TAJIKISTAN
LIVING STANDARDS SURVEY 2009

MANUAL FOR INTERVIEWERS

2009

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1. INTRODUCTION

You have been selected as one of the interviewers for the implementation of the **2009 Tajikistan Living Standards Survey (TLSS09)**. The principal focus of the survey is an issue of interest to us all – the welfare level of Tajik individuals and households. The survey data will be used in analyses to determine what proportion of Tajiks are unable to meet their basic needs to enjoy an adequate standard of living and are living in poverty. These studies will also consider what accounts for some households being able to attain and sustain such a standard of living and what might be done to assist those households and individuals now living in poverty to escape poverty. The information collected in the TLSS09 also will be used in a range of other studies, including examining employment, health, nutritional status, agriculture, as well as better understanding how households respond to changes in the macroeconomic environment. As you will learn, the data collected using the TLSS09 is particularly rich because it integrates such a wide range of aspects of household and individual characteristics.

The enumeration of households in the TLSS09 is spread over five weeks. Each interviewer will be responsible for the complete administration of the household survey questionnaire to approximately 54 households.

It is extremely important that you recognize that the information being collected in this survey remains confidential and must therefore not be divulged to any unauthorized person.

2. DESCRIPTION OF THE SURVEY

(a) Topics covered

The subject matter covered is as comprehensive as possible in part because welfare has many dimensions that need to be investigated. These include income and expenditure, assets, education, health and employment. In addition each aspect of household welfare and behavior cannot be properly understood on its own, but has to be placed within the context of the whole.

The household survey has 11 inter-linked modules that include the following:

	Module name
0	General questions
1	Household roster
2	Migration
3	Education

4	Health
5	Labour
6	Dwelling, Utilities, and Durable Goods
7	Transfers and Social Assistance
8	Subjective Poverty and Food Security
9	Food Expenditures
10	Non-food Expenditures
11	Other Income

Later in this manual, the specific modules of the household questionnaire will be reviewed in considerably more detail. This will be done to provide you with key information on the intent of many of the questions and, consequently, how you should handle any problems that might crop up in administering the questions to respondents.

(b) Reasons for the survey

Analysis of Poverty: The TLSS09 will provide a complete and integrated data set that will provide a basis for studying a poverty profile for the country. Sufficient consumption and expenditure information will be collected so that an estimate can be computed of the welfare level of survey households based on their per capita consumption levels. In order to classify households as poor or non-poor, the consumption level for each survey household will be compared to a poverty line that will also be developed using information collected through this survey.

Policy Analysis: The survey will serve a broad set of applications on policy issues including:

- Household consumption and expenditure patterns;
- Income sources and employment;
- Asset ownership;
- Health and nutritional status; and
- Education.

Being an integrated survey, these policy issues can be examined both in isolation separately, or in combination – for example, examining how educational attainment levels might affect agricultural production patterns.

Estimation of Final Household Consumption Expenditure: The TLSS09 will provide a direct estimate of final household consumption expenditure from the expenditure data of households covered in the survey.

3. SURVEY ORGANIZATION

The TLSS09 is designed to be nationally representative. That is, the information collected from the survey households will be used to estimate the characteristics of all households resident in Tajikistan. This is made possible through the use of random selection procedures to select households for interviewing by you and other interviewers.

The total planned sample size is 1,500 households. You are one of the interviewers employed across the country to carry out this task. Your work will be monitored by a supervisor who will be responsible for the work of 3 or 4 interviewers. The supervisor is responsible to assist you in solving any problems that you encounter in administering the survey.

The TLSS09 is a complex survey. You, as one of the interviewers, are the critical foundation upon which a quality data set for use in analysis for decision-making can be built. Consequently, the a supervisory system has been put in place to enable you to get the support that you require to effectively carry out the survey with the survey households.

As an ***interviewer***, your responsibility entails completing the household questionnaires in your area of assignment. Your immediate supervisor is the ***TLSS09 supervisor***. In order for you, the interviewer, to do a good job, you need to have adequate supervision and to be able to easily request rapid assistance if required. The supervisor is responsible for making sure that you are able to do your work properly – that you have the correct information and tools needed for the job. Each supervisor will be responsible for three or four interviewers.

The supervisors will review all questionnaires that you have completed to make sure that there are no errors. The supervisors will regularly sit in on your interview sessions with the TLSS09 sample household members to assess your work. After you submit the household questionnaires to them upon completing your interviews, they will return to you those of your questionnaires that are incomplete or that contain errors. In most cases, you will have to go back to the survey households to make the corrections. As the GOSKOMSTAT will assess the performance of the supervisors primarily on the basis of the quality of the data that comes from the interviewers under their supervision, you should expect the supervisors to subject your questionnaires to rigorous examination.

4. THE SURVEY SAMPLE

(a) Inclusion in the survey

The households selected for inclusion in this survey were interviewed previously in 2007 as part of the Tajikistan 2007 Living Standards Survey. The supervisor will verify that all households included in the TLSS09 are the same households as were interviewed for the 2007 survey.

Within the selected households, information should be collected on all members in those modules where you are instructed to do so. Note, however, that in most modules of the household questionnaire, the respondents are restricted to certain categories of individuals based on age and/or sex. Moreover, the head of household, assisted by other household members if necessary, should be asked questions that concern the household as a whole.

(b) Exclusion from the survey

Members of the following households are not eligible for inclusion in the survey:

- All residents of dwellings other than private dwellings, such as prisons, hospitals and army barracks.
- Members of the Tajik armed forces who reside within a military base. If such individuals reside in private dwellings off the base, however, they should be included among the households eligible for random selection for the survey.
- Non-Tajik diplomats, diplomatic staff, and members of their households. (However, note that non-Tajik residents who are not diplomats or diplomatic staff and are resident in private dwellings are eligible for inclusion in the survey. The survey is not restricted to Tajik citizens alone.)
- Non-Tajik tourists and others holidaying in Tajikistan.

(c) Coverage rules

The coverage rules are largely related to the definition of *household*.

A *household* may be either a person living alone or a group of people, either related or unrelated, who live together as a single unit in the sense that they have **common housekeeping arrangements** (that is, share or are supported by a common budget). A standard definition of a household is "a group of people who live together, pool their money, and eat at least one meal together each day". In most cases, someone who does not live with the household during the survey period is not a current member of the household.

It is important to recognize that members of a household need not necessarily be related by blood or by marriage. On the other hand, not all those who are related and are living in the same compound or dwelling are necessarily members of the same household. Two brothers who live in the same dwelling with their own wives and children may or may not form a common housekeeping arrangement. If they do not, they should be considered separate households.

One should make a distinction between *family* and *household*. The first reflects social relationships, blood descent, and marriage. The second is used here to identify an economic unit. While families and households are often the same, this is not necessarily the case. You must be cautious and use the criteria provided on household membership to determine which individuals make up a particular household.

In the case of extended family systems, household members may be distributed over two or more dwellings. If these dwelling units are in the same compound or nearby (but necessarily within the same EA), the residents of these separate dwelling units should be treated as one household.

The *head of household* is the person commonly regarded by the household as their head. The head would usually be the main income earner and decision maker for the household, but you should accept the decision of the household members as to who is their head. The head of household may not be currently residing with the household. There must be one and only one head in the household. If more than one individual in a potential household claims headship or if individuals within a potential household give conflicting statements as to who is the head of household, it is very likely that you are dealing with two or more households, rather than one. In such cases, it is extremely important that you apply the criteria provided to delimit membership in the survey household.

Having identified a social unit that shares a common housekeeping arrangement – that is, a household – it then becomes necessary to determine who is and who is not a member of that household. After listing all potential household members (Module 1, Question 1), in order to determine which of these individuals are household members, the TLSS09 uses information on how many months during the past 12 months a potential household member has been present in the household (Module 1, Question 15). **We will consider as members all individuals who have been absent from the household for less than 12 of the last 12 months.**

However, there are several exceptions to this rule:

- The household head is a member regardless of how long he or she has been absent.
- Young infants less than 12 months old.
- New spouses who have recently come into the household and are now residing with the household.
- Household members residing in an institution elsewhere, but still dependent on the household. This principally includes boarding school students. However, it does not include military personnel, prisoners, or other individuals who are not primarily dependent on the household for their welfare. If they have been away from home more than

It is important to highlight that <u>non-relatives</u> who are resident in the household for 12 months and are included in a common household keeping arrangement under the head of household are to be considered household members. However, servants, other hired workers, and lodgers (individuals who pay to reside in the dwelling of the household) should not be considered to be household members if they have their own household elsewhere which they head or upon which they are dependent.

Another important point is to note that the household head is a member of the household regardless of how long he or she has been away from the household. However, if the household head has been away from the household more than 12 months, it will be difficult to collect the information for the modules where individual level information is collected (Modules 2 through 5). For household heads who have been away from the household more than 12 months, information should be collected in Module 1 and Module 2, Parts A and C only.

You should be very careful when dealing with this rather complex task in the survey administration of determining who should be included and who should not be included as a member of a survey household. You must carefully check the rules laid out here. The rules should enable you to handle the vast majority of household situations that you encounter, but not all. If you are in doubt, initially as to whether an individual should be included in a survey household after considering the rules provided here and in the questionnaire, discuss the problem with your supervisor.

(d) Reference Periods

There are several different time periods included in the questionnaire. These are all measured from the day of the interview. The reference periods include:

- The last 4 weeks
- The past 14 days
- The last 7 days
- The last 6 months
- The last 12 months

These time periods are calculated from the date of the interview. For example, if the interview is conducted on 18 September 2009, the last 4 weeks is the time between 19 August and 18 September and the last 12 months is the time between 19 September 2008 and 18 September 2009.

(e) Recording Monetary Figures

Monetary figures are collected in many modules of the questionnaire. Always record monetary figures with no punctuation. If the amount provided is 250,000 Somoni, record it as “250000”. If the answer is zero, record “0”. Only leave the space blank if the respondent refuses to answer or the question is skipped.

5. COMPLETION OF THE HOUSEHOLD QUESTIONNAIRE

This chapter will examine each module of the household questionnaire in turn in order to address possible problematic issues relating to each. These notes here should be your first reference as you encounter any problems in administering any modules or questions in the household questionnaire.

(a) Questionnaire formatting

The household questionnaire has been designed to enable you to administer it with as little difficulty as possible. In spite of these design efforts, nevertheless, it is a complex questionnaire. To build your familiarity with it, as you prepare for your fieldwork with the survey households, make an effort to learn how the questionnaire is put together and how a typical administration to a survey respondent would proceed. However, given the numerous and wide range of skip codes used in the questionnaire, you should not expect that any two administrations will be alike.

The questionnaire is laid out in landscape (horizontal) format. <u>Information on a particular individual within the household is to be recorded consistently on the same row of each module</u> in which information on individual household members is to be collected. This is an extremely important instruction for you to follow in completing the questionnaire. An ID code is assigned to each individual in the household in Module 1 depending on which row is used to record the presence of the individual in the household. This same ID code and row should be used for that same individual in all subsequent modules.

In order to facilitate your doing so, the household questionnaire has a fold-out flap pasted to the inside back cover of the questionnaire. On this flap is a table in which you are to record the name, age, and sex of each household member. The 15 rows of this table correspond to the 15 rows that appear in all modules in which information on individual household members is collected. When you fold out this flap, the rows of the table on it should align quite closely with the rows of the modules in the questionnaire.

Household roster is pasted to inside back cover of the questionnaire.

Paying attention to the typestyles (fonts) used in the questionnaire will help you administer it. The table below lays out for you what you should expect when you see a particular typestyle. The examples in the table are in the typestyle noted.

Typestyle	Meaning	Examples
Lower-case font	Questions that the interviewer is to read word-for-word to the respondent.	What is the year of birth of ..[NAME's]..? Were you born in this district?
Upper-case font	Instructions to the interviewer to guide in completing the questionnaire or in asking a particular question. Questions that are to be answered by interviewer observation are also presented in this typestyle.	ONLY FOR HOUSEHOLD MEMBERS AGED 15 AND ABOVE. IF DO NOT KNOW WRITE "99".
Mixed lower- and upper-case font in italics	Instructions to the interviewer to guide in completing the questionnaire or in asking a particular question.	*Probe for all jobs conducted during the past 12 months, even if they are not being conducted at present and descript in columns 2,3*
Mixed lower- and upper-case Arial font	Questions that the interviewer reads word-for-word to the respondent, but that includes specific elements that the interviewer need to insert based on responses to earlier questions or other information of which the interviewer is aware. These elements are in upper-case.	Is your employer for this work … (READ ALL RESPONSES)
Upper case font	Skip codes. Instructions to the interviewer as to which question should next be asked, based on the response to the current question or the individual respondent. The skip codes will typically include the ► symbol.	► (8.05) ► NEXT PERSON ► PART B-1

To summarize, if the typestyle is in lower-case, it should be read to the respondent. If the typestyle is in upper-case, it is not read to the respondent, but serves as an instruction or response code for the interviewer.

[...] - You will often find this notation in the questions, particularly in the consumption and expenditure modules. Most commonly, this is an indication that you are to insert the contents of the row heading into the question at this point.

(b) Questionnaire administration

Before you go to a selected household, you should ensure that you are ready to begin the interview – that is, you are presentable, that you know how you are going to begin the interview, that you have at least two ball point pens and at least two household questionnaire forms with you for every household that you plan to interview, and that you have the location and code numbers of the survey households with you.

After you have begun the interview with the survey household, it is intended that you administer the questionnaire to one individual in the household at a time. That is, once you have finished administering the questions in one module to an individual, you immediately go on to administer the next applicable module in the questionnaire to the same individual.

What this means is that you do not go through the questionnaire completing one module with all applicable household members before going on to the next module. Doing so is a waste of time for many household members. By asking all questions applicable to a particular household member at once, you will be able to quickly release that member so that he or she can do other things. Of course, completing the questionnaire in this manner will mean that you may have to schedule interview times with each of the members of the household, possibly over several days.

The only exception to this instruction are the Identification Information on the cover and Module 1. These modules must be completed fully before you administer the rest of the questionnaire.

The modules in the questionnaire are organized by placing at the front of the questionnaire the modules to which the majority of household members need to respond. The modules later in the questionnaire typically only require the household head and selected other adults in the household as respondents.

The setting of the questionnaire administration should be relatively private. Some of the questions being asked are of a personal and private nature. You should respect the desire of the respondents for privacy. This is important particularly when talking about health matters.

No person except your supervisor, or people from the project survey staff should come with you when you interview. If project survey staff do accompany you to an interview, you should always be sure to introduce the staff member to the respondent, making clear to the respondent the purpose of the presence of the project survey staff member. In most cases, the project survey staff will be present to monitor the quality of your own work, and should have little interest in the specific responses of the respondents, except as they might reflect the effectiveness with which you carry out your tasks.

Any other persons not connected to the TLSS09 or to the household should not be present when you are administering the household questionnaire. If any such individuals are present when you begin your interviews, you must politely request them to leave in order to respect the privacy of the survey household. If they cannot leave at that time, you should schedule the interview for a later time, when greater privacy can be assured.

Questions are directed to those aged 10 years and older. Each person aged 10 years or more needs to be asked questions directly. If you need to collect information on younger children, you should interview them together with their mother or guardian. Do not try to obtain data directly from young children. Also do not ask young children questions concerning other household members.

As a general point, if you encounter a different or unusual case in a particular module or modules for a survey household and are not sure what to do, write all of the details down on the questionnaire. There is plenty of space on the empty page above each page of the questionnaire to do so. After you leave the survey household, check this manual for guidance. If the solution cannot be found in this manual, you should consult your supervisor at the earliest opportunity.

(c) Your interactions with the respondents

Above all, your attitude towards the respondents in the survey households must be one of respect. You must always be courteous and patient towards survey household members. Be business-like in your conduct – never bullying, demanding or rude. Always act in a way that warrants respect and cooperation from the respondent. You will find work more pleasant if you remain polite and friendly to everyone at all times.

Be willing to answer any questions the respondents ask you about why you are asking the questions you are asking.

The survey interview will be long. This will try the respondents' patience as well as your own. Nevertheless, the rules of courtesy and politeness must still apply. If necessary, you may break the interview of the household members into shorter interviews. However, the interviews with all household members should be completed within a span of two or three days at most.

At the start of the interview, you should always determine if the respondent has any appointments in the next hour or two. If sufficient time is available to complete several modules of the questionnaire before the respondent's appointment elsewhere, proceed and complete as much of the interview as possible. When the respondent must leave, arrange for another meeting in the next day or two at which the interview with the individual respondent can be completed.

Moreover, you should seek to develop a smooth-flowing interviewing style so that you can obtain all of the information required from an individual in the shortest possible time. You do not want to unnecessarily test the respondent's patience by delaying the interview in any way, particularly through excessive probing on questions that the respondent feels that they have already answered to the best of their ability and recollection.

In conducting an interview, if it is clear that the respondent has understood the question you have asked, you must accept whatever response the respondent provides you. Probe questions can be used to make sure the respondent understands the key element of the question being asked. However, you must never second-guess the respondent or make the assumption that you have a better understanding of the condition of the individual or household than the respondent does. The function of the interviewer is <u>not</u> to verify that the information provided is correct. The analysts of the TLSS09 are interested in what the respondent actually says. It is always possible that the respondent will lie to you or provide inaccurate information, but you, as the interviewer, should not make any judgments on the information provided. This is a problem for the analyst to take care of and not the interviewer.

There are exceptions, of course. If the respondent says that he or she has no livestock and there are chickens pecking at your feet or goats tied up nearby, you should inquire about these animals. However, you should not probe excessively after seeking initial clarification from the respondent. In any case, you should never go outside of the household to get information. This is beyond the scope of your work.

Ultimately, the question of 'wrong' or 'right' answers does not apply in administering the household questionnaire. The questionnaire is being administered to the survey household members because we rightly expect that they will be able to provide the best information about their own living conditions.

Disciplinary action will be taken against any interviewers who consistently treat their respondents with condescension and a lack of respect or who shows a pattern of re-interpreting the answers provided by the respondents.

There are no codes for "not applicable". The indicated skips are designed to ensure that questions that are not applicable are not asked. The blanks for any skipped question must be left empty.

If a respondent refuses to answer, the interviewer should remind him or her of the importance and confidentiality of the survey. It is very important that all answers are collected for each question.

Sometimes the respondents do not understand and misinterprets the meaning of questions. In this case, the interviewers response is to reread the question in its entirety, emphasizing the words or part of the question that the respondent missed the first time. If the question contains a term or concept that is not clear to the respondent, the interviewer cannot use his/her discretion, and the respondent should answer the way he seems to understand the term.

Sometime the interviewers have to stimulate respondents to amplify, clarify, or in some other way modify original answer to be complete and meet question objectives. The respondents tasks can be categorized in three categories: choosing one of a set of alternative answers provided as part of the question, providing numerical answer, and providing an answer in the respondent's own words.

When a question calls for a respondent to choose an answer from a list, and the respondent has not done so, the interviewer's job is to explain to the respondent that choosing one answer from the list is the way to answer the question (respondent training) and to read the list of responses again. One of the mistakes here that the interviewer can pick the answer themselves instead of having the respondent to do so (e.g., the answer “not very good” maybe classified by the interviewer to match “fair” in the questionnaire). Another mistake is not to repeat all alternatives need to be repeated.

In case when an answer calls for a numerical response, and the answer is not complete, the best probe is to repeat the question. It is easy to slip to directive probes in these cases, i.e., suggest questions that would require yes and no answers as well as suggesting answers and excluding possible answers. The interviewer should try to engage in respondent training and explain the value of the respondent choosing the right answer, and then reread the question.

When the respondent says “I don’t know”, the interviewers first task is to attempt to diagnose the origin of the problem.

- If “I don’t know” is considered to be an accurate, thoughtful answer to an information question, the interviewer writes down the answer and goes to the next question. For all questions where “I don’t know” is the final answer, write “-8” as the code. You should be careful, however, not to use the code too often. When the supervisors review the questionnaires, if they find too many answers coded as “Don’t Know”, you will be expected to justify the use of the code.
- If it is a delaying response style, the interviewer gives the respondent time to think about the answer. The interviewer may want to repeat the question to help the respondent think it through.
- If the respondent has not thought about the question, the interviewer would encourage the respondent to think about the question, emphasizing that the respondent is uniquely qualified to provide information on the topic. Then repeat the question.
- If the respondent is not sure about the quality or precision of the answer, the interviewer should be reassuring. There are no right or wrong answers; the questions are designed to get people’s own perceptions and opinions. The respondent’s own best estimate will be better than not having any information at all. Then the interviewer would repeat the question.
- Alternatively, the interviewer should ask to speak to someone who does know.

(d) Individual modules

The rest of this chapter is made up of comments related to the individual modules making up the questionnaire or to specific questions in those modules. Please note that not all questions are considered here.

Cover: Household identification, survey staff details

RESPONDENT: None, to be completed by interviewer

- It is critical for later analysis that you adequately identify the location of the household you are interviewing. Please fill in the required information on the hukumat, djamoat, personal account number, and TLSS cluster in which the household is located, noting both the name and the codes for each. Put the location code using corresponding code. Household number is obtained from the list provided by the project survey staff. This number remains constant throughout the period the survey covers the household. Be sure to write your name as the Interviewer and record your identification code. Your Supervisor will write his/her name and his/her identification code. The Data Entry Operator will write his/her name and his/her identification code.

- In the lower right hand corner of the questionnaire are two boxes to record the cluster and the household number. The cluster number and household number will be provided on the listing of households that will be provided by the supervisor. The listing has a complete list of all households in the cluster. The households that have been selected for interview will be noted on the listing. In addition, four reserve households will be provided.
- Put the number from the listing for the household in the box in the lower right hand corner. These numbers will not be consecutive. Record the number and then indicate if the household was from the main listing, or from one of the reserve households.
- The codes for the districts are listed in the Annex on page 43 at the back of this manual. Codes are only provided for those districts that were selected for the TLSS09.
- Each questionnaire contains sufficient space to enumerate a household of 15 members. If the survey household has more than 15 members, you will need to use an additional questionnaire. Please note that you are doing so on the cover at lower right, indicating how many questionnaires you are using in total.
- The box for the total number of household members found at the top left hand corner of the cover sheet will be filled in when the interview is completed.
- Record the date on which the first interview visit was made to the household. Record the date as dd/mm/yyyy. Record all 4 digits for the year.
- Record the time at which the interview began. Record the hour and minutes, using 2 digits for both. For example, 08:30, 15:15, 20:45.
- Record the time at which the interview ended. Record the hour and minutes, using 2 digits for both. For example, 08:30, 15:15, 20:45.
- Put the name of the household head in the box provided.
- When all of the households for the cluster have been finished, the supervisor will write the number of the household, from 1 to 19 in the box in the top right hand corner of the cover.

<u>Module 1: Household Roster</u>

RESPONDENT: Household head

Direct informants: Household Head

The initial respondent to this module should be the household head, if available. If he or she is not available, the senior member of the household present should respond to questions 1 through 5.

The household roster is where the membership of the household is determined. All potential members of the household are listed in question 1 in this module. Several of the key issues relating to this module were discussed earlier in this manual. If you need to reconsider who is and who is not a household member, refer to the discussion starting on page 4. In case an under-age child is recorded as the head, the interviewer, in consultation with other household members, should designate an adult household member as the head of household.

- You are instructed to complete questions 1 through 6 before continuing with the other questions in this module. Probe in order to obtain a full listing of individuals who normally live and eat their meals together in the household. You must have a complete list of residents of the household in order to record responses to questions that will be asked later in the module.

- List the head of household on line one (ID code 1). List the head of household whether or not he or she is currently residing in the household.
- The spouse of the head and their children (if any) who are currently residing in the household should be listed next, followed by other relatives, ending with persons in the household who are not related to the head. After listing all persons who are currently residing in the household, list all persons who have lived in the household during the last 12 months, but who are not currently residing in the household. Do not list any persons who have been absent from the household more than 12 months (with the exception of the individuals listed on page 4.
- In writing the names of the household members, be sure that you uniquely identify the individuals. If two individuals in the household have the same name, ask about any nicknames or other ways in which the two persons can easily be distinguished from each other.
- Question 2. The supervisor will supply the ID codes to be used for this response. Do not ask the head of household this question.
- You must ask about the sex of the individual in question 4. Do not use the name of the individual to assume the sex of that individual.
- Question 4. Age in completed years. Write down the age as the number of years they have completed. For example: If a household is interviewed for the survey on 14 October 2009, then the age of a household member who was born on 13 October 1993 is considered to be 16. If he/she were born on 15 October 1993, the age in completed years would be 15. If a child is less than 1 year at the time of the interview, record the age as 0.
- Question 5. The relationship to the head of household is defined by the relationship the individual has with the household head. As noted before, this relationship does not have to be defined by family relationships.
    - Be sure to get the entire list of individuals who are living in the household. Some of them may not be considered household members by the head of the household, but would be considered as members according to our definition.
    - *Example*: An enumerator interviews a family with 7 members. The 7th was a girl of 12 who had lost both her parents and who lived with the household because she had nowhere else to go. She was not related to the family. The head of the household did not consider her a member of the household and did not give any information on her. The enumerator should tell the household head that he or she understands that the household head did not consider her a part of the household, but because she was living with his family we needed to ask her some questions for the survey.

After the full listing of potential household members is completed, continue with collecting information for questions 6 through 16.

- Question 6. Ask people to identify their ethnic group.
- Question 7. Ask what other languages the respondent speaks. Ask the respondent to tell you the languages in the order in which the respondent learned them. Record up to 3 languages.
- Question 8. Only ask Marital status for individuals 15 years or older.
    1. Married: People who have registered their marriage legally.
    2. Married, with more than one wife (polygamous union). This type of marriage is defined as a marriage where one man has multiple wives. If a man (1) has a legal wife and another partner with whom he has a NEEKO marriage, (2) if he is living with another woman in the same household as his legal wife; or (3) he lives with another woman, but she lives in a different dwelling, he should receive code 2. If a man has left his legal wife and currently lives with another partner, but remains in a legal

marriage with the spouse he has left, he is in a polygamous unit.

3. Divorced: People who have not married again after legal divorce.
4. Living together/not registered marriage: People living together, for any length of time, but who have not registered their marriage legally.
5. Separated: People who have been living together as a recognized union, although not in a legal marriage, but who no longer live together.

   Cases of separate living caused by living and other conditions (husband works abroad or wife lives with her children in soum center so that her children are able to go to school) are not included into this category.
6. Widowed: Man/Woman whose spouse has died and not married again.
7. Single: A person aged 15 and more and has never been married.
8. Other: Anyone who does not fall in the above categories.

- Question 19. Ask if the spouse or partner of those who are married, living together or divorced/separated is living in the household. If so, record the spouse/partner's ID code in Question 10. The ID number is the number of the row in which information is collected about the spouse or partner.
    - It is possible that even though an individual is divorced, s/he still lives with his/her former partner. Ask if the spouse is living in the household even if the individual is divorced or separated.
    - If a man is in a polygamous marriage, the ID code of his legal wife should be recorded here.
    - If a woman is married to a man who also has a NEEKO marriage, you will record the ID code of the legal husband for this woman here.
    - If a woman is in a NEEKO marriage with a man who also has a legal wife, you will record the ID code of her NEEKO husband here.
    - If two people, male and female, are living together in a recognized union, even if not legal marriage, you will record their corresponding ID codes for each other.

Example 1

ID CODE	(1) NAMES OF HOUSEOLD MEMBERS. MAKE A COMPLETE LIST OF ALL CONCERENED AND FILL IN QUESTIONS 1-5 BEFORE GOING ON TO 6-16.	…	(8) What is the current marital status of [NAME]? MARRIED 1 MARRIED (polygamous union) 2 DIVORCED 3 LIVING TOGETHER 4 SEPARATED 5 WIDOWER 6 SINGLE 7 OTHER 8	(9) Does the spouse/ partner of [NAME] live in this household now? YES 1 NO 2 >>10	(10) Copy the ID CODE of the spouse/ partner of [NAME]	
01	Vladimir		2	1	02	03
02	Janna		1	1	01	
03	Zulya		4	1	01	
04						
05						
06						

- Question 11. Ask if the mother of all household members is living in the household. If so, record the mother's ID code in Question 15. The ID number is the number of the row in which information is collected about the mother. It may seem unnecessary to ask this question to older individuals, but ask you should ask all of the individuals in the roster.
- Question 13. Ask if the father of all household members is living in the household. If so, record the father's ID code in Question 14. The ID number is the number of the row in which information is collected about the father. It may seem unnecessary to ask this question to older individuals, but ask you should ask all of the individuals in the roster.
- Note that Question 15 asks for cumulative number months the person was away from the household over the past 12 months.
    - For example, if an individual was away once over a period of 3 months and again over another period of 1 month in the past 12 months, you should write 4 in question 15.
    - You should include portions of a month of absent in the calculations here. Include the portions in determining the total cumulative absence.
    - For example, an individual who was absent for one period of 6 weeks (1.5 months), another period of 3 weeks (0.75 months) and a third period of half a month, the total cumulative absence was 2.75 months – reported as 3 months. (See the next point on rounding.)
    - In reporting the total cumulated absence that includes such portions, round down if the portion of a month is less than half, round up if it is over half. If exactly half, round down.
    - For example, if an individual was absent in total for 3 months and one week, report 3 months; if 3½ months, report 3 months; if 3 months and 3 weeks, report 4 months.
    - In the previous example, where the total cumulative absence was 2.75 months, report 3 months.
- Question 16 asks for information on the reason for the person's absence during the last time that person was absent from the household.

At the end of the module is where you judge, of those listed in question 1, who is and who is not a household member. This is determined by the response to Question 15. The criteria for membership is number of months present in the household. A person must have been absent from the household for less than 12 of the last 12 months in order to be a member. Exceptions to this rule are: (a) the household head if he/she was absent more than 11 months; (b) new spouses who were married less than 12 months previously; and (c) children less than 12 months old.

- After determining who is and who is not a household member, you should immediately turn to the flap that is pasted onto the inside back cover of the questionnaire.
- Fill in the rows of the table on the flap with the required information (name, age, sex) on each household member, making sure that you list each member in the exact row in which he or she was listed in question 1. Only include on the check page the individuals who have been absent less than 12 months. This may result in some rows having no one listed.
- It is extremely important to verify that you have listed each household member in the correct row. Considerable error in data entry and analysis is possible if you do not do so.

Module 2: Migration

RESPONDENT: Household members 14 years old or older

Direct informants: Household members 14 years old or older

This module is designed to collect information on movement of household members within Tajikistan and abroad. There are three parts to the module. Part A collects information on movements within Tajikistan for those household members who are present in the household at the time of the interview. Part B collects information on migrations abroad for those household members who are present in the household at the time of the interview. Part C collects information on migration histories of members who are not in the household at the time of the interview.

Part A: Internal Migration

This module collects information on the two most recent rayons in which the member has lived as well as the rayon in which the individual was born, if different from where s/he is living now. Only members of the household will respond to this module.

Question 1. If the respondent has never lived anywhere else in Tajikistan, skip to Question 9 to ask where the respondent was born.

It is possible that people currently living in Tajikistan moved there from another country. During the time that Tajikistan was a Soviet Republic, people moved to Tajikistan from other parts of the Soviet Union, and have remained in Tajikistan. For these individuals, record the country from which they moved.

Question 2. Get the name of the rayon or country in which the respondent lived prior to the one in which s/he currently lives. Write the name of the rayon or country in the column where noted. Later, write in the code for that rayon country. The codes for the rayons and countries are listed in the Annex on page 43.

Question 3. Ask the respondent for the main reason why they moved to the rayon in which s/he currently resides.

Question 5. Ask the respondent if s/he lived in another rayon prior to the one in which s/he lived in the response to Question 2.

Question 6. Record the name of the rayon in which the respondent lived prior to the one in which s/he lived in the response to Question 2. Do not include areas of foreign countries in this response. Write the name of the rayon in the column where noted. Later, write in the code for that rayon. The codes for the rayons are listed in Annex 6 on page 43.

Question 7. Ask the respondent for the main reason why they moved to the rayon in which s/he currently resides.

Question 8. For those respondents who have not always lived in the rayon in which s/he currently resides, ask in which rayon s/he lived in 1992.

Question 9. Ask all respondents the rayon, or country, in which they were born.

Part B:International Migration

Question 1. Ask if the respondent has ever migrated abroad for at least 1 month since 1 January 2006. If s/he has not migrated, skip to Question 23.

- Do not include family visits.
- Do not include vacations.
- Do not include business trips where the person is expected to return to Tajikistan, and is not planning to stay in the country where the business trip is taking place. The business trip may last longer than one month, but if the person is planning to return, it is not considered as migration.
- Do not include trips abroad for health care.

Question 2. For those respondents who have migrated abroad for reasons that are not family visits or vacations, ask what was the year and month of the last time they went abroad.

Question 3. Ask the number of months they were abroad the last time they went abroad. If less than one month, repeat Question 2 for the last time they migrated for one month or more.

Question 4. Ask what was the most important reason they went abroad the last time they went abroad.

Question 5. Ask the country where the respondent migrated during their most recent migration episode. Also ask the city where s/he lived. The code for the city where they lived will be filled in by the Supervisor.

Question 6. Ask what was the most important reason that the respondent selected that particular country and city.

Question 7. Ask if the respondent took any training related to improving their work skills prior migrating abroad. These skills could include any kind of training as long as the respondent took the course to improve his or her chances of getting job, or improving his or her salary. If the respondent did not take any courses, skip to Question 11.

Question 8. If the respondent took any training, ask if that training was to improve language skills.

Question 9. If the respondent took any training, ask if that training was to improve their skills in performing manual labor.

Question 10. If the respondent took any training, ask if that training was to improve their skills in using a computer or in performing other technical skills.

Question 11. Ask if the respondent needed a visa to enter the country to which he or she migrated. If not, skip to Question 13.

Question 12. If a visa was required, ask if the respondent got a visa before going to the country to which he or she migrated.

Question 13. Ask if the respondent obtained legal residence during the most recent migration episode.

Question 14. Ask if the person found work or started working during the most recent migration episode. If not, skip to Question 23.

Question 15. If the respondent said that he or she was working in Question 14, ask if he or she had a work permit before starting to work. If yes, skip to Question 17.

Question 16. If the respondent did not have a work permit before starting to work (Question 15 is no), ask if the respondent got a work permit after starting to work.

Question 17. For those respondents who had jobs, ask if they had arranged to have the job prior to leaving Tajikistan.

Question 18. Record the occupation that the respondent worked during the most recent migration episode. Write as full a description of the occupation as possible. The main occupation is the one that the respondent worked for the most hours at the end of the time they had migrated. It is possible that the respondent had more than one job during their time abroad. Record here only the occupation they had at the end of the time period. If they were working multiple jobs as the end of the time when they were migrated, record the one they worked the most hours.

- Occupation refers to the kind of work done by an individual irrespective of the industry in which the individual works. For example, one can be a clerk in agricultural, building, transport, or any of a number of industries. Clerk is an occupation, as is interviewer, for that matter.
- For example: if the household member teaches economic theories in Tajik State University, interviewers write "Teacher of economic theories in university".
- Occupation is not the same as profession. For example, some of you interviewers may have the profession of "statisticians", but right now, your occupation is "interviewer".

The Occupation Code will be filled in by the Supervisor during his/her review of the questionnaire.

Question 19. Ask the average monthly net income in US dollars from this job listed in Question 18.

Question 20. Ask the main source of information used by the respondent for where to go and how to find work that was used during the most recent migration

Question 21. Ask what was the main source of funding the respondent used to finance the most recent migration episode.

Question 22. Ask what was the main reason the respondent returned to Tajikistan.

Question 23. Ask the respondent if he or she is planning to migrate within the next 12 months. If the respondent says "no" or "don't know", skip to Question 25.

Question 24. For those planning to migrate during the next 12 months, ask what country he or she is planning to go to.

Question 25. Ask if the respondent ever migrated for at least one month during the period of 1992 to 2000. Make sure that the respondent understands that this is a period in the past.

- Do not include family visits.
- Do not include vacations.
- Do not include business trips where the person is expected to return to Tajikistan, and is not planning to stay in the country where the business trip is taking place. The business trip may last longer than one month, but if the person is planning to return, it is not considered as migration.
- Do not include trips abroad for health care.

Question 26. For the period between 1992 and 2000, ask in how many of the years did the person migrate abroad. This is not the total number of times the respondent migrated. It is the number of years in which the respondent migrated. The response can be no more than 9 times. If a person migrated 3 times in 1998, the response is "1" because all of the migration episodes occurred in the same year.

Question 27. Ask if the respondent ever migrated for at least one month during the period of 2001 to 2007. Make sure that the respondent understands that this is a period in the past.

- Do not include family visits.
- Do not include vacations.
- Do not include business trips where the person is expected to return to Tajikistan, and is not planning to stay in the country where the business trip is taking place. The business trip may last longer than one month, but if the person is planning to return, it is not considered as migration.
- Do not include trips abroad for health care.

Question 28. For the period between 2001 and 2007, ask in how many of the years did the person migrate abroad. This is not the total number of times the respondent migrated. It is the number of years in which the respondent migrated. The response can be no more than 7 times. If a person migrated 3 times in 2002, the response is "1" because all of the migration episodes occurred in the same year.

Question 29. For this question, you want to know for each month since October 2007 if the respondent was in the household (Code 1), in Tajikistan, but not in the household (Code 2) or abroad (Code 3). This is a complicated question. You will need to ask for each month listed in the questionnaire where the respondent was. Each month should have a response code recorded. Because the respondents are in the household at the time of the interview, the response code for November 2009 should always be "1".

Example 3.

2007				2009			
OCTOBER	NOVEMBER	DECEMBER	…	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
1	1	1		2	3	1	1

Part C: Member Living Away Migration History

This part collects information on people who would be household members if they were currently residing in the household. It is the most difficult, conceptually, to understand. It is filled in by head of household, if he or she is in the household, or by the spouse of the head of household if the head of household is not currently in the household.

NOTE: The ID code for this module starts with 21 and goes to 35. This is to indicate that none of these people are among the list of current household members.

NOTE: The ID code of the household member who provides the information on those individuals not currently residing in the household should be recorded. It may be that different members provide information on the different individuals who are not currently residing in the household.

Question 1. Ask the household head, if present in the household, for a list of everyone who would be residing in the household, but who has been away from the household 12 or more months working abroad.

Questions 2 through 30 refer to the individuals who have migrated from the household.

Question 2. The supervisor will supply the ID codes to be used for this response. Do not ask the head of household this question.

Question 3. Ask the person's relationship to the household head.

Question 4. Ask how old the migrated person is today.

Question 5. Ask what the migrated person's gender is. Do not assume it from the migrated person's name.

Question 6. Ask what the migrated person's highest level of education is. This corresponds to the person's current level of education, not the level of education s/he had when s/he left the household.

Question 7. Ask the country in which the migrated person received their higher education or graduate school degree.

Question 8. Ask for up to three languages that the migrated person can speak.

Question 9. Ask the year and month of the most recent time that the migrated person left the household.

Question 10. This question refers to the status of the migrated person when s/he left the household, **not** what the migrated person is doing today.

Question 11. This question refers to the occupation of the migrated person when s/he left the household, **not** what the migrated person is doing today. Write as full a description of the occupation as possible.

- Occupation refers to the kind of work done by an individual irrespective of the industry in which the individual works. For example, one can be a clerk in agricultural, building, transport, or any of a number of industries. Clerk is an occupation, as is interviewer, for that matter.
- For example: if the household member teaches economic theories in Tajik State University, interviewers write "Teacher of economic theories in university".
- Occupation is not the same as profession. For example, some of you interviewers may have the profession of "statisticians", but right now, your occupation is "interviewer".

The Occupation Code will be filled in by the Supervisor during his/her review of the questionnaire.

Question 12. What country does the migrated person currently live in. The City Code will be filled by the Supervisor.

Question 13. Ask the year in which the migrated person moved to the country listed in Question 12. This may be the same as the year in Question 10, but it does not have to be.

Question 14. Ask if the migrated person needed a visa to enter the country listed in Question 13. If the migrated person did not, or the respondent does not know, skip to Question 17.

Question 15. For those migrated individuals who needed a visa, ask if he or she obtained a visa before going to the country listed in Question 13.

Question 16. Ask if the migrated person got assistance prior to moving to the country listed in Question 12. This does not refer to financial assistance. It is assistance in finding a job, or assistance in finding out about visas, or assistance in finding some place to live, etc. If the response is "no" or "don't know" skip to Question 20.

Question 17. Ask who provided the assistance. Read all of the responses. If the response is "from a professional agency", skip to Question 20.

Question 18. Ask if the migrated person paid for the assistance.

Question 19. Ask if the migrated person is currently working in the country listed in Question 13. If the response is "no" or "don't know", skip to Question 25.

Question 20. This question refers to the occupation of the migrated person today. Write as full a description of the occupation as possible.

- Occupation refers to the kind of work done by an individual irrespective of the industry in which the individual works. For example, one can be a clerk in agricultural, building, transport, or any of a number of industries. Clerk is an occupation, as is interviewer, for that matter.
- For example: if the household member teaches economic theories in Tajik State University, interviewers write "Teacher of economic theories in university".
- Occupation is not the same as profession. For example, some of you interviewers may have the profession of "statisticians", but right now, your occupation is "interviewer".

The Occupation Code will be filled in by the Supervisor during his/her review of the questionnaire.

Question 21. Ask if the migrated person had a work permit before starting to work. If yes, skip to Question 24.

Question 22. If the migrated person did not have a work permit before starting to work (Question 22 is no or don't know), ask if the respondent got a work permit after starting to work.

Question 23. Ask what the migrated person's average monthly net income is in the job listed in Question 20. Ask for the information in US Dollars. If the respondent does not know, write "99".

Question 24. Ask if the migrated person sent any cash to the household during the last 12 months. The cash could have been in the form of cash sent to the household by a person or messenger, or in the form of a transfer through a financial institution. If the migrated person did not send any cash, skip to Question 27.

Question 25. Ask for the average monthly value of all cash remittances sent to the household during the past 12 months. Ask for the information in US Dollars.

Question 26. Ask if the migrated person sent any other in-kind items to the household during the last 12 months. This includes any appliances, gifts or materials sent to the household from the place where the person migrated. If the migrated person did not send any in-kind items, skip to Question 30.

Question 27. Ask for the respondent to estimate the value of the items sent in-kind while the migrated person was out of the household. Ask for the information in US Dollars. Ask for the respondent to estimate what the average monthly value was of the in-kind items sent to the household.

Question 28. Ask what was the main method the migrated person used to sent cash or in-kind gifts to the household over the last 12 months.

Question 29. For this question, you want to know for each month since October 2007 if the respondent was in the household (Code 1), in Tajikistan, but not in the household (Code 2) or abroad (Code 3). This is a complicated question. You will need to ask for each month listed in the questionnaire where the respondent was. Each month should have a response code recorded. Because the respondents are in the household at the time of the interview, the response code for November 2009 should always be "2" or "3".

Example 4.

2007				2009			
OCTOBER	NOVEMBER	DECEMBER	…	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
1	1	1		2	3	3	3

Module 3: Education

RESPONDENT: All household members

Direct informants: Household members 10 years old or older

Part A: Pre-School

This part collects information on pre-school attendance for children 3 to 5 years old. Pre-school can begin for children as early as 3 months old. It is only partially intended to prepare children for entry into the more formal education system, and actually encompasses most of the elements of day care.

Question 1. If the child did not attend pre-school in 2008-2009, ask Question 2 to find the main reason why the child did not attend. It is possible that 6 year old children were attending Basic or Primary School. If so, code them as 9 and go on to Module 3, Part B for these children. If the 6 year old child did not attend pre-school, or Basic or Primary school, go on to Module 4 for the child. If the child was attending pre-school, ask Questions 3 to 4.

Question 2. Ask the respondent to tell you the main reason that the child did not attending pre-school.

Question 3. For those children attending pre-school, ask if it is state, company based or private.

Question 4. Ask how much in total the household paid for the child to attend preschool per month. Include both official and unofficial payments.

Part B: School

This part collects information on education for all household members aged 6 or above. School age is often considered to begin at 7 years of age, but children who have passed their 6th birthday may now officially enter school. Children who have had their 6th birthday should be included in this module.

NOTE: The school year has only recently started. All questions refer to the last school year, that is September 2008 to June 2009. All information collected on education should be in reference to the last school year.

Question 1. Ask if the respondent can read. If they say yes, ask them if they can read with difficulty or easily. If the respondent says that they can read “a little” record them as reading with difficulty.

Question 2. Ask if the respondent can write. If they say yes, ask them if they can write with difficulty or easily. If the respondent says that they can write “a little” record them as writing with difficulty.

Question 3. Ask if the respondent has ever attended any educational institution. This does **not** include pre-school. If the respondent has not attended any educational institution, ask Question 4 for the main reason why the respondent did not attend school.

Question 4. The highest diploma achieved requires completing the grade level. If a respondent completed grade 7, the highest diploma achieved would be “Primary” because that respondent has not completed the “Basic” grades.

Question 5. Ask if the person was enrolled in school during the last school year. That is the school year that ran from September 2008 through June 2009.

Question 6. Record the level of education in which the respondent was enrolled during the last school year (September 2008 through June 2009). Record the grade within that level in which the respondent was enrolled during the last school year (September 2008 through June 2009).

Questions 7 through 13. These questions ask for information on the amounts spent for individual education expenses: school fees and tuition; school uniforms; textbooks and other instruction information; school supplies, meals and/or lodging; school repair, purchase of school equipment and other similar expenses; and other expenses. If the respondent cannot answer for each type of separate cost, ask what was the total spent and record in Question 14. Try to prompt the respondent to tell the individual amounts rather than simply collecting the total.

Question 14. This is the total amount of education expenses spent for individuals who attended school in the last school year (September 2008 through June 2009). It should only be filled in if the respondent is unable to provide information for Questions 7 through 13.

Question 15. Ask for information about any other assistance, in cash or in-kind that was provided by the respondent's household for the student's educational expenses.

Question 16. Ask if the student received a scholarship for the 2008-2009 school year. If not, skip to Question 18.

Question 17. If the student received a scholarship or subsidy, ask what was the total value for the 2008-2009 academic year.

Question 18. Ask if the student received any private tutoring. This includes tutoring even if the student did not pay for the assistance. If the response is no, go to the next module.

Question 19. Ask if the student paid for the tutoring. If the response is no, go to the next module.

Question 20. Ask how much the student paid for the tutoring per hour. If the student received tutoring in more than one subject, or paid different prices for tutoring, ask for the average amount paid.

Question 21. Ask how much the student paid on average per month for tutoring during the academic year 2008-2009.

Module 4. Health

RESPONDENT: All household members

Direct informants: Household members 10 years old or older

Part A: Utilization of Outpatient Health Care

This section includes only those respondents who needed outpatient health care, or ambulatory medical assistance. Outpatient health care or ambulatory medical assistance includes visits to the hospital that did not require an overnight stay, or visits to a clinic (public or private) or visits to a health care worker (doctor, nurse, traditional healer). It does not include those that required hospitalization with an overnight stay. If a respondent required an overnight stay at a hospital, information is collected in the next section.

Question 2. This is the total number of times that the respondent required ambulatory medical assistance. It could be for one illness/accident or for multiple incidences.

Question 4. Ask for the total amount spent for laboratory tests and consultations for the last time the respondent needed ambulatory medical assistance during the last 4 weeks. Do **not** include the amount spent on medicines or the amount spent for gifts to the medical staff. If the respondent received private services for which they paid a total amount and do not know how much was spent on the various services, write down the total amount paid.

Part B: Hospitalization

This section includes only those respondents that required hospitalization with at least one overnight stay. Questions 3 through 4 refer to the last time the respondent stayed in the hospital for at least one night.

Question 3. List the type of hospital that the respondent stayed in the last time the respondent stayed in a hospital for at least one night.

Question 4. Write down how much the household paid for the respondent the last time he or she was in the hospital for at least one night. Write down the amounts in Somoni.

Part C: Access to Health Care

This section is administered to the head of the household. If the head is not available, ask the spouse, or other adult. Record the ID code for the respondent.

Question 2. Read all of the options to the respondent. Record 1 "yes" or 2 "no" for each option.

Question 6. Do not read the options to the respondent. Ask the respondent the main reason for not going to the hospital and write in the number of the option that matches most closely.

- Referred to another hospital. This option means that a family member was referred to a hospital in a place that was far from where their dwelling is located. They were unable to go to that hospital because it was too far away.

Question 11. Even though members of the household are entitled to purchase medicines at a discount, there may be occasions when they are not able to purchase those medicines at a discount. If they have been unable to purchase medicines at a discount, ask for the main reason that they were unable to do so.

- Do not have the documents. It may be possible that the respondent did not have the proper documentation with him or her when trying to purchase the medicines.

- Shortage of medicines. The medicine needed was in shortage.
- Doctors reluctant to prescribe these medicines. Doctors may prefer to prescribe medicines that are not eligible to be purchased on the discount.
- Even with discount, difficult to afford. The price of the medicines is too high even with the discount.

Module 5. Labour

RESPONDENT: Household members 14 years and older

Direct informants: Household members 14 years old or older

Part A: Labour Force Participation

This part is designed to get information on those who are participating in the labour force. It will include those in the formal labour market and those in the informal labour market.

- Work refers to any activity that generates income. This does not mean that the respondent actually receives pay, however. If a respondent provides assistance in a household business, but is not paid to do so, they are considered to work because the activity generates income for the business. The same is true for those respondents who provide assistance on their household farm.

Questions 1 to 3. If the respondent says “no” to any of these questions, probe “Even for no pay?”.

Question 4. If the respondent answered “yes” to any of the Questions 1 through 3, skip to Part B. If the respondent said “no” to all of the Questions 1 through 3, continue with Question 5.

Question 5. This question is included because some respondents may not think that some activities are “work”. These activities are selling goods in the street, helping someone in a household business or farm, selling homemade products, washing cars, repairing cars, etc. If the respondent has done any of these activities, they are considered to have done work and should advance to Part B.

Question 6. It is possible that a respondent has a job, but during the last 14 days has not actually worked at that job. If this is the case, ask Question 7, then proceed to Part D and collect information on the job that the respondent has, but has not done for the last 14 days.

Question 7. Ask for the main reason that the respondent has not worked in the last 14 days even though they do have a job.

- Own illness refers to the respondent being ill and needing to stay home from work.
- Household member sick refers to some other member of the household being ill and the respondent had to stay away from work in order to take care of the sick person.
- Holidays refer to national holidays.
- Annual leave refers to situations where the respondent is given leave from his/her employer, and is compensated for the time.
- Unreimbursable leave refers to situations where the respondent has been told to stay home by

his/her employer, but will not receive compensation for that time.

Question 8. For those respondents who are not currently working, ask if they tried to get a job or start a business within the last month.

Question 9 refers to the most important reason that the respondent did not try to find a job or start a business during the last month.

Part B: Overview Last 14 Days

Note that this part collects information differently from the previous sections. The unit of observation is the job, not the respondent. In this part, it is possible for a respondent to have information on multiple lines. This part will be used to determine the information collected in Part C.

Question 1. For each respondent who responded "yes" to Questions 1 through 3 in Part A or "yes" to Question 5 in Part A, ask for a list of all the jobs that person has worked for the last 14 days. These jobs could have been done for pay, or for no pay. Write as full a description of the occupation as possible.

- Occupation refers to the kind of work done by an individual irrespective of the industry in which the individual works. For example, one can be a clerk in agricultural, building, transport, or any of a number of industries. Clerk is an occupation, as is interviewer, for that matter.
- For example: if the household member teaches economic theories in Tajik State University, interviewers write "Teacher of economic theories in university".
- Occupation is not the same as profession. For example, some of you interviewers may have the profession of "statisticians", but right now, your occupation is "interviewer".

The Occupation Code will be filled in by the Supervisor during his/her review of the questionnaire.

Make sure to write the respondent's ID code beside each of the jobs that s/he did. A respondent can have more than one job in the last 14 days. After getting the complete list, complete Questions 2 through 6 for each job. Only after recording all information for all of the jobs a respondent did in the last 14 days should you record information in Question 7.

Question 2. Write down the economic activity of the enterprise in which the respondent works, or the business that the respondent owns. Write a description of what the establishment where the respondent worked does or did. This information refers to the activity of the establishment in which an individual works at his or her occupation. It is usually identified on the basis of the nature of the goods and services produced. The supervisor will write the code for the economic activity during his/her review of the questionnaire.

- Do not write the exact name of the company or institutions, except for those individuals who work for government ministries or official or public organizations. Also, do not write a generic description such as workshop, industry, factory, etc., as these do not provide enough descriptive information.
- Provide a description of the place where the individual works, such as auto repair workshop, factory that makes leather shoes, sale of life insurance, etc.

Question 7. Look at all the jobs the respondent did during the last 14 days. Record “1” in the line for the job where the respondent worked the most hours per week during the last 14 days (Question 5). If the respondent worked only one job, that job is coded “1” in Question 8. Record “2” in the line for the job where the respondent worked the second highest number of hours during the last 14 days. Record “3” on all other lines for that respondent. Additional questions about the jobs coded “1” or “2” will be collected in Part C.

Part C: Main and Secondary Jobs in the Last 14 Days

This part collects information on the two most important jobs that the respondent worked in the last 14 days (from Part B). The section is once again recording information at the individual level.

Question 1. Re-write the occupation that is recorded in Question 8 Part B as having the highest number of hours worked per week during the last 14 days. The Occupation Code will be filled in by the Supervisor during his/her review of the questionnaire.

Questions 2 through 33 refer to this job. These questions collect detailed information about the job and the reasons why the respondent does this job.

Question 2. This question collects information on the main location where the work was done. If the job can be done in more than one location, ask the respondent where s/he did the work for most of the time that s/he worked that job.

Question 4. This question refers to the amount of time the respondent has been working in this particular job. If the respondent has had the same occupation in different places, collect information on the most recent job only.

- For example, the respondent has been a computer technician for 6 years. She worked for 2 years at one company. Then she moved to the company where she currently works and has been working there for 4 years. The response for Question 4 is “4”.

Question 5. Read all of the responses to the respondent and have him/her pick the one that best describes this job.

Question 6. Read all of the responses to the respondent and have him/her pick the one that best describes this job.

Question 8. Read all of the responses to the respondent and have him/her pick the one that best describes this job.

Question 9. A contract/written agreement refers to a formal agreement signed by the respondent in connection with this particular job. If the respondent has not signed a formal agreement the response is “no”.

Question 10. This refers to receiving pay in the form of cash. If the respondent does not receive cash income the response is no. The cash can be in the form of wages, salary, bonuses, allowances for housing or transportation or food, tips, etc. If the respondent does not receive cash, the response is "no".

Question 11. Net payment refers to payment after taxes. This payment is the total received for the entire month. If the respondent is paid on a basis of less than a month, for example weekly or bi-weekly, add up the entire amounts that would be paid for the month.

Question 16. This refers to compensation in forms other than cash. These "in-kind" payments include meals, transportation, clothing, housing, etc.

Question 17. This question refers to the value of the in-kind compensation that the respondent receives. If the respondent has a problem in answering, ask him/her to estimate how much s/he would have to pay for these items if they were purchased in the market.

Question 18. For those respondents who receive either cash or in-kind payments, ask if they have received those cash or in-kind payments for each of the last 12 months. If not, record how many of months within the last 12 months they have **not** received the payment. This is cumulative months. If the respondent was not paid for three months from January to March, and again for two months from May to June, the response is "5".

Questions 19 to 27 refer to the second most important job that the person worked in the last 14 days.

Question 19. Do not ask this question to the respondent. Check back to Part B to see if the respondent had a second job during the past 14 days.

Question 20. Re-write the occupation that is recorded in Question 8 Part B as having the second highest number of hours worked per week during the last 14 days. The Occupation Code will be filled in by the Supervisor during his/her review of the questionnaire.

Questions 21 through 23. Read all of the options to the respondent.

Question 24. This refers to receiving pay in the form of cash. If the respondent does not receive cash income the response is no. The cash can be in the form of wages, salary, bonuses, allowances for housing or transportation or food, tips, etc. If the respondent does not receive cash, the response is "no".

Question 25. The respondent should give the net payment which refers to payment after taxes. If the respondent has not yet been paid for the work s/he did last month, ask how much do they expect to receive. This payment is the total received for the entire month. If the respondent is paid on a basis of less than a month, for example weekly or bi-weekly, add up the entire amounts that would be paid for the month.

Question 26. This refers to compensation in forms other than cash. These "in-kind" payments include meals, transportation, clothing, housing, etc.

Question 27. This question refers to the value of the in-kind compensation that the respondent receives. If the respondent has a problem in answering, ask him/her to estimate how much s/he would have to pay for these items if they were purchased in the market.

Part D: Monthly Activities

In this section you will collect information on the activities that the respondent has been doing in each month between October 2007 and September 2009. For each month, the respondent could have been:

1. Working in his or her main job in Tajikistan
2. Working in his or her main job abroad
3. Working in his or her secondary job (either in Tajikistan or abroad)
4. Not working and looking for a job
5. Not working and not looking for a job

The respondent could be doing more than one of these activities in the same month. For example, in November 2007, the respondent could have been "not working and looking for a job" (Code 4) and "working in his main job in Tajikistan" (Code 1), if he found a job in that month. If the respondent was doing more than one activity in the same month, record the codes with a comma "," between the codes. For example:

"1,3"

Module 6. Dwelling, Utilities and Durable Goods

RESPONDENT: Household Head

Direct informants: Household head

Part A: Utilities

Question 13. A telephone line inside the household refers to a telephone that has been connected by a wire to the dwelling. It does not include mobile or cellular phones.

Question 16. This refers to the last time the household paid a bill for their telephone that is connected to the dwelling by a wire.

Question 20. This question refers to all of the payments made by all of the household members with mobile or cellular phones.

Part B: Water and Sanitation

Question 1. The main source of drinking water is the source that supplies the largest portion, or all, of the household's drinking water. This question is specific to drinking water.

- Urban plumbing refers to being connected to a public water system through pipes into the dwelling. This response can only be used for households in urban areas.
- Rural (local) plumbing refers to a connection to a community-based piped water supply that sends water into the dwelling through pipes. This response can only be used for households in rural areas.

Question 2. The main source of water for cooking, bathing, laundry, etc. It includes water uses inside the dwelling. It excludes water uses outside of the dwelling. This source may be the same or different than the source used for drinking water.

Question 6. Ask how often the bill is paid (weekly, monthly, every three months, etc) and record the amount in the correct box. Fill in only one box with an amount.

Part C: Household Durables

For each of the durable goods ask if the household currently owns the good and write "1" for those items that the household owns, and "2" for the items the household does not own. Ask about all of the items before moving on to Questions 2 through 8.

For those household items that are not owned, ask Questions 5 through 8.

Question 2. Ask how many of the item the household owns.

Question 3. Ask the year in which the newest item was purchased.

Question 4. Ask how much the item could be sold for today. The respondent may respond that he or she does not want to sell the item. Explain that you are trying to determine the value of the item and that you do not want the household to sell the item.

Question 5. If the household owns the item currently or does not currently own the item ask if the household had the item in 2007. Remind the respondent that would be during the time that the previous survey was done. If the household did not own the item, go to the next item. If the household did own the item, go to Questions 6 through 8.

Question 6. If the household had the item in 2007, ask if they still have the same item. If they do still have the item, go to the next item, do not ask Questions 7 or 8. Ask Questions 7 and 8 only if the household no longer has the item from 2007.

Module 7. Transfers and Social Services

RESPONDENT: Household head

Direct informants: Household head

Part A: Transfers from Another Household

This part of the module collects information on transfers received by the household from people who do not live in the household or organizations such as NGOS or religious organizations during the last 12 months.

Question 1. Ask if anyone in the household has received donations in cash or in-kind (goods) from people outside of the household or organizations such as NGOS or religious organizations during the last 12 months. If they have, you will need to fill in Questions 2 through 11. If they have not, you will skip to Part B.

Question 2. Notice that you are no longer recording information per person, but you will list all donors to the household in Question 2. You should ask the household head to tell you all of the donors who have given money or goods to any member of the household during the last 12 months. In addition, provide a code indicating who the donor was.

- Family members include any family members, i.e. mother, father, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchildren, who do not live in this household. They may live in the same village or town, or they may live in another part of Tajikistan. They may also live outside of Tajikistan.
- Relatives include non-family members such as brother, sister, aunt, uncle, cousins who do not live in this household. They may live in the same village or town, or they may live in another part of Tajikistan. They may also live outside of Tajikistan.
- Neighbors are individuals who live in vicinity of the household
- No relation includes individuals who have provided money or goods, but who are not related to the household. These people will probably live in the same village or town as the respondent, but may not be in the neighborhood. Examples include the employer and friends of the household.
- International organization includes organizations that are found throughout the world. Examples include UNICEF, the World Bank, the Asian Development Bank, etc.
- Local NGO includes non-governmental organizations that are based in Tajikistan. Examples include Shark, East Women, Zerkalo, Guly Surh, Umed.
- Religious organization includes organizations that are organized by religious groups such as city/rayon Friday mosques, German Church, and Korean Missionary Organization.

Question 3. For each donor, indicate how the donor is related to the head of the household.

Question 9. This question refers to the reason that the donor provided the assistance. It does not necessarily refer to the actual use of the assistance.

Part B: Transfers to Another Household

This part of the module records information on the transfers that have been made by this household to persons living outside of the household.

Question 1. Ask if anyone in the household has sent donations in cash or in-kind (goods) to people outside of the household or organizations such as NGOS or religious organizations during the last 12 months. If they have, you will need to fill in Questions 2 through 7. If they have not, you will skip to Part C. Do not include any transfers less than 20 Somoni. Those will be recorded in Module 11, Non-Food Expenditures.

Question 2. Notice that you are no longer recording information per person, but you will list all recipients of transfers from the household in Question 2. You should ask the household head to tell you all of the places where members of the household have sent money during the last 12 months. In addition, provide a code indicating who the recipient was.

- Family members include any family members, i.e. mother, father, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchildren, who do not live in this household. They may live in the same village or town, or they may live in another part of Tajikistan. They may also live outside of Tajikistan.
- Relatives include non-family members such as brother, sister, aunt, uncle, cousins who do not live in this household. They may live in the same village or town, or they may live in another part of Tajikistan. They may also live outside of Tajikistan.
- Neighbors are individuals who live in vicinity of the household
- No relation includes individuals who have provided money or goods, but who are not related to the household. These people will probably live in the same village or town as the respondent, but may not be in the neighborhood. Examples include the employer and friends of the household.
- International organization includes organizations that are found throughout the world. Examples include UNICEF, the World Bank, the Asian Development Bank, etc.
- Local NGO includes non-governmental organizations that are based in Tajikistan. Examples include Shark, East Women, Zerkalo, Guly Surh, Umed
- Religious organization includes organizations that are organized by religious groups such as city/rayon Friday mosques, German Church, and Korean Missionary Organization

Question 3. For each donor, indicate how the donor is related to the head of the household.

Question 5. This question refers to the reason that the household sent the assistance. It does not necessarily refer to the actual use of the assistance by the recipient.

Part C: Social Assistance

This part of the module records information for the receipt of social assistance by any member of the household.

Question 1. For each of the 10 types of social assistance, ask if any member of the household applied for the benefit. If no one in the household applied, ask Question 2, then move to the next type of social assistance. If someone did apply, go to Question 3.

Question 2. If a household did not apply for the program, ask what was the main reason why the household did not apply.

Question 3. If someone in the household applied for the program ask if the application was approved. If yes, go to question 4. If the application was not approved, go to the next source of social assistance.

Question 4. Ask if anyone in the household received payments from the social assistance that they applied for. For each of the programs except "Compensation to needy families whose children study in school", the reference period is 1 month. For the program "Compensation to needy families whose children study in school", the reference period is 6 months. If no one received any payments, go to Question 7. If at least one eligible recipient received payments, go to Question 5. If more than one household member should have received payments, but only one received those payments, respond for the household member that received the payment.

Question 5. Write in the amount of Somoni receive by all members of the household that received payments. In the case of the "Gas and Electricity Compensations", it is possible to receive lightbulbs. If the household member received lightbulbs, write in the number of lightbulbs received.

Question 7. This question collects information on those household members who should have received payments, but did not. This members are owed money from the program.

Module 8. Subjective Poverty and Food Security

RESPONDENT: Household head

Direct informants: Household head

Subjective welfare questions are designed to investigate what other aspects, besides consumption, influence whether or not a household is considered poor. Other factors, such as access to medical care and education, also play a part in determining poverty levels. Subjective welfare questions measure people's opinions about these factors, and seek to understand their relative relationship to overall well-being.

Part A: Subjective Poverty and Food Security

This part of the module collects information on how households view their level of living. It asks for their opinions about how their financial situation may have changed over time, how they feel about the amount and combinations of food they are able to afford. It also asks specific questions about the types of food that they have eaten within the past 24 hours and asks a series of questions on their food consumption-related behaviours and experiences when access to food is reduced.

Question 11: In the past 4 weeks did you worry that your household would not have enough food?

There should not be difficulties in understanding this question. It can however happen that persons are food insecure but have not worried about it.

If the respondent replies yes to the questions, the interviewer will then ask how often this happened in the past 4 weeks.

When the response to a HFIAS question is "yes", the respondent is then asked the number of times the experience occurred for any household member in the past four weeks. The questionnaire supplies three *coding* options (rarely:1-2 times; sometimes:3-10 times; and often: more than ten times).However, the respondent should only be asked "how often did this happen?" The respondent should be asked to state the actual number of times. *This is because the labels "rarely, sometimes or often" may mean different things to different people.* When the respondent provides a number of times, the appropriate code (i.e. rarely: 1, sometimes: 2, or often: 3) is then assigned by the interviewer..

Question 13: *When you worried that your household did not have enough food, what did you do to cope with the situation?*

The respondent can give up to three replies. Do NOT read the list of options but encourage the respondent to *spontaneously* supply answers, then use the codes corresponding to the options to fill in the three boxes. If they give more than three answers, ask them to tell you the three most important actions.

Question 14: *In the past 4 weeks, were you or any household member not able to eat the kinds of foods you would have preferred to eat because of lack of resources?*

Note that this question refers to "**lack of resources**"[1] and not to lack of availability of preferred foods (for example, foods not available in the market or out-of-season). This question asks whether any household member was not able to eat according to their preference due to a lack of resources. Preferred foods may or may not be of nutritionally high quality. This question captures the person's

1 All responses to these questions are conditional on the household having **limited resources for obtaining food (i.e. limited food access).** This is stressed in the wording of each question. It is important to keep this in mind because persons may adopt the behaviours asked about in the questions for other reasons (religious rituals, medical treatment) that are not related to food insecurity. We only want to measure the experiences that are due to limited access to food

perceptions of what foods they would prefer to eat *if they had the resource,* but does NOT mean luxury foods that the household would not normally eat in the best of times. It may be necessary to give prompts, such as "foods you prefer could be *potatoes* instead of *wheat* (Note: need culturally specific examples which can be identified during training.)

Question 16: *In the past 4 weeks, did you or any household member have to eat a limited variety of foods because of lack of resources?*

This question asks about dietary choices related to *variety* – i.e. whether the household had to eat a monotonous diet (less variety - different types of foods consumed) than they would prefer.

Q 18: *In the past 4 weeks,* did *you or any household member have to eat some foods that you really did not want to eat because of lack of resources?*

This question asks whether any household member had to eat food that they found socially or personally undesirable **<u>due to a lack of resources</u>**. This may involve eating unappetizing foods because there is no other choice; in extreme cases, this might include instances in which people must resort to eating socially unacceptable food, or unappealing wild foods that they would not normally choose to eat

If the respondent does not understand the question, the interviewer could try to prompt, such as "for example, if you had to eat food that you normally wouldn't eat. These are foods that are socially or personally unacceptable to you that you had no choice but to eat due to a lack of resources"

Q 20: *In the past 4 weeks, did you or any household member have to eat a smaller meal that you felt you needed* because *there was not enough food?*

This question asks whether the respondent felt the amount of food (<u>any</u> kind of food, not just the staple) that any household member ate in any meal during the past 4 weeks was smaller than they needed *because of lack of resources*. The respondent will respond according to their **<u>perception</u>** of what enough food means, even if the actual quantity could be sufficient to meet energy needs.

Q 22: *In the past 4* weeks, *did you or any household member have to eat fewer meals in a day because there was not enough food?*

This question refers to reduction in the normal, desirable number of meals a day because there was not enough food for everyone. There is no assumption that three meals a day is the norm for every household. The question refers to reduction in number of eating occasions **due to lack of food/resources**, NOT due to other reasons like dieting, religious rites or skipping a meal due to lack of opportunity to eat.

Q 24: *In the past 4 weeks, was there any time when there was no food to eat in your house because of lack of resources to get food?*

This question asks about a situation in which there was no food at all in the house because of **lack of resources to get** *food* **through the usual means**. The question could be rephrased if not understood. One example is: Were your household food stores ever completely empty and there was no way of getting more?

Q 26: *In the past 4 weeks, did you or any household member go to sleep at night hungry because there was not enough food?*

This asks whether someone in the household felt hungry at bedtime **because of lack of food available**. If the question is not clear, it might be necessary to prompt by saying that the person may have eaten something but not to the point of being filled.

Q 28: *In the past 4 weeks, did you or any household member go a whole day and night without eating anything at all because there was not enough food?*

This question asks whether any household member did not eat from the time they awoke in the morning to the time they awoke the following morning because there was not enough food. This means **not eating** anything **at all**. This does not mean, for example, not just eating the staple food, or not eating meat when the person is accustomed to eating meat every day.

Part B: Coping Strategies

This section is asking about activities that some or all members of the household may have done during the past 12 months. The questions are designed to find out how households cope with adverse situations. Ask the Head of Household if he or anyone in the household has done any of the activities in the list. If the response to any of the activities is "yes", ask the follow-up question about when the Head of Household thinks that the household situation will improve.

Module 9. Food Expenditure for the last 7 Days

RESPONDENT: Most knowledgeable respondent

Direct informants: Most knowledgeable respondent

Question 1. Ask for each of the food items in the list whether or not anyone in the household has consumed the item during the last 7 days. After asking about all of the items, return to the first item with a positive response and ask questions 2 through 6.

For each item, collect information on the form that was consumed. For example, if the household makes their own bread, record the consumption of bread as the final product. The amount bread will be recorded under Question 4 as having been consumed from the household's own production.

In this example, when asking about flour, make sure that the flour consumed does not include the flour used to produce the bread from the household's own production.

Also in this example, if the household produces its own wheat, when asking about wheat, do not include in the last 7 days worth of consumption the wheat that was processed into flour which was used to produce bread.

Question 2. For each item that was consumed during the past 7 days, ask for the total quantity - consumed during the past 7 by members of the household. The unit of measure is listed beside each item. All items will be measured in kilograms or liters. If the respondent gives some unit other than kilogram or liter, it will be necessary to convert the amount given in the non-standard unit to kilograms or liters. After asking how much of the item was purchased, ask what was the price paid in Somoni for the amount purchased. Record up to two digits in dram. For example, report 1.50 for 1 and a half Somoni. If there were no purchases of the item during the past 7 days, record 0 in the quantity column and go to Question 4.

- It is possible that the household consumed items that they did not purchase in the last 7 days. They may have consumed items produced in their own garden (Question 4, option 1), or may have consumed items from their purchased stock (Question 4, option 4), or may have received items as gifts or as humanitarian aid (Question 4, option 2).
- Record the total amount purchased in the column headed "quantity". For example, if 1 kilogram of rice was purchased, record "1".
- In the column headed "Somoni" record the amount paid in Somoni.

Question 3. For each item consumed during the past 7 days ask how much of the total amount consumed was purchased.

Question 4. For each item consumed during the past 7 days, ask how much of the total consumed amount was consumed from what the household grew in its own farm or house garden. Then ask how much the household would have had to pay for that amount consumed if they had purchased it in the market. For example, if 1 kilogram of apples were consumed from the household's orchard, record 1 in the column headed "produced in the household".

Question 5. For each item consumed during the last 7 days by the household that was not purchased (the amounts listed in Question 4), estimate the total amount those amounts using current prices.

Question 6. For each item, determine the total amount consumed by the household during the last 7 days. This will include the amounts purchased, and the amounts received by other methods. In addition, estimate the total amount that would have been spent if the amount of the item had been purchased during the last the days.

Module 10. Non-Food Expenditures

RESPONDENT: Most knowledgeable respondent

Direct informants: Most knowledgeable respondent

This module collects information on non-food expenditures made during the last 30 days, the last 6 months and the last 12 months.

Purchases in the Last 30 Days

Question 1. Ask for each of the non-food items in the list whether or not anyone in the household has purchased the item during the last 30 days. After asking about all of the items, return to the first item with a positive response and ask question 2.

Question 2. If the item was purchased, ask how much in total did all the members of the household spend for each item purchased.

Purchases in the Last 6 Months

Question 1. Ask for each of the non-food items in the list whether or not anyone in the household has purchased the item during the last 6 months. After asking about all of the items, return to the first item with a positive response and ask question 2.

Question 2. If the item was purchased, ask how much in total did all the members of the household spend for each item purchased.

Purchases in the Last 12 Months

Question 1. Ask for each of the non-food items in the list whether or not anyone in the household has purchased the item during the last 12 months. After asking about all of the items, return to the first item with a positive response and ask question 2.

Question 2. If the item was purchased, ask how much in total did all the members of the household spend for each item purchased.

Module 11. Other Income

RESPONDENT: Household head

Direct informants: Household head

Question 1. Ask for each income source if any member of the household received income from the source. If the answer is "no" go to the next income source. If the answer is "yes", ask how much the household received in the last 12 months.

6. ANNEXES

(a) District, City/Village Codes

РЕГИОН	REGION	CODE
Душанбе	**Dushanbe (city)**	
Железнодорожный район	Rohi Ohan	01
Исмоили Сомони район	Ismoili Somoni	02
Фрунзенский район	Frunze	03
Центральный район	Markazi	04
РРП	**RRS**	
Варзобский район	Varzob	05
Гармский район	Garm	06
Гиссарский район	Hissor	07
Дарбандский район	Darband	08
Джиргатальский район	Jirgatol	09
Кофарнихонский район	Kofarnihon	10
Ленинский район	Lenin	11
Рогунский район	Rogun	12
Тавилдаринский район	Tavildara	13
Тоджикободский район	Tojikobod	14
Турсунзадевский район	Tursunzoda	15
Файзабадский район	Fajzobod	16
Шахринавский район	Shahrinav	17
Согдийская область	**Sugd**	
гор.Худжанд	Khujand (city)	18
гор.Табошары	Taboshar (city)	19
Кайраккумский хукумат	Kayrakkum (hukumat)	20
Чкаловск хукумат	Chkalovsk (hukumat)	21
Айнинский район	Ajni	22
Аштский район	Asht	23
Ганчинский район	Gonchi	24
Зафарабодский район	Zafarobod	25
Исфаринский район	Isfara	26
Канибадамский район	Konibodom	27
Кухистони-Масчохский	Kuhistoni Mastchov	28
Матчинский район	Mastchov	29
Науский район	Nov	30
Пенджикентский р-он	Pangakent	31
Дж.Расулова р-он	Djabor Rasulov	32
Ура-Тюбинский район	Ura-Tyube	33
Б.Гафурова район	Bobojon Gafurov	34
Шахристанский р-он	Shahriston	35
Хатлонская область	**Khatlon**	
г.Курган-Тюбе	Kurgon-Teppa (city)	36
г.Куляб	Kulob (city)	37
Бальджуванский район	Baljuvon	38
Бешкентский район	Beshkent	39

Бохтарский район	Bokhtar	40
Вахшский район	Vakhsh	41
Восейский район	Vose	42
Гозималикский район	Gozimalik	43
Дангаринский район	Dangara	44
Джиликульский район	Jilikul	45
Кабодиенский район	Kabodiyon	46
Колхозабадский район	Kolkhozobod	47
Кулябский район	Kulob	48
Кумсангирский район	Kumsangir	49
Московский район	Moskva	50
Муминободский район	Muminobod	51
Нурекский район	Norak	52
Пархарский район	Farkhor	53
Пянджский район	Pandj	54
Сарбандский район	Sarband	55
Советский район	Sovet	56
Ховалингский район	Khovaling	57
Хочамастонский район	Khojamaston	58
Шаартузский район	Shahrtuz	59
Шуроободский район	Shuroobod	60
Яванский район	Yovon	61
Горно-Бадахшанская АО	**GBAO**	
город Хорог	Khorog (city)	62
Ванчский район	Vandj	63
Дарвазский район	Darvoz	64
Ишкашимский район	Ishkoshim	65
Мургабский район	Murgob	66
Рошкалинский район	Poshkalin	67
Рушанский район	Rushon	68
Шугнанский район	Shugnon	69