



UNDP



In collaboration with Federal Bureau of Statistics

PIHS

Pakistan Integrated Household Survey Project

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I N T E R V I E W E R M A N U A L

PART I: FIELD OPERATIONS

Pakistan Integrated Household Survey

P I H S

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INTRODUCTION

PURPOSE OF THE INTERVIEWER'S MANUAL

This manual was prepared as a basic reference guide for Pakistan Integrated Household Survey (PIHS) interviewers. It sets a standardized way of interviewing respondents and collecting information. It provides the following:

- a) a description of general procedures to be followed in the field survey;
- b) a definition of concepts and terms used in the questionnaire; and
- c) detailed instructions for filling in the questionnaire.

The survey is set up to obtain the best possible information about a broad range of activities undertaken by Pakistani households. Field staff are given extensive training, each team of four interviewers is accompanied to the field by a supervisor to advise and guide data collection, and a personal computer is used to key-in and verify information within a few days of the time it is collected. In addition, this Manual has been developed to aid the interviewer in his or her tasks. Specific interviewing rules and probing techniques are outlined to guide the interviewer in enlisting the cooperation and gaining the confidence of the respondent. To ensure that the interviewer thoroughly understands the objectives of the PIHS and to provide consistency in understanding questions and terms used therein, the manual lists question-by-question definitions or explanations necessary for purposes of clarity. In many cases, these are accompanied by detailed coding instructions.

STRUCTURE OF THE MANUAL

The manual is organized into two major sections. Part I: Field Operations presents an overview of the PIHS, its objectives, the methodology and organization of the survey, and defines the role of the interviewer as a key person in the data collection and his relationship with the field supervisor. It also provides specific guidelines and instructions to guide field activities.

The second major heading, Part II: The Questionnaire, defines the organization, format and layout of the household questionnaire, which is divided into seventeen different sections or modules. The Manual proceeds section by section, defining the purpose of the section and the type of data to be collected, the respondent(s) involved, and detailed instructions for filling out the questionnaire.

Revisions have been made to the Manual in light of the results of the technical review following the first month of field activities.

1. OVERVIEW

1.1 OBJECTIVES OF THE PAKISTAN INTEGRATED HOUSEHOLD SURVEY (PIHS)

The primary objective of the project is to collect household and community data which can be used to analyze important policy questions, particularly those relating to poverty, income distribution and the impact of social sector investments. Policy studies will be initiated utilizing these data.

Given Pakistan's current levels of poverty, despite high and sustained rates of recent economic growth, there is a need to understand more about the extent of poverty in the country, the impact of existing government and non-government agency programs on the poor, and the appropriate design of future programs. The country's current socio-economic status underscores the importance of undertaking this project:

- * a population growth rate in excess of 3 percent per annum;
- * a fertility rate of roughly 6 to 6.5;
- * contraceptive prevalence of a mere 9 percent;
- * life expectancy at birth of 54 years and infant mortality as high as 200 per 1000 live births in certain regions;
- * an estimated 50 percent of children being malnourished;
- * literacy levels of only 26 percent of the overall population -- some 35 percent of adult males are literate and only 16 percent of adult females according to the 1981 Population Census.

1.2 METHODOLOGY OF THE SURVEY

Sample Design. The PIHS uses a nationally representative sample of 4800 households which is stratified by province (Punjab, Sind, NWFP and Baluchistan) and by urban/rural area. The following table shows the allocation of the sample among these eight strata:

PROVINCE	Households			Sampling Units		
	Rural	Urban	Total	Rural	Urban	Total
Punjab	1248	1216	2464	78	76	154
Sind	672	656	1328	42	41	83
NWFP	336	336	672	21	21	42
Baluchistan	144	192	336	9	12	21
TOTAL	2400	2400	4800	150	150	300

The sample excludes Federally Administered Tribal Areas, military restricted areas, districts of Kohistan, Chitral, and Malakand, and protected areas of N.W.F.P., which constitute about 4 percent of Pakistan's total population.

Households are selected using a two-stage, stratified random sample drawn from FBS' urban and rural master sample. In the first stage, a total of 300 PSUs are drawn at random from the master sample with probability proportional to population of the PSU. 150 of the PSUs are located in urban areas and 150 PSUs are located in rural areas. For the second stage, sixteen secondary sampling units (i.e. households) are selected at random from the master list of households residing in the PSU. The method for selecting households is described in Section 3.1 of the Supervisor's Manual.

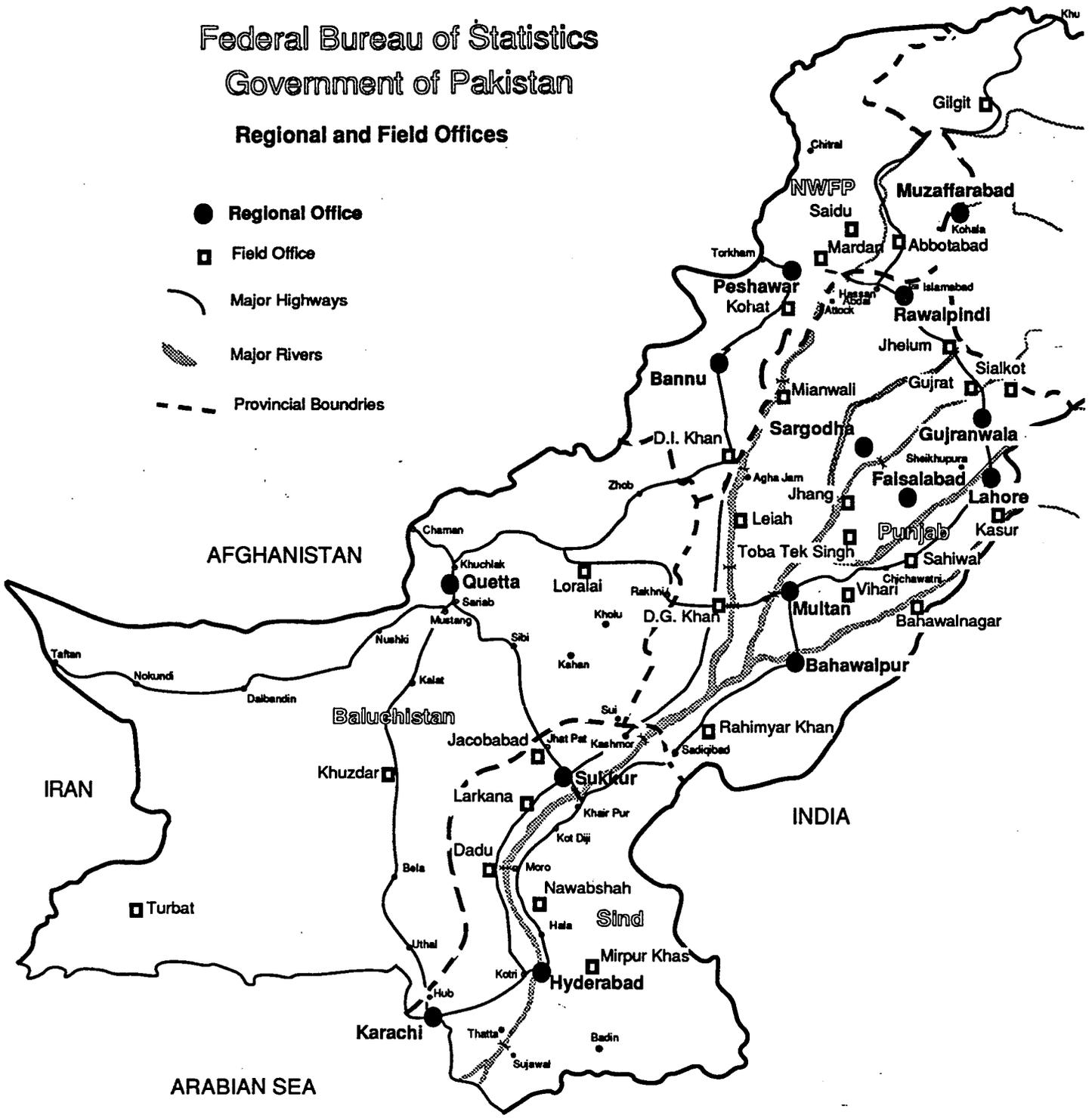
Field Organization. PIHS data will be collected by 15 field teams. Each team consists of a supervisor, four interviewers (two males and two females), a data entry operator, and a driver. Each team is assigned a vehicle, a computer and printer for data entry, and specially constructed boards and scales to obtain height and weight measurements for women and children in respondent households.

After PSUs were selected, they were located on a map in order to determine the optimal distribution of the sample across the 15 field teams and the assignment of the field teams to FBS Regional Offices (see attached map). Each team will visit approximately 20 PSUs over the course of the survey, which is scheduled to last for 12 months. Because sixteen households are interviewed in each PSU, each team will interview approximately 320 households during the 12 month survey period.

Federal Bureau of Statistics Government of Pakistan

Regional and Field Offices

- Regional Office
- Field Office
- Major Highways
- Major Rivers
- - - Provincial Boundries



Content and Design of the Survey. The PIHS is different in some essential ways from other GOP household surveys, i.e. the HIES, Labor Force Survey and Demographic Survey, etc. First, because it is designed to develop a multi-purpose data base, the PIHS is much longer, broader in scope and has a more extensive coverage of various aspects of household behavior. Second, the PIHS aims to provide valuable but currently unavailable information on the status of women in Pakistan and their role in the economy. Efforts are made to obtain information by speaking directly with female household members rather than only relying on information about their activities provided by husbands, sons, or brothers. Given this emphasis on self-reported information, more accurate estimates of women's contribution to household well-being and economic activities will be obtained. In addition, the survey will contribute to a better understanding of social policies which affect women, i.e. determinants of female school enrollments, women's time use, child health and nutrition, fertility and health care utilization.

The design of the household questionnaire reflects this focus on women. The field team includes both male and female interviewers. Separate male and female questionnaires have been developed, which will be administered by the male and female interviewers, respectively. Male and female respondents will typically be interviewed separately. Although self-response is maintained as the standard interview procedure, situations may arise where some exchange of questionnaires between the male and female interviewers may be necessary. For example, women may tend to report health problems of all household members, including adult males, and the male head of household may tend to report education levels and enrollments of all children, regardless of age or gender. Similarly, female members are more likely to be able to provide information on household consumption of own-produced food items while the male head of household is more likely to know about expenditures on food items. Food consumption modules (both purchased and own-produced) are in the female questionnaire, which may have to be passed temporarily to the male interviewer to obtain information purchases.

Another notable characteristic of the PIHS in comparison to other surveys is the heavy use of personal computers for data entry and general data management in the field. While it has become common to use PCs for data management at headquarters, it is seldom done in the field offices. Each team has a full-time personal computer and data entry operator located permanently at their duty station (i.e. one of FBS' Regional Offices). This allows data to be entered, checked, and corrected within days of the time it is collected and by the individuals who know most about the information (the supervisor and team of interviewers).

A fourth feature of the PIHS which distinguishes it from many other surveys is the inclusion of community, price, and facility questionnaires in addition to the household questionnaire. The household questionnaire describes behavior within the household, while the community, price, and facility questionnaires provide information on the environment or context in which this behavior takes place. Both

kinds of information are crucial for understanding the outcome of Government policies.

Structure of Interviews. 4800 households will be interviewed by 15 survey teams stationed permanently at one of FBS' Regional Offices. Twenty PSUs, consisting of sixteen households each, will be visited by each team working over a 12 month period. Two PSU's are visited two times by each team each month, with visits occurring roughly two weeks apart. The two-round (i.e. two visit) survey is intended to minimize interviewer and respondent fatigue, provide a reference point to aid respondent recall, and to allow for computer quality control of the data between the two rounds. Errors in information collected in the first round will be identified by the data entry program, which permits the interviewers to correct the errors when he/she returns to the household during the second round.

Community, Price, and Facility Questionnaires. Community, price, and facility questionnaires will be administered to a group of local council members or other knowledgeable individuals in the community, at the nearest school and health facilities, and in the local market. The data collected will be used to:

- * measure access to infrastructure and other services such as schools, health centers and financial institutions;
- * determine local prices of major commodities, primarily food, and;
- * measure factors reflecting the quality of services in the community, for example, number of boy's and girl's schools, number and gender of teachers in each, existence of boundary walls for girl's schools and staffing of public health clinics.

Instructions for administering the community, price, and facility questionnaires are provided in the Supervisor's Manual. Most of this information will be collected by the team supervisor rather than by the interviewers.

1.3 ORGANIZATION OF THE SURVEY

FBS will be responsible for the technical implementation of the project. A multi-level management structure has been set up to supervise the project.

On the policy level, an EXPERTS GROUP will oversee the policy aspects of the project. The Group includes members from the Statistics Division, Planning Division, Finance Division, Energy Wing, Manpower Commission, National Institute of Population Studies (NIPS), Pakistan of Development Economics (PIDE), the Applied Economics Research Centre

(AERC) at the University of Karachi, the World Bank Resident Mission, and the National Household Energy Strategy Study (NHES).

On the project level, there is a MANAGEMENT TEAM responsible for overall survey administration consisting of six members:

- * the Project Manager who is responsible for project administration and relations of the survey team with the rest of FBS and with other Ministries;
- * the Chief PIHS Section who is responsible for planning and executing the survey;
- * three Statistical Officers, two men and one woman, who are responsible for field operations;
- * the Data Processing Specialist who is responsible for ensuring that the supervisors and data entry operators follow the instructions for running the programs and for the efficient use of the micro-computers, as well as managing the data as they are transferred from Regional Offices to Headquarters.

Three local experts have been hired to act as counterparts to specific members of the Management Team: the PIHS Senior Technical Advisor, a Women's Field Expert, and a Computer Expert.

On the field level, each SURVEY TEAM will consist of one supervisor, 2 male interviewers, 2 female interviewers, a data entry operator (KPVO), and a driver.

- * the Supervisor will oversee, coordinate, monitor, and where necessary correct the work of the interviewers and KPVO. He is also primarily responsible for administering the community, price, and facility questionnaires.
- * the Interviewers will be responsible for collecting the data from the respondent households using the PIHS household questionnaire. Anthropometric measurements (heights and weights of children and their mothers) will be done by the Female Interviewers, one of whom will be assigned primarily to do the measurements and the other to assist.
- * the KPVO/Data Entry Operator will be responsible for entering the data into a micro-computer and checking it for consistency.
- * the Driver will drive for the members of the survey team while the field activities are being carried out.

2. THE INTERVIEWER'S TASKS

As interviewers, you play a crucial role in the survey: the quality of the data and ultimately of the studies and publications based on the survey will be determined by the quality of your work.

In keeping with the design of the questionnaire, the interviewers have areas of specialization. The Male Interviewer focuses on questions regarding household earnings, employment, agriculture and livestock activities, ownership of assets, migration, etc. while the Female Interviewer is concerned with issues affecting women and their role in the economy i.e. women's employment, own education, fertility, child and maternal health, etc. Female interviewers also weigh and measure children of both sexes and their mothers. It is extremely important for each interviewer to be keenly observant and sensitive during the interview process to detect any problems encountered in collecting certain types of sensitive information (e.g. income, assets, credit, fertility, etc.) or other special circumstances that may need to be referred to the Supervisor for advice.

2.1 RELATIONSHIP WITH THE SUPERVISOR

You must constantly keep in touch with your Supervisor and inform him of any problems you encounter in your work. The Supervisor, for his part, will provide you with all necessary materials and instructions, collect and check your work, and will help you solve any problems that may arise.

You should always follow the advice given by your Supervisor, who is the representative of the Management Team at the regional office level. He will assign your work at the start of each week of the survey. Part of his function is quality control - to ascertain that your work is up to standard, the supervisor will carry out the following checks in the field:

- a) He will select the households to be interviewed in the PSU, assign you households, and give you the all necessary questionnaires in order to conduct the interviews.
- b) He will examine in detail all the questionnaires filled out by you, to verify that each interview has been carried out correctly and the questionnaire filled out completely.
- c) He or some other member of the Management Team will observe one or more of your interviews each week, to evaluate your method of asking the questions. You will not be informed when the interview will be observed.

- d) Each day he will discuss your work with you, and he will make regular reports to the Management Team on your performance in the field.

Just as you will receive instructions from your Supervisor, you must inform him of any difficulties or problems that you encounter. WHEN IN DOUBT, ALWAYS CONSULT YOUR SUPERVISOR.

Your supervisor will evaluate your performance as an interviewer based on the following criteria:

1. Behavior and appearance of the interviewer (during the interview)
2. Quality of the interview
 - a) Presentation of the study
 - b) Asking questions
 - c) Probing and aid in respondent recall
 - d) Recording the answers and the completed questionnaire
 - e) Interaction with the respondent
3. Working relationship with the supervisor and other team members

Guidelines on how to conduct a good interview are discussed in the next section.

3. INTERVIEWS OF HOUSEHOLDS

You must follow precisely the instructions contained in this Manual. Two of the most important things to keep in mind when conducting the interview are the following:

1. Read the questions exactly as they appear in the questionnaire. Do not abbreviate or alter the wording of the question. Do not interpret a question for the respondent unless he or she is unable to understand the question as stated.
2. Information about a particular individual should be reported by the individual himself/herself. In general you should discourage other members of the household from volunteering information regarding the individual concerned unless he or she has been identified as the person best-informed about the activity. However, do so in a diplomatic way so as not to offend other members. Information can be obtained from others if, after repeated attempts, you are not able to obtain information directly from the individual concerned.

3.1 GENERAL ORGANIZATION OF THE FIELD WORK

Your team will be permanently based at one of FBS' 13 Regional Offices. The PSUs you visit throughout the 12 month survey period will be located in the area surrounding the Regional Office where you are stationed. The PSUs will typically be no more than two hours drive from your office, so the team can drive out to the PSU in the morning and return before dark. Special sleeping and travel arrangements will be made for PSUs located at greater distance from your home or in the event that one or more of the interviewers need to spend a night in the PSU to collect information.

Each team will typically spend two weeks in each PSU -- one week to complete Round One and one week to complete Round Two. Sections 1 through 8 are normally administered in Round One, and Sections 9 through 17 in Round Two. However, in light of the experience from the first month of the survey, the interview schedule has been adjusted. Specifically, Sections 1 through 6, 7, the first half of Section 9, and Section 14 are administered in Round 1. The remainder of the questionnaire -- Section 7, the remainder of Section 9, Sections 10 through 13, and 15 through 17 are administered in Round 2. You will likely need to work long and sometimes unusual hours to successfully interview all respondents. This is particularly likely to be the case in urban areas, where many people are away from their homes during the day and therefore not available for interviews except in the evenings or on weekends. Transport will be arranged by your supervisor in the event that you need to visit households in the evening.

You will be provided with the following materials for use in carrying out the interviews:

- * this Manual
- * calculator
- * clipboard
- * weighing instruments - for female interviewers
- * a writing pad
- * lead pencils with erasers
- * red ballpoint pens for corrections to Round One
- * an ID card or letter identifying you as an employee of the Federal Bureau of Statistics.

You are solely responsible for keeping these materials in working order.

3.2 INTERVIEWING PROCEDURES

(1) Arrival in the PSU

On the first day you arrive in the Sampling Unit in rural areas, the supervisor, accompanied by the interviewers, will visit the village chief or nambardar and other prominent villagers to explain the purpose of the survey, introduce the members of the team, and discuss the survey program for the week. A similar visit will usually not be necessary in urban communities.

(2) Contacting the Respondents

The first thing the survey team should do upon arrival in the PSU is to contact each of the 16 households scheduled to be interviewed. Male and Female Interviewers will be assigned to work together as a team in each PSU. Each male/female team will be responsible for contacting and interviewing 8 of the 16 households. Your supervisor will tell you which 8 households you are responsible for, and give you directions for finding the households. The front page of the questionnaires for each of the households assigned to you includes several household identifiers: the name of the household head, his father's name, and, when available, the street address of the household.

The purpose of the first visit is to introduce yourself, explain the purposes of the survey, and confirm that the household is willing to be interviewed during the period the team is working in the PSU. In addition, you are required to obtain a roster of individuals living in the household.

You should first locate each household, and then verify that the household is the same as that specified on your questionnaire. This

generally, but not always, means that the head of household is the same as listed¹.

Sometimes you will have difficulties in finding a household:

- * You may be unable to find either the dwelling unit or the household;
- * The dwelling unit at the address may be abandoned, the household having moved without being replaced by another;
- * A different household may be living in the dwelling unit.

If any of these things happen, stop and ask for advice from your Supervisor.

(3) Replacement Households

If you cannot find the dwelling unit or if the dwelling unit is abandoned, your Supervisor will supply a replacement household. DO NOT CHOOSE A REPLACEMENT ON YOUR OWN. As with the original 16 households, you should first verify that the replacement household is still living at the same location provided before beginning the interview.

(4) Completing the Household Roster

Once you have located a household and verified that it is the same as noted on the Questionnaire, the Male and Female Interviewer should complete the household roster, or list of household members. Complete the rosters for all eight of the households you have been assigned before obtaining any more information. It should take approximately one day or two days, the first days you are working in the PSU, to complete all eight rosters. You should also schedule a time to return to each household to administer the rest of the questionnaire.

Filling out the roster is a sensitive task that may require tact and ingenuity. A number of surveys administered in Pakistan appear to under-count female members. In an attempt to avoid this problem, the PIHS roster is initially filled out by the Male Interviewer, who obtains information from the Head of Household, and then informally verified by the Female Interviewer, who speaks directly with female members. Interviewers should immediately inform the Supervisor about any additions to or changes in the roster so that the changes can be discussed, differences resolved, and the results copied systematically in both the female and male questionnaires.

¹The present household can be considered the same as that listed if any member is present from the listed household.

3.3 THE INTERVIEW

Once the roster is completed and verified, the interviewers should administer Sections 1 through 8 of the questionnaire to appropriate household members. Following is a summary of important general points to keep in mind while conducting the interview. Note that for simplicity of exposition this section assumes each household will be visited only once for each round of the survey. In practice, it is often necessary to visit the household several times over the course of each week you are working in the community.

(1) Conduct of the Interviewer

The interviewer must scrupulously observe the following rules:

- * He must be courteous towards everyone (the respondent and his family and friends, the supervisor, the other members of the team and anyone else involved). His behavior can have an enormous influence on the opinions of people in the localities covered by the survey as to the value of the whole operation.
- * He must avoid disturbing or upsetting anyone by his behavior.
- * He must be properly dressed, so that the respondent will be inclined to trust him, as a reliable and responsible person.
- * He must arrive at the stated time, and never keep the respondent waiting.
- * He must exercise patience and tact in conducting the interview, to avoid antagonizing the respondent or leading him to give answers that are not in conformity with the facts.

(2) Explanation of the Survey

When you enter a household, the first thing you should do is to greet everyone, introduce yourself and say that you are working for the Federal Bureau of Statistics. You can begin the interview, by saying something like: "Good morning/afternoon/evening. First of all, I would like to thank you for giving us this opportunity to talk to you about your household. Before we start, allow me to explain a few things about this interview:

- * The Federal Bureau of Statistics, in collaboration with local and international agencies, are conducting a survey of Pakistani families to have a better understanding of their present living conditions. The survey is thus very important for planners to know how to improve the people's living conditions.
- * The data collected from this survey will be used as the basis for analyzing important social and economic policy issues. The survey also attaches special interest in knowing more about the role of the Pakistani women in the economy and in the household, particularly with respect to children's health and nutrition, consumption and expenditure of food and non-food items, energy use, and family planning. This is why a separate questionnaire was designed specifically for the women.
- * The community/village and the families who will be interviewed have been selected at random. Other neighboring communities/villages and households have been selected in the same way.
- * The survey is not concerned in any way with taxes, and all the information recorded will be regarded as confidential and covered by the obligation of statistical secrecy.
- * The survey will take the form of two rounds of interviews. We will be talking with all members of your household to obtain information for various parts of the questionnaires.

Suggest the following guidelines before you start the interview so that it proceed in a smooth and effective manner:

- * It is very important that you answer as accurately as you can.
- * Most of the questions I will ask will have a corresponding set of possible answers. I could read the list of choices for you, if necessary, to you help you pick the one that fits your situation most accurately. I prefer that you answer the questions however you like and I will choose the answer in the list of choices that most accurately reflects your answer.
- * Take your time in giving answers particularly for questions requiring a recall period of 12 months. Precision is more important to us than speed in finishing the questionnaire.
- * Consult records if necessary or whenever the questionnaire requires you to do so, e.g, children's birth certificates, immunization cards, electricity bills etc.

- * Do not hesitate to ask me to repeat a question or ask for clarification if the question is not clear or needs further explanation.
- * If at any time you wish to stop the interview because you have other commitments or you become tired, please let me know and we can schedule another time to finish. However, it is best to try to find a time when you can complete your part of the interview in one sitting.

(3) Tempo of the Interview

You must maintain the tempo of the interview; in particular, avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers, do not break in too suddenly, but listen to what the respondent is saying and then lead him back to the original question. Remember that it is you who is running the interview and that you must be in charge of the situation at all times.

In some cases, usually when an elderly or highly educated person is being interviewed, your "authority" to ask certain questions may be challenged. Do not be intimidated and respond in a firm but respectful tone that you have been specially trained to do this and that it is your job to fill out the questionnaire with the information that they provide you.

(4) Objectivity of the Interviewer

It is extremely important that you should remain absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to give answers and adopt attitudes that they think will please the visitor. You must not show any surprise, approval or disapproval about the answers given by the respondent, and you must not tell him what you think about these things yourself. If he asks you for your opinion, wait until the end of the interview to discuss the matter with him.

You must also avoid any preconceived idea about the respondent's ability to answer certain questions or about the kind of answer he is likely to give. Do not communicate judgements on answers given by the respondents.

(5) Asking the Questions

You must always read the questions just as they are written in the questionnaire. Questions should be asked and instructions given exactly the way they are written in the questionnaire with no variation or change in wording. Any slight changes in asking questions have been

shown to significantly affect the way questions are answered by the respondent.

After reading a question once in a clear and comprehensible manner, you should await the reply. If the respondent does not answer in a reasonable time, he has probably 1) not heard the question; or 2) not understood the question; or 3) does not know the answer. In any case, if there is no answer, you must repeat the question. If there is still no reply, you must ask whether the question has been understood. If the respondent is still reluctant to answer reiterate the confidentiality of information to be provided.

(6) Probing and Respondent Recall

If a respondent gives an incomplete or unsatisfactory answer, you must probe by asking a follow-up question to elicit a better response. Probing should be done in a nondirective manner by subtly pursuing the question at hand without pushing the respondent to select an answer over another. Asking follow-up questions such as "What exactly do you mean?", "Anything else?", "Tell me more about..." or simply repeating the question could be useful in probing.

To aid in respondent recall, you can use certain events or milestones as benchmarks or point of reference. When asking questions about birthdates, you can refer to the following calendar of events: born before or after Partition in 1947, War with India in 1965, Second War with India in 1971, Martial Law regime under Gen. Zia in 1977, election of Benazir Bhutto in 1989.

For questions requiring a 12-month recall i.e. food and non-food expenditures or milestones such as birthdates of household members, particularly children, you can use annual celebrations as points of reference: before or after Ramazan, Eid-ul-Fitr, Eid-ul-Azaha, etc. Survey experience has shown that respondents often have difficulty recalling over long reference periods. Inaccuracies arise mainly because of omissions and mislocation of events in time, which is referred to as "telescoping". People include events in the reference period that in fact occurred earlier (forward telescoping). A five-year Islamic calendar and a one year calendar of events will be provided with the questionnaire to be used as reference.

(7) Private Nature of the Interview

All the data collected are strictly confidential. Any divulgement of particular data is forbidden by law. This rule is all the more important in that it is the foundation of all statistical work.

In principle, all the questions should be asked of the respondent in complete privacy to ensure that his or her answers remain

confidential. The presence of other people during the interview may cause embarrassment and influence some of the answers.

On the other hand, it is often difficult to limit the number of people present during an interview. The visit of an interviewer may be a great event for the household. The household members and the neighbors are bound to be curious.

There are a number of sections of the questionnaire that cannot be considered as "sensitive" for most households, for instance, the household roster, the sections on housing, education, health and migration. Most households will probably also have no difficulty about the sections on household expenses and home consumption of food (Round Two).

The most sensitive sections come toward the end of the questionnaire:

- * Economic activities (Section 5, where the respondent is asked to declare earnings from his work);
- * Farming and livestock activities (Section 9, where he must declare income from farming and stockraising);
- * Non-farm enterprise activities (Section 10, where he must declare his income from self-employed activities);
- * Marriage and Maternity History (Section 13, where the respondent is asked to give information on all her pregnancies and on all the children she has had and family planning practices);
- * Credit and Assets (Section 15, where the household's indebtedness and creditworthiness is evaluated) and;
- * Transfers and Remittances (Section 16, where the respondent is asked to declare other income received i.e. cash and in-kind payments).

When you get to these sections, you should explain to the respondent that some questions are confidential and ask him what is the best place in the house where you are least likely to be disturbed. If another adult "does not understand" and does not leave you alone with the respondent, you must use tact and imagination to try to get the person to excuse himself. You might consider:

- * Asking the respondent to persuade the other person to leave.
- * Explaining as politely as possible that the interview must be conducted in private.

- * Trying to satisfy the person's curiosity by reading the first few questions, and then say something like "You have heard some of the questions. Will you now leave us alone for a little while?"

You can also ask the respondent to write the information on a piece of paper and then copy it onto the questionnaire. However, you should never make the other person feel as if you are attempting to obtain information that may be threatening or uncomplimentary to him. Often, the other person will become bored after a few questions and leave.

(8) Anthropometric Measurements

The anthropometric measurements consist of four simple measurements performed on all children aged 5 years and under and their mothers. The female interviewers are responsible for performing these measurements -- one will perform the actual measurements and one will assist her. Instructions are provided in the Anthropometrics Field Manual. The four measurements include:

- * weight of children;
- * recumbent (laying down) length of children;
- * weight of mothers;
- * standing height of mothers.

Special equipment will be given to you to perform the measurements.

To the extent possible, try to obtain all anthropometric measurements in Round One. Complete measurements for any individual(s) who are not available in Round One during Round Two. In addition, you may be asked by your Supervisor to repeat some of the measurements in Round Two.

(9) Respondent Fatigue

As the interviewer, you must be keenly observant of the respondent's behavior and reactions during the interview. One of the things to watch out for is respondent fatigue, that is, when the person you are interviewing is showing signs of restlessness or impatience and would like to end the interview. Since the questionnaire is lengthy, he/she may not want to complete it in one sitting. Do not force him/her if this happens. Instead, ask when they would want you to come back to continue the interview and schedule your next meeting. This is necessary in order to get the full cooperation of the respondent in furnishing the desired information.

3.4 AFTER THE INTERVIEW

(1) Set date of Round 2 visit or any other follow-up visits

Before leaving, you must thank all the members of the household who took part in the interview and fix a date for the Round Two interview. You should start by proposing a date in exactly two weeks. If this is not acceptable, ask them to suggest a date during the week for the Round Two interviews for the PSU. When a date has been agreed upon, you should write it on the Survey Information Sheet, in the box called Round Two of the Survey, PROPOSED DATE.

3.5 CHECKING THE COMPLETED QUESTIONNAIRES

(1) Verify all Sections and Record Results of the Interview

After finishing each interview, you must verify that all the sections have been filled out correctly and legibly. In addition, complete the SUMMARY OF SURVEY RESULTS for each section. These tasks must be done immediately after the interview, before you hand in the questionnaire to your supervisor, and, most important, before leaving the PSU.

3.6 VALIDATING FIRST ROUND DATA

The data collected in Round One will be validated in 2 stages:

- a) The Supervisor will review the completed questionnaire using the Questionnaire verification form. He will inform you if there are any questions which have been miscoded, if skip patterns were not followed correctly, if entries are inaccurate, and which questions should be reasked.
- b) Your work will also be reviewed by the data entry operator when he keys in the information you collected using the DATA ENTRY PROGRAM. The program will use data consistency checks on the answers to various questions and between various sections of the questionnaire. Data is entered and checked for consistency in both Round One and Round Two.

The data entry operator will enter Round One data between Round One and Round Two. He will make a printout of all the answers that are not consistent, which could either be due to enumerator, respondent, or keypunching error.

At the beginning of Round Two, your supervisor will tell you which questions were rejected by the data entry program. You must reask these questions at the beginning of Round Two. You must show the new answer alongside the old one, using a colored marker to do so. YOU MUST NEVER CHANGE DATA FROM ROUND ONE WITHOUT REASKING THE QUESTION.

3.7 SECOND ROUND OF DATA COLLECTION

Section 7, the remainder of Section 9, Sections 10-13, and 15-17 will be administered in Round Two, some two weeks after Round One. Most of these Sections require a single, primary respondent who is identified in Round One. Arrange to meet with the necessary individuals at specific times, and remind the household of these scheduled meetings before you leave the PSU in Round One. The female interviewer must ensure that respondents for Sections in the female questionnaire are available and the male interviewer must do the same for Sections in the male questionnaire.

4. ORGANIZATION, FORMAT AND LAYOUT OF THE QUESTIONNAIRE

4.1 ORGANIZATION OF THE QUESTIONNAIRE

The PIHS is organized into a male and female questionnaire to be administered respectively by a male and female interviewer in two survey rounds². The table below lists the different sections found in each questionnaire:

	<u>Questionnaire</u>
Section 0. Survey Information	Male/Female
Section 1. Household Information	
Part A. Household Roster	Male/Female
Part B. Information on Parents of Household Members	Male/Female
Section 2. Housing	
Part A. Type of Dwelling	Male
Part B. Housing Expenses	Male
Part C. Utilities and Amenities	Male
Section 3. Education	
Part A. Literacy and Training	Male/Female
Part B. Formal Education	Male/Female
Part C. Interruption of Education	Male/Female
Part D. Vocational/Technical Training and Apprenticeship	Male/Female
Section 4. Health	
Part A. Diarrhea	Female
Part B. Immunizations	Female
Part C. Other Illnesses and Injuries	Male/Female

²There may be occasions when the female interviewer will administer sections from the male questionnaire to female respondents or when the male interviewer will administer sections from the female questionnaire to a male respondent. The organization of sections into male and female questionnaires, respectively, is primarily for convenience: most sections of the male questionnaire will be administered to men while the primary respondent(s) to most sections of the female questionnaire will be women and young children.

Section 5. Wage Employment

Part A.	Employment in Agriculture	Male/Female
Part B.	Employment outside Agriculture	Male/Female
Part C.	Unemployment	Male/Female
Part D.	Overseas Employment	Male

Section 6. Family Farm Labor

Part A.	Family Labor Inputs on Own-farm or Land Rented-in/ Sharecropped	Male/Female
Part B.	Non-farm Self-employment	Male/Female
Part C.	Female Time Use	Female

Section 7. Energy

Part A.	Electricity Usage and Appliance Ownership	Male/Female
Part B.	Natural Gas Usage and Appliance Ownership	Male/Female
Part C.	LPG (cylinder gas)	Male/Female
Part D.	Kerosene	Male/Female
Part E.	Firewood Usage	Male/Female
Part F.	Dung cake (as a fuel)	Male/Female
Part G.	Charcoal Usage	Female
Part H.	Coal Usage	Female
Part I.	Other Fuels Usage	Male/Female
Part J.	Stoves	Female
Part K.	Cooking Habits	Female
Part L.	Fuel Switching	Female
Part M.	Attitudes/Behavior	Male/Female

Section 8. Migration

Male

Section 9. Farming and Livestock

Male

- Part A. Landholding and Tenure
- Part B1. Rabi Crop Production and Distribution
- Part B2. Kharif Crop Production and Distribution
- Part B3. Orchard Crops
- Part B4. Sugarcane
- Part C. Assistance and Credit
- Part D. Expenditures on Agricultural Inputs
- Part E. Expenditures and Income on Agricultural Services
- Part F. Livestock Ownership and Production
- Part G1. Hired Labor on Own-Farm
- Part G2. Permanent Hired Labor
- Part H. Income from Processing and Sales of Own-farm Products
- Part I. Sales of Dairy, Poultry Products, Meat and Animal Hides

Section 10. Non-farm Enterprise Activities

Male

- Part A. General Characteristics of the Enterprise
- Part B. Operating Expenses
- Part C. Ownership of Assets
- Part D. Revenues

Section 11. Non-food Expenditures and Inventory of Durable Goods

Female

- Part A. Daily Expenses
- Part B. Annual Expenses
- Part C. Inventory of Durable Goods

Section 12. Food Expenses and Home Production

Female

- Part A. Food Expenses
- Part B. Home Production

Section 13. Marriage and Maternity History

Part A.	Marriage History	Female
Part B.	Family Planning	Female
Part C.	Maternity History/ Pre-natal/Post-natal Care	Female
Part D.	Infant Feeding Practices	Female
Part E.	Men's Marriage History	Male

Section 14. Anthropometrics Female

Section 15. Credit and Savings

Part A.	Asset and Liabilities Position	Male
Part B.	Borrowing and Outstanding Loans	Male
Part C.	Lending and Outstanding Loans	Male
Part D.	Property	Male
Part D1.	Personal and Investment Property	Male
Part D2.	Dowries	Female
Part D3.	Stocks, Shares, Bonds and Other Securities	Male
Part D4.	Bank Deposits and Postal Savings	Male
Part D5.	Bisi or Savings Committees	Male/Female

Section 16. Transfers and Remittances

Part A.	Remittance and Transfer Expenditures	Male
Part B.	Remittance and Transfer Income	Male

Section 17. Other Income Male

4.2 FORMAT AND LAYOUT OF THE QUESTIONNAIRE

The format and layout of the questionnaire were designed to make the question-and-answer process easy for both the interviewer and the respondent. Basically, certain conventions or principles were adopted to guide the interviewer in reading and recording the answers in the questionnaire precisely. These are:

* Typographical Conventions

Certain distinctions are made in the questionnaire by using different type fonts, such as:

- 1) text in upper case are instructions to the interviewer and should not be read out to the respondent
- 2) text in lower case are the questions or introductions to sections which should be read to the respondents.
- 3) text that is in upper case and enclosed in brackets (i.e. ...[NAME]...) alerts the interviewer to supply the appropriate word when reading out the question to the respondent.

* Filter Questions

Filter questions are used to screen households based on certain activities or practices and allows the easy channelling of respondents into appropriate sections of the questionnaire. In general, these filter questions ensure that respondents are only asked questions that are relevant to them.

* Skip Patterns

The questionnaire also uses visual cues of boxes and arrows to instruct the interviewer to skip certain questions which do not apply to the respondent and tells him/her where to proceed for the next question to be asked. This is referred to as the skip pattern.

* Coding Scheme

The questionnaire is largely pre-coded to minimize coding errors. Codes are provided at the back of each questionnaire and on a separate laminated page given to each interviewer.

* Collating Arrangement

The Household Roster (Section 1 Part A) which is the first sheet that will be filled up is found at the very last page of the questionnaire. It is printed on a full size, fold-out sheet, and the rest of the questionnaire consists of a stack of shorter

sheets which overlay the roster page. With this collating arrangement, the household roster will, at any given page, appear on the left side of the questionnaire. This permits the interviewer to easily record information on a row by row basis for the each (corresponding) household member in any section in requiring individual-level responses.

4.3 LEVEL OF DATA COLLECTED

The questionnaire collects information at a household level, individual level, and in some cases, for specific items such as crops or food commodities. 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 specified for some individual-level data. This serves to limit the focus of the following sections to specific age-groups in the household:

- * Education i.e. Literacy and Training (Section 3) - to be asked in general of members 5 years and above, and, in specific sections, of members 5-16 years of age;
- * Health (Section 4) i.e. Diarrhea, Immunizations and Anthropometrics - for all children age 5 years and below;
- * Wage Employment (Section 5), Family Labor (Section 6) - for members age 10 years and above;
- * Maternity History (Section 13) - for male and female members age 14 years and above, and, in specific sections, of currently married women 14-50 years of age.

5. GENERAL GUIDELINES IN FILLING OUT THE QUESTIONNAIRE

There are a number of basic principles that the interviewer should observe throughout the questionnaire.

5.1 READING THE QUESTIONS AND CODING INSTRUCTIONS

- 1) You must always read the questions just as they are written in the questionnaire. If the respondent's difficulty lies in finding the right answer, you should use the interviewing techniques suggested earlier to help in respondent recall.
- 2) In the questionnaire, instructions to the interviewer are capitalized and should not be read out to the respondent.

For example:

- a) DO NOT COUNT STORAGE ROOMS, BATHROOMS, TOILETS OR KITCHENS.

This is an instruction to the interviewer which is related to a particular question i.e. "How many rooms does your household occupy, including sleeping rooms, living rooms and rooms used for family business?"

- b) ASK EACH INDIVIDUAL IN THE HOUSEHOLD ABOUT HIS/HER CONTRIBUTION TO FAMILY FARMING AND LIVESTOCK. IF YOU ARE UNABLE TO SPEAK WITH THE RELEVANT INDIVIDUAL, OBTAIN INFORMATION FROM SOME OTHER HOUSEHOLD MEMBER. WRITE ID CODE OF PERSON WHO SUPPLIES INFORMATION IN COLUMN BELOW.

These are instructions to the interviewer before proceeding to ask the questions in a particular section. Also written in capital letters, these are usually found at the top of the questionnaire page.

- 3) All text which are not capitalized (i.e. in lower case) should be read out in full to the respondent; these are the questions or introduction/ explanation to sections in the questionnaire.

For example:

- a) "Now I would like to ask you some questions about the money earned by your household from selling products it produces using agricultural outputs."

"Q.1 Did you or any member of your household process and market crops you grew during the past 12 months? For example, did you produce gur from sugarcane you grew or husk rice for sale in the market?"

The paragraph preceding the question is an introduction to a section i.e. Farming and Livestock Part H (Income from Processing and Sales of Own-farm Products) preceding the set of questions to be asked in the sub-section.

4) The questionnaire uses arrows and boxes as visual cues.

a) Arrows indicate that there are questions to be skipped because they do not apply to the respondents. Called the SKIP PATTERN, this tells the interviewer where to go to ask the next question. These are used in the following cases:

For example:

* To move from one question to the next question.

Q.4. Was anyone consulted (i.e., a doctor, nurse, siani or other healer) for the diarrhea?"

YES.....1
NO.....2
(>>10)

This means that if the respondent's answer to Question 4 is "YES", write "1" in the box and proceed to ask Question 5. If the response is "NO", write 2 in the box and go to Question 10, skipping Questions 6-9 which ask about the cost of consultation for the diarrhea, other persons consulted, etc., all of which are not applicable to the respondent.

* To move from one question to the next subsection

"Over the past 12 months, that is, during the past rabi and kharif season, did you work for payment in cash or kind on some other person's farm?"

YES.....1
NO.....2
(>>Part B)

If the respondent's answer is "NO", the interviewer should skip the rest of the questions in Section 5 Part A because these apply only to hired/paid labor on another person's farm. The interviewer should then proceed to ask the questions in Part B.

- * To move from one question to the next Section

"Were you born here?"

YES.....1 (->Section 9)

NO.....2

If the answer given is "YES", all questions in the section (on migration) are not applicable to the respondent.

- b) Boxes are also used for questions which have specific instructions other than the "skip pattern".

For example:

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

IF <10 YEARS, ->8

- * A word that is CAPITALIZED and ENCLOSED IN BRACKETS (e.g.[NAME]...,[FOOD] ... alert the interviewer to supply the appropriate name of a household member or food item when reading out the question.

For example:

Do you have an immunization card for
..[NAME]...?"

In this case, you will have to supply the appropriate name(s) of the child(ren) when reading the question. If there are 2 children in the household e.g. Muhammad and Salim, this question will be asked twice, once for each child, e.g. "Do you have an immunization card for Muhammad?" and if the answer is YES, ask the follow-up questions, and again ask "Do you have an immunization card for Salim?" and so on.

- b) A list of crops is provided in the part of the questionnaire which collects information on farming. If the question is:

"In the past year, did you grow ...[CROP]... on your own land or land rented or sharecropped from others?"

You should ask the question several times, each time using a different crop name that appears on list e.g.

"In the past year, did you grow WHEAT on your own land or land rented or sharecropped from others?"

"In the past year, did you grow BARLEY on your own land or land rented or sharecropped from others?" and so on.

The same rule applies to food and non-food expenditure items.

- 5) The questionnaire should be filled in during the interview. You must not record the answers on scraps of paper and transfer them to the questionnaire later, nor should you count on your memory for filling in the answers once you have left the household.
- 6) Although you may correct minor errors due to your having written down the answers badly, you must never make any other changes in the completed questionnaire without asking the respondent the questions again. Nor may you copy the information you have collected onto a new questionnaire.
- 7) When you need to write the name of a person, place or thing, always write very legibly in capital letters.
- a) This instruction is particularly important for the household roster, because the names have to be put into the computer.
- b) It is also important to write clearly in capitals when the coding will be done in the office. If the reply is not legible, the supervisor cannot code it.

- 8) The questionnaire is pre-coded throughout except a few questions which will be coded by the supervisor in the office. Codes translate the respondent's answers into numbers. You must write the code corresponding to the answer given by the respondent in box or column provided. If the answer is an amount or a figure, write the answer in a box. Here are two examples:

For example:

- a) Q.1 "What is your main type of dwelling?"

SINGLE-FAMILY.....1
 APARTMENT/FLAT.....2
 ROOM IN LARGER UNIT...3
 COMPOUND.....4
 OTHER.....5

1

If the reply is "APARTMENT/FLAT", write the figure "1" in the box alongside.

You should record an answer only when the respondent actually chooses one from the choices provided. Inconsistencies may occur if you code respondent words or try to fit these into categories that the respondent did not choose.

- b) Q.2 "If you sold this dwelling today, how much would you expect to receive?"

RUPEES

50,000

If the reply is "fifty thousand", write the figure in the box on the right.

- c) In the following example, the answer will be coded in the office. You only have to write the answer given by the respondent.

"In which industry are you employed?"

Description: AGRICULTURE Office Code:

1

- 9) If the reply by the respondent does not fit in the list of replies with prepared code numbers, you must use the code number for OTHER. In that case, you will often be asked to give details.

For example:

- a) Q.24 "What was the primary language in which you were taught?"

ENGLISH.....1
 ENGLISH AND URDU....2
 URDU.....3
 OTHER.....4
 (SPECIFY: SINDHI)

4

If the reply given is "OTHER", ask the respondent to specify. Suppose the respondent says "Sindhi", then you must put 4 in the box and write SINDHI in the space provided.

- 10) Each question is usually assigned a single box where you write the code corresponding to the answer given by the respondent. However, there are some questions which require information to be reported in parts of units or fractional units. These are usually assigned 2 boxes. For example, travel/collection time is reported in hours and minutes, land size in acres and kanals, price of commodity in rupees and paisa (particularly for food prices), length of time or age in years and months, value of payment in cash or in-kind. Always enter each figure in the appropriate column.

For example:

- a) "How long ago did you purchase ... [EQUIPMENT] ...?"

Months	Years
6	1

- b) "How long did it take to you to travel to the consultation?"

Hours	Minutes
1	30

- c) "How much did you pay per ...[UNIT]...?"

Rupees	Paisa
3	50

- d) "How much more land do you now have?"

Acres	Kanals
4	4

- 12) Data reported on prices, quantity of food purchase, size of land should never be rounded off. For price units, always give both the rupee and paisa amounts separately when it is specified in the questionnaire. When it is not explicitly asked for, you may report paisa as a decimal amount (i.e. Rs. 10.5 for 10 rupees, 50 paisa).

For quantities of food purchased/consumed, fractional units also should be reported using decimal places (e.g. 2.5 kgs. instead of 2 1/2 kgs.).

For land size measurements, the area could be reported in acres, kanals or acres and kanals (e.g. 3 acres and 5 Kanals) or simply its equivalent in kanals (e.g. 29 Kanals).

Always refer to the conversion table when converting data to a another unit of measurement. You will be given a calculator to use for making these conversions.

- 13) Work space is provided in the questionnaire if you need to do some basic calculations or conversions and enter in the appropriate box the correct figure arrived at.
- 14) For questions which require data on units, you should always refer to the correct table of units provided in the questionnaire. These include: time units, units of measurement (for production, sales or purchase) and land units.
- 15) Never leave a question blank that requires a response according to the questionnaire's skip sequences and never write a response for a question that is not applicable and therefore should be blank. Failure to provide information that is required or

filling in unnecessary information are errors and will be noted as such in the data entry program.

- 16) Do your best to avoid the reply "I don't know" by helping the respondent to consider his answer. In this manual there are many examples of questions that can be asked to help the respondent recall the information required. Nevertheless, it does happen that, even with the help of the interviewer, the respondent cannot give an answer. In that case, write "DK" in capital letters in the box reserved for the answer. There should be few such cases. All DKs will be reviewed by your supervisor.

5.2 DATA ENTRY CONSIDERATIONS

Data will be entered directly from the questionnaire. Everything that you write in the columns provided in the questionnaire will be entered in the computer. You must therefore write only information that should be entered. In particular, you may not use the sheets for writing notes or computations unless a space is specially provided.

1. Write legibly in pencil, without crossing out or overwriting. If you make a mistake in recording, erase it completely and write the correct entry.
2. Write in capital letters and use arabic numerals. For instance, you should write "1", not "I", "4" not "IV". When asked to write the "DESCRIPTION" say for primary occupation, write "accountant" as "ACCOUNTANT" or "stitching/ repairing clothes" as "STITCHING/REPAIRING CLOTHES" for a description of a family enterprise.
3. Never go beyond the space allotted for a question, even when the next space is not used. If the space provided is not enough, make a note of it and advise your supervisor about the problem.
4. In writing amounts and figures, always separate each group of three figures with a decimal point, starting from the right. For instance, "one hundred thousand" must be written as "100.000" not as "100000" or "100 000".
5. For questions to which the reply is a quantity or amount, write only the numeral in the appropriate box, without the unit of measurement. For example, if the reply is:
 - * "fifty rupees", write "50" not "50 Rs."
 - * "10 kilograms", write "10" not "10 kg."

If a reply to a question specifically calls for a unit of measurement, the code for the unit will be shown in an additional box.

6. CONCEPTS

The questionnaire uses concepts that have very explicit definitions for purposes of the PIHS. These may be different than definitions used in other survey you may have worked on. All interviewers must share the same understanding of basic concepts. Please discuss any questions you may have regarding definitions which arise in the field with your supervisor.

1. Household

A household is a group of people who eat and sleep in the same dwelling unit. For purposes of the PIHS, the criteria for defining who is a household member are:

- * All persons who have been present in the household for at least 3 months during the past year.
- * If a person has not been present in the household for at least 3 months (that is, they have been away for more than 9 months), then only the following are household members:
 - the head of the household
 - any person who is a major provider
 - infants less than 3 months old
 - persons working abroad who are normally members of the household
 - students and other members of the household who are primarily supported by the household but are currently living elsewhere while attending school or in some other institution.

All other persons who were away for more than 9 month are not household members. A more complete discussion of household composition and how to identify all household members is included later in the Manual.

2. Reference Period

Also referred to as the "recall period", this refers to the time period over which information is being collected and therefore must be recalled by the respondent. This survey uses the following reference periods:

- * the past 7 days preceding the interview
- * the past 14 days preceding the interview
- * the past 30 days preceding the interview
- * the past rabi season (rabi crops are sown in winter and harvested in late winter and early summer)
- * the past kharif season (kharif crops are sown in summer and harvested in late summer or early winter)
- * the past 12 months preceding the interview

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

The date of the interview is Sunday, January 13, 1991. Therefore, the recall period covered based on the various reference periods would be:

Reference Period	Period Covered
a) "past 7 days"	From Sunday of the past week (Jan. 6) up to the day before the interview, which is Saturday (Jan. 12).
b) "past 14 days"	From 2 Sundays ago (Dec. 30, 1990) up to the day before the interview (Jan. 12)
c) "past 30 days"	From Dec. 13, 1990 up to Jan. 12, 1990
d) "past 12 months"	From Jan. 13, 1990 to Jan. 12, 1991

A list of which completed rabi and which completed kharif season you should refer to in collecting information from households is provided in the annexes to this Manual. The list was drawn up based on the annual cropping calendar for the whole of Pakistan and therefore may not fully reflect regional variations in cropping patterns. Your supervisor will inform you of any changes to this schedule.

Taking the example once again of a January 13, 1991, interview:

- | | |
|-----------------------|---|
| d) "past rabi season" | The last completed rabi harvest was planted from Nov. to Dec. 1989 and harvested from April to early June 1990. |
|-----------------------|---|

- | | |
|-------------------------|--|
| e) "past kharif season" | The last completed kharif was planted from July to August 1990 and harvested from Oct. to early Nov. 1990. |
|-------------------------|--|

3. Responses based on Actual vs. "Normal" Practice /Experience

In addition to questions with specific reference periods, information on the "normal" or "usual" practice or experience of the respondent is obtained.

For example:

"During the past 7 days, how many hours did you spend doing this work?"

asks about the "actual" number of hours spent doing the work in the past 7 days preceding the interview. This is then followed by the question:

"How many hours do you normally spend each week doing this work?"

Note that this question does not pertain to any specific period but rather inquires about the "normal" or "usual" practice in any given work week of the respondent. NORMAL may be defined as the common, regular or customary practice; that which does not reflect any deviation from the usual, as in cases of a crisis or emergency situations i.e. crop failure, peak/low months of business activity.

If the respondent has difficulty in estimating the "normal", ask what the most recent experience is. Suppose the question is "How much do normally spend each time you purchase ...[ITEM]...?", you can aid in recall by asking "How much did you spend the last time you purchased ...[ITEM]...?"

4. Units of Measure

The survey uses coded units of measurement to quantify certain variables:

- * Time Units - This measures the frequency of such variables as cash/in-kind/advance payments given/received, payment schedules, purchase of consumption items such as food, clothing, fuel, etc.

These are coded in the questionnaire as:

MINUTE...1	MONTH.....5
HOUR.....2	QUARTER....6
DAY.....3	HALF YEAR..7
WEEK.....4	YEAR.....8

- * Measurement Units - The production/distribution and consumption variables use the following units of measurement:

KILOS.....1
MAUNDS.....2
PIECES.....3
BOTTLES.....4
LITER.....5
ACRES.....6
KANALS.....7
GRAMS.....8
RUPEES.....9
TOTAL AMOUNT....10

Note that "rupees" has been added as a special unit category which should only be used in very specific circumstances which are discussed later in the Manual.

- * Conversion Factors

Sometimes the unit of quantity used in a sample area for a particular item may not be listed in the codes provided in the questionnaire. In such cases, you should convert local units to the standard units given using the conversion factors/tables provided in the questionnaire. If the number you need in order to convert local units to standard units is not supplied in the questionnaire or attached conversion tables, consult your supervisor for a conversion value.

a) Area Conversions

8 kanals = 1 acre
7 kanals = .87 acres
6 kanals = .75 acres
5 kanals = .62 acres
4 kanals = .50 acres
3 kanals = .37 acres
2 kanals = .87 acres
1 kanals = .75 acres
1 square = 25 acres
2 jareebis = 1 acre
20 marlas = 1 kanal

b) Weight Conversions

1 chatank = 0.06 kilo
1 seer = 1 kilo
1 pau = 0.25 kilo
1000 grams = 1 kilo
1 maund = 40 kilos

c) Capacity Conversions

1 litre = 0.035 cu. ft.
1 litre = 0.22 gallons
1 ton = 12,000 BTU

7. SUMMARY OF SECTIONS IN THE QUESTIONNAIRE

Section 1. HOUSEHOLD COMPOSITION

This section has two main purposes: 1) to identify every person who is a member of the household, and 2) to provide basic demographic data, such as age, sex, marital status of everyone presently living in the household, both those who are members and those who are not members. In addition, information is obtained on basic characteristics of the parents of household members if these parents are not residing in the household.

The primary respondent is the head of the household, or, if he/she is not available, the person identified as the best-informed about the household. In the event that the head of the household is a male (as will typically be the case), the information in this section will be verified with the female head of household (for example, the most senior woman or wife of the male head of household).

Section 2. HOUSING

This section collects information on the type of dwelling occupied by the household, and what the household spends on housing and public services, i.e. rent, water, sanitation and other services.

The respondent is the same as the primary respondent in Section 1.

Section 3. EDUCATION

This section assesses numeracy and literacy of all household members aged five years and over, level of education, present enrollments, annual expenditures on education by student, and participation in literacy programs, apprenticeships, and job training programs.

Information should be obtained from each member of the household aged five years and above.

Section 4. HEALTH

This section gathers information on the following: a) incidence of diarrhea among children 5 years and under, if medical assistance was sought for ill children, what medical facilities they availed of and the medical expenses they incurred, b) immunizations received since birth by children 5 years and under, when these were administered, by whom and the cost of the most recent immunization and c) illnesses and injuries of all household members, use of medical facilities, and medical expenditures for these illnesses.

Questions on diarrhea and immunizations of children should be answered by the mother of the child, or, if she is not available, by the most knowledgeable female person in the household. All adult members should provide information regarding their own illnesses or injuries.

Section 5. WAGE EMPLOYMENT

This section collects information on income obtained from wage employment in agriculture and wage employment outside agriculture, including work abroad. Information is also obtained on conditions of employment and periods of unemployment.

Each member of the household age 10 years and older should provide information for himself/herself. In the event that they do not, the ID code of the person providing the information should be obtained.

Section 6. FAMILY LABOR

The purpose of this section is to measure how much time each member of the household spent working on their own farm or on land rented in or sharecropped as well as how much time each member spent working in businesses owned by the household. Farm labor is categorized by task, i.e. field preparation and planting, irrigation and weeding, fertilizer and pesticide application, construction and repairs, supervision, management and sale of produce and feeding/herding livestock and poultry care. A special section is included to measure time allocated to various household chores by female household members, and earnings from stitching, embroidery, and the like.

Each member of the household age 10 years and older should provide information for himself/herself. In the event that they do not, the ID code of the person providing the information should be obtained.

If the household operates a farm or business(es), members will be asked to identify the person who is best-informed or in-charge of the farm or business(es). This person or persons will provide information on farming and business activities required during the Second Round of the survey.

Section 7. ENERGY

This section gathers information on the household's access to and consumption of various fuel or energy sources i.e. electricity, LPG, kerosene oil, firewood, dung cake, charcoal and other fuels. It also determines the factors which influence the household's decision to switch between fuels as well as the household's attitudes towards fuel saving practices and buying behavior with regards to household appliances.

The persons to be interviewed are the male and female heads of the household or the persons best-informed.

Section 8. MIGRATION

This section collects information about migration patterns of adult household members. Each member is asked about where he/she was born, and, if residing away from the place of birth, when and why he/she moved. The household head is asked additional questions about his/her most recent change in residence.

Each member of the household age 15 years and older should provide information for himself/herself. In the event that they do not, the ID code of the person providing the information should be obtained.

Section 9: FARMING AND LIVESTOCK

The purpose of this section is to collect information on the household's income and expenses arising from farming and livestock activities, agricultural production and technology choices, and use of farm credit and agricultural services. A sub-section for each cropping season i.e. rabi and kharif obtains information on which crops are grown, harvested, sold, used for payment in-kind, or consumed by the household. Information is obtained on annual expenses for specific items and crops, ownership and use of equipment, livestock ownership, sales, and purchases, and use of hired labor.

The respondent is the person who is identified in Section 6A as best informed about the agricultural activities of the household. If this person is not available, the interviewer must ask the household to identify an alternative person.

Section 10. NON-FARM ENTERPRISE ACTIVITIES

This section is designed to obtain information about family enterprises which produce and sell goods or services. These include manufacturing as well as retail or trade activities. The set of questions are reproduced to accommodate up to three enterprises. These are: a) the general characteristics of the enterprise, b) operating expenses, c) ownership of assets and d) revenues from the enterprise.

The respondent for this section is(are) the person(s) identified as the person in-charge or best-informed identified for each enterprise in Section 6B.

Section 11. NON-FOOD EXPENDITURES AND INVENTORY OF DURABLE GOODS

This section collects data on all non-food expenditures of the household. The recall period is for the past 30 days for daily expenses and the past 12 months for annual expenses. A list of the durable goods owned by household is obtained along with age of the item, the cost of purchase and the value of the item today.

The primary respondent for this section is the female head of the household. However, it is likely that some information will also be provided by the male head of household or some other male household member.

Section 12. FOOD EXPENSES AND HOME PRODUCTION

This section measures the household's total expenditure on food and the quantity consumed and value of home-produced food items (i.e. self-consumption) as well as food received as payment in-kind (i.e. remuneration for work done on someone else's farm), gifts (nazrana), and presents and remittances from relatives and/or friends.

The primary respondent is the female head of the household. As in Section 11, it is likely that some expenditure information will be provided by the male head of household or some other male household member.

Section 13. MARRIAGE AND MATERNITY HISTORY

This section ascertains the number of pregnancies and children borne by ever-married women in the household, desired family size, and determines the mortality rate among these children. It also asks whether the women of child-bearing age avail of prenatal and/or postnatal care and determines women's awareness of family planning methods and decisions regarding infant feeding practices, particularly breastfeeding. There is also a brief set of questions addressed to the male head of household designed to obtain age at first marriage and desired family size.

The marriage history should be obtained from each woman living in the household who is 14 years or older. The sub-sections on maternity history, family planning, and prenatal and postnatal care should be asked of all ever-married women aged 14 to 50 years. Information on infant feeding practices is obtained from any mother who has a child 3 years or younger. The men's marriage history is asked of all men aged 14 years and older. In all cases, if the individual is not able to answer for herself/himself, information is obtained from the best-informed person and the respondent is noted in the questionnaire.

Section 14. ANTHROPOMETRICS

This section collects information on the health and nutritional status of mothers and young children by measuring their heights and weights. In addition, accurate measures of children's age in months must be obtained, either by careful probing or by looking at birth records. The analyses of these data will make it possible to: a) ascertain weight, height, age and sex relationships for the population as a whole and thus determine weight and growth curves by sex, b) identify categories of persons who may have nutritional deficiencies as indicated by their low weight in relation to their height and age and, c) study the effect of household characteristics on the weight and height of women and young children.

The heights and weights of all children in the household aged 5 years and under and their mothers will be obtained. It is very important that all relevant individuals are measured: if it is difficult to obtain a measurement for a particular individual, a follow-up visit should be scheduled in consultation with the household head or the most senior household member present.

Section 15. CREDIT AND SAVINGS

The aim of this section is to evaluate overall indebtedness, savings behavior, and ownership of assets by the household. Similarly, it determines the form in which households maintain their savings and the extent to which households in Pakistan avail themselves of the services of the formal banking sector and informal credit suppliers.

The household head or person best-informed is the primary respondent.

Section 16. TRANSFERS AND REMITTANCES

This section measures cash and in-kind remittance flows between the household and outside individuals. Any person who is not a household member is considered an outside individual, regardless of his/her relationship to persons in the household.

The respondent should be the person who directly sent or received the remittance, or the best-informed person in the household.

Section 17. OTHER INCOME

This section collects information on specific categories of cash and in-kind receipts not collected in previous sections of the questionnaire.

The household head or designated most knowledgeable person, should provide the information required.