



Malawi Government
National Statistical Office

SECOND INTEGRATED HOUSEHOLD SURVEY, 2004

FIELD SUPERVISOR MANUAL

JANUARY 2004

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1 - INTRODUCTION

1.1 Survey objectives

You have been selected as one of the field supervisors for the implementation of the second Malawi Integrated Household Survey (IHS). The National Statistical Office (NSO) carries out the IHS approximately every five to six years. The first IHS was conducted between October 1997 and September 1998.

The principal focus of the survey is an issue of interest to us all – the welfare level of Malawian individuals and households. The survey data will be used in analyses to determine what proportion of Malawians are unable to meet their basic needs to enjoy an adequate standard of living and are living in poverty. These studies will also consider what accounts for some households being able to attain and sustain such a standard of living and what might be done to assist those households and individuals now living in poverty to escape poverty. The information collected in the IHS also will be used in a range of other studies, including examining employment, health, nutritional status, agriculture, as well as better understanding how households respond to changes in the macroeconomic environment. As you will learn, the data collected using the IHS is particularly rich because it integrates such a wide range of aspects of household and individual characteristics.

The enumeration of households in the IHS is spread over a year. This is done so that analysts are able to take into account the different conditions that households experience, particularly farming households, in both the rainy season and in the dry season. The lengthy enumeration period is also necessary in view of the size of the questionnaire and the fact that it may well take a day to properly administer a questionnaire to a household. Each enumerator will be responsible for the complete administration of the household survey questionnaire to 20 households in each of the twelve months the survey is being implemented across Malawi.

It is extremely important that you recognize that the survey is being conducted under the Statistics Act of 1967 that empowers you to collect information from selected households. However the information collected remains confidential to National Statistical Office (NSO) and must therefore not be divulged to any unauthorized person.

1.2. Survey methods

The second Malawi Integrated Household Survey is being carried out by the National Statistical Office. The IHS is designed to be nationally representative. That is, the information collected from the survey households will be used to estimate the characteristics of all households resident in Malawi. This is made possible through the use of random selection procedures to select households for interviewing.

The survey results will also be used to make district-level estimates of household characteristics. The IHS-2 is based on 30 strata – that is, populations for which the survey data should allow us to make reliable estimates of the characteristics of households and individuals in that population. The 30 strata are made up of 26 districts of Malawi (all districts, except Likoma), plus the four urban centres of Lilongwe, Blantyre, Mzuzu, and Zomba. A minimum of

240 households are to be interviewed in each district, with larger numbers of IHS survey households in the more populous strata, such as Lilongwe rural, Mangochi, Blantyre city, and some others.

The total planned sample size is 11,280 households – nationally, 940 households will be interviewed each month over twelve months. You are one of the field supervisors employed across the country to assist in successfully carrying out this task. You will supervise the work of the enumerators who will collect the data directly from the households. In turn, you will be supervised by the zone supervisors.

The survey uses two questionnaires:

- 1) A household questionnaire to collect detailed information on all aspects of the selected households in order to analyze the living standards of the population of Malawi. The enumerators will administer this questionnaire under your supervision.
- 2) With the view that household living standards also depend on community conditions, a community questionnaire is also to be administered in each EA in which the IHS-2 is to be administered. This questionnaire collects information from a small number of knowledgeable community residents on economic infrastructure, education and health services, etc. and prices of goods in the community where the survey households are living. You will be responsible for administering this questionnaire.

The household survey uses a direct interview method to collect information. Different reference periods are required for people to recall different information, from 7 days to 2 weeks to 4 weeks to the past 12 months, etc. depending on the frequency of occurrence of the items or issues being examined.

Because of the complexity of the household survey, several technical methods are used to guarantee the completeness and the quality of the survey data including:

- 1) The questionnaire is designed with pre-coded questions so that coding is done during the data collection to save time and to reduce errors.
- 2) The work of the enumerators and data entry operators will be supervised and checked very carefully. There is one field supervisor for every three or four enumerators and one zone supervisor for every two or three field supervisors.

1.3. Survey organization

The IHS is a complex survey. The household questionnaire is quite detailed and long, the sample size is large, and the year-long enumeration period may make it difficult to maintain the required level of professionalism among the survey staff over the months of the survey. You, as one of the field supervisors, are critical to the collection of a quality data set for use in important analyses for decision-making.

The survey will be administered in the field by the *enumerator*. One enumerator will be assigned to one IHS-2 sample EA each month. Their responsibility entails completing the twenty

household questionnaires in the sample EA. Most enumerators will be provided with bicycles to facilitate movement from household to household within an EA and to travel to the EAs from their place of residence. We expect that enumerators working in rural strata will need to change their place of residence within the stratum to which they have been assigned every two to three months. The EAs selected for enumeration in the rural strata are scattered. In order to be able to quickly get to the particular EA in which they are working every day, they need to reside in a location within that EA or very close to the EA. Consequently, enumerators must be willing and able to move their place of residence regularly so that the quality of their work will not suffer.

As a field supervisor you are responsible for 3 to 4 enumerators. In order for the enumerator to do a good job, s/he needs to have adequate supervision and to be able to easily request rapid assistance if required. You are responsible for making sure that the enumerator is able to do his/her work properly – that s/he has the correct information and tools needed for the job. Nationally, there will be fourteen field supervisors in total. You will reside in a convenient location relative to the enumerators that you supervise. You will be provided with a motorcycle for transportation purposes so that you are able to visit all of the enumerators under your supervision once a week, at a minimum, and to allow you to efficiently administer the community questionnaires each month.

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You will review all questionnaires that have been completed to make sure that they contain no errors. You will regularly sit in on interview sessions with the IHS sample household members conducted by the enumerators under your supervision to assess their work. After the household questionnaires have been submitted to you, you will return to the enumerators those questionnaires that are incomplete or that contain errors. In most cases, the enumerators will have to go back to the survey households to make the corrections. As NSO will assess your own performance primarily on the basis of the quality of the data that comes from the enumerators under your supervision, it should be expected that you will subject the questionnaires to rigorous examination.

You will be responsible for the completion of the community questionnaire. One questionnaire will be completed for each EA in which the household survey is administered – 564 community questionnaires in total across Malawi. Although the community questionnaire completion is your responsibility as the field supervisor, the enumerators should assist you in this task when they are able, particularly given the enumerators' more detailed knowledge of the enumeration areas in which you will be administering the community questionnaire. In some months, the enumerators' workload may not permit him or her the time to assist in the community questionnaire.

For enumerators in rural districts, you will be responsible for arranging transport to enable the enumerator to change his/her dwelling from time to time as the survey year progresses. Your zone supervisor has a vehicle which can be used to relocate an enumerator. It is your responsibility to make arrangements with your zone supervisor when necessary. They should alert you to any problems they might encounter, whether concerning the administration of the survey itself or concerning living and transport arrangements.

You will be under the supervision of **IHS zone supervisors**. Your zone supervisor is a permanent NSO staff member assigned to oversee the administration of the IHS. There will be eight such zone supervisors responsible for two or three field supervisors and five to twelve

enumerators each. The zone supervisors will be resident in zonal centres.

Your zone supervisor is responsible for the quality of the data which your enumerators and you provide. They are also responsible for logistical arrangements of your enumerators and you. Your zone supervisor will have a vehicle at his/her disposal. S/he is expected to make frequent visits to both you and to your enumerators. During visits to the enumerator, your zone supervisor will review completed questionnaires and make direct observation of interviews. If any questionnaires are incomplete or erroneous, the zone supervisor will discuss with the enumerator, and the questionnaire will be corrected with a revisit. At the end of each month, your zone supervisor will receive the completed questionnaires from you and then subject them to additional thorough review. If any questionnaires are incomplete or erroneous, these will be returned to you and you must go to the enumerator to have the questionnaire corrected. Your zone supervisors will be responsible for making sure all satisfactory questionnaires are transported to Zomba for data entry without delay.

The vehicles assigned to the zone supervisors are to be made available to facilitate the relocation of the enumerators as they move their residence from time to time as the survey year progresses. Enumerators are to inform their field supervisors of their need for transport. You will then inform your zone supervisor so that the necessary logistical arrangements are made.

Your zone supervisor is also responsible for any work related issues that the enumerators or field supervisors encounter as they do their work.

Finally, at NSO headquarters in Zomba, the national IHS-2 unit will operate under the direct oversight of the Commissioner of Statistics. Administratively, the IHS-2 unit is located within the Economics section of the NSO. Data entry will take place in the IHS-2 unit offices. Analysis of the data that you collect will also be the responsibility of the IHS-2 unit.

1.4. Organization of the Interview process

The enumerators will interview 11,280 households over the course of a 12-month period. Each enumerator will be located in the EA where s/he is interviewing households for the month in which the interviews are being conducted. The field supervisor and enumerators must communicate regularly with the local authorities to advise them about the purpose of the survey and to obtain their cooperation for the study.

Each household is interviewed once:

- 1) Within the household all members are interviewed individually with the exception of young children under 10 years of age and others who are unable to respond for themselves. Individuals may be unable to respond for themselves because of a disability or because they are not available for interviews. Other knowledgeable household members will respond for the young children and others unable to respond for themselves.
- 2) Because all members are interviewed individually, more than one visit may be required for many survey households in order to find times in which the members are present.

Timetable for activities in an EA is as follows:

1) In the first 3 days after arrival in an EA, the enumerator should have completed identifying the EA boundary and the 20 selected households as indicated on Form IHS 1-A (see Annex 2). These 20 households were randomly selected by the IHS-2 management team based on the complete listing of all households in the EA as recorded on Form IHS-1 (see Annex 1).

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2) After identifying the EA boundary and the 20 selected households, the enumerator will complete 20 household questionnaires for the EA in the remaining days in the month.

After finishing the questionnaire in each household, the enumerator must check the completed questionnaire before delivering it to you to check. When missing information, discrepancies or suspicious entries are noticed in the household questionnaire, the enumerator should re-interview the household to correct the information.

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After the enumerator is sure that the household questionnaires have been completed, you will check the completed questionnaire either during a monitoring visit or at the end of the month. At the end of 4 weeks in the EA, the enumerator will give 20 completed household questionnaires to you. You will review any that have not already been inspected. Once all 20 are inspected, you will deliver 20 completed household questionnaires, one community questionnaire, and all forms to your zone supervisor.

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2 - ROLE AND RESPONSIBILITIES OF THE FIELD SUPERVISOR

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2.1 Role of the field supervisor

The field supervisor organizes and directs data collection at the EA level. You will be responsible for any technical or other issues encountered by the enumerators at the EA level, including the following main tasks:

- 1) Coordinate and supervise all enumeration activities in the EA during the data collection process with survey households.
- 2) Monitor, check, and assess the quality of the work of the enumerators, particularly the quality of the data recorded in completed questionnaires.
- 3) Assist the enumerators in the collection of anthropometric data.
- 4) Monitor the condition of survey equipment assigned to the enumerators.
- 5) Report on the activities of the enumerators to the zone supervisors.
- 6) Collect information from knowledgeable community members using the community questionnaire.

2.2 Specific tasks of the field supervisor

1) Explain clearly to the enumerators the objectives and requirements of their work. Ensure that each enumerator has enough supplies for completing 20 household interviews in the month. Ensure that there are no problems with lodging for enumerators.

2) Re-confirm 20household selected (Form IHS-1A). Confirm need for any replacements requested by enumerators before contacting zone supervisor.

3) Supervise and follow the work being done by the enumerators, including:

- Review all completed Household Questionnaires using Forms F and H (see Annex 9 and Annex 11).
- Re-interview some households to ensure data quality and reliability.
- Make direct Observations of interviews.

4) Code the occupation and industry questions in the Time Use and Labour and the Household Enterprise modules.

5) Arrange meetings with local authorities and knowledgeable local residents to collect data for the community questionnaire. Completing the community questionnaire may take several days because of difficulties in locating the correct respondents and setting times for appointments. The process should be started immediately upon entry to the EA.

6) Write reports and send them to the zone supervisor upon completion of work in an IHS-2 survey EA, using Form D (see Annex 7).

7) When needed, organize team meetings with the enumerators. Your zone supervisor should be notified about the dates when the meetings will be held so that s/he can attend them as well. Your zone supervisor will notify IHS-2 team staff about the team meetings so that they may also attend. During these meetings you will discuss progress being made in the interview process, problems encountered, provide feedback from your observation of the enumerator's work, and report any notes or clarifications from headquarters staff in Zomba.

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6) Re-interview some households to ensure data quality and reliability.¶

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2.3 Relations with the zone supervisor

The zone supervisors will be responsible for training and improving the professional skills of both the field supervisors and enumerators through regular contacts with the field supervisor and occasional visits with the enumerators. They will monitor survey progress and solve common problems that arise during the enumeration process through providing technical guidance in the field. Therefore, you must report any problems encountered to the zone supervisor.

Each week, the zone supervisors will check on the EAs under their supervision. The checks will focus on the following aspects:

- 1) Operations of the enumerators.
- 2) Visit some survey households to randomly ask some questions from the questionnaire. This is done to assess the quality of data collected by the enumerators.
- 3) Resolve technical and professional problems that have arisen.

Through these activities, the work of both the field supervisor and the enumerators can be assessed, and the quality of data collected maintained.

If needed, your zone supervisor will meet with all of the field supervisors under his/her supervision. The dates of these meetings will be determined in advance so that IHS-2 management team personnel may attend. During these meetings the team will discuss progress being made in the interview process, problems encountered, receive feedback based on your zone supervisor's observation of the your work and your enumerators' work, and report any notes or clarifications from headquarters staff in Zomba.

At the end of each month, your zone supervisor is responsible for picking up all the necessary documents from you. You will sign Form R (see Annex 15) for the transfer of documents, including the number of each received. Enumerators will not be permitted to leave the EA until all interviews have been completed as assigned and the necessary documents have been transferred to you.

3 – PREPARATIONS FOR THE SURVEY

3.1 Meetings with the local authorities

3.1.1 Communicating the importance of the survey

On arrival at the EA, the first thing you and the enumerator should do is arrange a meeting with the local authorities to clarify the purpose and importance of the survey. The contents of the meeting include:

- 1) Introduction of the enumerator to the local authorities.
- 2) Explanation of the following specific issues:
 - a) The National Statistical Office is conducting a second Integrated Household Survey. This survey aims to produce an in-depth assessment of the actual status of living conditions of all segments of the population. It is of great significance to provide the information needed to form the basis of policy development in order to improve and upgrade the living conditions of all Malawians across all sectors.
 - b) The data collected from the survey will be used for the analysis of current

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- 1) Name and code of each enumerator.
 - 2) Lists of the surveyed households, including households interviewed from the original listing and replacements, if necessary. Remarks explaining the need for replacements will be provided for each replacement household.
 - 3) Main difficulties encountered during the month. These difficulties can range from poor performance of the enumerator, bad weather causing delays in the process, transport difficulties, to non-cooperation on the part of the local community.
 - 4) Brief comments on the work quality of each enumerator.
- Before proceeding to the next EA, all questionnaires and relevant papers relating to the enumeration of the previous EA must be completed and sent to the zone supervisor. The documents should include:
- 1) 20 completed household questionnaires
 - 2) 1 community questionnaire
 - 3) Form A Listing of Households
 - 4) Form C Direct Observation of Household Interview (at least 2 per enumerator)
 - 5) Form D Reinterview Form (4 to 6 per enumerator)

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important socio-economic issues of the nation such as: living standard disparities, poverty rates, social services for people's daily needs, labor and employment, lack of employment among youth, and so on.

c) All information and data collected from the households is absolutely confidential, and is to be used for research purposes only. It will not be used for tax imposition or for other purposes.

3.1.2 Requests for assistance from the local authorities

You must request assistance from the local authorities in order to create the conditions that will enable the enumerator to complete his or her work efficiently.

- 1) Discuss with community leaders any changes in households since the household listing was done
- 2) Ask the village leaders to encourage the survey households in their area to cooperate with the enumerators as they provide information to them.

3.2 Replacement households

Your zone supervisor will provide your enumerator with a listing of the 20 households selected for interview in each of the EAs that have been chosen for inclusion in the survey process (indicated in Form IHS 1-A). A complete listing of the districts and Traditional Authorities or urban administrative wards in which EAs have been selected for the IHS-2 is included in the Enumerator Manual.

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In the event that a household among the twenty selected households cannot be interviewed (such as refusal, dwelling was destroyed, etc), you must contact your zone supervisor for the replacement household. You will then give the information on the replacement household to be used to the enumerator. Your zone supervisor has this information on Form IHS 1-B (see Annex 3). Before you request a replacement household, you must investigate the conditions as reported by the enumerator and make every attempt to avoid needing to replace any of the original twenty selected households:

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- In the event of a refusal, you should go to the household and try to explain the reason for the survey and make an another request for interview.
- In the event that a dwelling could not be located, you must go and attempt to locate the dwelling.
- In the event that the dwelling is reported to be destroyed, you must go and confirm the report.

You must be able to report in detail the conditions for needing the replacement household.

3.3 Preparation of questionnaire for enumerators

You are responsible for obtaining blank household questionnaires and Form Q (Letter of Thanks) for each EA and providing them to enumerators. Enumerators should have sufficient blank questionnaires so that if any households have more than 12 members they will be able to interview all members on additional questionnaire forms.

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3.4 Time management

At the start of the month, you should complete Form E, a Field Supervisor Calendar, (see Annex 8) with the tentative plan for:

- your visits to monitor enumerators and review completed questionnaires
- your visits to assist enumerators in Anthropometric measurement
- at least one team meeting with your enumerators

When your Zone Supervisor or a member of the IHS-2 management team visits you during the field work to monitor your activities, they will expect to see your calendar (Form E) to review your plans for the month.

Your monitoring visits to the enumerators should be **unannounced**. However, you will need to coordinate with the enumerator to plan for assisting them for anthropometric measurements.

4 – PROBLEMS FREQUENTLY ENCOUNTERED IN THE FIELD

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During the fieldwork, several common problems may arise:

- 1) The respondent needed is not present during the interview.
- 2) The household members refuse to respond or only give simple, superficial, perfunctory answers.

4.1 Respondents unavailable

Each part in the questionnaire is directly linked to specific household members. If during the interview, the required respondent is absent, the enumerator should arrange a time to return to the household when the respondent can be present. The enumerator must not collect information from other household members or neighbors for this absent respondent. After the enumerator has returned to the household several times without being able to contact the specific respondent, some other household member may respond for the absent respondent. You must closely

monitor and check these cases.

4.2 Refusal from household

Enumerators may face some cases of complete refusal to participate:

- 1) Household refuses to answer a particular part of the questionnaire.
- 2) Household refuses to answer the entire questionnaire.

In order to avoid refusal, the enumerator must be good at presentation, clearly stating the purposes and demands of the survey before putting specific questions to the household.

The following are the main reasons leading to refusal :

1) The respondent thinks that information on the income and income sources of his or her household is to be used as the basis for tax collection or income regulation. In order to avoid this problem, during the interview, the enumerator should pay attention to:

- a) Explain to the household that the statistical information and data collected through the IHS-2 are to be kept confidential. The data collected and aggregated from the household will be used primarily for research, and to prepare national economic development policies. The individual data from each household will not be utilized separately and will not be made available to other government departments or to any other organization.
- b) These data are used to assess the current status of people's living standards. Analyses of the data will help the government have a clear basis for developing programs and projects to improve and raise people's living standards.

2) Often, households do not want to waste time answering the survey. In order to avoid taking up too much time or making multiple visits, the enumerator should develop good interview plans, producing specific timetables for each household. If necessary, they can contact and work with the household at any time at the convenience of the survey household members (including noon, evening and Sunday). In the case that the interviewer has tried to explain and convince the household, but they remain hesitant and worried, you should further attempt to persuade the household to participate, probing as to the reasons why the household will not participate. Households should be replaced only after all methods to convince them to participate have been used.

5 - CHECK QUESTIONNAIRE AND CODING

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5.1 Check household questionnaire

You have to check each household questionnaire upon completion by the enumerator to

ensure that the questionnaire has been completed comprehensively. You should review each section and the data from each member in the section, looking for any inconsistencies, omissions, irrational responses, or other errors.

The checking work must be done just after the completion of the questionnaire by the enumerator and before handing the questionnaire over to the zone supervisor. Form F provides a standard checklist for reviewing questionnaires (see Annex 9).

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During the checking process, if any errors, inconsistencies, or irrationalities in the data are found, you are to meet directly with the enumerator to point out the shortcomings and to instruct that the enumerator fix the problems before moving to another EA.

In addition to reviewing the household questionnaire, in addition to using Form F, you must also review all data recorded in Module AD (Child Anthropometrics) using the Form H, the Checklist for Anthropometric Measures, (see Annex 11).

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5.2 Coding

Almost all answers in the household questionnaire are pre-coded. Only some questions require coding after completing the interview. The field supervisor is responsible for coding the responses to these questions prior to giving the completed questionnaires to the zone supervisor. Questions to be coded by the field supervisor are listed below:

Module E, Time Use and Labour

- E19 Describe your main employed occupation over the past 12 months?
- E20 Describe what kind of trade or business your main employed occupation over the past 12 months is connected with?

Module V, Household Enterprises

- V03 What income-generating enterprises did individuals in you household operate over the past month?

5.2.1 Coding Occupation

The codes to be used for occupation (question E19 in the Time Use and Labour module) are provided in Form J (see Annex 12). Read carefully the description that has been written in E19 on the questionnaire. Also read the description of the industry that is written in E20 to make sure that the correct code is used. Some of the codes are very similar. For example, occupation code 40 is for Managers in wholesale and retail trade and occupation code 50 is for Managers in food and lodging service. Make sure that the enumerator has provided sufficient detail in order to be able to select the correct code.

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Write the code in the corresponding cell on the questionnaire. If the code begins with a “0” write the “0” as part of the code

E19	
Describe your <u>main employed occupation</u> over the last 12 months?	
	(Supervisor To put in occupation code <u>after</u> interview
WRITTEN DESCRIPTION	OCCUP. CODE
PRIMARY SCHOOL TEACHER	13
SECRETARY	32
NURSE	06

5.2.1 Coding Industry

The codes to be used for industry (question E20 in the Time Use and Labour module and V03 in the Household Enterprise module) are provided in Form I (see Annex 13). Read carefully the description that has been written in the questionnaire. It is important that the correct coding be used. For example, there are multiple industry codes for the education sector depending on the level (primary, secondary, tertiary) and the type of school (general, professional, technical). Code 912 is for individuals employed in elementary and secondary schools and code 913 is for individuals employed in colleges, universities and professional schools. Code 914 is used for individuals employed in business schools, computer and management training, and code 915 is used for individuals employed in technical and trade schools. Make sure that the enumerator has provided sufficient detail in order to be able to select the correct code. For the example above, the following industry codes would be used:

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E20	
Describe what kind of trade or business your main employed occupation over the past 12 months is connected with?	
	(Supervisor To put in industry code <u>after</u> interview
WRITTEN DESCRIPTION	IND. CODE
PRIMARY SCHOOL NO. 7	912
NATIONAL STATISTICAL OFFICE	971
ZOMBA COMMUNITY HEALTH POST	917

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6 - SUPERVISION OF INTERVIEW

6.1 Monitor and assist enumerator during interview

Each week, you should make unannounced visits to each enumerator. Your observations about this visit will be recorded in Form C, Tally Sheet (see Annex 6). The day that you visit each enumerator should change every week so that you are not visiting the same enumerator on the same day of each week. Those enumerators who you believe are in need of the most supervision should be visited more often. Any problems that you encounter with the enumerators or the administration of the questionnaires should be reported immediately to your zone supervisor.

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6.2 Direct observation of interviews

In the four weeks spent in each EA, you have to go with each enumerator to at least 2 households to evaluate the enumerator's interviewing method. The main purpose of these evaluations is to help the enumerator to do a better job. You should provide comments to the enumerator that will help the enumerator improve his or her interviewing method.

When attending a household interview, you should introduce yourself to the household and explain your responsibility to visit the family and collect data. You should not participate in the interview or suggest things to the enumerator during the interview, but rather let the enumerator complete the interview with the household. You should not comment on the enumerator's performance in the presence of household members. You should instruct the enumerator in advance that if there are any difficulties in the upcoming interview, the enumerator may only ask for clarification after the interview is completed.

You should pay attention to difficult questions or concepts that the enumerators have difficulty in presenting clearly or household members have difficulty in understanding. You should also make note of those modules that the enumerator administers well. Form A (see Annex 4) is the form to be filled in during each observed interview.

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Immediately upon completion of the interview, you should meet and discuss the interview with the enumerator. This is done in order to draw lessons from the experience together, and to address weaknesses and shortcomings in data collection in order to guarantee good quality.

During the interview, you must also pay attention to the respondents. By observing and assessing the process of how survey household members respond to the questions, you will be able to help in the assessment of the questions. It is possible that some of the questions are not clearly understood by some respondents and so their responses may not be appropriate. You

Deleted: - You must maintain all comment or assessment forms for the enumerators. Form C Direct Observation of the Interview should be completed upon finishing the discussion with the enumerator. The national IHS-2 unit will use these forms in reviewing and in assessing the quality of the data.¶

should focus on the following factors:

- 1) Was the wording used in the questionnaire appropriate?
- 2) Were any concepts posed to the respondent ambiguous?
- 3) Were there any questions left unanswered or to which evasive answers were given because they dealt with private matters or sensitive issues?

Attention should be paid to these aspects and any other problems that arise during the interview so that you will be in a position to (a) help enumerators resolve the problems, and (b) bring them to the attention of the zone supervisor for general synthesis and guidance for all interview teams.

6.3 Re-interview of selected households

In each EA, you must randomly select 4 to 6 households out of the 20 surveyed households to visit and to again ask a selection of the questions asked by enumerators. This exercise is done to assess the quality and consistency of the data recorded by the enumerator. Form B is the Reinterview Form (see Annex 5) and must be completed for each re-interview. The households chosen for re-interview must not be the same as those used for direct observation by you, your zone supervisor or any member of the IHS-2 staff who comes to the field to observe the administration of the survey.

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It should be noted that if there is a difference in an answer collected by you and an enumerator, the conclusion should not necessarily be that the enumerator made a mistake in the interview. You and the enumerator may have made contact with different respondents and the contacts may have taken place at different times.

Based on the re-interview, you must assess whether or not the responses in the original questionnaire are correct. If there is a major difference in some of the responses, you must work closely with the enumerator to identify the reason for these differences.

7 - SUPERVISION OF ANTHROPOMETRY

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The collection of anthropometric information includes measuring the height and weight of all children between 6 and 60 months (5 years) old.

7.1 Assisting in anthropometric measurement

You will have a complete set of equipment which consists of a hanging scale, trouser pack, and height board. You will arrange with each enumerator under your supervision for a day in which you will assist the enumerator in collecting the anthropometric information from the

children in the households selected for interview. Use Form G (see Annex 10) as a checklist for reviewing the procedures used to conduct anthropometric measurements.

You will be responsible for bringing the equipment to the EA for the measurements. If all cannot be completed in one day, you will have to make arrangements for a follow-up visit to the EA to complete measurements.

7.2 Review anthropometric measurements

Upon completion of data collection in the EA, you should re-examine the anthropometric data collected in order to assess its accuracy and consistency. Two data tables on weight and height/length by age and sex are presented in Annex 9. You should make a comparison of the measurements made on a child with those in this table. If the weight or height/length data for a child is lower than the weight or height/length data in the column headed 3%, or if it is higher than the weight or height/length in the column headed 97%, then the child is outside the range of acceptable values.

For example, a male child of 2 years and 6 months (30 months) should be between 10.9 kg and 16.8 kg in weight. If the child is less than 10.9 kg, he is underweight, or if he is more than 16.8 kg, he is overweight. That male child should also be between 83.8 cm and 97.1 cm tall. If the child is less than 83.8 cm, he is stunted, or if he is more than 97.1 cm, he is taller than the norm.

When children are outside the norms, you should re-visit the household to ensure that the measurements made on the child were correct.

7.3 Anthropometric measurements

In addition, you should regularly examine the condition of the measuring boards and scales used by the enumerator. If the equipment is out-of-order, prompt notice should be given to the zone supervisor for replacement or repair.

8 – COMPLETION OF THE COMMUNITY QUESTIONNAIRE

The questionnaire is produced in English. It is likely that many of the leaders and knowledgeable members of the community to whom you will administer this questionnaire will not be able to respond to the questions if they are asked in English. Consequently, you must translate the questions into a language in which they are fluent. If you find that you are to conduct a community survey in an area in which the community informants are only fluent in a language in which you are not fluent, you must arrange for a translator to assist you in administering the questionnaire.

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8.1 Interactions with the community

In order to obtain information for the community questionnaire, it is vital that you establish a good working relationship with community leaders and other community members. The behavior of the enumerator in the EA will also be key in maintaining a good relationship with community leaders.

When you first enter a rural EA, you must first present yourself to the local group village headman and to the headmen of the villages in the EA to explain why you and the enumerator are going to be working in the area.

In urban locations, identifying a local leader is more problematic. Make inquiries as to who might be considered local leaders when you first come to an urban location. These may be local business, religious, community policing or political leaders.

Do not be secretive about the work being done. Explain what it is you are doing to all community members who ask about your activities. You should be respectful, courteous, and patient with all community members. The quality of the work you and the enumerator are to do is, to a large degree, dependent on the level of cooperation you receive from the members of the communities in which you will be working. If the general community attitude towards your work is negative, you likely will experience problems as you attempt to conduct your work. Do all you can to cultivate a courteous relationship with the community as a whole.

While you should not be secretive about the work being done, you must respect the confidentiality and privacy of the respondents when administering the questionnaire.

8.2 Questionnaire formatting

The community questionnaire is designed to enable you to administer it with as little difficulty as possible. The questionnaire is laid out in landscape (horizontal) format. Pay attention to the types (fonts) used in the questionnaire to help in administering it. The table below lays out for you what you should expect when you see a particular type. Arial and Courier are names of types or fonts. The examples in the table below are in the type noted.

Type	Meaning	Examples
Lower-case Arial font	Questions that are read word-for-word to the respondent	In the last five years, have there been more people who moved into this community or more people who moved away?

Typestyle	Meaning	Examples
Upper-case Arial font	Instructions to the field supervisor to guide in completing the questionnaire or in asking a particular question. Questions that are to be answered by field supervisor observation are also presented in this typestyle.	MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO ARE PART OF THE GROUP OF INFORMANTS FOR THE COMMUNITY QUESTIONNAIRE.
Mixed lower-and upper-case Arial font	Questions that the field supervisor reads word-for-word to the respondents, but that includes specific elements that the field supervisor need to insert based on responses to earlier questions or other information of which the field supervisor is aware. These elements are in upper-case.	How easy is it now for the [TRADITIONAL LEADER] to grant land to those in need of land in the community?
Lower-case Courier font	Question response codes that the field supervisor will read to the respondents as a set of choices the respondent is to use in answering the question	much worse1 worse2 about the same3 better4 much better5
Upper-case Courier font	Question response codes that the field supervisor will not read to the respondents but which will be used to code the response provided by the respondent	COOKED FOOD1 RATIONS (DRY)2 BOTH3
Bold upper-case Courier font	Skip codes. Instructions to the field supervisor as to which question should next be asked, based on the response to the current question. The skip codes will typically include the >> symbol.	(>>CD47) (>>NEXT MODULE)

Phrases are underlined in many of the questions. This is done to alert you to the key element of the question as you translate it for the respondents.

8.3 How to complete the community questionnaire

The community questionnaire should be administered to local leaders and knowledgeable members of the community in a group meeting. Among those who should be considered for inclusion in the group of informants for the community questionnaire are group village and village headmen, counselors to the headmen, religious leaders, school teachers, health workers, agricultural Field Assistants, and business leaders. A minimum of five informants should be used to complete the community questionnaire.

In order to administer the questionnaire, try to arrange a time when it is possible for as many of these individuals to meet together as possible.

The answers that are provided to complete the questionnaire should be consensus responses for the group of respondents – responses for which they are in general agreement. It is likely that there will be discussion among the group on some of the details of the responses that they give. Each member will have his or her own expertise that will provide different insights on what the response should be to the questions being asked. It is up to you as facilitator of the interview to help the group arrive at a consensus answer that provides the best information for

each question.

To facilitate the administration of the community questionnaire, upon entry to the EA, both the enumerator and the field supervisors should mention to the community leaders in the EA that the community questionnaire will be administered in the course of the coming weeks while the IHS-2 survey is being administered. If the enumerator in the EA is available, he or she can also participate in the administration of the community questionnaire, possibly recording the answers, while you facilitate the group discussion.

8.4 Individual Modules of the Community Questionnaire

Module CA-1: Community Identification

Respondent: Enumerator/field supervisor

Direct informant: None

This module is used to record identification information on the location of the community and to note observations on the community made directly by the field supervisor. The location identification codes used are identical to the codes used in the household questionnaire. The codes must be entered carefully so that this information can be matched correctly to the household information.

It is critical for later analysis that the location of the community is correctly identified. Fill in CA1 to CA3 with the required information on the district, TA, and EA in which the community interview is being done, noting the codes for each, as well as the names of the district and TA.

CA1 to CA3 – The codes for the district and TAs are listed in the Annex 10 at the back of this manual. Codes are only provided for those TAs and urban wards that contain EAs that were selected for the IHS.

- Note that the codes for Mzimba district and Mzuzu city are the same, as is the case for Lilongwe district and Lilongwe city, Zomba district and Zomba municipality, and Blantyre district and Blantyre city.
- For the TA and EA codes, if the codes start with zero, write the zeros in the first cells of CA2 and CA3.

CA4 – Write down the name of the village or urban location being surveyed.

Page 2 – The text box contains instructions for the field supervisor or whoever is administering the community questionnaire. Unlike in the household questionnaire, this information is not communicated to the respondents.

Module A-2: Survey staff details

Respondent: Enumerator/field supervisor

Direct informant: None

Fill out CA5 to CA7 with the name and code numbers of the field supervisor.

- The date that is written in CA7 should be the date that the first interview of community members are done for the community questionnaire.

CA8 to CA10 will be completed by the zone supervisor when he or she reviews the community questionnaire. CA11 through CA16 are to be completed by the other individuals who will be involved in processing the questionnaire through data entry and cleaning.

Direct Observation

Look around at the inhabitants of the community as you are entering the community and are walking around supervising the enumerators. Look at the children and adults to see how they are dressed – are their clothes neat and do they have shoes? Look at the condition of the dwellings – are they tidy or is trash collecting around the dwelling? Mark your observations in questions CA17 through CA24. Do not ask these questions of the community leaders.

CA17 & CA19 – Neat clothing is clothing that is clean and does not have too many tears or holes.

CA18 & CA20 – Shoes include leather shoes, canvas shoes or any kind of sandals, including plastic.

Module CB: Roster of informants

Respondent Knowledgeable members of the community

Direct informant: Knowledgeable members of the community

CB2 – Record the names of the individuals who are participating in the interview. The respondents should be a mix of the local leaders and knowledgeable members of the community – local headman, religious leader, school teacher, health worker, business leaders, police, etc. Choose informants who have lived in the community for a number of years. A minimum of five respondents should make up the group that completes this questionnaire. The group should be as diverse as possible with respect to sex, age, religion, and ethnicity, so that it is representative of the population of the community.

CB3 to CB6 – Ask each leader for their personal information of sex, age, occupation and/or expertise, and the number of years they have lived in the community.

Module CC: Basic physical and demographic characteristics of the community

Respondent *Knowledgeable members of the community*

Direct informant: *Knowledgeable members of the community*

The questions in this module are designed to determine the general characteristics of the community in terms of religious practices, languages spoken, and use of land. The respondents are to come to common agreement, consensus, on the answers to the questions. Ask the questions exactly as written in the questionnaire.

CC3, CC4, CC7, and CC9. To determine percentages of households, it may be necessary to ask additional questions. If the respondents do not understand the concept of percentages, ask the total number of households in the community. Then estimate of the total number of households that practice the religion or speak the language. Calculate the percentage (total households with the characteristic divided by the total number of households in the community).

CC10 – This question is asked to determine whether most of the households in the community are patrilineal, matrilineal, or both.

CC13, CC14, and CC15. To determine percentages of land, ask the respondents to try to determine the total area in the community and the total amount of land in each category (bush, forest, and agriculture). Again, calculate the percentages by dividing the total amount of land by category by the total land in the community.

Module CD: Access to basic services

Respondent *Knowledgeable members of the community*

Direct informant: *Knowledgeable members of the community*

This module is designed to ask questions concerning the level of access households in the community have to infrastructure (roads, transportation, markets, postal services, telephones, schools, health clinics, and banks). Some of the questions are based on your observations and some are asked directly of the community leaders. Read the questions exactly as written in the questionnaire. Ask the respondents to come to a consensus on the answers that they provide.

CD1, CD9, and CD12 are based your observation and should not be asked of the leaders.

CD2. If there is a tar or asphalt road in the community itself, record 0 for the distance to the road. Only record a distance if there is no tar or asphalt road in the community. All of the roads in the community do not have to be tar or asphalt.

CD3 to CD5. These questions are to determine the amount of time in a year in which the roads are passable. If the road is always passable, record 12 as the answer.

CD25. This question concerns the number of Christian congregations (groups of worshippers) in the community, even if they may be all of the same denomination (CCAP, Catholic, SDA, etc.). The congregations do not need to have a dedicated church building to be counted, but may make use of another sort of building or no building at all.

CD28 to CD44 may require information that can only be provided by a local teacher or headmaster. If the members of the group of community informants do not know the answers to these questions, following the completion of the interview with the group of informants, you should ask these questions of individuals in the area – headmasters, teachers – who are familiar with the local schools.

CD53. To determine the percentage, it is not necessary to have an exact amount. Ask the leaders to come to consensus about a general percentage – none (0%), one-quarter (25%), half (50%), three-quarters (75%) or all (100%).

Module CE: Economic activities

Respondent *Knowledgeable members of the community*

Direct informant: *Knowledgeable members of the community*

This module is designed to ask questions that will show the most important economic activities in the EA. Ask the respondents to come to a consensus on the answers that they provide.

CE9 to CE15. These questions refers to the presence of MASAF public works programmes (PWP) or other labour-intensive MASAF projects in the community.

Module CF: Agriculture

Respondent *Knowledgeable members of the community*

Direct informant: *Knowledgeable members of the community*

This module is designed to collect information on the type of agricultural activities common in the community. Ask the questions exactly as written in the questionnaire. Ask the respondents to come to a consensus on the answers that they provide.

CF4 to CF7. To determine percentages, it is not necessary to have an exact amount. Ask the leaders to come to consensus about a general percentage – none (0%), one-quarter (25%), half (50%), three-quarters (75%) or all (100%).

CF20 to CF22. These questions ask the respondents to compare the situation of today to that of five years ago. In order to jog people's memory, a possibly useful historical event five years ago (1999) to mention is the second presidential election of the multi-party era in Malawi in which Bakili Muluzi and Gwanda Chakwamba were the strongest candidates.

- Note that question CF20 refers to numbers of sellers and buyers, and the response codes are in terms of quantity.
- In contrast, questions CF21 and CF22 ask about opinion and value judgments. Consequently, the responses are coded in terms of better or worse.

Module CG: Changes

Respondent *Knowledgeable members of the community*

Direct informant: *Knowledgeable members of the community*

This module is designed to ask questions that show how conditions and characteristics of the community have changed over the last five years – since 1999. Explain to the respondents that you are going to ask a series of questions that compare the conditions that the community is experiencing today against the conditions that existed five years ago. If the respondents have trouble remembering the condition of the EA five years ago, try to set the time frame in their minds by reminding that the second presidential election of the multi-party era in Malawi occurred five years ago. Ask the respondents to come to a consensus on the answers that they provide.

CG1 to CG40 – For each of the questions, ask “Compared to five years ago, are conditions in your community for (insert topic here) much worse, worse, about the same, better, or much better?”

- These questions will probably raise discussions among the respondents. It is your purpose as facilitator to keep the discussions as brief as possible, while allowing all respondents to express an opinion. Because there are about 50 topics to include in this section, it will be necessary to have a balance between the amount of time to discuss each topic and the need to make the total interview time as short as possible to get information for all modules.

CG41 to CG49 – The questions concern changes in the numbers or levels, rather than value judgments. Consequently, the response codes are in terms of quantity, rather than ‘worse’ or ‘better’.

CG50 to CG52. For these questions, it is not as important to come to consensus with all respondents because it is possible to record more than one answer.

- In these questions, the respondents can list all of the events that, in general, made the lives of the people living in the EA worse off or better off. Read the explanation given in CG50 and make sure that the respondents understand what they need to respond.

- Record up to four events that made people worse off and up to four events that made people better off, as provided by the respondents.
- If the respondents come up with more than four answers, ask them to prioritize the events and record the four most important.
- Determine the year in which each event occurred and make sure that it has occurred in the period between 1999 and 2004.
- If the respondents cannot determine the percentage of the community that was affected by the event, ask the leaders to come to consensus about a general percentage – none (0%), one-quarter (25%), half (50%), three-quarters (75%) or all (100%).

Module CH: Prices

Respondent *Knowledgeable members of the community, store owners or market vendors.*

Direct informants: *Knowledgeable members of the community, store owners or market vendors.*

You should not expect that you will be able to complete entirely this module using only the community informant group as your respondents. It is quite likely that, while the informant group will be able to tell you whether or not an item is available for sale in the community or nearby at the time of the interview, they will be unable to tell you its price. Consequently, after you have completed this module with the community informant group, you will have to talk to store owners or market vendors in the community to record the prices for those items that the informant group did not know the price.

In talking with store owners and market vendors, be alert as to whether or not some of the items the community informant group noted as not being available for sale in the community or nearby may actually be available. If so, correct the questionnaire entries for those items. Moreover, if you have the opportunity to do so, cross-check with the store owners and market vendors the accuracy of the prices given by the community informant group.

9 – FIELD SUPERVISOR RESPONSIBILITIES SUMMARY

General responsibilities

- If the Field Supervisor goes to the Zone Supervisor Office and Zone Supervisor is gone, s/he should leave a note to explain clearly when and why a visit was made to the office.
- Field Supervisor should always update the Zone Supervisor about where they reside.
- Field Supervisor should always leave a note with a designated neighbor about where they have gone on that day if they leave.
- Field Supervisor is responsible for anthropometric equipment.
- Go with Zone Supervisor to relocate any enumerators at start of month.
- Coding of the household questionnaire for occupation and industry.

Additional responsibilities each month

- Complete Community Questionnaire for all EAs
- Complete Form E_x
- Get replacement household(s) from Zone Supervisor if needed

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Start of month

- The Field Supervisor will accompany the Zone Supervisor for any enumerators that need to be relocated
- Make sure enumerators have
 - 25 blank household questionnaires
 - Form IHS-1A (1) for the EA being visited this month
 - Form Q (enough in each language as decided by team)
 - Enough stationary and supplies for the month

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Within first week, first visit with each enumerator

- If not completed, assist in the complete identification of all 20 households and the EA boundary with enumerator
- Check if any replacement households are needed, based on the listing
- Verify reason for replacement households
- Assist with refusals if any
- Form A: complete at least 1
- Update Form C
- Schedule Anthropometric Day with enumerator
- Make sure that the enumerator is well accommodated, and no problems with lodging, well-being, etc.
- Report any problems/concerns to Zone Supervisor Office.

Visits in weeks 2, 3 and 4 with each enumerator each week at least once

- Review any completed questionnaires (which were not previously reviewed). Identify if any corrections are needed. Use Forms F-H.
- Review partially completed questionnaires using Forms F-H as applicable

- Form A: Direct Observation (1) if any
- Form B Reinterview: if one Direct Observation is completed, then complete one additional Form B Reinterview; if no Direct Observation could be done, then complete three Form B Reinterviews. Field Supervisor selects a household to re-interview. They should take the completed questionnaire with them.
- Assist with refusals
- Verify reason for replacement households
- Update Form C

Anthropometric visit: 1 per enumerator per month

- Schedule the date of the anthropometric visit during the first visit to the enumerator. Should try to schedule end of 2nd week or beginning of third week.

Final visit, completing the enumeration

- Review any remaining household questionnaires. If all 20 questionnaires are ok, take the 20 questionnaires and Form IHS-1A. If not ok, leave questionnaires with the enumerator and return in 2 days to review again.

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- Each month, you must send all completed household questionnaires and forms IHS 1-A from your enumerator.

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- You should collect from your enumerators:
 - Unused tie on labels and strings
 - Enumeration area maps
 - Unused Form Q

End of Month

- Deliver all necessary documents to your zone supervisor:
 - 1) Completed household questionnaires (Form IHS-2) (20 per EA)
 - 2) Community questionnaire (Form IHS-3) (1 per EA)
 - 3) Form IHS 1-A (1 per EA)
 - 4) Form IHS 1-B (1 per EA)
 - 5) Form A Direct Observation of Household Interview (3-4 per EA)
 - 6) Form B Reinterview Form (3-6 per EA)
 - 7) Form C Tally Sheet for Field Supervisor (one per month per EA)
 - 8) Form D Monthly Report on EA by Field Supervisor (1 per EA)
 - 9) Form E Field Supervisor Calendar (1 per field supervisor)
 - 10) Form O Monthly Enumerator Evaluation

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<#>You should collect the following from the enumerator:¶

- ¶

<#>20 HH questionnaires, ¶

<#>Form IHS-1A, Selected Households in the EA ¶

<#>Unused tie on labels and strings¶

<#>Enumeration area maps¶

<#>¶

<#>You should prepare to provide to your Zone Supervisor¶

¶

<#>Form A, Direct Observation of Household Interview (3-4 per EA)¶

<#>Form B, Reinterview Form (3-6 per EA)¶

<#>Form C, Monthly Tally Sheet for Field Supervisor (1 per EA), ¶

<#>Form D, Monthly Report on EA by Field Supervisor (1 per EA) ¶

<#>Form E, Field Supervisor Calendar finalized (1 per EA per month)¶

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- When you are finally satisfied that the enumeration has been completed properly, you should hand over the above listed materials for each enumerator to the Zone Supervisor.
- Sign a Form R for each EA to confirm delivery of materials to zone supervisor.

ANNEX 1 – FORM IHS-1 LIST OF HOUSEHOLDS IN THE EA**Form IHS-1****LISTING FORM****Page 1 ofpages****IDENTIFICATION**

WRITE NAME AND CODES FOR DISTRICT, TA, STA, OR TOWN,VILLAGE/PLACE

	NAME	CODE		
DISTRICT				
TA,STA or TOWN				
VILLAGE/PLACE				
ENUMERATION AREA				

DESCRIPTION OF EA:

.....

.....

.....

NAME OF ENUMERATOR:.....ID CODE:..... DATE:.....**NAME OF SUPERVISOR :.....ID CODE:..... DATE:.....**

DWG No.	Dwelling Description	Hsld No.	Name of Hsld Head	Selected Hsld

IDENTIFICATION

WRITE CODES FOR DISTRICT, TA, STA, OR TOWN, EA AND NAME OF THE VILLAGE/PLACE
DISTRICT:TA/STA/TOWN:.....VILLAGE/PLACE.....EA:.....

[illegible]

ANNEX 2 – FORM IHS-1A SELECTED HOUSEHOLDS

Form IHS-1A SELECTED HOUSEHOLDS

	NAME	CODE		
DISTRICT				
TA,STA or TOWN				
VILLAGE/PLACE				
ENUMERATION AREA				

	DWG No.	Dwelling Description	Name of Hsld Head	Hsld No.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

ANNEX 3 – FORM HIS-1B REPLACEMENT HOUSEHOLDS IN EA

Form IHS-1B REPLACEMENT HOUSEHOLDS

	NAME	CODE		
DISTRICT				
TA,STA or TOWN				
VILLAGE/PLACE				
ENUMERATION AREA				

	DWG No.	Dwelling Description	Name of Hsld Head	Hsld No.
1				
2				
3				
4				
5				

ANNEX 4 – FORM A DIRECT OBSERVATION OF HOUSEHOLD INTERVIEW

DATE: ____ / ____ / ____

DISTRICT NAME: _____ ID: _____

TA, STA OR
OR URBAN WARD NAME: _____ ID: _____

ENUMERATION NAME: _____ ID: _____
AREA

ENUMERATOR NAME: _____ ID: _____

OBSERVED BY (*SELECT ONE*):

FIELD SUPERVISOR NAME: _____ ID: _____

ZONE SUPERVISOR NAME: _____ ID: _____

IHS-2 MGMT NAME: _____ ID: _____

INDICATORS	COMMENTS
A. Interviewer behavior	
1. Did the interviewer greet people before interviewing ?	
2. Did the interviewer introduce him/herself and that s/he is working for the Second Integrated Household Survey under the guidance of the National Statistical Office?	
3. Did the interviewer explain to the household the purpose of the survey, how households were selected, and that documents of this survey are kept confidential?	
4. During the interview, Did the interviewer appear polite and patient ?	
5. Did the interviewer thank the household when the interview was completed?	
B. Interview	
1. Did the interviewer ask the contents of the question as printed in the questionnaire ?	
2. Did the interviewers try to ask the appropriate person for specific parts of the questionnaire ?	
3. For the “I don’t know” response, did the interviewer accept the answer without probing?	

C. Length of interview	
1. Overall, during the interview, did the interviewer avoid long discussions with the respondent about some questions but appear polite and patient?	
2. For specific questions when the respondent gave long and inappropriate answers, did interviewers interrupt them abruptly?	
3. Did the interviewer appear impatient to finish the interview by urging the respondent to answer quickly ?	
D. Impartiality	
1. Did the interviewer hold an impartial attitude to questions and answers during the interview ?	
2. During the interview, did interviewer put out her/his own opinions?	
3. Did the interviewer express surprise, astonishment or disappointment with any answer?	
4. When posing questions, did the interviewer make suggestions for answers in place of the respondent ?	

ANNEX 5 – FORM B REINTERVIEW FORM

EA :				EA CODE	
NAME OF HH HEAD:				HH CODE	
NAME OF ENUMERATOR:				ENUMERATOR CODE	
NAME OF FIELD SUPERVISOR:				SUPERVISOR CODE	
INTERVIEW DATE					
	DAY	MONTH	YEAR		
RE-INTERVIEW DATE					
	DAY	MONTH	YEAR		

Module	Question	Result		Comments
		Satis- factory	Unsatis- factory	
B	How many people are living in the household?			
B	How many of the people living in the household are members?			
C	What is the highest class level that the household head attended?			
D	Has any member of the household suffered from an illness or injury during the past 2 weeks?			
E	How many household members were “employed” during the last 7 days? (Worked at least one hour for a wage, in a household enterprise, or an as unpaid apprentice or trainee)			
N	Do any members of the household engage in agricultural activities or own agricultural land of any sort?			
V	Over the past month has anyone in the household operated any non-agricultural income generating enterprise which produces goods or services or has anyone in the household owned a shop or operated a trading business?			

ANNEX 6- FORM C, TALLY SHEET

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	Enumerator 1	Enumerator 2	Enumerator 3
Enumerator Name			
Enumerator ID			
EA #			
Date of placement of enumerator in EA			
Visit 1			
date			
# households visited since last visit			
# household questionnaire completed since last visit			
# households reinterviewed since last visit			
# of direct observations during visit			
# reinterview during visit			
Visit 2			
date			
# households visited since last visit			
# household questionnaire completed since last visit			
# households reinterviewed since last visit			
# of direct observations during visit			
# reinterview during visit			
Visit 3			
date			
# households visited since last visit			
# household questionnaire completed since last visit			
# households reinterviewed since last visit			
# of direct observations during visit			
# reinterview during visit			
Visit 4			
date			
# households visited since last visit			
# household questionnaire completed since last visit			
# households reinterviewed since last visit			
# of direct observations during visit			
# reinterview during visit			
Visit 5			
date			
# households visited since last visit			
# household questionnaire completed since last visit			
# households reinterviewed since last visit			
# of direct observations during visit			
# reinterview during visit			
Completion of EA			
# households completed			
# replacement households			

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ANNEX 7 – FORM D, MONTHLY REPORT ON COMPLETED EAs

DISTRICT NAME: _____ ID: _____

TA, STA OR URBAN WARD NAME: _____ ID: _____

ENUMERATION AREA NAME: _____ ID: _____

ENUMERATOR NAME: _____ ID: _____

FIELD SUPERVISOR NAME: _____ ID: _____

TOPICS TO COVER IN REPORT:

- DATA COLLECTION
- SUPERVISION
- CODING OF THE QUESTIONNAIRE
- HEIGHT AND WEIGHT
- TRANSPORTATION
- PERSONNEL
- LOGISTICS
- CARTOGRAPHY
- SCHEDULE
- CONCLUSIONS AND RECOMMENDATIONS
- OBSERVATIONS

nb: If an additional page is needed, use additional pages. Write name and ID code on all pages.

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ANNEX 8- FORM E FIELD SUPERVISOR CALENDAR

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

**ANNEX 9 – FORM F CHECKLIST
FOR REVIEW OF HOUSEHOLD
QUESTIONNAIRES**

			E	8 through 12	Make sure that the questions 8 through 12 are correctly filled in. Deleted: . Deleted:
			E	19	Check that there is sufficient of the occupation to allow coding
MODULE	QUESTION	ISSUES TO FOCUS ON IN CHECKING			Check that there is sufficient
ALL		Make sure that the information has been recorded legibly that is, it can be easily read		19 & 20	Make sure that the occupation is correctly filled in
A-1		Have all of the household identification variables been filled in completely and correctly? Is the name and code of the enumerator filled in? Is the initial date of the interview recorded?			Make sure that the occupation is correctly filled in
A-2					Make sure that the occupation is correctly filled in
B		Make sure the skip patterns have been followed correctly			Make sure that the occupation is correctly filled in
B	3	Record the sex of every individual on the list			Make sure that the occupation is correctly filled in
B	4	Record the relationship to the household head.			Make sure that the occupation is correctly filled in
B	5	Record the age of all individuals on the list in terms of completed years. If the individual is less than 6 years old, make sure the age is recorded in years and months through 23			Make sure that the occupation is correctly filled in
B	6	Record the date of birth for all individual where possible. Make special efforts to record the birthdate for those less than 6 years old.			Make sure that the occupation is correctly filled in
B	7	Make sure the number of months away from household is recorded.			Make sure that the occupation is correctly filled in
B	8	Make sure all individuals are identified as either household member or not			Make sure that the occupation is correctly filled in
B	13, 16	Check the parent ID codes against their reported children			Make sure that the occupation is correctly filled in
B	21	Only household members 10 and older should respond			Make sure that the occupation is correctly filled in
B	22 through 28	Only household members 12 and older should respond			Make sure that the occupation is correctly filled in
C		All household members 5 and above should respond			Make sure that the occupation is correctly filled in
C		Make sure the skip patterns have been followed correctly			Make sure that the occupation is correctly filled in
C	12	Compare the age of the individual from the roster to which is recorded as a purchase. Make sure that the education level has been recorded correctly in the interviewer manual)			Make sure that the occupation is correctly filled in
C	13	Make sure that the highest educational qualification is consistent with the highest class attended in C12			Make sure that the occupation is correctly filled in
D		All household members should respond			Make sure that the occupation is correctly filled in
D		Make sure skip patterns have been followed correctly			Make sure that the occupation is correctly filled in
D	3	If information is not self-reported (D2=2) make sure the code of the respondent is listed			Make sure that the occupation is correctly filled in
E		All household members 5 and above should respond			Make sure that the occupation is correctly filled in
E		Make sure the skip patterns have been followed correctly			Make sure that the occupation is correctly filled in
E		Verify that all entries are rounded to the nearest hour with the exception of those that may be 0.5 hours			Make sure that the occupation is correctly filled in
E	2	Make sure the individuals who should have been interviewed have been correctly identified			Make sure that the occupation is correctly filled in
E	4	Verify that a public holiday was correctly identified			Make sure that the occupation is correctly filled in
			P		Make sure there are responses to question 8

P		Make sure the unit codes that have been entered are the correct ones for the crop
P	1	If “other” crop is selected, make sure that the name of the crop is recorded
Q		Make sure the skip patterns have been followed correctly
R		Make sure the skip patterns have been followed correctly
S		Make sure the skip patterns have been followed correctly
S		Make sure there are responses for all crops listed in Module R, question 7
S		Make sure the unit codes that have been entered are the correct ones for the crop
S	1	If “other” crop is selected, make sure that the name of the crop is recorded
T		Make sure the skip patterns have been followed correctly
U		Make sure the skip patterns have been followed correctly
V		Make sure the skip patterns have been followed correctly
V	3	Make sure the description is sufficiently detailed in order to allow for coding
V	6	Verify that the ID codes listed in question 6 are those of household members
V	11	Verify that the number of household members engaged in the enterprise is not larger than the total number of members in the household
W		Make sure the skip patterns have been followed correctly
X		Make sure the skip patterns have been followed correctly
Y		Make sure the skip patterns have been followed correctly
Y		Make sure that questions 3 through 5 have responses wherever question 1 is yes
Y		If “other education bursaries” is selected, make sure that the name of the bursary is recorded
Z		Make sure the skip patterns have been followed correctly
Z	8	Make sure that the date in which the loan was obtained is prior to or the same as the month in which the interview is done
Z	10	Make sure that the date on which the loan should be paid back is after the date of the loan (question 8)
AA		Make sure the skip patterns have been followed correctly
AB		Make sure the skip patterns have been followed correctly
AB	1	If “other ” shock is selected, make sure that the name of the shock is recorded
AB	4 through 7	Responses should only be recorded for the three most severe shocks as noted in question 3
AC		Make sure the skip patterns have been followed correctly
AD		See Checklist for Anthropometric Measures

ANNEX 10- FORM G CHECKLIST FOR ANTHROPOMETRIC MEASURES	Were sandals, shoes, socks taken off before measuring ?	Deleted: .
	Were hat, caps, chignon taken off before measuring ?	
PREPARATION	When measuring the child, did the assistant hold the child's feet two feet straight, two heels and two knees put against the board ?	
	When measuring children, did the enumerator hold the child's feet two feet straight, two heels and two knees put against the board ?	
Make sure the enumerator check instruments, equipment (e.g. measuring board, scale, etc.) before going to the household ?	Did the enumerator bring the sliding bar to the top of the head ?	
The enumerator should assess the age of the child before doing the work	Did the enumerator stand in the right position ? (that is on the side of the board ?)	
SETTING UP EQUIPMENT FOR MEASURING AND WEIGHING		
The enumerator put the board on the ground or floor to ensure stability and space to work	Were the shoulders and head of the measured person lying straight against the board ?	
The enumerator took off the strap and put it into the bag	Were knees and feet of such person touching ?	
The enumerator put the sliding bar in the appropriate place before measuring the length and put it down on the floor before measuring height	Was the measured person standing at a right angle with the floor ?	
The enumerator was careful in setting up the measuring board	Is the person looking ahead parallel with the ground ?	
WEIGHING	Did the enumerator and assistant follow the reading and data recording system ? (that is read aloud the measured figures and record to the questionnaire at once).	
	WEIGHTS OF CHILDREN	
The enumerator hung the scale from a secure place	Did the enumerator propose the measured person take off his/her shoes, socks, sandals, etc. ?	
The enumerator hung the trouser pack from the scale, adjusted to scale to zero, then removed the trouser pack	Did the enumerator help the measured person up onto the scale if necessary ?	
The enumerator supported the child in the trouser pack and did not suspect the child from the measured figures and record to the questionnaire at once).	Did the enumerator follow the reading and data recording system ? (that is read aloud the measured figures and record to the questionnaire at once).	
COMPLETION OF MEASURING SECTION		
The enumerator made sure the child was hanging freely	Did the enumerator put away the measuring board, scale and sliding bar in the appropriate place ?	
The enumerator waited until the needle of the scale stopped moving prior to recording the weight	Did the enumerator check the recorded figures in the questionnaire ?	
The enumerator recorded the measurement to one decimal place		
GENERAL PROCEDURES		
The enumerator obtained the assistance of adults when necessary for measuring weight	Did the enumerator thank the household members for their cooperation ?	
The enumerator measured the length or height before weighing that child		
The enumerator completed one child before moving on to others		
The enumerator put his/her pencil in the appropriate place when he/she was not using it		
The enumerator made arrangements to return (that is to revisit the household) to finish those who were absent in the first visit		
MEASURING TECHNIQUES		
Measuring length in the lying position		
Were children's lengths measured (that is in lying position) because they are under 2 years of age or they can't stand up straight ?		
Before measuring did the enumerator have the child take off his/her sandals or socks ?		
Were hat, cap or hairpin taken off before measuring ?		
Did the assistant hold the head of the child ?		
Did the enumerator push down to make the child's knee a straight line lying in the middle of the board ?		
Were the feet of the child in the right place (that is two feet lying straight, two heels placed against the sliding bar.)		
Did the enumerator stand in the right place ? (that is he/she standing just before the sliding bar at the base)		
Did the enumerator and assistant follow the reading and data recording system ? (that is read aloud the measured figures and record to the questionnaire at once).		
Measuring height in a standing position		
Were those > 2 years of age allowed to measure height in standing position ?		

ANNEX 11 FORM H
ANTHROPOMETRIC MEASURES
TABLE

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Age		Male weight				Female weight		
year	month	3%	50%	97%		3%	50%	97%
0	6	6.0	7.8	9.7		5.6	7.2	8.9
0	7	6.5	8.3	10.2		6.0	7.7	9.5
0	8	7.0	8.8	10.7		6.4	8.2	10.0
0	9	7.4	9.2	11.1		6.7	8.6	10.4
0	10	7.7	9.5	11.5		7.0	8.9	10.8
0	11	8.0	9.9	11.9		7.3	9.2	11.2
1	0	8.2	10.2	12.2		7.6	9.5	11.5
1	1	8.5	10.4	12.5		7.8	9.8	11.8
1	2	8.7	10.7	12.8		8.0	10.0	12.0
1	3	8.8	10.9	13.1		8.1	10.2	12.3
1	4	9.0	11.1	13.3		8.3	10.4	12.5
1	5	9.1	11.3	13.6		8.5	10.6	12.7
1	6	9.3	11.5	13.8		8.6	10.8	13.0
1	7	9.4	11.7	14.0		8.8	11.0	13.2
1	8	9.5	11.8	14.2		8.9	11.2	13.4
1	9	9.7	12.0	14.4		9.1	11.4	13.6
1	10	9.8	12.2	14.6		9.3	11.5	13.9
1	11	9.9	12.4	14.8		9.4	11.7	14.1
2	0	10.2	12.3	15.5		9.6	11.8	14.4
2	1	10.3	12.5	15.7		9.7	12.0	14.8
2	2	10.4	12.7	15.9		9.9	12.2	15.1
2	3	10.6	12.9	16.1		10.1	12.4	15.4
2	4	10.7	13.1	16.4		10.2	12.6	15.7
2	5	10.8	13.3	16.6		10.4	12.8	16.0
2	6	10.9	13.5	16.8		10.5	13.0	16.2
2	7	11.0	13.7	17.0		10.6	13.2	16.5
2	8	11.1	13.9	17.2		10.8	13.4	16.8
2	9	11.3	14.1	17.4		10.9	13.6	17.0
2	10	11.4	14.3	17.6		11.1	13.8	17.3
2	11	11.5	14.4	17.8		11.2	13.9	17.5
3	0	11.6	14.6	18.0		11.3	14.1	17.8
3	1	11.7	14.8	18.2		11.5	14.3	18.0
3	2	11.9	15.0	18.5		11.6	14.4	18.3
3	3	12.0	15.2	18.7		11.7	14.6	18.5
3	4	12.1	15.3	18.9		11.8	14.8	18.7
3	5	12.2	15.5	19.1		12.0	14.9	18.9
3	6	12.4	15.7	19.3		12.1	15.1	19.1
3	7	12.5	15.8	19.5		12.2	15.2	19.4
3	8	12.6	16.0	19.7		12.3	15.4	19.6
3	9	12.7	16.2	19.9		12.4	15.5	19.8
3	10	12.9	16.4	20.1		12.5	15.7	20.0
3	11	13.0	16.5	20.3		12.6	15.8	20.2
4	0	13.1	16.7	20.5		12.8	16.0	20.4
4	1	13.2	16.9	20.8		12.9	16.1	20.6
4	2	13.4	17.0	21.0		13.0	16.2	20.8
4	3	13.5	17.2	21.2		13.1	16.4	21.0
4	4	13.6	17.4	21.4		13.2	16.5	21.2
4	5	13.8	17.5	21.6		13.3	16.7	21.4
4	6	13.9	17.7	21.8		13.4	16.8	21.6
4	7	14.0	17.9	22.1		13.5	17.0	21.8
4	8	14.2	18.0	22.3		13.6	17.1	22.1
4	9	14.3	18.2	22.5		13.7	17.2	22.3
4	10	14.4	18.3	22.7		13.8	17.4	22.5
4	11	14.6	18.5	23.0		13.9	17.5	22.7
5	0	14.7	18.7	23.2		14.0	17.7	22.9

Age		Male height/length				Female height/length		
year	month	3%	50%	97%		3%	50%	97%
0	6	62.8	67.8	72.9		61.0	65.9	70.9
0	7	64.5	69.5	74.5		62.5	67.6	72.6
0	8	66.0	71.0	76.0		64.0	69.1	74.2
0	9	67.4	72.3	77.3		65.3	70.4	75.6
0	10	68.7	73.6	78.6		66.6	71.8	77.0
0	11	69.9	74.9	79.9		67.8	73.1	78.3
1	0	71.0	76.1	81.2		69.0	74.3	79.6
1	1	72.1	77.2	82.4		70.1	75.6	80.9
1	2	73.1	78.3	83.6		71.2	76.7	82.1
1	3	74.1	79.4	84.8		72.2	77.8	83.3
1	4	75.0	80.4	85.9		73.2	78.9	84.5
1	5	75.9	81.4	87.0		74.2	79.9	85.6
1	6	76.7	82.4	88.1		75.1	80.9	86.7
1	7	77.5	83.3	89.2		76.1	81.9	87.8
1	8	78.3	84.2	90.2		77.0	82.9	88.8
1	9	79.1	85.1	91.2		77.8	83.8	89.8
1	10	79.8	86.0	92.2		78.7	84.7	90.8
1	11	80.6	86.8	93.1		79.5	85.6	91.7
2	0	79.6	85.6	91.6		78.5	86.5	92.6
2	1	80.3	86.4	92.5		79.2	85.4	91.5
2	2	81.0	87.2	93.5		80.0	86.2	92.4
2	3	81.7	88.1	94.4		80.7	87.0	93.4
2	4	82.4	88.9	95.3		81.4	87.9	94.3
2	5	83.1	89.7	96.2		82.2	88.7	95.2
2	6	83.8	90.4	97.1		82.9	89.5	96.0
2	7	84.5	91.2	97.9		83.6	90.2	96.9
2	8	85.2	92.0	98.8		84.3	91.0	97.7
2	9	85.8	92.7	99.6		84.9	91.7	98.6
2	10	86.5	93.5	100.5		85.6	92.5	99.4
2	11	87.1	94.2	101.3		86.3	93.2	100.1
3	0	87.8	94.9	102.1		86.9	93.9	100.9
3	1	88.4	95.6	102.9		87.6	94.6	101.7
3	2	89.0	96.3	103.7		88.2	95.3	102.4
3	3	89.6	97.0	104.4		88.8	96.0	103.1
3	4	90.2	97.7	105.2		89.4	96.6	103.9
3	5	90.9	98.4	106.0		90.0	97.3	104.6
3	6	91.5	99.1	106.7		90.6	97.9	105.3
3	7	92.0	99.7	107.4		91.2	98.6	105.9
3	8	92.6	100.4	108.2		91.8	99.2	106.6
3	9	93.2	101.0	108.9		92.3	99.8	107.3
3	10	93.8	101.7	109.6		92.9	100.4	107.9
3	11	94.4	102.3	110.3		93.5	101.0	108.6
4	0	94.9	102.9	111.0		94.0	101.6	109.2
4	1	95.5	103.6	111.6		94.6	102.2	109.9
4	2	96.0	104.2	112.3		95.1	102.8	110.5
4	3	96.6	104.8	113.0		95.6	103.4	111.1
4	4	97.1	105.4	113.6		96.1	104.0	111.8
4	5	97.7	106.0	114.3		96.6	104.5	112.4
4	6	98.2	106.6	114.9		97.2	105.1	113.0
4	7	98.7	107.1	115.5		97.7	105.6	113.6
4	8	99.2	107.7	116.2		98.1	106.2	114.2
4	9	99.8	108.3	116.8		98.6	106.7	114.9
4	10	100.3	108.8	117.4		99.1	107.3	115.5
4	11	100.8	109.4	118.0		99.6	107.8	116.1
5	0	101.3	109.9	118.6		100.1	108.4	116.7

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ANNEX 12- FORM J OCCUPATION CODES

Professional, technical, and related workers

- 01 Physical scientists and related technicians
- 02 Architects
- 03 Engineers and related technicians
- 04 Aircraft and ships' officers
- 05 Life scientists and related technicians
- 06 Medical, dental, and related workers
- 07 Veterinary related workers
- 08 Statisticians, mathematicians, and related technicians
- 09 Economists
- 11 Accountants
- 12 Jurists, legal professionals
- 13 Teachers
- 14 Workers in religion
- 15 Authors, journalists and related writers
- 16 Sculptors, painters, photographers, and related creative artists
- 17 Composers and performing artists
- 18 Athletes, sportsmen, and related workers
- 19 Professional, technical, and related workers not elsewhere classified

Administrative and managerial workers

- 20 Legislative officials and government administrators
- 21 Managers

Clerical and related workers

- 30 Clerical supervisors
- 31 Government executive officials
- 32 Typists, secretaries
- 33 Bookkeepers, cashiers and related workers
- 34 Computer operators
- 35 Transport and communications supervisors
- 36 Transport conductors
- 37 Mail distribution clerks
- 38 Telephone and telegraph operators
- 39 Clerical related workers not elsewhere classified

Sales workers

- 40 Managers (wholesale and retail trade)
- 41 Working proprietors (wholesale and retail trade)
- 42 Sales supervisors and buyers
- 43 Technical sales agents and manufacturers' agents
- 44 Insurance, real estate, securities and business services sales agents
- 45 Sales agents, shop assistants, and related workers
- 49 Sales workers not elsewhere classified

Service workers

- 50 Managers (food and lodging services)
- 51 Working proprietors (food and lodging services)
- 52 Housekeeping and related service supervisors
- 53 Cooks, waiters, bartenders, and related workers
- 54 Maids and related housekeeping service workers not elsewhere classified
- 55 Building caretakers, cleaners, and related workers
- 56 Launderers, drycleaners and pressers
- 57 Hairdressers, barbers, beauticians and related workers
- 58 Security, protective service workers
- 59 Service workers not elsewhere classified

Agriculture, animal husbandry, and forestry workers, fishermen, and hunters

- 60 Farm managers and supervisors
- 61 Farmers
- 62 Agriculture and animal husbandry workers
- 63 Forestry workers
- 64 Fishermen, hunters and related workers

Production and related workers, transport equipment operators, and labourers

- 70 Production supervisors and general supervisors

- 71 Miners, quarrymen, well drillers and related workers
- 72 Metal processors
- 73 Wood preparation workers
- 74 Chemical processors and related workers
- 75 Spinners, weavers, knitters, dyers, and related workers
- 76 Tanners, leather workers
- 77 Food and beverage processors
- 78 Tobacco preparers and tobacco product makers
- 79 Tailors, dressmakers, sewers, upholsterers, and related workers
- 80 Shoemakers and leather goods makers
- 81 Cabinetmakers and related woodworkers
- 82 Stone cutters and carvers
- 83 Blacksmiths, toolmakers and machine tool operators
- 84 Machinery workers, machine assemblers, and precision instrument makers (except electrical)
- 85 Electrical workers and related electrical and electronics workers
- 86 Broadcasting station and sound equipment operators and cinema projectionists
- 87 Plumbers, welders, sheet metal and structural metal preparers and erectors
- 88 Jewelers and precious metal workers
- 89 Glass formers, potters and related workers
- 90 Rubber and plastics product makers
- 91 Paper and paper board products makers
- 92 Printers and related workers
- 93 Painters
- 94 Production and related workers not elsewhere classified
- 95 Bricklayers, carpenters and other construction workers
- 96 Stationary engine and related equipment operators
- 97 Material handling and related equipment operators, dockers and freight handlers
- 98 Transport equipment operators
- 99 Labourers not elsewhere classified

ANNEX 13– FORM I INDUSTRY CODES

Agriculture, Forestry & Fishing

- 111 Farming
- 112 Animal production
- 113 Forestry, logging
- 114 Fishing
- 115 Hunting & trapping

Mining & Quarrying

- 211 Stone quarrying
- 220 Other mining

Manufacturing

- 311 Butcher, meat processor
- 312 Dairy products
- 313 Fruit & vegetable processing
- 314 Fish processing and preservation
- 315 Grain milling
- 316 Baking
- 317 Other food processing and preservation
- 321 Distilling
- 322 Beer brewing
- 323 Soft drink manufacture
- 331 Tobacco processing
- 332 Textile manufacture
- 333 Cord/rope manufacture
- 334 Clothing manufacture
- 335 Leather goods manufacture
- 336 Footwear manufacture
- 337 Saw milling, timber manufacture
- 338 Handicraft manufacture
- 339 Furniture manufacture
- 340 Printing, publishing
- 341 Chemical manufacture - agrochemicals, drugs, etc.
- 342 Soaps/cosmetics manufacture
- 343 Rubber or plastic product manufacture
- 344 Brick manufacture
- 345 Concrete product manufacture
- 346 Fabricated and structural metal manufacture
- 347 Other manufacture

Electricity, Water, & Other Utilities

- 411 Electricity supply
- 412 Water supply
- 413 Sanitary services - sewage, rubbish
- 414 Other utility provision

Construction

- 511 Building - residential, non-residential
- 512 Civil engineering - roads, bridges, etc.
- 513 Other construction

Wholesale & Retail Marketing

- 611 Wholesale fuel
- 612 Wholesale agricultural produce
- 613 Wholesale other
- 621 Motor vehicles & parts retail
- 622 Furniture and home furnishings retail
- 623 Electronics and appliance retail
- 624 Building material dealers
- 625 Food and beverage retail
- 626 Health, personal care, pharmacy
- 627 Filling station (fuel)
- 628 Clothing retail
- 629 Shoe retail
- 630 Office supplies and stationery retail
- 631 Used merchandise retail
- 632 Other retail
- 641 Bar & restaurant

- 642 Hotel, rest house
- 643 Street food sales

Transport & Communication

- 711 Rail transport
- 712 Urban bus/minibus transport
- 713 Inter-urban and rural bus/minibus transport
- 714 Taxi operation
- 715 Freight by road
- 716 Motor vehicle rental
- 717 Inland water transportation
- 718 Air transportation
- 719 Other transportation
- 721 Packing, forwarding, delivery services
- 722 Storage, warehousing
- 731 Communications

Finance & Business

- 811 Banks
- 812 Saving banks, lending institutions
- 813 Insurance
- 814 Real estate
- 815 Legal services
- 816 Accounting services
- 817 Engineer, architect
- 818 Advertising services
- 819 Other business services

Social & Community Services

- 911 Administrator
- 912 Elementary and secondary schools
- 913 Colleges, universities, and professional schools
- 914 Business schools, computer, and management training
- 915 Technical and trade schools
- 916 Other schools and instruction
- 917 Outpatient health care services, e.g., doctors & dentist offices
- 918 Medical and diagnostic laboratories
- 919 General medical and surgical hospitals
- 920 Research, scientific institution
- 921 Animal care, veterinary
- 922 Other professional, scientific, and technical services
- 931 Welfare institution
- 932 Business association
- 933 Religious organization
- 934 Political organization
- 935 Other civic organization
- 941 Radio/TV broadcasting
- 942 Artist
- 943 Library/museum
- 944 Amusement club
- 951 Electrical repair
- 952 Motor vehicle repair
- 953 Bicycle repair
- 954 Electronic equipment repair and maintenance
- 955 Machinery repair and maintenance
- 956 Watch, clock repair
- 957 Personal and household goods repair and maintenance
- 958 Laundry
- 959 Domestic servant, private household
- 960 Security services, guard
- 961 Barber & beauty salon
- 962 Photographic studio
- 963 Funeral services
- 964 Other personal services
- 971 General government
- 972 Justice, police activities

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ANNEX 15 – FORM R INVENTORY OF FORMS

DISTRICT NAME: ID:

TA, STA OR URBAN WARD NAME: ID:

ENUMERATION AREA NAME: ID:

ENUMERATOR NAME: ID:

NUMBER OF FORMS

<u>IHS-1A</u>	<u>IHS-1B</u>	<u>IHS-2</u>	<u>IHS-3</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
				<u>M</u>	<u>N</u>	<u>O</u>	<u>P</u>	<u>R</u>

NAME, CODES, SIGNATURE

FIELD SUPERVISOR

NAME: ID:

SIGNATURE: DATE:

ZONE SUPERVISOR

NAME: ID:

SIGNATURE: DATE:

IHS-2 MANAGEMENT

NAME: ID:

SIGNATURE: DATE:

nb: To be completed in duplicate. One copy to be retained by the Zone Supervisor. One copy to stay with the complete set of forms for the EA.

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TA, STA OR URBAN WARD . NAME: ID:
ENUMERATION AREA . NAME: ID:
ENUMERATOR . NAME: ID:
NUMBER OF FORMS
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Each month, you must send all completed questionnaires, both household and community, to your zone supervisor and report briefly on the status of implementation in the EAs in which households are being interviewed. The contents of the report should include:

- 1) Name and code of each enumerator.
- 2) Lists of the surveyed households, including households interviewed from the original listing and replacements, if necessary. Remarks explaining the need for replacements will be provided for each replacement household.
- 3) Main difficulties encountered during the month. These difficulties can range from poor performance of the enumerator, bad weather causing delays in the process, transport difficulties, to non-cooperation on the part of the local community.
- 4) Brief comments on the work quality of each enumerator.

Before proceeding to the next EA, all questionnaires and relevant papers relating to the enumeration of the previous EA must be completed and sent to the zone supervisor. The documents should include:

- 1) 20 completed household questionnaires
- 2) 1 community questionnaire
- 3) Form A Listing of Households
- 4) Form C Direct Observation of Household Interview (at least 2 per enumerator)
- 5) Form D Reinterview Form (4 to 6 per enumerator)
- 6) Form F Month Report on the EA by the Field Supervisor
- 7) Form E Tally Sheet for Field Supervisor (one per month per EA)

Your zone supervisor will personally pick up the documents from you and will have you sign Form ? for the transfer of documents, including the number of each received.

Enumerators will not be permitted to leave the EA until all interviews have been completed as assigned and the necessary documents have been transferred to you.

DISTRICT NAME: _____ ID: _____

TA, STA OR URBAN WARD NAME: _____ ID: _____

ENUMERATION AREA

NAME: _____ ID:

ENUMERATOR

NAME: _____ ID:

NUMBER OF FORMS

IHS-1A	IHS-1B	IHS-2	IHS-3	A	B	C	D	E	M

NAME, CODES, SIGNATURE

FIELD SUPERVISOR

NAME: _____ ID:

SIGNATURE:

ZONE SUPERVISOR

NAME: _____ ID:

SIGNATURE:

IHS-2 MANAGEMENT

NAME: _____ ID:

SIGNATURE:

nb: To be completed in duplicate. One copy to be retained by the Zone Supervisor. One copy to stay with the complete set of forms for the EA.