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REPUBLIC OF GHANA
STATISTICAL SERVICE

GHANA LIVING STANDARDS SURVEY

SUPERVISOR'S INSTRUCTION MANUAL

SAMPLE SURVEYS SECTION
ANALYTICAL STUDIES AND DEVELOPMENT
JULY 1987

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PART I. FIELD OPERATIONS

1. INTRODUCTION

THE GHANA HOUSEHOLD SURVEY PROGRAMME

As a result of a series of discussions with representatives of the United Nations Economic Commission for Africa and the World Bank, the Statistical Service set up the Ghana Household Survey Programme, whose long-term objectives are:

1. To provide the Government of Ghana with the ability to monitor the effects of the Economic Recovery Programme on household living standards; and
2. To establish a stock of household and community data capable of supporting in-depth research in a variety of important policy areas.

The Ghana Household Survey Programme is an initial five-year programme, the first component of which is the Ghana Living Standards Survey (GLSS). The GLSS takes a holistic view of the living conditions of households living in Ghana, in the sense that it looks at the whole spectrum of elements that affect living conditions in one and the same survey. The other component of the Ghana Household Survey Programme will consist of a series of detailed in-depth survey on key elements of living standards one year after another.

OBJECTIVES OF THE GHANA LIVING STANDARDS SURVEY

The principal objective of the Ghana Living Standards Survey (G.L.S.S.) is to make available basic data on the living standards of households on a continuous basis as well as changes in such living standards over time.

The key elements of living standards measured by the survey are:

- * household income and expenditure,
- * health and education,
- * employment and other productive activities,
- * demographic characteristics and migration,
- * housing,
- * nutritional status

The information gathered is expected to improve planning of economic and social policies in Ghana and to assist in evaluating the impact of policies. It should enable decision-makers to:

- * identify target groups for government assistance;
- * construct models to simulate the impact, both overall and on individual groups, of the various policy options; and
- * analyse the impact of decisions already made and of the current economic situation on living conditions of households.

The Survey will thus meet the urgent needs of a number of users, including, the Ministry of Finance and Economic Planning and other agencies.

METHODOLOGY OF THE SURVEY

To meet the objectives of the survey, it is proposed to survey 13,200 households every year. The households were so selected as to provide a self-weighting sample of all non-diplomatic households living in Ghana by means of a two-stage design with an in-built procedure for replacement of non-response.

First, the country was divided into three Ecological Zones, namely Coastal, Forest and Savannah. The 13,000 enumeration areas (E.As) in these

Zones were stratified into urban, semi-urban and rural. Two hundred (200) of these enumeration areas or primary sampling units (PSUs) were selected with probability proportion to household size. During the second stage, a cluster of 16 households was chosen from each PSU by a random design to serve as the survey sample.

In order to follow changes in the living standards of the same households while ensuring that the data collected would be kept permanently up-to-date, half of the sample will be retained each year, while the other half will be replaced with an equal number of households.

1. In the 1984 Ghana Population Census an urban area was defined as a locality with a population size of 5,000 or more inhabitants, whilst a semi-urban area was classified as any locality with a population size of 1,500 or more but less than 5,000 and a rural area as any locality with a population size of less than 1,500.

Four types of questionnaires have been developed, namely,

- * a household questionnaire addressed to household members, to be completed in two rounds, with a two-week interval between;
- * a community questionnaire dealing with the locality itself, aimed at identifying the economic infrastructure, education and health facilities existing in the villages;
- * a price questionnaire for collecting prices of commodities in the local market;
- * an anthropometric questionnaire for collecting information on weights and heights of all members of the household.

The following precautions have been taken to ensure that the data are of consistent quality and are processed without delay:

- * The questionnaires are pre-coded to eliminate the very slow and tedious coding process, which often is liable to various types of error.
- * Micro-computers will be installed in all data collection centres located in eight regional offices of the Statistical Service namely, Accra, Kumasi, Sekondi-Takoradi, Koforidua, Sunyani, Ho, Cape Coast and Tamale to enter the data close to the place where they are collected.
- * A software programme has been designed to check the data automatically to detect inconsistencies, so that any errors can be corrected when the interviewer visits the household for Round Two of the survey.
- * Supervision will be close, with one supervisor for one anthropometrist, two interviewers and one data entry operator.

ORGANIZATION OF THE SURVEY

The Ghana Living Standards Survey will be conducted by a Project Directorate assisted by a staff of technical officers and ten data collection and entry teams based in eight regional offices of the Statistical Service. A micro-computer will be installed at each of the eight regional branch offices for immediate entry of data from all the questionnaires completed by each team. Two teams will be based in Accra and Kumasi for an urban team and a rural team. The decentralization of the data entry operation, which is the first time in the country's survey history, will thus mean increased efficiency in the data collection and data processing aspects of the survey.

The PROJECT DIRECTORATE is composed of six members, namely,

- * The Deputy Government Statistician, who is the Project Director and therefore responsible for the administration of the survey and the setting of its broad guidelines; he directs the work of the Section, authorizes expenditures and makes the necessary contacts for the smooth running of the project. He is responsible for the conduct of the survey.
- * The Deputy Project Director, who assists the Project Director in the conduct of the survey in the field. He keeps in touch with the survey teams, and sees to it by frequent visits to the field that the instructions for completing the questionnaires are followed. If technical or other problems arise, he must be ready with prompt and appropriate solutions.
- * Two Project Computer Specialists who are concerned with the design of the data entry software and the data processing programs. They are responsible for ensuring that the supervisors and data entry operators follow the instructions for running the programs and for the efficient use of the micro-computers.
- * The Statisticians whose task is to assist the Deputy Project Director. The Project Directorate is assisted by a staff of two technical officers (Statisticians) and a typist at the Head Office, and the collection and entry teams at the regional level.

Each of the ten DATA COLLECTION AND ENTRY TEAMS consists of six members:

- * A Supervisor, who is the team leader and responsible for overseeing, monitoring and where necessary correcting the work of the two interviewers, the data entry operator and the anthropometrician.
- * In addition, he is responsible for managing the team's equipment, vehicle and funds. He acts as the representative of the Project Directorate at the regional office.
- * Two Interviewers, who must each conduct interviews with 160 households in the course of the year, while keeping to the set timetable.
- * A Data Entry Operator, responsible for entering the collected data in the micro-computer.
- * An Anthropometrician, responsible for taking the weights and heights of all members of the household.
- * A Driver whose duties are to drive the members of the team from the regional office to the place where the survey is being carried out.

2. THE WORK OF THE SUPERVISOR

His role

As leader of the data collection and entry team and representative of the Project Directorate at the regional office of the Statistical Service, the supervisor plays a key role in the survey.

- * He is responsible for on-the-job training of the interviewers, and for advising them on how to work more efficiently. He also advises the data entry operator.
- * He is responsible for carrying out checks ^{on} the work of the team to ensure that the data are of good quality.
- * He is responsible for the management of the personnel, equipment, vehicle and funds of the team.
- * He is the channel for communication between the Project Directorate and the data collection and entry team. He ensures that the advice of the Project Directorate is followed and keeps the directorate informed of any data collection and entry problems.

The role calls for a good understanding of the work to be done by each member of the team. In other words, the supervisor must be familiar with the content not only of this manual but also of the instruction manuals for the interviewers, the anthropometrician and the data entry operator.

His duties

The most important of the supervisors's responsibilities is to ensure that the quality of the data collected and entered is unquestionable. To this end, a number of specific tasks has been assigned to him:

1. Publicity. He must supervise the delivery of the letters of introduction to the local authorities, to the chiefs and, in urban areas, to the households. He introduces the members of the team and explains the purpose of the survey in each of the selected localities.
2. Finding the selected household The supervisor must help the interviewers to find the selected household, using the maps and information established during the pre-survey stage. He should correct the maps where necessary. He must also help the interviewers to persuade reluctant households to participate. If they persist in refusing, or an address cannot be found, it is his responsibility to replace these households by others from the list of replacement households identified during the pre-survey.

3. Preparation of the questionnaires. The supervisor copies onto the questionnaires the names and addresses of the heads of household belonging to the sample; he codes certain variables after the first round and copies the names of respondents for the second round.
4. Verification of questionnaires. At the end of each round, before leaving the field, the supervisor will check that the questionnaires have been correctly completed. If necessary, he will ask the interviewer to go back to the household to complete the questionnaire.
5. Observing interviews. Once every week during the survey, the supervisor will accompany each interviewer on one of these visits to observe his interview techniques.
6. Re-interview. Every day the supervisor will select at random one of the households interviewed on the previous day, to re-ask certain questions. He will then compare the replies with those recorded on the questionnaire.
7. Checking the printouts. After the data for each round have been entered in the computer, the supervisor will compare the printout with the data on the questionnaires. He will also look for any errors made by the interviewer, using the tests for coherence in the computer program. He will mark in red on the printout the errors made by the data entry operator and on the questionnaire the questions that the interviewer must ask again during Round Two.

In addition, the supervisor will be responsible for collecting information on the localities surveyed (community questionnaire) and supervising collection of information on prices. The various tasks and responsibilities for the supervisor are explained in detail in the following sections.

3. PREPARING FOR THE SURVEY

Before the team's arrival in the E.A., two tasks must be performed by the supervisor: sending out letters to inform the households of the team's date of arrival and preparing the questionnaires for the interviewers.

PUBLICITY

The supervisor's duties will vary somewhat according to the area.

In rural areas, that is in the E.A.'s consisting of villages, it will be sufficient to send a letter to the chief/regent announcing the expected dates of Round One and Round Two of the survey. The letter should be sent not less than one week and not more than two weeks before the beginning date of Round One. The time allowed will depend on the distance between the cluster currently being surveyed and the cluster where the announcement is to be made.

In urban areas, that is the E.A.'s in Accra, Kumasi, Tamale and other towns, the letters announcing the visit should be delivered by the interviewers to each household in the sample one or two weeks before the start of Round One.

PREPARATION OF THE QUESTIONNAIRE FOR ROUND ONE

Before giving the questionnaires to the interviewers, the supervisor must get them ready in the office. This is to be done in two stages:

1. Check that the blank questionnaires have no missing pages or sections and that a label is attached to Section 7.
2. Find the pre-survey sheet for each of the households to be interviewed. Copy the following information onto the first page (0A) of the questionnaire (Survey Information):

- * The name and code of the cluster/Enumeration area;
- * The serial number of house;
- * The household number;
- * The name of the head of household;
- * The address and instructions on how to find it.

The above information must be printed very legibly in capital letters and in ink.

PREPARATION OF THE QUESTIONNAIRE FOR ROUND TWO

Preparation of the Round Two questionnaires consists, first, of filling in the two columns headed INTERVIEWER and OPERATOR on the Summary of Survey Results page (08), after checking the Round One printouts. If there are some questions to be asked again during Round Two, write Code 2, "to be completed," in the INTERVIEWER column. In the OPERATOR column, write Code 2, "Corrections," if corrections will be made by the interviewers during Round Two or if there are data entry errors in that section. Code 1, "satisfactory", should only be used if there are no corrections of any kind to be entered in that section.

Next, certain data recorded under Section 7 of the questionnaire must be copied into other sections.

<p>* Copy: The name and identification code of the person best-informed of the agro-pastoral activities of the household (Section 7, Question 2).</p>	<p>In: Section 9, Agro-pastoral activities, in the box for the respondent.</p>
<p>* The names and codes of the household's enterprises and the name and identification code of the person best-informed about each enterprise (Section 7, Questions 4 and 5).</p>	<p>Section 10, Non-farm self-employment activities, Part A, Questions 1 and 2.</p>
<p>* The name and identification code of the person best-informed about food expenses (Section 7, Question 8).</p>	<p>Section 12, Food expenses home-production, in the box for the respondent.</p>
<p>* The name and identification code of the person best-informed about the household's other expenses, income and savings (Section 7, Question 9).</p>	<p>Section 11, Expenditures and inventory of Durable goods, in the box for the respondent, AND ALSO Section 14, Other income, in the box for the respondent.</p>
<p>* The name and identification code of the randomly-selected woman (Section 7, Question 10).</p>	<p>Section 13, Fertility, in the box for the respondent.</p>

SECTION 7. RESPONDENTS FOR ROUND TWO

RESPONDENT: THE PERSON BEST INFORMED OF THE ACTIVITIES OF THE HOUSEHOLD MEMBERS

NAME OF THE RESPONDENT: KWADWO NSIAH ID CODE: 01

1. During the past 12 months, has any member of your household worked as an independent farmer or family worker on a farm belonging to the household, or raised animals belonging to the household, such as poultry, cattle, sheep, pigs or other animals?

VERIFY WITH SECTION 5.

YES.....1

NO.....2 (p 3)

1

2. Who is the person who knows most about all the agricultural and livestock activities of the members of your household?

NAME: KWADWO NSIAH ID CODE: 01

RESPONDANT FOR SECTION 9

3. During the past 12 months, has any member of your household worked for himself other than on a farm or raising animals? For example, has anyone operated his/her own business, trade or industry, engaged in an independent profession, or worked as an independent fisherman or artisan?

VERIFY WITH SECTION 5.

YES.....1

NO.....2 (p 8 NEXT PAGE)

1

4	5
What different trades, businesses, industries, services or professions, were owned or managed by members of your family during the past 12 months (since.....)? MAKE A COMPLETE LIST BEFORE GOING TO 5.	Who is the person who knows most about the expenses and income of ...{NAME OF BUSINESS, ENTERPRISE, ETC.....}? NAME
OFFICE USE	ID CODE
1 BAKING FOR SALE 311	GLADYS NSIAH 02

RESPONDENT FOR

4. ARE THERE MORE THAN 3 BUSINESSES, ENTERPRISES, ETC?

YES.....1 (p 7 NEXT PAGE)

NO.....2 (p 8 NEXT PAGE)

2

10.

7. Among these trades, industries, and businesses, which are the most important for the household?
WRITE THE ORDER NUMBER OF THE THREE MOST IMPORTANT.

--	--	--

8. Who shops for the food for your household?

NAME: <u>GLADYS NSIAH</u>	ID CODE: <u>02</u>
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RESPONDENT
FOR SECTION 12

9. Who in your household knows most about the other expenses, income and savings of the members of your household?

NAME: <u>KWADWO NSIAH</u>	ID CODE: <u>01</u>
---------------------------	--------------------

RESPONDENT
FOR SECTIONS 11,
14 AND 15

10. TO CHOOSE A WOMAN AT RANDOM TO ANSWER THE QUESTIONS ON FERTILITY IN THE SECOND ROUND OF THE SURVEY:

READ THE FIRST LINE OF THE STICKER BELOW UNTIL YOU COME TO THE ID CODE OF A WOMAN BELONGING TO THE HOUSEHOLD AND AGED 15 TO 50 IN THE HOUSEHOLD ROSTER. CROSS OUT EACH REJECTED ID CODE ON THE STICKER. IF THERE IS NO VALID ID CODE IN THE FIRST LINE, GO TO THE SECOND. WHEN A VALID ID CODE IS FOUND, CIRCLE IT.

9 8 14 15 11 7 18 4 3 2
17 13 12 20 19 10 6 1 16 5

+-----+
| 6968 |
+-----+

RESPONDENT
FOR
SECTION 13

WRITE THE NAME AND ID CODE OF THE WOMAN SELECTED:

NAME: <u>SARAH BOAMAH</u>	ID CODE: <u>07</u>
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SECTION 8

4. ARRIVAL IN THE COMMUNITY

The supervisor will arrive in the community with the rest of the team the day before the start of the survey. Accompanied by the interviewers, he will visit the chief/regent and other prominent members (CDR, INC) to explain the purpose of the survey, introduce the members of the team and discuss the survey program for the week. They will already have been informed of the team's arrival through the announcement sent earlier.

EXPLANATION OF THE SURVEY

First, the supervisor should introduce himself and the interviewers and say that they are working for the Statistical Service. Next, he should explain that:

*

They are making a survey of households living in Ghana, and that the purpose is to find out what present living conditions are like. The survey is thus very important for planners, so that they will know how to improve people's living standards.

*

The community and the households that will be interviewed have been selected at random. Other neighbouring communities and households have been selected in the same way.

*

The survey is not concerned in any way with taxes; all the information collected is confidential, subject to the principle of statistical secrecy.

*

The survey will take the form of two rounds of interviews, the second taking place two weeks after the first.

RECRUITMENT OF INTERPRETERS

In many localities, the respondents will need the help of an interpreter to answer the questions. The ideal would be to employ interviewers who know the local language. If there is someone among the interviewers who speaks the local dialect, care should be taken to see that he is sent to households that need an interpreter.

In most cases where an interpreter is needed, the interviewer will have no knowledge of the language in which the interview will be conducted, so that another person must be brought in. There are two ways of doing this: (1) to ask the head of household to choose someone or (2) to ask the chief to recruit a few people to serve as interpreters for the week.

The best interpreter is someone chosen by the respondent, since the questions are confidential and the interpreter must be someone the respondent is willing to trust. The supervisor should be aware, however, that there are certain problems in adopting this solution. In the first place, it is difficult to know how good the translation is. The respondent's friend who speaks English may not speak it well enough to translate everything and said during the interview, and he will not want to admit it.

Another problem that often arises is that the interpreter chosen by the respondent knows the household's affairs so well that he tends to answer for the respondent without translating the questions. If that happens, the interpreter will have to be reminded, frequently but politely, that the respondent is the person who was chosen to be interviewed and that only his own answers can be recorded on the questionnaire.

If the supervisor finds, on arriving in the community, that there are really very few people who speak English, he should ask the chief to nominate someone to act as interpreter if the respondent does not know anyone who can translate for him. But the supervisor must make it clear that this person will only be called on to interpret if the respondent himself does not suggest anybody.

VISITS TO HOUSEHOLDS BY THE INTERVIEWERS

The day the team arrives in the community there will be no interviews but the interviewers should use the time to make contact with all the households who will be interviewed during the week, to introduce themselves, explain the purpose of the survey and set a day and time for the interviews.

CONDUCT OF THE SURVEY IN URBAN AREAS

The introductory steps described above do not apply in urban areas, apart from the question of finding interpreters. In urban areas the interviewers should always ask the respondents to choose their own interpreter. It will not be necessary to visit the household the day before the interview, since all the households will have received a visit from the interviewer one or two weeks earlier together with a letter stating the date of his arrival to carry out the survey.

5. PROBLEMS OF FINDING HOUSEHOLDS OR RESPONDENTS

It is extremely important that the households interviewed in each cluster should be those listed in the file given to the supervisor. The problems that arise most frequently are as follows:

- * There are difficulties in finding a particular household, be it because the information noted during the pre-survey stage was too vague, because the household has moved to another area, or because their dwelling has been destroyed;
- * The appropriate respondents for each section are not available;
- * A household refuses to take part in the survey or to answer the questions in certain sections

DIFFICULTIES IN FINDING A HOUSEHOLD

If the interviewer cannot find one of the households, the supervisor should go with him to the place and ask for information from the neighbours, the chief or the district head. On the list of households belonging to the sample there is a description of the head of household, giving his name, age, and nationality.

If the interviewer finds a household at a given address but the head of household is different from the one identified in the pre-survey, the interviewer must question the household members to ascertain whether it is in fact the same household (the former head having died, for instance) or whether the household previously identified at that address has moved.

- * If it is the same household with a different head, the supervisor should enter this fact on the Survey Information Sheet in the box entitled VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE (see illustration).

- * If the household interviewed in the pre-survey has moved and there is another household in the same dwelling, the interviewer may interview the new household instead. But before giving permission for this interview, the supervisor must go with the interviewer to the dwelling to verify the situation. The supervisor must never allow the interviewer to make the decision to replace a household. The supervisor must record the replacement of one household for another living in the same dwelling on the Survey Information Sheet in the box entitled VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE in the space for Remarks. (see illustration).

If the dwelling has been destroyed or abandoned -- and the supervisor must verify himself that this is the case -- he should replace the household following the rules set out below.

CLUSTER: LEGON

025

07

1

HOUSEHOLD

ROSTER

HEAD OF HOUSEHOLD: KWADWO NSIAH

ADDRESS (OR DESCRIPTION): FIFTH HOUSE ON THE RIGHT
OF FIRST STREET AFTER UNIVERSITY
PRIMARY JUNCTION ON THE ACHIMOTA ROAD

FIRST ROUND OF SURVEY

INTERVIEWER: SAMUEL MENSAH 15 DATE: 22 07 87

DWELLING FOUND? YES...1 NO...2 (#SUPERVISOR) 1 IS THE HEAD OF HOUSEHOLD THE SAME? YES...1 NO...2 (#SUPERVISOR) 2

NAME OF NEW HEAD: _____

RELIGION OF HEAD: MUSLIM...1 PROTESTANT...3 ANIMIST/TRADITIONAL...5
CATHOLIC...2 OTHER CHRISTIAN...4 OTHER...6

PRIMARY LANGUAGE OF HEAD: AKAN...2 GA-ADANGBE...4 HAUSA...6 OTHER (SPECIFY)...8
EWE...3 DAGBANI...5 NZEMA...7

LANGUAGE USED BY THE RESPONDENT: ENGLISH...1 (END) GA-ADANGBE...4 NZEMA...7 INTER- YES...1
AKAN...3 DAGBANI...5 OTHER (SPECIFY)...8 PRETER? NO...2
EWE...3 HAUSA...6

REMARKS: _____

VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE

SUPERVISOR: JOHN ADIPA 03 DATE: _____

REMARKS: SAME HOUSEHOLD, SELECTED HEAD

DECEASED 22-07-87

REINTERVIEW BY SUPERVISOR? YES...1 NO...2

THIS HOUSEHOLD RE-PLACES HOUSEHOLD NO: ☐ THIS HOUSEHOLD WILL BE REPLACED BY NO: ☐ REASON: DWELLING NOT FOUND/VACANT...1
OCCUPANT NOT AT HOME...2 REFUSAL...3

DATA ENTRY, ROUND ONE

OPERATOR: _____ DATE: _____

REMARKS: _____

1 The interviewer finds that the head is not the same.

2 The supervisor verifies that it is the same household.

3 The interviewer will conduct the interview. He will write the name of the new head.

CLUSTER: LEGON 025 07 1
 HOUSEHOLD ROSTER
 HEAD OF HOUSEHOLD: KWADWO NSIAH
 ADDRESS (OR DESCRIPTION): FIFTH HOUSE ON THE RIGHT
OF FIRST STREET AFTER UNIVERSITY
PRIMARY JUNCTION ON THE ACHIMOTA ROAD

FIRST ROUND OF SURVEY

INTERVIEWER: SAMUEL MENSAH 15 DATE: 22 07 87

DWELLING FOUND? YES...1 NO...2 (SUPERVISOR) 1 IS THE HEAD OF HOUSEHOLD THE SAME? YES...1 NO...2 (SUPERVISOR) 2

NAME OF NEW HEAD: _____

RELIGION OF HEAD: MUSLIM...1 PROTESTANT...3 ANIMIST/TRADITIONAL...5
 CATHOLIC...2 OTHER CHRISTIAN...4 OTHER...6

PRIMARY LANGUAGE OF HEAD: AKAN...2 GA-ADANGBE...4 HAUSA...6 OTHER (SPECIFY)...8
 EWE...3 DAGBANI...5 NZEMA...7

LANGUAGE USED BY THE RESPONDENT: ENGLISH...1 (END) GA-ADANGBE...4 NZEMA...7
 AKAN...2 DAGBANI...5 OTHER (SPECIFY)...8
 EWE...3 HAUSA...6 INTER- YES...1
 PRETER? NO...2

REMARKS: _____

1 The interviewer finds that the head is not the same.

2 The supervisor finds that the selected household has moved. He replaces it with the household living at the same address.

VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE

SUPERVISOR: JOHN ADIPA 03 DATE: _____

REMARKS: HOUSEHOLD MOVED, REPLACED WITH HOUSEHOLD
NOW RESIDING THIS ADDRESS, 22-7-87

REINTERVIEW BY SUPERVISOR? YES...1 NO...2

THIS HOUSEHOLD REPLACES HOUSEHOLD NO: ☐ THIS HOUSEHOLD WILL BE REPLACED BY NO: ☐ REASON: DWELLING NOT FOUND/VACANT...1
 OCCUPANT NOT AT HOME...2
 REFUSAL...3

3 The interviewer will return to the household, write the name of the new head and conduct the interview.

DATA ENTRY, ROUND ONE

OPERATOR: _____ DATE: _____

REMARKS: _____

ABSENCE OF RESPONDENTS

Each part of the interview is directed to a specific respondent. If the person who is supposed to reply to any part of the questionnaire is not available on the interviewer's first visit, he must inquire when he may return to interview that person.

REFUSALS

Interviewers may encounter two different kinds of refusal: a total refusal to take part in the survey, or a refusal to answer questions once the interview has begun. To avoid refusals, the interviewer must be very careful in his first contacts with the household.

The following are among the most frequent reasons for refusal to cooperate:

1. The respondents fear that any information they may reveal on their income will be used for tax purposes. This fear, which is found most commonly among upper income urban households, can be reduced if the interviewers stress certain points, as follows:

- * Any information provided will be kept strictly confidential. Taken together with information collected from other households it will enable planners to obtain an overall view of the position of households, without revealing anything at all about any specific household. The secrecy of the data will thus be maintained.

- * The survey will enable planners to devise better policies for improving the standard of living of everyone in Ghana. Households will benefit from providing accurate data which will only be used to help them.

2. The respondents do not wish to have an interviewer in their home for such a long time. The best way of coping with this situation, which is also encountered most frequently in urban households, is for the interviewers to:

- * make sure that their personal appearance is impeccable;

- * show their badges and papers proving that they are on the staff of the Statistical Service;

- * be extremely courteous toward members of the household. It is essential to follow this precept at all times, even when interviewers are not well received; and

- * offer to return at a time or on a day that is more convenient for the household.

If the interviewer cannot persuade the household to cooperate, the supervisor must himself visit the household and try to persuade it to do so. He may ask whether the interviewer has been polite, and so forth. If the household still refuses to cooperate, a replacement must be found, following the rules set out below.

HOW TO REPLACE A HOUSEHOLD

In the few cases where it proves impossible to persuade a household to cooperate, the supervisor must find a replacement. But every effort must be made to avoid having to make a replacement. Each replacement will be closely scrutinized by the members of the Project Directorate.

In each collection team's files there is a printout called REPLACEMENT HOUSEHOLDS. There will be one such printout for each E.A. in the team area. In the first column of each printout are the numbers of all 16 households to be interviewed. In the second column, alongside this number, is the number of a "replacement household" which was selected from among the other households covered in the pre-survey as being as similar as possible to the household in the first column, from the standpoint both of size and of socio-economic status.

For instance, in the attached printout for imaginary E.A. No. 25, the replacement household for No. 05 is No. 20, and that for household No. 26 is No. 39. The household numbers in the second column will never be the same as those in the first column because the numbers in the second column have been drawn from among the 48 households that were left over after the first sixteen had been chosen for the sample. In this case, for instance, among the 48 households not included in the sample, household No. 20 was the most similar to No. 05 both in size and in socio-economic status.

REPLACEMENT HOUSEHOLDS

EA NO. 25:	CAPE COAST
Sample Household	Replacement Household
05	20
06	13
07	18
10	50
15	04
24	09
26	39
48	13
53	49
54	39
57	56
58	13
59	64
60	22
62	17
63	43

Note that sometimes the same household has been chosen to replace two (or more) households in the sample. For instance, household 39 is the replacement for both households 26 and 54. In general, replacement ought to be very rare, and two replacements within a single cluster rarer still. If a supervisor cannot find the replacement household either, he should immediately contact the Deputy Project Director.

When a household is replaced, this fact should be entered on the Survey Information Sheet of both questionnaires. In the box entitled VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE on the questionnaire of the household replaced, the supervisor must enter the number of the replacement household alongside the words THIS HOUSEHOLD WILL BE REPLACED BY NO. Then enter the reason for the replacement, using the code:

1 = NOT FOUND

2 = REFUSAL

The supervisor must prepare a new questionnaire for the replacement household. He must start by finding the data for the replacement household in the files of the pre-survey and copying the name of the head and the address of the household onto the Survey Information Sheet. (For this reason, the supervisor must always carry with him the files of the pre-survey for the E.A. he is visiting.) In the box entitled VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE, he must insert the number of the substitute household alongside the words THIS HOUSEHOLD REPLACES NO. The questionnaire thus prepared must be given to the interviewer. Both questionnaires will be entered by the data entry operator.

CLUSTER: LEGON 025 07 1
HOUSEHOLD ROSTER

HEAD OF HOUSEHOLD: KWADWO NSIAH

ADDRESS (OR DESCRIPTION): FIFTH HOUSE ON THE RIGHT
OF FIRST STREET AFTER UNIVERSITY
PRIMARY JUNCTION ON THE ACHIMOTA ROAD

FIRST ROUND OF SURVEY

INTERVIEWER: SAMUEL MENSAH 15 DATE: 27 07 87

DWELLING FOUND? YES...1 NO...2 (SUPERVISOR) 2 IS THE HEAD OF HOUSEHOLD THE SAME? YES...1 NO...2 (SUPERVISOR) 1

NAME OF NEW HEAD:

RELIGION OF HEAD: MUSLIM...1 CATHOLIC...2 PROTESTANT...3 OTHER CHRISTIAN...4 ANIMIST/TRADITIONAL...5 OTHER...6

PRIMARY LANGUAGE OF HEAD: AKAN...2 EWE...3 GA-ADANGBE...4 DAGBANI...5 HAUSA...6 NZEMA...7 OTHER (SPECIFY)...8

LANGUAGE USED BY THE RESPONDENT: ENGLISH...1 (END) GA-ADANGBE...4 AKAN...2 DAGBANI...5 EWE...3 HAUSA...6 NZEMA...7 OTHER (SPECIFY)...8 INTER-YES...1 PRETER? NO...2

REMARKS:

1 The interview cannot locate the address.

VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE

SUPERVISOR: JOHN ADIPA 03 DATE: 27 07 87

REMARKS: DWELLING DEMOLISHED

REINTERVIEW BY SUPERVISOR? YES...1 NO...2 1

THIS HOUSEHOLD REPLACES HOUSEHOLD NO: 17 THIS HOUSEHOLD WILL BE REPLACED BY NO: 17 PERSON: DWELLING NOT FOUND/VACANT...1 OCCUPANT NOT AT HOME...2 REFUSAL...3 1

2 The supervisor finds that the dwelling that existed during the listing operation no longer exist. He replaces with the first replacement household on list, no. 17

DATA ENTRY, ROUND ONE

OPERATOR: DATE:

REMARKS:

CLUSTER: LEGON 025 17 1
HOUSEHOLD ROSTER

HEAD OF HOUSEHOLD: CHRISTIANA ANKABOAH

ADDRESS (OR DESCRIPTION): NO. 18, SOUTHERN GATE, BEHIND APOSTOLIC CHURCH OF CHRIST.

1 The supervisor prepares a new questionnaire for the replacement household, no. 17.

FIRST ROUND OF SURVEY

INTERVIEWER: _____ DATE: _____

DWELLING FOUND? YES...1 NO...2 (SUPERVISOR) ☐ IS THE HEAD OF HOUSEHOLD THE SAME? YES...1 NO...2 (SUPERVISOR) ☐

NAME OF NEW HEAD: _____

RELIGION OF HEAD: MUSLIN...1 CATHOLIC...2 PROTESTANT...3 OTHER CHRISTIAN...4 ANIMIST/TRADITIONAL...5 OTHER...6 ☐

PRIMARY LANGUAGE OF HEAD: AKAN...2 EWE...3 GA-ADANGBE...4 DAGBANI...5 HAUSA...6 NZEMA...7 OTHER (SPECIFY)...8 ☐

LANGUAGE USED BY THE RESPONDENT: ENGLISH...1 (END) GA-ADANGBE...4 AKAN...2 DAGBANI...5 EWE...3 HAUSA...6 NZEMA...7 OTHER (SPECIFY)...8 ☐ INTER-PRINTER? YES...1 NO...2 ☐

REMARKS: _____

2 He notes that this household replaces no. 07.

VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE

SUPERVISOR: JOHN ADIPA 03 DATE: _____

REMARKS: _____

REINTERVIEW BY SUPERVISOR? YES...1 NO...2 ☐

THIS HOUSEHOLD REPLACES HOUSEHOLD NO: 07 THIS HOUSEHOLD WILL BE REPLACED BY NO: ☐ REASON: DWELLING NOT FOUND/VACANT...1 OCCUPANT NOT AT HOME...2 REFUSAL...3 ☐

3 He gives the questionnaire to the interviewer to conduct the interview.

DATA ENTRY, ROUND ONE

OPERATOR: _____ DATE: _____

REMARKS: _____

6. VERIFYING AND CODING THE QUESTIONNAIRES

Every morning, in the field, and certainly before leaving the cluster, the supervisor must verify that all the questionnaires that were worked on during the previous day are completely filled out. Then he must code some answers that could not be precoded.

VERIFYING THE COMPLETED QUESTIONNAIRES

The purpose of this operation is to ensure that the questionnaires are completely filled out; that is to say, that everyone who should have been interviewed has replied and that every section is complete. Verification must be done the day after the questionnaire is completed, before the supervisor leaves the area and before the questionnaires are given to the data entry operator.

Each step of verification is described in the following forms. The supervisor must complete one of these forms after each round.

If one of the items is unsatisfactory, the supervisor must return the questionnaire to the interviewer with instructions to correct it immediately, before leaving the area. The supervisor must keep the verification forms for each questionnaire until the end of the second round. When the data for the second round have been entered, the verification forms will be sent to Accra with the questionnaires.

CLUSTER: _____

HOUSE-
HOLD \:

INTERVIEWER: _____

ROUND ONE			RESULT	
SEC-TION	QUES-TIONS	CHECK	SATIS-FACTORY	TO BE REDONE
1A	13-14	All persons were correctly classified as members of the household.		
1A	14	All household members and only household members have a cross in column A.		
1A	6	The ages of all household members were correctly copied in column B.		
1B		A line was filled in for every household member.		
1C	1	If the answer to question one is YES, the grid has at least one person in it.		
2A	1-9	The skip pattern was followed correctly.		
2B	2-4	If the lodging is rented (YES in question 2), an amount is noted in question 4.		
3		A line was filled in for every member of the household age 5 years or older.		
4		One line was filled in for every household member.		
5A	1-7	Q 1-7 were asked for every member 7 or older and the skip pattern was followed correctly.		
5A	1	All adults (15 and older) answered for themselves.		
5A-56		All of the activities noted in 5A can be found elsewhere in the section.		
5B	1-2, 9-10	If there is an answer for questions 1 and 2, there is also an answer for questions 9 and 10.		
5C	1-2, 8-9	If there is an answer for questions 1 and 2, there is also an answer for questions 8 and 9.		
5B,C,H		The number of hours worked in the last 7 days does not exceed 18 hours per day.		
5F	1,6	If the answer for question 1 is 3, 4 or 5, there is also an answer for question 6.		
5H		A line was filled out for every household member age 7 and older.		
6		A line was started for every household member age 7 or older.		
7	4-5	For every business indicated in question 4 there is a person's name in question 5.		
7	8-9	There is a name written in each question.		
7	10	The woman was correctly chosen and her name is written in the question.		
8	1	There is a sketch with all the dimensions clearly marked that conforms to Section 2A.		

SUPERVISOR: _____

DATE: _____

ROUND TWO			RESULT	
SECTION	QUESTIONS	CHECK	SATISFACTORY	TO BE REDONE
1-8		The questions circled in red in round one have been reasked and corrected.		
9		Ask for an explanation if the person interviewed was not the designated person.		
9		Parts A, B, C, D, E, F, J and K are filled in.		
9A 9B	3, 27 2	The number of hectares for each crop in 9B Q2 does not exceed the sum of Q3 and Q27 in 9A.		
9F	1	If the answer to this question is YES, parts F, G, H and I are filled in.		
10A	1	Parts A, B, C and D are filled in for all of the businesses listed.		
10A	3	Ask for an explanation if the person interviewed was not the designated person.		
10A 10B	10 1	If the answer to 10A Q10 is YES, the answer to 10B Q1 "Wages" must be YES.		
10B	1-2	Every line is marked YES or NO in Q1. For every YES there is an amount written in Q2.		
10D	1	Every line is marked YES or NO in Q1.		
11		Ask for an explanation if the person interviewed was not the designated person.		
11A	1	Every line is marked YES or NO in Q1. For every YES, there is an amount written in Q2.		
11B	1	Every line is marked YES or NO in Q1. For every YES, the line is filled in.		
11C	1	Every good marked YES on the left is copied in the table on the right and the line is filled.		
11D	1	If the answer to question 1 is YES, the grid should have at least one person in it.		
12		Ask for an explanation if the person interviewed was not the designated person.		
12A	1	Every line is marked YES or NO in Q1. For every YES, the line is filled in.		
12B	1	Every line is marked YES or NO in Q1. For every YES, the line is filled in.		
13A		Ask for an explanation if the person interviewed was not the designated person.		
13A	12	The number of children noted here is the same as is in the table on the preceding page.		
13B	1	Q1 is answered for all methods. If the answer is yes, the rest of the line is completed.		
14		Ask for an explanation if the person interviewed was not the designated person.		
14A	1	If the answer to question 1 is YES, there is at least one person in the grid.		
14B	1	Every line is marked YES or NO in Q1. For every YES, there is an amount written in Q2.		
15A	1-2	If the answer to question 1 is YES, there is an amount written in question 2.		
15A	3-4	If the answer to question 3 is YES, there is an amount written in question 4.		
15A	5-6	If the answer to question 5 is YES, there is an amount written in question 6.		

SUPERVISOR: _____

DATE: _____

CODING

Most of the responses to the household questionnaire have been precoded. There are only about 12 questions, all of them in Round One, that have to be coded in the office. The supervisor is responsible for carrying out the coding before giving Round One of the questionnaire to the data entry operator. The supervisor is also responsible for calculating the area of the dwellings sketched in Section 8.

The questions to be coded are as follows:

Section	Part	Question	Code
5. Economic Activities	B. Principal employment, past seven days	1	Occupation
		2	Industry
	C. Secondary employment, past seven days	1	Occupation
		2	Industry
	E. Principal employment, past twelve months	1	Occupation
		2	Industry
	F. Employment history	2	Occupation
		3	Industry
	G. Secondary employment, past twelve months	1	Occupation
		2	Industry
7. Respondents		4	Industry
8. Characteristics of Housing		1	(Calculate area)

Occupation: International Standard Classification of Occupations

0 - 1	Physical Scientists and Related Technicians
0 - 2/0-3	Architects, Engineers and Related Technicians
0 - 4	Aircraft and Ships' Officers
0 - 5	Life Scientists and Related Technicians
0 - 6	Medical, Dental, Veterinary and Related Workers
0 - 7	Professional Nurses
0 - 8	Statisticians, Mathematicians, Systems Analysts and Related Technicians
0 - 9	Economists
1 - 1	Accountants
1 - 2	Jurists (e.g. Lawyers, Judges)
1 - 3	Teachers
1 - 4	Workers in Religion
1 - 5	Authors, Journalists and Related Writers
1 - 6	Sculptors, Painters, Photographers and Related Creative Artists
1 - 7	Composers and Performing Artists
1 - 8	Athletes, Sportsmen and Related Workers
1 - 9	Professionals, Technical and Related Workers Not Elsewhere Classified
2 - 0	Legislative Officials and Government Administrators
2 - 1	Managers
3 - 0	Clerical and Related Workers
3 - 1	Government Executive Officials
3 - 2	Stenographers, Typists and Card and Tape-Punch Machine Operators
3 - 3	Book-keepers, Cashiers and Related Workers
3 - 4	Computing Machine Operators
3 - 5	Transport and Communications Supervisors
3 - 6	Transport Conductors
3 - 7	Mail Distribution Clerks
3 - 8	Telephone and Telegraph Operators
3 - 9	Clerical and Related Workers Not Elsewhere Classified
4 - 0	Managers (Wholesale and Retail Trade)
4 - 1	Working Proprietors (Wholesale and Retail Trade)
4 - 2	Sales Supervisors and Buyers
4 - 3	Technical Salesmen, Commercial Travellers and Manufacturers' Agents
4 - 4	Insurance, Real Estate Securities and Business Services, Salesmen and Auctioneers
4 - 5	Salesmen, Shop Assistants and Related Workers
4 - 9	Sales Workers Not Elsewhere Classified

5 - 0	Managers (Catering, Lodging Services)
5 - 1	Working Proprietors (Catering and Lodging Services)
5 - 2	Housekeeping and Related Service Supervisors
5 - 3	Cooks, Waiters, Bartenders and Related Workers
5 - 4	Maids and Related Housekeeping Service Workers Not Elsewhere Classified
5 - 5	Building Caretakers, Charworkers, Cleaners and Related Workers
5 - 6	Launderers, Dry-Cleaners and Pressers
5 - 7	Hairdressers, Barbers, Beauticians and Related Workers
5 - 8	Protective Service Workers
5 - 9	Service Workers Not Elsewhere Classified
6 - 0	Farm Managers and Supervisors
6 - 1	Farmers
6 - 2	Agricultural and Animal Husbandry Workers
6 - 3	Forestry Workers
6 - 4	Fishermen, Hunters and Related Workers
7 - 0	Production Supervisors and General Foremen
7 - 1	Miners, Quarrymen, Well Drillers and Related Workers
7 - 2	Metal Processors
7 - 3	Wood Preparation Workers and Paper Makers
7 - 4	Chemical Processors and Related Workers
7 - 5	Spinners, Weavers, Knitters Dyers and Related Workers
7 - 6	Tanners, Feltmongers and Pelt Dressers
7 - 7	Food And Beverage Processors
7 - 8	Tobacco Preparers and Tobacco Products Makers
7 - 9	Tailors, Dressmakers, Sewers, Upholsterers and Related Workers

8 - 0	Shoemakers and Leather Goods Makers
8 - 1	Cabinetmakers and Related Wood Workers
8 - 2	Stone Carvers and (Stone) cutters)
8 - 3	Blacksmith, Toolmakers and Machine Tool Operators
8 - 4	Machinery Fitters, Machine Assemblers and Precision-Instrument Makers (Except Electrical)
8 - 5 ✓	Electrical Fitters and Related Electrical and Electronics Workers
8 - 6	Broadcasting Station and Sound-Equipment Operators and Cinema Projectionists
8 - 7	Plumbers, Welders, Sheet-Metal and Structural Metal Preparers and Erectors
8 - 8	Jewellery and Precious Metal Workers
8 - 9	Glass Formers, Potters and Related Workers
9 - 0	Rubber and Plastics Product Makers
9 - 1	Paper and Paperboard Products Makers
9 - 2	Printers and Related Workers
9 - 3	Painters
9 - 4	Production and Related Workers Not Elsewhere Classified
9 - 5	Bricklayers, Carpenters and Other Construction Workers
9 - 6	Stationery Engine and Related Equipment Operators
9 - 7	Material Handling and Related Equipment Operators, Dockers and Freight Handlers
9 - 8	Transport Equipment Operators
9 - 9	Labourers Not Elsewhere Classified
X	Workers Not Classifiable by Occupation
X - 1	New Workers Seeking Employment
X - 2	Workers Reporting Occupation Unidentifiable or Inadequately Described
X - 3	Workers Not Reporting any Occupation

**Industrial Industry: International Standard Industrial
Classification of All Economic Activities**

Agriculture, Hunting, Forestry and Fishing

111	Agricultural and livestock production
112	Agricultural services
113	Hunting, trapping and game
121	Forestry
122	Logging
130	Fishing

Mining and Quarrying

210	Coal Mining
220	Crude Petroleum and Natural Gas Production
230	Metal Ore Mining
290	Other Mining

Manufacturing

311	Food Manufactures
313	Beverage Industries
314	Tobacco Manufacturers
321	Manufacture of Textiles
322	Manufacture of wearing apparel, except footwear
323	Manufacture of leather and products of leather, except footwear and wearing apparel
324	Manufacture of footwear, except vulcanized or mould rubber or plastic footwear
331	Manufacture of wood and cork products, except furniture
332	Manufacture of furniture and fixtures except primarily of metal
341	Manufacture of paper and paper products
342	Printing, publishing and allied industries
351	Manufacture of basic industrial chemicals, including fertilizers
352	Manufacture of other chemical products

Manufacturing (Continued)

353	Petroleum refineries
354	Manufacture of miscellaneous products of petroleum and coal
355	Manufacture of rubber products
356	Manufacture of plastic products not elsewhere classified
361	Manufacture of pottery, china and earthenware
362	Manufacture of glass and glass products
369	Manufacture of other non-metallic mineral products
371	Iron and steel basic industries
372	Non-ferrous metal basic industries
381	Manufacture of fabricated metal products, except machinery and equipment
382	Manufacture of machinery except electrical
383	Manufacture of electrical machinery apparatus, appliances and supplies
384	Manufacture of transport equipment
385	Manufacture of professional and scientific equipment, measuring and controlling instruments not elsewhere classified, and of photographic and optical goods
390	Other manufacturing industries

Electricity, Gas and Water

410	Electricity, gas and steam
420	Water works and supply

Construction

500	Construction
-----	--------------

Wholesale and Retail Trade, and Restaurants and Hotels

610	Wholesale Trade
620	Retail Trade
631	Restaurants, cafes other eating and drinking places
632	Hotels, rooming houses, camps and other lodging places

Transport, Storage and Communication

711 Land transport

712 Water transport

713 Air transport

719 Services allied to transport

720 Communication

Financing, Insurance, Real Estate and Business Services

810 Financial institutions

820 Insurance

831 Real estate

832 Business service except machinery rental and leasing

833 Machinery rental and leasing

Community, Social and Personal Services

910 Public administration and Defence

920 Sanitary and similar services

931 Education services

932 Research and scientific institutes

933 Medical, dental, other health and veterinary services

934 Welfare institutions

935 Business, professional and labour associations

939 Other social and related community services

941 Motion picture and other entertainment services

942 Libraries, museums, botanical and zoological gardens, and cultural services not elsewhere classified

949 Amusement and recreational services not elsewhere classified

951 Repair services not elsewhere classified

952 Laundries, laundry services, and cleaning and dyeing plants

953 Domestic services

959 Miscellaneous personal services

960 International and other Extra-territorial Bodies

AREA OF DWELLING

In Section B of the questionnaire, the supervisor has to calculate the area of the dwelling occupied by the household from the sketch made by the anthropometrician. This is to be done in three steps:

- * Identify the buildings to be taken into account: the houses, huts and other buildings in which the household members live. Terraces, balconies, kitchens and separate WCs and shower-rooms should not be included.
- * Calculate the living area of each building according to the instructions below and write the figure with a red marker on building drawn on the sketch.
- * Add together all the measurements and write the total in the box at the bottom of the page.

Method of calculating the living area

1. For a square house, the area is the length of one side multiplied by itself.

$$: \text{ AREA } = A^2$$

: Example: If each side is 3m
A long area is:

$$: 3\text{m} \times 3\text{m} = 9\text{m sq.m.}$$

:
----- A -----

2. For a rectangular house, the area is the length multiplied by the width:

$$: \text{ AREA } = A \times B$$

: Example: If the length is 5m
B and the width is 2m,
: the area is

$$: 5\text{m} \times 2\text{m} = 10\text{sq.m.}$$

:
----- B -----

3. For a round house, there are two ways of calculating the area. The supervisor must choose one.

(a) If you know the circumference, the area is the circumference squared and divided by 13.

$$\text{AREA} = \frac{C^2}{13}$$

Example: If the circumference is 10m, the area is:
 $(10m \times 10m) / 13 = 7.76q.m.$

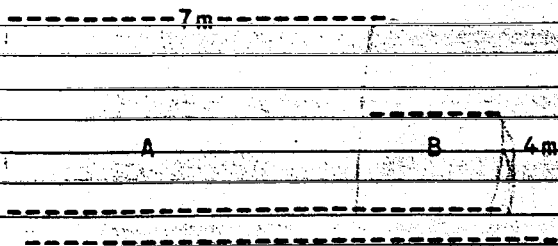
(b) If you only know the radius, the area is 3 times the square of the radius.

$$\text{AREA} = 3 \times R^2$$

Example: If the radius is 2m, the area is:
 $3 \times (2m \times 2m) = 12sq.m.$

4. Sometimes you will come across dwellings that are neither square, nor rectangular, nor round. In that case, the supervisor must do his best to find the area by dividing it up into rectangles.

Example: The house on the left can be divided into two parts:



*Part A, a rectangle 6m wide and 7m long.

*Part B, a square with 4m sides.

The area of A is 42sq.m and that of B 16sq.m. The total area is therefore 58sq.m.

$$A = 7 \times 6 = 42sq.m$$

$$B = 4 \times 4 = 16sq.m$$

7. MONITORING INTERVIEWS

The supervisor will carry out two types of check on the quality of the interviews:

- * He will visit some of the households already surveyed to ask certain questions again;
- * He will attend one interview conducted by each interviewer each week.

REINTERVIEWS

The first type of check is to be made after all the questionnaires for the previous day have been verified. One of these questionnaires will be selected at random for the reinterview. The supervisor can make the choice by throwing a die or flipping a coin (twice - once to choose the interviewer and the second time to choose the household).

On arriving at the household, the supervisor should introduce himself politely and explain that he is participating in the survey and wishes to check whether an interviewer came on the previous day to ask some questions. He should ask whether the interviewer was polite and what the household thought of the interview. Then, looking at the questionnaire that was filled out, he should ask certain questions again and verify certain data.

All the points that should be checked are listed on the forms shown on the following pages. One of these forms should be filled out for each reinterview, indicating the result of the check on each section in the righthand column. The result can be either:

- * Satisfactory, when all the answers agree, or
- * Unsatisfactory, when it appears from one or more of the checks made that the questionnaire was not filled out correctly.

In the second case, the result reflects a very serious state of affairs, which should only happen rarely, with inexperienced interviewers. The most probable cause is that the interviewer did not probe sufficiently for the response. The supervisor should discuss the matter with him to find out whether the same problem is likely to have occurred in other interviews and advise him on how to prevent it happening again. If necessary, the supervisor should instruct him to do the interviews again.

CLUSTER: _____

HOUSEHOLD
NUMBER: _____

INTERVIEWER: _____

SECTION	QUESTIONS	RESULT		COMMENTS
		SATIS-FACTORY	UNSATIS-FACTORY	
1	<p>a) Read the list of HOUSEHOLD MEMBERS and ask if all of these persons slept and ate their meals together for at least 3 of the past 12 months.</p> <p>b) Ask if there are any other persons who slept and ate their meals with the household but who are not on the list.</p> <p>c) For each person rejected as a household member, verify that he/she was absent for 10 months or more.</p> <p>d) Reask the first question of Part C. If there are any children written in the grid, ask if there are any other children less than 30 years old who do not live with the household.</p>			
3	a) Reask questions 6 and 7 for all persons.			
4	a) Ask: "Was anyone in your household ill or injured during the last 4 weeks? If YES, ask who was ill and verify that these persons are all noted in this section. If there are people on the list who were not mentioned, ask if they were ill."			
5	a) If the answers to questions 2-8 of Part A are all NO for anyone, reask them: "During the past 7 days, did ...[NAME]... work ...etc.?"			
6	a) For each member 7 and older, ask: "Since when has ...[NAME]... lived in ...[CURRENT PLACE OF RESIDENCE]...?" and compare the answers with those for question 6. If the person has always lived in the current place of residence, the answer to question 1 should be code 1 (YES).			
7	a) Reask questions 1-9.			
8	a) Ask the respondent to show you the lodging of the household and compare it with the sketch drawn by the interviewer.			

SUPERVISOR: _____

DATE: _____

INTERVIEWER: _____

SECTION	QUESTIONS	RESULT		COMMENTS
		SATIS-FACTORY	UNSATIS-FACTORY	
9	<p>a) Reask the number of hectares used during the past 12 months (Part A, Question 3).</p> <p>b) Ask: "What crops did the members of your household grow during the past 12 months?" and compare the response with those to question 1, Part B. If they are not identical, REASK QUESTION ONE FOR THE ENTIRE LIST OF CROPS.</p> <p>c) Reask question 4, Part B, for all crops with the answer YES to question 1.</p> <p>d) Reask questions 1, 7, 14, 20, 27, 31, 37, 41, 43, 47, 51, 55, 58 of Part D.</p> <p>e) Reask question 1 for all of the products on the list in Part E.</p> <p>f) Reask question 1 for all of the animals on the list in Part F.</p> <p>g) Reask question 1 for all the equipment on the list in Part K.</p>			
10	<p>a) Reask questions 10 and 11 of Part A for all businesses.</p> <p>b) Reask question 1 of Part B for all of the businesses.</p> <p>c) Reask question 1 of Part D for all of the businesses.</p>			
11	<p>a) Reask question 1 of Part A for all daily expenditures.</p> <p>b) Reask question 1 of Part B for all annual expenditures.</p> <p>c) Reask the question: "Do the members of your household own a ...[TYPE OF GOOD]...?" for all of the goods on the list to the left in Part C.</p> <p>d) Reask question 1 of Part D.</p>			
12	<p>a) Reask question 1 of Part A for all food expenditures.</p> <p>b) Reask question 1 of Part B for all products on the list.</p>			
13A	a) Reask question 2 about the designated woman. If the answer is YES, ask the number of children, miscarriages, and stillbirths that she has had in her life. Ask about any period of more than 3 years between live births. Compare the answers with the grid and question 20.			
14	<p>a) Reask question 1 of Part A.</p> <p>b) Reask question 1 of Part B for the entire list of income sources.</p>			
15	<p>a) Reask questions 1, 3 and 5 of Part A.</p> <p>b) Reask question 1 of Part C.</p>			

SUPERVISOR: _____

DATE: _____

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If the supervisor has reason to think that the interviewer may have been guilty of falsification (for instance, by suggesting answers to respondents to save himself trouble, or deliberately omitting certain questions), he should immediately inform the appropriate members of the Project Directorate.

In any event, the supervisor must keep the reinterview forms in the team's files, with all the other documents relating to the E.A. He should indicate on the questionnaire Survey Information sheet, in the appropriate box, whether or not a reinterview took place, in the box "REINTERVIEW?"

OBSERVATION OF INTERVIEWS

Once every week, the supervisor should attend an interview conducted by each interviewer in order to observe the way he asks the questions and to give advice. He should remain with the interviewer throughout the whole interview; he should not arrive or leave in the middle.

During the interview, the supervisor should not talk to either the interviewer or the respondent. He should tell the interviewer before the interview that he must not ask for advice during the interview and that he should act as though he were alone. The supervisor should make notes on any questions or concepts that the interviewer has difficulty in asking or in understanding and also on all the things he does well. Everything must be written down on the spot so that it is not forgotten.

All these comments are to be written on a form provided by the Project Directorate, the main points of which are as follows:

- * Comment on the interviewer. Did he greet everyone before beginning the interview? Did he introduce himself by explaining that he is working for the Statistical Service? Did he explain the objectives of the survey properly, i.e. how the household was chosen and that the interview would be completely confidential? What personal impression did he make? Was he polite and patient with the respondents during the interview? Did he thank everyone at the end?

* ~~How did he ask the questions?~~ Did he ask the questions as they appear in the questionnaire? Did he try to help the respondent think through the answer when he had trouble estimating the land area, for instance? Did he accept "I don't know" as an answer without probing?

* ~~Time spent on the interview.~~ Did he avoid gossiping with people while still being very polite? Did he ask the questions quickly, without hesitating? It may be worth noting the time at which he began each section.

* ~~Immediability.~~ Did he maintain a neutral attitude toward the questions and answers during the interview? Did he volunteer an opinion? Did he appear surprised or shocked or disapproving about any of the answers? Did he suggest answers when asking the questions?

Immediately after the interview, the supervisor should have a meeting with the interviewer. First, he should ask him what he thought about the interview -- where he felt he had done well and whether he thought he could do some things better. After that the supervisor should discuss with him the things he did not mention (the good as well as the bad things).

The notes made by the supervisor on all the interviews observed by him must be kept with the team's files.

8. SUPERVISION OF DATA ENTRY

OBJECTIVES

The objective of supervisory checks is to correct all errors detected by the data entry program.

Since the survey is conducted in two rounds for each household, you will make at least three checks:

- * one after the data from the first round are entered, involving only Sections 0 to 8;
- * another check after the data from the second round are entered, or all Sections from 0-15; and
- * a third after the corrections from the second round are entered. You may have to make other checks if errors persist.

THE CHECKS TO BE PERFORMED

The data entry operator essentially has two tasks:

- * entry of data from the questionnaires, and
- * management of computer hardware and documents.

Entry of data from the questionnaires consists of entering all data from the questionnaire on to the diskettes and running a number of computer checks on the data, so that after the errors are corrected the diskettes contain clean data.

Management of computer hardware and documents consists of properly maintaining the microcomputer and printer and storing the questionnaires, diskettes and printouts.

Your supervisory checks involve these two aspects of the work done by the data entry operators.

DATA ENTRY CHECKS

So that this check can be carried out, the data entry operator will give you the results of her work each week, including at least:

- * one printout per questionnaire, that is, 16 printouts per week;
- * 6 diskettes (2 "production" diskettes which are those produced directly from data entry, 2 "first backup" diskettes, which are the first copies of the production diskettes, and 2 "second backup" diskettes, which are the second copies of the production diskettes). If the cluster has a large number of data, you may have 3 additional diskettes (1 for production, 1 for first backup and 1 for second backup);
- * 16 questionnaires.

In verifying data entry of the questionnaires, you will check printouts making any corrections necessary and ascertaining that the diskets submitted by the operators are as they should be.

THE CONTENTS OF A PRINTOUT

Each printout has three parts:

- * the first entitled "Print out of All Sections Entered";
- * the second entitled "Number of Records Entered for Each Section";
- * the third involving "Consistency Checks" between sections.

1. Printout of All Sections Entered

This part is a printout of all data entered in each section.

Similarly, if in Section 1A2, the response to Question 5 (date of birth) is 150430 (April 15, 1930) and the response to Question 6 (age) is 20 (20 years), the two responses are inconsistent and will appear in a dark rectangle even though, taken separately, they may be correct.

You must systematically compare all sections in this part of the printout with the equivalent sections of the questionnaire. This is the only way to find errors involving quantities. In point of fact, if the response to Question 19B (expenditures for uniforms) in Section 3 is 12,000 and the clerk has entered 1,200, to the computer this is a valid response; this data will not appear in a dark rectangle.

The only way of detecting errors of this type is to compare the entries one by one, checking all lines of all sections in this part of the printout against the questionnaire.

2. Number of Records Entered by Section

This part of the printout gives a complete list of all sections of the questionnaire.

RESULTS?

1. In this part of the printout you will have all data entered for a household, section by section.

The fields circled in dark ink on the printout are those which were blinking on the time of data entry.

2. The second part is entitled "Number of Records Entered by Section"

HOUSEHOLD 11111 -- RECORDS BY SECTION

SECTION	NUMBER OF RECORDS
00A: SURVEY INFORMATION	1
00B: SUMMARY OF SURVEY RESULTS	2
00C: SECTIONS COMPLETED / RESPONDENTS	1
1A: HOUSEHOLD ROSTER	2
1B: PARENT'S INFORMATION	2
1C: CHILD RESIDING ELSEWHERE	1
2A: TYPE OF DWELLING	1
2B: HOUSING EXPENSES	1
3: SCHOOLING	1
311: SCHOOLING (END)	1
4: HEALTH	1
5A: TIME USE AND JOB SEARCH	1
5B1: MAIN JOB DURING THE PAST 7 DAYS	1
5B2: MAIN JOB DURING PAST 7 DAYS (CONT.)	1
5B3: MAIN JOB DURING PAST 7 DAYS (CONT.)	1
5B4: MAIN JOB DURING PAST 7 DAYS (END)	1
5C1: SECONDARY JOB DURING PAST 7 DAYS	1
5C2: SECONDARY JOB DURING PAST 7 DAYS (END)	1
5D: SEARCH FOR ADDITIONAL EMPLOYMENT	1
5E1: MAIN JOB DURING PAST 12 MONTHS	0
5E2: MAIN JOB DURING PAST 12 MONTHS (CONT.)	1
5E3: MAIN JOB DURING PAST 12 MONTHS (CONT.)	1
5E4: MAIN JOB DURING PAST 12 MONTHS (END)	1
5F: EMPLOYMENT HISTORY	1
5G1: SECONDARY JOB DURING THE PAST 12 MONTHS	2
5G2: SECONDARY JOB DURING THE PAST 12 MONTHS	1
5H: OTHER ACTIVITIES	1
6: MIGRATION	1
7: RESPONDENTS FOR ROUND TWO	1
8: CHARACTERISTICS OF HOI	1
9A: LAND	1
9B: OPS	1
9C: OF	1
9D: IT	1

This part of the printout shows all the sections of the questionnaire

Next to each section is marked the number of lines of data entered for the section and possibly the message. " --- errors detected" to indicate that one or more errors were found in that section.

For each section you will find the number of records entered and possibly the sign "----ERRORS DETECTED" if this section has incorrect data. You should count the number of records in each section on the questionnaire; this number should be the same as that shown on the printout. If there is a difference, look through the questionnaire to find missing or extra lines. Circle extra lines in red on the part of the printout entitled "Printout of All Sections Entered" and opposite them write "to be deleted", so that the clerk can eliminate them from the section. In the case of missing lines, write the number of the missing lines and "to be entered" opposite them on the "Printout of All Sections Entered", so that the operator can enter them from the questionnaire.

3. Consistency Controls between sections

This part gives information on the checks between the different lines of Section 1A (household roster). The messages shown there are of the form:

THE MOTHER OF RITA ASTIEDU (# 32), MRS. GLADYS ASTIEDU (#12) IS TOO YOUNG.

This part also gives information on the checks between the lines of different sections. In this case, the messages are of the form:

INDIVIDUAL 1: KWESI AFFUL

SECTION 04 IS NOT FILLED OUT OR ENTERED. IS 18 YEAR OF AGE, BUT
SECTION 06 IS NOT FILLED OUT OR ENTERED.

Note that in the two examples above, the data in question may appear on the "Printout of All Sections Entered", but may not appear in the dark rectangle. This is because errors detected at that point were found through internal checks within each section, while the above examples refer to errors detected as a result of the checks between different sections. This clearly shows the usefulness of these checks.

CARETEFUL, ONE ERROR MAY HIDE OTHERS!

When the computer detects an error in a line during a check within a given section, it flags it and immediately stops checking that line. You must, therefore visually check all data, even those which were not indicated as being inconsistent.

HOW SHOULD YOU MARK ERRORS?

All messages that you want the interviewer to read must be written in red in the questionnaire. You must circle all incorrect first-round questions that the interviewer has to ask the households again during the second round. Messages for the data entry operator must be written in red on the "Printout of All Sections Entered", where you are to circle the data to be re-entered or, as mentioned earlier, you indicate the lines to be deleted or added.

If you have any comments on the running of the program for the computer programming specialist, write them on a sheet of paper and put it in the envelope for the diskette containing the section to which the comments pertain. On a sheet of paper indicate the F.A. number, household number, section number and, lastly, your comments.

CORRECTION OF ERRORS and codes. Then write into the section, in the case of missing data, the questions circled on the questionnaire should be asked again of the household during the second round.

In no instance should you yourself or the interviewer correct the data from the questionnaire without having asked the questions again of the household.

COMPLETION OF SECTION 08
In Section 08 (SUMMARY OF SURVEY RESULTS), in the SUPERVISION OF THE INTERVIEWER column, write code 1 (satisfactory) if there are no questions that the interviewer must re-ask during Round Two, or codes 2 or 3 if there are questions to be re-asked. In the column SUPERVISION OF THE DATA ENTRY OPERATOR, write code 2 (CORRECTIONS) if (1) there are data entry errors to be corrected or if (2) there are corrections indicated in the preceding column (SUPERVISION OF THE INTERVIEWER) that should be entered after the second round.

VERIFICATION OF THE DISKETTES ENTERED INTO THE SYSTEM. IS LAUNCHED UP, 20
Each week you will verify the contents of all diskettes submitted to you by the data entry operator. You will in particular verify the contents of the two production diskettes from which the others were copied. This diskette should contain all sections of all questionnaires entered during the week. Use function F4 of the GENERAL MENU to check the contents of the diskettes. You should find there the number of all households in the FA. If this is not the case, either the operator has submitted the wrong diskette or the data were lost. Find the correct diskette or have the lost data re-entered.

MANAGEMENT OF COMPUTER HARDWARE

You will have to ensure that the computer and printer:

- * have been turned off and unplugged at the end of the work period;
- * are protected by one of the special covers designed for them;
- * are kept impeccably clean; and
- * are not mishandled.

In general, the computer and printer should be protected from dust and heat. Make sure that the doors and windows are always closed.

MANAGEMENT OF MATERIALS

The documents handled by the data entry operator are the diskettes, printouts and questionnaires. These should be put in order by cluster and, within a given cluster, by household number. You should particularly ensure that the filing is meticulous, as this will make location of documents easier.

SENDING DISKETTES TO ACCRA

Whenever a complete cluster/EA has been entered you are to send the following documents to the survey staff:

- * the production and first backup diskettes;
- * the printouts that were produced after the data were entered for the second round; and
- * the price questionnaire; and

if appropriate, the community and price questionnaires. For the EA in question, the satellite office will retain only the second backup diskette and the questionnaires. The package is to be sent by hand to the Project Director or any of the staff of the GLSS at the Statistical Service Head Office in Accra.

When making up the package, take care to put the diskettes between the printouts in the center of the package so that they are not bent, which will make them useless. A great deal of data, time and effort would then be lost.

9. COMMUNITY INFORMATION

Data on the communities covered by the survey will be collected using two questionnaires: a community questionnaire and a questionnaire on prices. The first of these will be filled out only in rural areas, while the second will be used for all the E.A.'s.

Filling out the community questionnaire is the supervisor's task. The anthropometrist will fill out the price questionnaire. The questions should be asked only once, during either Round One or Round Two. The two questionnaires should be sent to Accra with the diskette for the E.A. as soon as the data entry operation is completed. The data on these questionnaires will be put into the computer in Accra, not in the regional offices.

COMMUNITY QUESTIONNAIRE

This questionnaire is to be asked of a group of people who are well informed about the activities, events and infrastructure of the community. The group can consist, for instance, of the chief, leading citizens, CDR officers, traders, teachers, or others who have lived in the community for several years.

The community questionnaire can be asked at any time during Round One or Round Two. The supervisor may take the opportunity offered by his first arrival in the community to ask the questions to the reception party. (The interviewers need not be present when the questionnaire is filled in, but they must be there when the team is introduced).

All the instructions are printed on the questionnaire. As in the case of the household questionnaire, the text in lower case letters is to be read aloud; text in capitals is instruction for supervisors. Most of the questions have precoded answers, but there are some questions to which the answers must be written out in full.

PRICE COLLECTION

The supervisor may accompany the anthropometrist to complete the form on price collection in the market of the community being visited. The form contains a list of food and non-food items. The anthropometrist must collect three prices for each item, both food and non-food items. The aim should be to question three traders at different locations in the market.

The price of food items is to be ascertained by weighing each item and recording both the price and the weight in grams on the sheet. For this purpose the anthropometrist will be provided with a 5 kilogram scale, which he must keep in good working order. If the food is in a container, the scale must be zeroed with the container empty before the food is added. This procedure must be followed for each food item in turn. For some food items, like tomato paste, the weight will be printed on the can. In this case, prior weighing will not be necessary.

Naturally, the non-food items need not be weighed, except charcoal/firewood. The anthropometrician must look for items with all the required characteristics and mark down their prices. To check dimensions (e.g. 3" bucket) the measuring tape for housing can be used.

The anthropometrician should start by explaining to the traders that he does not intend to buy their goods; he is only conducting a survey of prices and the information will not be used for tax purposes. The first price quoted by the trader should be recorded. On no account should there be any bargaining of prices; if there were, the trader would be annoyed if no purchase were made.

Sometimes, sellers of food items will not allow their goods to be weighed unless a purchase is made. In this case, the supervisor should wait for a customer to make a purchase and record the weight and the price paid.

10. MANAGING THE EQUIPMENT, MONEY AND PERSONNEL

ORGANIZING THE OFFICE

As the office is the natural extension of the field, in as much as it is there that data entry, cross-checking and ultimately analysis takes place, it is only logical to conduct its work in an orderly fashion. Consequently, supervisors must make the best possible use of the small amount of space allocated to them for office work. In other words, everything must be kept in the proper place. For instance,

* The computer terminal and printer must be put on the table

* The diskettes, questionnaires, printouts and other office equipment must be tidily stored in the cabinet.

Special places must be reserved for:

* the diskettes, which are very fragile;

* the copies of pre-survey questionnaires, which make it possible to locate or relace households;

* Questionnaires that have been completely entered in the microcomputer

* half-entered questionnaires, i.e. those with only first round answers entered;

* blank questionnaires;

* printouts not yet corrected in the field;

* printouts that have been corrected or that have no errors;

* other office supplies

EQUIPMENT AND SUPPLIES FOR THE USE OF THE TEAM

The equipment made available to the team must be used only for the purpose of the project. The equipment includes:

A vehicle. While the vehicle will be maintained by the driver, its continued good condition will depend in large part on vigilance of the supervisor. As the success of the project is closely bound up with the smooth operation of the vehicle, the supervisor must ensure that it is maintained regularly, and used only in connection with the project. Every day the driver must check the tyre pressure, the oil level in the engine, the amount of water in the radiator supply tank, and the battery level. He must also ensure that the vehicle is running well, and that both the jack and the spare tyre are in good shape.

The computer and printer. These two pieces of equipment must be maintained in accordance with the instructions set out below; they must also be kept out of reach of visitors and other unauthorized persons.

Smaller items such as:

- * The pad, calculator and satchel given to each interviewer and supervisor to make data collection easier;
- * The raincoat, boots and camp-bed given to each member of the team except the data entry operator;
- * The spade, machet (cutlass), flashlight, and jerrican of gasoline intended as emergency equipment for use in the bush.

Finally, there are the supervisor's road map and the identity card of each team member showing that they work for the Ghana Living Standards Survey of the Statistical Service.

Maintenance of the Computer and Printer

To prevent the rapid deterioration of the delicate and costly computer and printer, the supervisor must ensure that:

- the office doors and windows are always kept shut to prevent dust, the most dangerous threat to the equipment, from entering;
- the data entry operator turns off the computer and printer at the end of each work period (morning and afternoon) and covers them with their covers before leaving;
- the printer is only switched on after all data have been entered and a printout is ready to be made for verification. To ensure compliance with this rule, the printer cover should be left in place while the data are being entered.

Computer Breakdown

If, despite all the precautions described above, the computer breaks down, the supervisor should immediately telephone the staff in Accra for help. The supervisor should never try to repair the computer himself. He is forbidden to dismantle the central processing unit, the monitor, or even the printer. Naturally, before calling Accra he should make certain that he really does have a computer breakdown and not a defect in the electrical supply (not plugged in correctly, power failure, short circuit, etc.) or faulty procedures by the operator, to prevent unnecessary travel by the project's Data Processing Specialist.

If the supervisor is in the field when the breakdown occurs, the data entry operator must immediately call the staff in Accra. The appropriate person is the project's Data Processing Specialist, but if he is not available, any other staff person may be contacted.

FUNDS ENTRUSTED TO THE SUPERVISOR

The supervisor will be entrusted with a sum of money to enable him to pay both for repairs to the vehicle and for the cost of sending down diskettes and completed questionnaires to Accra.

Each expenditure must be recorded. Any invoice that is scribbled on or unstamped, and payment without a receipt, and any outlay that is not in line with the stated repair will be refused and the cost debited to the supervisor.

These funds must never be used for making loans to team members or for helping them to get out of personal difficulties. The supervisor must use them in the most conservative manner possible and he must seek at all times to keep costs to the minimum.

NONAVAILABILITY OF MEMBERS OF THE TEAM

Nonavailability for less than one week

For an absence of less than one week:

1. ~~By an interviewer.~~ The supervisor must undertake the interviews until the interviewer returns. He must also inform the directorate, so that it may make arrangements for a possible replacement.
2. ~~By a data entry operator.~~ The supervisor must inform the Data Processing Specialist who will arrange for a replacement if necessary. The supervisor must also ensure that when the data entry operator returns, she works harder than usual to catch up.
3. ~~By a supervisor.~~ The work in the field must continue in the absence of the supervisor. This means that the interviewers must visit the number of households set down in the instructions. The headquarters staff must be informed in advance of any absence by the supervisor, so that it may take the necessary action if the absence lasts for more than a week.

Nonavailability for more than one week

If an interviewer, a data entry operator or a supervisor is likely to be absent for more than one week, the Project Directorate must be informed immediately so that it may find a temporary replacement. It should be clearly understood that any leave of absence must be granted by Accra. Any infringement of this rule will be severely dealt with.

11. RELATIONSHIP WITH THE SURVEY DIRECTORATE

TECHNICAL RESPONSIBILITY AND MONITORING

Technical responsibility for the survey rests entirely with the Project Directorate. The Team will therefore lay down the general directions of the work, and issue instructions for action at the technical level. The supervisor will take orders from the Project Directorate and from no one else.

Each month the teams in the field will be visited by a staff member from the Directorate who will assure himself that procedures are being properly applied. He will monitor every aspect of the teams' activities; in so doing he will visit some of the households that have already been reinterviewed to go over parts of the questionnaire and thus check up on both the quality of the work of the interviewer and of the supervisor.

SUPERVISOR'S REPORT

At the end of each month the supervisor must submit, together with the questionnaire whose data have already been entered in the computer and the diskettes, a report on the two most recent clusters/EAs surveyed. This report must contain:

- * The name and number of the EA;
- * The household numbers and the date of the data collection;
- * A description of any difficulties, and how they were overcome;
- * The numbers of any households that were replaced, if any, the numbers of the replacement households, and the reasons for the replacements;
- * A note on the quality of the work of each interviewer, his behaviour during the interviews, and his relationships with other team members and his supervisor;
- * A report on the work of the data entry operator, with a comment on her attitude to the supervisor and the other members of the team.

This report must also contain a very detailed section on expenditure, intended to keep the staff informed on the use of the funds made available, the amount of gasoline consumed, and the total distance covered by the team.

RELATIONSHIP WITH THE REGIONAL STATISTICAL OFFICER

While the supervisor must take instructions only from the project Directorate in so far as technical matters are concerned, he will be under the authority of the Regional Statistical Officer, who is the representative of the Government Statistician. The Regional Statistical Officer will therefore be responsible for sorting out any administrative difficulties for the team. He will, however, not be permitted to send a team member on leave without consulting the Project Directorate. Nor will the Regional Statistical Officer have the right to use the team's equipment (vehicle and other items) for any purpose not directly related to the Ghana Living Standards Survey.

Supervisor Duties

1. Publicity

- a) Delivery of letters to local authorities, villages chiefs (rural), and households (urban)
- b) Introduction of team day before interviews, set time of interviews

2. Finding Households and Interpreters (Done on 1st day in EA.)

- a) Locating Households
- b) Persuading reluctant households to participate
- c) Replacing households (p. 20-22 of S.Man.)
- d) Finding Interpreters

3. Preparation of the questionnaires

- a) Round One - Check that all pages are in questionnaire, add label and fill in household information.
- b) Round Two - Fill in Supervisor column p.08, fill in information from sec. 7.

4. Verification and coding of Questionnaires

- a) Purpose - ensure that questionnaires are properly completed
- b) Verification Forms provided
- c) Unsatisfactory questionnaires must be corrected by interviewers before leaving area
- d) Certain parts must be coded - codes are in supervisor manual
- e) Calculate area of dwelling

5. Observing Interviews

- a) Once a week for each interviewer
- b) Use form provided,
- c) Do not interfere with interview

6. Re-interviews

- a) Do after verification of interviews
- b) Re-interview form provided
- c) Do once a day, two coin flips, usually one of every four interviews
- d) Unsatisfactory work by interviewer is very serious

7. Supervision of Data Entry

- a) Check that questionnaire information is consistent (computer printout will show inconsistencies)
- b) Check that data entry operator entered data correctly (compare quantities on printout with quantities in questionnaire)
- c) Check number of records (e.g. number of people in section 1A) given in computer summary sheet with number of records in completed questionnaire
- d) Bad questionnaire requires return visit to household
- e) Fill in Supervisor column in section 08

5. Possibilities
1. old HH gone/New HH
2. New head/Same HH
3. Dwelling vacant
4.
ms

8. Community Questionnaires (Rural areas only)
and Anthropometrists

- a) Can do community questionnaire either Round 1 or Round 2, good time is during introductions
- b) Also check anthropometrist's work: price questionnaire and anthropometric questionnaire

9. Inform Head Office of Progress and Problems

- a) Monthly Supervisor Report to Head Office
- b) Contact Head Office if Major Problems occur

10. Maintain Regional Office

- a) Disburse Funds
- b) Care for Computer Equipment
- c) Keep Files / Records
- d) Care of Vehicles
- e) Send diskettes and various forms to Accra