spent on each input.

**Q2C.14: Outstanding Repayments.** If part of the loan has already been repaid, the interviewer should record the repaid amount in FCFA. If the household has not yet begun repayments, the code to be recorded is zero.

**Q2C.15: Acquisition of Inputs as Donations or Grants.** If part of the input has been received as a donation or grant (from a relation outside the household, a neighbor, an NGO etc.) the interviewer should enter 1 for “Yes” or 2 for “No”.

**Q2C.16: Principal Source of donation(s) of Input.** The interviewer should enter the code which corresponds to the source of the input received as a donation. If the household has received this input as a donation from more than one source, the interviewer should record the principal source of the donation.

### **SECTION 3 : OFF-SEASON AGRICULTURE**

This section of the questionnaire focuses on off-season agriculture (December 2010/May 2011). Off-season agriculture involves all agricultural activity engaged in during the dry season, which is generally from December to May.

#### **Section 3A. Practice of Off-season Agriculture and Labor**

**Q3A.1: Practice of Off-season Agriculture in the Last Five Years.** The interviewer should ask the household head whether in the last 5 years the household has engaged in off-season agricultural activities and record the appropriate code.

**Q3A.2: Practice of Off-season Agriculture during the Last Dry Season.** The interviewer should ask the household head whether the household engaged in off-season agriculture during the last dry season (December 2010/May 2011) and record the appropriate code.

**Q3A.3: Reason for Not Engaging in Off-season Agriculture during the Last Dry Season.** The interviewer should indicate the main reason why the household did not engage in off-season agriculture during the 2010/2011 dry season.

**Q3A.4: Date of the Onset of the Off-season.** The interviewer should enter the number for the month and year (2010 or 2011) marking the beginning of the off-season, according to the household head. The number for the month is recorded as follows: 1 for January; 2 for February; 3 for March; 4 for April; 5 for May; 6 for June; 7 for July; 8 for August; 9 for September; 10 for October; 11 for November; and 12 for December. The household may cultivate more than one off-season crop which are planted at different months of the year, in which case, the interviewer should record the earliest

month. For example, if the household planted rice in December 2010 and tomatoes in January 2011, their off-season year is recorded as having begun in December.

**Q3A.5: Date of the End of the Off-season.** The interviewer should enter the number for the month and year (2010 or 2011) marking the end of the off-season, according to the household head. The number for the month should be recorded as before, and where the growing season for the different crops is different, the latest month is taken as marking the end of the season. If the growing season for the household's rice crop ends in March, while the growing season for tomatoes ends in May, the off-season is recorded as ending in May.

**Q3A.6a, Q3A.6b: First Household Member to Engage in Off-season Agriculture.** This question and the following are aimed at identifying all the household members engaged in off-season agriculture, and the amount of labor invested in this activity. The interviewer should enter the sequence (ID) number of the first household member engaged in off-season agriculture under column **3A.6a**, and the number of days s/he has spent on this activity under Column **3A.6b**. *The simplest way to ensure the accuracy of the response under Column 3A.6a, is to go over the list of all household members with the subject and ask him/her, for each one, whether they have engaged in this activity. In order to ensure the accuracy of the response to Question 3A.6b, the interviewer should first of all establish the period during which they engaged in off-season agricultural activity (the subject may say, for example, that this was from the beginning of February to the end of April, which is 3 months or 13 weeks. The interviewer could then ask the number of days spent weekly on this activity (for example, 4 days) and calculate the number of days – in this case, 4 times 13, which is equal to 52 days. The same principle applies to the answers to the questions up to 3A.10.*

**Q3A.7a, Q3A.7b: Second Household Member to Engage in Off-season Agriculture.** The interviewer should enter the sequence (ID) number of the second household member engaged in off-season agriculture under Column **3A.7a**, and enter the number of days spent on the activity under Column **3A.7b**.

**Q3A.8a, Q3A.8b: Third Household Member to Engage in Off-season Agriculture.** The interviewer should enter the sequence (ID) number of the third household member engaged in off-season agriculture under Column **3A.8a**, and enter the number of days spent on this activity under Column **3A.8b**.

**Q3A.9a, Q3A.9b: Fourth Household Member to Engage in Off-season Agriculture.** The interviewer should enter the sequence (ID) number of the fourth household member engaged in off-season agriculture under Column **3A.9a**, and enter the number of days spent on this activity under Column **3A.9b**.

**Q3A.10a, Q3A.10b: Fifth Household Member to Engage in Off-season Agriculture.** The interviewer should enter the sequence (ID) number of the fifth household member engaged in off-season agriculture under Column **3A.10a**, and enter the number of days spent on this activity under Column **3A.10b**.

**Q3A.11: Use of Non-family Labor.** The interviewer should ask the subject whether or not the household used non-members of the family (salaried labor) for any off-season agricultural activity during the last dry season (December 2010/May 2011), and enter the appropriate code.

**Q3A.12a: Number of Days Spent by Salaried Men on Off-season Agriculture.** The question aims to establish total number of days spent by salaried workers (aged at least 15 years, male and non-family members) employed by the household, in the various activities involved in off-season agriculture. In order to ensure the accuracy of the response, the interviewer should, with the help of the subject, first identify all males who worked for the household in these activities, calculate the number

of days spent by each worker on these activities, and finally, total the number of days spent. If, for example, there are 5 men, each of whom worked for one day, the total number of days worked is 5.

**Q3A.12b: Number of Days Spent by Salaried Women on Off-season Agriculture.** The question aims to establish total number of days spent by salaried women (aged at least 15 years of age and non-members of the household) employed by the household on the various activities involved in off-season agriculture.

**Q3A.12c: Number of Days Spent by Salaried Children on Off-season Agriculture.** The question is designed to establish total number of days spent by salaried children (under the age of 15 and non-members of the household) employed by the household, on the various activities involved in off-season agriculture.

**Q3A.13: Salaries Paid during the Off-season.** The interviewer should ask the subject the wage bill for off-season activities during the last dry season, and record the amount in FCFA, in the boxes provided. If the subject does not have all the information requested, the interviewer may refer the issue to other household members.

### **Section 3B : Types of Crops and Seeds Used during the Off-season**

This section focuses on information on the inputs used during the off-season on all the plots cultivated by the household. As a preliminary, the interviewer must identify all the crops cultivated by the household during the off-season. For each plot identified in Section 1, the interviewer should create a line according to sub-plot and crop.

The information under **Section 1**, Columns 1.3, 1.4 and 1.5 on all the plots identified as belonging to the household, should be copied respectively into **Section 3B**, Columns 3B.1, 3B.2 and 3B.3. Columns 3B.5 and 3B.6 may then be filled. A plot which was identified in the section on the rainy season may also be sub-divided into more than one plot during the off-season. However, it is important to retain the same plot identification which was used in the section on the rainy season. The additional variable 3B.5 permits identification of sub-plots created during the off-season.

***Please Note.** After filling in the first 4 columns, the interviewer should fill in sub-section 3B, line by line. In other words, Columns 3B.8 to 3B.12h must be filled before proceeding to the next column (line).*

**Q3B.5: Sequence Number of Sub-plot.** A plot which was identified during the rainy season may be sub-divided into more than one plot during the off-season. In such cases, the interviewer should identify all sub-plots, and for each one, all the crops they carry.

**Q3B.6: Crop Name.** The name of each crop cultivated by the household during the off-season should be written clearly.

**Q3B.7: Crop Code.** In filling in the codes which correspond to specific crops the interviewer should refer to the nomenclature on page 17 of the agriculture questionnaire for the first visit. The code may be filled in only at the end of the interview.

**Q3B.8:** The interviewer should enter the code which corresponds to the crop farming method in use, namely, monoculture or crop association.

**Q3B.9: Types of Seed Used.** The interviewer should enter the appropriate code. *Local seeds* are traditional seeds generally produced by the farmer him/herself (s/he may also obtain seeds from a relation or neighbor who has produced them in his/her field). *Improved seeds* are produced by



research institutes. *Mixed seeds* are a mix of local and improved seeds. *Seeds from unspecified sources* are seeds for which there is little information as to their origin or real nature.

**Q3B.10: Principal Source from which the Seeds are Obtained.** The interviewer should enter the code which corresponds to the principal source from which the seeds are obtained. If there is more than one, the interviewer should choose the one from which most of the seeds are obtained.

**Q3B.11: Reason for the Choice of this Type of Seed.** The interviewer should enter the code which corresponds to the main reason for the household's choice of this type of seed.

**Q3B.12a to Q3B.12h: Type of Input Used.** For each of the inputs listed, the interviewer should enter 1 for "Yes" if the input was used or 2 for "No" if not.

### **Section 3 C : Cost of Inputs Used during the Off-season**

This section focuses on the cost of the inputs used during the off-season in all the plots cultivated by the household.

*N.B. The interviewer should first enter the names of the seeds used, and complete the section on Type of Input according to type of input – in other words, line by line.*

**Q3C.3: Crop Code.** This column should be filled only for seeds (lines 11 to 15), and should indicate the code of the crop for the seed used. The subject should use as many lines as there are crops. The codes remain the same as those for Section 3B, for which the nomenclature is given on page 17 of the questionnaire. For the seeds, please enter only the name of the product. The code will be entered at the end of the interview.

**Q3C.4: Use of Input by the Household during the 2010/2011 Off-season, if Applicable.** The question aims to establish whether the household has used this input in any of its plots during the 2010/2011 off-season. The input may have been obtained by any means (purchase, donation/grant etc.). Please enter the code corresponding to the correct response.

**Q3C.5a, Q3C.5b: Quantity of Input Used during the 2010/2011 Off-season,** The question aims to establish the total quantity of this input, of whatever origin (purchase, donation etc.), used in all the plots owned by the household. The interviewer should enter the quantity consumed under Column **3C.5a** and the corresponding unit of measure under Column **3C.5b**. In cases where more than one unit of measure was used for the supply of the input used over the course of the year, the different amounts should be converted to total quantities of a single unit, the kilogramme in general being accepted as the most practical unit.

**Q3C.6a, Q3C.6b: Source of Inputs Used.** A farmer may patronise more than one source for supply of the inputs s/he needs. The purpose of the question is to establish for each input, the two major sources of supply. If only one source is used for an input, the second column should be left blank.

**Q3C.7: Purchase of Input if Applicable.** If part of the input was purchased, enter 1 for "Yes" and 2 for "No" if not applicable.

**Q3C.8a, Q3C.8b: Quantity and Value of Input Purchased.** This question refers to cash purchases. The quantity of input purchased should be entered in column **3C.8a**, (**using the same unit as for 3C.4 - making the conversion if necessary**) and the corresponding amount in Column **3C.8b**. Amounts should be recorded in FCFA. For example, if the farmer purchased this input for FCFA 10,000, the figure 10000 is recorded in column **3C.8b**.

**Q3C.9: Use of Credit Facilities for the Purchase of Inputs.** The question aims to establish whether those households which purchased their inputs used credit facilities for the purpose. Credit facilities include supplier credit (the seller supplies the merchandise on credit against payment at a later date), loans from a financial institution (bank, IMF), loans from a relation, friend etc. The interviewer should endeavour to find out if the household used any of these facilities to raise money for the purchase of his/her inputs and enter 1 for “Yes” or 2 for “No”.

**Q3C.10: Securing of Credit for the Purchase of Inputs.** The question aims to establish whether those households which applied for credit facilities were successful in obtaining them. The sources of credit are the same as before. Enter 1 for “Yes” or 2 for “No”.

**Q3C.11: Source of Credit.** Enter the code corresponding to the credit source. If more than one credit source was used for the purchase of the same input, record the main code (for the largest amount).

**Q3C.12: Due Date.** The due date for credits is the date by which the amounts must be fully repaid. Due date is recorded in months and years. For example, if the due date for a loan is October 2011, enter 10 in the column for the month and 2011 in the column for the year.

**Q3C.13: Amount of Credit for the Purchase of Inputs.** This refers to the amount of the credit obtained and not the total amount of purchase. The corresponding amount should be recorded in FCFA. In some cases, the farmer will take out a single loan for the purchase of more than one input. The interviewer must then make an effort to establish the share of the loan spent on each input.

**Q3C.14: Outstanding Repayments.** If part of the loan has already been repaid, record the repaid amount in FCFA. If the household has not yet begun repayments, the code to be recorded is zero.

**Q3C.15: Acquisition of Inputs as donations or Grants.** If part of the input was received as a donation or grant (from a relation outside the household, a neighbour, an NGO etc.) the interviewer should enter 1 for “Yes” or 2 for “No”, if not.

**Q3C.16: Principal Source of the Donation(s) of Input.** The interviewer should enter the code which corresponds to the source of the input received as a donation. If the household received this input as a donation from more than one source, the interviewer should record the principal source of the donation.

### **Section 3D : Other Expenses Relating to Off-season Agricultural Activities**

This section focuses on the other expenses (not necessarily incurred for raw materials, but rather for intermediate consumption items) in respect of off-season activities on all the plots cultivated by the household.

**Q3D.3: Expenses Incurred during the Off-season** (December 2010 – May 2011). Enter the appropriate code to indicate whether the household has incurred this type of expense in respect of off-season agricultural activities.

**Q3D.4: Number of Payments Made during this Period.** The interviewer should ascertain the number of times the household has incurred this type of expense in respect of all its off-season agricultural activities.

**Q3D.5: Average Amount of Each Payment.** The interviewer should record the average amount paid by the household in respect of this type of expenditure. If the amount was paid in a single installment, the amount involved should be recorded. Amounts should be recorded in FCFA.

**Q3D.6: Payment Schedule for the Purchase.** The interviewer should enter the code which corresponds to the payment schedule for the purchase.

### **Section 3E : Quantification of Off-season Production According to Crop Type**

The focus of this section is on off-season agricultural production. Production is addressed according to crop type, for all the plots cultivated by the household.

*N.B. A list of all crops from all fields should be drawn up before filling Questions 3E.4a to 3E.22b, line by line.*

**Q3E.3: Crop Codes.** The codes and nomenclature for the different crops are presented on page 17 of the agriculture questionnaire for the first visit. The interviewer should enter the code which corresponds to each crop, after having previously ascertained all the crops cultivated by the household during the off-season. The crops that are recorded in this section must be identical to those in Section 3B. The codes may be entered into the questionnaire only at the end of the interview.

**Q3E.4a, Q3E.4b: Date of First Planting/Replanting.** Some off-season crops have a shorter growth cycle than others. It is therefore possible for the household to carry out more than one planting and more than one harvest, although for those crops with a longer cycle will produce only one harvest. The interviewer should ascertain the month and year of first planting and record them under Columns **3E.4a** and **3E.4b** respectively. The entry for the months is recorded as follows: 1 for January; 2 for February; 3 for March; 4 for April; 5 for May; 6 for June; 7 for July; 8 for August; 9 for September; 10 for October; 11 for November; and 12 for December. The number for the year is recorded, for example, as 2010 or 2011.

**Q3E.5: Number of Weeks between First Planting/Replanting and Harvesting.** The interviewer should record the number of weeks between the first planting/replanting of this crop and its harvest.

**Q3E.6: Number of Crop Cycles.** This concerns the number of crop cycles (cycle of planting and harvesting). The interviewer should record the number of times this crop was cultivated during this off-season period.

**Q3E.7: Number of Weeks between the First Harvest and the Second Planting.** If the household carries out a second cycle of planting and replanting, the questionnaire should seek to establish the number of weeks between the first harvest and the second planting and replanting.

**Q3E.8: Average Area (in square meters) Used for the First Crop Cycle.** The question aims to establish the area used for first cycle crops. The interviewer should ascertain the area involved and record the appropriate code.

**Q3E.9a, Q3E.9b, Q3E.9c: Quantities of Crop Harvested.** The quantities of crops harvested are recorded under **3E.9a**, using the same local unit of measure as for **3E.9b**. These quantities should be converted to kilograms at the end of the interview and recorded under **3E.9c**. The aim of the question is to ascertain the quantity of crops harvested during first cycle production. For some crops, it is possible, even with a single production cycle, to obtain more than one harvest. For example, a market gardener may be able to harvest his/her lettuce crop once a week for an entire month. Therefore, it is useful to ask additional questions in order to gain a more accurate understanding of the cycle. *For example, the subject may additionally be asked: "How many times have you harvested this product within this production cycle? What was the quantity you harvested each time?" Such additional questions help to give a clearer idea of the production level involved.*

**Q3E.10: Sale of Part of the Harvest, if Applicable.** The question aims to establish whether production is sold. The appropriate code should be entered.

**Q3E.11a, Q3E.11b, Q3E.11c: Quantities Sold.** The quantities sold should be recorded under **3E.11a**, using the same local unit of measure as for **3E.11b**. This quantity should be converted to kilograms at the end of the interview and entered under **3E.11c**. The same approach as that adopted for **3E.9** should be adopted in order to more accurately determine quantities sold.

**Q3E.12: Amount Realized in Sales of the Product.** The interviewer should evaluate total amount realized from sales, and record the corresponding figure in FCFA. Sales of market garden products are frequent and could bring in considerable amounts, which makes it difficult to obtain clear information on sales. The amount realized must always be linked to production sales. The interviewer should endeavour to ascertain the frequency of sales and the amount realized from each sale as an aid in the assessment of total amounts.

**Q3E.13: Types of Client.** It is obvious that the household will certainly have more than one client. The idea is to identify the main one – the one who purchases the biggest quantity of product in terms of value. It should be recalled that even small-scale informal food sellers selling by the roadside, for example, are classified together with *restaurants, hotels and supermarkets*. “Household” should be understood to mean any individual who buys for his/her personal consumption.

**Q3E.14: Sales Point.** The interviewer should record the main point of sale for a product. *Sales contract* means the contract document which formalizes a sale between the farmer and the buyer, even before the harvest is collected.

**Q3E.15: Person Controlling Income Derived from Sales.** The question asks the sequence number of the person controlling the use of income derived from the sale of the product. Enter the sequence number of this person.

**Q3E.16: Loss of a Part of Production Before Harvest, if Applicable.** Different problems could lead to the loss of a part of production, such as flooding, drought, insect infestation etc. If part of production is lost for any reason, enter 1 for “Yes” or 2 for “No”.

**Q17: Percentage of Production Lost Before Harvest.** The subject should be asked the percentage of crop production which is lost before harvest. The household may find it difficult to assess the percentage – in which case the interviewer should ask, for example, what fraction (tenth; fifth; quarter; third etc.) of the field has been damaged by the problem. If the plot is nearby, the interviewer could also ask the subject to show him/her the part of plot which was affected.

**Q3E.18: Principal Reason for the Loss of Production.** The interviewer should identify and record the appropriate code.

**Q3E.19a, Q3E.19b: Quantity of Production Consumed by the Household.** The quantity consumed by the household is recorded under **3E.19a**, using the same local unit of measure as for **3E.19b**. As was the case for quantities sold, the quantity consumed may be difficult to ascertain. Additional questions on rate and quantity of consumption should be asked each time, in order to arrive at an evaluation of total quantity consumed.

**Q3E.20a, Q3E.20b: Quantity of Production Preserved as Seed.** The quantity preserved as seed is recorded under **3E.20a**, using the same local unit of measure as for **3E.20b**. If the quantity is nil, the correct code is 0.

**Q3E.21a, Q3E.21b: Quantity of Production Preserved as Animal Feed.** The quantity of product preserved as animal feed is recorded under **3E.21a**, using the corresponding local unit of measure used in **3E.21b**. If the quantity is nil, the correct code is 0.

**Q3E.22a, Q3E.22b: Quantity Sent as donations to Other Households.** The quantity sent as donations to other households is recorded under **3E.22a**, using the same local unit of measure used for **3E.22b**. If the quantity is nil, enter 0. Part of its production may have been given as donations to neighboring households, family members who do not belong to the household, friends etc. The interviewer should endeavour to assess the total value of donations after the interview.

## **VOLUME 3 : COMMUNITY QUESTIONNAIRE**

## 1. INTRODUCTION

The questionnaire is designed to collect data on the area, community, or village. The subjects are taken from a group of persons resident in the area or village. This groups represent a socio-cultural cross-section of the village (men, women, young people, leaders of opinion, religious leaders etc.). Its objective is to collect socio-economic data on the village, on price levels in the area and on the nearest markets.

All sections of the questionnaire must be completed. The exercise is carried out in two phases - firstly, all sections must be completed, with the exception of Section 7 which relates to prices. The first part of the survey is carried out as a group exercise. The team leader directs the interview, accompanied by two other interviewers. Immediately the team leader arrives in an area and establishes contact with the village authorities, s/he must brief them thoroughly on the questionnaire and the work program of the interviewers.

Interviews should be conducted as a discussion between the team of interviewers and the subjects. Each time a question is put, the subjects must be allowed sufficient time to formulate a response. In some cases the initial responses (for example, the distance of an infrastructure from the area) may prove inconsistent. This is unsurprising, given that some subjects have difficulty in estimating distances, while others could be estimating the distance involved from their own residence which might not be centrally located compared to the rest of the area etc. In this kind of situation, a more useful result may be achieved by simply steering the discussion in the desired direction and allowing the people to express themselves. In this kind of situation the more influential individuals might show a tendency to monopolize the conversation; however, the team must be careful to redirect the conversation to the question, by perhaps encouraging the more silent members of the group to join in and air an opinion.

The second phase of the exercise will address Section 7 of the questionnaire, relating to prices. This section should be completed using the prices obtained from different markets and sales points in the area. During this phase, the team leader will again take charge, supported by two interviewers.

This manual also provides guidelines which will prove useful during the training of the survey staff as well as during the different stages of their field data collection work. It must be referred to at all times in order to find answers to questions on the concepts used in the questionnaires, and the instructions on how the questionnaires should be completed.

## 2. COVER PAGE : GEOGRAPHICAL COORDINATES

This part of the questionnaire is to be completed by the team leader using a GPS device which will be provided. S/he will take the geographical coordinates for the village/area (latitude and longitude). These coordinates must be taken from outside, and measured in two-digit decimal degrees followed by 5-digit minutes. The GPS coordinates are indicated on the cover page of the questionnaire.

**Example : N : 12°12'54.6''**  
**E : 09°35'56.21''**

## 3. SECTION 0 : LIST OF SUBJECTS

This table is designed to hold the list of all subjects of the survey. It comprises 08 columns and the same number of lines for subjects. All the columns under each line should be filled in before proceeding to the next line.

**Q0: ID Code.** This is the sequence number for each person beginning at number 01 and continuing till the number for the last person.

**Q1: Name.** The surname and first names of each person in the group must be recorded.

**Q2: Gender.** Code 1 indicates the male and 2 the female genders.

**Q3: Age.** Age as at last birthday should be clearly recorded.

**Q4: Function 1, Function 2.** If the person occupies a single function (position), the interviewer should ask the nature of this function and record the corresponding code. If the person occupies more than one function, the interviewer should ask for the most important of the functions and enter the corresponding code in the left-hand column, ask for the second most important function and enter the corresponding code in the column for Function 2.

**Q5: Length of Time Spent in the Community.** The number of full years spent by the person in the community should be clearly recorded in the questionnaire.

**Q6: Level of Education.** The code corresponding to the highest educational qualification of the subject should be entered in the questionnaire.

#### **4. SECTION 1 : EXISTENCE OF AND ACCESS TO SOCIAL SERVICES**

This table is used to record all the social services in the area, indicating number and distance away in terms of access. It contains 06 columns and 28 lines. The first thing to be done is to inventory all the infrastructures in the area and record them under column 1.01. When this column has been completed, all the other columns corresponding to the line must be filled before proceeding to the next one.

**Q1.01:** Code 1 should be entered if the service exists in the area and 2 if it does not. If the answer is “No”, the interviewer may proceed to Q1.03.

**Q1.02:** To be filled only if the service exists in the area. The interviewer should record the number of infrastructures of the same type existing in the area.

**Q1.03:** The interviewer should assess the distance from the nearest such infrastructure to the center of the area. The answer to this question must be arrived at in the most consensual manner possible. If the infrastructure does not exist in the area, or if the residents are not aware of its existence, the interviewer should enter 999.

**Q1.04:** The interviewer should ask the most common means of transport used by the residents to get to the service facility. The corresponding code should be clearly indicated.

**Q1.05:** The interviewer should ask how long it takes on average, using the most common means of transport defined above to access the service facility. The response should be converted to minutes if necessary and clearly recorded.

**Q1.06:** The interviewer should ask the question “What are the two (2) main problems encountered by the residents of this village/area with regard to the services rendered by this facility?” S/he should wait, and listen attentively to the responses given. These should be listed on a sheet of paper, and if there are more than two, s/he should find out which are the major problems and record the appropriate codes.

#### **5. SECTION 2 : ECONOMY AND INFRASTRUCTURES**

This section comprises 15 questions numbered 2.01 to 2.15. Questions 2.13, 2.14 and 2.15 may only be filled if the area is a rural area.



**Q2.01:** The interviewer should ask which are the main economic activities carried out by the residents of the village/area, and enter the codes for the three most important ones, in order of importance, in the boxes provided. The interviewer may, for example, in order to gain a clearer understanding of the main activities in the area, ask “What kind of jobs do the residents of the area most commonly do?”

**Q2.02:** The interviewer should endeavour to obtain the opinion of the group on trends in the economic situation of the area over the last 5 years and record the appropriate code. Once again, as many persons as possible should be encouraged to talk. If the response is “Nothing has changed”, the interviewer should proceed to question 2.04.

**Q2.03:** If some change has taken place (codes 1 or 3 under Q2.02), the interviewer should ask the reasons for this change and record them clearly.

**Q2.04:** The interviewer should ask if, during the rainy season the roads leading to the village/area are passable or not. Code 1 should be entered for “Yes” or 2 for “No”. If the response is “No”, the interviewer may proceed to Q2.05. If “Yes”, s/he should ask for how many weeks the road remains impassable during the rainy season and record the response.

**Q2.05:** The interviewer should ask if there are households in the village/area which have electricity supply and enter code 1 for “Yes” or 2 for “No”.

**Q2.06:** If there are households in the village/area which have electricity supply, the interviewer should ask the source of the electricity. The different sources should be enumerated one by one and code 1 entered for “Yes” or 2 for “No”.

**Q2.07:** The interviewer should ask whether any households in the village/area are supplied with pipe-borne water, and enter code 1 for “Yes” or 2 for “No”.

**Q2.08 :** The interviewer should ask whether any households in the village/area have the use of a mobile phone and enter code 1 for “Yes” or 2 for “No”.

**Q2.09:** The interviewer should endeavour to establish whether in the village/area there are any children aged between 5 and 17 years of age who are in salaried employment. Salaried employment in this context is defined as work which is unconnected with household employment (farming, trade etc.). Please note that family aid in this context does not qualify as salaried employment. However, a child working for wages in an agricultural enterprise (as an agricultural worker, for example) which is owned by an individual who is not a household member is considered to be in salaried employment. Code 1 should be entered for “Yes” or 2 for “No”.

**Q2.10:** The interviewer should ask whether any residents of the area have temporarily relocated with a view to finding employment elsewhere for part of the year. Code 1 should be entered in the box provided for “Yes” or 2 for “No”. If the response is “No”, s/he may proceed to Q2.12.

**Q2.11:** If the response to question Q2.10 was affirmative, the interviewer should endeavour to find out, for each destination proposed, whether at least one person from the area has gone there in search of work, and enter the appropriate code for the response.

**Q2.12:** The interviewer should ask whether it is easier or more difficult to find work in this village or city now than five years ago, and record the code for the response.

***Please Note: Q2.13, Q2.14 and Q2.15 should only be asked in the context of a rural area.***

**Q2.13 :** The interviewer should ask if there are public transport services to the village and enter code 1 for “Yes” or 2 for “No”.

**Q2.14:** If the response to the last question was negative, the interviewer should ask the distance which must be covered in order to find public transport. S/he should convert the distance to kilometers and record it as a decimal number, and then proceed to the next question.

**Q2.15:** If the response to question Q2.13 is affirmative, the interviewer should ask for the schedule of public transport services to the village and enter the code for the response.

## **6. SECTION 3 : HEALTH**

This section focuses on health issues within the locality (access to health services, medical personnel, types of infection etc.). The interviewer is advised, as a preparatory measure, to fill in questions in the table (Q3.02 to Q3.04), line by line. When the table has been completed, s/he may proceed to Q3.05.

**Q3.02:** The interviewer should ask whether this type of medical personnel is available in the area, and enter code 1 for “Yes” or 2 for “No”.

***N.B. :** If the response to Q3.02 is affirmative, the interviewer may proceed to the next question.*

**Q3.03:** If the response to question Q3.02 was negative, the interviewer should endeavour to find out the distance from the locality to this person’s workplace. The distance should be measured in kilometers.

**Q3.04:** If the response to question Q3.02 was negative, the interviewer should endeavour to find out the time it takes to get from the locality to the person’s workplace, indicating the most commonly used form of transportation in the area. The time should be calculated in hours and minutes.

**Q3.05:** The interviewer should ask the question “What are the major health problems in the village/area?”. S/he should wait for and listen attentively to the responses. These should be listed on a piece of paper, and then, if there are more than three, the interviewer may ask which are the three most serious problems and record the appropriate codes.

**Q3.06:** The interviewer should ask the question “Which are the three major problems presently encountered by the residents of the village/area with regard to the delivery of health services?”. S/he should wait for and listen attentively to the responses. They should be listed on a piece of paper and s/he should find out which are the three most important problems and record the appropriate codes.

**Q3.07:** The interviewer should ask where most women in the village/area give birth to their children and record the appropriate code.

## **7. SECTION 4 : AGRICULTURE**

**Q4.01:** The interviewer should ask if any households in the village/area engage in agricultural activities, enter code 1 for “Yes” or 2 for “No”, and proceed to Section 5.

**Q4.02:** The interviewer should ask the number of agricultural cooperatives operating in the village/area and record the response. If there are none, s/he should proceed to question (4.03).

**Q4.03:** The interviewer should try to find out the name(s) of the cooperative(s) and enter them clearly along the dotted lines provided. If there are more than three cooperatives, s/he should choose the three which are considered the most important by the subjects (perhaps the most active ones in the area).

**Q4.04:** For each one of the functions proposed, the interviewer should try to establish whether at least one of the cooperatives performs this role.

**Q4.05:** The interviewer should ask if there are any tractors in the locality (belonging to a household, a cooperative or any other structure) and enter 1 for “Yes” or 2 for “No”.

**Q4.06:** The interviewer should ask whether there is an agricultural supervisor in the village/area and enter 1 for “Yes” or 2 for “No”.

**Q4.07:** The interviewer should ask whether there is an on-going irrigation scheme in the locality and enter 1 for “Yes” or 2 for “No”. If not, s/he may proceed to Q4.09.

**Q4.08:** The interviewer should ask the number of agricultural households in the locality which are involved in this irrigation scheme and enter the response in the box provided.

**Q4.09:** The interviewer should ask whether the main sources of irrigated water are privately owned and enter code 1 for “Yes” or 2 for “No”. The subject may only respond “Yes” if the irrigation project functions mainly using privately-owned sources – in other words, sources built by the owners themselves rather than the State or community. The response can only be “No” if irrigation in the community sources water from public sector-owned sources, as for example, dams and dykes built by the State, the collective or other bodies. The response is “Not Applicable” if the community is not dependent on irrigation.

**Q4.10:** The interviewer should ask which is the main source of water for irrigation purposes in the community and record the code in the box provided.

**Q4.11:** The interviewer should endeavour to establish whether this water source is available year-round and enter code 1 for “Yes” and 2 for “No”. If the response to Q4.11 was “Yes”, s/he may proceed to Q4.14.

**Q4.12:** If the response to Q4.11 was “No”, the interviewer should ask during which months of the year water is available from this source, and enter the code. If water is available several months in the year, the appropriate codes should be entered in the boxes provided.

**Q4.13:** The interviewer should endeavour to find out during which months of the year water from this source was available during the last dry season and enter the appropriate code. If the water was available during several months of the year the appropriate codes should be entered.

**Q4.14:** The interviewer should ask the number of seed sellers operating in the community and record the response. If there are none, the code is 0.

**Q4.15:** The interviewer should ask whether some households in the locality sell or purchase fields, and enter code 1 for “Yes” or 2 for “No”.

**Q4.16:** The interviewer should endeavour to find out if there are sharecroppers in the village/area. Sharecropping is a system in which household A lends its farmland to another household B. At harvest time, proprietor A and manager B share the harvest. The concept of sharecropping must be explained to the subjects when asking the question. Code 1 should be entered for “Yes” or 2 for “No”. If the response was “No”, the interviewer may proceed to Q4.18.

**Q4.17:** If the response to question Q4.16 was affirmative, the interviewer should endeavour to evaluate the percentage of sharecroppers among the agricultural households. An effort must be made to elicit and record an adequate response.

**Q4.18:** The wages paid to agricultural workers in a given area are generally standard, and the interviewer must find out what they are. S/he should ask the wage for an adult male laborer (aged at least 15 years), an adult female laborer (aged at least 15 years) and a child (aged less than 15 years). The amounts should be recorded in FCFA.

**Q4.19:** The interviewer should endeavour to establish whether there is a traditional mutual aid system for farm work (Gayya or Bogou) operating between agricultural households, and enter 1 for “Yes” or 2 for “No”.

**Q4.20:** The interviewer should find out the month of the year during which the farmers of the village generally plant millet and enter the appropriate code. If millet is not grown in the area, the box should be left blank.

**Q4.21:** The interviewer should ask the month of the year during which the farmers of the village generally harvest millet and enter the appropriate code. If millet is not grown in the area, the box should be left blank.

**Q4.22:** The interviewer should ask the month of the year during which the farmers of the village generally plant sorghum and enter the appropriate code. If sorghum is not grown in the area, the box should be left blank.

**Q4.23:** The interviewer should ask the month of the year during which the farmers of the village generally harvest sorghum and enter the appropriate code. If sorghum is not grown in the area, the box should be left blank.

**Q4.24:** The interviewer should ask the month of the year during which the farmers of the village generally plant rice and enter the appropriate code. If rice is not grown in the area, the box should be left blank.

**Q4.25:** The interviewer should ask the month of the year during which the farmers of the village generally harvest rice and enter the appropriate code. If rice is not grown in the area, the box should be left blank.

**Q4.26:** The interviewer should ask the month of the year during which the farmers of the village generally plant cowpea and enter the appropriate code. If cowpea is not grown in the area, the box should be left blank.

**Q4.27:** The interviewer should ask the month of the year during which the farmers of the village generally harvest cowpea and enter the appropriate code. If cowpea is not grown in the area, the box should be left blank.

**Q4.28:** The interviewer should ask the month of the year during which the farmers of the village generally plant onion and enter the appropriate code. If onions are not grown in the area, the box should be left blank.

**Q4.29:** The interviewer should ask the month of the year during which the farmers of the area generally harvest onions and enter the appropriate code. If onions are not grown in the area, the box should be left blank.

**Q4.30 :** The interviewer should ask the month of the year during which the farmers of the village generally plant groundnuts and enter the appropriate code. If groundnuts are not grown in the area, the box should be left blank.

**Q4.31:** The interviewer should ask the month of the year during which the farmers of the village generally harvest groundnuts and enter the appropriate code. If groundnuts are not grown in the area, the box should be left blank.

**Q4.32:** The interviewer should ask the month of the year during which the farmers of the village generally plant tomatoes and enter the appropriate code. If tomatoes are not grown in the area, the box should be left blank.

**Q4.33:** The interviewer should ask the month of the year during which the farmers of the village generally harvest tomatoes and enter the appropriate code. If tomatoes are not grown in the area, the box should be left blank.

## **8. SECTION 5 : LIVESTOCK FARMING AND SHOCKS**

**Q5.01:** The interviewer should ask whether there are households which breed livestock, and enter code 1 for “Yes” and 2 for “No”. If there are none, s/he may proceed to Q5.12.

**Q5.02:** The interviewer should ask which are the two major means used to water livestock in the area during the rainy season and enter the appropriate codes for the responses received.

**Q5.03:** The interviewer should ask which are the two major means used to water livestock in the area during the dry season and enter the appropriate codes for the responses received.

**Q5.04:** The interviewer should find out whether the livestock have had an adequate supply of water in the last 12 months, especially during the dry season, and enter the code for the response. If the codes read 1 or 2, s/he may proceed to Question 5.07, omitting questions 5.05 and 5.06.

**Q5.05:** If the response to Q5.04 was “No; too little” (3), the interviewer should identify the reason why the area received insufficient water supply during the dry season and enter the appropriate code for the response received.

**Q5.06:** The interviewer should find out whether those households in the area which keep livestock migrate during the dry season in search of water, and enter the appropriate code for the response received.

**Q5.07:** The interviewer should find out if the livestock were able to find adequate pasture in the last 12 months, particularly in the dry season, and enter the code for the response in the box provided. If the codes were either 1 or 2, s/he may proceed to Question 5.09.

**Q5.08:** If the response to Q5.07 was “No, too little” (3), the interviewer should ask whether the households migrate in search of water and enter the code for the response in the box provided.

**Q5.09:** The interviewer should endeavour to find out if the household have easy access to livestock feed for purchase in the area. The code for the response should be entered in the appropriate box.

**Q5.10:** The interviewer should ask whether the households have easy access to a livestock market for the sale of their animals, and enter the appropriate code.

**Q5.11:** The interviewer should endeavour to find out if in the last 5 years, the area has experienced a livestock epidemic and enter code 1 for “Yes” or 2 for “No” in the boxes provided.

**Q5.12:** The interviewer should endeavour to find out if in the last 5 years the area has experienced a major insect attack against harvests and enter code 1 for “Yes” or 2 for “No” in the boxes provided.

**Q5.13:** The interviewer should endeavour to find out if in the last 5 years the harvests have been attacked by any disease and enter code 1 for “Yes” or 2 for “No” in the boxes provided.

**Q5.14:** The interviewer should ask the subjects whether “There was more or less rain during this last season than in the season before” and enter code 1 for “more” or 2 for “less”. Before recording the response to this type of question, more interveners should be encouraged to give an opinion and an effort should be made to reach a consensus on the responses given.

**Q5.15:** The interviewer should endeavour to sound the opinion of subjects on the abundance of rainfall in the most recent rainy season and enter the code for the conclusion reached.

**Q5.16:** The interviewer should endeavour to sound the opinion of subject on the onset of the most recent rainy season and enter the code for the conclusion reached.

**Q5.17:** The interviewer should endeavour to find out whether the area experienced extended periods of acute drought in the last 5 years, and enter code 1 for “Yes” or 2 for “No”.

**Q5.18:** The interviewer should endeavour to find out whether in the last 5 years the area experienced serious flooding and enter code 1 for “Yes” or 2 for “No” in the boxes provided. If not, s/he may proceed to the next section.

**Q5.19:** The interviewer should ask what are the major consequences of this flooding in the area and enter the code for the appropriate response.

## **9. SECTION 6 : NEEDS OF THE COMMUNITY, ACTIONS AND ACHIEVEMENTS**

To complete this section, question 6.01 must be completed for all the types of infrastructure; Columns 6.02 to 6.09 must then be completed for each infrastructure, before moving on to the next infrastructure.

**Q6.01:** The interviewer should ask whether the infrastructure in question was completed in the last 5 years or whether it had maintenance carried out on it in the community. Q6.01 should be asked for all items on the list before proceeding to the next question.

**Q6.02:** The interviewer should ask if anyone in the community has raised the issue of the need to build or carry out maintenance work on the infrastructures listed in the questionnaire.

**Q6.03 :** For all the responses received, in other words, for all “Yes” responses to Q6.02, the interviewer should ask which individual or group of individuals first drew attention to this need.

**Q6.04:** the interviewer should endeavour to find out if this led to discussions among members of the community.

**Q6.05:** The subject should be asked to name up to 5 persons or groups of individuals who joined in these discussions.

**Q6.06:** The interviewer should ask whether the discussions led to any decision to launch a project.

**Q6.07:** The interviewer should ask whether the community has sourced funds for the implementation of the project from the different sources named in the questionnaire.

**Q6.08:** If at least one response to the questions from Q6.07A to Q6.07F was “Out”, the interviewer should ask whether the community has received the assistance requested.

**Q6.09:** The interviewer should endeavour to find out whether in addition to receiving external assistance, any members of the community have participated in the implementation of the project by taking up at least one of the activities listed in the questionnaire.

## 10. SECTION 7 : QUESTIONNAIRE ON PRICES

This section of the questionnaire is designed to take readings of consumer food product prices. The interviewer should take price readings per weight for each product, (the species specified in the questionnaire) at three different sales points. The sales points may be daily markets, periodic markets, specialized markets (for example, livestock and cereal markets), stalls/shops etc. The questionnaire comprises four pre-filled (4) columns and six others to be filled during the interview. The exercise involves visiting the different markets in the area in order to obtain the requisite information. *Please Note: It is important to distinguish between the different species as specified in the questionnaire, and not to make any replacements. The list must be followed exactly as stands. If one of the species cannot be found on the markets, the line corresponding to that species must be left blank. The species of product available on the market should be indicated in the section of the questionnaire reserved for remarks.*

**Q7.03, Q7.06, Q7.09:** The interviewer must record the price reading for the species in question at 3 different sales points.

**Q7.04, Q7.07, Q7.10:** Corresponding weight must be recorded for every product for which a price reading has been taken.

**Q7.05, Q7.08, Q7.11:** The interviewer must record the unit which corresponds to the weight recorded above for each product for which a price reading was taken. *Please Note: The weight and corresponding unit are connected. The example of two prices recorded for millet sold by the tia illustrates this point*

*Reading 1. The price of the tia is FCFA 550 and is weighed by the survey official (preferred solution) who records that the tia weighs 2,250 kilogram.*

*Reading 2. The price of the tia is FCFA 575, and the survey agent has not been able to weigh the product.*

	(7.01)		(7.02)	(7.03)	(7.04)	(7.05)	(7.06)	(7.07)	(7.08)
Name of Product	Code for Product	Species of Product	Code for Species	Price Reading					
				Reading 1			Reading 2		
				Price	Weight	Unit	Price	Weight	Unit
Millet	702	Millet sold in 100kg bags	7021						
		Millet sold by the tia	7022	550	2250	2	575	1	1

## ANNEXES



## ANNEX 1: DEPARTMENTAL CODES

Regional Code	Name of Region	Dept. Code	Name of Dept.
1	AGADEZ	11	Tchirozérine
1	AGADEZ	12	Arlit
1	AGADEZ	13	Bilma
2	DIFFA	21	Diffa
2	DIFFA	22	Mainé-Soroa
2	DIFFA	23	N'Guigmi
3	DOSSO	31	Dosso
3	DOSSO	32	Boboye
3	DOSSO	33	Dogondoutchi
3	DOSSO	34	Gaya
3	DOSSO	35	Loga
4	MARADI	41	Madarounfa
4	MARADI	42	Aguié
4	MARADI	43	Dakoro
4	MARADI	44	Guidan-Roundji
4	MARADI	45	Mayahi
4	MARADI	46	Tessaoua
5	TAHOUA	51	Tahoua
5	TAHOUA	52	Birni N'Konni
5	TAHOUA	53	Bouza
5	TAHOUA	54	Illéla
5	TAHOUA	55	Keita
5	TAHOUA	56	Madaoua
5	TAHOUA	57	Tchin-Tabaraden
5	TAHOUA	58	Abalak
6	TILLABERI	61	Tillabéri
6	TILLABERI	62	Filingué
6	TILLABERI	63	Kollo
6	TILLABERI	64	Ouallam
6	TILLABERI	65	Say
6	TILLABERI	66	Téra
7	ZINDER	71	Mirriah
7	ZINDER	72	Gouré
7	ZINDER	73	Magaria
7	ZINDER	74	Matameye
7	ZINDER	75	Tanout
8	NIAMEY	81	Niamey

## ANNEX 2: CODES OF COMMUNES

Regional Code	Name of Region	Dept. Code	Name of Dept.	Code for Commune	Name of Commune
1	AGADEZ	11	Tchirozérine	11 90	Commune of AGADEZ
1	AGADEZ	11	Tchirozérine	11 80	Commune of TCHIROZERINE
1	AGADEZ	11	Tchirozérine	11 70	Commune of INGALL
1	AGADEZ	11	Tchirozérine	11 71	Commune of ADERBISSANAT
1	AGADEZ	11	Tchirozérine	11 01	Commune of TABELOT
1	AGADEZ	11	Tchirozérine	11 02	Commune of DAGABA
1	AGADEZ	12	Arlit	12 80	Commune of ARLIT
1	AGADEZ	12	Arlit	12 70	Commune of IFEROUANE
1	AGADEZ	12	Arlit	12 03	Commune of DANNET
1	AGADEZ	12	Arlit	12 04	Commune of GOUGARAM
1	AGADEZ	12	Arlit	12 05	Commune of TIMIA
1	AGADEZ	13	Bilma	13 80	Commune of BILMA
1	AGADEZ	13	Bilma	13 06	Commune of DJADO / CHIRFA
1	AGADEZ	13	Bilma	13 07	Commune of FACHI
1	AGADEZ	13	Bilma	13 08	Commune of KAWAE / DIRKOU
2	DIFFA	21	Diffa	21 90	Commune of DIFFA
2	DIFFA	21	Diffa	21 01	Commune of BOSSO
2	DIFFA	21	Diffa	21 02	Commune of CHETIMARI
2	DIFFA	21	Diffa	21 03	Commune of GUESKEROU/ KOMADOUGOU
2	DIFFA	21	Diffa	21 04	Commune of TOUMOUR
2	DIFFA	22	Mainé-Soroa	22 80	Commune of MAÏNE-SOROA
2	DIFFA	22	Mainé-Soroa	22 05	Commune of GOUDOUMARIA
2	DIFFA	22	Mainé-Soroa	22 06	Commune of FOULATARI
2	DIFFA	22	Mainé-Soroa	22 07	Commune of N'GUELBEYLI
2	DIFFA	23	N'Guigmi	23 80	Commune of N'GUIGMI
2	DIFFA	23	N'Guigmi	23 08	Commune of KABELEWA
2	DIFFA	23	N'Guigmi	23 09	Commune of N'GOURTI
3	DOSSO	31	Dosso	31 90	Commune of DOSSO
3	DOSSO	31	Dosso	31 01	Commune of FARREY
3	DOSSO	31	Dosso	31 02	Commune of GARANKEDYEY
3	DOSSO	31	Dosso	31 03	Commune of GOLLE
3	DOSSO	31	Dosso	31 04	Commune of GOROUBAN KASSAM
3	DOSSO	31	Dosso	31 05	Commune of KARGUI BANGOU
3	DOSSO	31	Dosso	31 06	Commune of MOKKO
3	DOSSO	31	Dosso	31 07	Commune of SAMBERA
3	DOSSO	31	Dosso	31 08	Commune of TESSA
3	DOSSO	31	Dosso	31 09	Commune of TOMBO KOAREY I
3	DOSSO	31	Dosso	31 10	Commune of TOMBO KOAREY II
3	DOSSO	32	Boboye	32 80	Commune of BIRNI N'GAOURE
3	DOSSO	32	Boboye	32 70	Commune of FALMEY
3	DOSSO	32	Boboye	32 11	Commune of FABIRDJI
3	DOSSO	32	Boboye	32 12	Commune of FAKARA
3	DOSSO	32	Boboye	32 13	Commune of GUILLADJE
3	DOSSO	32	Boboye	32 14	Commune of HARIKANASSOU
3	DOSSO	32	Boboye	32 15	Commune of KANKANDI

Regional Code	Name of Region	Dept. Code	Name of Dept.	Code for Commune	Name of Commune
3	DOSSO	32	Boboye	32 16	Commune of KIOTA
3	DOSSO	32	Boboye	32 17	Commune of KOYGOLO
3	DOSSO	32	Boboye	32 18	Commune of N'GONGA
3	DOSSO	33	Dogondoutchi	33 80	Commune of DOGONDOUTCHI
3	DOSSO	33	Dogondoutchi	33 19	Commune of DAN KASSARI
3	DOSSO	33	Dogondoutchi	33 20	Commune of DOGON KIRIA
3	DOSSO	33	Dogondoutchi	33 21	Commune of DOUMEGA
3	DOSSO	33	Dogondoutchi	33 22	Commune of GUECHEME
3	DOSSO	33	Dogondoutchi	33 23	Commune of KIECHE
3	DOSSO	33	Dogondoutchi	33 24	Commune of KORE MAIROUA
3	DOSSO	33	Dogondoutchi	33 25	Commune of MATANKARI
3	DOSSO	33	Dogondoutchi	33 26	Commune of SOUCOUCOUTANE
3	DOSSO	33	Dogondoutchi	33 27	Commune of TIBIRI (DOUTCHI)
3	DOSSO	34	Gaya	34 80	Commune of GAYA
3	DOSSO	34	Gaya	34 28	Commune of BANA
3	DOSSO	34	Gaya	34 29	Commune of BENGOU
3	DOSSO	34	Gaya	34 30	Commune of DIOUNDIOU
3	DOSSO	34	Gaya	34 31	Commune of KARAKARA
3	DOSSO	34	Gaya	34 32	Commune of TANDA
3	DOSSO	34	Gaya	34 33	Commune of TOUNOUGA
3	DOSSO	34	Gaya	34 34	Commune of YELOU
3	DOSSO	34	Gaya	34 35	Commune of ZABORI
3	DOSSO	35	Loga	35 80	Commune of LOGA
3	DOSSO	35	Loga	35 36	Commune of FALWEL
3	DOSSO	35	Loga	35 37	Commune of SOKORBE
4	MARADI	41	Madarounfa	41 91	Commune of MARADI I
4	MARADI	41	Madarounfa	41 92	Commune of MARADI II
4	MARADI	41	Madarounfa	41 93	Commune of MARADI III
4	MARADI	41	Madarounfa	41 80	Commune of MADAROUNFA
4	MARADI	41	Madarounfa	41 01	Commune of DAN ISSA
4	MARADI	41	Madarounfa	41 02	Commune of DJIRATAOUA
4	MARADI	41	Madarounfa	41 03	Commune of GABI
4	MARADI	41	Madarounfa	41 04	Commune of SAFO
4	MARADI	41	Madarounfa	41 05	Commune of SARKIN YAMA
4	MARADI	42	Aguié	42 80	Commune of AGUIE
4	MARADI	42	Aguié	42 70	Commune of GAZAOUA
4	MARADI	42	Aguié	42 06	Commune of GANGARA
4	MARADI	42	Aguié	42 07	Commune of TCHADOUA
4	MARADI	43	Dakoro	43 80	Commune of DAKORO
4	MARADI	43	Dakoro	43 08	Commune of ADJIEKORIA

Regional Code	Name of Region	Dept. Code	Name of Dept.	Code for Commune	Name of Commune
4	MARADI	43	Dakoro	43 09	Commune of AZAGOR
4	MARADI	43	Dakoro	43 10	Commune of BADER GOULA
4	MARADI	43	Dakoro	43 11	Commune of BERMO
4	MARADI	43	Dakoro	43 12	Commune of BIRNI LALLE
4	MARADI	43	Dakoro	43 13	Commune of BIRNI DAN GOULBI
4	MARADI	43	Dakoro	43 14	Commune of GADABEDJI
4	MARADI	43	Dakoro	43 15	Commune of KORAHANE
4	MARADI	43	Dakoro	43 16	Commune of KORNAKA
4	MARADI	43	Dakoro	43 17	Commune of MAIYARA
4	MARADI	43	Dakoro	43 18	Commune of ROUMBOU I
4	MARADI	43	Dakoro	43 19	Commune of SABONMACHI
4	MARADI	43	Dakoro	43 20	Commune of TAGRISS / SOLI
4	MARADI	44	Guidan-Roundji	44 80	Commune of GUIDAN-ROUMDJI
4	MARADI	44	Guidan-Roundji	44 21	Commune of CHADAKORI
4	MARADI	44	Guidan-Roundji	44 22	Commune of GUIDAN SORI
4	MARADI	44	Guidan-Roundji	44 23	Commune of SAE-SABOUA
4	MARADI	44	Guidan-Roundji	44 24	Commune of TIBIRI
4	MARADI	45	Mayahi	45 80	Commune of MAYAHI
4	MARADI	45	Mayahi	45 25	Commune of ALHASSANE MAIREYREY
4	MARADI	45	Mayahi	45 26	Commune of ATTANTANE
4	MARADI	45	Mayahi	45 27	Commune of GUIDAN AMOUMOUNE
4	MARADI	45	Mayahi	45 28	Commune of ISSAWANE
4	MARADI	45	Mayahi	45 29	Commune of KANEMBAKACHE
4	MARADI	45	Mayahi	45 30	Commune of SARKI HAOUSSA
4	MARADI	45	Mayahi	45 31	Commune of TCHAKE
4	MARADI	46	Tessaoua	46 80	Commune of TESSAOUA
4	MARADI	46	Tessaoua	46 32	Commune of BAOUDETA
4	MARADI	46	Tessaoua	46 33	Commune of HAWANDAWAKI
4	MARADI	46	Tessaoua	46 34	Commune of KOONA
4	MARADI	46	Tessaoua	46 35	Commune of KORGOM
4	MARADI	46	Tessaoua	46 36	Commune of MAIJIRGUI
4	MARADI	46	Tessaoua	46 37	Commune of OURAFANE
5	TAHOUA	51	Tahoua	51 91	Commune of TAHOUA I
5	TAHOUA	51	Tahoua	51 92	Commune of TAHOUA II
5	TAHOUA	51	Tahoua	51 01	Commune of AFALA
5	TAHOUA	51	Tahoua	51 02	Commune of BAMBEYE
5	TAHOUA	51	Tahoua	51 03	Commune of BARMOU
5	TAHOUA	51	Tahoua	51 04	Commune of KALFOU
5	TAHOUA	51	Tahoua	51 05	Commune of TAKANAMATT
5	TAHOUA	51	Tahoua	51 06	Commune of TEBARAM
5	TAHOUA	52	Birni N'Konni	52 80	Commune of BIRNI N'KONNI
5	TAHOUA	52	Birni	52 70	Commune of MALBAZA

Regional Code	Name of Region	Dept. Code	Name of Dept.	Code for Commune	Name of Commune
			N'Konni		
5	TAHOUA	52	Birni N'Konni	52 07	Commune of ALLELA
5	TAHOUA	52	Birni N'Konni	52 08	Commune of BAZAGA
5	TAHOUA	52	Birni N'Konni	52 09	Commune of DOGUERAOUA
5	TAHOUA	52	Birni N'Konni	52 10	Commune of TSERNAOUA
5	TAHOUA	53	Bouza	53 80	Commune of BOUZA
5	TAHOUA	53	Bouza	53 11	Commune of ALLAKEYE
5	TAHOUA	53	Bouza	53 12	Commune of BABAN KATAMI
5	TAHOUA	53	Bouza	53 13	Commune of DEOULE
5	TAHOUA	53	Bouza	53 14	Commune of KORAFANE
5	TAHOUA	53	Bouza	53 15	Commune of TABOTAKI
5	TAHOUA	53	Bouza	53 16	Commune of TAMA
5	TAHOUA	54	Illéla	54 80	Commune of ILLELA
5	TAHOUA	54	Illéla	54 70	Commune of BAGAROUA
5	TAHOUA	54	Illéla	54 17	Commune of BADAGUICHIRI
5	TAHOUA	54	Illéla	54 18	Commune of TAJAE
5	TAHOUA	55	Keita	55 80	Commune of KEITA
5	TAHOUA	55	Keita	55 19	Commune of GARHANGA / LABA
5	TAHOUA	55	Keita	55 20	Commune of IBOHAMANE
5	TAHOUA	55	Keita	55 21	Commune of TAMASKE
5	TAHOUA	56	Madaoua	56 80	Commune of MADAOUA
5	TAHOUA	56	Madaoua	56 22	Commune of AZARORI
5	TAHOUA	56	Madaoua	56 23	Commune of BANGUI
5	TAHOUA	56	Madaoua	56 24	Commune of GALMA KOUDAWATCHE
5	TAHOUA	56	Madaoua	56 25	Commune of OURNO
5	TAHOUA	56	Madaoua	56 26	Commune of SABON GUIDA
5	TAHOUA	57	Tchin-Tabaraden	57 80	Commune of TCHINTABARADEN
5	TAHOUA	57	Tchin-Tabaraden	57 70	Commune of TASSARA
5	TAHOUA	57	Tchin-Tabaraden	57 71	Commune of TILLIA
5	TAHOUA	57	Tchin-Tabaraden	57 27	Commune of KAO
5	TAHOUA	58	Abalak	58 80	Commune of ABALACK
5	TAHOUA	58	Abalak	58 28	Commune of AKOUBOUNOU
5	TAHOUA	58	Abalak	58 29	Commune of AZEYE
5	TAHOUA	58	Abalak	58 30	Commune of TABALAK
5	TAHOUA	58	Abalak	58 31	Commune of TAMAYA
6	TILLABERI	61	Tillabéri	61 90	Commune of TILLABERI
6	TILLABERI	61	Tillabéri	61 01	Commune of ANZOUROU
6	TILLABERI	61	Tillabéri	61 02	Commune of AYEROU
6	TILLABERI	61	Tillabéri	61 03	Commune of BIBIYERGOU
6	TILLABERI	61	Tillabéri	61 04	Commune of DESSA
6	TILLABERI	61	Tillabéri	61 05	Commune of INATES

Regional Code	Name of Region	Dept. Code	Name of Dept.	Code for Commune	Name of Commune
6	TILLABERI	61	Tillabéri	61 06	Commune of KOURTEYE (SANSANI HAOUSSA)
6	TILLABERI	61	Tillabéri	61 07	Commune of SAKOIRA
6	TILLABERI	61	Tillabéri	61 08	Commune of SINDER
6	TILLABERI	62	Filingué	62 80	Commune of FILINGUE
6	TILLABERI	62	Filingué	62 09	Commune of ABALA
6	TILLABERI	62	Filingué	62 10	Commune of IMANAN
6	TILLABERI	62	Filingué	62 11	Commune of KOURFEYE CENTER
6	TILLABERI	62	Filingué	62 12	Commune of SANAM
6	TILLABERI	62	Filingué	62 13	Commune of TAGAZAR
6	TILLABERI	62	Filingué	62 14	Commune of TONDIKANDIA
6	TILLABERI	63	Kollo	63 80	Commune of KOLLO
6	TILLABERI	63	Kollo	63 15	Commune of BITINKODJI
6	TILLABERI	63	Kollo	63 16	Commune of DANTCHANDOU
6	TILLABERI	63	Kollo	63 17	Commune of HAMDALLAYE
6	TILLABERI	63	Kollo	63 18	Commune of KARMA
6	TILLABERI	63	Kollo	63 19	Commune of KIRTACHI
6	TILLABERI	63	Kollo	63 20	Commune of KOURE
6	TILLABERI	63	Kollo	63 21	Commune of LIBORE
6	TILLABERI	63	Kollo	63 22	Commune of NAMARO
6	TILLABERI	63	Kollo	63 23	Commune of N'DOUNGA
6	TILLABERI	63	Kollo	63 24	Commune of YOURI
6	TILLABERI	64	Ouallam	64 80	Commune of OUALLAM
6	TILLABERI	64	Ouallam	64 70	Commune of BANIBANGOU
6	TILLABERI	64	Ouallam	64 25	Commune of DINGAZI
6	TILLABERI	64	Ouallam	64 26	Commune of SIMIRI
6	TILLABERI	64	Ouallam	64 27	Commune of TONDIKIWINDI
6	TILLABERI	65	Say	65 80	Commune of SAY
6	TILLABERI	65	Say	65 28	Commune of GUELADJO
6	TILLABERI	65	Say	65 29	Commune of TAMOU
6	TILLABERI	65	Say	65 30	Commune of TORRODI
6	TILLABERI	66	Téra	66 80	Commune of TERA
6	TILLABERI	66	Téra	66 70	Commune of BANKILARE
6	TILLABERI	66	Téra	66 71	Commune of GOTHEYE
6	TILLABERI	66	Téra	66 31	Commune of DARGOL
6	TILLABERI	66	Téra	66 32	Commune of DIAGOUROU
6	TILLABERI	66	Téra	66 33	Commune of GOROUAL
6	TILLABERI	66	Téra	66 34	Commune of KOKOROU
6	TILLABERI	66	Téra	66 35	Commune of MEHANA
7	ZINDER	71	Mirriah	71 91	Commune of ZINDER I
7	ZINDER	71	Mirriah	71 92	Commune of ZINDER II
7	ZINDER	71	Mirriah	71 93	Commune of ZINDER III
7	ZINDER	71	Mirriah	71 94	Commune of ZINDER IV
7	ZINDER	71	Mirriah	71 95	Commune of ZINDER V
7	ZINDER	71	Mirriah	71 80	Commune of MIRRIAH
7	ZINDER	71	Mirriah	71 70	Commune of TAKIÉTA

Regional Code	Name of Region	Dept. Code	Name of Dept.	Code for Commune	Name of Commune
7	ZINDER	71	Mirriah	71 01	Commune of ALBERKARAM
7	ZINDER	71	Mirriah	71 02	Commune of DAKOUSSA
7	ZINDER	71	Mirriah	71 03	Commune of DAMAGARAM TAKAYA
7	ZINDER	71	Mirriah	71 04	Commune of DOGO
7	ZINDER	71	Mirriah	71 05	Commune of DROUM
7	ZINDER	71	Mirriah	71 06	Commune of GAFATI
7	ZINDER	71	Mirriah	71 07	Commune of GARAGOUMSA
7	ZINDER	71	Mirriah	71 08	Commune of GOUNA
7	ZINDER	71	Mirriah	71 09	Commune of GUIDIMOUNI
7	ZINDER	71	Mirriah	71 10	Commune of KISSAMBANA / HAMDARA
7	ZINDER	71	Mirriah	71 11	Commune of KOLERAM
7	ZINDER	71	Mirriah	71 12	Commune of MAZAMNI
7	ZINDER	71	Mirriah	71 13	Commune of MOA
7	ZINDER	71	Mirriah	71 14	Commune of TIRMINI
7	ZINDER	71	Mirriah	71 15	Commune of WAME
7	ZINDER	71	Mirriah	71 16	Commune of ZERMOU
7	ZINDER	72	Gouré	72 80	Commune of GOURE
7	ZINDER	72	Gouré	72 70	Commune of TESKER
7	ZINDER	72	Gouré	72 17	Commune of ALAKOSS
7	ZINDER	72	Gouré	72 18	Commune of BOUNE
7	ZINDER	72	Gouré	72 19	Commune of GAMOU
7	ZINDER	72	Gouré	72 20	Commune of GUIDIGUIR
7	ZINDER	72	Gouré	72 21	Commune of KELLE
7	ZINDER	73	Magaria	73 80	Commune of MAGARIA
7	ZINDER	73	Magaria	73 22	Commune of BANDE
7	ZINDER	73	Magaria	73 23	Commune of DANTCHIO
7	ZINDER	73	Magaria	73 24	Commune of DOGO DOGO
7	ZINDER	73	Magaria	73 25	Commune of DUNGASS
7	ZINDER	73	Magaria	73 26	Commune of GOUCHI
7	ZINDER	73	Magaria	73 27	Commune of KWAYA
7	ZINDER	73	Magaria	73 28	Commune of MALLAOUA
7	ZINDER	73	Magaria	73 29	Commune of SASSOUMBROUM
7	ZINDER	73	Magaria	73 30	Commune of WACHA
	ZINDER	73	Magaria	73 31	Commune of YEKOUA
7	ZINDER	74	Matameye	74 80	Commune of KANTCHE /MATAMEYE
7	ZINDER	74	Matameye	74 32	Commune of DAN BARTO
7	ZINDER	74	Matameye	74 33	Commune of DAOUCHE
7	ZINDER	74	Matameye	74 34	Commune of DOUNGOU
7	ZINDER	74	Matameye	74 35	Commune of ICHIRNAWA
7	ZINDER	74	Matameye	74 36	Commune of KOURNI
7	ZINDER	74	Matameye	74 37	Commune of TSAOUNI
7	ZINDER	74	Matameye	74 38	Commune of YAOURI
7	ZINDER	75	Tanout	75 80	Commune of TANOUT
7	ZINDER	75	Tanout	75 39	Commune of FALANKO
7	ZINDER	75	Tanout	75 40	Commune of GANGANRA
7	ZINDER	75	Tanout	75 41	Commune of OLLELEWA

<b>Regional Code</b>	<b>Name of Region</b>	<b>Dept. Code</b>	<b>Name of Dept.</b>	<b>Code for Commune</b>	<b>Name of Commune</b>
7	ZINDER	75	Tanout	75 42	Commune of TARKA/ BELDEDJI
7	ZINDER	75	Tanout	75 43	Commune of TENHIA
8	NIAMEY	81	Niamey I	81 91	Commune I
8	NIAMEY	81	Niamey II	82 92	Commune II
8	NIAMEY	81	Niamey III	83 93	Commune III
8	NIAMEY	81	Niamey IV	84 94	Commune IV
8	NIAMEY	81	Niamey V	85 95	Commune V



### ANNEX 3: NOMENCLATURE OF TRADES AND PROFESSIONS

The “nomenclature for trades and professions” concerns Section 4 of the household questionnaire on the employment of household members. It constitutes a guide to the codes which correspond to Questions 4.23 in Section 4B and 4.51 in Section 4C. The nomenclature applies to the profession exercised by the individual, or in other words, to what the person does within the structure by which s/he is employed, which may perhaps be different from that expected from the original training undergone by the individual. For example, the employment of an electronics engineer who teaches electronics in a college is that of lecturing and not electronics engineering.

At least two points must be considered in determining the proper code for a trade or profession:

- It is important to distinguish between level of training and function executed within an enterprise. An electrical technician in an enterprise is the person who discharges this function within the enterprise. It should be noted that s/he may or may not hold the qualifications of an electrical technician;
- Persons apparently practising the same trade may have different codes. For example, a Chartered Accountant practicing a liberal profession will be classified in group 31 of the nomenclature. Another Chartered Accountant working as an employee in an enterprise would be classified in group 41.

This nomenclature is organised under 8 main headings with codes for 4 different functions. To identify the code for the 4 functions, the survey official must refer to the table below which will help to identify the appropriate group for the trade or profession. After locating the group in question in the detailed nomenclature, s/he can search for the proper code to enter into the questionnaire.

Table 1. Groups in the Nomenclature for Trades and Professions

<b>Groups (8)</b>	<b>Sub-groups (18)</b>	<b>Nomenclature Page</b>
1. Agriculture, livestock, hunting and fishery	11. Agriculture 12. Livestock, fishery, hunting	<b>3</b>
2. Member of the State Executive and Legislature; Administrative Authorities, Corporate Executive and Management, Clergy	21. Member of the State Executive & Legislature 22. Other Administrative Authorities 23. Corporate Executive and Management 24. Member of the Clergy	<b>3</b>
3. Liberal Intellectual and Scientific Professions	31. Liberal Intellectual and Scientific Professions	<b>4</b>
4. Senior Executive	41. Senior Company Executive 42. Senior Management Officer, Central and Communal Public Service 43. Senior Management Officers (Public Service & Corporations)	<b>5</b>
5. Middle Management and Technical Staff	51. Corporate Middle Management 52. Middle Management & Technical Officers, Central and Communal Public Service 53. Senior Management & Technical Officers (Public Service & Corporate Administration)	<b>7</b>
6. Commercial Worker & Independent Commercial	61. Commercial worker 62. Independent Commercial Worker	<b>9</b>

Worker	63. Non-commercial worker	
7. Craftsman & Laborer	71. Industrial Craftsman and Laborer 72. Service Craftsman and Laborer	<b>11</b>
8. Armed Forces & Police	81. Armed Forces & Police	<b>13</b>

**Grp.1 Grp.2 Grp.3 Work, Professions and Trades**

**1 AGRICULTURE, LIVESTOCK, HUNTING AND FISHERY**

**11 AGRICULTURE**

- 1101 *Large-scale Breeder – Farmer (farm covers 5 hectares or more)*
- 1102 *Small-scale Breeder – Farmer (farm covers less than 5 hectares)*
- 1103 *Marker Farmer-Gardener-Horticulturist*
- 1104 *Fruit Farmer – Plant Nurseryman*
- 1105 *Woodcutter, Charcoal Burner, Forestry Worker*
- 1106 *Agricultural Laborer*
- 1107 *Other Work within this group not elsewhere classified*

**12 LIVESTOCK, FISHERY, HUNTING**

- 1201 *Livestock Breeding, Poultry Farming etc.*
- 1202 *Shepherd/Herdsman*
- 1203 *Fisherman/woman, Sea Fisherman*
- 1204 *Hunter*
- 1205 *Other Work within this Group not elsewhere classified*

**2 MEMBERS OF THE STATE EXECUTIVE AND LEGISLATURE ; ADMINISTRATIVE AUTHORITIES, CORPORATE EXECUTIVES AND MANAGEMENT; CLERGY**

**21 MEMBERS OF THE STATE EXECUTIVE AND LEGISLATURE**

- 2101 *Members of the State Executive*  
Head of State; Member of Government (Minister, Permanent Secretary & officials of comparable rank)  
Other appointments within this group not elsewhere classified
- 2102 *Members of the Legislature*  
Member of Parliament, Mayor (Deputy Mayor), Municipal Councillor  
Other appointments within this group not elsewhere classified

**22 OTHER ADMINISTRATIVE AUTHORITIES**

- 2201 *Central Public Administrative Authority*  
Permanent Secretary (Ministry), Director (in the Office of the Minister), State Inspector-General, Director-General Director-National, Director, Head of Division
- 2202 *Senior-Level Embassy Staff*  
Ambassador, Chargé d'Affaires, Consul-General, First Secretary
- 2203 *Local Administrative Authorities*  
Governor, Regional Secretary to Government  
Prefect, Regional Member of Parliament

**Grp.1 Grp.2 Grp.3 Work, Professions and Trades**

Secretary to the Commune  
Other unelected administrative and communal authorities

2204 *Traditional Rulers and Village Chiefs*

Customary Chief, Village Chief, Area Chief  
Other traditional authority figures not elsewhere classified

2205 *Leaders and Senior Officials of Specialized Organizations (political parties, trade unions, NGOs etc.)*

Political party leader, Senior Official in a political party  
Trade union leader, Senior Official of a trade union  
Head of an employers' organization, Senior Official in an employers' organization  
Head of a humanitarian organization, NGO and association/Senior Official in a humanitarian organization, NGO and association  
Head and Senior Official of specialized institutions not elsewhere classified

23 CORPORATE EXECUTIVES AND SENIOR MANAGEMENT

2301 *Senior company management (more than 5 employees)*

Executive Chairman, General Manager, Administrative Manager, Company Director  
Other Directors (Administration, Finance, Marketing or Sales, Communication, Social Affairs, Human Resources or Staff ...)  
Other Heads of major enterprises (regardless of activity sector)

2302 *Head of small company (less than 5 persons)*

Company Head, Manager

24 MEMBERS OF THE CLERGY

2401 *Member of the Clergy*

Officiating Muslim clergy (Imam, marabout etc.)  
Officiating clergy of the Christian faith  
Other clergy not elsewhere classified

**3 LIBERAL INTELLECTUAL AND SCIENTIFIC PROFESSIONS**

3101 *Doctors and similar professionals*

General practitioner, Specialist (surgeon, gynecologist, pediatrician, ophthalmologist, orthopedist etc.), dentist, Pharmacist  
Doctors and similar professionals not elsewhere classified

3102 *Legal Officers*

Lawyer, bailiff, notary  
Legal officers not elsewhere classified

3103 *Administrative and commercial specialists*

Accounting adviser or specialist: Chartered Accountant, Auditor  
Economic, management, tax, legal (Legal Adviser, etc.), marketing specialist or adviser etc.  
Human resources, communications, organizations specialist or adviser etc.  
Other administrative and commercial specialists and advisers not elsewhere classified

3104 *Architects, Engineers and similar professionals*

architect, town planner, surveyor, cartographer  
engineer, civil engineer/public works

**Grp.1 Grp.2 Grp.3 Work, Professions and Trades**

Engineer, rural engineering (rural development, water supply ...)  
Electrical engineer, electronics engineer, mechanical engineer  
Telecommunications engineer, computer engineer  
Naval engineer  
Agronomist, agricultural engineer, veterinary  
Other engineers and similar professionals not elsewhere classified

**3105 *Other Independent Consultants***

Specialist or Adviser in the Human Sciences, Psychology etc.  
Specialist or Adviser in Communications: translator, interpreter, journalist, photographer, correspondent (press, newspaper etc.), etc.  
Other work within this group which is not elsewhere classified

**3106 *Artists (painter, sculptor, designer, musician ...)***

Poet, novelist, playwright, author and other writers (critics ...)  
Musician (guitarist, pianist, saxophonist), singer, classical singer  
Composer, choreographer, dancer  
Producer/director (cinema, television, radio), actor, comedian  
Artist painter/sculptor/designer (publicity, cartoons etc.)  
Other work within this group which is not elsewhere classified

**4**

**SENIOR EXECUTIVES**

**41 SENIOR EXECUTIVES IN PUBLIC OR PRIVATE ENTERPRISES**

**4101 *Corporate Senior Executive, Administration and Finance***

Senior Executive Officer, Finance and Accounts: Head of Finance and Accounting Services, Senior Executive Officer Management, Management Controller, Chief Accountant, Chartered Accountant etc.)

Senior Executive Officer, Economic Services and Planning: Head of Studies, Head of Service, Statistician, Actuary, Planner etc.

Senior Executive Officer, Marketing and Publicity Services: Buyer, Head of Products, Head of Marketing, Senior Officer Sales Promotion, Publicity Officer, Publicist, Head of Publicity etc.

Senior Executive Officer Legal and Tax Services: Tax specialist, Fiscal Adviser, Head of Legal Affairs, Head of Litigation, Notary Clerk etc.

Senior Executive Officer Recruitment, Human Resources and Training: Head of Service, Human Resources Adviser, Recruitment Officer, Personnel Officer etc

Other functions within this group which are not elsewhere classified

**4102 *Engineers and Technical Staff***

Specialist Engineer in electrical, electronic, electro-mechanical, air conditioning, water supply etc. studies

Works Supervisor, manufacturing, production or production chain

Computer scientist: computer analyst, analyst/designer, computer developer, database architect, database or network administrator, Head of Computer Services, Head of Computer Maintenance

designer, layout designer

Other functions within this group which are not elsewhere classified.

**42 SENIOR EXECUTIVE OFFICIALS IN THE CENTRAL AND COMMUNAL PUBLIC**

**Grp.1 Grp.2 Grp.3 Work, Professions and Trades  
SERVICE**

- 4201 *Senior Judicial Officers*  
President of the Court of Appeal, Judge, Magistrate, Surrogate, Public Prosecutor, Public Prosecutor  
Other functions within this group which are not elsewhere classified
- 4202 *Category A Classified Tax, Customs, Treasury, Budget and Planning Officials*  
Tax, Customs and Treasury Inspector  
Collector, Administrator/Auditor  
Senior Executive Officer, Economic Affairs and the Budget: Financial Controller, Head of Center etc  
Senior Executive Officer, Planning, Statistician and Demographer  
Price Controller, Quality Controller  
Other functions within this group which are not elsewhere classified
- 4203 *Other Category A Administrative Officials in the Central Public Service*  
Civil Administrator, Administrative Attaché  
Inspector, Administrative Affairs  
Inspector, Labor and Social Law  
Senior Executive Officer, Social Security Services  
Senior Executive Officer, Foreign Affairs  
Other functions within this group which are not elsewhere classified
- 4204 *Senior Executive Officials in the Communes*  
Communal Tax Collector, Civil Records Officer  
Other functions within this group which are not elsewhere classified

**43 SENIOR EXECUTIVES (PUBLIC ADMINISTRATION AND COMPANIES)**

- 4301 *Senior Executive Officers, Health and Social Services*  
Senior Executive Officer, Health System Administration: Head of Service, Head of District, General Overseer etc.)  
Senior Executive Officer, Social Services  
Senior Executive Officer, Dental Services, Medical-Health Services  
Senior Executive Officer, Pharmacy Services  
General Practitioner, Specialist Doctor, Dentist, Pharmacist  
Nutritionist/Dietician  
Other functions within this group which are not elsewhere classified
- 4302 *Senior Executive Officers, Education and Research*  
University Bursary Attaché  
Vice-Chancellor, other Heads of University or prestige public colleges  
Principal, Director of Institution  
Vice-Principal, Overall Supervisor  
Other functions within this group which are not elsewhere classified
- 4303 *Professors in Universities and Other Institutions of Higher Learning*  
University Lecturer: Assistant Lecturer, Senior Lecturer, Lecturer, Professor  
Senior Research Staff: Director of Research, Senior Research Fellow, Director of Research  
Other functions within this group which are not elsewhere classified
- 4304 *Secondary School Teachers*  
Secondary school Teacher and Tutor

**Grp.1 Grp.2 Grp.3 Work, Professions and Trades**

- Continuing and Physical Education Teachers  
Other functions within this group which are not elsewhere classified
- 4305 *Other Specialized Educational Officials*  
Inspector of Education (primary or secondary)  
Teaching Counselor, Guidance Counselor  
Other specialized functions in the educational sector which are not elsewhere classified
- 4306 *Senior Executives, Posts and Telecommunications Sector*  
Senior P & T Executives (P & T Administrator and Inspector)  
Other functions within this group which are not elsewhere classified
- 4307 *Senior Executives, Transport Sector*  
Ship/Airplane Pilot  
Mechanic, Navigator (plane/ship)  
Operations Manager, Head of Operations, Engineer  
Air Traffic Controller  
Ship Broker, Forwarding Agents  
Other senior executives in the transport sector.
- 4308 *Senior Executives in the Public Works and Equipment Sectors*  
Public Works Inspector  
Engineer  
Architect Surveyor, Town Planner,  
Senior Executive Officer, Public Works  
Senior Executive Officer, Rural Development and Water Supply  
Other functions within this group which are not elsewhere classified
- 4309 *Senior Executives, Agriculture, Livestock and Forestry Sectors*  
Agricultural Advisor, Forestry Adviser, Agricultural Extension Officer  
Engineer  
Senior Executive Officer, Agriculture, Forestry, Fishery and Livestock  
Senior Executive Officer, Veterinary Services  
Other functions within this group which are not elsewhere classified
- 4310 *Senior Executives, Power, Geology and Mines*  
Senior Executive Officer, Geology and Mines  
Other functions within this group which are not elsewhere classified
- 4311 *Senior Executives, Information, Communication, External Relations and Documentation*  
Senior Executive Officer Information and the Press: Journalist, Cameraperson, Photographer, Public Relations Officer etc.  
Senior Executive Officer, Communication  
Senior Executive Officer, Documentation: Archivist, Curator, Librarian, Documentalist  
Interpreter, Translator  
Other functions within this group which are not elsewhere classified
- 4312 *Senior Executive Officers, Cultural Affairs, Sport, Tourism and Leisure*  
Decorator, Model Designer  
Senior Executive Officer Cultural Affairs  
Senior Executive Officer, Mentoring, Youth and Sports: Inspector, Youth and Sports/Counselor, Youth and Mentoring  
Senior Executive Officer Tourism and Hotels  
Senior Executive Officer Leisure Activities

**Grp.1 Grp.2 Grp.3 Work, Professions and Trades**

Other functions within this group which are not elsewhere classified

**5**

**MIDDLE MANAGEMENT AND TECHNICAL STAFF**

**51 CORPORATE MIDDLE MANAGEMENT AND TECHNICAL STAFF**

**5101 *Corporate Middle Level Management and Technical Staff, Administration and Financial Services***

Financial and Accounting Service Officers: Personal Assistant/Accounts Secretary etc.)

Economic Affairs and Planning Officer: Actuarial Assistant etc.

Accounts Officer

Commercial Services Officer, Commercial Services Assistant

Marketing and Publicity Officer

Legal and Fiscal Services Officers: Legal Assistant etc.

Recruitment, Human Resources and Training Officers: Personnel Management Assistant, Human Resources Assistant etc.

**5102 *Company Technical Staff***

Technician/Chemical, Electronics, Cold Systems, Mechanics, Metallurgy etc.

Works Supervisor, Operations Officer

Computer Technician: Computer Assistant, Maintenance Technician, Network Technician

**52 MIDDLE MANAGEMENT LEVEL CENTRAL AND COMMUNAL PUBLIC SERVICE TECHNICIANS**

**5201 *Judicial Officers***

Middle level judicial officers within positive law jurisdiction (Clerk of the Court – Judicial Representative etc.)

Other functions within this group which are not elsewhere classified

**5202 *Category A3 and B Classified Tax, Customs, Treasury, Budget and Planning Personnel***

Comptroller of Tax, Customs and Treasury

Material Accountant, Accountant,

Economic Affairs and Budget Assistant: Economist/Bursar (of secondary school, hospital etc.)

Assistant Statistician: Deputy Technical and Statistical Assistant, Statistical Technician

Budget and Financial Resources Officer

Other functions within this group which are not elsewhere classified

**5203 *Other Category A3 and B Administrative Personnel in the Central Public Service***

Administrative Secretary

Work Controller

Foreign Affairs Secretary

Social Security Officer

Other functions within this group which are not elsewhere classified

**5204 *Communal Officials***

Public Registry Secretary

Other functions within this group which are not elsewhere classified

**53 MIDDLE-MANAGEMENT LEVEL OFFICERS AND TECHNICIANS (PUBLIC SERVICE AND CORPORATIONS)**

**5301 *Health and Social Affairs Officers and Technicians***

State-registered Specialist Nurse

State-registered or Specialist Midwife

**Grp.1 Grp.2 Grp.3 Work, Professions and Trades**

Medical Assistant, Dental Assistant  
Dental Prosthetist  
kinesiologist, Masseur, Optician, Child Care Officers  
Laboratory Assistant, Laboratory Technician, Medical Radiology Technician  
Assistant Pharmacist, Pharmaceutical Assistant  
Sanitary Technician and Assistant  
Social Assistant, Social Educator  
Other functions within this group which are not elsewhere classified

5302 *Education and Research*

Primary School Teacher, Primary School Director, Primary School Tutor  
Physical Education and Sports Teacher, Sports Educator  
Specialist Educator (for the blind, deaf, handicapped etc.)  
Other educational specialists who are not elsewhere classified

5303 *Officers and Technicians, Posts and Telecommunications Sector*

Communications Technician  
Comptroller – Collector, P & T  
Other functions within the group which are not elsewhere classified

5304 *Officers and Technicians, Transport*

Meteorology and Air Navigation Assistant  
Air Security Technician  
Customs Clearance Officer  
Train Conductor  
Other functions within this group which are not elsewhere classified

5305 *Officers and Technicians, Public Works*

Works Foreman, Works Supervisor  
Assistant Technical Officer, P W  
Rural Engineering Technician  
Civil Engineering Technician/Assistant  
Land Register Officer  
Other functions within this group which are not elsewhere classified

5306 *Officers and Technicians, Agriculture, Livestock and Forestry*

Agronomy Technician, Specialized Agricultural Technical Officer  
Agricultural Works Supervisor  
Forestry Controller  
Assistant FJA (Agricultural Youth Trainers)  
Specialized Livestock Assistant and Officer  
Forestry Technician  
Veterinary Assistant  
Other functions within this group which are not elsewhere classified

5307 *Officers and Technicians, Power, Geology and Mines*

Technician, Geology and Mines  
Other functions within this group which are not elsewhere classified

5308 *Officers and Technicians, Information, Communication and Documentation*

Information and Press Officer and Technician: Non-journalist reporter, Announcer, Anchor (radio and television)  
Communications Officer and Technician  
Documentation Officer  
Other functions within this group which are not elsewhere classified



**Grp.1 Grp.2 Grp.3 Work, Professions and Trades**

- 5309 *Officers and Technicians, Cultural Affairs, Sports, Tourism and Leisure*  
Cultural Affairs Officers and Technicians: Cultural events facilitator  
Youth and Sports Organization Officers and Technicians: Referee, Trainer, Sports Monitor,  
Professional Athlete (Runner, football player, boxer, wrestler etc.)  
Tourism Services Officers and Technicians: Tour Guide, Maître d'hôtel  
Leisure Services Officers and Technicians  
Other functions within this group which are not elsewhere classified

**6 EMPLOYEES AND INDEPENDENT WORKERS IN THE TRADE SECTOR**

**61 BUSINESS EMPLOYEE**

- 6101 *Business Employee (shop, market)*  
Storekeeper, Checker  
Shop Assistant  
Cashier  
Sales Person or Assistant Sales Person in a shop, Pump Attendant  
Other functions within this group n.c.e.

**62 INDEPENDANT BUSINESS PERSON**

- 6201 Shopkeeper  
6202 Fruit, Vegetable, Grain, Root, Oils, Condiments, Plantain Seller  
6203 Meat, Fish, Sea Food Seller  
6204 Seller of other food products (including beverages and cigarettes)  
6205 Seller of new clothing/footwear/leather goods, fabrics, underclothing (men and women's underwear, singlets, vests etc.)  
6206 Seller of second-hand items (clothing, shoes etc.)  
6207 Seller of perfumes/cosmetics and toiletries  
6208 Seller of domestic fuel (kerosine, wood, cooking gas, charcoal, wood shavings etc.)  
6209 Seller of fuels (petrol, diesel)  
6210 Seller of pharmaceutical products  
6211 Sellers of hardware  
6212 Other retailers of products who are not elsewhere classified

**63 EMPLOYEES OUTSIDE THE TRADE SECTOR**

- 6301 *Employees in Administration and Finance Services*  
Administration Services employee, Administrative Assistant, Administrative Officer  
Accounts Assistant  
Cashier, Counter Clerk  
Employee in Budget and Financial Resource Departments  
Official (tax recovery services, tax base records)  
Customs Official, Customs Agent  
Economic Control Official  
Employee, Economic Affairs, Economic Affairs Official  
Secretary, Typist, Telephone Operator - Receptionist – Telephone Operator, Input Operator,  
Machine Operator

**Grp.1 Grp.2 Grp.3 Work, Professions and Trades**

Messenger, Dispatcher (Courier), Administration Clerk, Delivery Person  
Insurance Agent, Insurer, Broker  
Real Estate Agent, Travel Agent  
Commercial Agent, Salesperson  
Supplier  
Other employment within this group which is not elsewhere classified

6302 *Health and Social Affairs Employees*

Waiter or Waitress, Nursing Assistant, Nursing Aid  
Travelling Health Worker  
Tablet Distributor  
Assistant Midwife  
Laboratory Assistant  
Health Worker; Sanitation Worker  
Other junior health and social affairs personnel

6303 *Posts, Telecommunications, Equipment and Public Works*

Junior P & T Employees, postman, telephone and telegraph operator  
Telecommunications Inspector  
Railwayman, Train Conductor  
Topography Equipment Operator, Rural Engineering Operator  
Meteorological Transmission Assistant, Meteorological Assistant  
Other functions within this group which are not elsewhere classified

6304 *Transport Service Employees*

Bus Ticket Collector etc.  
Taxi Driver, Motorbike Driver  
Bus and Coach Conductor  
Lorry Driver (tanker, trailer)  
Agricultural and forestry machinery operator  
Construction Machinery Operator  
Other drivers/conductors: company driver, personal driver etc.  
Motorbike boy  
Ferryman, sailor  
Other transport services staff

6305 *Agriculture, Fisheries, Forestry, Geology and Mines Employees and Agents*

Rural facilitator  
Agricultural Officer (Rural Development Agency)  
Forestry Official  
Technical Officer, Agriculture and Livestock  
Veterinary Nurse  
Geology and Mines Officer  
Other jobs within this group which are not elsewhere classified

6306 *Restaurant and Hotel Employees*

Bartender  
Hotel Waiter, hostess  
Cleaner, Dishwasher  
Other jobs within this group which are not elsewhere classified

6307 *Restaurant, Cafeteria or Bar Waiters, Servants*

6308 *House Help*

**Grp.1 Grp.2 Grp.3 Work, Professions and Trades**

Houseboy/housemaid, Baby-sitter, Nanny  
Cook, Housekeeper  
Other household staff, excluding personal driver and security guard

**6309 Other Employees**

Library Assistant, Archive Assistant  
Bodyguard, Security Guard, Night Watchman, Concierge  
Leisure Service Employees (PMUC (bookmaking), Lottery, Casino etc.)  
Other employment within this group which is not elsewhere classified

**7**

**CRAFTSMEN AND WORKERS**

**71 INDUSTRY CRAFTSMEN AND WORKERS**

**7101 Construction and Public Works Craftsman and Workers**

Mason, Plasterer, Tiler, Floor Covering Layer  
Scaffolding Builder, Carpenter, Ceiling Builder  
Plumber, Locksmith, Building Painter  
Construction Worker, Handyman, Sealing Worker  
Other trades within this group which are not elsewhere classified

**7102 Well Borer, Well Sinker**

**7103 Quarryman, Stone-cutter, Monumental Mason**

**7104 Glazier**

**7105 Electrician**

**7106 Mechanical, Electronic, Cold and Heat Systems Craftsmen and Workers**

Scrap Merchant, Panel Beater, Blacksmith  
Car Body Painter  
Auto Mechanic, Garage Mechanic, Machinery Repair Mechanic  
Electro-mechanical Engineer, Breakdown Mechanic (radio, television, refrigerator, etc.)  
Other trades within this group which are not elsewhere classified

**7107 Machine Operator, Cuviste (pot-man)**

**7108 Blacksmith, Welder**

**7110 Leather and Textile Craftsman and Worker**

Weaver, Thread Spinner, Dyer, Textile Craftsman  
Tailor, Embroiderer, Knitter  
Cobbler, Leather Craftsman, Shoe Repairer, Tanner  
Mattress Maker, Upholsterer  
Other crafts within this group which are not elsewhere classified

**7111 Wood Craftsmen and Workers**

Carpenters, Cabinet Makers, Wood Craftsmen  
Basket Maker/Basket Weaver  
Other crafts within this group which are not elsewhere classified

**7112 Agro-food Craftsmen and Workers**

Pastry Maker, Baker, Doughnut Maker  
Toffee, Jam Maker  
Delicatessen Keeper, Fishmonger, Butcher  
Natural Juice and Milk Product Maker, Ice-maker  
Local Brewer (millet beer etc.)

**Grp.1 Grp.2 Grp.3 Work, Professions and Trades**

Other trades within this group which are not elsewhere classified

7113 *Craftsmen and Workers in Other Industries*

Potter

Other crafts within this group which are not elsewhere classified

7114 *Miner, Gold and Precious Stones Prospector*

**72 SERVICE CRAFTSMEN AND WORKERS**

7201 *Telecommunications Services Craftsmen and Workers*

Telephone Booth Operator, Callbox Operator

Cyber Cafe Operator and Monitor

Cable-Operator

Other service in this group which is not elsewhere classified

7202 *Restaurant Services Craftsmen and Workers*

Grilled Fish/Meat/Doughnut Vendor

Cafeteria Manager (bar, local eatery), Cook

Other trade within this group which is not elsewhere classified

7203 *Personal Services Craftsmen and Workers*

Hairdresser Men/Women (including rinsing and tattooing), Barber

Manicurist, Pedicurist, Beauty Care Worker

Laundryman/woman/Itinerant Carwash (windshields)

Shoe shiner

Other trade within this group which is not elsewhere classified

7204 *Cleaning and Sanitation Craftsmen and Workers*

Cleaner/Washer, Garbage Man, Street Sweep

Other work within this group not elsewhere classified

7205 *Craftsmen and Workers in Other Services*

Traditional Medicine man, Healer

Printer, Photographer

Jeweller, Goldsmith

Watch Repairer – Watchmaker

Astrologer, Fortune-teller

Pedlar, Errand boy

Oil Extractor

Money-lender

Other trades within this group not elsewhere classified

7206 *Reprographer/Photocopier*

7207 *Cart man*

7208 *Miller*

7209 *Cart pusher*

7210 *Motorized Porter*

7211 *Docker*

**8**

**ARMED FORCES AND POLICE**

**81 ARMED FORCES AND POLICE**

8101 *Armed Forces and Police Officers*

**Grp.1 Grp.2 Grp.3 Work, Professions and Trades**

Army Officer, Gendarmerie Officer, Police Commissioner and Officer, Fire Officer  
Other Officers of the armed forces and law enforcement services not elsewhere classified

8102 *Non-Commissioned Officers in the Armed Forces and Police (from Sergeant to Chief Warrant Officer grades)*

Non-commissioned Army Officer, Non-commissioned Gendarmerie Officer, Police Inspector, Sub-Officer Fire Brigade

Other sub-Officers of the armed forces and law enforcement services not elsewhere classified

8103 *Other Armed Forces and Police Personnel (from 2<sup>nd</sup> Class Soldier to Corporal)*

Solider, Gendarme, Policeman/woman, Firefighter

Other rank and file armed forces and police personnel not elsewhere classified

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## ANNEX 4: NOMENCLATURE FOR BRANCHES OF ACTIVITY

The nomenclature for branches of activity also relates to Section 4 of the household questionnaire on the employment of household members. It is used to determine the code which corresponds to Questions 4.24 under Section 4B and 4.52 under Section 4C. This nomenclature is also used for Section 5B, Question 5.12 in order to identify the branches of activity in which the household enterprises are involved. A branch of activity is defined as the activity in which the structure (public administration, company etc.) which employs the person is engaged, independently of the trade profession of the person under consideration. For example, for a driver who works in a transport company, the appropriate branch of activity is “Transport of persons”. For another driver working for the NIS, the appropriate branch of activity is “Public Administration” which is the activity in which the driver’s employer, the NIS, is engaged.

Branch of Activity	DESCRIPTION
01	SUBSISTENCE AGRICULTURE
011	Millet and Sorghum Crops
012	Rice Crop
013	Other Cereals
014	Root Crops (yam, taro, cassava, banana-plantain etc.)
015	Oil-yielding Crops (groundnuts, oil palm etc.)
016	Fruit and Vegetable Crops
02	INDUSTRIAL AND EXPORT AGRICULTURE
021	Cotton Crop
022	Cocoa, coffee, tea crops
026	Other industrial and export products
03	LIVESTOCK AND HUNTING
031	Cattle Farming
032	Goat Farming
033	Sheep Farming
034	Other Mammals
035	Poultry
036	Farming of Other Animals
037	Rearing of Breeds of Different Types of Animal
038	Production of Products of Animal Origin and Livestock-allied Activities
039	Hunting and Trapping
04	FORESTRY AND FOREST EXPLOITATION
040	Forestry and Forest Exploitation
05	FISHING AND FISH FARMING
051	Maritime and Continental Fishing
052	Fish Farming
06	EXTRACTION OF HYDROCARBONS AND ENERGY-PRODUCING PRODUCTS
060	Extraction of Hydrocarbons (excluding prospection which are classified under 383) and Energy-producing Products
07	OTHER EXTRACTIVE ACTIVITIES
071	Extraction of metal minerals
072	Extraction of non-metallic minerals
08	MEAT AND FISH INDUSTRIES

<b>Branch of Activity</b>	<b>DESCRIPTION</b>
	081 Production, processing & conservation of meat and raw meat-based products
	082 Processing & conservation of fish and fish products
09	PROCESSING OF GRAINS AND PRODUCTION OF STARCHY END-PRODUCTS
	091 Production of cereal flour (including dry milling, dry milling of cereals etc.)
	092 Hulling of rice
	093 Manufacture of millet-based products
10	COCOA, COFFEE, TEA AND SUGAR INDUSTRIES
	Shelling of coffee beans and processing of coffee, tea, production of cocoa, chocolate and confectionary
	101
	104 Sugar manufacture
11	OILS AND ANIMAL FEED INDUSTRIES
	111 Manufacture of unrefined oils
	112 Manufacture of refined oils, margarine and fats
	113 Production of animal feed
12	MANUFACTURE OF GRAIN-BASED PRODUCTS
	121 Bread, pastry, biscuit-making
	122 Manufacture of food dough
13	PRODUCTION OF MILK, FRUITS, VEGETABLES AND OTHER FOOD ITEMS
	131 Manufacture of milk products
	132 Processing and conservation of fruits, vegetables and other food items
14	BEVERAGE INDUSTRY
	141 Brewing of beer and malt
	142 Manufacture of other alcoholic beverages (excluding beer and malt)
	143 Manufacture of non-alcoholic beverages and mineral water
15	TOBACCO INDUSTRY
	151 Manufacture of tobacco
	152 Manufacture of tobacco-based products
16	TEXTILE AND CLOTHING INDUSTRIES
	161 Ginning of cotton
	162 Manufacture of textile yarns and threads
	163 Manufacture of fabrics and nets
	164 Other textile industries
	165 Manufacture of articles of clothing (excluding footwear)
17	LEATHER AND FOOTWEAR INDUSTRIES
	171 Production of leather and leather articles
	172 Manufacture of footwear, including rubber and plastic footwear
18	WOOD INDUSTRIES EXCLUDING FURNITURE MANUFACTURE
	181 Sawing and treatment of wood: drying, impregnation, chemical treatment
	182 Manufacture of sheets of veneer, plywood and panels
	183 Manufacture of knockdown wood products
19	MANUFACTURE OF PAPER AND PAPER ARTICLES, PRINTING AND EDITING
	191 Manufacture of pulp paper, paper, cardboard and paper items
	192 Printing and printing-related activities, editing
20	PETROLEUM REFINERY, COKING AND PROCESSING OF OTHER ENERGY-PRODUCING PRODUCTS
	200 Petroleum refining: coking and nuclear industry

<b>Branch of Activity</b>	<b>DESCRIPTION</b>
21	CHEMICAL AND CHEMICAL PRODUCT MANUFACTURING INDUSTRIES
211	Manufacture of base chemicals
212	Manufacture of soap, perfumes, detergents and cleaning products
213	Manufacture of other chemical products
22	PRODUCTION OF RUBBER AND MANUFACTURE OF RUBBER AND PLASTIC ARTICLES
221	Rubber production
222	Manufacture of rubber articles
223	Manufacture of plastic articles (excluding footwear)
23	MANUFACTURE OF OTHER NON-METALLIC MINERAL CONSTRUCTION MATERIALS
231	Manufacture of cement
232	Manufacture of other non-metallic products
24	MANUFACTURE OF BASE METALLURGICAL PRODUCTS AND METAL STRUCTURES (EXCLUDING MACHINERY AND EQUIPMENT)
240	Manufacture of metallurgical products and metal structures
25	MANUFACTURE OF MACHINERY, ELECTRICAL APPLIANCES AND N.C.A MATERIALS
250	Manufacture of machinery, electrical appliances and n.c.a. materials
26	MANUFACTURE OF AUDIOVISUAL AND COMMUNICATIONS EQUIPMENT AND APPLIANCES, MANUFACTURE OF MEDICAL, OPTICAL AND CLOCK-MAKING INSTRUMENTS
260	Manufacture of audiovisual and communications equipment and appliances, manufacture of medical, optical and clock-making instruments
27	FABRICATION DE MATERIEL DE TRANSPORT
271	Manufacture of road vehicles
272	Manufacture of other transport materials
28	FURNITURE MANUFACTURE; MANUFACTURING ACTIVITIES NOT ELSEWHERE CLASSIFIED AND REHABILITATION
281	Furniture manufacture
282	Miscellaneous manufacturing and rehabilitation activities
29	POWER, GAS AND WATER GENERATION AND DISTRIBUTION
291	Electrical Power Generation, Collection, Transportation and Distribution
292	Water Capture, Treatment and Distribution
30	CONSTRUCTION
301	Site preparation and civil engineering and building works construction
302	Fitting and finishing works
31	WHOLESALE AND RETAIL SALES
311	Vehicle Sales
312	Motorcycle Sales
313	Sales of accessories and fuel
314	Wholesale trade in unprocessed agricultural products and live animals
315	Other wholesale trade (including middlemanship in wholesale trade)
316	General retail trading (food store, shop, grocery store ...)
317	Retail fruit and vegetable sales
318	Retail trading of other food products
319	Retail trading in clothing, footwear and fabrics (including second-hand clothing)



<b>Branch of Activity</b>	<b>DESCRIPTION</b>
	310 Retail trade in other products (including middlemanship in retailing)
32	REPAIR WORK
	321 Vehicle repairs
	322 Other repair work on personal items
33	RESTAURANTS AND HOTELS
	331 Hotels and camping sites
	332 Restaurants and bars
34	TRANSPORT, WAREHOUSING AND COMMUNICATION
	341 Rail Transport
	342 Transport by taxi/motorbike
	343 Other forms of passenger road transport
	344 Road transport of goods
	345 Other means of transportation (air, water)
	346 Allied and auxiliary transport activities
35	POSTS AND TELECOMMUNICATIONS
	350 Posts and Telecommunications
36	FINANCIAL ACTIVITIES
	361 Monetary and Financial Intermediation
	362 Insurance (excluding social security)
37	REAL ESTATE TRANSACTIONS
	371 Leasing of accommodation and other real estate
	372 Other real estate transactions
38	SERVICE PROVISION TO COMPANIES
	381 Direct leasing
	382 Computer and research-development activities
	383 Services provided mainly to companies
39	PUBLIC ADMINISTRATION AND SOCIAL SECURITY
	General public administration and provision of services to the community (including
	391 communes) as a whole
	392 Mandatory social security cover
40	EDUCATION
	400 Education
41	HEALTH AND SOCIAL ACTION
	411 Measures in favor of human health
	412 Veterinary activities
	413 Social action measures
42	OTHER SERVICES PROVIDED TO THE COMMUNITY, SOCIAL AND PERSONAL SERVICES
	421 Sanitation and waste disposal
	422 Association (economic organizations, religious and political organizations etc.)
	423 Artistic, leisure, cultural and sports activities
	424 Personal services (hair dressing and beauty care services, laundry, dying, funeral services, public letter writers, shoe-shiners etc.)
	425 Domestic services
43	EXTERNAL ORGANIZATIONS AND INSTITUTIONS
	430 External Organizations and Institutions



# ANNEX 5: USEFUL CONCEPTS IN THE INDIGENOUS LANGUAGES

English	Zarma	Hausa
Overstaffing	Jama kaà ba gumo	Yawan da ya zarce
Female/Male Sterilization	Fondey kaà i ga gana ga wayboro wala alboro te gunu	Juya mahaifa/dada*a
Implant	Jandi daà yaà hayyaàey nda care game safari kaà I ga daà waybora ga-ham kuuro cire	Karan maganin da ake tutsawa macce cikin fata don sakin sarari cikin haifuwa
Intra-uterine Device	Jandi ùaà hayyaàey nda care game ra safari kaà i ga daà haytu ra	Abubuwan da ake sawa cikin ma'aifar macce don sakin sarari cikin haifuwa
Rent	Fari albarka	Albarkar noma
Bonus	Banandi	Biya
Commission	Alaada	La'ada
Gratuity	Goy nooru	Lada, tukwuici
Bankruptcy	Kaàyaà	Faùuwa/fatara
Installments	Garaw kaà i ga pati kayna-kayna	Abinda aka kayyade a yanke bayan an ùauki bashi
Biomass	Goy jinay kaà ga fun almaney wala tuurey kaà I ga nafa nda	Wani sinadari da ake samu cikin itace ko bisasshe masu rai don samun makamashi
Share Dividends	Riiba	Kashi da aka samu cikin jari
Mosquito coil	Soboro safari	Iggiyar leko, lepa
Fallow	Fari fulanzam	Hutun gona (shema)
Drainage	Day kooguyaà	Jan ruwa
Gabion	Giryaz fune beeri koy	Dangarama ta duwatsu
Half-moon	Handu jare	Rabin wata
Zai	Guusiizo	Tassa
Low Wall	Koray kayna kaà I ga te haro ma si tuurey àwa se	Dangarama mai hana ruwa fitowa daga cikin fangale
Dykes	Koray kayna kaà i ga te haro ma si tuurey àwa se	Marhin kofar fangale
Stone bund	Tondi koray kaà i ga te ga dumariizey hallasi	Kariya ta duwatsu
Irrigation	Ntaasey haàando	Ban ruwa
Slash and burn	Fari zooru ga tonyaà	Toyì
Manure	Birji	Takin bisasshe
Compost	Birji fumbanta	Rubaççen taki
Clearing	Fari zooryaà	Sassabe
Agricultural Production	Farimi albarka	Amfanin gona

English	Zarma	Hausa
Agricultural Charges	Daliili kaà alfaro wi farimo fondo ra	Kashe-kashen *udin kayan noma
Erosion	Laabu buuko (gangani)	Zaizayyar *asa /fa*o
Gravity	Guusu-izey kaà ra haro ga bisa ga furo ntaasey ra	Dokin ban ruwa
Return pumping	Yeeti bandayaa – gaaray yaà tutayyaa	Turewa/dungujewa
Mortgage	Tolme	Jingina
Forage	Subu	Abincin bissashe
Urea	Birji kwaaray	Takin zamani
Organic Fertilizer	Kwaara birji	Takin galgajiya
Inorganic Fertilizer	Zaamani birji	Takin zamani
Plant Health Product	Fari ntaasey aàwaara safari	Maganin gidan gona
Insecticide	Aàwaara safari	Maganin kashe *wari/heshe
Fungicide	Paazo cira	Jan pazo/ dan barbaùo
Herbicide	Paazo kaà ga subu laaley wi	Pazo na kashe hakukuwa
Pesticide	Paazo kaà ga aàwaaray wi	Pazo na kashe *wari
Spinach	Finaari	Ganye mai kama da halshen saniya
Leek	Annasaara albasan	Albasar nasara
Bambara groundnut	Damsi kudurku	Ta*uruga/gujiya
Eggplant	Yaalo	Yalo
Amarante leaf	Cappaata	Allayyahu
Radish	Raadi	Radi
Turnip	Kaarot kwaaray	Nabe
Beetroot	Beterap	Beterap
Peas	Annasaara dunguri	Waken nasara
Input	Dumiizey, birjey, mooto pomo	Kayan noma
Crop Waste	Ntaasu hamni hamney kaà cindi	Tattakar amfanin noma
Yield	Fari albarka	Amfanin gona
Reimbursement	Nooro kaà alfarey ga bana jiiri kulu koppa se	Diyya
Interest	Riiba / nooru nda hari	Ruwa (Kuùì da ruwa)
Replanting	Tilam	Dashe
Production Cycle	Fari goy alwaatey	Juyawar lokacin aikin gona
Traditional Mutual Assistance	Boogu	Gayya
Sharecropping	Fara-farayze	

<b>English</b>	<b>Zarma</b>	<b>Hausa</b>
Exodus	Jaway	Fita biùar kuùì *etaren *asa (diga)
Pastoralism	Kuray	Kiyo