

# SIERRA LEONE INTEGRATED HOUSEHOLD SURVEY (SLIHS)

2002 / 2003

HANDBOOK

FOR FIELD SUPERVISORS

STATISTICS SIERRA LEONE

## TABLE OF CONTENTS

- 1. Introduction**
  - 1-1 Survey Objectives
  - 1-2 Methodology of the Survey
  - 1-3 Survey Period
  - 1-4 Description of Questionnaire
  - 1-5 Organization of the Survey
  - 1-6 Data Collection and Entry Teams
  - 1-7 Interviewer Workload
- 2. Role of Responsibilities of the Supervisor**
  - 2.1. Role of the Supervisor
  - 2.2. Specific Tasks of the Supervisor
  - 2.3. Relations with Steering Committee
- 3. Preparation of the Survey**
  - 3.1. Prepare Agenda for meeting with the local authorities
    - 3.1.1. Communicating the Importance of the Survey
    - 3.1.2. Requests for Assistance from the Local Authorities
    - 3.1.3. Selection of Households as Replacement
    - 3.1.4. Selection of Reserve Households
    - 3.1.5. Non-Existing Households
    - 3.1.6. Supplementation of Questionnaire for Households with more than 15 Members
  - 3.2 Preparation of Questionnaires for Interview and Visit
  - 3.3 Publicity
  - 3.4 Assignment of Work for Interviewers
- 4. Problems to be Encountered in Field Operations**
  - 4.1 Difficulties in finding the selected households
  - 4.2 Absence of the Appropriate Respondents
  - 4.3 Refusal from Household
- 5. Checking Questionnaire and Coding**
  - 5.1. Checking the Completed Questionnaires
  - 5.2. Coding
  - 5.3. Verification of the Questionnaire
- 6. Supervision of Interview**
  - 6.1. Monitor and Assist Interviewer during the Interview
  - 6.2. Observation of Interviews
  - 6.3. Re-interview of Selected Households
  - 6.4. Sending Completed Questionnaires to DBM through Survey Coordinator
- 7. Supervision of Anthropometrics**
  - 7.1 Supervision of Anthropometrics
  - 7.2 Supervision of Price Data Collection
- 8. General Instructions For Recording Information In The Questionnaire**

## 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:

- i. Promote Labour – intensive growth;
- ii. Increase the access of the poor to social services in order to raise their standards of living; and
- iii. 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.

The Sierra Leone National Household Survey Capability Programme (SLNHSCP) was launched in 1988 by the Government of Sierra Leone with Technical and Material Assistance from the UNDP, DTCD, UN National Household Survey Capability Programme (NHSCP), Economic Commission for Africa (ECA), and other UN Agencies such as UNICEF, ILO, UNFPA, and FAO.

The major objectives of SLNHSCP were:

- i. Collection of statistics at household level regional by the Government for formulation and monitoring the implementation of the plans; and
- ii. Building up the capability within the Central Statistics Office (CSO) to plan and carry out the Household Survey to collect reliable data processing and analysis.

The main surveys conducted under SLNHSCP were the:

- i. Household Income and Expenditure and Household Economic Activities (SHEAHEA);
- ii. Labour Force, Employment and Unemployment; Migration Survey; and
- iii. Demographic and Social Monitoring Survey (DSMS)

The surveys provided valuable data for measuring the social and economic conditions of households, as well as the distribution of income.

## **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.

### **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

## **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 a limited budget and human resources, the target sample size selected for the 2002/2003 Sierra Leone Integrated Household Survey was 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.

### **1.2.2 FIELD WORK**

The Field Team will consist of 1(One) Supervisor, 6(Six) Interviewers and 1(One) Driver (5 days per month). The Supervisor is the team leader and is responsible for overseeing, monitoring and, where necessary, correcting the work of the interviewers. In addition, he will be responsible for managing the teams equipment, vehicle and funds.

The senior interviewer will conduct his/her normal duties as interviewer and will only assume the role of the supervisor when the latter is not available, for example when he/ she is indisposed.

Each selected household will be visited 7 times at 5 days intervals. Daily consumption and expenditure diaries will be used to support the expenditure data collection in order to reduce memory lapse. During the first visit, a literate person will be identified in each household and briefly trained by the interviewer to record all subsequent expenditures made by the household and to submit the dairy to the interviewer on his/her next visit for entry into the appropriate sections in the main questionnaire. 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. During each cycle the supervisor, **assisted by the enumerators on leave**, will administer the community and price questionnaires.

### **1.3 SURVEY PERIOD**

The survey will be spread over a 12-month period (from November, 2002 to October, 2002) in order to ensure continuous recording of household consumption and expenditures and changes occurring thereof. The year is divided into 10 cycles of 36 days each. Interviews will be conducted on the first 35 days of each cycle while the 36<sup>th</sup> day will be used for traveling by the team to the next set of EAs. Six teams will be involved in the data collection. The purpose of the sixth team is to afford each of the five regular teams the opportunity to take 1 month off as annual leave.

### **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 four 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 and ten data entry operators based in Statistics Sierra Leone, Freetown. Microcomputers are installed in Statistics Sierra Leone, Freetown for the immediate entry of data from all questionnaires that may be completed by each team. 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 as 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  
Batch4: Day 4, 9, 14, 19, 24, 29, and 34  
Batch 5: Day 5, 10, 15, 20, 25, 30 and 35

**NOTE:** The 36<sup>th</sup> day of each cycle is used for traveling 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.

## **2. ROLE AND RESPONSIBILITIES OF SUPERVISOR**

### **2.1 Role of Supervisor**

As the leader of the data collection team and representative of the Project Directorate in the field, the Supervisor plays a key role in the survey:

1. He is the channel of communication between the Project Directorate and the data collection and entry team and ensures that the instructions of the Project Directorate are followed and keeps the Directorate informed of any data collection problems;
2. He is responsible for the management of the personnel, equipment, vehicle and funds of the team;
3. He is to assist the Survey Coordinator on –the-job training of the Interviewers, and for advising the Interviewers on how to work more effectively;
4. He is also responsible for carrying out checks on the work of the Interviewers to ensure that the data are good quality.

Your role as stipulated calls for a good understanding of the work to be done by each member of the team. In other words, you must be familiar with the content not only of this manual but also of the instruction manuals for the Interviewers.

The Supervisor organizes and directs the data collection at the survey locality. The Supervisor is responsible for the following main tasks:

1. Supervise all activities at the locality, coordinate and monitor activities of the Interviewers during the data collection process at surveyed households;
2. Monitors, checks, and assesses the quality of work of the Interviewers, the quality of data from completed questionnaires, and simultaneously checks data entry outcome of the data entry operators;
3. Administrative staff and equipments of the interview team;
4. Liaise, report activities of the interview team to the Regional Field Officers;
5. Administration of the Price and Community Questionnaires.

### **2.2 SPECIFIC TASKS OF THE SUPERVISOR**

1. Explains clearly the objectives and requirements of the survey team;
2. Reconfirms household lists and select replacement households in case of inability to interview the already selected households;
3. Prepares questionnaires for the Interviewers;
4. Wholly responsible for setting up a daily time schedule, assigning tasks to Interviewers and anthropometrics, and arranging appointments for household interviews at the localities the Interviewer is responsible for;

5. Checks the data recorded in the questionnaires upon completion of data collection by Interviewers and anthropometrics;
6. Follows and supervises work done by Interviewers, anthropometrics;
7. Re-interviews some households to ensure data quality and reliability;
8. Arranges meetings with local authorities and staff to collect data for the Community Questionnaire;
9. Writes Reports and sends them to the Survey Coordinator upon completion of work at the locality;

## 2.3 RELATIONS WITH CO-ORDINATOR

The Supervisor will be responsible to the Survey Coordinator for technical and other issues of the interview team at the locality. In addition to training and improving professional skills for Supervisors and Interviewers, the Survey Coordinator will monitor survey progress and common problems arising during the process of providing technical guidance in the field.

Each month, the Survey Coordinator or an authorized Field Officer will check on the locality. The contents to be checked will focus on the following aspects:

- Operations of the Interview team;
- Visit some households, and randomly interview households on some questions in the questionnaire to assess the quality of data collected by the Interviewers;
- Resolve technical and professional problems that have arisen

Through the aforementioned checks, the work of the Supervisor as well as the quality of data collected can be assessed. When an Enumeration Area is completed, the Supervisor must send all data collected from the households and Community, and Price questionnaires to the Head Office and report briefly on the status of implementation. Contents to be reported include:

1. Name and Code of each Interviewer in the team;
2. List of the surveyed households, including replacement households, and if necessary, accompanied with remarks for such cases among households in each Enumeration Area (**Form B**).
3. Main difficulties arising in the preparation process as well as throughout the time of the survey and resolutions to these difficulties;
3. Brief comments on the work quality of each enumerator and anthropometrist, relation among Interviewers, between Supervisor and team members;
4. Form for reporting about Interviewers (**Form D**) and comment Form for the Anthropometrist (**Form G**) should be completed.

## 2.4 RELATIONSHIP WITH THE REGIONAL OFFICE

On behalf of the Supervisor, manage the Interview team under his/her Administrative Region and tackle troubles, shortcomings arising in Interview teams under his/her administration. Before the arrival of the interview team to the area, the Regional Officer must arrange meetings with local authorities to introduce the contents, purpose and time schedule, and some requests of the interview team. Receive documents from Interview teams to send to the Supervisor. The Regional Officer is not allowed to let any interview team member leave the Enumeration Area without permission from the Supervisor. Furthermore, the Regional Officer will not be allowed to mobilize or use survey equipment purposes that are unrelated to the survey.

### FORM A: LIST OF HOUSEHOLDS IN THE ENUMERATION AREA

MAKE A **LIST** OF ALL HOUSEHOLDS TO BE INTERVIEWED IN EACH ENUMERATION AREA ACCORDING TO THIS FORM.

PROVINCE:	
DISTRICT:	
ENUMERATION AREA:	EA CODE:
TOWN:	(Filled in by the Supervisor)
DATE LIST MADE: DATE..... MONTH .....YEAR 200.....	

LISTER:	
POSITION:	

ORDER	NAME OF HOUSEHOLD HEAD	HOUSEHOLD ADDRESS
1		
2		
3		
.....		

## 3. PREPARATION OF THE SURVEY

The Survey Directorate will provide all Supervisors with a list of Enumeration Areas and Households, together with an operation plan. Before the arrival of the Survey Team in the Enumeration Area, the Supervisor should send out letters to inform the households of the team's date of arrival in the Enumeration Area.

On arrival at the Enumeration Area, the Supervisor must do the following work:

### 3.1 Prepare the Agenda for a meeting with the Local Authorities;

#### 3.1.1 Communicating the Importance of the Survey

The Supervisor, on arrival at the EA, must first arrange a meeting with the local authorities or community to clarify the purpose and importance of the survey. The meeting should dwell on:

- (a) The introduction of the number and composition of the interview team to the local authorities;  
and
- (b) The explanation the following issues.
  - That the survey aims to produce an in-depth assessment of the actual status of the living conditions of all segments of the population.
  - That it is of great significance to provide information as a basis for policy development in order to improve and upgrade the living conditions for all sectors, including households;
  - That the data collected from the survey will be used for the analysis of current and important socio-economic issues relating to living standard disparities, poverty rates, labour and employment, lack of employment among youths;
  - That the households were selected randomly the first time, and that if any replacement are to be made amongst these households, then the replaced households will be randomly selected among households in the Enumeration Area;
  - That all information and data collected from the households will be regarded as strictly confidential, and will be used for research purposes only, not for tax imposition or other purposes;
  - That the interview is divided into seven visits spaced at intervals of five days.

### **3.1.2 Requests for Assistance from the Local Authorities**

The Supervisor must make requests for assistance from the local authorities in order to create a working environment for the team to complete their work by:

- Discussing with Community and Village Authorities to find out whether they are still residing at the locality or not, and if the latter, to find replacement households;
- Send the Information letters of the Survey Directorate to households;
- Invite the Village Heads and the surveyed households to a meeting to disseminate and encourage the households to understand the needs of the survey in order to gain their cooperation and assistance in the process of providing information to the Interviewers and to arrange times for interviews;
- Arrange a meeting with the relevant people for the administration of the Community Questionnaire.

### **3.1.3 Selection of Households as Replacement;**

Replacement of a household must abide by the following format:

- a) If the original household has moved away from the Enumeration Area and some new household moved to the original house, take this new household as the replacement;
- b) If there is still a shortage of households, the Supervisor must select and replace in full using the random or 'Lottery' method to select replacements.
- c) In case of a household completing some sections, but for some reasons they could not respond in subsequent interviews (funeral, moving, etc.) then use the above method to select a household as a replacement. The Interviewer will have to interview all sections of the questionnaire.

#### **3.1.4 Selection of Reserve Households;**

In order to ensure sufficient households in case of refusal or absence, reserve households will be selected by using excess households or selecting new households using the random method.

The Supervisor uses a random digit table (Annex 1) to select replacement households. If there are from 1 to 99 households in the EA, use the two digit table, and if from 100 to 999 use the two-digit table. Take randomly a line and a column and start with figure in that square to compare with numbers in **Form A**. If the randomly selected number is bigger than the total number of households, continue to select another number by shifting to the right, to the end, and shift to the next line. If the randomly selected number is an already selected household for the survey, then select a random number until reaching a number of a household in the EA that has not yet been selected to include in the survey. Record the information on the new household in a new line and code.

#### **3.1.5 Non-Existing Households;**

Possible situations are:

- Households moved away;
- All Household members have died;
- Household has been separated into more than two households and there is no longer old member as head of the original household;
- Household has been integrated into another household;

In such situations, the Supervisor or Interviewer must fill in Section 0A (Household Head and Respondent Information) and Section 0B (Summary of Survey Results).

#### **3.1.6 Supplementation of Questionnaire for Households with more than 15 Members:**

When the Interviewer comes to a household with more than 15 members, use a supplementary questionnaire and record necessary information as in the first questionnaire for that household. In addition, record in the space provided "No of Questionnaire" of Section 0, Part A as follows: the first questionnaire will record a "1/2", the second supplemental questionnaire will record a "2/2".

### **3.2 Preparation of Questionnaire for Interviewer and Visits;**

The Supervisor is responsible for receiving in full, and preparing the household questionnaire for each EA before assigning them to the Interviewers. Before the questionnaires are given out to the Interviewer, you should get them ready by the previous night. This is to be done in two stages:

1. Check that the blank questionnaires have no missing or lost pages, parts or sections; and

2. Complete Section 0, Part A 'Survey Information' with the following details:

- Name and Code of the Enumeration Area
- Region and District
- The Name of the Head of the Household
- The Address of the Household

Print the above information legibly in CAPITAL LETTERS and in ink. Fill in the Name of Interviewer at the appropriated place on the questionnaire. Next, after the first visit to the household, you are also to transfer the names and codes of identified respondents from Section 6 to Sections, 8, 9 and 10.

### 3.3 Publicity

The duties of the Supervisor will vary somewhat according to the area visited. In **Rural Areas**, it will be sufficient to send a letter to the Chief / Regent announcing (to the whole community) the expected arrival dates of the team in the community. You must supervise the delivery of the letters of introduction to the local authorities and chiefs in the rural areas and the households in the urban areas. You will introduce the team and explain the purpose of the survey in each selected Enumeration Area (EA). The letter should be sent not less than one week and not more than two weeks before the beginning of the cycle during which the EA is to be enumerated. The time allowed should depend on the distance between the EA currently being surveyed and the EA where the announcement is to be made.

In **Urban Areas**, letters announcing the visits should be delivered by the Interviewers to each household-excluding any spare households in the sample - one week before the start of a cycle.

Next, after the first visit to the households, record from Section 6 of the Questionnaire, the relevant information to the appropriate sections.

### 4.1 Interview Organisations

Three thousand selected households are to be interviewed by 6 teams to collect data. Each survey team must establish itself in a stable place in the local survey area in order to communicate regularly and discuss information with the local authorities regarding difficulties that come up in the survey process in their locality. Each team is responsible for surveying **xxxxx** EAs. The survey team will carry out the survey in each Enumeration Area in 1 month, divided into 5 rounds. (A workweek includes all 7 days). Each household is visited and interviewed 7 times according to the following time table:

**Note:** that the household questionnaire will be administered in a piecemeal fashion: as such, the sections are distributed over the number of visits to be made as outlined below. Ensure that the appropriate thing is done.

VISIT	SECTIONS
1 <sup>st</sup>	1, 2, 5, 6, 7
2 <sup>nd</sup>	3, 8H, 9A2, 9B
3 <sup>rd</sup>	4, 8H, 9A2, 9B
4 <sup>th</sup>	8a-G, 8H, 9A2, 9B
5 <sup>th</sup>	8H, 9A2, 9B, 9C, 10
6 <sup>th</sup>	8H, 9A2, 9B, 11
7 <sup>th</sup>	8H, 9A2, 9B, 9A1, 12

## 4. Problems Frequently Encountered in Field Operations

**4.1 Finding the Selected Household:** You should help the Interviewers find the selected households using the maps and information established during the Listing Exercise. It is your responsibility to replace households with others from the list of replacement households.

If the selected household has left the dwelling, and a new household now lives there, you should select the new household as the replacement household. If the dwelling is now vacant, then you should take the next "replacement" household on your sample list. Five such "spare" households have been previously selected. If you use up all five of these households and still need a further replacement, contact your Supervisor who will in turn contact the Project Directorate.

### 4.2 Absent Household, No Respondent Available

As designed, each part of the questionnaire is directly linked to specific household members. If during the administration of the questionnaire for Sections 1 through 7, the responsible respondent is absent, it is required for the Interviewer to arrange a time to return to such households when the respondent is in. The Interviewer must not collect information from neighbours for the absent respondent. In the event that the Interviewer has returned to the household many times, some other individuals in the household can respond instead of the main respondent. However, this can only be applied to special cases, and the Supervisor must closely monitor and check these cases.

### 4.3 Refusal from Household.

Households may either refuse to answer each part in the questionnaire or all questions posed by the Interviewer. One of the ways of avoiding refusal is for **the Interviewer to be good at presentation, clearly stating the purposes and the demands of the survey, before putting specific questions to the household**. The main reasons for refusals are:

- 4.3.1 The respondent may think that information on income and income sources of his household will be used as a basis for tax collection or income regulation, particularly with self-employed households engaged in production of trade. In order to minimize such thinking of households, during the contact with the household, the Interviewer must pay attention to:
  - 4.3.1.1 Explaining to the household that all statistical information and data collected will be kept confidential; data collected will be aggregated and used solely for the purpose of preparing national economic development policies, and that individual data from each household will not be utilized separately.
  - 4.3.1.2 That the data will be used to assess the current status of people's living standards, and for improving and raising people's living standards
- 4.3.2 Generally households do not want to waste time with the Interviewer especially in Urban households. To avoid taking too much time, the Interviewer should make a good plan and producing a specific timetable for each household. The Interviewer can work with the household at any time at their convenience. If the Interviewer cannot convince the respondent, the Supervisor should have a go in convincing the respondent; or local officials should be brought in to explain, and further persuade the respondent. In case the household resolutely refuses a replaced household should be made.

## 5. CHECKING QUESTIONNAIRE AND CODING

### 5.1 CHECKING THE COMPLETED QUESTIONNAIRES

The Supervisor should check each questionnaire upon the completion by the Interviewer to ensure completeness, discover inconsistencies, errors and request the Interviewer to re-interview and clarify problems. The checking work should be done every day, after completion by the Interviewer and before handling the questionnaires over to the Database Manager for entry into the computer. During the checking process, if any errors or inconsistencies in the data are found the Supervisor has to directly meet the Interviewer in charge of the questionnaire to point out shortcomings and request the Interviewer to complete it before moving to another EA.

#### FORM C: CHECKING FORM FOR QUESTIONNAIRE

EA NAME:	<input type="text"/>	EA CODE:	<input type="text"/>
HH NAME:	<input type="text"/>	HH CODE:	<input type="text"/>
INTERVIEWER NAME:	<input type="text"/>	INTERVIEWER CODE:	<input type="text"/>

Section	Part	Question	Remarks	Fixed?

Supervisor .....

Date:

### 5.2 Coding

Almost all answers in the household questionnaire are coded beforehand. The Supervisor will be responsible for coding any other question before giving the questionnaire to data entry operators.

### 5.3 Verification of Questionnaire

At the end of every visit, you will have to check to see that the questionnaires have been correctly completed before the team leaves the field. If necessary, you will have to ask the Interviewer to go back to the household to complete the questionnaire.

## 6. SUPERVISION OF INTERVIEW

### 6.1 Monitor and Assist Interviewer during the Interview.

During the five weeks at the EA, the Supervisor has to go with each Interviewer to at least two households in order to evaluate the interviewing methods employed by the Interviewer. The main purpose is to help the Interviewer conduct a better interview, and comment to improve the interviewing methods.

When attending a household interview, the Supervisor should:

- i. Introduce himself to the household and his responsibility to visit the household for the purpose of collecting data;
- ii. Not participate in or suggest anything to the Interviewer, but rather let the Interviewer ask and discuss with the household member;
- iii. Tell the Interviewer before hand that if he/she faces any difficulties during the interview he/she should ask only when only the two are present and should not let the household members know, which will lead to the Interviewer's prestige being reduced and thus affecting data quality of the data collected.
- iv. Pay attention to difficult questions or concepts that the Interviewers do not understand well, and at the same time record what they do well.

In summary, each time the Supervisor goes with the Interviewer to the household, the Supervisor has to observe the weaknesses and shortcomings or strengths of the Interviewer. The Supervisor must use **Form D** to record his comments.

Upon completion of the Interviewer, the Supervisor should immediately meet and discuss the interview with the Interviewer before presenting the comments from **Form D** in order to draw experience together, address, weakness and shortcomings in data collecting to guarantee good quality.

### FORM D: COMMENT FORM FOR INTERVIEWER

EA NAME:	EA CODE:
NAME OF HH HEAD:	HH CODE:
INTERVIEWER NAME:	INTERVIEWER CODE:
INTERVIEW DATE: DAY    MTH    YR	

No.	INDICATORS	COMMENTS
<i>A. INTERVIEWER BEHAVIOUR</i>		
1.	Did the Interviewer greet people before interviewing?	
2.	Did the interviewer introduce him/herself and that s/e is working for.....?	
3.	Did the interviewer explain to the interviewee the purpose of the survey, how interviewees were selected, and that documents for the survey will be kept confidential?	

etc	.....	
	.....	

## 6.2 Observation of Interviews

During the interview, the Supervisor must pay attention to observe and assess the process of responding, help to overcome problems, make suggestions, and draw lessons for the next interview.

Therefore, the Supervisor should focus his mind on:

- i. Whether the *wordings used in the questionnaire are appropriate*,
- ii. Whether any *concepts posed to the respondent was ambiguous*, and
- lii If there were questions *left unanswered by the respondent because they dealt with private matters or sensitive issues*

These comments should be recorded briefly to the questionnaire in **Section O - "Comments of the Supervisor during the seven visits."**

## 6.3 Re-interview of selected Households

The Supervisor should randomly select 1% (one percent) of respondents out of the surveyed households to visit and **re-interview some of the questions** already asked by the Interviewer.

Forms E and F, list the most basic questions for the re-interview. If there is a difference between the answer collected, the Supervisor should not hastily come to the conclusion that the Interviewer has made a mistake in the interview. *When the household is being re-interviewed by the Supervisor, attention should be focused on questions in Form E – "REINTERVIEW SECTIONS 1 TO 7" AND FORM F- REINTERVIEW SECTIONS 9 TO 12."*

The Supervisor must make an assessment of "OK" or "NO" for questions, and record specific answers in the OUTCOME COLUMN for the column of the Supervisor (not shaded) and return to Head Office to check for important inconsistencies / discrepancies between information collected by the Interviewer and Supervisor.

## 6.4 Sending completed Questionnaires to the Data Base Manager (DBM) through Survey Coordinator.

The data will be collected in two stages: Part A covers Sections 1 – 7 and Part B covers Sections 8-12. At the end of the third visit, when data in Sections 1 – 7 will have been collected, you should send the completed Part A of the questionnaires to the DBM through the Survey Coordinator. And the end of the cycle (seventh visit), you should send the second part (Sections 8 – 12) of the questionnaire to the to the DBM through the Survey Coordinator. The Supervisor and his team then leave the present EA for the next EA.

In addition, you will be responsible for collecting information on the localities surveyed (Community Questionnaire) and also collect information on Prices (Price Questionnaire).

## 7. SUPERVISION OF ANTHROPOMETRICS & PRICES

The main tasks of an anthropometrist involve the measurement of height, arm circumference and weight, of selected members of the households. The Interviewer will undertake this function.

### 7.1 SUPERVISOR OF ANTHROPOMETRY

The Supervisor has two main tasks related to supervision of the anthropometrist work. First, to check the measuring work for household members. Second, to re-check data collected in the household. Third, to regularly check equipment to find out whether equipments with missing parts or those that are broken down needs repairing or replacement.

Every two weeks, the Supervisor should go with the anthropometrist to a household and observe the measuring process for that household using **Form G** below.

#### FORM G: FORM FOR CHECKING ANTHROPOMETRY QUALITY

EA NAME:				CLUSTER CODE	
NAME OF HH HEAD:				HH CODE	
NAME OF ANTHROPOMETRIST:				ANTHROPOMETRIST	
INTERVIEW DATE				CODE	

DAY MONTH YEAR

INSTRUCTION: THIS FORM IS TO BE COMPLETED BY THE TEAM LEADER FOR A HOUSEHOLD. MARK AN "X" IN THE APPROPRIATE BOX

1.0	PREPARATION	YES	NO	NO OBSERVATION
-----	-------------	-----	----	-------------------

2.0	SETTING UP EQUIPMENT FOR MEASURING AND WEIGHING			
-----	--	--	--	--

2.1	Measuring Board			
2.2	WEIGHING			
2.3	MEASURING TAPE FOR ARM CIRCUMFERENCE			
3.0	GENERAL PROCEDURES			

4.0	Measuring TECHNIQUES			
4.1	Measuring length in the lying position			
4.2	Measuring height in a standing position			
4.3	WEIGHT OF ADULTS AND CHILDREN			
4.4	ARM CIRCUMFERENCE MEASUREMENT			

5.0	COMPLETION OF MEASURING SECTION			
	Comments			

Team Leader \_\_\_\_\_

Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Upon completion of data collection, the team leader has to re-examine the anthropometrics data collected for children under 5 years of age (the most difficult subject to be measured). In addition, the team leader should re-examine the condition of the measuring board and scale. Following is a list of all equipment that an anthropometrist has to take with him/her.

- 1 Measuring Board (with a strap)
- 2 Cloth to put under knees when measuring
- 6 Child arm circumference tapes (25 cm)
- 4 Plastic boxes to hold tapes
- 1 Scale
- 1 Cloth to clean equipment

Pencils, Eraser, Sharpener, Ballpoint Pens

Scale Bag

Pencil case

## 8.1 Supervision of Price Data Collection

## 8. 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=N0

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?"*

	<b>CODE</b>
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