

SIERRA LEONE INTEGRATED HOUSEHOLD SURVEY (SLIHS)

2002 / 2003

HANDBOOK
FOR FIELD INTERVIEWERS

STATISTICS SIERRA LEONE

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1. INTRODUCTION

The objective of meeting basic needs brings to a development strategy a heightened concern with the satisfaction of some basic needs of the whole population, especially in health and education. The explicit adoption of this objective helps gear production, investment, income, and employment policies to meet the needs of the poor in a cost-effective manner and within a specific time period. Improved education and health can also make a major contribution to increased productivity.

Economic growth can be combined with redistribution of income and assets to alleviate poverty. Basic education can improve the impact of health services, and better health enables children to benefit from education. The effect of investment in sanitation facilities on health status depends on education in personal hygiene. Similarly, curative medical services are unlikely to be very effective if people are chronically malnourished, use germ-infested water, have no sanitation facilities, and follow poor health practices in their personal lives.

A credible measure of poverty can be a powerful instrument for focusing the attention of policy makers on the living conditions of the poor. Thus, to measure poverty we need to combine the poverty line (the line that determines what the minimum level of living is before a person is no longer deemed to be "poor") with information on the distribution of consumption expenditures.

Poverty measurement and poverty analysis, using qualitative and quantitative data, are important for accurately measuring poverty and assess what policies will be effective tomorrow; and to assess the likely impacts of future policies on different groups in the society.

The first step in any poverty analysis is the examination of all available data sources. The Multi-Topic Household Survey is the most popular in measuring and understanding poverty and has been selected as the data collection tool for Sierra Leone. The Sierra Leone Integrated Household Survey is essential for analysis of welfare distribution and poverty characteristics. The sample of households is carefully chosen so that the results of the survey describe living conditions in the country, and different parts of the country accurately. Other sources include Administrative Data and Population Census.

The Multi-Topic Household Survey therefore will serve three purposes:

1. To collect information that household surveys are not able to capture, or can capture only partially;
2. To help design appropriate household survey questionnaire; and
3. To assess the validity of survey results at the local level and to evaluate how much general policy design should consider the heterogeneity of local conditions.

The World Bank's two-part Poverty Reduction Strategy Paper (PRSP) is designed to:

- Promote Labour – intensive growth;
- Increase the access of the poor to social services in order to raise their standards of living; and
- Facilitate their participation in the growth process.

The Millennium Development Goals for Sub-Saharan Africa (World Bank Development Indicator Database, April 2002) outlined the following targets to be achieved in order to gradually improve and increase the standard of living of all segments of the population:

- i. Halve, between 1990 and 2015, the proportion of people whose income is less than one

- dollar a day;
- ii. Halve between 1990 and 2015, the proportion of people who suffer from hunger;
- iii. Ensure that, by 2015, children everywhere, boys and girls alike, will be able to complete a full course of primary schooling;
- iv. Eliminate gender disparity in primary and secondary education, preferably by 2005, and to all levels of education no later than 2015;
- v. Reduce by two thirds, between 1990 and 2015, the under-five mortality rate;
- vi. Reduce by three quarters, between 1990 and 2015, the maternal mortality ratio;
- vii. Have halted by 2015 and begun to reverse the spread of HIV / AIDS;
- viii. Have halted by 2015 and begun to reverse the incidence of malaria and other major diseases;
- ix. Integrate the principle of sustainable development into country policies and programmes and reverse the losses of environmental resources;
- x. Have halted by 2015 the proportion of people without sustainable access to safe drinking water;
- xi. To achieve by 2020 a significant improvement in the lives of slum dwellers;
- xii. Develop further an open, rule-based, predictable, non-discriminatory trading and financial system.

Poverty Reduction, therefore, occurs when the following fundamental National Development objectives are facilitated:

- i. Sustainable growth that brings the poor and vulnerable groups into the growth process through labour – intensive policies and strategies;
- ii. Provision of basic services to which the poor have access; and
- iii. Provision of social safety nets to ease the social distress of the vulnerable groups.

In order to ascertain the magnitude of poverty in the country and measure the impact of programmes and projects on the living conditions of the poor, poverty indices and impact indicators have to be generated. Some of these indicators include mortality rates in mothers, children and infants; fertility and disease incidence rates; nutrition indicators such as weight for age, and height for age; prevalence of aids and stunting; share of water and sanitation, primary education and health expenditure to Gross Domestic Products (GDP); access to surface water and population per physician or nurse.

Therefore, the Sierra Leone Integrated Household Survey (SLIHS) will collect the most essential information about the living standards of all segments of the population so as to:

- i. Serve as a basis on which to make policies and guidelines for the socio-economic development strategy of the country;
- ii. Gradually improve and increase the living standards of all segments of the population by reducing the mortality rates of mothers, children and infants and reduce the percentage of children with low weight for age;
- iii. Increase the share of the population with clean water to use and hygienic human waste disposal; and
- iv. Reach universal primary enrolment; eliminate illiteracy, among others indicators of poverty.

1.1 OBJECTIVES OF THE SURVEY

- 1.1.1 To provide information on the patterns of households consumption and expenditure at a greater level of disaggregation;
- 1.1.2 To provide a database for national and regional planning, and for estimation of consumption as in preparation of household production;
- 1.1.3 To produce weights required for the revision or construction of the Consumer Price Indices;
- 1.1.4 To prepare a Poverty Reduction Profile of Sierra Leone;
- 1.1.5 To Improve on the estimation of the National Income;
- 1.1.6 To give an in-depth enquiring into the structure and distribution of wages and conditions of work of the country's labour force;
- 1.1.7 To provide a comprehensive Benchmark data for use in the compilation of current statistic on average earnings hours of work and time rates of wages and salaries so also to indicate wage-salary different between branches of industry, geographical regions, occupations and the sexes.

In order to achieve these objectives, detailed and comprehensive data will be collected using the following major modules in order to assess the living standards of the various segments of the population surveyed.

1 PART A: HOUSEHOLD QUESTIONNAIRE

SEC0A:	Survey Information
SEC0B:	Survey Information Continued
SEC0C:	Survey Information Continued
SEC 1:	Household Rooster
SEC2A:	Education: General Education
SEC2B:	Education: Education Career
SEC2C:	Education: Literacy / Apprenticeship
SEC3A:	Health: Health Condition in the past two weeks
SEC3B:	Health Preventive Health, Vaccination, in the past 12 months
SEC3C:	Health: Postnatal Care
SEC2D:	Health: Fertility, Prenatal Care, and Contraceptive Use
SEC4A:	Employment: Screening Questions and List of Occupations in the past 12 months
SEC4B:	Employment: Characteristics of the Main Occupation
SEC4C:	Employment: Secondary Occupation during the past 12 months
SEC4G:	Employment: Activity Status and Employment search in the last 7 days
SEC4H:	Employment: Employment History
SEC4J:	Employment: Housekeeping
SEC5:	Migration
SEC6:	Identification of Respondents for section 8, 9, and 10
SEC7:	Housing

2 PART B: HOUSEHOLD QUESTIONNAIRE

SEC8A1:	Agriculture: Land
SEC8A2:	Agriculture: Livestock and Fishing
SEC8A3:	Agriculture: Agricultural Equipment
SEC8B:	Agriculture: Plot Details
SEC8C1:	Agriculture: Harvest and Disposal of Staple Grains, Field and Cash Crops
SEC8C2:	Agriculture: Harvest and Disposal of Roots, Fruits, Vegetables, etc.

SEC8D:	Agriculture: Seasonality of Sales and Purchases
SEC8E:	Agriculture: Other Agricultural Income (in Cash and Kind)
SEC8F:	Agriculture: Agricultural Costs and Expenses
SEC8G:	Agriculture: Processing of Agricultural Produce
SEC8H:	Agriculture: Consumption of Own Produce
.....	Average Monthly Household Income
SEC9A1:	Household Expenditure: Non-Food Expenses –Less Frequently Purchased Items
SEC9A2:	Household Expenditure: Non-Food Expenses-Frequently Purchased Items
SEC9B1	Household Expenditure: Food Expenses-Frequently Purchased Items
SEC10	Non-Farm Enterprises
SEC11	Income Transfer and Miscellaneous Income & Expenditure
SEC12	Credit, Assets and Savings

Part C: PRICE QUESTIONNAIRE

This is used to collect information on prices that households are faced with in practice, especially in Sierra Leone where prices vary considerably among the regions

Part D: COMMUNITY QUESTIONNAIRE

Community Questionnaire is used so as to limit the length of the household questionnaire, and obtain information on local conditions that are common to all households in the areas. These questionnaires are typically used only in rural areas, where local communities are easier to define than in urban areas. Information covered include the location and quality of nearby health facilities and schools, the condition of local infrastructure such as roads, sources of fuel and water, availability of electricity, means of communication and agricultural conditions.

Part E: ANTHROPOMETRICS

In addition, other information are collected in order to make plans and build policies for socio-economic development, and assess the effect of policies on the socio-economic life of the country.

Specifically, the information collected will meet four objectives;

- i. Identification of target groups for government assistance;
- ii. Construction of models and policies to stimulate the impact of the various policy options on individual groups;
- iii. Analyse the impact of discussions already implemented and of the economic situation on living conditions of households; and
- iv. Monitoring and evaluating employment policies and programmes, income-generating and maintenance schemes, vocational training and other similar programmes. Using employment and income information, the basis for analysing the adequacy of employment of the different capacity of employment –related economic hardships will be established.

1.2 METHODOLOGY OF THE SURVEY

1.2.1 SAMPLE DESIGN

Because of budget constraints and inadequate human resources, the target sample size selected for the 2002/2003 Sierra Leone Integrated Household Survey is 3,000 households. In the survey, a household has been defined as a group of who usually sleep in the same dwelling and take their meals together or eating from the same pot for at least 9 months preceding the interview.

The sample was a self-weighted sample drawn from all areas of Sierra Leone. The existing sampling frame is based on the 1985 Population Census of Sierra Leone, which is divided into the Northern, Southern, and

Eastern Provinces and the Western Area. Each Province is divided into Districts and the Western Area into Wards. The Districts are further divided into Chiefdoms, Towns and Villages hierarchically. The Chiefdoms and Towns are divided into Census Enumeration Areas (EAs) from which information on the number of households and population in each EA is derived. Each District or Ward is stratified into Rural and Urban Areas.

The overall sampling frame was stratified into two strata, urban and rural, with sampling carried out separately in each stratum. The Enumeration Area was the Primary Sampling Unit with an average population of 1,645. Based on revised population estimates, about 33% of Sierra Leoneans households live in the rural areas so the sample stratification ensured that 33% of selected households came from the rural areas. In the selection of the 200 Enumeration Areas from the 2,553 Enumeration Areas for the Listing of Households, 50 Urban EAs and 150 Rural EAs were selected systematically with a random start and fixed interval of $11 = (150/50)$ for the Urban Area) and $13 = (1,993/150)$ for the Rural Areas the sample of 200 EAs was selected for listing. The selection of the EAs within the Urban and Rural list was done to ensure that they were spread out evenly among all the provinces in Sierra Leone.

The sample for the Sierra Leone Integrated Household Survey was drawn in two stages with the Enumeration Areas chosen as the Primary Sampling Unit (PSU). A total of 200 EAs were selected systematically out of the 2,553 EAs without probability proportional to their population size. The second stage involved the listing of all households within each selected EA and selecting 1,000 households in the Urban Area and 2,250 households in the Rural Area. In order to ensure that the timeframe excludes the effects of seasonality, this survey uses the method of rotating the sample whereby the 3000 surveyed households are divided into 10 sub-samples with survey duration of a month each.

1.3 SURVEY PERIOD

The survey will spread over a 12-month period (November 2002 – October 2003) in order to ensure a continuous recording of household consumption and expenditures and changes occurring thereof. The year is divided into 10 cycles of 36 days per cycle. The teams to travel between EAs will use the 36th day. Six teams will be involved in the data collection.

The survey uses a direct interview method to collect information. Because of the complexity of the survey instruments, technical methods are used to guarantee the quality of the survey data:

1.4 DESCRIPTION OF QUESTIONNAIRE

The Household Questionnaire is divided into Part A and Part B. Features of the questionnaire and precautions that have been taken to ensure the collection of good quality data and processing with minimum delay, include the following:

- i. The questionnaire is almost entirely pre-coded. This obviously eliminates the very slow and tedious coding process, which is often liable to various types of errors;
- ii. Installation of microcomputers to facilitate the quick entry of data;
- iii. A software programme has been designed to check the data automatically to detect inconsistencies so that errors can be corrected;
- iv. Supervision will be close with one Supervisor to a team of six Interviewers. One Interviewer will stand by for emergency relief;
- v. The Survey Directorate will pay periodic surprise visits to the teams in the field.

1.5 ORGANISATION OF THE SURVEY

A Project Directorate, which is assisted by a staff of technical officers, is conducting Sierra Leone Integrated Household Survey at Statistics Sierra Leone, Freetown. The Project Directorate is composed of:

The Chief Executive Officer is responsible for the administration of the survey, direct the work of the Directorate, authorising expenditures; and making the necessary contacts for the smooth running of the project. He is responsible to the Development Secretary, Ministry of Development and Economic Planning

The Survey Coordinator coordinates the operations and conduct of the survey; trains Supervisors and Interviewers; monitors the performance of the survey workers and sees to it, by frequent visits to the field, that instructions for completing the questionnaires are followed; gives prompt and appropriate solutions to any technical or other problems that may arise in the field, responsible for implementing all components of the survey: develop the survey instruments and ensures that the translations of the questionnaires and reports are executed and suitably disseminated.

The Database Manager is responsible for the implementation of the data entry software and data processing programmes. He is to ensure that all Supervisors and data entry operators follow all instructions for the running programmes.

1.6 DATA COLLECTION AND ENTRY TEAMS

There will be 6 data collection teams. A team will be made up of 1(One) Supervisor, 6(Six) Interviewers and 1(One) Driver. The Supervisor is the team leader and is responsible for overseeing, monitoring and, where necessary, correcting the work of the Interviewers. In addition, the Supervisors are responsible for managing the team's equipment, vehicle and funds.

NOTE: The senior Interviewer will take over your duties when, for example, you are indisposed. You should not assign any Supervisory role to him while you are available, because this will interrupt his interviewing. The Interviewers conduct daily interviews with the household. To avoid any interruption in the survey schedule, five Interviewers are always at work while the sixth takes some rest.

The data entry operator is responsible for entering the data collected from the field onto a microcomputer. A driver drives the team from the regional office to the place where the survey is being carried out.

1.7 INTERVIEWER WORKLOAD

Each Interviewer is expected to complete 4 Interviews a day, whether urban or rural. There will be 7 Interviewer visits to each household at 5-day intervals in a cycle of 36 days. Thus, a workload for a cycle of 5 days is 20 households.

The workload divides into 5 batches of 4 households. The Batches are visited according to the following days of the cycle:

Batch 1:	Day 1, 6, 11, 16, 21, 26, and 31
Batch 2:	Day 2, 7, 12, 17, 22, 27, and 32
Batch 3:	Day 3, 8, 13, 18, 23, 28, and 33
Batch 4:	Day 4, 9, 14, 19, 24, 29, and 34
Batch 5:	Day 5, 10, 15, 20, 25, 30 and 35

NOTE: The 36th day of each cycle is used for travelling to the next set of EAs. Note also, that these numbers are not actual calendar dates since the cycle period of 36 days will lead to workloads in a different EAs stating on different dates.

A dairy of daily consumption and expenditure will be used to support the urban interviews. During the first visit a literate person already identified in each urban household will be trained to record all subsequent expenditures made by the household and to submit the dairy to the Interviewer on his next visit for entry into the appropriate sections. Where a household has no literate member the Supervisor will make daily visits to the household to record all expenditures in the dairy meant for the household. Throughout the period of the survey Interviewers will work in separate EAs.

2. Responsibilities of the Interviewers

The Interviewers have a very important role in the Survey. The adequacy and quality of the data collected depend on the Interviewers attitude and sense of responsibility for their work. In the fulfilment of their duties, Interviewers should follow with uniformity the contents set out in the Manual and this Handbook, and coordinate activities with the Supervisor. The Interviewer, when confronted with problems relating to meeting households or collecting data from households should discuss the issues with the Supervisor in order to arrive to a conclusion.

2.1 Interview at the Survey Household

The main duty of the Interviewer is to interview and collect information, and record it in the questionnaire for each household. The Interviewer will be required to interview 3,4 or even 5 households per day. Callbacks may necessitate Interviewers to visit the heads of household and other respondents many times. Each Interviewer must, therefore, draw up a plan and concrete schedule for each household and guarantee that in one week, the Interviewer can complete the required member of household and move to next location. Interviewers are required to follow instructions and read the questions accurately as written in the questionnaire. The Interviewer should ensure that the Checklist for Interviewers should be completed before and after an interview to ensure that the Supervisor has properly prepared the forms before giving them to the Interviewer.

2.2 Checking Questionnaires after completing Data Collection

After the completion of each interview, the Interviewer must immediately check all sections of the questionnaire to ensure that there is no **missing information**, that all the information has been collected for each section for all members indicated in each section, that there are no errors or conflicting information. **This checking must be done before the questionnaires are handed over to the Supervisor and before leaving the survey area.**

Although the Interviewer is permitted to fix any places where he/she wrote in an illegible manner, during the inter view he/she is not allowed to fix any other figures in the completed questionnaire without returning to the household to ask. The Interviewer is not allowed to copy from one questionnaire to another.

2.3 Relationship with Supervisor

The Interviewer must always follow the work allocated by the Supervisor. The Supervisor should check the following work consistently, at the survey location;

- 2.3.1 Check in detail all questionnaires after the information is collected to see if the Interviewers
- 2.3.2 have collected sufficient and accurate information.

- 2.3.2 Whenever an error is found, the Supervisor will record in the form for checking questionnaires.
- 2.3.3 At the same time the Supervisor will mark directly in the questionnaire with a period so the Interviewer can return to the household and recollect the missing or wrong information on subsequent visits;
- 2.3.4 Visit randomly households already interviewed by the Interviewer in order to re-interview a few questions in the questionnaire in order to assess the reliability of data the Interviewer is collecting;
- 2.3.5 Attend weekly one or two interviews being conducted by the Interviewer to assess the method of asking questions by the Interviewer to assess the method of asking questions by the Interviewer. The Interviewer should not be informed in advance of this;
- 2.3.6 Every day, the Supervisor should interact with the team to discuss ideas about the work.

The Supervisor and Interviewer should work closely together. The Supervisor has the responsibility to guide the Interviewers; whenever a problem arises, the Interviewer should inform the Supervisor immediately.

3. Interview Procedures

3.1 Arriving at the Survey Location

The Supervisor and Interviewer, on arriving in the survey community the day before. Should meet with the local authorities to explain the significance and purpose of the survey introduce the other members of the team, discuss the plan of the work program of the team.

3.2 Meeting with the Respondents

Respondents should be told the purpose of the survey and request the cooperation of each household and introduce the survey team to village leaders and each household. If possible, the Interviewer should meet with the heads of households of families especially in rural areas – they will interview in order to introduce themselves and set an appointment for the Interviewers to come and interview the household.

3.3 Identifying Addresses of the Households

The Supervisor will identify the households that will be interviewed. Difficulties to be encountered in meeting with the household are as follows:

- 1.1.1 The Interviewer cannot find residence
- 1.1.2 The Interviewer found the residence, but nobody is at home or they have moved elsewhere;
- 1.1.3 The household with the name of head of household written in the questionnaire has moved away and another household has moved in;
- 1.1.4 The head of household is not at home for some reason;

1.1.5 The household cannot meet with the Interviewer after the first visit because he/she has died or moved away

If (1.1.1 – 1.1.3) Interviewer should **meet with the Supervisor to ask what to do.**

If (1.1.4) arises, the Interviewer should **interview one member selected by the rest of the household members** to answer in place of the head of household.

If (1.1.5) **replacement should be found** by Supervisor.

3.4 Explaining the Contents, Purpose and Significance of the Survey

Arriving at a household, you first greet everybody, introduce yourself and show you ID Card. With respect to the purpose and significances of the survey, Interviewers should inform households that

- (i) The survey is designed to assess the current situation of the living standards of all segments of the population providing information as a basis on which to build policies for improving and increasing the living standards of the population particularly the poor and very poor.
- (ii) The survey area and survey household were completely randomly selected to be interviewed;
- (iii) All information and data collected from households is strictly confidential and the results will be published as totals and no information relating to any individual or household will be released;

The survey has nothing to do with Taxation or Law Enforcement and will be used for research purposes and poverty analysis;

3.5 The Interview

The Interviewer should follow the instruction in the handbook, specifically:

Ask each question exactly as it is written in the questionnaire. Each question has been edited in order to collect precise information to satisfy the requirements of analysis. The Interviewers should read the question as it is written in the questionnaire and wait for a response. If the respondents do not answer within a short time, it could be that:

- (i) He/she did not hear the question;
- (ii) He/she did not understand the question; or
- (iii) He/she doesn't know how to reply.

The Interviewer must repeat the questions. If the respondents still do not reply, the Interviewer should rephrase the question differently, while maintaining the meaning of the question.

Try to avoid accepting the answer "I don't know."

The Interviewer should help the respondent find answers close to correct for the household. Questions on age, land area, income, etc. require the assistance of the Interviewer. If this fails, the Interviewer should ask for assistance from the Supervisor.

Maintain the pace of the interview

The Interviewer should avoid discussing at length with the respondent. If you receive an inappropriate or complicated response, don't interrupt the respondent abruptly. Listen carefully to what the respondent has to say, and direct them to answer the original question. Avoid offending or suggesting answers to the respondent.

Try to ask each person individually about information about themselves.

Avoid taking responses from other people about the person in question. The Interviewer should complete the section for all household members before moving to the next section. In the event that a household member is busy and must leave, then the Interviewer should ask that person several sections in a row in order for him/her to leave and then go back to the earlier sections to ask other members of the household. If one member of the household is absent, the Interviewer should ask the people currently present, and return in the evening to ask members not present during the day.

Keep a neutral attitude with the interview subjects.

People are naturally polite, especially with guests. Do not express surprise, approval, or disagreement with responses. If a respondent asks your opinion, the Interviewer should not say how he thinks about the issue. Rather, the Interviewer should explain the purpose of this survey is to collect opinions of the respondents about the issues.

If you don't understand a question or procedure. Read the handbook, and then ask the Supervisor to clarify further if necessary.

Personal nature of the interview.

All data collected in the interview is confidential, and any data given out to someone not involved with the survey will be considered breaking the survey regulations. To guarantee confidentiality, all questions should be asked alone to the respondent without allowing strangers or non-household members to be present. The presence of non-family members could cause discomfort and affect the response. Notwithstanding it is difficult to limit the presence of many people during the interview.

Non-Sensitive Sections in the questionnaire include those of the household roster, housing, education and migration. Sensitive sections are economic activities, where questions on income from employment are asked; fertility, where respondents are asked to provide information about their pregnancies and newly born children;

agricultural production activities, where respondents are asked about income from their agricultural production; self-employed non-farm activities, where respondents are asked about income from business and occupations); other income; and lending, borrowing and savings.

When asking these sections, the Interviewer must explain to the respondent that a few questions should be kept confidential and ask if there is somewhere in the house they can use to interview that section where they won't be disturbed. Alternatively, the Interviewer can request that the respondent write the answers on a piece of paper, if he/she is literate, and later record over to the questionnaire or suggest that the respondent convince the others to go somewhere else.

3.6 Manner of Interview

The Interviewer must remember very carefully the following regulations:

- The Interviewer must be courteous with all people (respondents and family, friends of households; Supervisor, and other members of interview team);
- Avoid disturbing and irritating any one by your behaviour;
- Dresses occupationally to make the respondent have confidence that you are a reliable and responsible individual;
- Arrive for appointments on time and never let respondents wait for you;
- Be patient and skilful in undertaking the interview;

A. SUMMARY OF SECTIONS AND THE RELEVANT RESPONDENTS

SECTION 0: SURVEY INFORMATION

This Section notes the date of Interview, religion, ethnic group of the household head, the language used by the respondent and other technical information related to the interview.

SECTION 1: HOUSEHOLD ROSTER

This Section identifies people who are considered household members and collect basic demographic information about all household members. The roster therefore lists the sex, relation to head of household, age, birth dates, marital status of all people who spent the previous night in that household and for household members who are temporarily away from home. The household head is listed first and receives the personal ID code of 01

Household members were defined to include" all people who normally live and eat their meals together in the house and from the same pot, and have done so for 9 or more months preceding the survey. ***There are 8 exceptions to this rule:***

- 1) The household head is always a member of the household, even if that person didn't eat and sleep in the household more than 9 months;
- 2) New-born children not yet 3 months old are considered members of the household;

- 3) Lodgers, hired workers and servants who are heads of their own households in another location, even if they sleep under the same roof and contribute money to eat together with the household for 9 or more months, **should not be considered a household member**;
- 4) People who have died in the past 12 months **should not be considered a household member, even if they have lived in the household for more than 9 months**;
- 5) People with the intention of staying in the household permanently (whether with marriage certificate, transfer or demobilisation papers...) or without papers such as: new daughter- or son-in-law recently moved in with spouse's family, child recently returned from the army less than 9 months ago,.... **should be considered as household members**;
- 6) Children who go to study and away from the household but the household still provides for their living expenses and is **not a member of any other household**;
- 7) Proceeded to do military service but will return to live in the household; and
- 8) People with blood relationship with the household head whose work requires them to be absent for more than 9 months of the year, but who consider this their permanent place of residence and who contribute to the household budget.

SECTION 2: EDUCATION

Part A: of this section is on General Education and is addressed to respondents 5 years and over. Questions are asked about the highest qualification attained, time spent going to and from school, educational expenses on uniforms, books etc. and who pays for such educational expenses and scholarships obtained during the past 12 months.

Part B: is on Educational Career for all members of the household 12 years and above. Questions addressed include highest certificates achieved, attendance to technical, vocational school or tertiary educational institutions (University or College).

Part C: is addressed to all household members 5 years and over. Questions on literacy/apprenticeship are asked in a language the respondent can read and write, main trade, etc.

PURPOSE

The objective of this section is to measure the level of education or formal schooling of all household members aged five (5) years or more. It is intended to measure how much was spent on education of household members during the past 12 months. The section also measures time spent on primary schooling.

SECTION 3: HEALTH

Part A: is concerned with health conditions in the past two weeks. The section begins by asking respondents who were injured during the past 2 weeks and consulted a health practitioner or dentist or visited a health center or consulted a traditional healer. If ill in the past 2 weeks, they are asked about the number of days ill, and number of days unable to do normal activities because of illness. Questions are also asked about the cost of drugs purchased, individual supplies and whether the household member, relative employer, government, etc made payment.

Part B: addressed Preventive Health, Vaccination in the past 12 months, and covers all children 7 years and under. Questions are asked whether these children were vaccinated during the past 12 months against diphtheria, polio, measles or BCG, and whether where payments were made and how much were paid. For those who are not vaccinated, a reason was requested.

Part C: is on Post – Natal Care mothers and children 5 years and below. A series of questions are asked about visits to health center for post –natal care in the past 12 months, frequency of consultations and whether payments were made, breast feeding by mother, participation of mother in any community feeding programme etc.

Part D: asks questions on Fertility and is directed to women 15 to 49 years old. Questions asked include pregnancy status of mother, prenatal care and from whom (prenatal clinic, private clinic, doctor, traditional birth attendant and others), payments for prenatal consultation and reasons for not attending clinics for prenatal care. Questions are also asked on methods used to prevent or delay pregnancies.

SECTION 4: EMPLOYMENT AND TIME USE

PURPOSE

This section is designed to gather information on employment and time use and the different sources of income for household members aged 7 years and over. Respondents must be assured that their responses will be treated with utmost confidence. Where a respondent, for some reasons is reluctant to disclose his/her income in the presence of the other household members, the interviewer should ask other members of the household to excuse them.

RESPONDENT

This selection concerns all household members aged 7 years or over. You should endeavour to find each household member to respond to questions personally. If the children are not present, however, someone (e.g. Parents) could answer on their behalf.

SECTION 5: MIGRATION

PURPOSE

The purpose of this section is to gather data on the geographic mobility of household members. The section focuses on the most recent migration and elicits information on previous place of residence; distance moved and travel time, employment and length of stay at previous place of residence, and reasons for moving.

RESPONDENT

This section covers respondents aged 15 years and above since it is assumed that younger children would normally migrate with their parents. If a respondent is not available, another household member who is well informed may answer in his/her place.

SECTION 6: IDENTIFICATION OF RESPONDENTS FOR SECTIONS 8, 9 and 10

PURPOSE:

The main aim of this section is to identify members of the household to be interviewed for sections 8 – 10. Section 6 will be completed on the first visit to the household and you should remind the identified respondents that you would need to interview them later on during the survey period. This reminder should be made on the visit immediately preceding the appropriate visit.

RESPONDENT

The respondent is the person who is best informed about activities undertaken by the household, preferably the head. This is because the rest of the questionnaire focuses on specific household activities rather than on individual household members.

SECTION 7: HOUSING

PURPOSE

This section aims at measuring the quality of housing occupied by the household. In this regard, it seeks information on the type of dwelling, occupancy status of the dwelling, expenditures, utilities and amenities as well as physical characteristics of the dwelling.

RESPONDENTS

The main respondent is the head of household.

SECTION 8: AGRICULTURE

PURPOSE

The purpose of this section is to collect data on the household's agricultural activities. It covers agricultural assets such as land, livestock and equipment. Furthermore, it provides data on agricultural production, technology, processing, marketing income and consumption patterns.

RESPONDENT:

The respondent is the head of the household or the person best informed about the agricultural activities of the household. In some parts, the individual holders identified in Section 6 must be invited to give the answers.

SECTION 9: HOUSEHOLD EXPENDITURE

PURPOSE

The section covers various expenditures of the household. The aim is collected expenditure on food non-food items over a cycle.

RESPONDENTS

Respondents are persons mainly responsible for household purchases. It might not necessarily be the person who goes to the market but the one who controls the purchases. The names of these persons have been listed in Section 6, question 6.

SECTION 10: NON-FARM ENTERPRISES (NFE)

Section 10 collects data on household business for up to the 3 most important enterprises of the household. This section is designed to obtain information on income for the household, and in particular from Non-Farm Enterprises (NFE). It is also aimed at identifying which household members are responsible for each non-farm enterprise in terms of decision making and allocation of income it generates. The respondent for each enterprise is the household member most familiar with its operation (as identified in section 6, Q10). Data are gathered on the ownership, length of time the enterprise has been operating, and how many months the enterprise has been operating in the last 2 weeks, 3 months and 12 months. For each business, expenditure over the last 12 months on wages, raw materials, rentals, maintenance, fuel/lubricants, are collected. Information on ownership, life of assets, sales and purchases of assets (buildings, lands, vehicles, tools and other durable goods) are also collected.

PURPOSE

To accomplish these aims, it is important to list (and obtain data on) all NFE that are currently operating and those that may be currently non-operational, but were operating sometime in the past 12 months.

SECTION 11: INCOME TRANSFERS AND MISCELLANEOUS INCOME AND EXPENDITURES.

This section **collects data on money and goods that come into the household as remittances or from other sources unrelated to employment** such as social security pensions, poverty alleviation funds, interest on savings or investments, insurance payments, gifts, inheritance, lottery, renting out equipment or buildings, sale of vehicles or durable goods.

PURPOSE

This section obtains information on income transfers, that is all incomes of members of the household other than that from paid employment. The section also completes the income and expenditure, current accounts of the household.

SECTION 12: CREDIT, ASSETS AND SAVINGS

This section collects information on the amount of indebtedness of household members to people or institutions outside the household.

If money or goods have been borrowed and repaid by any household member in the last 12 months information is collected on those loans, including the source and amount of the loan, interest, collateral, reason for borrowing etc.

It also collects similar information on the amount household members have lent to people outside of the household Information on household members(s) having saving account (s) with any banking institution and current values of savings are collected.

PURPOSE

This section is designed to collect information on loans contracted by the household as well as its assets and savings.

B. General Instructions for Recording Information in the Questionnaire

*Instructions Interviewers **MUST** follow when recording Information in the Questionnaire:*

1. The Interviewer must record information asked immediately during the interview, not on a separate paper to be copied over to the questionnaire afterwards, and not in one's head with the intention of remembering the responses, and after the interview filling in the questionnaires.
2. **Do not read out responses to respondents when possible responses are written in capital letters.** The Interviewer should try to find the appropriate response code for the actual response of the person being interviewed. If there is no appropriate code, the Interviewer can use the code "other" and specify the actual response. The Interviewer should not read or let the respondent know the response codes for each question and request the respondent to choose one of the possibilities, except in the case where the response possible are written in non-capital letters. The purpose of the survey is to collect information from the respondent, not supply information to the respondent. An important thing the Interviewer must be trained to do is to listen carefully to guarantee success of the survey in collecting true and accurate information from the respondent. Below are some concrete examples:

Example:

- a) "IF THE RESPONDENT FACES PROBLEMS IN REMEMBERING HIS AGE OR DATE OF BIRTH, USE HISTORICAL EVENTS TO HELP HIM/HER ESTIMATE".

This is a sentence instructing the Interviewer, it should not be read to the respondent.

- b) " IS THIS PERSON A HOUESHOLD MEMBER?"
CHECK THE CRITERIA ABOVE

1=YES

2=NO

This question should not be read to the respondent. The Interviewer should determine whether to write Yes (code 1) or no (code 2) based on the number of months the individual was away from the household.

- c) "From whom do you rent or borrow this dwelling from?"

1=GOVERNMENT

2=RELATIVES

3=PRIVATE SECTOR

4=OTHER (SPECIFY)

This question should be read to the respondent and the Interviewer should pay attention to the response. The Interviewer should not read out the possible responses because they are written in capital letters.

- d) "Is the place you lived before coming here a:"

1=City

2=Town

3=Small Town

4=Don't Know

In this case the Interviewer should read the whole question and possible response to the question because the whole thing is written in non-capital letters.

3. Almost all questions have response codes provided except for a few questions that the Supervisor should fill in the codes. The Interviewer should write in the respective codes for the responses in the appropriate box.

If the answer is an amount, write the amount in the appropriate box.

Two examples of recording CODES and AMOUNTS.

- a) Did your household rent, purchase or borrow this land?

1=RENT
2=PURCHASE
3=NO PAYMENT
4=OTHER

FIRST
SECOND

Response: *"purchase"*

The Interviewer must record code 2 in the first box.

- b) Question: *"For how many years has this Swamp Land been continuously cultivated?"*

Response: *"5 years"*

The Interviewer should write 5 in the box to the right.

- c) *In the following example, the Interviewer only records the response and the code will be recorded later by the Supervisor.*

"In the past 12 months (since...) what different types of business such as trading, occupations, services were run or managed by members of your household?"

	CODE
1. Milling rice	<input type="text"/>
2. Drying goods sales	<input type="text"/>

4. Indicators for skip patterns

- a) *If no skip pattern, just go on to the next question*

Q7. *"Is that a state or private agency?"*

1=STATE

2=PRIVATE

After responding the Interviewer should go on to ask Question 8 which is the question directly following Question 7, since there is no skip pattern indicator.

- b) Q8. *"Did you receive a wage for this work?"*

1=YES
2=NO (>>11)

If the response is "Yes", the Interviewer should record 1 in the appropriate box for the respondent and go on to ask question 10. If the response is "NO", the Interviewer should record 2 in the appropriate box for the respondent and skip to question 11.

c) The indicator >>

This means that it doesn't depend on the response, the Interviewer must skip to the question or person indicated after the arrows.

"How much money did you have to pay to go there in the past 12 months?"

Response: Twenty Thousand eones

Total

20,000

>> NEXT PERSON

In this example, for any response, the Interviewer must skip to the next person.

5. Questions in this Questionnaire usually write " Mr./Mrs." to refer to the respondent. But when you meet the respondent, choose the appropriate term with their age, position and gender. Don't say mechanically Mr. / Mrs., choose the appropriate word to use.
6. The Interviewer usually must say the name of the person, item or animal in the question with the symbol [..] or .. [] ..

a) Question: *"What source of drinking water does your household use?"*

1=PRIVATE INSIDE TAP
2=PRIVATE OUTSIDE TAP
3=PUBLIC TAP

The response: " PRIVATE INSIDE TAP"

The next question: How far from your house is. [SOURCE. OF DRINKING WATER]..?

The next question must say " private inside tap" in the place of the words in the square brackets.

- b) In the section on agricultural production activities there is a list of animals raised by the household questions about each animal are:

"How many ... [] ... do you have?"

The Interviewer must ask this question a few times, each time with a different animal type:

" How many pigs do you have?"

"How many cows do have?"

.....

7. If the response is not in the list the respondent must record the information in the "Other" category. In

this case, the Interviewer should usually ask to specify more details about this item and record this information in the questionnaire. When checking the questionnaire before submitting it to the Supervisor, the Interviewer should copy this information into Section 0C along with the relevant section, and question number.

- a) Question: *"Who was the first person to examine your health in the past 4 weeks?"*

1=DOCTOR
2=PHYSICIAN'S ASSISTANT
3=NURSE
4=PAHRMACIST
5=MID WIFE
6=MONK
7=TRADITIONAL HEALER
8=OTHER

SPECIFY: (Neighbour knows about medicine.)

- b) Question: *"What is your family's main source of light?"*

1=ELECTRICITY
2=BATTERY LIGHT
3=KEROSINE LAMP
4=PINE RESIN TOURCH
5=OTHER

Response: "CANDLE"

In this case the Interviewer should record 5 in the box to the right and does not need to write in details because it is not requested.

When writing a person's name, residence or occupation, the Interviewer should use capital letters.

This is especially important because in writing occupation codes, the Supervisor will write them afterwards, if the Interviewer writes in an unclear manner the Supervisor will not be able to write the appropriate code.

8. With distance if there are no special instructions, write in a round figure. For example

0.0 to 0.49 km = 0 km
0.50-1.49 km = 1 km
1.50 – 2.49 km = 2 km, etc.

9. You should avoid as much as possible the response "I don't know" by helping the respondent provide an answer. In the questionnaire there are many questions requiring the assistance of the Interviewer, for example area of land, income, number of publications sold, etc. Sometimes even when the Interviewer provides assistance the respondent still cannot provide an accurate answer. In this case, the Interviewer must request assistance from the Supervisor.

REQUIREMENTS OF DATA ENTRY OPERATORS

The data will be entered into the computer from the questionnaire. Every response the Interviewer wrote in the questionnaire will be entered in the computer. Therefore, the Interviewer should only record information

that will be entered into the computer. The Interviewer should especially not write any comments or additions except where place is allocated for that.

1. Write clearly with a pen, don't erase over the old letters. If there is a mistake, the Interviewer should erase entirely the incorrect figures and write new figures so they can be read clearly.
2. Write in capital letters Arabic numerals. For example the Interviewer should write 1 and not I, write 4 and not IV. The name of a person should be written in capital letters, such as COLE, and farmer should be written FARMER.
3. Never write outside of the box provided even if there is a lot of room below.
4. While writing numbers, you should record a punctuation mark at each 1000. For example: one hundred thousand should be written as 100,000, not 100 000.
5. Questions about amounts should only record the number, not the units.

For example:

a) Question: "What is the value of goods and services?"

Response: **Twenty Thousand Leones."** Write as 20,000