



**UNDP**



In collaboration with Federal Bureau of Statistics

**PIHS**

Pakistan Integrated Household Survey Project

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**SUPERVISOR MANUAL**  
**COMMUNITY-LEVEL QUESTIONNAIRES**

Pakistan Integrated Household Survey

**P I H S**

## 1. General Instructions

There are five types of community-level questionnaires to be administered in the 300 PSUs surveyed in the Pakistan Integrated Household Survey (PIHS).

1. (Rural, Urban) Community Characteristics Questionnaire
2. Rural Primary School Questionnaire
3. Rural Health Facility Questionnaire
4. Dai Questionnaire
5. Consumer Price Questionnaire

All questionnaires are stapled together in a single binding marked:

### **PAKISTAN INTEGRATED HOUSEHOLD SURVEY: Community Level Questionnaires**

Note that separate questionnaires are provided in the binder to record the characteristics of urban and rural communities. Either an Urban Community Characteristics Questionnaire or a Rural Community Characteristics Questionnaire must be filled out for each PSU visited during the survey.

#### 1.1 Administering Community-Level Questionnaires

The Supervisor will be responsible for administering all community-level questionnaires, with the exception of the Dai Questionnaire, which should be administered by one of the female interviewers.

One set of bound questionnaires will be completed for each of the 300 PSUs visited by PIHS field teams. Thus, each Supervisor should complete approximately 20 bound questionnaires by the end of the 12 months of field work.

For urban communities visited in the survey, the Supervisor should complete questionnaires 1 and 5 only: Urban Community Characteristics Questionnaire and Consumer Price Questionnaire.

For all rural PSUs, the Supervisor should complete questionnaires 1 and 5: Rural Community Characteristics Questionnaire and Consumer Price Questionnaire, and questionnaires 2 and 3: Rural Primary School Questionnaire and Rural Health Facility Questionnaire in PSUs which have qualifying primary schools or health facilities. In addition, one of the female interviewers should administer questionnaire 4, the brief Dai Questionnaire in all rural PSUs.

Do not detach or tear out any of the pages in the bound community-level questionnaires.

### 1.2 Data Entry of Community-level Data

All community-level data will be entered into the computer by PIHS staff in Islamabad. The Supervisor must send completed community-level questionnaires to Islamabad on a monthly basis, at the same time that data diskettes containing data from the household survey are sent to Islamabad.

### 1.3 Identifying Information and Description of the Community

The first two pages of the bound questionnaires are to be filled out for all PSUs. These pages contain identifying information for the PSU and details on those questionnaires which have been filled out: the date each was completed, and the names and occupations of the people providing information.

Write the name of the province and community in the space provided in the top left-hand corner of the front page of the questionnaire. In addition, write your own name and code number in the space provided, and the PSU identifier in the top right-hand corner of the page. This number conforms to the number written on the front page of each household questionnaire administered in the PSU.

Write the date each questionnaire was administered in the column provided on the front page, and the name and position of the person(s) providing the information. Spaces are provided for up to three primary schools and two health facilities. Criteria for selecting schools and health facilities are discussed in the sections on the questionnaires.

Space is provided on the second page of the questionnaire for (1) comments, and (2) a brief description of important characteristics of the community. This provides very important background information for analysis of the data, and will be reviewed carefully by PIHS management staff in Islamabad. The latter heading might include such things as recent improvements to the groundwater distribution system, any widespread illnesses, or a propensity for residents to travel away from the village to work. If, for example, the PSU is located some 20 km. outside a major town and residents often travel to the town for work, please make note of it on this page. The more information you provide on this page, the better.

All responses should be written in the boxes provided in the questionnaire. In the event an "other" category is selected, write in the actual response in the blank provided. If any question is not relevant to the community, do not write anything in the response box.

**QUESTIONNAIRE 1:****Rural Community Characteristics Questionnaire**

This questionnaire should be filled out for all rural PSUs in the survey.

If the PSU covers a large area or encompasses more than one village, treat the largest or most central village in the PSU as the reference community, particularly for measures of distance. For example, if there is no Mandi in the PSU (Q.5), then report the distance to the closest Mandi as measured from the largest or most central village in the PSU.

The information you collect will necessarily reflect respondent's opinions of different aspects of the community and community life. Sometimes these opinions will be conflicting. In such case, you must use your judgement to determine whose opinion seems to be most correct, or attempt to find corroborating information after you complete the small group interview(s).

**Respondents**

Information for this questionnaire is typically obtained from one or more interviews with a small group of local villagers, which may include farmers, local officials, the school teachers, and other senior members of the village.

Your discussion with the group of villagers should take an estimated one and one-half to two hours to complete. When completing the questionnaire, the pattern of discussion should be maintained. Familiarity with the questionnaire is very important. You may either take notes and later fill in the questionnaire, or fill in the questionnaire in front of the respondents.

Most of the questions are self-explanatory. Below are specific instructions for selected questions.

**Instructions**

**Write all responses in the boxes provided. If a particular question is not relevant for the PSU, then leave the response box blank.**

**Questions 1 and 2.** Obtain information on the population of the PSU and number of households residing in the PSU from local residents. DO NOT USE THE INFORMATION PROVIDED ON THE HOUSEHOLD LISTING FORMS, WHICH MAY BE A NUMBER OF YEARS OUT OF DATE. If necessary, ask a local official for his estimate of the number of persons and households residing in the PSU.

Question 3. Estimate the total land area (cultivated and uncultivated) covered by the PSU.

Questions 5 and 6. Ask if each type of service is available within the boundaries of the PSU. If the answer is "NO", ask the respondents where the closest service or facility (for example, tehsil capital) is located, and how far it is by road or footpath from the largest or most central village in the PSU. Write the distance in kilometers in the column provided under Q.6.

Question 12. Sui gas connection refers to piped gas, but not gas purchased in cylinders.

Question 17. Different regions of the country use different sized land areas. The information requested in (a) through (d) will allow users of the data to standardize land measurement units. THIS IS VERY IMPORTANT INFORMATION FOR FUTURE DATA ANALYSIS AND SHOULD ALWAYS BE FILLED IN.

Question 18. Ask respondents to estimate how much area in total residents in the PSU use (i.e. own or cultivate). Exclude land located far away from the PSU (i.e. more than 20 km. distant), particularly distant land owned by large land-owners living in the PSU.

Question 21. Record the number of different landlords who provide land for sharecropping to residents of the PSU. In some areas, one landlord may own all of the land, while in other areas a number of landlords may sharecrop out land to local residents.

Question 22. Record the percentage of households in the PSU who neither own nor operate land, but only earn wages working on land owned by others.

Question 25. The list of names of the 41 main irrigation canals have been provided by WAPDA, and should include all such canals. Smaller irrigation channels may also have names, but should not be confused with these main irrigation canals. In the event respondents insist that the main canal which serves the PSU has some other (not specified) name, record this name under the category marked "other" and write code 42 in the box provided.

Question 28. Rural wages are typically paid in cash and in kind. Record the estimated Rs. value of all cash and in-kind payments for a day of work during the peak (harvest) season. Probe carefully to convert in-kind payments (for example, food grains or tobacco) to Rs. equivalents. Obtain wage estimates for (a) adult males, (b) adult females, and (c) children. If women and/or children do not work as casual laborers, then leave the relevant boxes blank.

Questions 31 and 32. Write the price per maund that farmers received for their crops following the most recent rabi and kharif harvest. If a crop is not grown in the region, leave Q.31 and Q.32 blank. For Q.32, write the code of the person or place where farmers in the PSU most commonly sell each crop. If farmers claim to receive different prices depending on where they sell the crops, write the price received from the primary purchaser (Q.31) and the code for this purchaser (Q.32).

Question 33. Obtain the price per 50 kg. bag (or per 50 kg. weight) for (1) Urea, (2) DAP, (3) Ammonium Nitrate, and (4) Triple Super Phosphate fertilizers. Enter separate prices for fertilizer purchased on credit (either from a landlord or private supplier) and purchased in cash. Any purchase which allows the buyer to pay for the fertilizer at a later date, be the payment in cash or in-kind, should be considered a credit purchase. If fertilizer prices vary according to the supplier, enter the price for the most frequently used supplier for both cash purchases and credit purchases.

Question 37 and 38. If there is no health facility of a specific type in the PSU, enter the distance in km. to the closest facility (Q.38).

Question 42. This question is intended to elicit respondent's perceptions of what sorts of health treatments are available in or near (within 20 km.) their village.

Antenatal care refers to treatment given to pregnant women before the baby is born.

Diarrhea remedies usually consist of special packets of salts (usually called Nimkol or ORS) that are mixed with water and given to children with diarrhea.

Question 45. List all schools, both public, private, and religious, located in the PSU and ask questions 1-6 about each. If the school is a mohalla or mosque school, use code 14 for questions 3 and 4.

Question 46 and 47. There is some similarity between this question and Q.45. However, in this case, record the distance to the closest school of each type if no school is located in the PSU. For example, if only one school, a primary school for boys, is located in the PSU, provide details on the school in Q.45, and check the box marked "YES" for "primary school, boys only" in Q.46. All other boxes would be checked "NO", and the distance to the closest schools should be obtained from community respondents.

Question 48 and 49. Obtain information on school closings due to absence of teacher(s).

Question 51. Identify which, if any, non-governmental, social service, or charity organizations have been active in the community at any time over the past 3 years. Also note if the community has a government-sponsored social welfare facility or other similar facility.

**QUESTIONNAIRE 1:****Urban Community Characteristics Questionnaire**

This questionnaire should be filled out for all urban PSUs in the survey.

As these are typically smaller than rural PSUs, most of the questions can be taken to refer to the entire PSU. The major difficulty in completing this questionnaire lies with the definition of "the community". For convenience, attempt to equate the community with the physical boundaries of the PSU.

**Respondents**

It will be more difficult to find respondents for the Urban Community Characteristics Questionnaire than for the rural questionnaire. You should attempt to contact knowledgeable people in the community, such as community leaders, or shopkeepers and teachers. The information is likely to be obtained in a number of brief interviews and conversations rather a single interview with a group of knowledgeable individuals.

As in the rural questionnaire, the information you obtain will reflect opinions of respondents, and you must be careful to resolve inconsistencies in the information without giving offence to respondents.

Most of the questions are self-explanatory or have been discussed previously in the instructions for the rural questionnaire. Below are specific additional instructions for selected questions.

**Instructions**

Write all responses in the boxes provided. If a particular question is not relevant for the PSU, then leave the response box blank.

Questions 1 and 2. Counts of total persons and total households residing in the PSU can be obtained from respondents or from FBS records (specifically, the household listing for the PSU), assuming that a recent (i.e. within the last year) listing has been undertaken.

Question 3. Obtain an estimate of the average price of residential land excluding any buildings or other improvements on the land.

You may encounter problems obtaining standardized units for residential plots. Each city may use different units, and occasionally the private speculator market will redefine units according to their own terms. For simplicity, three types of units

have been specified in the questionnaire: (1) square yards, (2) marlas, and (3) kanals. Non-standard units should be converted into one of these standard unit measures for purposes of reporting prices.

Question 9. Specify the most common source of drinking water for residents in the PSU.

Question 19. Any drainage system that is primarily underground should be considered a "closed drainage system".

Questions 20 and 21. If there is any doubt, assume the center of the city is the area housing the largest concentration of businesses and shops. This is typically although not always the oldest part of the city.

Questions 22 and 23. There are often many hospitals and clinics in larger cities. Ask the respondents to specify the approximate distance to the closest of each type of facility if none is located in the PSU.

Question 26 and 27. As with health facilities, there will be many schools in urban areas, and the respondent should be asked to specify the distances to the closest schools of each type specified.

Question 29. Obtain estimates of the annual costs of sending a child to school for (1) classes 6-8 and (2) classes 9-12 at one of the schools located in or near the urban community. Schools costs should be broken down to reflect (1) tuition and fees; (2) books, uniforms, supplies; and (3) other costs, excluding transportation costs. If possible, obtain cost estimates for a typical "nearby" public school and a typical "nearby" private school. We realize that there is likely to be a great deal of variability in the cost of private education: it may be necessary to simply obtain costs for the nearest private middle and secondary schools and the nearest public middle and secondary schools. This may require a brief visit to the school facilities.

**QUESTIONNAIRE 2:****Rural Primary School Survey**

Administer the questionnaire at each primary school (both public and private) located in the PSU, including schools for boys only, girls only, and schools enrolling both female and male students (so-called co-educational schools). Also include schools which have lower secondary classes as well as primary classes. Do not include mosque schools or other religious non-academic facilities.

For convenience, three blank Rural Primary School questionnaires are included in the binder. Please specify the type of facility (boys only, girls only, co-ed) and whether the school is public (i.e. operated by the Government) or private in the space provided at the top of the first page of the Rural Primary School Survey.

**Respondent**

It is best to obtain information from a teacher or senior administrator in the school. This can best be done by making an appointment in advance to interview this person. However, do not fail to complete a questionnaire because the teacher or senior administrator is not available; rather, speak with whoever is available at the school to answer your questions.

Write the down the name or the respondent (or respondents) and his/her occupation or position in the space provided on the front page of the bound community questionnaire.

**Instructions**

Question 1. Ask the number of years that the school has actually been operating, which may not be the same as the number of years that the building has been completed.

Question 2. Classes are mixed in many rural primary schools. Ask the respondent to specify the number of students working at the level of each class, regardless of whether classes are held separately or not.

Question 3. Ask the teacher to estimate the percentage of students who actually complete class 5.

Question 4. Record the number of weeks the school was not operating during periods when normally it would be operating. Exclude scheduled holidays and vacation periods. Typical reasons for unscheduled school closings include absence or illness of the teacher, natural disasters, or disrepair of facilities.

Questions 7 to 10. Inspect the physical structure where classes are held, and provide the information required for Q.7 through Q.10. If the school does not have a physical structure, leave these questions blank.

Question 15. Answer only for co-educational schools.

Question 16. Answer only if there is both a boys (only) school and a girls (only) school in the PSU, and these schools are located immediately adjacent to one another or share the same structure.

Question 24. Record the number of textbooks "required" for each class. All students will not necessarily have all required textbooks.

Questions 25 and 26. If students purchased some textbooks and the school supplies others, use code 4 ("purchased and provided..."), and enter the costs of purchased textbooks in Q.26. If all books are purchased by students, use code 2 or 3, enter costs in Q.26, and skip to Q.28.

Question 27. Count the number of textbooks actually available in the school and write the number under the appropriate categories. If a particular book is used for different classes, ask the respondent to specify which class it is used for most frequently.

**QUESTIONNAIRE 3:****Rural Health Facility Questionnaire**

The Health Facility Questionnaire is designed to collect information on public and private health services in rural communities surveyed in the PIHS.

The Health Facility Questionnaire should be administered to one public and one private facility located in each rural PSU. If there is more than one public or private facility in the PSU, then administer the questionnaire to the facility in each category (i.e. public and private sector) which offers the widest range of services. For example, if a PSU has a private hospital, a small private clinic, and a Government Rural Health Center (RHC), administer one questionnaire at the private hospital -- which offers a greater range of services than the clinic -- and one questionnaire at the RHC. Thus the maximum number of Health Facility Questionnaires administered in any rural PSU is two. If there is no facility located in the PSU, the questionnaire should be administered at the closest qualifying facility located within approximately 10 km. of the PSU. If there is no public or private facility located within 10 km. of the PSU, do not fill out a Health Facility Questionnaire.

Qualifying facilities include:

1. Public and private hospitals
2. General medical clinics
3. Family planning clinics
4. Government Rural Health Centres (RHC)
5. Government Basic Health Units (BHU)
6. Any other facility staffed by a physician, nurse, or community health worker, not otherwise specified.

Note that only western health delivery facilities and homeopathic clinics are included in the list; do not interview facilities run by hakeems, amils, etc., although they do deliver health care services. Include both for profit and not for profit (such as trust hospitals) facilities in the private sector.

Two blank health facility questionnaires are included in the Community Questionnaire binding. Please specify the type of facility and name of the facility on the first page of the questionnaire.

Several questions are asked about the payment of fees for service in public and private facilities. Most public facilities are permitted to charge only nominal fees. In practice, however, some health care providers in public facilities may charge a larger fee for services. If possible, obtain information on the actual fees paid and not just the official charges. This must be done with care so as not to offend your respondent. If you have indication that additional fees are being charged, but your respondent tells you only the official fees, write the official fee in the box provided in the questionnaire and make note of the potential understatement of fees on that page of the questionnaire.

Most of the questions are self-explanatory. Instructions are included below for specific questions.

### Respondent

It is preferable to interview the most senior person in the facility: for example, to obtain information from the senior medical officer or senior administrator in a hospital, or from the senior doctor at a clinic. It may be necessary to schedule a time to speak with a knowledgeable person in the facility. However, you should ultimately obtain information from whoever is able and available to provide it. Do not fail to complete an interview because the senior medical officer is not available; rather, speak to a junior person on the staff (for example, a nurse, lady health worker, or even a dispenser or orderly).

Note down the name and occupation of the respondent(s) in the space(s) provided on the front page of the Community Questionnaire binding.

### Instructions

Question 1. Ask the number of years that the facility has actually been in operation and providing services to the community. Do not include time that the facility may have been built, but not staffed or open for services.

Question 8. It is not necessary for the facility to have a separate or dedicated operating room. Answer "YES" if the facility has a space set up and all the equipment available to perform operations.

Question 11. Answer "YES" only if the item is in working condition.

A blood bank is a storage area for blood and blood products. This allows the facility to have blood on hand for transfusions.

A blood pressure apparatus is a special piece of equipment that has a gauge to measure patient's blood pressure.

Question 13. Indicate whether the laboratory at the facility performs these specific tests, and, if so, what fee (if any) is charged for the test.

CP-ESR is a series of blood tests to check for blood problems and infections;

Stool analysis is a test of feces for blood and parasites;

Mantoux test is a test to check for tuberculosis (TB).

Questions 14 and 15. Different medical treatments may have different fees. Ask for the minimum (or, perhaps, the normal) fee for a visit to the facility, for example, the fee to consult a doctor at a RHC or private clinic about an illness or injury. Do not include the cost of medicines if these are charged separately (i.e. not included in the fee for the visit).

Question 16. Indicate which services are offered by the facility. The list is the same as in Q.42 in the rural community characteristics questionnaire.

Antenatal care refers to treatment given to pregnant women before the baby is born.

Diarrhea remedies usually consist of special packets of salts (usually called Nimkol or ORS) that are mixed with water and given to children with diarrhea.

Question 19. Ask the respondent to estimate the number of patients treated each day the facility is open. Obtain separate estimates for in-patient treatment (persons who spend at least one night in the facility) and out-patient treatment (patients who visit the facility only briefly and do not spend the night in the facility).

Question 20. Ask the respondent which of the list of medicines are presently available at the facility. It is important to indicate the medicines that are actually available, and not those that may be normally available but are not available at the time you visit the facility. Please stress this difference to the respondent. If possible, you might ask to check which medicines are actually available in the medicine cabinet at the facility.

Chloroquine and fansidar are used to prevent or treat malaria;

Ponstan is an anti-inflammatory drug, similar to aspirin;

ORS are Oral Rehydration Salts, also called Nimkol, which are mixed with water and given to young children with diarrhea;

Lomotil comes in liquid or tablet form, and is given to older children and adults for diarrhea;

Flagyl is used to treat dysentery and parasite infections.

Question 23. Count the total number of female and male health workers who normally work at the facility (both part-time and full-time employees), and enter the number under the appropriate classification.

Question 24 and 25. Some public facilities may be assigned a full-time doctor, but the doctor may not always be available to see patients. Probe carefully to obtain an estimate of the actual hours each week that a doctor is available rather than the scheduled hours. If the doctor has a variable schedule, ask about the number of hours he or she was available in the week just previous to the survey.

**QUESTIONNAIRE 4:****Questionnaire for Dais/Trained Birth Attendants (TBAs)**

This short survey should be administered to one of the dais/TBAs working in each rural community. The questionnaire should take no more than 15 to 20 minutes to complete, and should be administered by one of the female interviewers.

Because many of the questions are sensitive, it may be better to obtain the information using a conversational method rather than reading questions directly. The dai/TBA should be asked to explain her method of managing pregnancy and labor, while the interviewer takes notes and later fills out the questionnaire. The dai/TBA should be encouraged to speak in detail concerning her point of view and methods; at no time should the interviewer say anything to suggest that the dai/TBA's methods are inferior or not hygienic.

The first eight questions require simple answers and do not presume special knowledge of childbirth or medical methods. The last eight questions elicit more specific information about labor and childbirth, and it may be more difficult for the female interviewer to obtain this information. At a minimum, she should attempt to obtain responses to the first eight questions in the questionnaire.

**Instructions**

Questions 2 to 5. These questions are designed to capture information on training provided to dais/TBAs. The Government has offered a special training program in all four provinces, and supplied attenders with a special instrument kit. NGOs also have provided training in selected parts of the country.

Question 6. Ask the dai/TBA if she provides advice to women in the village on how to space or prevent births (i.e. on family planning methods).

Question 3. As the dai/TBA how many babies she has delivered during the past 3 months.

Question 5. Before a baby is born, it is enclosed in a sack of fluid inside the mother. Sometimes a dai/TBA will try to speed up labor or encourage a woman to go into labor by breaking this sack of fluid. This is referred to as "breaking water".

Question 6. The dai/TBA usually will use some sharp instrument to break the sack -- either a forceps or sound (sharp pointed instrument used to measure the shape or depth of the womb), and sometimes a scissors. More traditional dai/TBAs occasionally will use their fingers or a wooden twig taken from a special tree. Read the list to the respondent, and ask her to identify which instrument she uses most often.

Question 7. Before it is born, the baby receives all its nourishment through a cord which is attached at one end to the baby's navel and at the other end to the mother (the placenta). After the baby is born, the cord must be cut. Ask the dai/TBA to tell you what instrument she uses most often to cut this cord, which is called the "umbilical cord".

Questions 9 to 12. Do not read the possible responses out loud to the dai/TBA; rather, ask her to respond however she wishes to the questions and you choose the answer that most closely represents her response.

Question 10. A "breech presentation" occurs when the baby is being born feet first rather than head first. It may be difficult for a baby to be born if he/she is coming out feet first. Because of this, some dai/TBAs will refer a woman having a breech delivery to a close-by hospital or maternity center. Other may attempt to handle the birth themselves by using forceps to help to pull out the baby, or by attempting to turn the baby before he/she is born (called "external version").

Question 11. There are many things a dai/TBA can do if a woman is bleeding a great deal during the delivery. Sometimes bleeding will stop if pressure is applied to the mother's lower abdomen. Some dai/TBAs will give an injection of a medicine called ergometrine to help stop the bleeding, or in cases of severe bleeding, refer the patient to a hospital or maternity center. Yet other dai/TBAs will ignore the bleeding until after the delivery and try to deliver the baby as quickly as possible. More traditional dai/TBAs may use special herbs or teas to help to stop the bleeding. Ask the dai/TBA to tell you which technique she uses most often.

Question 12. Some dai/TBAs perform abortions, although they may be reluctant to talk about them. Probe to see what technique they are most likely to use for abortions: physically pulling the fetus, scraping out the uterus (womb) with a sound and curette, or possibly other methods. More traditional dai/TBAs are likely to use special herbs or sharp twigs from special trees to cause an abortion.

## QUESTIONNAIRE 5:

Urban and Rural Consumer Price Questionnaire

The Consumer Price Questionnaire is administered in both urban and rural PSUs. Two sets of prices should be obtained: one set from a local shopkeeper and one set from shopkeepers in the Mandi located nearest to the community. You may have to speak with more than one shopkeeper to obtain prices for all items. Most of the items on the list will be sold throughout Pakistan, and should be available in all PSUs. However, some of the items are seasonal (e.g. eggplant, squash, possibly fish, onions, and potatoes in some regions) and will not be available locally when you visit the PSU. In such case, and in any other case where some item is not available either in local shops or from Mandi shopkeepers, leave the relevant columns blank.

All prices should be reported according to the units of measurement column in the questionnaire. For example, the price of rice should be reported per kilo, the price of eggs per dozen, the price of tumeric per 250 gram (or pao), and the price of kerosene per liter.

For the nonfood items (codes 27 - 37), obtain prices for the products whose description appears on the questionnaire (specifically, Surf detergent, Lifebuoy soap, K2 brand cigarettes). Do not substitute another product. If no product is specified (for example, LPG or washing soap), then choose whatever brand is locally available. However, be certain to standardize the price according to the units of measurement specified in the questionnaire.