NEPAL LIVING STANDARDS SURVEY

INTERVIEWER MANUAL

CENTRAL BUREAU OF STATISTICS

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TABLE OF CONTENTS

A: CHRONIC ILLNESS
B: ILLNESS OR INJURIES
C: IMMUNIZATION

9. ANTHROPOMETRICS

10. MARRIAGE AND MATERNITY HISTORY

A: MATERNITY HISTORY
B: PRE- AND POST-NATAL CARE
C: FAMILY PLANNING

11. WAGE EMPLOYMENT

A: IN AGRICULTURE
B: OUTSIDE AGRICULTURE

12. FARMING AND LIVESTOCK

A: LANDHOLDING
B: PRODUCTION AND USE
C: EXPENDITURE ON INPUTS
D: EARNINGS FROM AGRICULTURE
E: LIVESTOCK
F: OWNERSHIP OF FARMING ASSETS
G: EXTENSION SERVICES

13. NON-FARM ENTERPRISES/ACTIVITIES

A: GENERAL CHARACTERISTICS
B: INCOME FROM ENTERPRISES

14. CREDIT AND SAVINGS

A: BORROWING
B: LENDING
C: OTHER ASSETS

15. REMITTANCES AND TRANSFERS

A: INCOME SENT
B: INCOME RECEIVED

16. OTHER INCOME

17. ADEQUACY OF CONSUMPTION

PART A

INTRODUCTION

This manual was prepared as a basic reference guide for Nepal Living Standards Survey (NLSS) interviewers. There are two parts in this volume. The first *Part: Field Operation*, contains general information on how to carry out the survey, in particular:

1. An overview of the Nepal Living Standards Survey;
2. A description of interviewers job;
3. General instructions on how to fill out the questionnaire;
4. Definitions of key words and concepts;
5. An overview of the household questionnaire.

The second *Part: The Household Questionnaire*, contains detailed instructions on how to fill out the questionnaire. For each section, the manual indicates the purpose of the section and the information to be collected, identifies the household members who should be the respondents, and gives specific instructions for each question.

1. OVERVIEW OF THE SURVEY

1.1 OBJECTIVES OF THE NEPAL LIVING STANDARDS SURVEY

The main objective of the NLSS is to collect data from Nepali households and provide information to the government to monitor progress in national living standards and to evaluate the impact of various policies and programs on the living conditions of the population.

The NLSS differs from other surveys that have been done in Nepal. Instead of focusing only on one area, like for instance nutrition or fertility, the NLSS gathers information on a variety of area. It will collect data on demographics, housing, education, health, fertility, employment, income, agricultural activity, consumption, and various other areas, and study their relationships. For instance, the data obtained from the survey can be used to study the impact of education on health or on employment. Understanding the inter-relationships between different aspects of a household's life will enable the government to design more effective policies and programs.

1.2 METHODOLOGY OF THE SURVEY

1.2.1 Sample Design

The sample size for the NLSS is 3388 households. Further, this sample is divided into four strata based on the Geographic regions of the country: Mountains, urban Hills, rural Hills, and Terai. This sample is stratified by allocating enough observations within each geographical stratum for analyzing the results separately and independently.. The following table shows how the sample is allocated among the four strata:

Stratum	*Number of Households*
Mountains	424
Hills (Urban)	604

Hills (Rural)	1,136
Terai	1,224
Total	3,388

The primary sampling unit of this survey is the ward. Within each geographical stratum, wards have been selected on the basis of their population. It is likelihood that a ward selected was proportional to the number of people living in that ward. Within each ward, 12 households will be interviewed (16 households in the Far-Western Region). In this way data will be collected from 275 wards of the country.

1.2.2 Field Organization

The data will be collected by 12 field teams, each responsible for designated area of the country. After the wards were selected, they were located on a map and assigned to the teams, so as to balance work load and travel time across teams. The headquarters of teams will be based in appropriate district offices of CBS, and a team will cover on an average the data collection of 23 wards each. Each team consists of a supervisor, two interviewers, an anthropometrician, a data entry operator and where necessary, a driver. Each team will be given a computer and a printer for data entry, scales and meters to take measurement of children and, where necessary, a vehicle. The teams will survey households throughout during a twelve-month period.

1.2.3 Content and Design of the Survey

The NLSS is different from other household surveys in several ways. A first distinctive feature is that the household questionnaire covers many different areas and is therefore voluminous than usual questionnaires. The last section of this volume, *Overview of the Household Questionnaire*, contains a description of the contents of the questionnaire, and the second volume contains the detailed description of the questionnaire. In addition, information is collected not only from the head of the household but also from other household members, so as to get a full picture of education, health, employment, etc. for women and children as well.

A second distinctive feature is that a community questionnaire is also administered in addition to the household questionnaires. The community questionnaire, which is administered in all wards, collects information on services, facilities and other characteristics of the community. These information helps in studying the data collected at the household level. This questionnaire is filled in with the help of the ward or VDC chairman or other knowledgeable people in the ward. For each ward one community questionnaire is administered .

A third distinctive feature is the use of personal computers for data entry in the field. The data collected in the ward are entered into computer while the team is still in the ward. The data entry program will let the data entry operator and supervisor to know if there are any mistakes or missing data in the interview, and will give the inter consistency checks on information on one part of the interview to the related other parts. When problems or errors are found, the interviewers should once again go to the households to get the correct information. This process of entering, checking and correcting the interviews right in the field will help to ensure the accuracy and quality of the data.

1.2.4 Structure of the Interviews

Each ward will be visited once. However, the selected households within the ward, could be visited several times. The number of times that you visit each household will depend on how long it takes you to complete the survey. Usually it will take at least two visits to complete the interview. In the first visit you will complete a listing of all the household members and make appointments to visit and talk to each of them; in later visits you will interview the different members of the household.

The duration of interview will vary greatly from household to household depending on the number of persons in the household, how much land they own, how many different kinds of economic activities they are undertaking, how many different modern consumer goods they consume, own and other factors. In general, the larger the household, the more people you will have to interview, the more activities there will be to cover and the longer it will take you to complete an interview. In such cases you will also have to use common sense. For instance, if your respondent is looking tired and has begun to give answers that are inconsistent, you may have to suspend the interview and start again later.

1.3 ORGANIZATION OF THE SURVEY

1.3.1 Core Management Team

The Household Survey Unit of the Central Bureau of Statistics (CBS) will be responsible for implementing the survey at the national level. A core team composed of a Survey Manager, a Field Operations Manager, and a Data Manager will manage the survey. The tasks of each team member are as follows:

1. The Survey Manager is responsible for the overall implementation of the survey. He maintains relations with other divisions of CBS, the National Planning Commission, and other ministries and agencies involved.
2. The Field Operations Manager is responsible for field operations. He coordinates the work of different teams and ensures that the survey proceeds smoothly in the field.
3. The Data Manager is responsible for the management of all the data. He develops the data entry program, checks the quality of the data collected from the field, and ensures that the supervisors and the data entry operators have followed the instructions given for using the computers and running the programs.

In addition, depending upon the need, local and international experts will be hired to assist the core team.

1.3.2 Field Teams

At the field level, staffs from central and district offices of CBS will be deputed and some local people will also be recruited.

1. The supervisor will oversee, coordinate, monitor, and where necessary correct the work of the interviewers and the data entry operator. The supervisor also administers the community questionnaire.
2. The interviewers will be responsible for collecting the data from the household respondents using the household questionnaire.
3. The anthropometrician will measure the weight and length of children and help in administering some sections of the questionnaire.
4. The data entry operator will be responsible for entering the data from the completed questionnaires into the micro-computer and check it for consistency.
5. The driver (if there is one) will be responsible for taking the teams to the wards and the interviewers to the households whenever the team has a vehicle for its use.

2. THE INTERVIEWER'S JOB

The interviewers are the foundation of the entire NLSS. The usefulness of the data and the ultimate success of the survey depends directly upon the care you take in collecting and recording the information. Your task is to obtain complete and accurate information from each and every household that you visit. The information you collect becomes part of the national database and used by the government in planning and carrying out development projects. If the data collected are incomplete or inaccurate, it may lead to wrong decisions. For these reasons, you must work very carefully and systematically to obtain accurate and complete information. It is very important to pay close attention during each interview with the household and its members and make a habit for watching and listening to them carefully to detect any problems that may occur so that you can discuss and resolve the problem easily.

2.1 RELATIONSHIP WITH YOUR SUPERVISOR

The field supervisor is the main coordinator between the filed teams and the national NLSS office in Kathmandu; he/she represents the core management team in the field. The supervisor has five major tasks to accomplish in the field:

1. The supervisor will identify the households to be interviewed in the ward. He will then assign interviewer to the households for interview, and provide them with questionnaires and other materials.
2. The supervisors will examine all the filled in questionnaires. He/she will also verify that each interview has been carried out correctly and the questionnaires are complete.
3. The supervisor or some member of the core management team will observe the actual interviews once a week to evaluate your work. After you have been working for sometime it is easy to fall into the habit of taking shortcuts, or of violating standard interview practice. The supervisor will help you to maintain good professional practice by providing you with an objective viewpoint on your performance. Observation will also keep him directly aware of the problems you face daily.
4. The supervisor will keep the core management team in Kathmandu informed about your performance in the field. He will make regular evaluation that will cover your behavior and presentation during interview, the quality of the interviews, and your working relationship with the supervisor and other team members.
5. The supervisor will help you to solve the problems you encounter during your work in ways that are consistent with the rules and procedures set for the field work. Your supervisor will hold daily discussions with you about how your work is going. You must keep him informed of any and all difficulties or problems that you encounter. When in doubt, always consult your supervisor.

2.2 HOUSEHOLD INTERVIEWS

When you are interviewing you must follow the instructions in this manual. Three general rules to keep in mind when you are interviewing are the following:

1. <u>Read the questions exactly as they appear in the questionnaire</u>. Do not shorten or change the wording of questions. Do not interpret a question for the respondent unless he or she is unable to understand the question as stated.

2. <u>Personal Information about a particular individual should be asked personally.</u> In general, you should discourage other members of the household from giving personal information regarding other individual concerned. You should always try to interview the relevant person. Politely discourage people from giving information on other people unless it is impossible to interview the relevant person, or you are convinced that the person whom you are interviewing is the best informed about other members of the household.
3. <u>Ensure confidentiality</u>. All the information collected is confidential, and will not be divulged. If the respondents know this, they are more likely to give truthful answers. Try to interview your respondents privately.

3. GENERAL ORGANIZATION OF FIELDWORK

Each team will visit the selected ward for about a week. Whenever possible, they will either use the transportation provided by CBS or local public transport. In hilly and mountainous area usually it is necessary to walk for substantial distances from one ward to the other. So the number of wards for a team have been assigned according to their travel time.

In each ward, 12 households will be selected for interview (16 in the Far-Western region). Teams will split up to complete the interviews in the household. In this way it will be possible to complete two or more interviews a day. Each interviewer will complete the questionnaire for the households he/she has been assigned. Apart from Section 10 on Marriage and Maternity History, all sections of the questionnaire can be asked either by male or female interviewers. The first two parts on maternity and pre/post-natal care of section 10 will be completed by female interviewers, while the third part on family planning will be completed by male interviewers for males and female interviewers for females. Thus, interviewers will have to trade interviews while asking different questions of the questionnaire.

Usually, you will have to work for long hours and sometimes it is also necessary to work during morning and evening. In all cases you will have to adapt yourself to the schedule of your respondents. During certain times of the year farmers have reasonable amounts of free time, while during other times of the year they are very busy and you will have to interview them according to their appointment in the morning or evening hours. In urban areas, you may have to perform most of the interviewing work during morning and evening hours or on Saturdays when your respondents will have some free time.

While filling the questionnaire you will need to carry the following materials. It is your responsibility to make sure that you have all these materials with you during all interviews:

1. Interviewer’s manual,
2. A calculator,
3. Weighing instruments (for anthropometrists),
4. A writing pad,
5. Lead pencils with erasers,
6. Red ball-point pens for corrections, and,
7. Your identification card.

3.1 INTERVIEWING PROCEDURES

3.1.1 <u>Arrival in the ward</u>

On the first day that you arrive in a rural ward, the supervisor, accompanied by the interviewers, will visit the ward or VDC chairman and other distinguished villagers, to explain the purpose of the survey, introduce the members of the team, and discuss the survey program for the week. Whereas, in urban areas, all this procedure will usually not be necessary.

3.1.2 Contacting the Respondents

After introductions have been made, you must contact the households who are selected in the survey. For filling the questionnaires your supervisor will tell you about the selected households and give the directions and locations for finding them. The front page of the questionnaires for each of the households assigned gives the name of the household head and his address.

When you locate the dwelling, the first thing you must do is to verify that this is the same household that is specified on your questionnaire. When the name of the household head match with the name listed on the front page of the questionnaire, then only you can start interviewing the household.

During the first visit in the household, you will introduce yourselves, explain the purpose of the survey, and make aware that the household information will be collected during the period of one week in the ward. At this time, you will also fill out the household roster of people who live in the household and make appointments to meet them again.

3.1.3 Selecting a Replacement Household

Sometimes you will have difficulties in finding the household:

1. You may be unable to find either the dwelling unit or the household;
2. The dwelling unit at the designated address may be empty, the household may have moved away temporarily or permanently without being replaced by another household;
3. A different household may be living in the dwelling unit.

If any of these things happen, before filling the questionnaire ask for advice from your supervisor. If it is necessary to find a substitute household, your supervisor will do it. DO NOT CHOOSE A REPLACEMENT HOUSEHOLD ON YOUR OWN. Your supervisor must follow specific procedures to select a new household. It is his responsibility. When a new household is selected, identify the selected household.

3.1.4 Explaining the Purpose of the Survey

When you first enter a household, the first thing you should do is to greet everyone, introduce yourself, and say that you are working for the Central Bureau of Statistics under National Planning Commission . Explain that the CBS is conducting a survey in Nepal. The purpose of the survey is to gain information that will help HMG to better plan development programs and projects. For this reason the survey will ask a variety of questions about living conditions of the household. Getting this information is a very important step toward improving everyone’s living standards. Tell them that the survey:

1. Selected them and their village at random. Other villages and their residents had an equal chance of being selected;
2. Collects information on household economic activities, including land ownership, business activities, housing, family planning practice of the household members and so on;

3. The information collected is confidential and is not used for any other purposes.

Obtain consent and of agreement of the household to participate and make an appointment to visit them for the interview.

3.1.5 Completing the Household Register

Once you have identified the selected household you should complete the information in the household roster. Complete the household rosters of all 12 households that have been selected (16 households in the Far Western Development Region). It should take about two days to complete all the household rosters. At the same time, you should also schedule a time to return to each household to administer the rest of the questionnaire. Any differences between the number of household members in the household roster and the household listing should be discussed with your supervisor.

3.2 THE INTERVIEW

Once the household roster is completed, you can begin administering rest of the questionnaire to the household members again. Listed below are some general rules to be followed when you conduct an interview.

3.2.1 Maintain good conduct

1. Be courteous toward everyone. Treat other team members and all household members with respect. Your behavior can have an enormous influence on the opinions of the people in areas where you work. Whether your respondents take the survey as worthwhile or worthless depends heavily on the behavior of the field staffs.
2. Avoid behavior that people find disturbing and upsetting.
3. Be properly dressed. Respondents are more likely to trust you if you wear dress properly.
4. Be on time. Never keep the respondent waiting. Always remember that the respondent is doing us a favor, so do not cause unnecessary inconvenience to the respondent from your part.
5. Exercise patience and tact during the interview. Avoid circumstances making the respondent angry.

3.2.2 Explain the guidelines for answering questions

Suggest the following guidelines before you start the interview, and tell the respondent that these will keep the interview easy and smooth:

1. It is important that you answer as accurately as you can.
2. Most of the questions I will ask have a list of possible answers. I prefer that you answer the questions as you like, and I will pick the answer from the list that is most appropriate for your response. If necessary, I can read the list of answer choices and let you pick the appropriate one.
3. When a question is asked for getting information over a longer period of time, like the last 12 months or the last agricultural year, take your time to think and recall about it before answering. Accuracy of the answer is more important than speed.
4. If you have, consult your records as well whenever necessary. If you need to check documents such as immunization cards or electricity bills, please feel free to do so.
5. Please interrupt any time a question is unclear, and ask me to repeat or explain.
6. If you become tired during the interview, or you have other things to do, please let me know. We can stop during your busy time and continue later at your convenient free time.

3.2.3 Ask questions just as they are written

You must always read the questions just as they are written in the questionnaire. Ask questions and give instructions exactly as they are written in the questionnaire with no variation or change in wording. Slight changes in wording may have big changes in the response from the respondent.

After you have read the question clearly and carefully, wait for a response. If the respondent does not respond, then there could be several possibilities: the respondent has not heard the question, does not know the answer, does not wish to answer, or does not understand the question. In such a situation,
you may repeat the question and/or emphasize that no answer will be revealed to others. You may ask if the question was understood.

In some sections, the questions are not spelled out entirely, and you will have to ask in a way that gives most appropriate meaning of the question in that situation. For instance, in the section on self-employment activities, you will collect information on the revenues from the activity. The questionnaire indicates simply "GROSS REVENUES" at the top of a column. Activities may vary, and so do revenues, so you will have to ask in different ways to different respondents. In some activities, revenues come from sales of goods (for instance, food or carpets or baskets), for others from the sale of services (for instance, haircutting or laundry services). So, you will have to find the best way to ask the respondent so as to get the desired information.

3.2.4 Maintain a neutral attitude

It is extremely important that you keep a neutral attitude towards the answers given by respondent while asking questions. Most people want to please a visitor, so they will be watching you carefully for your expectations and a better way to respond questions. If you show surprise, approval, or disapproval, this will affect the responses. No matter what a respondent says, you must not reveal what you think about the answer. If the respondent asks you what you think of a particular response he or she has given, say that you would be happy to talk about it after the interview is finished. All respondents does not ask such questions. If some does you should handle it with care. In a small village every conversation you take part in and your every activities will be discussed throughout the community, and may influence future interviews.

You must also take care not to prejudge the respondent's ability to answer questions. People will be sensitive to condescending attitudes. Be cheerful and avoid telling your own judgments and feelings.

3.2.5 Probe and help the respondents recall

If a respondent gives an incomplete or unsatisfactory answer, you must probe by asking a follow-up question to get a more complete response. While probing follow-up questions can be asked as "What exactly do you mean by that?", "Anything else?", "Tell me more about it..."etc., or simply repeating the question can be useful ways to probe.

To help the respondent recall something by using certain events as point of reference. For instance, you can ask whether a child was born before or after the peoples movement of 2046. A five-year and a twelve-month calendar of events will be provided to each interviewer.

For questions indicating the reference period of the last 12 months, for instance food and non-food expenditures, you can use annual major celebrations as points of reference: for example, was something purchased before or after the last Dasain etc. Survey researchers have learned through experience that people can accurately remember major events and national festivals and with their help they can recall other information and events occurred. People often can remember events that have occurred before the reference period and include in their response. This is called “telescoping”. For this reason interviewers should often use important events and festivities as reference points.

3.2.6 Conduct the interviews in private

In principle, all questions should be asked to the respondent in total privacy. This prevents embarrassment and helps to ensure that the respondent answer all the questions free and frankly. In practice, particularly in a village, it is difficult to prevent neighbors and other relatives presence during the interview. Some questions of the questionnaire are sensitive, while others are not. There is little harm or no distortion in data quality while allowing other people to be present when simple questions are being asked. But sensitive questions should not be asked in the presence of other visitors. Ask such questions when the respondent is alone. Sections such as the Household Roster, education or migration are unlikely to be perceived as sensitive. Sensitive sections include:

1. Section 10 on marriage and maternity history; women are not likely to speak frankly on these subjects in front of all or even in front of their relatives.
2. Section 11 on wage employment, where you ask about work and income.
3. Section 12 on agricultural activities, where you ask about land ownership and income from agriculture and livestock.
4. Section 13 on self-employment activities, where you ask about profits from self-employment
5. Section 14 on outstanding loans and debts.
6. Section 15 on transfers and remittances.

When you come to these sections, you should explain to the respondent that some sections are confidential and ask him to suggest a place where you can continue interviewing him in private. If other adults or older children will not leave you alone, you must use tact and to try to get the other persons to leave. You may consider asking the respondent to persuade other persons to leave, explaining politely that the interview must be conducted in private, or try to satisfy the person’s curiosity by reading the first few questions and then saying something like “You have heard some of the questions. Will you now leave us alone for a little while?”

As you gain experience as an interviewer, you will discover new and better methods for protecting your respondent’s privacy. Be sure to share such methods with your co-workers as well. Frequent discussions among team members will make sure that all the team members will benefit from the exchange of ideas and experience of each other.

3.2.7 Be alert to your respondent’s attitudes towards the interview

As an interviewer, you must be aware of the respondent's behavior and reactions during the interview. One of the things to watch out for is respondent’s fatigue. If the person you are interviewing shows signs of restlessness or impatience, you should be prepared to suspend the interview temporarily. As the questionnaire is lengthy, it may be easier to complete the questionnaire in a series of interviews rather than in one sitting. If you need to break up the interview, try to break at the end of a section rather than in the middle of it.

3.2.8 Confirm other appointment times

It is very important that all interviews be completed and all relevant household members be interviewed. If you want to make your interview short, or if you need to interview other household members, be sure and set a time when you can meet each of your respondent . Note down your appointment time so that you do not forget it.

3.2.9 Thank the household for their time and cooperation

When you are finished, be sure to thank all members of the household for their extreme help while conducting the interview. Those who participate in the interview are being very generous, both in revealing personal information, and in giving their time. Please make sure to them that their co-operation has been deeply appreciated.

3.3 CHECKING THE COMPLETED QUESTIONNAIRES

When you have finished an interview, you must immediately go through the forms question by question and make sure that all sections have been filled out correctly and legibly. In addition, note down the Summary of Survey Results for each section. If you discover that any section is not completed, you must return to the household to obtain the missing data. This must be done before the questionnaire is handed in for data entry and before you leave the ward.

3.4 VALIDATING THE QUESTIONNAIRES

Once you have completed and checked the questionnaire, the data entry operator and the supervisor will check it again. This is called validating the questionnaire. It is done in two steps.

1. The data entry operator will key the completed questionnaire into the computer using a program and also checks information for accuracy. The computer program will perform consistency check to make sure that data information in one section matches information on the other. It will also check to make sure that coded answers are within allowable ranges. After the data entry of the questionnaire, the computer will produce a error list and inter record checks of information.

2. Your supervisor will then review this list generated through computer and compare it with the questionnaire. Some errors will be done at the time of data entry these will be corrected. The Supervisor will discuss the remaining problems with you. If there are unresolved problems, you will have to go back to the household and ask the relevant questions again. You will then write the new answers alongside the old ones, distinctly using a colored marker (red ink). Do not erase the old answers. Never change data in a questionnaire without re-asking the question.

4. GENERAL INSTRUCTIONS ON HOW TO FILL THE QUESTIONNAIRES

4.1 ORGANIZATION OF THE QUESTIONNAIRE

4.1.1 Sections

The questionnaire for the NLSS is organized into sections, parts and questions. Sections are organized by subject matter covered. Each Section has a serial number. For example, Section 2 covers housing. Sections are divided into different parts. Each part is denoted by a letter (e.g. A, B, C, D, etc.) and covers a particular aspect within the subject. For instance, Part A of Section 2 covers the information on type of housing. The contents of sections are listed below:

Section 0	-	Survey Information
Section 1	-	Household Information
Section 2	-	Housing
Section 3	-	Access to Facilities
Section 4	-	Migration
Section 5	-	Food Expenditures and Home Production
Section 6	-	Non-Food Expenditures and Durable Goods
Section 7	-	Education
Section 8	-	Health
Section 9	-	Anthropometrics
Section 10	-	Marriage and Maternity History
Section 11	-	Wage Employment
Section 12	-	Farming and Livestock
Section 13	-	Self-Employment Activities
Section 14	-	Credit and Savings
Section 15	-	Remittances and Transfers
Section 16	-	Other Income
Section 17	-	Adequacy of Consumption

4.1.2 The Household Roster

The Household Roster should be filled in at the beginning of the interview. This list of all household members should be written on the last page of the questionnaire. You will notice that the roster page is printed on a fold-out sheet and could be easily unfolded. This will let you to record information for each individual whenever you need to, without having to write each person's name on each page. You will be able to see the names of the household members easily in the questionnaire during the interview.

4.1.3 Level Of Data

The questionnaire collects information at three levels: the household level information , the individual level information and information on specific items, such as food items, land plots and type of crops. Household information includes information which could be collected at household level only, like the type of house the family lives in. Individual-level information includes the level of education, type of illnesses etc. Information on specific items includes information on food and non-food items purchased or produced, land plots owned and its operation, crops grown, etc. Except in the case of household-level information**,** the level of information required is always specified along the left-hand column of each section of the questionnaire.

An age cut-off is also specified for some individual-level data. This limits to certain specific age groups of people in the household. For example, Section 1 Part C collects information on Activities for household members 10 years and older.

4.2 INSTRUCTIONS ON HOW TO FILL OUT THE QUESTIONNAIRE

4.2.1 Always fill in the questionnaire during the interview

You must not record the information obtained from the interview on scraps of paper and transfer them to the questionnaire later. Always fill in the questionnaire while interviewing.

4.2.2 Asking questions

The formatting and layout of the questionnaire are designed to make the question-and-answer process easy for both the interviewer and the respondent. Several typographical conventions will help you ask the questions in the correct way.

1. Text that is written in capital letters and not a question (e.g., ENUMERATOR, INFORMATION ON ALL MEMBERS OF THE HOUSEHOLD) is an instruction for you. It should not be read aloud to the respondent. Because this instruction is given for your convenience. Such an instruction is given in Question 1 of Section 1 Part A.

2. Text that is written as a question should be read aloud to the respondent. These questions should be asked to the respondent as they appear.

   For example: " What was the highest level of schooling. . .[name].. has completed?"

3. The space provided within parentheses for name "[name]" indicates the information of a particular person whom the question is asked.

   For example: " How old is ..[NAME].. ?"

In this case you will have to supply the name of each household member when asking the question. If there is a daughter named Laxshmi in the household, you would ask: "How old is Laxshmi?"

" During the past 12 months, have you purchased, home produced, or received in kind any ..[FOOD].. ?". (Question 1 of Section 5)

Here, you will have to supply the list of the food items and ask accordingly, e.g. "During the past 12 months, have you purchased, home produced, or received in kind any rice?", "Any maize?", and so on.

4.2.3 Coding answers

Most of the answers in the questionnaire are pre-coded, that is, a list of possible answers follows the question, and the interviewer has to write in the box or column the code (number) corresponding to the answer provided by the respondent only in a few cases, however, the interviewer must write the answer in words as it is given by the respondent.

1. When the answer is a name, like in the roster, or an activity, write it as the respondent tells you.

   For example:

   " During the past 12 months, what work did ..[NAME].. do?"

   Here, you will write out the type of work, the indicated person does.

   "If someone wanted to rent this dwelling today, how much money would they have to pay each month? Rupees $\boxed{}$

   Here, you would write the amount to be paid in Rupees per month.

2. When the answers are pre-coded, you must write the code corresponding to the answer given by the respondent in the box or column provided.

   For example:

   "What is the main source of lighting for your dwelling?

   ELECTRICITY .... 1 $\boxed{}$
   GAS, OIL, KEROSENE 2
   GENERATOR.. 3
   BIOGAS 4
   OTHER 5
   (SPECIFY_____________________________)

   Here, if the respondent uses electricity, you would write "1" in the box.

   If the reply given by the respondent does not match any of the answers listed, you must use the code number for "OTHER", that is, write "5" in the box. So if the respondent uses solar power for lighting, you would write "5" in the box, and write "solar power" next to "SPECIFY".

3. Questions usually have a single box where you write the code for the answer. But sometimes the information requires two boxes as well. Travel time, for example, is often asked in hours

and minutes, so two boxes are provided. In such cases, always enter each number in the appropriate box or column.

e.g. “How long does it take to fetch water once (both way) ?”

HOURS MINUTES

Here, if the answer is “1 hour and 20 minutes”, you must write “1” in the box for hours and “20” in the box for minutes. But if the time taken is only 20 minutes, then leave the hours box blank and write 20 in the box provided for minutes.

4.2.4 Skip patterns

When a question or part or section does not apply to a particular respondent or household, it must be skipped. The questionnaire uses arrows and boxes to tell the interviewer where to go to next when some questions have to be skipped.

1. Arrows indicate that some questions have to be skipped because they do not apply to the respondents. In other words these arrow directs the respondent to move to subsequent questions, parts or sections.

   For example:

   “7. Does the spouse of ..[NAME].. live in the household?
   YES 1
   NO.. 2 (➔ 9) ”

   This question is given in the Household Roster: Part A No 7.

   Here, the arrow is used to skip from one question to the next. It indicates that, if the response is “No”, the next question to be asked is Question 9. Question 8 should not be asked. If instead the response is “Yes”, there is no need to skip, and the next question to be asked is Question 8.

   “2. Were you available for work during the past 7 days?
   YES 1
   NO.. 2 (➔ NEXT PERSON) ”

   Here, the arrow indicates that, if the answer to this question is “No”, there are no more questions in this part which are relevant for this individual, and the interviewer should go on to ask about the same questions to the next person listed in the household roster.

   “1. Have you ever migrated for reasons of work or land availability?
   YES 1
   NO.. 2 (➔ NEXT SECTION) ”

   Here, the arrow leads the interviewer to the next section. This question is an example of a screening or filter question. Here, if the respondent answers “No”, then the remaining questions of this section should not be asked.

2. Arrow within boxes are used to indicate unconditional skips, that is, skips that always apply, no matter what answer the respondent gives. In many cases, the skips apply to a particular type of respondents.

For example:

"3. If you have rented how much do you receive as house rent? RUPEES

➔ PART C

This question is asked to households who own their dwelling. The box tells the interviewer to go on to Part C and skip the following questions, which apply only to households who rent their dwelling.

"5. How old is ..[NAME].. ?

IF <10 YEARS THEN ➔9

Here, the interviewer must skip the following questions No 6 to 8 on marital status for children below ten years of age. So the skip pattern in the box indicates that after asking question 5 go to question 9 for children falling under the above age group.

3. Never leave a question blank that requires a response based on a questionnaire's skip patterns. Never write a response for a question that should be left blank because it is not applicable to the respondent. Questions that are filled in when they should not be, and questions that are left blank when they should be filled are both errors, and the data entry program will recognize them. These errors will waste time and once again you have to visit the households already visited to obtain the correct information.

4.2.5 Data Entry Considerations

The information that you record in the questionnaire will be entered directly into the computer from the questionnaire. To minimize mistakes and maximize accuracy, follow these rules:

1. <u>Write the names of persons, places and other things clearly and legibly</u>. This is especially important for the household roster, because the names have to be put into the computer. While writing the response for the economic activities, write clearly and legibly. Because the answers will be coded accordingly.

2. <u>Write answers to questions in the boxes or columns of the questionnaire</u>. Do not calculate or write notes or comments in the empty spaces of the questionnaire.

3. <u>Never go beyond the space allotted for the answer to a question</u>, Even if there is enough space do not write haphazardly.. If the space provided is not enough, make a note of it and take advise from your supervisor about the problem.

4. <u>Write legibly with pencil in the questionnaire, without crossing out or overwriting a letter or a number</u>.

5. Although you may correct minor errors after having written down the answers badly. <u>You must never make any other changes in the completed questionnaire without asking the respondent</u>. Neither may you copy the information you have collected onto a new questionnaire.

4.2.6 Conventions for numbers and quantities

Follow these conventions when recording numbers and quantities in the questionnaire. This will help the data entry operator and reduce errors.

1. Write numbers only in Western script. Do not use Nepali numbers. Mixing the two styles will cause endless confusion.

2. Data on prices, quantity of food purchased, or area of land should never be rounded off. For units price always give both the rupee and paisa amounts. Report paisa as a decimal amount i.e., “ten rupees, seventy-five paisa” as “10.75”.

3. In writing large amounts and figures, always separate each group of three figures with a comma, starting from the right. For instance, “one hundred thousand” must be written as “100,000”, One thousand must be written as “1,000”. But it is wrong if it is written as 100000 or 1000. So comma (,) should be written after three numbers starting from the right.

4. For questions to which the reply is a quantity or amount, write only the numeral in the appropriate box. Do not write the unit of measure in the box. If for example the answer to a question is “fifty Rupees”, write “50”, not “50 Rs”. If a reply to a question specifically calls for a unit of measurement, the space for providing the code for the unit will be shown in the answer space.

5. When a food quantity is reported in a local unit of measure, do not attempt to convert it to standard units. Record it in the local unit of measure on the questionnaire. Do not try to convert it into Kg., Litter or other names. Rice, for instance, if reported in ‘mana’ or ‘pathi’ record the same. Conversion to standard units of measure mana or pathi to kg. will be done by the central office based on the information gathered in the community questionnaire. But do try to use metric measures (that is, kilograms, grams, litters, etc.) wherever possible.

5. DEFINITION OF KEY WORDS AND CONCEPTS

The NLSS questionnaire uses certain key words and concepts in ways that are specific to this survey. The explanation of these key words may be different from how they are used in other surveys on which you may have worked. The meaning of these words may also differ from the way they are used in daily life. All interviewers must understand and use these words and concepts in the way they are defined here when they conduct an interview. If you are not clear about the meaning of a particular word, or if you experience any problem at the time of the interview, discuss this with your supervisor.

1. HOUSEHOLD

For the purpose of the NLSS, a household is a group of people who eat and live together in the same dwelling. People are considered members of a household if:

1. They have eaten and slept together in the same dwelling for at least six months during the past year (it does not have to have six months continuously it merely needs to have six months in total);

2. Persons who have been in the household for less than six months over the past year are also considered as the member of the household under the following condition:

- infants less than six months old
- a new bride who joined the household less than six months ago
- Person living in the household for less than six months but plans to live in the household permanently is also considered as the member of the household.

3. On the other hand, person who lived in the household for more than six months in the last 12 months but has permanently moved from the household (separated or dead etc.) at the time of enumeration are not regarded as the household members.

2. REFERENCE PERIOD

Many questions in the NLSS ask respondents to recall whether, or how often, they have done a particular work during a given time period. This given period of time is called the "reference period", or "recall period". The NLSS uses the following reference periods:

- the past seven days preceding at the time of the interview;
- the past thirty days preceding at the time of the interview;
- the past 12 months preceding at the time of the interview;
- the past agricultural year.

The following example will guide you in determining the reference period.

Suppose the interview takes place on Thursday June 15, 1995. The reference periods used in the interview would be as follows:

Reference period	Period covered
"past 7 days"	from Thursday June 8 to Wednesday June 14, 1995 (i.e. a week before of the interview)
"past 30 days"	from May 15 to June 14, 1995
"past 12 months"	from June 15, 1994 to June 14, 1995

Establishing what period is the "past agricultural year" is somewhat more complex. The "past agricultural year" does <u>not</u> include crops currently grown on the land; it only includes one complete crop cycle before the enumeration. In the Terai and Hills, the "past agricultural year" will include both the wet and dry seasons. In the mountains it will include spring-summer-fall-and winter all in one cycle. When the agricultural year starts and ends will depend on the geographical region and on the time of year in which the interview takes place.

3. NORMAL AND TYPICAL

Many questions are asked on "normal" or "typical" practice or experience. The words "normal" and "typical" mean "usual", "characteristic", "common", "customary", or "what happens most often". Both words indicates on the everyday usual situation, not what happens in emergencies or under unusual conditions. Neither the word refers to a particular or specific time.

For example:

"2. How many months a year do you normally purchase ..[FOOD].. ?"

Here we are seeking information on food purchases, (for example rice), under normal circumstances. We do not intent to get information for a drought year, nor for a year with an unusually good harvest. We want information for an average year.

> "3. In a typical month during which you purchase or receive ..[FOOD].. , how much do you purchase or receive?"

Here also, we want information on how much of a particular food (e.g. rice) the respondent usually purchases during the months in which he buys it. Again, as mentioned above, we don't want to know how much he buys under unusual circumstances.

Some respondents may have difficulty answering these questions. When that happens, ask what their most recent experience is. We want to know that "In a typical month during which you purchase or receive rice, how much do you purchase or receive?". For simplicity you may ask: "Recently how much rice did you buy over a month?", "Is that what you usually buy?". In this way you can help the respondent to respond easily.

6. OVERVIEW OF THE HOUSEHOLD QUESTIONNAIRE

SECTION 1: HOUSEHOLD INFORMATION

This section has two main purposes: 1) to identify every person who is member of the household, and 2) to provide basic demographic data on age, sex and marital status of all household members present in the household. In addition, information collected in this section also includes data on all economic activities as well as unemployment status of all household members 10 years of age and over.

The primary respondent for this section is the head of the household and if he/she is not available, the person identified as the best-informed about the household is taken as the respondent.

SECTION 2: HOUSING

This section collects information on the type of dwelling occupied by the household, and housing expenses done by the household (expenditures for rent, water, sanitation, and so on). The primary respondent of this section is the head of the household.

SECTION 3: ACCESS TO FACILITIES

This section collects information on the distance from the household to various facilities and public services center and on the modes of transport. The primary respondent is the head of the household in this section.

SECTION 4: MIGRATION

This section collects information on permanent migration. The primary respondent is the head of household.

SECTION 5: FOOD EXPENSES AND HOME PRODUCTION

This section collects information on all food expenditures of the household, and on consumption of food items that the household produced. The primary respondent is the member of the household who is best informed about purchases and consumption of food items.

SECTION 6: NON-FOOD EXPENDITURES AND DURABLE GOODS

This section collects information on expenditures on non-food items (clothing, household items, services, and so on). The primary respondent is the member of the household who is best informed about purchases.

SECTION 7: EDUCATION

This section collects information on the literacy of all household members, their level of education completed and expenditures on education for those currently enrolled in school. Here the respondents are all household members 5 years and older.

SECTION 8: HEALTH

This section collects information on illnesses, medical facilities, expenditures on health care, children's immunization and incidence of diarrhea. Respondents are all household members; information on immunization and diarrhea of the children will be provided by their own mother.

SECTION 9: ANTHROPOMETRICS

This section collects information on weight and height of children 3 years of age and less.

SECTION 10: MARRIAGE AND MATERNITY HISTORY

This section collects information on maternity history and pre/post-natal care. Respondents are all ever married female household members aged 15 to 49 who have given birth to at least one child. The section also collects information about family planning practices and the respondents are all men and women aged 15 to 49.

SECTION 11: WAGE EMPLOYMENT

This section collects information on wage employment in agriculture and non-agricultural activities, and on income earned from these activities. Respondents are all household members 10 years of age and older.

SECTION 12: AGRICULTURE

This section collects information on all agricultural activities: land owned and operated, crops grown, use of crops, income from the sale of crops, ownership of livestock, and income from livestock and poultry and their products. The respondent is the head of the household or household member who is best informed about the household's agricultural activities.

SECTION 13: NON-FARM ENTERPRISES

This section collects information on all self employment generated from non-agricultural enterprises and activities by type of activity, revenues and expenditures. Respondents are those household members who are best informed about each activity the household is involved in.

SECTION 14: CREDIT AND SAVINGS

This section collects information on lending and borrowing status of the household. Usually the respondent is the head of the household or the member who is best informed about the loans.

SECTION 15: REMITTANCES AND TRANSFERS

This section collects information on remittances sent by members of the household to others and on transfers received by members of the household. The respondent is the household member who is best informed about remittances and transfers, usually the household head.

SECTION 16: OTHER INCOME

This section collects information on assets and income from all other sources not covered elsewhere. The respondent is usually the head of the household.

SECTION 17: ADEQUACY OF CONSUMPTION

This section collects information on whether the household perceives that the level of consumption it can afford is adequate. The respondent is the household head.

PART B

SECTION 1

HOUSEHOLD ROSTER

Purpose: This section has three main purposes. The first purpose is to identify all persons who are members of the household. The second is to provide basic demographic information (i.e. age, sex, marital status) for each person. And the third is to collect information on the kinds of economic activities household members undertake, as well as to find out about unemployment.

Section 1 is divided into four parts:

Part A: Household Roster;
Part B: Information on Parents of Household Members;
Part C: Activities of Household Members; and,
Part D: Unemployment.

Respondent: The respondent for this section should be the household head. The head of household will be identified on the front page of the questionnaire. In most cases, the head of household is the person who manages the income earned and expenses incurred by the household, and is the most knowledgeable about other members of the household. If he or she is not present or available (for example, he may be living abroad temporarily), an alternative 'head' must be selected in consultation with senior household members.

Definition of Household: A group of people who normally live and eat their meals together is defined as household. For the purposes of this survey, "normally" is taken to mean that the person concerned has lived in the household for at least 6 of the past 12 months. Thus the number of the household should be identified on the basis of the "usual place of residence" (for 6 months or over).

There are some exceptions to this rule which are described below:

1. The following categiries of persons are treated as household member eventhouh they have lived less than six months in the household during past 12 months:
   (i) infants who are less than 6 months old,
   (ii) newly married who have been living together for less than 6 months, and
   (iii) persons living together for less than 6 months but who are expected to live in the household permanently (or for long duration).

2. Servants, lodgers, farm-workers, and other such individuals who live and take meals with the household are to be counted as household members, even though they may have no blood relation to the household head.

3. People who have lived in the household for more than six months of the past twelve months but have permanently left the household (e.g. separated or dead) are not considered members of the household for our purposes. However, they should be listed in the Household Roster.

People who live in the same dwelling, but do not share food expenses or eat meals together, are not members of the same household. For example, if two brothers, each having his own family, live in the same house but maintain separate food budgets and cooking facilities, they would constitute two separate households. Likewise, people who eat together but do not live in the same dwelling are not members of the same household.

It is very important that you define the household membership strictly according to the criteria outlined above. These guidelines may not be the same as others you may be familiar with, and at times they may not conform with the household's own notion of who should be considered as a household member. Any questions or doubts that arise in the field should be discussed with the supervisor.

PART A : THE HOUSEHOLD ROSTER

Instructions

The roster must be filled out with the greatest of care. In order to do so, you must have a clear understanding of the NLSS definition of a HOUSEHOLD and the guidelines for indentifying household member. In addition, you must probe carefully to ensure that all persons present in the household are listed in the roster

After identifying all selected twelve households (sixteen in the Far Western Region) to be interviewed in the locality, roster should be filled before any of the other information in the household questionnaire is collected. The rosters for each of the households should be prepared at first after reaching the ward. The rosters should be filled out in consultation with the head of household. In some instances, particularly in urban areas, the head of household may not be available to provide the information on household members for the roster. When this happens, it is, in general, not desirable to delay filling out the roster until you could speak to the head of the household. This may cause overall delays in collecting the remaining information for the household. When the head is not available, the interviewer should collect the information from one of the other knowledgeable members (e.g. the spouse of the head) of the household. If the roster is filled out with the help of one of the members other than household head, it should be verified with the other members of the household to ensure that all members have been listed. If the roster is filled out in this way, verify it again with the head of household at a later time. Filling out the roster is a good way to introduce yourself to the household and to schedule additional visits with specific household members.

Before filling in the roster, it is important that the interviewer first inquire about who the head of household is, and verify that this person has been present in the household for at least 6 of the past 12 months. In some cases, the household may name an individual as the head who does not fulfill the survey's criteria for being the head. For instance, the household may name a member who works in another city or country and did not spend 6 of the past 12 months living in the household. In this case, the interviewer should look for another person who, in the absence of the person considered to be the head, manages the affairs of the household and designate this person to be the head. After identifying a person to be the head of household, you should try to fix the time and/or date for the interview.

Determining the head of household before starting the interview is very important because this person's name should be written in the first row of the roster. The first column of the Household Roster is labeled IDENTIFICATION CODE. Each row in the grid below is assigned a number from 1 to 15. The identification code assigned to each member of the household is determined by the row in which the person's name is entered in the Household Roster. As the name of the head of household is always to be written in the first row, this person is assigned IDENTIFICATION CODE 1. If, for instance, the name of the spouse of the household head is written in the second row, this person is assigned the IDENTIFICATION CODE 2, the person in row 3 is assigned CODE 3, and so on. The IDENTIFICATION CODE is extremely important, as it allows the information gathered in the various sections of the questionnaire that pertains to the same household member to be matched together. If a person is assigned IDENTIFICATION CODE 5 in the roster, then in all other sections of the questionnaire where information is collected for individual household members, the information pertaining to this particular person should always be entered in the row corresponding to IDENTIFICATION CODE 5. All such sections contain 15 rows and the information recorded in each row corresponds to household member listed in the same row in the household roster. Every second row in these sections has been lightly shaded so as to aid the interviewer in entering the information pertaining to a particular member in the correct row.

Questions 1-3

After you have explained the study and its purpose, tell the head of household that you would like to make a complete list of all persons who normally live and eat their meals together in this dwelling.

Question 1: This question is printed on the fold-out section of the back page of the questionnaire. This is for your convenience. It will allow you to see the roster regardless of the Section of the questionnaire you are working in. Remember to fold this back in when you are transporting the questionnaire so that it does not tear off.

Try to organize the roster so that after the head of household and spouse; their parents, children are listed by age, eldest to youngest. In the Roster, the names should be recorded, in general, in the following sequence of the relation to the head of the household:

1. Head of the household,
2. Spouse of the household-head,
3. Parents,
4. Sons/Daughters,
5. First daughter-in-law and her children (from eldest to youngest),
6. Second daughter-in-law and her children (eldest to youngest),
7. Other daughters-in-law and their children,
8. Other relatives and non-relatives.

If there are more than 15 persons to be listed on the household roster, use another questionnaire and complete the roster there. You will record all the information for these people in that questionnaire.

To ensure that you have listed everyone who lives in the household, probe by asking the following questions:

- "Please give me the names of any other persons related to you (head of the household) or your spouse, who often live and eat meals here."

- "Are there any other people not related to you (head of the household) or your spouse, but who normally live and eat meals here?"

- "Are there any other people who slept here last night, but who do not normally live here?"

Include the name of any additional persons revealed by these questions in the Roster. While writing down the name of each person, fill in Questions 2 and 3 on sex and relationship to head. Be careful in question 3 to obtain the relationship of the person in question to the head of household. Pay attention particularly when the respondent is not the head of household. The respondent in this case will often give the relationship of the person in question to him or herself and not to the head of household. Therefore, reconfirm the relationship to the head of the household.

Questions 4-10: For each person listed in Q.1, ask Q.4 - 9 and classify him/her accordingly in Q.10. Complete the entire row for each person before going on to the next person listed.

Question 4: Write the district code of the place where the person was born. If district boundaries have changed since the time of birth, use the code of the district where the respondent's birth place is now located. Classify the place of birth as urban or rural depending on what it was when the person was born, not on what it is now. Urban area covers the entire area within the designated municipality. Similarly, rural area is the area covered by the concerned Village Development Committee (VDC). For the persons born outside Nepal, enter the country code only (urban/rural classification is not necessary).

Question 5: Write the respondent's AGE in completed years on the day of the interview. For instance, if the person is age 4 years and 8 months, write 4 years. If the respondent does not know his/her age, you must make an effort to estimate his/her age by using events in his/her life or community as benchmarks. Use the Calendar of Major Events (e.g., the Earthquake of 1990, Revolution of 2007, year 2017, year 2036, Popular Movement of 2046 and other similar events) which is provided to you. If the respondent is below 10 years of age, go to Q. 9; otherwise ask Q. 6 - 8.

Question 6: Write down the present MARITAL STATUS of each person aged 10 years and above. Make sure that only those people who have never been married are classified as "never married" not those who are presently not married, but have been married in the past. For instance, individuals who are divorced or separated should be listed explicitly as such using code 2 or 3 respectively .

MARRIED	Male or female who live as husband and wife and fulfill their legal and religious obligations.
DIVORCED	A person who was once married but who has decided to separate from his/her spouse as per the conditions of law and religion and did not marry again.
SEPARATED	A person who is married but no longer lives with his/her spouse but whose separation is not officially recognized by the law or religion. A separated person can remarry or reunite and live together with the (former) spouse. In this case, the person (who is now remarried or reunited) does not belong to this category.
WIDOW/ WIDOWER	A male or female whose spouse is dead and who did not marry again.
NEVER MARRIED	A person who has never been married.

Ask Q. 7 and Q. 8 only for those persons who are currently married (i.e. code is 1). For all others, skip to Q. 9.

Question 7: If the spouse of a household member does not live in the household and he or she has not been mentioned in the roster, be sure to probe to find out whether or not this person should be considered a household member.

Questions 8: If the name of the spouse is listed in Q.1, enter his or her ID code. These codes are recorded in the column next to Q.1. If a man has several wives, record the ID code of the first wife.

Question 9: Write the number of months each person has lived with the household. If the person has been away intermittently, estimate the total time away in months. If the person has always been present during the last 12 months, code "12". Assume a month is equal to approximately four weeks. Count the completed months only.

Question 10: Classify each person listed in the Roster according to the criteria specified for the household member.

After Q. 4 - 10 have been completed for a particular person, ask these questions again for the next person on the list. Once this information has been collected for all persons listed in Q.1, fill out

Column A and Column B on the far left side of the roster page according to the following instructions.

Column A: Under Column A put a check (✓) next to the names of all persons who are classified as household members (coded "1" in Question 10).

Column B: Enter the age in completed years (see Q.5) of all persons with a check in Column A (i.e. for all household members).

These columns are very important. The column A identifies who in the list of individuals should be considered a member of the household, and column B, the age in completed years. The people on the roster with a check in Column A, taken together, form the household. All questions concerning the household refer to this group. For all remaining sections of the questionnaire where individual level information is obtained, collect information for household members only, i.e. those with a check in Column A. In case of sections where information is intended to be collected from members of a certain age group, Column B permits you to see at a glance the persons who must answer that section. In the case of immunization, for instance, you would collect information for everyone with a check in Column A and with an age of "5 or less" in Column B. In such sections, interviewers must exercise caution that the information pertaining to a particular individual is entered in the correct row.

If a new household member is found at any time after the interview has begun, you must register him or her in the roster section and go through the sections just as you did during the household listing. You should also inform your supervisor.

PART B : INFORMATION ON PARENTS OF HOUSEHOLD MEMBERS

Purpose: Parents of household members sometimes do not live in the same dwelling as the household members. This section collects information on those parents who do not live in the same dwelling as their children, or who have died. Further, in the case of extended families, it will allow children to be matched correctly to their respective parents.

Respondent: The questions in Part B are for all household members. To the extent possible, ask each person directly. If someone is not available, or is too young to answer, the household head, the spouse, or another well-informed member of the household may answer these questions. Complete all questions in this part for a person before asking the next person.

Instructions

If the father of the respondent is living in the household, you will fill in Q.2 and then skip to Q.7. Similarly, if the mother of the respondent is living in the household, you will fill in Q. 8, and then skip to the next person.

If the father does not live in the household, or is deceased, you must and ask Q.3 - 6. Similarly, if the mother of the respondent does not live in the household, or is deceased, ask Q.9 - Q.12.

Questions 3 and 9: An individual is literate if he or she can read a newspaper and write a simple letter in any language.

Questions 4 and 10: The highest level of schooling completed means the last grade or level actually finished and not the last grade or level attended.

If a person has never been enrolled in school, code NONE.

LESS THAN PRIMARY means some education but the person hasn't completed the highest grade in the primary level (class 5).

PRIMARY means that the primary level (class 5) has been completed.

LOWER SECONDARY means that class 7 has been completed. If the person did not complete class 7, but completed primary school, use code "3" for primary.

SECONDARY means that SLC Examination or its equivalent level has been completed. If SLC or its equivalent level has not been completed, code "4" for lower secondary.

<u>Questions 5 and 11:</u> Here record what the parent's main work was. Major portion of time devoted should be the main criterion in determining the main work.

WAGE EMPLOYMENT AGRICULTURE: worked for others and was paid, in cash or kind, to do agricultural work.

WAGE EMPLOYMENT NOT IN AGRICULTURE: worked for others and was paid, in cash or in kind, to do non-agricultural work.

SELF-EMPLOYED IN AGRICULTURE: person worked as a farmer or tended livestock, etc. Women occupied in agriculture in addition to their regular household chores should also be included here.

SELF-EMPLOYED NOT IN AGRICULTURE: did not work for others. Worked for him- or herself in activities other than farming.

OTHER: this code is for people who never worked because of a handicap or other such reason, or for person who never joined in the labor force and work/worked in the house.

<u>Questions 6 and 12:</u> Write the district code, and code whether the birth place was urban or rural when the person was born. Use the district code list to identify the district code.

PART C : ACTIVITIES

Purpose: Data on all economic activities undertaken by household members are gathered in this part. Economic activities are any activities for which household members earn an income, or produce goods necessary for the support of the household. List all activities undertaken, including farming, tending livestock, making mats or baskets, weaving, and so on. However, activities undertaken to make mats, baskets, cloths, sweaters etc., exclusively for the use by household should be excluded.

Respondents: Part C must be administered to all household members 10 years of age and older.

Instructions

ACTIVITY CODE: The far left hand column contains letters A, B, C, D,... For every activity recorded on this page the activity code supplies a letter. This letter in a row serves as an ACTIVITY CODE for the activity you record in that row. You will use these activity codes in Section 11. This allows information on hours worked by a person for an given activity that are asked in this section to be properly matched to other information regarding the same activity such as the nature of the job, income earned, etc. asked in other sections.

Complete all questions in the section for each respondent, 10 years of age or older, before going to the next respondent. If a respondent is not available, the head of household, the spouse, or other well-informed adult member of the household may provide the required information. In such cases, you should try to verify the information with the person concerned if you happen to meet with him/her later. Ask each household member following the order in which they are listed in the roster. Write the ID code of each member from the roster in front of each activity listed.

<u>Question 1:</u> Write down the description of the activities that the respondent mentions. The main objective here is to have the respondent name all his or her work activities first. <u>Be sure to probe for more activities</u>. After the respondent has provided a first list, probe to make sure that all activities have been listed by asking:

"Are there any other work activities that you performed in the last twelve months?"

"Have you done any ..[SPECIFIC ACTIVITY].. ?"

It is very important that you obtain a complete list. We need a very clear and accurate understanding of how people support themselves. Many people, both in rural and urban areas, pursue several activities to support themselves. If a household has listed only one economic activity, probe for more. List also activities a person does in addition to a regular job. For instance, if a government employee works on a field in the weekends, list this as a separate activity. Livestock raising activity should be listed separately. Probe for other jobs. Be sure to make respondents know that all the individual information gathered will be kept confidential and only aggregate information will be used for statistical purposes.

Commodities (e.g. damlo, namlo, doko, dalo, chitra, mandra, gundri etc.) produced exclusively for the use by the household should not be considered here. If these commodities were produced with a business motive, then they should be listed as activities. Goods produced for own consumption by the household are naturally very useful as well as very important and quite a large portion of the household member's time might have been spent in making them. However, it becomes very difficult to assess the time spent or labor put and value these commodities. After listing all the activities performed by household, you should assign an OCCUPATIN CODE to each activity based on the list of occupation code provided at the back of questionnaire. Write the description of an activity as specifically as possible and as reported by the respondent.

List all activities performed by each member, 10 years of age and older, during past 12 months. If a member was occupied in several activities, list all. All the members (10 years and older) should be included in the list. Even the member who was economically not active during the past 12 months should also be listed. In Q. 1, the reasons for his/her being economically not active should be specified (e.g. home-maker, student, old, disabled or other reasons for not being economically active) and Q. 2 to 9 should be skipped.

<u>Questions 2 - 4</u> refer to the time the respondent spent working on each activity during the last 12 months. People who do not have regular jobs, or who work on seasonal activities, will have trouble remembering exactly how many days and hours they worked. However, theoretically at least, he is the best person to know about his activities during the past 12 months. So, try to get the accurate figure they can give you.

<u>Question 2:</u> The number of months a person did a particular kind of work in the past 12 months should be recorded here. If it is less than a month, write "1", and then specify the number of days in question 3. In case of a regular type of work, paid holidays should be counted as work days.

Question 3: Write down on an average how many days per month the respondent worked on this activity (regardless of the number of hours worked per day).   One month refers to 30 days.   If a person worked 6 days a week, then he worked 26 days in a month. Similarly, if he gets 2 days off in a week, his working days in a month should counted as 22 days.   If he has 7 working days a week, he works 30 days in one month.   Public holidays (e.g., Dasai, Tihar etc.) should not be included in working days.

If the respondent does not give you a single figure (for instance, "10 days a month"), you will have to calculate an average figure. For example, a person may have worked for three months as a porter during the last year, and worked 5, 5, and 20 days in each of these months. On average he worked 10 days per month. So, you should record 10 days per month. Round to the nearest whole number, if necessary.

Question 4: Record the number of hours normally worked on a regular day during which the activity was undertaken.

Questions 5 - 6   refer to the time the respondent spent working on each activity during the past 7 days. Here, we need answers to be as precise as possible. Therefore we ask about the number of days and hours the respondent actually worked.

Question 5: Here, the reference period is seven days. People remember better what they did over the last seven days, so it is important to ask. Record the total number of days that the respondent actually worked in this activity over the past 7 days. If he/she says none, write "0".   If the respondent was on leave due to personal reasons or was ill and did not work for few days, count the total number of days actually worked during the past 7 days.

Question 6: Here, the respondent should report the average number of hours per day spent doing this activity over the past 7 days. Include break time at work, like meal times and tea/coffee breaks.   If he/she says no write "0".

Question 7: "Yes" means in this village or city.

Question 8: Write the district code here and whether the place where the work was done is urban or rural.

Question 9: Here, you must classify the relevant economic activity in one of four categories. You will use this classification later to decide what sections of the questionnaire must be filled to obtain other information on the activity. First, you must determine if the activity is wage employment or self-employment. An activity is classified as WAGE EMPLOYMENT if the person:

- works for a fixed payment per time period (for example, per hour, day or month) or per unit of work (for example, a piece-worker who is paid for each piece completed);

- typically works at the employer's place of business, and hours and conditions of employment are set by the employer;

- must be paid regardless of the employer's profit or loss.

An activity is classified as SELF-EMPLOYMENT if it is not wage employment.

Each of the two major headings is then broken down into two sub-categories: agriculture and non-agriculture. Once you have determined whether the activity is wage employment or self employment, you must classify it as agriculture or non-agriculture. Put a "1" in the appropriate column.

Livestock raising for commercial purposes (such as keeping poultry birds, chaunri, rabbits, honey bee, fisheries, sheep, goats) should be classified under self employment in non-agriculture.

PART D : UNEMPLOYMENT

Respondents: All household members aged 10 years and above should answer this part.

Question 1: AVAILABLE FOR WORK means that the individual was generally available and willing to take a job (i.e., was not sick or handicapped). This question should be asked to all household members - both presently working and not working.

Question 2: LOOKING FOR WORK means that the individual was actively seeking work by approaching potential employers, etc.

Question 3: Ask the reason why the person was not available to work (new work or additional work) or was not actively seeking work during the last seven days and code appropriately.

SECTION 2

HOUSING

Purpose: This section collects information in four areas. It collects information on the type of dwelling occupied by the household, access to basic services (including water, sanitation, and electricity), expenses related to housing and use of fire wood.

Respondent: The appropriate respondent for Parts A, B and C of this section is the household head. If he or she is not available, ask the best informed person. For part D (water and firewood), it may be best to interview a woman, as women are usually in charge of fetching water and firewood.

Instructions

Before you start the interview, ask respondents who have electricity, piped water or a telephone to get any recent utility bills that they may have, so they can refer to them during this session. This will help to prevent interruptions and minimize the time the interview takes.

PART A : TYPE OF DWELLING

Question 1: DWELLING means the building, or group of buildings, in which the household lives. The dwelling may be a hut, a group of huts, a single house, a group of houses, a villa, an apartment, several one-room apartments.

Question 2: Ask how many of each kind of room there are in the dwelling. If there is more than one building, add rooms in all buildings. Do not count rooms in temporary shades or houses such as GOTH for livestock. Sum up the total number of rooms, and write the total in the TOTAL box. If the respondent states that a particular room is used for different purposes, for instance as a bedroom as well as a living room, count it as a "MIXED USE" room. To be counted as a room (other than toilet), a space must be big enough to fit a bed. Record rooms used for livestock under "other". Record "1" for toilet even if it is shared by another household.

Questions 3 - 9: Provide the information for these questions on the respondent's dwelling through observation wherever it is posssible. If cultural considerations limit your access to the dwelling, obtain the information from the respondent.

Question 3: KITCHEN GARDEN - A small plot, often adjacent to the house where vegetables are grown for own consumption only, and not for sale.

Question 4: OUTSIDE WALL refers to the outside wall of the dwelling, and not to the boundary wall of the compound or housing plot.

Questions 4 - 7: If more than one material is used, code the predominant material used in the main structure. Record the main material used in walls, floors, roof/ceiling of dwelling unit occupied by the household. If there is more than one building, the information on material should refer to the main dwelling.

Question 8: HOUSING PLOT means the land on which the dwelling is located. Exclude areas where crops are grown. If the area around the dwelling is less than 4 Aanas or 1400 sq. ft. or 8 Dhurs, then include the area in the housing plot. Parcels with areas more than 4 Annas (8 Dhurs) should be counted as housing plot.

Question 9: Include all buildings. Record total area of all rooms in all building(s). For example, in a two storied building, containing 6 rooms, total area for six rooms should be recorded.

PART B : HOUSING EXPENSES

Question 1: This question asks whether the household owns the dwelling in which it lives.

Question 2: Here you must obtain an estimate from the respondent of how much the dwelling is worth (including the plot on which it is situated). If the respondent cannot give you an estimate of how much his house is worth, ask:

"If someone were to build this house today, how much would it cost?"

Cost should be reported for the area reported in Q. 8 of Section A.

Question 3: For owner-occupied dwelling, an estimate of the rent should be obtained. Rent should be reported for the whole dwelling including part/parts of the dwelling rented out to others.

Questions 6 - 10 are for renters only. You do not need to ask these questions to owner-occupier.

Question 6:

RENTER means that the respondent does not own the dwelling, and pays rent to the owner for its use.

PROVIDED FREE OF CHARGE BY RELATIVES, LANDLORD OR EMPLOYER means that the household is not paying rent, either cash or in-kind, for the use of the house.

SQUATTING means the household lives in a place without the express permission of the owner and without paying the rent.

Question 7: If the household does not pay rent and does not own the dwelling, obtain an estimate of what the rent would be if it were necessary for the household to pay rent.

Question 8: The category RELATIVE as a probable answer to this question means a relative who is not a household member.

Question 9: You may find households that pay rent in cash as well as in-kind. Sometimes the rent is entirely paid in goods or services to the owner rather than paying cash. Some tenants, for instance, receive housing in exchange for unpaid work, or for a share of their crops. The total rent including payments both in cash and in-kind should be reported here.

PART C : UTILITIES

Question 1: Ask about the source of drinking water for the household.

PIPED WATER SUPPLY: the water comes from private or public pipes.

COVERED WELL: the water comes from a well covered by a lid.

OTHER WATER SOURCE: the water comes from other sources such as rivers, streams, lakes, canals, springs, open well, rain, etc.

Question 3: Include only charges for water used by the household for drinking, cooking, washing, etc. Do not include water charges for irrigation; these are asked in Section 12.

Question 4:

UNDERGROUND DRAINS are fully covered over by soil or other covers.

OPEN DRAINS are uncovered canals or ditches which are used for waste drainage.

SEPTIC TANK/ SOAK PIT means that liquid wastes are drained into a pit usually within the premises of the house.

Question 5:

COLLECTED BY A GARBAGE TRUCK means that the trash is dumped in a common bin that is collected by a truck periodically.

PRIVATE COLLECTOR is a private company or individual who is paid by the household to collect the garbage for disposal.

DUMPED includes dumping in a common trash heap.

BURNED/BURIED includes the accumulation of trash in a dug-up hole which is periodically filled in with soil.

DUMPED AND USED FOR FERTILIZER means that trash is dumped, accumulated, and then prepared as compost for use as fertilizer.

Question 7:

HOUSEHOLD FLUSH: A toilet equipped to flush away waste, either by tank, or manually using a bucket or pitcher. Waste is disposed of through a duct connected to a sewer

HOUSEHOLD FLUSH (CONNECTED TO A SEPTIC TANK): Same as above except that waste is flushed into a septic tank.

ORDINARY LATRINE: A latrine situated outside the dwelling and does not contain a flush.

COMMUNAL LATRINE: A soak pit or any other latrine shared by several households.

Question 10: The amount reported here should refer to expenses for the interviewed household only. If the respondent shares a meter with another household, he should deduct the other household’s estimated expenses from the total amount paid.

Question 12: Record the amount paid for telephone calls only. Do not include telephone repair or installation expenses. These are covered separately in Section 6.

Question 13: After you have obtained information on the main cooking fuel, be sure to probe to find out if a secondary source of fuel is also used.

PART D : WATER AND FIREWOOD

Question 5: Include time to go to the water source, fill a typical container and return.

Question 2 - 5: Ask about water availability and time spent on fetching water during three months mentioned.

Question 6: Write the ID codes of the household members that fetch water starting with the person who spends the most time doing this, then the next and so an. If more than four members normally fetch water, record only the first four person's ID Code.

Questions 7 - 20: Ask about source and use of firewood and fodder, time spent and cost incurred in acquiring these commodoties.

Question 9: The amount of wood used changes over the course of a year. It is intended to find out average monthly consumption of firewood. Therefore, effort should be made to estimate an average monthly consumption of firewood based on firewood uses in different seasons/months. Ask the respondent : "How many bhari do you use in the winter?", "And in the summer?", and then compute an average.

Question 10: If possible, obtain this information preferably directly from the person responsible for gathering the wood used by the household. Note that this question asks for the total time taken to gather one bhari; in other words, the time taken to travel to the place where wood is normally collected and back to the household, as well as the time taken over there to collect one bhari of wood.

Even if the wood used in the household is obtained mainly from cutting trees and then storing the logs at one time, we would still like to find out how much time this takes. In this case, ask to see the household's stock of wood, and ascertain how many "bhari" this is equivalent to. Then ask the respondent how much time it has taken to gather this amount of wood. For example, suppose that the stock of wood is equivalent to 12 bhari, and the household reports that it took four full days for one person. In this case, it took 48 hours to to gather 12 bhari of wood. The time taken to "collect" one bhari is, therefore, 48 hours divided by 12, four hour. And this time of ffour hour should be reported here.

Question 11: Fill in the ID codes of the household members responsible for gathering wood. List them in the order of the time they spend doing it. You must probe to obtain any information on additional household members responsible for gathering wood. Ask: "Besides ..[NAME].., is there anyone else in the household who gathers wood/leaves/straw?". If there are more than four, list only the first four.

SECTION 3

ACCESS TO FACILITIES

Purpose: This section collects information on the time taken to reach various facilities from the household's dwelling unit.

Respondent: The appropriate respondent for this section is the household head. If he or she is not available, ask the best informed person.

Instructions

Question 1 - 3: Ask the respondent about the one way times it takes to go from the house to the various facilities listed using the mode of transport most often used by household members. If there are more than one facility, take the one to which household members go most often.

MODE OF TRANSPORT: Indicates the usual or most common mode of transport members of the household use to get to each location listed. If household members have to walk and then take a bus or other vehicle use the code for "MIXED". In this case, the total time taken (including walking time and time taken in vehicles) should be recorded. Code "NOT APPLICABLE" for dirt roads if there is a paved road near the house.

DIRT ROAD VEHICLE PASSABLE: A road where at least tractors can pass, at least during the dry season. If a dirt road is passable by bicycle or motorcycle only, it should be considered as "vehicle impassable".

TIME: If the facility is present right next to the household, write zero in the columns where time is recorded.

Some facilities may be minutes away, others may be hours away. Some facilities may take one or more days to reach. Therefore, you must record the time taken in DAYS, HOURS and MINUTES regardless of whether it takes less or more time. For example, if it takes 2 hours and 30 minutes to go to the health post, write "0" days, "2" hours, "30" minutes. If the facility is present right next to the house, write "0" in all columns. If household members travel to the facility on foot, record the time it takes for an adult, without a load, in normal circumtances. Since it may take longer to reach a place during the monsoon, record the time it takes during the dry season.

MARKET CENTER: It is a place with several different shops, where things such as clothes, blankets, bedspreads, mattresses, plates, pots, buckets, food and other household goods are sold.

SECTION 4

MIGRATION

Purpose: What is intended to capture in this section is any permanent change of residence by the household head due to job/work or access to land. Temporary or seasonal migration should be excluded from this section.

Respondent: The respondent for this section is the head of household. The questions apply only to the household head, and not to other members of household.

Instructions

<u>Question 1:</u> Ask the head of household if he or she has ever migrated -- moved for a long period to a different village or town from where he or she was born -- to work or cultivate land there. The unit of migration is a VDC/municipality. Movement from one ward to the other within the same VDC/municipality is not considered as migration.

Do not include trading trips, business trips or any kind of short-term travel. If the person returned to his or her point of origin within a short period of time, he or she did not migrate.

If the respondent moved to a new place for education, and subsequently stayed on there for work, the answer to this question should be "Yes".

If the respondent moved as a child with his/her parents, the answer should be "No".

If the answer to this question is "No", go to the next section.

In the case of a person who has migrated more than once for reasons of work or land availability, all subsequent questions refer to the most recent migration.

<u>Question 2:</u> Again, record urban or rural depending on whether the place of origin (for the last migration in case of multiple migration) was urban or rural when the person left, not now.

<u>Question 4:</u> If the person did not have a job before migrating, write "UNEMPLOYED". If the person was a student before migrating, write "STUDENT". Codes are provided in the questionnaire.

<u>Question 6:</u> The person may have migrated to their current place of residence and they are still living in the place where they migrated to. In this case, write "99"

<u>Question 7:</u> The job the person took up after migration may be one that was listed earlier in Part C of Section 1. In this case, copy the activity code (A, B, C, D, etc.) from Section 1 C.

<u>Question 8:</u> We want to know how long it took to find a job in the place where the respondent moved to. If the respondent found a job immediately (in less then one month or within one month), or had one on arrival, write '0'.

SECTION 5

FOOD EXPENSES AND HOME PRODUCTION

Purpose: This section collects information on the household's total expenditure on food of various types. This includes an estimate of the value of home produced food consumed by the household as well as expenditure on purchased food. We also wish to estimate the consumption of food received in-kind as a remuneration for work done, as gifts, or as presents from relatives and/or friends.

Respondent: The respondent for this section should be the person (household member) who manages the household budget and is best informed about the household's consumption patterns and expenditures.

Instructions

The questions 2 - 8 in this section are divided into three groups: Q. 2 - 4 cover food purchases, Q. 5 - 7 cover consumption of home production, and Q. 8 ollects information on consumption of food received in-kind.

This section covers food expenses for household members only. Food expenses for agricultural labors and other workers (who are not household members) should not be included in this section. Food expenses related to business travel etc. should also not be recorded in this section. For example, food expenses incurred while traveling in connection to business and trade should be excluded from this section. Such expenses should be recorded in Section 13.

Question 1: There is a very complete and extensive list of food items in this column. Ask Q.1 for the whole list of food items before filling in other questions. For each food item, put a check (✓) either in the column marked "YES" if that item is consumed sometime during the past 12 months or in column marked "NO" if the item is not consumed by the household. Then ask questions 2 - 8 for each food item that is consumed by the household.

Questions 2 - 4: Food purchases

Question 2: Not all food items are purchased year-round; some are seasonal. Ask the respondent to estimate how many months during the last year the household has purchased the food item. It does not matter if the food purchased has not yet been used; so long as it was purchased during the last 12 months it should be reported here. If the food item is purchased in all 12 months of the year, record "12" here. If a food was not purchased by the household during the past 12 months, write "0" and skip to Q.5. If a food item was purchased only once during the past 12 months write "1".

Question 3: Emphasize that you want the quantity of a given food item that is usually purchased in a typical month during which the food is purchased. In most cases the amount will be given in whole units, i.e. 2 kilos, 10 kg. 4 mana etc. However, if fractional amounts are reported, for instance 1/2 kilo or 3 1/4 manas, record them as 0.5 kilo or 3.25 manas. Use the list of codes provided for the unit of measurement. Answer box has been completely shaded with black color for the items not needing quantity to be recorded.

Question 4: The expenditure recorded here referes to the quantity of average monthly purchases. You should avoid reporting expenditure in unusual circumstances such as a month with high price rise or fall. Be sure to get the amount paid for the total quantity purchased as reported in Q. 3, not the price per unit. Use the price normally paid by the household. If the food was purchased on barter, report the value of goods exchanged to acquire it. For the goods for which quantity is not needed (i.e. Q. 13 is shaded black), the average monthly expenditure during months in which the item is purchased should be reported.

For example, suppose that a household reports that it purchases Mutton (code 072) during the months of Dasain and Tihar. Record “2” months in question 2. Now ask the respondent how much the household purchases during each of these two months, as well as the amount spent to purchase this amount. If the household responds that it purchases 1.5 kilo in each of these months, and that it costs Rs. 195 (i.e. Rs. 130 per kilo), write “1.5” in the first column of Q. 3, “1” in the second column (to denote kilograms), and “195” in Q. 4.

The data entry program used then calculates that the household’s annual consumption of meat is Rs. 390 (2 months x Rs. 195). When the data entry of all food items has been completed, the total amount spent per year on food is calculated by the data entry program and monthly average expenditure is calculated by dividing it by 12. Then this calculated average monthly expenditure on food purchases is compared to the average monthly figure reported by the household (row 140). If there is a large discrepancy between the two amounts, this is highlighted by the data entry program.

Questions 5 - 7: Home-produced food items

<u>Question 5:</u> Ask for the number of months the household consumed home-produced food. If used in all 12 months of the year, write “12”. If a food was not produced by the household, write “0” and skip to Q. 8. Not all food items are always home produced. For items usually not produced at home, the answer boxes are shaded with black ink.

<u>Question 6:</u> Record information on average monthly consumption during months in which the item was consumed. Be sure to write down both the quantity as well as the unit of measurement.

<u>Question 7:</u> Ask the respondent to estimate the amount of money that would normally have to be spent for the quantity reported in Q. 6. Use the per unit price the household reported in Q. 4.

Question 8: Food received in-kind

<u>Question 8:</u> Record the total value of food consumed that the household received in-kind as wages or as a gift and consumed in the past 12 months. Valuetion of the quantity consumed should be based on current prices. If none was received, write “0”.

Note that this question refers to food received in-kind that was <u>consumed</u> by the household. For instance, if a household received 10 maunds of rice as payments in-kind, but consumed only 4 maunds, and sold the rest or used it to obtain other goods on barter; only the value of 4 maunds that was actually consumed by the household should be recorded here.

Meals received from the employer and consumed in the place of work should be listed as “received” in row 131.

After completing the questions for all the items, ask the respondent to estimate :

(i) how much he spends on average on food each month,
(ii) the amount he would have to spend on an average each month to buy the food consumed out of the household own production, and,
(iii) the amount he would have to spend to buy the food received in-kind over the past 12 months.

The purpose of these questions is to check whether the expenditures listed above are more or less correct.

Ask the following questions:

- “On average, how much does your household spend each month to purchase food?”. (You may want to mention the items in the list that the household purchases in cases when the respondent is confused.)

- “On average, what would you spend each month if you had to buy all the food you produce yourself?” (You may want to list the items the household produces.)

- “What is the value of the food you receive in-kind or as a gift over the past 12 months?”

Record these reported figures in the corresponding boxes in row “140”.

As mentioned earlier, the data entry program will check if these totals reported by the household more or less match with the expenditure calculated based on item by item expenses. If the amounts are very different, you will have to go back to the household and try to understand what caused the difference. If necessary, you may have to revise some of the figures entered.

SECTION 6

NON FOOD EXPENDITURES AND INVENTORY OF DURABLE GOODS

Purpose: The purpose of this section is to collect data on all non-food expenditures. These include personal items (such as clothing and shoes) and services (such as haircuts), household goos (such as cooking fuel and heating supplies), transportation, entertainment and a variety of miscellaneous expenses.

Respondent: The respondent for this section should be the most knowledgeable person, generally the head of the household, or the spouse of the head.

PART A: FREQUENT NON-FOOD EXPENDITURES

Instructions

This part covers frequent expenditures: fuel, apparel and personal care items, and other frequent expenditures such as transport, medicines, etc. First, ask whether each item in the list has been purchased or received in-kind over the past 12 months, and mark with a check (✓) either in the column "YES" if the item is purchased or received in-kind or in the column "NO" if the item has not been purchased or received. Then, ask Questions 2 and 3 for items purchased or received. Note that there are two reference periods in this part: the past 30 days and the past 12 months. Because of the longer reference period, you may need to probe extensively to get accurate expenditures over the past 12 months. Use the space on the page for calculations, and write the correct amounts in the boxes. Do not include in this section any expenses associated with business activities. Expenditure on items purchased to be given as part of dowry should be excluded from the relevant categories, and instead should be reported in row 322. Similarly, the value of goods received as part of dowry or bride price should be reported in row 323.

<u>Question 1:</u> Inquire whether the respondent bought (for cash or in-kind payment) any of the items or received them (as a payment in-kind for work or gifts) over the past 12 months. Put a check in the "Yes" column for the items that were purchased or received. Put a check in the "No" column for all other items, that were not purchased or received.

<u>Fuels</u>

MATCHES, CANDLES, FLINT, LIGHTER, LANTERNS, WOOD, KEROSENE OIL, COAL ETC. Include expenses on other similar items used for cooking, lighting, etc. Expenses on firewood even though reported elsewhere (Part D, Section 2) should be included here. Wood used in building construction should be excluded. Such expenses will be covered in Q. 319, Section C, PART B. Sum of the expenses of row 211 through row 215 should be recorded in row 210.

<u>Apparel and Personal Care items</u>

READY-MADE CLOTHING AND APPAREL: Include ready-made and un-stitched garments, apparel, and personal effects (wrist watches, lighter, cigarette case, handbags for men and women, other accessories, etc.).

Include expenses on cloth, wool yarn and thread for making clothes and sweaters. But exclude wool, yarn etc., used to make items for sale.

OTHER PERSONAL CARE ITEMS: Most households purchase soap or other personal care items such as cosmetics, laundry soaps, hair oils, toothpaste, combs or brushes during last 30 days. Therefore, you should probe carefully while asking about expenses on these items for the past 30 days.

Other Frequent Expenditures

PETROL, DIESEL, MOTOR OIL FOR PERSONAL VEHICLE ONLY: Expenses listed under this heading should not include items used for business. If a purchase is made for both business and household use at the same time, ask the respondent to estimate what percent of the purchase is used for household purposes. For example, suppose the total expense for gasoline over the last 30 days was Rs. 200, and upon probing the respondent says that the vehicle was used in business for about 50% of the time; then, the total expense to be reported for household use should be Rs. 100.

ENTERTAINMENT: Include tickets for cinemas, theater or stage plays, games, rental charges for hiring VCR and films.

NEWSPAPERS, BOOKS AND STATIONERIES: Education-related expenditures, which are captured later in the education section of the questionnaire should not be included under this heading. Included in this category are stationary supplies such as pens, pencils, writing pads, envelopes, paper, paper clips, pen holders, etc.

EXPENSES ON EDUCATION AND PROFESSIONAL SERVICES: Record total expenses for educational and other training (including tuition fee) in row 236. All expenses related to education (including those reported in Education Section) should be recorded here.

MODERN MEDICINE AND HEALTH SERVICES: Include expenses for medicines, medical supplies such as bandages, gauze, cleaning solutions, ointments, medical equipment such as wheelchairs, orthopedic brasses, hearing aids, etc., and fees for doctors, dentists, and other modern health care providers. All expenses related to these should be reported here (including the expenses reported in Health Section).

TRADITIONAL MEDICINES AND HEALTH SERVICES: Include expenses for medicinal herb, traditional remedies, payments to healers, Dhami, etc.

WAGES PAID TO SERVANTS, CHAUKIDARS: Include only servants who are not members of the household. Include private drivers, cooks, maids, housekeepers, persons doing the laundry, security guards, sweepers, etc.

PART B: ANNUAL NON-FOOD EXPENDITURES

This part covers expenditures that occur less frequently, for example taxes, repairs, donations to charities, etc. It also includes expenditures on larger household purchases such as cutlery and kitchen appliances. First, ask whether each item in the list has been purchased or received in-kind over the past 12 months, and mark with a check the items in the appropriate column for "YES" and "NO". Then, ask Q. 2 for the items purchased or received. Note that the reference period for this Part is the past 12 months. You may need to probe extensively to get the necessary estimate of annual expenditures. Do not include in this section any expenses associated with business activities.

<u>Question 1:</u> Inquire whether the respondent bought (for cash or in-kind payment) or received (as a gift, dowry, bride price or inheritance) any of the items over the past 12 months. Put a check in the "Yes" column for the items that were purchased or received.

<u>Infrequent Expenses</u>

LEGAL AND INSURANCE EXPENSES: Include expenditure incurred on litigation procedures, commercial and advisory or consulting procedures (i.e. fees paid to lawyers, tax advisers, architects, engineers, surveyors, etc.).

REPAIR AND OTHER EXPENSES FOR PERSONAL VEHICLE: Do not include expenses for gasoline, oil, lubricants. Expenses for registration, insurance, renewal of license, driving license fees, and maintenance and repair should be included here. Be careful in including only expenses for personal vehicle. If a vehicle is used for both the household and business purposes, ask the respondent what fraction of the time the vehicle is used for personal use, and include only that fraction of expenditures.

EXCURSIONS, HOLIDAY EXPENSES (TRAVEL, LODGING, ETC.): Include expenses for picnics, excursions, out-of-town trips, membership fees paid to social and recreational clubs, purchase of articles/items for hobbies such as stamp or coin collecting, photography including purchases/printing/development of camera film, gardening and the like. Annual license fees for radio/TV should also be reported here. Durable items such as hobby equipment, e.g. camera, projectors, etc. should not be included here. Expenses related to business trips should not be included here.

REPAIR AND MAINTENANCE OF THE HOUSE: This Includes expenditures on labor and materials incurred in fixing the house such as fixing the roof, fence, flooring etc.   This should include only the normal maintenance expenses of house. Normal maintenance of the house refers to works necessary to maintain the house in previous condition. It should also include the maintenance cost to keep household effects in good working order.

REPAIR AND SERVICING OF HOUSEHOLD EFFECTS: Expenditures included here are the cost for fixing broken appliances, kitchen equipment, furniture, fixtures and furnishings, clocks, etc.

HOME CONSTRUCTION, IMPROVEMENTS AND ADDITIONS: Expenditures on improvements such as adding a new room, redecorating, or putting on a new roof (for example changing the roof from thatch to metal) should be recorded here. Cost of building a new house should also be reported here. Include expenditures on wood required for the construction.

<u>Miscellaneous Expenses</u>

MARRIAGES, BIRTHS AND OTHER RELIGIOUS CEREMONIES: Include expenses incurred for marriage parties, First Rice Ceremonies, and other religious ceremonies of marking events in the cycle of life.

DOWRY AND BRIDE PRICE GIVEN: Expenditure on dowry and bride price may include jewelry, gold, land, animals, etc. In reporting expenditures on these, avoid double-counting. If jewelry or any other such item was purchased as part of a dowry or bride price, then it should be reported here, but not under other categories. If the amount reported here is thought to be quite high, ask if it includes expenses on items which are not part of dowry.

DOWRY AND BRIDE PRICE RECEIVED: The goods that the household received as dowry or bride price may be jewelry, gold, land, animals, etc. Ask the household to estimate the total value of such goods received during the past 12 months.

FUNERALS AND DEATH SERVICES: Include payments (cash and in-kind) to religious practitioners such as priests, monks and mullahs for death ceremonies and other funeral costs, like transportation and food for relatives.

RELIGIOUS CEREMINIES: Include the support of pilgrims and sadhus, the sponsoring of monks, the support of monasteries, religious associations or other religious institutions, Puja and Puran etc.

CASH LOSSES: Include loss of cash money, personal and household effects. Do not include cash losses incurred in a business.

<u>Durable Goods</u>

KITCHEN EQUIPMENT (Refering to row 412): Include expenses on crockery, refrigerators, stoves, pots and other kitchen equipment like gagri, khadkula etc. Also include the purchase of gas cylinder.

PILLOWS, MATTRESSES, BLANKETS, ETC.: Include the purchase of ready-made bed sheets, pillow covers, blankets, quilts, pads, mosquito nets, cotton for quilts, pillows, cushions, etc.

FURNITURE AND FIXTURES: Include furniture made of wood, metal or plastic, furniture for dining, drawing or living rooms, bedrooms or gardens, purchases of sanitary fittings (water taps, bathroom mirrors, hangers, basins, showers, bathtubs and other such fittings), floor coverings (rugs, carpets, mats), paintings, wall clock and other items of decoration.

PART C: INVENTORY OF DURABLE GOODS

Instructions

<u>Question 1:</u> Ask Q.1 for all durable goods listed. Put a check in the appropriate column for all items listed before asking other questions. If the answer is “Yes”, ask Questions 2 - 6. If no durable goods are owned by the household, skip to the next section. DURABLE GOODS are items, often large, which last for more than a year. Such goods should be exclusively for the use by the household. Durable goods used for business purposes should be asked in relevant sections.

<u>Question 2:</u> Report the number of items in each category.

<u>Question 3:</u> Indicate how many years ago the household acquired the item. This is not the age of the item, as it may have been purchased or otherwise acquired as a second-hand goods. It is intended to know for how many years the household has been using the item. If more than one unit of a item is used, this question refers to the most recent acquisition.

Question 4: Indicate whether the durable good was purchased or was acquired in some other way.

Question 5: Report the price/value of the item at the time of its acquisition. If the item was not purchased, but received as a gift or part of an inheritance, bride price or dowry, you must ask the estimated market value at the time the household received it.

Question 6: This should be the value of the durable good in current age and condition, i.e. what the respondent would receive for it if this item were sold at current market value. Note that we are not asking about the price of a new item purchased today. If more than one unit of a item is in use, include the total value of all.

SECTION 7

EDUCATION

Purpose **:** This section collects information on the following:

1. literacy of household members - i.e. which persons in the household can read and write;
2. the educational attainment for each person - i.e. the highest level of schooling completed as well as the type of school attended;
3. expenses on education incurred by the household during the past 12 months.

Respondent: Respondents for this section are all household members aged five years and older. You should interview each one directly. If the individual is not available, or is too young to answer for him/herself, obtain the information from a parent or from the best-informed person. In all cases, write the ID code of the person providing the information in the first column of the section. Complete the whole section for each individual (i.e., all relevant parts) before going on to the next person.

PART A: LITERACY

Instructions

<u>Questions 2 and 3:</u> The respondent may read or write in any language.

<u>Question 4:</u>

FORMAL SCHOOLING: Includes attendance at a primary or secondary school, technical or professional training

TAUGHT BY FAMILY: means that the individual learned to read and write at home through a relative or member of his/her household.

GOVERNMENT LITERACY COURSE: Any government-sponsored literacy course taught outside the regular school framework.

NGO LITERACY COURSE: This includes any course taught by a non-governmental organization (NGO), either national or international.

OTHER: Include here any other course of study which differs in significant ways from the formal modern government curriculum. Religious schools (such as Hindu Vedashrams, Buddhist monasteries or Muslim madrassa) are to be included here.

<u>Question 5:</u> The answer recorded for this question determines which further questions are to be asked for each person.

NEVER ATTENDED SCHOOL: Code “1” is for those individuals who report never having attended formal schooling. In this case, you must ask question 6.

ATTENDED SCHOOL IN THE PAST: Code “2” is for those individuals who have attended school in the past, but are <u>not</u> currently attending school. In this case, you must complete PART B for the person before going on to the next individual listed in Part A. Include the person who has completed his/her study as a private student.

CURRENTLY ATTENDING SCHOOL: Code "3" is for those individuals who are currently attending school. For such persons, complete PART C before going on to the next individual of PART A. Students who are not attending school as such, but are preparing to take examinations (e.g. SLC) privately are to be included here (Code "3").

Question 6: This question is only to be asked of those individuals who have never attended school. Do not read the list of possible answers to the respondent. Rather, ask him/her to tell you why they did not attend school and pick two main answers from the list that best reflect his/her response. If the respondent provides more than two reasons, ask him or her to specify the two most important reasons in the order of their importance. If the respondent gives only one reason, leave the secondary reason blank.

PART B: PAST ENROLLMENT

Instructions

Question 1:

PUBLIC SCHOOL: A school / college sponsored by the government. Campuses/colleges affiliated to the Tribhuvan University should be included here.

PRIVATE SCHOOL: A non-government school sponsored by an individual, corporation, or religious body.

PRIVATE COMMUNITY/PROPOSED SCHOOL: A school sponsored by the community but not yet formally approved by the government.

TECHNICAL SCHOOL: A school approved by the government where students are given technical and vocational training.

OTHER: Include all other types of schools (e.g. Vedashrams, Monasteries and Madrases) and home (for these who learned to read and write at home through a relative or household member).

Question 2: The last class the respondent finished is to be recorded here using the Education codes provided at the back of the questionnaire. If only part of a class was completed, it does not count. Write the code for the last class completed.

Question 3: Write the total number of years that the student was enrolled in school (from class 1 to 5, exclude classes below 1 i.e. Nursery and KG). Interruption of education, such as any period of time for which the student left school, should not be counted. In the case of individuals who did not complete primary education, write the total number of years they spent attending school.

Question 4: Write the total number of years that the student was enrolled in school (from class 1 to SLC). Interruption of education, such as any period of time for which the student left school, should not be counted. In the case of individuals who did not complete SLC, write the total number of years they spent attending school.

Question 5: Again, do not read the list of possible answers to the respondent. Rather, ask him/her to tell you why they left school and pick the answer(s) from the list that best reflect his/her response. If the respondent provides more than two reasons, ask him or her to specify the two most important reasons in the order of their importance. If the respondent gives only one reason, leave the secondary reason blank. If the respondent will not answer or claims he/she does not know, use code 15.

PART C: CURRENT ENROLLMENT

Instructions

Question 2: For persons who are studying at home to take examinations privately, use the level of education code that the student is currently preparing for.

Question 5: If a person is leaving away from the household; enter code far "Yes". If the person travels to and from household to go to school; enter the code for "No".

Question 6: Ask for the respondent's usual mode of transportation.

Question 7: Ask the respondent to estimate the total time he/she spends during a normal school day traveling from home to school and back, in hours and/or minutes.

Question 8: For those who live away from home to attend school, record the district code for the place where they attend school, and whether it is urban or rural.

Question 9: This question covers all the schooling expenditures made by the household for students attending school during the past 12 months. These expenditures may include those for the current school and for the part of the previous year as well, provided they fall within the last 12 months. If, for instance, the interview takes place in June 1996, the school expenses for the first term of the current school year and those for the last six months of the previous school year will be included. It is likely that the expenditure information will be obtained from the head or household, or the parent of the child, rather than from the student himself/herself. If there are no expenses, code "0".

Some respondents will have difficulty remembering expenditures made up to 12 months before.

If, after probing and help from you, the respondent (or his/her parents) cannot recall expenditures by category, write DK (DON'T KNOW) in the appropriate column and write only the total in Column H. If detailed expenditures are provided for some or all categories, write them in the appropriate columns; write any other expenditures for which the breakdown is not known in column G, then sum the amounts up and write the total in column H. Note however that the breakdown of expenses by type is extremely important, so as far as possible, try to obtain the expenses separately for each of the categories by probing.

Column D: Textbooks, writing supplies, stationery etc. This should not only include expenses for books, stationery and pens, but also mathematical boxes, calculators and other learning tools such as computers.

Column E: Private Tutoring Private tutoring typically occurs when a student, particularly one who has poor academic progress, is provided with individualized instruction outside of school to improve his or her academic performance.

Column F: Boarding Fees Include all expenses for boarding, meals, lodging, etc. for students who live away from home.

Column G: Other fees and expenses Other expenses include miscellaneous expenses, such as student memberships fees for clubs, etc. Include also the cost of uniforms and other clothing necessary for school activities. Record here also amounts that the respondent cannot break down into the other categories.

Question 10: Ask whether part or all of the schooling expenses were covered from sources outside the household, for instance by a scholarship. Only those payments that are made directly to the school are to be included here. Other forms of assistance in which money is paid to the household by an outside source, for instance a benefactor or any other person who is not a household member, should instead be covered in section 15.

Question 11: As with expenses, the value of scholarships and external assistance during the past 12 months may be split over two school years. If the respondent received a scholarship during the past school year (6 months in the above example), but is not receiving one for the current school year, ask how much the monthly scholarship payments were and the number of months in the past 12 months during which the scholarship was received. Multiply the monthly amount by the number of months the scholarship was received and write the total in the space provided

If in-kind payments were also received (i.e. books, subsidized housing, etc.) over the past 12 months, ask the respondent to estimate the total value of all such payments, and add it to the total cash payments.

SECTION 8

HEALTH

Purpose: This section gathers information on the following:

1. The prevalence of chronic diseases among all household members.
2. Illness and injuries among all household members in the past 30 days, their use of medical facilities and medical expenditures for the illness or injuries.
3. Immunization received since birth by children under 5 years of age.

Respondent: The respondents for Parts A and B will be all household members. Part C is for children under 5 years of age. The mother, or a knowledgeable adult (preferably female) should report for those 5 years and under. In all cases, write the ID of the person providing the information in the column at the beginning of Part A.

PART A: CHRONIC ILLNESS

Instructions

CHRONIC ILLNESS are defined as an illnesses that arise primarily as a result of long-term damage to the body. This damage is usually associated with aging. For this reason, chronic illnesses are generally found in adults. Chronic diseases often arise as a result of poor eating habits, alcohol abuse, or smoking. Examples of chronic diseases are heart diseases, cancer, diabetes, cirrhosis of the liver, arthritis. Record in this section also illnesses that may derive from a person's job, such as damage to legs and back from working as a porter.

<u>Question 1:</u> Write the ID code of the respondent.

<u>Question 2:</u> If the respondent does not understand the concept of chronic illness, you should explain by saying: "A Chronic Illness is ...". Use the definition of chronic illness given above.

<u>Question 3:</u> If the respondent lists more than one illness, record the one that the respondent feels is most debilitating.

HEART CONDITIONS: Hardening of the arteries, stroke, heart attack, high blood pressure, etc.

ASTHMA: Chronic breathing difficulties, arising either as a congenital condition or as a result of an acute allergy.

EPILEPSY: Various disorders marked by disturbed electrical systems of the central nerve system and typically manifested by convulsion attack.

DIABETES: Diabetes mellitus, or inadequate production of insulin.

CIRRHOSIS OF THE LIVER: Damage to the liver, often resulting from alcohol or hepatitis.

OCCUPATIONAL ILLNESSES: Illness or injury arising as a result of job related activities.

OTHER: Arthritis, mental disablement etc.

<u>Question 4:</u> Record how many years ago the respondent first became aware of the symptoms. If the respondent has been experiencing symptoms for less than a year, record code “0”.

<u>Question 5:</u> Include here all costs for the treatment of illness/disease reported in Q.3: medicines, consultations and travel costs.

<u>Question 6:</u> If there are multiple diseases, sum the days lost for all diseases. Usual activities means the work, duties, or activities that the respondent expects to perform on a regular basis. These are not limited to income-earning activities. If the respondent is a student, for instance, we want to know the number of days he/she was not able to go to school due to the disease.

PART B: ILLNESSES OR INJURIES

Instructions

<u>Question 1:</u> Record how many months and days ago the respondent was last ill. Since the reference period of interest to us is the last 30 days before the interview, skip the remainder of this section for respondents who have not been ill or injured during the last 30 days. If a respondent has had several illnesses during the period, write down only the most recent illness or injury. Probe to make sure that the respondent has not forgotten any recent illness, regardless of whether he/she went to see someone about it. If the person was ill for the past 40 or 45 days, the costs of the last 30 days only should be covered here. The expenses made for the first consultation is, however, the amount paid for the first time (i.e. 40 or 45 days ago).

<u>Question 2:</u> Choose the code that best fits the symptoms described by the respondent. We realize that the response to this question will be imprecise, so do not be too concerned with attempting to code a precise diagnosis. Include pregnancy and pregnancy-related illness under “OTHER”. Include dental care under “OTHER”.

<u>Question 3:</u> To CONSULT means to go to someone, for example a doctor, nurse, or jhankri, to seek diagnosis and treatment for an illness.

Questions 4 - 7 refer to the first consultation; Questions 9 - 12 to the second. Q. 13 refers to the total costs (fees, medicines, travel,..) for the past 30 days.

Questions 4 and 9:

PARAMEDIC: Someone who has received some formal medical training, but is not a doctor, for instance Health Assistants (HA), Auxiliary Health Workers (AHW), Sub Auxiliary Health Worker (SAHW) etc.

NON-PARAMEDIC: Someone who has only received brief training, and may be working as a volunteer, for instance Village Health Workers (VHW), Community Health Volunteers (CHV), Maternal and Child Health Workers (MCHW).

TRADITIONAL HEALER: Someone who applies traditional principles such as Dhami and Jhanki.

OTHER: Other health practitioners.

Question 5:

SUB-HEALTH POSTS are public health facilities which are normally staffed by Auxiliary Health Worker (AHW).

HEALTH POSTS are public posts normally staffed by Health Assistance and more facilities are available (compared with the Sub-Health Posts).

PUBLIC HEALTH CENTERS are centers normally in larger villages. Doctors are, generally, available in such centers.

MOBILE CLINICS are the clinics or centers established on ad-hock basis (according to local needs of different places). Examples are - Eye Camp, Diarrhea Disease/Cholera Treatment Camps etc.

HOME VISIT means that the health practitioner came to the house to visit the patient.

OTHER PUBLIC includes any other public facilities.

OTHER PRIVATE are any private facilities other than pharmacies, including NGO hospitals.

Questions 6 and 11: The COST OF CONSULTATION includes the fee for examining the patient and diagnosing the illness (laboratory test costs etc.) and the cost of any medicines provided as a part of the consultation (Q.6). Cost of second consultation should be recorded in Q.11. Exclude amounts paid by insurance programs.

Questions 7 and 12: In reporting travel expenses, give the total amount spent for transport to the facility and back to the house for the patient and all members who accompanied the patient, particularly if the fare is charged on a per person basis, i.e. bus, railway etc.

Question 13: Include all expenses during the past 30 days for the illness reported in Q. 2.

Questions 14 and 15: Usual activities means the work, duties, or activities that the respondent expects to perform on a regular basis. These are not limited to income-earning activities. If the respondent is a student, we want to know the number of days he/she was not able to go to school due to the illness or injury; She is a housewife, the number days she was not able to do housework because of the illness or injury.

Questions 16 - 18 are for children under 5 report having had diarrhea during the past 30 days. Diarrhea is defined as three or more loose stools per day. We want to know how diarrhea was treated. Be careful not to include dysentery here; dysentery, which may be identified by the presence of blood and/or mucus in the stool, is a much more serious disease, and is not treated with ORS.

Question 16: If the child was not given anything to treat the diarrhea, go to the next person.

Question 17: ORS (Oral Rehydration Salt) is usually given to children with diarrhea. ORS can be also prepared at home, as a mixture of water and salt, used as a substitute for commercially-prepared ORS. If the answer is allopathic or traditional medicine, go to the next person.

Question 18: Record here the place where the ORS was obtained.

PART C: IMMUNIZATION

Respondent: Part C has to be asked for all children under 5 years of age. Ask the mother or, if she is unavailable, another knowledgeable adult (preferably female).

Question 1: IMMUNIZATION is a method of making a person immune to disease by injecting certain substances into the body which stimulate the production of disease-fighting antibodies. To be effective, all immunizations in a series must be given (for example, 3 DPT immunizations must be given for the protection to be effective). Further, the series must not be started before the child reaches the right age. Thus, dates of immunization are very important.

Questions 2 and 3:

Ask to see the immunization cards for all children. If these are available, check whether the immunizations have been received, and write “1” in the appropriate columns provided in Q.3. If the card is not available, ask Q.4.

BCG: Gives protection against tuberculosis.

DPT: Given in three monthly doses (usually two months apart) to children below the age of 5 years, it provides protection against diphtheria, pretties (whooping cough) and tetanus.

POLIO: Provides protection against poliomyelitis. Like DPT, it is given in three monthly doses.

MEASLES: Provides protection against rubella.

Question 4: Take whatever numbers the respondent gives you, without prompting.

Question 5: Ask where the most recent immunization was given.

OUTREACH CLINIC is a mobile clinic or an immunization camp.

SECTION 9

ANTHROPOMETRICS

Purpose: This section collects information on the health and nutritional status of young children by measuring their height (or length) and weight. In addition, an accurate measure of a child's age in months must be obtained, either from birth records or by probing carefully. The analysis of these data will make it possible to:

1. Assess the relationships between weight, height, age and sex for the population as a whole and thus determine weight and growth curves by sex;
2. Identify categories of persons who may have nutritional deficiencies; and
3. Study the effect of household characteristics on the weight and height of young children.

Respondents: The heights and weights of all children in the household aged 3 years and under will be obtained. It is very important to measure all children; if some are not present or are unavailable, set up another visit at a time when they can be measured.

Instructions

The female anthropometrist is responsible for obtaining weights and heights of children. Instructions on how to actually obtain these measurements are presented in the Anthropometrics Manual. The following comments refer only to other questions in this part of the questionnaire.

Question 1: Determining the correct age of the child is very important in assessing the health and nutritional status, because children grow fast, and reporting the age incorrectly would lead to inaccurate estimates of weight-for-age and height-for-age. You should ask to see a birth certificate or, if not available, an Immunization Card or any other paper or document with a birth date. If no document is available, probe carefully to determine in which year and month each child was born. Use the Calendar of Recent Events provided.

Question 3: In this section, the age of the child is to be recorded in completed months. In recording this information, never round off the age of a child. For example, if a child is 2 years and 3 months old, do not round this off to 2 years and record as "24 months". Instead, record the age as accurately as possible; in this case as "27 months".

After determining the age of a child, check in the roster to make sure that the age reported there was correct. If there are inconsistencies, probe extensively to make sure you have the correct age of the child.

Question 9: Record here the age of the child in months when the mother started feeding the child other foods such as roti, rice, or other such solid/semi-solid foods. If the child is still only being exclusively breast fed, record "99".

SECTION 10

MARRIAGE AND MATERNITY HISTORY

Purpose : This section collects information on:

1. Maternity history from female household members,
2. Pre-natal and post-natal care from women who had a child in the last three years, and
3. Contraceptive knowledge and practices from both men and women.

Respondents: All women who have been married and have given birth complete Part A. All women who had a child in the last three years (i.e. who have a child three years old or younger) are the respondent for Part B. Finally, all men and women aged 15 to 49 years answer questions on Part C.

Instructions

Information on fertility and family planning is usually considered personal and private. Respondents may be embarrassed by being asked these questions publicly, particularly in the presence of friends, neighbors and relatives. Please make every effort to ask these questions in private. Even other relatives should be excluded, especially in-laws. Often times even the presence of the respondent's children may inhibit the respondent from answering fully and truthfully. You should also avoid asking the husband about the wife's contraceptive and reproductive history. Husbands often do not have full information. The information they provide will not be as reliable as that provided by the wife herself. Always try to interview the concerned woman directly. If you cannot interview the woman herself, interview a close female relative.

Female interviewers will be responsible for interviewing female household members. Male interviewers will be responsible for interviewing all male household members in each household. This will require the exchange of interviews between the male and female interviewers.

PART A: MATERNITY HISTORY

Instructions

You will decide the respondent in this part of the section from the marital status in Question 6 of Section 1, Part A. Prior to beginning the interview for this section, transfer the names and ID codes of all ever-married women 15 to 49, who have given birth to at least one child, to the pages of Part A. Use one page for each woman.

If there are more women than pages, use an additional questionnaire. Tell the women that you would like to interview them about their maternity history and contraceptive practice.

EVER - MARRIED WOMEN: are all women who have been married, regardless of whether they are currently married. Thus, women who are now currently married, separated, divorced, or widows must answer this part.

Question 1: List all children that the woman has given birth to, starting from the first birth to the most recent. Make sure a woman lists all children she has given birth to, regardless of whether or not they are still living, and regardless of whether or not they live with her at present. Make this list before you go on to ask the remaining questions for each child. The dates of birth of children aged 5 and younger who are still alive have been collected in the ANTHROPOMETRICS section, so you can copy them from there. If your respondent cannot give a date for her child's birth, use the supplementary calendar of recent events to help her recall. Ask the respondent: "When was your 1st child born?, then "When was your 2nd child born?", and so on.

Be sure to probe here for children who have died. There is often a natural reluctance to discuss the death of a child, and many groups have a prohibition against talking about the dead. But we do need a complete list of all the children a woman gives birth to, live birth or who died very shortly after birth. When you have finished the list, ask the respondent if it is complete. Ask her if there was any child who died shortly after birth, whom she has not mentioned yet. If a respondent cannot say when a child was dead or died immediately after birth then ask about the birth order of the dead child, i.e., ask when the dead was born. If there were twins or other multiple births, list them on separate lines.

There may be cases in which respondent recalls a child she forgot to mention after she has completed the list. This may happen for instance the respondent decides to mention a deceased child she has not mentioned. In such a situation record this child at the bottom of the list. Determine where the child falls in the birth order, and then renumber the list accordingly. For instance, if the woman has already listed five children, and then recalls a sixth who was born between the second the third and third child then, the child she recalled becomes the third child. Then in Question No. 1 cross off the printed serial number (06 in this case) and write the correct one (03). Correct the serial numbers for the other children on the list; those who were numbered 03-05 now become 04-06.

This part of the section can serve as a cross-check on the roster. Make sure that children listed here who are alive and live at home are also listed in the roster.

<u>Question 2:</u> If a child died before being given a name (before name giving ceremony), write "NO NAME" here.

<u>Question 5:</u> If the child does not currently live with the household, go to Question 8. Remember, children living away at boarding school are still part of the household if they are listed as members in the roster. You would code here "Yes" for them.

<u>Question 7:</u> Try to obtain the age of the child at death, expressed in years and months if the child died within the first two years. Years alone are sufficient if the child lived more than three years and months are not required. Use days only if the child lived less than a month. (Code 0 in the time categories that you do not use). Thus, if a child lived only a month, code "0" in the years column, "1" in the months column and "0" in the days column. If a child lived less than a month, code the number of days, and put 0's in the other columns. If a child was stillborn, code "0" years, "0" months, "0" days. If the child was born alive, i.e. breathed on its own, but died on the first day, code "0" year, "0" month, "1" days here.

<u>Question 8:</u> Write the level of education that the child completed, using the same codes and instructions as in the Education Section 7, Part B, Q. 2.

PART B: PRE- AND POST-NATAL CARE

Respondent: This part is to be administered to all women in the household with a child age 3 or under. Use the line corresponding to the mother's ID code and record details.

<u>Question 1:</u> Pre-natal care is defined as regular visits made to a health practitioner or doctor to monitor the health of a woman and her child during her pregnancy.

Question 3: If the respondent cannot answer this question, ask her to count the months from her last period until she visited the doctor or when did she last visited the doctor record the time in months.

Question 6:

FAMILY MEMBER OR RELATIVE: This may be anyone who has a kinship relation to the respondent, either through descent or marriage. Thus it can be anyone from the respondent's family, or the family into which she married.

NEIGHBOR: A neighbor is anyone who lives near the respondent, but is not related to her, either through blood (descent), or marriage. However, exclude from the category of neighbor anyone who is a Birth Attendant, Auxiliary Nurse Midwife (ANM), or Mother-and-Child Health worker (MCHW). If someone is a neighbor and also falls into one of these categories, record them in their professional capacity.

TBA: A TBA is a traditional birth attendant, a "Dhai." They generally have no formal training in modern medical techniques and have learned their skills from other Dais.

Question 8: A post-natal check-up is a visit to a health practitioner made within six weeks of birth to check the health of both the mother and the child.

PART C: FAMILY PLANNING

Respondent: Only those male and female household members aged 15 to 49 who are currently married answer this part. Note that in this is the only part of the section C men also have to be interviewed.

Instructions

Question 1: If the respondent doesn't know when he or she was first married, help them to recall the event by using a supplementary calendar or talking to them about some important events.

Question 6: Do not read the list of family planning methods here; rather, let the respondent tell you which one he or she uses. If a person uses a local term, or slang expression, for the type of birth control used, be sure you ask which method he or she is referring to and code according. Code the responses as follows:

1. CONDOM / DHAL: A thin, flexible sheath worn by the man in order to block the sperm.

2. OTHER TEMPORARY METHOD: This includes:

PILL: Also referred to as an oral contraceptive, is a tablet taken daily by women.

DEPO-PROVERA: An injection for women that prevents pregnancy for several months.

IUD (or intra-uterine device): A small metal or plastic device with nylon thread tails that is placed inside the woman's womb by a doctor or nurse.

NORPLANT: A contraceptive that is placed in small plastic capsules under a woman's skin, generally in the upper arm.

DIAPHRAGM: A shallow cup of soft rubber stretched over and around a flexible ring worn by the woman to block the sperm from entering the uterus, thus preventing pregnancy. It is used with a contraceptive jelly, which kills sperm.

FOAM/JELLY/CREAM: A suppository or cream the woman places in the vagina before intercourse.

3. PERMANENT METHODS: This includes the following methods:

FEMALE STERILIZATION (or Tubal Legation): A sterilization operation for women that involves cutting and tying off the ends of the woman's Fallopian tubes. This prevents the egg from reaching the uterus, making conception impossible.

MALE STERILIZATION (or vasectomy): An operation for men which involves cutting and tying the ends of the tubes through which sperm passes.

4 TRADITIONAL: This includes:

SAFE PERIOD or RHYTHM: A method based on abstinence from sexual intercourse during that period of the woman's menstrual cycle when she is fertile and therefore likely to conceive.

WITHDRAWAL: During the act of sexual intercourse, the male withdraws before his climax, reducing the likelihood that the woman will become pregnant.

Any other method that the respondent describes that does not fall into any of the above three categories.

Question 9: Here we are interested only in government health workers. All others, such as NGO workers, should be coded as "No".

Question 10: The intention of this question is to know that if a married couple envisage of restarting his conjugal life again then how many sons, daughters or number of children he or she thinks appropriate to have. For the unmarried and those without children ask them who many sons, daughters or all sexes of children they think appropriate to have and mention the numbers in the appropriate boxes. Some people may have difficulty with this question because they believe that the number of children is "up to God" or a matter of karma. In such cases, code "99" for boys and "99" for girls.

SECTION 11

WAGE EMPLOYMENT

Purpose: This section collects information on employment for those household members who work for wages. Information is collected separately for wage workers in agriculture (Part A) and for employees in other sectors of the economy (Part B). Each part has separate questions for workers who are paid on a daily basis and workers who are paid for longer periods of time. This will allow the respondent to select the time period most appropriate to report the type of payments he received.

Respondent: The respondents for the section include all household members aged 10 years or older. If possible, the interviewer should speak with each individual personally so he or she can provide information on his/her own work activities and wages. This will help the respondents to give their information on activities and wages more accurately. If young people are not present to be interviewed, their parents can provide information on their employment and earnings.

Instructions

Information on hours worked by household members in the past week as well as during the past 12 months has already been collected in Section 1, Part C. It is important to be able to link this information to the data collected in this section. In order to allow this, both parts of this section have two columns at the beginning marked "ACTIVITY CODE" and "ID CODE". All activities mentioned in Section 1, Part C where the first column in Q. 9 "Wage employment in agriculture" contains a "1" should be covered in Part A. Similarly all activities with a code "1" in the second column of Q.9 should be covered in Part B. For each of these activities, you should copy the ACTIVITY CODE and ID CODE from the first two columns of Section 1, Part C to the relevant parts of Section 11. This will allow information collected in these two sections to be matched together.

PART A: WAGE EMPLOYMENT IN AGRICULTURE

This section pertains to work done by a person for an employer on a farm. People who worked as permanent, seasonal, or casual laborers on a farm should report their earnings in this part. Exclude work that is related to agriculture but not directly in the fields, like milling (rice mills or oil mills). If a respondent worked at someone's mill, record that work under non-agricultural wage labor. Do not include the work done by a person on his own farm.

Instructions

Question 1: Here, you must copy information collected in Section 1, Part C. Follow these steps:

Turn to Section 1, Part C, and look at Question 9. If an activity has a check in the column for WAGE EMPLOYMENT IN AGRICULTURE in Q.9 of Section 1 Part C, you must transfer this activity here.

- Copy the ACTIVITY CODE from Section 1.C to the first column in Section 11, Part A.

- Write the ID code of the household member who performed the activity in the second column.

- Finally, write the activity description from Section 1.C, Question 1, in Question 1.

ATTENTION: The question number 2 identifies whether a work has been done on a contract or piece rate basis. In case of work done on contract or piece rate basis, the remuneration is fixed in the beginning and dependent on the volume of work. For this type of work, the questions 7 to 13 have to be filled in. The works not classified as contract or piece rate works need to be classified into those paid on a daily basis and those paid for a longer time period (weekly, monthly, annually). Whether a work is paid on a daily basis or in longer term basis is indicated in question number 3. Daily-wage workers are then asked Questions 4 - 6, while all others are asked Questions 7 - 13.

Questions 4 - 6 are for agricultural activities where workers were paid on a daily basis. Examples are workers hired for particular activities, such as ploughing, sowing, harvesting, etc.

Question 4: Report the amount of wages the respondent receives per day for doing the job mentioned. Report wages for a full working day or based on the number of hours he usually spends for doing that job. If the respondent worked every day four-hour days and was paid Rs. 50 for each 4-hour day, then the wage for a full working day would be Rs. 50. For each activity the daily working hour could also be determined from Question 4 of Section 1, Part C.

Question 5: There is space here to list the codes of two in-kind payments. If only one is received the column for the second item should be left blank.

Question 6: Record the total value of all in-kind payments. This figure should include the value of all items received in-kind, even if they are not listed in Question 5. There are two columns in this question. In the first column marked "PER DAY", write the in-kind payments received every day by the worker - this should include the value of any meals that the individual was provided by the employer, or fraction of the harvest, etc. that was paid on a daily basis. In some instances, the individual will have received a single in-kind payment, for instance a certain quantity of rice at the end of his or her work over a number of days. In this case, record the total value of the in-kind payment in column 2: "WHOLE PERIOD". This amount should not include any of the payments (per day) already reported in the first column.

When you have completed question 6, ask about the next activity.

Questions 7 - 13 are for agricultural activities where workers were paid on a weekly or monthly basis, or for the entire period during which they worked, or in some other way. Examples are workers who are permanently employed by another farmer and who get paid on a regular basis, or workers hired for an entire season.

Question 7: Get a figure here on the cash received the last 12 months before the interview.

Question 8: The instruction for filling this question is same as that for question 5.

Question 9: The same instructions as Q. 6 apply - Daily in-kind payments should be reported in the first column "PER DAY", while other in-kind payments should be recorded in the second column.

Question 10: This question asks about any loan or advance payment that may have been made by the individual's employer. If the loan received is still outstanding, or if repayment on the loan took place over the past 12 months, make sure this loan is covered in Section 14.

Question 11: Sometimes wage work in agriculture entails an obligation for other members of the individual's family to also work for the same employer. These other workers may be paid for their work, or may work as unpaid helpers. In all such instances, the answer to this question should be "Yes".

PART B: WAGE EMPLOYMENT OUTSIDE AGRICULTURE

The activities to be transferred in this part of Section 11 are those activities from Section 1.C which were classified as wage employment not in agriculture. This is any work done for a firm or individual which was not done on a farm, and for which the respondent received a wage. Include apprentices and helpers here as well. Do not include persons who are employers, or who are self-employed, as they do not receive a wage.

Instructions

Question 1: Here, you must copy information collected in Section 1, Part C. Follow these steps:

1. Turn to Section 1, Part C, and look at Question 9.

2. If an activity has a check in the column for WAGE EMPLOYMENT NOT IN AGRICULTURE in Q.9, you must transfer this activity here.

3. Copy the ACTIVITY CODE from Section 1.C to the first column of Section 11, Part B. Write the ID code of the household member who performed the activity in the second column.

4. Finally, write the activity description from Section 1.C, Question 1, in this Question 1.

Question 2: Describe the industry in which the respondent is employed. This response will be coded in the central office using a standard industrial classification provided at the back page of the questionnaire.

Question 3: This question separates whether the individual have worked on a piece rate basis or not. If the individual have worked on a piece rate basis then ask Question 14.

Question 4: This question is designed to separate those individuals who worked on a daily-wage basis from those who were paid for a longer time period. Daily-wage workers are then asked Questions 5-7, while all others are asked Questions 8-13.

Questions 5 - 7 are for non-agricultural activities where workers were paid on a daily basis. Examples are workers hired on a daily basis in factories.

Question 5: Report wages only in cash the respondent receives for a full working day. Record the daily wages or salary based on the number of hours worked per day. For every activities the average working hour could be determined from column 4 of Section 1, Part C.

Question 6: There is space here to list the codes of two in-kind payments If only one item is received the column for the second item should be left blank.

Question 7: Record the total value of all in-kind payments. This figure should include the value of all items received in-kind, even if they are not listed in Question 6. There are two columns in this question. In the first column marked “PER DAY”, write the in-kind payments received every day by the worker - this should include the value of any meals that the individual was provided by the employer, or other such daily in-kind payments. In some instances, the individual will have received a single in-kind payment, for instance clothes or other such goods at the end of his or her work over a number of days. In this case, record the total value of the in-kind payment in column 2: “WHOLE PERIOD”. This amount should not include any of the payments (per day) already reported in the first column.

When you have completed question 7, ask about the next activity.

Questions 8-13 are for non-agricultural activities where workers were paid on a weekly or monthly basis, or for the entire period during which they worked, or in some other way. Regular employees, for instance civil servants, will fall in this category. Since regular employees often receive various benefits in addition to their pay, this part includes a few questions on benefits.

Question 8: This question aims at recording the income earned by the worker doing the activity listed on each line. Take-home pay and transport allowances are recorded on a monthly basis, because most regular workers are paid every month. Bonuses, tips, allowances, value of clothing and other payments are recorded for the whole past 12 months, because they are usually not received in equal amounts each month (for instance, workers receive the Dasain bonus only once a year). If a worker has worked in an activity for less than 12 months, record the amounts received over the period worked.

TAKE-HOME PAY: This is the cash payment the worker takes home, after any amounts that the employer deducts directly, such as, for instance, income taxes or contributions to social security have been deducted. Record the figure on a per-month basis. Exclude bonuses, tips, and allowances for housing and transportation here; instead, record them in the appropriate column.

TRANSPORT: If an individual receives an allowance for transportation, record it in this column. Record the figure on a per-month basis. If the organization for which he or she works provides free transportation, rather than a cash subsidy, estimate the value based on the means of public transport the worker would otherwise use.

BONUSES, TIPS AND ALLOWANCES: A bonus or tip is a sum of money paid to a worker in addition to his regular wage to cover certain expenses, or to give him an incentive to increase his production. Include any yearly bonuses such as the Dasain bonus here. A tip is any extra amount received, for instance from customers should also be included here. Record how much the worker received over the last 12 months while working on this activity.

CLOTHING: Record the value of all the clothing and other apparel received from the employer during the last 12 months.

ANY OTHER PAYMENTS: Include in this section any other payments not specified above, such as allowances for housing (or the value of free housing) or food (or the value of the food subsidy received).

Question 11: A RETIREMENT PENSION is a sum of money paid at regular intervals to the beneficiaries of retirement, pension, or disability insurance schemes. Code "Yes" only if the respondent will receive a pension after retirement as a result of his/her employment in this activity.

Question 12: SUBSIDIZED MEDICAL CARE means that the respondent's employer pays, directly or through an insurance program, all or part of the worker's medical costs.

Question 13: We would like to get a sense for the size of the firm or enterprise where the worker works, not a precise estimate. Ask how many other people work for the same employer, even if not in the same place as the respondent (for instance in a different office or shop).

Question 14: Record all values of wages in cash and kind received during last 12 months from price rate work outside agriculture.

SECTION 12

FARMING AND LIVESTOCK

Purpose: The purpose of this section is to collect information on the household's income and expenditures from farming and livestock. The section covers:

1. Land holding: land owned, land operated, and changes in land holding
2. Agricultural production and uses
3. Use of inputs: fertilizer, seeds, labor
4. Income and expenditures from farming
5. Livestock: animals owned and income from livestock
6. Ownership of farming assets
7. Use of extension services

Respondent: Any household that owns and/or operates agricultural land and/or raises livestock should complete this section of the questionnaire. The respondent should be the head of household or another person in the household well informed about these matters. Be sure to fill in the ID code of the respondent at the beginning of the section.

Instructions

In this section, you need to be very careful with the reference period. It would be desirable to have information for the past 12 months, as we do elsewhere in the questionnaire. But often crops will be growing in the fields at the time of the interview, and the respondent will not know how much crop he will harvest, or how much fertilizer, or other inputs, he will use in total, before the season is over. Therefore, we need to ask all the questions on farming with reference to the past completed dry and wet seasons. For this reason, the reference period is the past AGRICULTURE YEAR, that is, the last two completed growing seasons.

The reference period will vary depending on when the interview takes place over the year. If a crop has not been harvested (at the time of interview) information of the last harvested crop should be considered. For example, if rice crop is standing in the field to be harvested, the information of the crop (rice) grown in the same reason of the last year should be recorded.

For livestock, the reference period will be the past 12 months, as there is no problem similar to that of incomplete growing seasons here. For the present livestock inventory, the day of enumeration is the reference date.

PART A1: LAND HOLDING

Parts A1 and A2 collect information on the land the household owns or operates. The information is organized by parcel: every line on the page represents a different parcel. If a portion of land from a parcel has been rented out to others, the two contiguous pieces should be considered as two separate parcels on the basis of agricultural operation. Land owned and operated by the household is considered in Part A1 and land rented in and operated by the household is covered in Part A2.

Instructions

<u>Question 1:</u> If the answer is "Yes", ask the respondent to list all the parcels the household owns, and write them in the first column. Contiguous pieces of land can be listed as one parcel, as long as they are of the same quality and irrigated in the same way. A parcel is a piece of land entirely surrounded by other land, water, road, forest, etc. not forming part of the land operated by the household. A parcel may consist of one or more fields adjacent to each other. A piece of land should be listed as two parcels if it consists of two different qualities of land - wet and dry land. If a household owns more than 20 parcels use an additional questionnaire. Do not list the kitchen garden and the plot on which the house is situated and which is listed in Sec. 2. If the household does not own any land, skip to Part A2.

<u>Question 2:</u> List the name of all the parcels.

<u>Question 3:</u> Record the size (area) of the land in the units given by the respondent. Some times respondent does not know area of the operated parcel of land in standard unit and he/she may answer in local unit. List the area unit as reported. Wherever necessary, these units will be converted into standard metric units.

Record area in one of the three local units - bigha, ropani, seeds (unit). Area should be recorded in seeds unit only if the respondent could not report the area in other two units (i.e., bigha or ropani). Seeds unit for the same parcel may very according to the crops - rice, maize, wheat and other crops grown in the parcel. For bari or dry land area should be recorded in terms of maize seeds while for wet land it should be recorded in terms of rice seeds. There are three columns for recording area of a parcel and area should be recorded in the following order: Ropani, Aana and Paisa or Bigha, Kattha and Dhur or Muri, Pathi and Mana. These are shown in the table below:

Area			Unit
Ropani	Aana	Paisa	1
Bigha	Kattha	Dhur	2
Muri (Rice)	Pathi	Mana	3
Muri (Maize)	Pathi	Mana	4

For example, if size of a parcel is one Ropani, 2 Aana and 3 Paisa, record the area as follows:

Area			Unit
1	2	3	1

<u>Question 4:</u> Record the code number of the district in which the parcel is located.

<u>Question 5:</u> Ask the responded what type his land is. Code pakho or bari if it is a dry land. Pakho is not suitable for rice cultivation. Maize, millet, buckwheat are the most common crops grown is dry land. Wet land primarily denotes the field suitable for rice cultivation. Even if the land is suitable for rice cultivation other crops (like wheat, potato etc.) may be usually grown in wet land. The main criterion of wet land is that is should suitable for rice (if intended to grow).

<u>Question 6:</u> Ask for the mode of irrigation for the parcel.

IRRIGATED means that the parcel receives water through artificial means, like canals or channels made by people. The source of the water is irrelevant: the main point is whether the parcel was irrigated or not.

RAIN-FED means land that gets its water solely from rainfall, springs or snow melt, without any human construction to assist. A rain-fed land is considered not irrigated.

<u>Question 7:</u> Ask if the system of irrigation provides water year-round, or for only part of the year and code according to the answer.

<u>Question 8:</u> Ask about the mode of irrigation for the parcel. Use the code for MIXED SOURCE if the water for irrigation comes from more than one source. This may occur either when different sources are used during different seasons, or when more than one source of water is used, either together or one after another during the same season.

<u>Question 9:</u> Ask about the management of the irrigation system.

SELF-MANAGED: Use this code if the farmer manages the system by himself -- for instance, if he owns his own tube-well, or if he maintains the canal that brings him water from a river.

AGENCY-MANAGED: Use this code for irrigation systems managed by the government.

COMMUNITY-MANAGED: Use this code if the irrigation system if collectively managed by a group of farmers.

<u>Question 10:</u> Ask whether the parcel was inherited by the household.

<u>Question 11:</u> Ask about the registration of the parcel. The term parcel, as used here, should not be confused with be same term in cadestral work; one parcel may consists of more than one cadestral parcels. You should probe before recording the answer._

<u>Question 12:</u> Ask about the quality of the parcel.

AWAL, DWAIM, SIM, CHAHAR: The code used should be based on the classification of the land by the land revenue department.

NOT APPLICABLE: Use this code if the land has not been classified as belonging to any of the above categories by the land revenue department.

<u>Question 13:</u> Ask about the current price of the parcel. Some times you may have to ask about the price of a similar parcel in the same locality and record the answer.

<u>Questions 14 - 16</u> ask about what the household did in the parcel during the winter the agricultural year - operated by the household or rented out to other household, sent received and crops grown. Similarly, Question 17 - 19 ask for the summer or wet season.

<u>Questions 14 and 17:</u> Ask what the household did with the parcels it owns during the last agricultural year, that is, the last completed dry or wet seasons. Record answers for dry reason in Q.14 and for wet season in Q.17.

CROPPED YOURSELF means that the respondent and/or other members of the household cultivated crops on the parcel.

SHARECROPPED OUT means the parcel was given to another household to operate in return for a share of the crops harvested. The share amount varies according to the agreement between the owner (household) and the operator.

FIXED-RENTED OUT means the parcel was given to another household to operate in return for a fixed sum, either cash or in-kind. The household receives the fixed amount (cash or in-kind), generally, at the end of agricultural year.

MORTGAGED OUT means the parcel was given to another household to operate in return for a loan. In this case interest is not paid for the loan.

LEFT FALLOW means that the parcel has not been cultivated during the reference period.

OTHER The usufruct is granted to the household instead of service or wages and parcels granted rent free.

Question 15 and 18: For the parcels that the household did not cultivate, but sharecropped, fixed-rented, or mortgaged out to other households, ask what rent was received from the tenants. Record what was received for dry season both in cash and in kind in Q.15 and for wet reason in Q.18. For payments in kind, estimate the value of the items based on prices prevailing in the area at the time of the interview. In each case, record the net rent, i.e. the rent net of any inputs the household gave to the tenants. For instance, if the household received Rs. 10,000 in rent and gave the tenants fertilizer worth Rs. 1,200, the net cash rent would be Rs. 8,800. If the household received crops worth Rs. 4,000 and gave the tenants seeds worth Rs. 400, the net rent in-kind is Rs. 3,600.

Question 16 and 19: For the plots that the household cultivated directly, ask what crops were cultivated during the past completed dry and wet seasons. List the crops grown in dry season in Q-16 and crops grown in wet reason in Q.17. List up to four crops per parcel, using the codes provided. For the purposes of this survey, orchard trees, timber wood, sugarcane, etc., are all considered crops.

PART A2 : LAND SHARECROPPED/RENTED/MORTGAGED-IN

This part refers to parcels the household cultivates but does not own.

Question 2: If the answer is "Yes", in Q-1 list all the parcels that are sharecropped in, rented in, or mortgaged in by the household. If the answer is "No", skip to Part A3.

Question 3: Indicate the contractual arrangement, that is, the type of agreement between the household and the owner of the plot.

SHARECROPPED-IN: The household operates the plot and gives the landlord a share of the crops harvested in return.

FIXED-RENTED-IN: The household operates the plot for a specified period of time and pays to the landlord a fixed amount, in cash or in-kind.

MORTGAGED-IN: The household operates the plot in return for a loan it made to the landlord. (In this case, make sure that you list the amount of the loan in Section 14, Part B.)

OTHER: Land operated in exchange for service or free of any rent and other rental arrangements.

Question 4: Ask what rent the household paid to the owner of the parcel. List only cash payments here; in-kind payments will be recorded in Part B, Column 4.

Questions 5 - 10: Follow the same instructions as for Questions 3, 5-9 in the previous part (Part A1).

Question 11 - 12: Ask what crops the household cultivated on each plot over the past agricultural year. List up to four crops per plot, using the codes provided. Use Q.11 for the dry season crops and Q.12 for the crops grown in wet season.

PART A3: INCREASE OR DECREASE IN LAND HOLDINGS

The purpose of this part is to find out changes in land holding over the past 12 months. Note that the reference period here is the last 12 months rather than the past agricultural year. This is because we do not ask about crops, and we want to know if the household used any income to buy land, or received any income from selling land.

Information regarding changes in land ownership, particularly the sale of land, is considered by some people a personal and sensitive matter. Reassure the respondent that all information will be regarded as confidential.

PART B: PRODUCTION AND USE

Instructions

This part collects information on all the crops a household has grown over the past agricultural year, and on how it used the produce or amount harvested.

Ask the respondent to list all the crops he grew on parcels he cultivated during the past agricultural year (on both owned parcels and parcels sharecropped, rented, or mortgaged in). You have asked already what crops he grew on each plot of parcel, so check to make sure all the crops are listed here. If he remembers now some crop he did not mention earlier, add it there as well, on the line for the parcels where it is grown. Do not include vegetables grown on the kitchen garden. Once the list is completed, ask the questions.

Question 2: Seeds that the farmer kept from last year's harvest should not included in "improved variety", even if the farmer at one point had purchased improved variety seeds.

Question 3: Fill in the columns as follows:

COLUMN A: Record the unit of measure used for each crop. Unit of measure is recorded in quantity code.

COLUMN B: Record the total amount of crop harvested in terms of the unit specified in column A.

COLUMN C: Record the total amount of crop given to the landlord. In the case of a crop that has just been harvested, include also the amount the household expects to give to the landlord, even if this amount has not actually been given as yet.

COLUMN D: Record the total amount of crop sold. In the case of a crop that has just been harvested, include the amount the household has determined to sell, even if this amount has not actually been sold as yet.

Question 4: collects information on the amount of each crop which was sold (or will be sold). Ask about the quantity sold, the price per unit and the total income received from sales, or which the household expects to receive.

COLUMN A: Record the quantity code of crop sold.

COLUMN B: Record the quantity of each crop that was sold during the agricultural year.

COLUMN C: Record the price per unit of crop. Remember that the price recorded here should be per unit quantity of column A.

COLUMN D: Record the value of total sales of each crop in Rupees. If the crop has not been sold as yet, code "0".

PART C : EXPENDITURES ON AGRICULTURAL INPUTS

This Part collects information on expenditure by the household on the purchase of agricultural inputs like seed, fertilizer, and hired labor, and is accordingly divided into three sub-parts: expenditure on seeds and young plants in Part C1, expenditure on fertilizers and insecticides in Part C2; and expenditure on hired labor in Part C3.

PART C1 : EXPENDITURE ON SEEDS AND YOUNG PLANTS:

Instructions

Question 1: If the answer to this question is "No", that is, the respondent did not purchase any seeds or young plants to use for crop cultivation in the reference year, skip to Part C2.

Question 2: List all the crops for which the respondent purchased seeds or young plants for the past agricultural year. Use the crop codes provided.

Question 4: Record the amount of money spent for each kind of seed.

On the last line numbered 98, record the total amount spent to transport the seeds from where they were purchased to the respondent's plots.

In line 99 at the end, sum the amounts spent and write this total in the box marked "TOTAL".

PART C2 : EXPENDITURE ON FERTILIZERS AND INSECTICIDES

Question 1: CHEMICAL FERTILIZERS are chemical substances used to increase the fertility of the soil. Examples are urea, nitrogen, phosphate, etc. If the answer to this question is "No", go to Part C3.

Question 2: Three types of fertilizer are listed here. If any other type of fertilizer was used other than the three listed, record the information for this in the line marked "OTHER FERTILIZER". Similarly, record the information for all insecticides used in the row marked "INSECTICIDES".

Question 3: Record the codes of the crops on which the fertilizer and insecticides were used.

Question 4: Record the amount that the household received from the landlord free of charge. If cash payment for the fertilizer was made to the landlord, then this should be reported instead in Q. 5. Use KGs. as the unit of measure; convert other measure such as bags, etc. into KGs. If none was received, or if there is no landlord, write "0".

Question 5: Record the quantity of fertilizer purchased, and how much was spent (excluding transportation cost). If none was purchased, write "0".

On the line marked 06 "Transportation Costs", record the total amount spent to transport the fertilizers and insecticides from where they were purchased to the respondent's plots.

In line 99 at the end, sum all the amounts spent and write the total in the box marked "TOTAL".

Question 10:

NOT AVAILABLE FOR PURCHASE means that the fertilizer needed was not available on the market because of lack of supply or shortages.

NOT ENOUGH MONEY means that the respondent did not have enough cash and was unable or unwilling to buy on credit.

PART C3 : EXPENDITURES ON HIRING LABOR

The purpose of this part is to determine how much the household spent to hire workers to work on its plots. Since there are many kinds of workers, doing in different jobs for different periods of time and paid in many different ways, this part will require some probing on your part. What we are trying to get is the total cash payments over the past agricultural year. If the respondent cannot give a breakdown, but only a total, that is fine too: record the total only. However, most respondents will probably list the types of workers they hired and remember the daily or monthly pay for each type.

We are interested specifically in workers who work on the land. Therefore, do not include persons working solely as domestic help, such as drivers, servants, persons doing the laundry, gardeners, security guards, etc.

Question 1: If the respondent did not hire any casual agricultural workers during the past agricultural year, skip Q. 8. (go to Q.9)

Question 2: List here the various types of casual workers the respondent mentions, for instance harvesters, ploughs, etc. Basically, any group of workers that is paid in a different way from the rest should be recorded in a separate line. Use different rows for labor paid on daily basis and labor paid in total for a fixed work.

Question 3: Ask whether the work was done on fixed payment basis; if "YES" code "1" and record the total amount paid (cash and in kind) in Q.8. If answer is "NO" code "2" and go to Q.4.

Question 4: Here you must calculate the number of man-days worked by workers of this type over the past agricultural year. You must multiply the number of people hired by the average number of days they worked. For example, suppose the respondent hired three workers to harvest his rice fields. He hired two of them for three days (total, six days) and one for six days. In total, this was 12 man-days of labor. During the following season, he hired one person to plow his field. That man worked for three days. So three man-days were spent on plowing.

Question 5: List the cash pay per day for each kind of worker. If some workers are hired at different rates, then list them as a separate type of worker. For example, suppose that once you ask about the pay, the farmer mentioned above tells you that the two workers who harvested for three days each were women, and they were paid Rs. 40 a day. The other worker was a man, and he was paid Rs. 50 a day. Then, correct the list to read "Harvesting - male", and write the corresponding number of man-days (erase the old numbers) and the daily pay (Rs. 50). Then add "Harvesting-Women," and again write the total days worked (six) and the pay per day (Rs. 40).

Question 6: Record here the value of any in-kind payments made to workers every day. Include here the cost of meals or any payments of rice, wheat, etc. made on a daily basis.

Questions 7 - 8 should be filled directly by the interviewer.

Question 7: Sum the amounts reported in Q. 5 and Q.6 and record the total here. This is the total daily wage paid to each of the casual wage workers.

Question 8: Multiply the number of man-days reported in Q.3 by the amount recorded by you in Q.6. This is the total payment by the household for each type of worker over the past 12 months.

Question 9: Sum the amounts in Q.8 for different workers, and record the total amount here.

Question 10: If the respondent did not hire any permanent agricultural workers during the past agricultural year, skip to the next part.

Question 12: Note that this question refers to the total amount spent to hire permanent workers. For instance, if two workers were hired for 12 months each, and were paid Rs. 1,000 per month, you should record Rs. 24,000 here (2 workers x 12 months x Rs. 1,000/month). If land has been given free of rent in exchange of service or work, then the amount equal to that would have been realized if the land was rented out on fixed rental basis should be recorded here.

Question 13: Sum the amount recorded for Q. 9 and Q.12, and record the total here.

PART D : EARNINGS FROM AGRICULTURE

The **purpose** of this part is to estimate cash earnings from farming, that is, the difference between the revenues a farmer earns from selling his crops and the expenditures necessary to grow such crops. In this page, you will have to report information collected in previous parts, collect some new information, and then calculate the difference between revenues and expenditures. Make sure you report earnings and expenditures for the whole household, not just for the respondent.

Instructions

At the beginning, copy the information already collected elsewhere to this page. The questions to which and the shells from which the information should be copied are given below:

Question 1 : Copy	TOTAL CROP SALES from Part B (row 99).
Question 9 : Copy	TOTAL EXPENDITURES ON SEEDS from Part C1 (row 99).
Question 10: Copy	TOTAL EXPENDITURES ON FERTILIZER AND INSECTICIDES from Part C2 (row 99)
Question 11: Copy	TOTAL EXPENDITURE ON HIRED LABOR from Part C3 (Q. 13)

Then ask about revenues and expenditures for which information has not yet been collected.

Questions 2 - 7 refer to revenues from farming and rental of machinery not previously reported.

Question 2: Record revenues from the SALE OF CROP BY-PRODUCTS. Crop by-products are secondary products derived after processing the principal commodity, for instance wheat straw, corn husk/stalks, tobacco husk, cotton sticks, coconut shells, etc.

Questions 3 - 6: Record revenues from RENTING OUT to other farmers draft animals, tractors, threshers and other machinery to other farmers.

Question 7: Record here any OTHER REVENUES related to agricultural crops not already reported.

Question 8: Once you have recorded all revenues, sum them up and write the total in the box marked "TOTAL REVENUES".

Questions 12 - 22 refer to expenditures related to farming and rental of machinery not previously reported.

Question 12: Record any expenditures incurred for IRRIGATION CHARGES/COSTS, i.e., all cost arising from using and/or operating an irrigation system, including water costs, use of equipment, users fees, electricity or fuel to power tube-wells, maintenance of canals, looking after canal operation etc.

Question 13: Expenditures for TRANSPORTATION OF CROPS TO MARKET include the cost of bus tickets, rented vehicles, portering incurred to transport crops to the markets where they are sold. Include loading and unloading charges (porter's charges, bus fare, cart fare, truck fare etc.) If the farmer used his own vehicle, include also the cost of fuel and other related expenses.

Question 14: Expenditures on SACKS, TWINE, OR OTHER CONTAINERS include costs of packing materials used to assemble crops in bales or bundles for transport and for storing.

Question 15: Expenditures on STORAGE FACILITIES include expenses for the rental of storage huts, sheds or warehouses for crops.

Question 16: Record expenditures for IMPROVEMENTS ON LAND AND BUILDINGS, which include expenditures to build irrigation ditches, build storage facilities, greenhouses, etc.

Question 17: Record expenditures for the REPAIR AND MAINTENANCE OF EQUIPMENT, such as tractors, threshers, pumps, and all other machinery and implements.

Questions 18 - 21: Record expenditures for RENTING someone else's animals, tractor, thresher, and other machinery or implements. If the respondent has difficulty estimating the total payment, ask what rates he paid per day, how many days he rented each type of equipment in each of the past two growing seasons (wet & dry), and calculate the total by multiplying the daily rate times the number of days. If the rates to hire animals or a tractor include pay for the driver, include such pay in the total, but make sure this has not already been reported in Part C3..

Question 22: Record here all OTHER EXPENDITURES not previously reported, for instance commission charges.

Question 23: Once you have recorded all expenditures, sum them up and write the total in the box marked "TOTAL EXPENDITURES".

PART E : LIVESTOCK

PART E1 : LIVESTOCK OWNERSHIP

This part collect information on the animals owned by the household, on earnings from the sale of such animals, expenditures on purchases, and on revenues and expenditures related to animal products. If the household tends animals for others, record only ownership, sales and purchases of animals the household is entitled to keep, for instance the baby goats or sheep that the household keeps in return for tending the flock.

Note that, from here on, the reference period is again the past 12 months, and not the past agricultural year.

Question 1: If the household did not own any animals over the past 12 months, skip to Part F.

Questions 2 - 6 ask about the animals owned, sold, and purchased over the past 12 months, and the earnings from sales of animals.

Question 2: Fill in the information in the rows provided about animals the respondent owned over the past 12 months, then go on and ask the rest of the questions for each kind of animal.

Question 3: For each kind of animal, list the number currently owned, and then record what each group of animals is worth today. Thus, if the respondent has 5 male goats, you would want to find out what it would cost to buy those 5 male goats at market prices prevailing in the local market.

Question 4: For each kind of animal determine how many the respondent had a year ago. Find out how much it would have cost to purchase them then.

Question 5: Record how many animals were sold during the last 12 months, and what was paid to the respondent for them. Exclude animals that were traded for other animals. Convert in-kind payments to cash equivalents

Question 6: Record how many animals of each type were purchased over the last 12 months and how much was paid. Exclude animals that were traded for other animals.

After completing the questions, sum up the totals for Q. 3 - 6 and write these amounts in the respective boxes in line 10 marked “TOTAL”.

PART E2 : EARNINGS FROM LIVESTOCK

The **purpose** of this part is to estimate cash earnings from livestock products, that is, the difference between the revenues a farmer earns from selling animal products and the expenditures necessary to raise the animals. You will ask about revenues and expenditures, and then calculate the difference between them. The animals may be owned or tended by the household.

Do not include here income from the sale of animal products that were in turn bought by the household. For instance, include revenues from the sale of dahi made from milk produced by animals owned by the household, but exclude revenues from the sale of dahi produced from milk bought in the market. This would go later in the enterprises section (Section 13). Similarly, do not include here income from livestock raising that has the characteristics of a commercial enterprise, for instance a poultry or fish farm. Income from such enterprises will also be reported in the section on enterprises (Section 13). At times, the distinction may be hard to draw; in general, large-scale activities like poultry farm should be reported in the enterprises section (Section 13).

Questions 1-7 refer to revenues from the sale of livestock products.

Questions 1 - 5: Record revenues during the past 12 months from the SALE OF animal products: MILK, GHEE, EGGS, DAHI, MEAT. Sometimes you will have to ask about monthly revenues and then calculate the total annual revenues (if the respondent finds it difficult to say the total annual revenues).

Question 6: ANIMAL HIDES are natural raw hides and skins processed into leather. Do not include sales of whole animals reported, sales of whole animals and sales of animal hides are two different things.

Question 7: Record here revenues from the sale of any other products not listed above, for instance animal wool and hair (sheep, goat, etc.),

Question 8: Once you have recorded all revenues, sum them up and write the total revenues.

Questions 9 - 13 refer to expenditures related to feeding and tending animals. Include only expenditures incurred on the household farm. Expenditures related to commercial enterprise reported in Section 13, should not be included here.

Question 9: Record any expenditures incurred for FODDER.

Question 10 and 11: Record any expenditures incurred for TRANSPORTATION OF ANIMAL FEED, VETERINARY SERVICES, PAID LABOR.

Question 12: Record here all OTHER EXPENDITURES not included in the categories above, such as construction or repair of animal sheds and stables, animal gear and equipment, rental of stables, etc.

Question 13: Once you have recorded all expenditures, sum them up and write the total in the box marked “TOTAL EXPENDITURES”.

PART F : OWNERSHIP OF FARMING ASSETS

Instructions

Question 1: FARMING ASSETS are large-scale equipments used in agricultural production. Ask the respondent if the household owns any of the items listed here.

OTHER MACHINERY is any other large-scale item owned by the household.

Question 2: Count only equipment in operating condition, not broken items.

When all questions have been answered, sum the amounts reported for Q. 2 - 7 and write the totals in the respective boxes in line 10 marked “TOTAL”.

PART G : EXTENSION SERVICES

Question 1: If the answer to this question is “No”, skip to Question 5.

JT / JTA: are junior technicians and junior technical assistances employed by the government or non-government agencies who are stationed in villages and work as agricultural extension agents for contacting and demonstrating improved farming methods to the village.

Question 2: If more than three crops are mentioned, record the three crops which are most important to the respondent in terms of production or income.

Question 4: If more than two recommendations are given, record the two most important recommendations.

Question 5: If the answer to this question is “No”, skip to the next part.

Question 6: If more than two services are mentioned, record the two most important services provided.

Question 7:   If the answer is “NO” skip to the next section.

SECTION 13

NON-FARM ENTERPRISES/activities

Purpose: The purpose of this section is to obtain information on all non-farm economic activities that the household is engaged in. This section will cover all non-farm self-employment activities and businesses regardless of size. If a household runs a street corner tea stall, report it in this section. Likewise, if a household owns a major factory, report it in this section. If the women in the household make straw mats, or carpets, or baskets, some of which are sold in the market, then the share of these activities that are used to generate income should be reported here. In short, all money-making activities that are not wage labor and are not agricultural are covered in this section.

Respondent: The respondent for this section is the household member who knows best about a particular activity. It is very important that you speak with this person rather than with some other household member, who may know less about the revenues and expenditures related to the activity. You may have to schedule a special appointment to meet this person or persons. Be sure to write the identification code of the person interviewed in Question 3. Ask all questions about each activity/enterprise before moving on to the next.

PART A : GENERAL CHARACTERISTICS

Instructions

Question 1: Before beginning this section, copy all activities that are identified as "self-employment not in Agriculture" in Section 1.C, Q.9, to Question 1 of this section. Self employed non-agricultural activity may have engaged more than one household member. It is more relevant to ask about the total earnings from the activity than to try for individual earnings - share in such cases, it is easier for the respondent to report the total household earning from such activities. More than this, individual's working information have been already gathered in Section 1, Part C. If more than one member of the household is engaged in activity identified as "self employment not in agriculture, record the information only once for the activity. Use one line for each (such) activity. For example, if a household has three activities - tea shop, sewing and workshop, all of them should be listed. Same person may have been occupied in more than one of the activities, but we should go by type of activities not by members. First row should contain information about tea shop, the second row for sewing and the third for work shop.

Write the description of the activity under the column marked 'DESCRIPTION', and write a description of the industrial sector in which the activity takes place in the column beside it and code the sector. If, for example, the activity is a tea stall, the industrial sector would be "Retail-Food."

Question 2: Write the ID codes of all the household members who work in this activity. Probe here to determine if there are any other household members, in addition to the person who mentioned working in this activity in Section 1.C, who participate in this activity. If you find out that other household members, who did mention this activity in Section 1.C, do work on it, add them in Section 1.C as well. A large or rich household may have several different non-farm activities, with family members participating in all or some of them. Thus, a single family member may be listed in several rows in question 3. Up to five members should be listed based on the participation.

Question 4: Ask how long the enterprise has been operating, and record the total number of years and months. If the enterprise has been in operation intermittently, or only during certain seasons, record the time that has passed since the enterprise first began operating. For example, if a respondent lives in the highlands and travels to Pokhara every winter to run a tea shop for three months of the year, and has been doing so for twenty years, record "20" in the Years column.

Question 5: Location of the activity.

HOME means in the household's dwelling.

OTHER FIXED LOCATION means some fixed location other than the household's dwelling, such as a shop. This must be an owned, or rented, permanent place.

OTHER VARIABLE LOCATION means that the activity is performed in a variety of locations. For instance, a tailor who goes from house to house but has no shop and does not work in his home should be classified here. A vendor who sells in the streets or a taxi driver would also be included in this category.

Question 6: Ask for how many of the past 12 months this enterprise/activity has been operating. In doing so, consider the following:

1. If the activity is a manufacturing enterprise which uses machinery, "in operation" means that the enterprise continues to produce goods for sale; it does not mean that the machines are continuously running.
2. If the person in charge of the enterprise is ill or away but another household member runs the activity in his/her absence, the enterprise is considered still "in operation".
3. If an enterprise offers a professional service, for instance consulting services, and the person offering the services ceases to do so for an extended period of time, then during that time, the enterprise is not "in operation".

Question 7: Ownership means sole proprietorship: only the people in the household receive the profits, and must pay debts, arising from the business or activity. If this is the case, code 1 and skip Question 8 (go to Q-9). If the business is jointly owned with people from another household, code 2, and go on to question 8.

Question 8: Joint owners split the profits. Here, we want to find out what part of the profits from a jointly owned business are kept by the household interviewed. List this as a percentage of the business's total profits, e.g., "50" percent of profits. The percentage of the total profits earned from the business is important and essential because it enables to estimate the amount of profits earned by the household from the jointly owned business.

Question 9: Allow the respondent to reply to this question in his or her own words and then code the answer yourself. If the respondent gives several answers, ask him/her to rank them in order of importance and record the two most important one. Small enterprises are businesses with less than 10 workers, counting the owner, employees, and any unpaid family workers.

Question 11: Again, allow the respondent to reply to this question in his or her own words and then code the answer yourself. If the respondent mentions several sources of money, ask him/her to rank them in order of importance and record the main two.

Question 12: If "No", skip to Question 14, while "Yes" takes you to Question 13.

Question 14: If the respondent works alone in this activity, answer "No" and skip to Q.16.

Question 15: Here, "normally" means under average conditions. We want neither peak times nor slow times. For instance, we do not want the number of employees a shop or restaurant hires during Dasain. We do not want the number of workers a tourist hotel in Kathmandu hires during the peak fall season, nor do we want the number of people hired at the same hotel during the monsoon when there are no tourists. Record the number of employees during a normal month when the enterprise is operating. Do not count family members here.

Question 16: Do not read the responses to the respondent. Ask about the problems he encounters, and choose the code that seems most appropriate. If he mentions several problems, ask for the most serious.

CAPITAL OR CREDIT PROBLEMS: There is a shortage or lack of money to operate the business, or the owner encounters difficulty in borrowing the needed funds or money to run the business profitably.

LACK OF TECHNICAL KNOW-HOW: The owners of the business do not have the necessary background or knowledge to operate the business efficiently.

PROBLEMS WITH SUPPLY OF POWER OR WATER: The business suffers from shortages of electricity or water.

LACK OF ADEQUATE LABOR: The owners of the business cannot find the necessary workers who are trained for the type of business.

GOVERNMENT REGULATIONS: There are government regulations restricting the operations of the business.

LACK OF RAW MATERIALS: The supply of raw materials needed in order to produce the finished product of the enterprise is inadequate or unreliable.

LACK OF CUSTOMERS: There is not enough demand for the goods produced or services offered.

OTHER: Problems with equipment or parts. The business suffers from breakdowns in the equipment or the lack of spare parts.

PART B : INCOME FROM ENTERPRISES

In this Part you should record all revenues and expenditures for the past 12 months for each of the activities listed in Part A. Filling out this part will probably require considerable probing and calculating on your part, especially for small-scale activities.

There are many types of revenues and expenditures, depending on the type of activity. Revenues are all cash and in-kind receipt deriving from the sale of goods or services. Expenditures are all the costs incurred in running the enterprise: wages for workers, the cost of raw materials, fuel, electricity, water, the rent for buildings and equipment, and so on. Because the questionnaire is used for many different activities, it asks only about total amounts without specifying types of revenues. Similarly, expenditures of various types are grouped together in a few broad categories. So, when for instance the respondent gives you expenditures for several different items, you will have to sum them up and record the total in the relevant column. You may have to probe for additional items the respondent may have forgotten.

Only expenditures for the enterprise should be included, not any expenditure for personal matters, for instance the cost of food items a shopkeeper uses himself. In some cases, it might be difficult to separate expenditures on personal items from expenditures on items for the business. For example, if the respondent operates the enterprise out of his house, it may be difficult to separate the cost of electricity used for the business from the cost of electricity used by his family. In such cases, try to get the respondent to estimate the expenditures related to the business as best he/she can.

The reference period is the past 12 months for both revenues and expenditures. For some activities, the respondent will know what revenues or expenditures are on a daily, or weekly, or monthly basis; in this case, you will have to calculate a yearly figure, by asking about amounts received or paid in an average month during which the enterprise has been operating, and multiplying by the number of months during which it has been operating over the past 12 months. Similarly, annual figures can be estimated from weekly or seasonal figures.

If an enterprise is owned jointly by two or more households, report revenues and expenditures for the entire enterprise.

Instructions

<u>Question 1:</u> Copy the description of the activity/enterprise from Part A.

<u>Question 2:</u> Gross revenues include all receipts, in cash and in kind, from the sale of goods and services before subtracting any expenses. Gross revenue of an enterprise is the receipt from the sale of manufactured goods during the past 12 months. In respect to the service enterprises it is the gross revenue from the services provided. Sales include the amounts received during the last 12 months. Record the gross value (without deducting for the purchases cost).

If the respondent knows revenues on a daily, weekly, or monthly basis, calculate the yearly amount (use 30 days per month, 4 weeks per month or 52 weeks per year). For example, suppose the respondent owns a tea shop and sells tea and other misc. items, making about Rs. 50 a day. Thus, the person made about Rs. 1,500 a month (Rs. 50 x 30 days). For the three months that the tea shop has been in operation, the gross revenues were about Rs. 4,500. This will be the yearly gross revenues from the tea shop.

Questions 3 - 7 refer to the running of business. We ask separately for four types of expenditures: expenditures on wages, on fuel, on raw materials, other operating expenses (all other costs associated with running the business, like the interest on loans, taxes, and so on).

Question 3: Expenditures on wages includes all payments to workers. Cash expenditures include straight time pay and incentives for workers paid on a time basis; pay of workers paid on a piece-wise basis, allowances for overtime, holiday work, and all other allowances, bonuses, any contributions the respondent makes for pensions, health insurance, and the like. Payments in kind include the value of meals, clothing, lodging, and any other items given to the workers over the past 12 months.

Remember to ensure that the payments recorded do not include payments for workers who also help in the household. If there are workers who also work in the house as servants, help the respondent to calculate what share of their time is spent in the enterprise, and include only that share of their wages and payments in kind into the figure recorded here (record the rest as an expenditure of the household in Section 6A, row 239.)

Question 4: Expenditures on fuel include money spent on electricity, kerosene, firewood, diesel, petrol, and other such fuels. If the enterprise uses a vehicle which is also used for personal use, ask the respondent to estimate the share of use for personal purposes. For instance, suppose the household head reports that he uses the taxi for personal use about 10% of the time and that his total fuel bill is Rs. 1,300 per month, deduct the amount due to personal use i.e. Rs 130 (10% of Rs 1300) and record Rs. 1,170 here.

Question 5: Expenditure on raw materials includes items like cloth, thread, and other such items in the case of a tailor; goods purchased for resale from a wholesaler in the case of a shop-keeper, tea, sugar, milk, and other such expenses in the case of a tea stall, the cost of any grains purchased by the household for wine-making in the case of a Rakshi maker, and so on. There are two columns for recording the answer. In the first column the cost of raw materials should be recorded. In cases, the raw materials produced by the household are used, the market value should be entered in column 2. In sales, the cost of goods purchased should be entered. Total purchases during the reference period are not required. There should be relation between the goods sold and raw materials purchased.

Question 6: Other operating expenses include the cost of water, the rent for buildings and equipment; any interest paid on loans; the cost of maintenance, repairs, spare parts for equipment; the cost of packing, transportation, storage of products; the cost of insurance; any taxes paid by the enterprise.

Remember to make sure that the expenditures listed do not include expenditures for personal matters. If there are expenditures shared between the enterprise and the household, help the respondent calculate the share that is directly related to the business.

Question 7: There is often a tendency on the part of the respondents to underestimate the amount of money earned from the enterprise. As a rough cross-check, you should sum up the expenditures reported in Q.3-6 for each enterprise and subtract this amount from gross revenues.

This amount for net revenues can be positive (if the enterprise earned more money than was spent) or negative (if expenses were higher than revenues). In some cases, this total may be negative. If the total is positive, the household had money to spend on purchases or assets, or to loan to other enterprises. If it is negative, the household may have had to sell assets or borrow money. Both purchases or sales of assets and loans made or taken should be reported in other sections (Section 14) of the questionnaire.

Check with the respondent to see if this corresponds to the amount he/she thinks the household earns from the enterprise. If not, probe to see if any of the amounts reported in Q. 2 - 6 may have been incorrectly reported. This does not mean that an enterprise always earns profit. For instance, when reporting "Gross Revenues" in Q. 2, the respondent may already have deducted some of the expenditures incurred by the enterprise - in such cases, you should re-ask the question and clarify that you are seeking "Total" not "Net" revenues.

Question 8: Expenditures on capital goods include the cost of new buildings built to operate the enterprise and of new equipment (such as machinery, vehicles, etc.), or of major improvements in buildings or upgrade of machinery. These expenditures incurred during the past 12 months should be recorded here.

Question 9: Record the total amount received from the sale of capital goods during the past 12 months.

Question 10 and 11: Ask about the value of the enterprise. Often, there are valuable assets used in the enterprise (such as machinery or tools); also, the skills of the owners and the location of an enterprise contribute to its profits. We want to know the total value of the enterprise as it stood on the day of enumeration.

Questions 10 - 11: We want to estimate the value of the enterprise, and by how much it changed over the last 12 months. Ask the respondent how much someone would have to pay for this enterprise today, and how much it would have been worth a year ago.

SECTION 14

CREDIT AND SAVINGS

Purpose: The aim of this section is to collect information on the amounts a household has borrowed and/or lent to other households, as well as information on fixed assets owned by the household. In Part A, we collect information on the amounts the household has borrowed and now owes to other individuals or organizations. In Part B, we collect information on the amounts the household has lent to others and which it expects will be paid back. In Part C, we gather information on fixed assets (land, buildings, and other such real assets), other than those already reported, that the household owns.

Respondent: The respondent should be the person who is best informed about the household's borrowing and lending activities. He or she should also be knowledgeable about the assets owned by the household.

Instructions

Many people are understandably reluctant to reveal details of their financial dealings. You must do your best to ensure that the respondent has confidence in you. Remind him/her that the information they give is confidential. Stress that accuracy of response is important. For your own part, probe carefully here. As with the section on marital history and family planning, make sure you ask these questions in private.

In some instances, respondents may not be clear about certain concepts regarding loans. Many loans granted to relatives or friends may not have clear repayment schedules, or indeed a clear requirement for repayment at all. It is up to the respondent to specify whether a particular financial transaction is a loan or a gift.

The interviewer should be particularly sensitive to the following situations:

1. A loan granted to a relative which the respondent expects to be repaid may not be reported as a loan because of the relationship between the respondent and the borrower. Prompt the respondent to include such loans in this section. Stress that all such loans, regardless of when they will be repaid (if ever) should be included in this section.

2. If a loan was given in cash and in-kind, the respondent may report only the cash portion of the loan. Ask the respondent to estimate the value of in-kind loans or payments based on the current market value of the goods or services received.

PART A : BORROWING AND OUTSTANDING LOANS

Instructions

BORROWING is the act of receiving money from someone to whom it must be repaid. A person who borrows money is a BORROWER. LENDING is the act of passing money to someone who must repay it. A person who lends money is a LENDER.

Question 1: We want to know about the borrowing activities of the household over the past 12 months. These include:

1. Loans contracted by household members over the past 12 months (both loans still to be repaid and loans already repaid)
2. Loans taken earlier which were partly or fully repaid over the past 12 months

Do not include loans between members of the household.

A LOAN is a direct transaction between a borrower and a lender. Commercial bills, mortgage loans, bank overdrafts and other bank and non-bank domestic and foreign loans are included. Also included are credit and advances for the purchase of goods and services, and advances for the production of goods an services whether currently in progress or to be undertaken. Loans can be both guaranteed and not guaranteed.

Ask the respondent to mention all loans, and ask the questions that follow for each loan.

Question 3: The PRIMARY BORROWER is the member of the household who assumes the main responsibility for the loan or is responsible to repay the loan. In most cases, this will be the head of the household.

Question 4: Indicate the month and year when the loan funds were actually received. This may not be the same as when the loan application was made.

RELATIVE here refers to people who are not part of the household. Remember not to include loans between household members in this section.

Question 6: Write the time required to travel (one way) from the respondent's house to the lender's location.

Question 7: Ask for what purpose the loan was taken. If the loan was for business or agriculture, record the use of the loan and the code of the enterprise for which the loan was obtained. Use the enterprise code from Section 13.A.

HOUSEHOLD CONSUMPTION NEEDS: The loan was used to purchase food and/or other non-durable goods for household use, such as fuel, personal effects, medicines and other medical needs, etc.

CONSUMER DURABLE: The loan was taken out to pay for items such as furniture, major household appliances, a vehicle for personal use, etc.

Question 8: Record the amount of the loan. Exclude interest or other fees from this amount; the principal only should be written here.

Question 9: Ask the respondent to specify the markup rate agreed upon. This may be different from the "effective interest rate". The "effective interest rate" would include other fees and costs of loan processing. It may be necessary to probe carefully to get the markup rate, particularly for loans from informal lenders. Do not accept a response of “0" markup unless the respondent insists that he did not have to pay any markup or interest on the loan.

This question covers two situations. In several cases, interest rate in not fixed. The total fixed amount is paid back which includes the compensation for interest. In such cases the borrower may not know the exact interest rate. Hence the total amount (principal and interest together) should be recorded. On the other land, if the interest rate is known to the borrower, it should be reported accordingly in the separate column. You should be careful that both of the columns together in Q-9 are not applicable for a particular loan. In other words, for a loan either the interest rate is fixed or the total amount to be repaid includes it.

<u>Question 11:</u> Additional payments in the form of labor should be reported in total days of labor. The value of in-kind payments should be calculated using prevailing market prices at the time of the survey.

<u>Question 12:</u> Ask the respondent if the loan had to be repaid by a particular time, that is, whether he agreed on a fixed repayment schedule when he received the loan.

<u>Question 13:</u> If there is a fixed schedule, specify the date the loan should be, or should have been, repaid.

<u>Question 15:</u> Indicate how much has been repaid in total, including principal repayments and interest.

<u>Question 16:</u> COLLATERAL is something used to guarantee the loan. Usually the lender retains the deed or property rights if property is used as the collateral, for instance buildings or land. In some cases, the respondent will not have to offer any collateral to secure the loan. He or she uses instead the signature of a well-established businessman or landowner (a PERSONAL GUARANTEE), or refers to a good past BORROWING RECORD.

PART B : LENDING AND OUTSTANDING LOANS

<u>Question 1:</u> We want to know about the lending activities of the household over the past 12 months. These include:

1. Loans made by the household to other households or individuals over the past 12 months (both loans still to be repaid and loans already repaid).

2. Loans made earlier which were partly or fully repaid over the past 12 months

Do not include loans between members of the household.

<u>Question 3:</u> “PRIMARY LENDER” is the household member who made the loan to the borrower.

For the remaining questions, the same instructions as for the questions in Part A apply.

PART C : OTHER ASSETS

<u>Question 1:</u> Other fixed assets that the household might own include other houses, apartments, shops, and land which is not used for agriculture. Exclude any agricultural land, which should be listed in

Section 12. Also exclude any property used for business, which should be included in the value of the enterprise in Section 13.

Question 8: Other real assets that the household might own include a taxi, tempo, minibus, or truck rented out to other households or individuals, a photocopier, fax machine, sewing machine, carpet loom, etc. Exclude all those assets that have already been reported earlier in either Section 12 or Section 13.

SECTION 15

REMITTANCES AND TRANSFERS

Purpose: This section has two purposes. The first purpose is to measure the flow of remittances and payments from the household being interviewed to other households. This is covered in Part A. The second purpose is to measure the flow of remittances and payments from other households to the interview household. This is covered in Part B.

Do not include payments for work or purchases of goods or services in this section. Also, do not include transfers between household members. However, payments sent to, or received from any person not considered to be a household member according to the NLSS definition should be included here. Thus, a student living away for more than 6 months would not qualify as a household member according to the NLSS definition. However, payments made by the household to support such an individual should be included here. Similarly, payments from a person working abroad or in another city or town who has not been considered earlier as a household member should also be reported here.

Respondent: The respondent should be the person who directly sends or who receives the payment. If this is not possible, interview the most knowledgeable person available. Write the ID code of the respondent in the first column of each part.

PART A : REMITTANCE AND TRANSFER INCOME SENT

Instructions

<u>Question 2:</u> "Assistance" in this question means cash payments. List all names before going on to ask Questions 3-9. If the respondent does not wish to give names, leave this blank but fill in the rest of the information.

<u>Question 4:</u> Use the relationship codes from Section 1.A, Q.3.

The RECIPIENT is the person who receives the remittance or transfer payment.

The DONOR is the person in the household who sends the payment in (cash or kind) without expectation to receive anything in exchange.

PART B : REMITTANCE AND TRANSFER INCOME RECEIVED

Remittances, transfer incomes received in cash and / or kind should be recorded in this Part.

Follow the same instructions as in Part A.

SECTION 16

OTHER ASSET AND INCOME

Purpose: This section gathers information on other financial assets owned by the household and covers other sources of income not previously reported.

Respondent: The respondent should be the head of the household, the spouse, or any well-informed adult household member.

Instructions

Question 3: In many cases, it will be difficult for the respondent to give an accurate estimate of the exact value one year ago. In such instances, ask to respondent to give an approximate estimate.

Question 4: The total amount of income, profit, interest, dividend, earning, etc. received from each sources should be recorded here.

In the case of row number 106 - Employee Provident fund -, if any member of the household retired during the past 12 months and received this fund from his or her employer, the total amount received should be recorded here.

SECTION 17

ADEQUACY OF CONSUMPTION

Purpose: The purpose of this section is to ask the respondents for a subjective estimate of the economic well-being of the household. It will give a sense of whether or not they feel their economic resources are sufficient to meet their basic needs.

Respondent: The respondent should be the household head or the head's spouse.

Instructions

ADEQUATE means neither more nor less than what the respondent considers to be the minimum consumption needs of the family.

After each question in this Section, ask the following, and write the code of the response in the appropriate box:

- It was less than adequate for your family's needs.
- It was just adequate for your family's needs.
- It was more than adequate for your family's needs.
- It was not according to your needs.

--- THE END -