



In collaboration with Federal Bureau of Statistics

PIHS

Pakistan Integrated Household Survey Project

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INTERVIEWER MANUAL

PART II: HOUSEHOLD QUESTIONNAIRES

Pakistan Integrated Household Survey

P I H S

INTRODUCTION

Detailed interviewer instructions for completing the household questionnaires are provided in this Manual. Instructions are provided for each section listed below.

	<u>Page No.</u>
Section 0. Survey Information	4
Section 1. Household Information	7
Part A. Household Roster	8
Part B. Information on Parents of Household Members	14
Section 2. Housing	16
Part A. Type of Dwelling	16
Part B. Housing Expenses	18
Part C. Utilities and Amenities	19
Section 3. Education	22
Part A. Literacy and Training	22
Part B. Formal Education	23
Part C. Interruption of Education	27
Part D. Vocational/Technical Training and Apprenticeship	28
Section 4. Health	30
Part A. Diarrhea	31
Part B. Immunizations	34
Part C. Other Illnesses and Injuries	35
Section 5. Wage Employment	37
Part A. Employment in Agriculture	37
Part B. Employment outside Agriculture	41
Part C. Unemployment	46
Part D. Overseas Employment	47
Section 6. Family Farm Labor	48
Part A. Family Labor Inputs on Own-farm or Land Rented-in/ Sharecropped	48
Part B. Non-farm Self-employment	51
Part C. Female Time Use	53

Section 7. Energy	55
Details provided in a separate <u>Manual</u>	
Section 8. Migration	57
Section 9. Farming and Livestock	61
Part A. Landholding and Tenure	61
Part B1. Rabi Crop Production and Distribution	66
Part B2. Kharif Crop Production and Distribution	69
Part B3. Orchard Crops	70
Part B4. Sugarcane	70
Part C. Assistance and Credit	72
Part D. Expenditures on Agricultural Inputs	72
Part E. Expenditures and Income from Agricultural Services	77
Part F. Livestock Ownership and Production	78
Part G1. Hired Labor on Own-Farm	79
Part H. Income from Processing and Sales of Own-farm Products	81
Part I. Sales of Dairy, Poultry Products, Meat and Animal Hides	82
Section 10. Non-farm Enterprise Activities	83
Part A. General Characteristics of the Enterprise	84
Part B. Operating Expenses	88
Part C. Ownership of Assets	90
Part D. Revenues	91
Section 11. Non-food Expenditures and Inventory of Durable Goods	92
Part A. Daily Expenses	92
Part B. Annual Expenses	93
Part C. Inventory of Durable Goods	97
Section 12. Food Expenses and Home Production	98
Part A. Food Expenses	98
Part B. Home Production	101

	<u>Page No.</u>
Section 13. Marriage and Maternity History	102
Part A. Marriage History	102
Part B. Family Planning	103
Part C. Maternity History/ Pre-natal/Post-natal Care	105
Part D. Infant Feeding Practices	107
Part E. Men's Marriage History	107
Section 14. Anthropometrics	108
Section 15. Credit and Savings	110
Part A. Asset and Liabilities Position	111
Part B. Borrowing and Outstanding Loans	112
Part C. Lending and Outstanding Loans	115
Part D. Property	115
Part D1. Personal and Investment Property	115
Part D2. Dowries	116
Part D3. Stocks, Shares, Bonds and Other Securities	117
Part D4. Bank Deposits and Postal Savings	119
Part D5. Bisi or Savings Committees	120
Section 16. Transfers and Remittances	121
Part A. Remittance and Transfer Expenditures	121
Part B. Remittance and Transfer Income	122
Section 17. Other Income	123

Section 0. SURVEY INFORMATION

PURPOSE

This section records background information on the field and data entry history of the questionnaire (for example, the date of the interview, IDs of the interviewer(s) who obtained the information, their supervisor, and the data entry operator keying in the information, and the language in which the interview was conducted). Space is left for both the interviewers and the supervisor to write comments about the interview. The information in Section 0 will be reviewed by PIHS management staff at HQ, particularly if there is a problem with the information collected for the household.

It is very important that the information required in Section 0 be filled in accurately and completely. Taken in total, it provides a log of your team's field activities and will be reviewed by PIHS management staff on a regular basis.

INSTRUCTIONS

1. SURVEY INFORMATION SHEET

The SURVEY INFORMATION SHEET is the first page of the questionnaire. It has a number of different parts which must be filled out by various members of the team. Some information on the cover page will already have been coded by your supervisor, i.e. the province, sub-universe, stratum, sub-stratum, primary sampling unit, the household number, the name of the head of household, and the address of the household (if available).

The top left-hand box "First Round of Survey" is to be filled out by the interviewers on their respective questionnaires when they first visit the household. Write your name and, in the space to the right, your code number and the date of the interview.

Note the question "Dwelling Found?". There are three reasons to replace a household: (1) there is no household living in the dwelling unit, (2) you cannot locate the dwelling unit, or (3) the household living in the unit refuses to be interviewed after repeated attempts. In such cases, the response should be coded as "NO" and you should check with your Supervisor for a replacement household and for a new questionnaire. DO NOT CHOOSE A REPLACEMENT HOUSEHOLD ON YOUR OWN. If you find some other household living in the dwelling unit identified on the questionnaire, you may simply interview the new household. In this case, the response should be coded as "YES".

Enter the code for the religion of the head of household and the language in which your interview is being conducted. If several languages are used (for example, urdu and sindhi) depending on which

person in the household is being interviewed, enter the code for the primary language used when interviewing the household head (male questionnaire) and most senior female member of the household (female questionnaire).

The second box "Verification of the Questionnaire, Round One" is to be completed by the supervisor.

The third box "Data Entry, Round One" will be filled out by the data entry operator after the first round information was entered in the computer.

The fourth box "Supervision of Printouts, Round One" will again be filled out by the supervisor to indicate that he has reviewed the computer print-out with coding errors and inconsistencies and has marked those answers which need to be further validated.

The fifth box "Second Round of Survey" will be filled out by the interviewer indicating the proposed date of Round Two survey agreed on with the household at the end of Round One, as well as the actual date the household was first visited during Round Two.

2. SUMMARY OF SURVEY RESULTS

After each visit to the household, you must fill out the SUMMARY OF SURVEY RESULTS on the second page of the questionnaire. This information provides the date on when each section of the questionnaire was administered, the date of any follow-up visits, and supervisor's impressions of the interview. The information you provide should be filled out at the time each section is completed.

COMPLETE means that all the questions were asked of all the persons concerned.

PARTIAL means that certain questions were not asked, or that the questions were not asked of all the appropriate persons, for instance, if some persons were not available.

NOT APPLICABLE means that the section is not relevant to the household.

For households which need to be revisited to complete the questionnaire, the columns under the "Check-Up Visit" should be filled out.

Your supervisor will fill out the remaining three columns. These indicate, by section, whether the interviewer has completed each section satisfactorily, whether the data entry is satisfactory and if corrective action was taken on errors detected.

Do not write in the columns reserved for the supervisor.

3. OBSERVATION SHEET

You must also fill out the OBSERVATION SHEET on the third page of the questionnaire. You should indicate on this page your observations on:

- * how far the respondents were willing to cooperate
- * the problems they had in answering any of the questions
- * questions which the respondents refused or were hesitant to answer
- * any unfavorable circumstances
- * any other comments you may wish to make for the benefit of the supervisor.

You should write down these comments immediately after the interview, but never in the presence of the respondents.

The supervisor will also write down his observations and remarks on the questionnaire.

4. RESPONDENTS FOR ROUND 2

At the end of Round One, the female interviewer should ask the most senior woman in the household (or, the head of the household if she is unable to answer) who in the household is best informed about food consumption patterns and food and non-food expenditures. The ID code of this person should be written in the box provided on page FEMALE-2 (page 2 of the female questionnaire).

After completing the interview, the male interviewer should fill in the boxes which identify:

- 1) the ID code of the person best informed about the household's farming and livestock activities from Section 6 Part A, Question 2. This individual will be the primary respondent for Section 9: Farming and Livestock.
- 2) the ID codes of the persons best informed about family enterprises from Section 6 Part B. This person or persons will be the primary respondent(s) for Section 10: Non-Farm Family Enterprises.

Section 1. HOUSEHOLD COMPOSITION**PURPOSE**

The purpose of this section is to identify all persons who are members of the household and to provide basic demographic information (i.e. age, sex, marital status) for each person.

RESPONDENT

The primary person to be interviewed is the HEAD OF THE HOUSEHOLD. He or she will be identified on the front page of your questionnaire. In most cases, the Head is the main provider and is the one most familiar with all the activities of household members. If he is not present or available (for example, he may have died or be living abroad temporarily), an "alternative" head must be selected in consultation with senior household members.

Once the household head has been identified, ask him to nominate a female member of the household who is the most knowledgeable about the activities of other female members and children. In most instances, it will be the wife of the Head, although it could also be his mother or eldest sister. If he has more than one wife, it is usually the first wife. She will be referred to as the female head of household.

DEFINITIONS

For purposes of the survey, a HOUSEHOLD has been defined as a group of people who have usually slept in the same dwelling and eat their meals together during at least three (3) of the past twelve (12) months preceding the interview. Persons who live in the same dwelling but do not share food expenses and eat meals together are not in the same household. For example, if two brothers, each having their own family, live in the same house but maintain separate food budgets and cooking facilities, they would constitute two separate households. Similarly, people who frequently eat together but who usually live in separate dwellings units are likewise not members of the same household. Note, however, that a dwelling may constitute several different buildings within a specific area, all occupied by different members of the household.

If a person was living elsewhere for more than 9 months, only the following are considered household members:

- 1) the head of the household
- 2) any person who is a major provider
- 3) infants less than 3 months old

- 4) persons working abroad who are normally members of the household
- 5) students and other dependent primarily supported by the household but who are currently living elsewhere while attending school or some other course of study or training.

It is very important that you define household membership strictly according to the definition provided above. THIS DEFINITION MAY NOT BE THE SAME AS YOU ARE FAMILIAR WITH FROM OTHER SURVEYS. Please discuss questions which arise in the field with your supervisor.

Part A: Household Roster

INSTRUCTIONS

The roster must be filled out with the greatest of care. In order to do so, you must have a clear understanding of the PIHS definition of a HOUSEHOLD and the criteria for being classified as a HOUSEHOLD MEMBER. In addition, you must probe carefully to ensure that all persons present in the household are listed in the roster. To ensure this, the female interviewer should informally verify that all members of the household are listed in the roster, particularly young women and children.

Rosters should be filled out for all households in a particular PSU before any additional information is collected from each household. Each male and female interviewer will be assigned eight households in the PSU by the supervisor. The rosters for each of the households should be filled out during the first (and possibly second) day the survey team is in the PSU, and reviewed by the team supervisor immediately following the first day of visits. Filling out the roster is a good way to introduce yourself to the household and to schedule additional visits with specific household members.

As a first preference, the roster should be filled out jointly by the male and female interviewers in consultation with the HEAD OF HOUSEHOLD. If the female interviewer is not comfortable joining in this initial interview, she can copy information from the male interviewer's roster after he completes the initial interview. If the head is not available, obtain information from the alternative head or from the spouse of the head or other senior woman in the household. If the roster is obtained from the household head, the female interviewer should informally verify the list of household members with the women in the household to ensure that no person has been excluded. If she finds one or more additional members, she should immediately notify the male interviewer.

IT IS CRUCIAL THAT BOTH INTERVIEWERS AGREE ON A SINGLE ROSTER BEFORE THE START OF THE REST OF THE INTERVIEWS, AND THAT THIS ROSTER IS COPIED CORRECTLY IN EACH QUESTIONNAIRE.

The interview for the roster should proceed as follows:

MALE INTERVIEWER:

Questions 1 to 3. Inform the male household head that you would like to make a complete list of all people who normally live and eat their meals together in their dwelling. In making the list, ask the following questions:

- * "First, I would like to tell me the names of all the members of your immediate family, who normally lives and eats his/her meals in this dwelling. Please start with the head of the household, then his wife or wives and their sons and daughters in order of age."

Write the names and ages of all male adults (10 years and older) on the back roster page of the male questionnaire (MALE-89, ID Codes 1-12) and all women and children on previous roster page (MALE-87, ID Codes 51-62). DO NOT WRITE THE NAMES OF FEMALE MEMBERS ON THE MALE ROSTER PAGES OR MALE MEMBERS ON THE FEMALE ROSTER PAGES. On the male roster, always write down the head of the household first, followed by his male children 10 years and older in order of age, and then all other male members of the household from eldest to youngest. On the female roster, write down the name of his spouse and her children 10 years and under in order of age, followed by all other female members of the household ranked from eldest to youngest. If the head has more than one wife, start with the senior wife, followed by her children in order of age, then the second wife and her children in order of age and so on. Then write down the sex and relationship to the household head for each person.

If there are more than 12 names to be written on the male roster or the female roster, ask your supervisor to prepare an additional questionnaire for you to use. This additional questionnaire should be treated in all ways the same as the first questionnaire. Individual-level information collected for the first 12 names is written in the first questionnaire, using the roster at the back for reference, and individual-level information for any additional names (persons) will be written in the second questionnaire.

Continue by asking:

- * "Please give me the names of any other persons related to the head of the household or to his wife, who often lives and eats his/her meals here."
- * "Are there any other persons not related to the head of the household or to his wife but who normally lives and eats his/her meals here? For instance, tenants, lodgers, servants, employees, or other persons who are not relatives?"
- * "Are there any other persons not now present but who sometimes

live and eat their meals here? For example, are there other persons who may live here occasionally but provide a large share of the income used by this household? These might include any person studying/working somewhere else, on vacation or visiting other relatives/friends."

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

If the answer to any of these questions is YES, then write the name of the person in the appropriate roster, and complete information for sex and relationship of the person to the household head.

Questions 4-9. For each person listed in Q.1, ask Q.4-8 and classify him/her accordingly in Q.9. Complete the entire line before going on to the next person listed.

Question 4. Write the respondent's AGE in completed years on the day of the interview. If the respondent does not know his AGE, you must make an effort to estimate his AGE by using events in his life or community as benchmarks to help in recall i.e. before or after Partition in 1947, War with India in 1965 and 1971, Martial Law in 1977, Govt takeover of Benazir Bhutto, etc.

If the respondent is below 10 years old, proceed to Q8. Otherwise,

Question 5. Write down the present marital status of each person. Each of the codes (married, divorced, separated, widow/widower, never married) must be read out to the respondent. Otherwise he might state that he is a bachelor but he is really separated or divorced.

MARRIED - male or female who live as husband and wife and fulfill their legal and religious obligations.

DIVORCED - a person who was once married but have decided to separate from his/her spouse as per conditions of law and religion and did not marry again.

SEPARATED - a person who is married but no longer lives with his/her spouse but whose separation is not officially recognized by the law or religion.

WIDOW - a female married person whose spouse is dead and did not marry again.

WIDOWER - a male married person whose spouse is dead and did not marry again.

If a person is not presently married, skip to Q.8. Otherwise, proceed to Q.6.

Question 7. If the name of the wife is listed in Q.1, enter her ID Code. These codes are recorded in the column under Q.3. If a man has several wives, record the code number of the first wife.

Question 8. Write the number of months, rounding weeks/days to the nearest month, that the respondent has lived away from the household. If he/she has been away intermittently, estimate the total time away in months, assuming a month is equal to approximately four weeks. If the respondent has been present throughout the last 12 months, code "0".

Question 9. Classify each person according to the following criteria:

- * If the answer to Q.8 is 9 months or less, he/she is a household member;
- * If the answer to Q.8 is more than 9 months, 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 dependents primarily supported by the household but who are currently living elsewhere while attending school or some other course of study or training.

Any other person for whom the answer is more than 9 months is not a household member.

Write code "1" for each household member and 2 otherwise.

Fill out Column A and Column B on the far left of the roster page according to the following instructions:

Column A: On the left side of the form, put a cross in Column A next to the names of all persons with Code 1 in Q.9.

Column B: Enter the age in completed years (see Q.4) of all persons with code 1 in Q.9 (i.e. those with a cross in Column A. For instance, for age 4 years and 8 months, write 4. For age 9 months, enter 0.

These columns are very important. They identify (A) who in the list of individuals should be considered a member of the household, and (B) the

age in completed years of each member. This information provides an important guide to filling out other sections of the questionnaire. For all remaining sections of the questionnaire where individual level information is obtained, only collect information for household members (i.e. as marked in Column A). For those sections limited to members of a certain age (for example, Section 3 -- Education, is only filled out for household members aged five years and older), Column B provides an important guide for which members to select. In the case of Section 3, information will be obtained for all persons (1) with a cross in Column A, and (2) with a number of "5" or greater in Column B.

IN OBTAINING INFORMATION SPECIFIED IN THE QUESTIONNAIRE, INDIVIDUALS DESIGNATED BY AN "X" IN COLUMN A WILL JOINTLY CONSTITUTE "THE HOUSEHOLD". ALL QUESTIONS ADDRESSED TO THE HOUSEHOLD WILL REFER TO THIS GROUP IN ITS ENTIRETY.

FEMALE INTERVIEWER:

If possible, you should join the male interviewer while he obtains the roster from the household head. If you do not, copy the roster into your questionnaire after the male interviewer has finished the initial interview. In the female questionnaire, the roster for women and children is on the back fold-out page of the questionnaire (FEMALE-81) and the roster for males aged 10 years and greater on the previous page (FEMALE-79). You should informally verify the list of household members with senior female members as you are beginning the rest of the interview, probing carefully for the presence of additional young children and female members that may not have been mentioned by the head of household. If an additional member is identified by the female respondent, follow instructions on filling out the roster for the "new" member as noted above.

If any new household member is found, inform both your supervisor and the Male Interviewer so that he/she is also included in the male questionnaire roster.

IF THE HEAD OF HOUSEHOLD IS NOT AVAILABLE FOR THE INITIAL INTERVIEW

In some instances, particularly in urban areas, the head of household may not be available during the first day of interviews to provide the names of household members for the roster. When this happens, it is in general not desirable to delay filling out the roster until the male interviewer is able to speak with the head of household, as it may cause overall delays in collecting the remaining information for the household. When the head is not available, the interviewers should consider a number of options. First, it may be possible for the female interviewer to fill out the roster in consultation with the senior or most knowledgeable female in the household, who is more likely to be at home during the day. In such case, the male interviewer should copy the roster information from the female questionnaire. It is not necessary that he verify this information with the head of household. Alternatively, a senior male member of the household (who is not the head) may provide information for the roster. Either option is acceptable.

RESOLVING DIFFERENCES IN THE ROSTER

The Male and Female Interviewers should resolve any discrepancies in the roster in consultation with the Supervisor. It is generally not desirable to discuss discrepancies with the male and female respondents who provided the roster information as it may cause conflicts and make respondents less open in providing information for the rest of the questionnaire.

Once discrepancies have been resolved, the Male and Female Interviewer should ensure that the correct roster has been copied into both the male and female questionnaires.

COLLATING ARRANGEMENT OF THE ROSTER

You will note that the male and female household rosters for male and female questionnaires, respectively, are on full-size fold-out sheets at the end of the questionnaires. The remaining sections of the questionnaires form a stack of shorter sheets which lie on top of the roster pages. This collating arrangement was done to allow the names of all household members to always appear at the left of the lines on each questionnaire sheet where individual member information should be filled out. The relevant roster pages fold out for this purpose. Always fold these pages back into the questionnaire when you finish with an interview.

Part B: INFORMATION ON PARENTS OF HOUSEHOLD MEMBERS**PURPOSE**

This section collects information about the education and occupation of the father and mother of each household member in the event that they reside outside the household or are no longer living. The purpose is to have information available over three or possibly four generations in order to assess advances with respect to education and social mobility, and to see to what extent parental characteristics influence an individual's choices.

RESPONDENT

The questions in Part B should be directed to all household members, meaning those which have passed the criteria in Part A and are identified by an "X" in Column A.

INSTRUCTIONS

Complete all necessary information for each respondent before proceeding to the next respondent. If a respondent is not available, the male household head or the person identified as best-informed may answer these questions.

If the father of the respondent is living in the household, you will only ask Q.1-Q.3. Likewise, if the mother of the respondent is living in the household, you will only ask Q.8-Q.10. The skip patterns in this section must be followed very carefully.

Question 4 and 11. An individual is LITERATE if he or she can read a newspaper and write a simple letter in any language.

Question 5 and 12. The HIGHEST LEVEL OF SCHOOLING COMPLETED means the last grade or level actually finished and not the last grade or level attended.

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

LESS THAN PRIMARY means some education, but not completing class 5.

PRIMARY means that class 5 has been completed, but the father/mother did not complete class 8 (MIDDLE).

MIDDLE means that class 8 was completed, but the father/mother did not completed class 10 (SECONDARY).

SECONDARY OR MORE is used for fathers/mothers who completed more than class 10, including college/university and technical/vocational schooling.

Question 6 and 13. For women who were never in the labor force, code OTHER and specify "housework". All persons who either operated land or worked for wages on some other person's land should be coded as AGRICULTURE. All persons who operated a business, regardless of the size, should be coded as BUSINESS. All other activities should be treated under the OTHER category.

Section 2. HOUSING**PURPOSE**

This section collects information on the type of dwelling occupied by the household, and the household's access to and expenditures on housing and public services, i.e. water, sanitation, and other services.

RESPONDENT

The respondent for this section is the head of household or, if he is not available, the person who is most knowledgeable about the household.

INSTRUCTIONS

To avoid interruptions during the interview, ask respondents who have piped water or a telephone in their dwelling unit to get a copy of their most recent utility bills before starting the section.

Part A: Type of Dwelling**Question 1.**

DWELLING means all the buildings in which the household lives. The dwelling may be a hut, a group of huts, a single house, a group of houses, a villa, an apartment, a duplex, several one-room apartments in a courtyard, or any other type of dwelling.

SINGLE-FAMILY means a dwelling which is detached or stands alone and is not connected to any other house or structure.

An APARTMENT/FLAT is a dwelling consisting of one or more rooms either in a multi-story building ("vertical apartments") or in a single story building in a courtyard, joined to other apartments ("horizontal" apartments) with an independent entrance from interior halls or courts.

ROOM IN A LARGER UNIT is a room within a Single-Family dwelling or within an apartment or flat.

A COMPOUND is composed of a number of huts or houses, sometimes surrounded by a fence or wall, occupied by one household or several households. Compounds found in urban areas generally consist of side-by-side apartments occupied by one or more households around a central courtyard. Households living in a courtyard often share one main

entrance to the street.

OTHER - These type of dwellings are those which do not fall within the above categories such as canvas tents, shanties, trailer, etc. or any mobile house which can be moved from one place to another.

Question 2. Do not include storage rooms, bathrooms, toilets or shower rooms, patios or kitchens in counting the rooms occupied by the household.

Question 3 to 4. If a room is used both for family activities and for business activities, count it as a room used for business (as well as for family activities in Q.2 above). Do not include storage areas or areas used to shelter livestock as rooms used for the family business, unless the household's business is to provide storage facilities.

Question 5. The months and years columns should sum to the total time lived in the dwelling unit. If the answer is more than 5 Years, leave the months blank. Code "99" if "Forever" or "Always" which means if they have always lived in the dwelling or have lived there for a very long time.

Questions 8 to 11. Responses to these questions may or may not be obtained directly from the respondent. In many cases, the interviewer can simply observe the dwelling unit and fill in the requisite information. If cultural constraints limit the (male) interviewer's access to the dwelling, he can (1) obtain the requisite information from the primary respondent or (2) ask the female interviewer to examine the dwelling unit and complete Q.9-12. The interviewer should observe:

- a) the main construction material of outside walls (Q.8)
- b) main flooring material (Q.9)
- c) main roofing material (Q.10)
- d) window fittings (Q.11)

Fill in the boxes with the category which best describes the majority of materials used in the dwelling unit of the respondent. If more than one material is used, choose the response that represents the predominate material.

Part B. Housing Expenses**Question 1.**

RENTER means that respondent does not own the property and as such pays a homeowner for the use of living quarters or space as housing.

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

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

If the household does not pay rent and does not own the dwelling, obtain an estimate in Q.13 of what the rent would be if it were necessary for the household to pay rent.

Question 4. You may find households that pay rent in goods or services to the owner rather than in cash. Some tenants, for instance, receive housing in exchange for unpaid work or for a share of their crops. Ask the respondent to estimate the total value of these goods and services and write the answer in **Question 5.**

Question 9. ADVANCE RENT is an amount generally equivalent to a week or month's rent that is deposited with the landlord to be used in case of non-payment of rent.

Question 12 to 13. These questions refer only to households who own their dwelling unit. You need to obtain an estimate of what price the owner would receive for the dwelling unit and the plot it sits on if he tried to sell it at the time you are conducting the survey, and what rent he might receive if he rented it to some other household. If the respondent is uncomfortable with the way the question is put, ask instead what someone would have to pay to purchase (Q.12) and to rent (Q.13) a dwelling unit just like the one he owns, with the same size plot and in the same neighborhood.

Part C: Utilities and Amenities**Question 1. Sources of household drinking water include:**

TAP IN HOUSE - the source of drinking water is a faucet (or faucets) located inside the house itself.

OUTSIDE PRIVATE TAP - the source of drinking water is owned by household and located just outside the dwelling.

PUBLIC STANDPIPE - the source of drinking water is outside the dwelling and located in a centrally placed public area where residents line up to fill their individual water receptacles.

COVERED WELL - the source of drinking water comes from a well with a ground water source and covered by a lid.

OPEN WELL - same as above without any lid or cover.

DELIVERY/WATER SELLER - water is supplied or sold and delivered by a water vendor for a sum of money.

HAND PUMP IN THE HOUSE - water pump from a well that is manually operated and located inside the house or within the walls of a compound.

HAND PUMP OUTSIDE THE HOUSE - water pump from a well that is manually operated and located outside the dwelling unit.

MOTOR PUMP INSIDE THE HOUSE - water pump that runs on electricity and is located inside the house or within the walls of a compound.

MOTOR PUMP OUTSIDE THE HOUSE - water pump that runs on electricity and is located outside the house.

OTHER sources - may include rain water, spring water, etc.

Question 2. Estimate the amount of time it takes to travel from home and back again (i.e. round-trip) to the household's primary (i.e. most commonly used throughout the year) source of drinking water by the mode of travel most commonly used. If members of the household usually walk 200 meters to a well to fetch water, and it takes them 15 minutes from home to the well and back home again, then code "0" hours and "15" minutes.

If the well is actually in the dwelling or on the plot, code "0" for Q.2 and leave Q.3 blank.

Question 3. Write the ID codes of the persons primarily responsible for fetching water, in order of the amount of time spent by each. If there are more than three persons, write only the three persons who fetch water most frequently.

Question 6.

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

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

SOAK PIT means that liquid wastes are drained into a pit, usually on the premises of the household.

Question 7.

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

DUMPED includes dumping in a common trash heap.

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

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

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

Question 10.

COMMUNAL LATRINE is a soakpit or any other latrine shared by several households.

HOUSEHOLD FLUSH (connected to municipal sewer) - is one equipped with a water tank to flush away waste. The tank may be placed above and worked with a cord that is pulled or at the same level and worked by pulling a handle. Waste is disposed through a duct connected to sewer.

HOUSEHOLD FLUSH (to connected to septic tank) - same as above except that waste is disposed off and accumulated in a septic tank located under the toilet.

Question 12. Do not include expenses incurred for telephone repair. These will be asked in Question 13.

Question 13. Include installation charges, if any, for newly installed services, as well as repair charges for either the connections or for the equipment or instrument (in the case of telephones).

Section 3. EDUCATION**PURPOSE**

This section collects information on who in the household is able to read and/or write, who has attended school and what level of schooling each completed, which members are presently enrolled in school, and which class they are enrolled in. For children presently in school, estimates of annual expenditures on education by student are obtained. In addition, information is collected on participation in literacy programs, apprenticeships, and job training programs.

RESPONDENT

All household members aged five years and over should be interviewed for this section. If the individual is not available, obtain the information from a parent or the best-informed person. In all cases, write the ID of the person who provides the information in the column provided.

Part A: Literacy and Training

Question 2. "Perform simple sums" means to do simple arithmetic operations such as addition, subtraction, division and multiplication.

Question 3 to 4. The reading and writing can be in any language.

Question 5.

FORMAL SCHOOLING includes attendance at a primary or secondary school, technical or professional training.

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

RELIGIOUS INSTITUTION could include mosque school or any religious organization providing lessons in reading and writing.

Part B: Formal Education

Any person who has received academic training, whether at home or in an educational institution, is assumed to have "attended school". This includes tutoring at home and attendance at a mosque school, as well as other more common schools.

Question 6. If the answer to this question is "No", check the age of the member in the household roster. If he or she is 16 years old and above, proceed to Q.32, otherwise ask Q.7.

Question 7 and Question 9. Do not read the list of possible answers to the respondent. Rather, ask him/her to tell you why they did not attend school and pick the answer(s) from the list which best reflect their response. If the respondent provides more than one reason, ask him/her to specify the (1) most important, and (2) second most important, and code each accordingly. If the respondent provides only one response, leave the column headed "secondary reason" blank. If the respondent will not provide a response or claims he/she does not know, use code 14 "other reasons" to code their response. Note that the order of response is reversed in the questionnaire: the "secondary reason" is coded first, followed by the "primary reason".

For Q.9, to "drop out of school" means to quit or leave school.

Question 8. If the answer to this question is "No", check the age of this member in the household roster. If he/she is 16 years old and above, proceed to Q.22, otherwise ask Q.9.

Questions 10 to 21. These questions refer to the school or other academic training that the respondent is currently enrolled in.

Question 11. Copy the appropriate class code from the list of codes included on the Codes Form and in the questionnaire. For nonstandard schools or tutoring at home, pick the class code that more accurately represents the level at which the respondent is currently working.

Question 12. "Primary" means the main language/dialect used in teaching most, if not all, of the subjects.

ENGLISH means that teaching is done in English and any written materials or textbooks are also in English.

ENGLISH AND URDU means that teaching is usually in Urdu while written materials are in English.

URDU means that both teaching and written materials are in Urdu.

For other languages, code OTHER and write in the language used in teaching (for example, SINDHI or PUSHTO).

Question 13. This question is intended to find out the actual hours the respondent attends class during a normal school week, and not the official timetable of classes or school hours. If the respondent is studying at home, include the number of hours he/she receives instruction. Do not include time spent doing homework or reading at home.

Question 14. Ask the respondent to estimate the total time he/she spends during a normal school week travelling between school and his/her dwelling place. If the respondent lives away from home while attending school, ask him/her to estimate total time spent travelling to and from school, averaged over a week, including (1) time spent travelling between their home and their temporary dwelling place, and (2) time spent travelling between their temporary dwelling place and school. For example, if the respondent lives temporally in Lahore during the week while attending school, but travels back to his permanent home located in a village on the outskirts of Gujranwalla each Thursday afternoon, add the total time spent travelling between school and the temporary dwelling unit in Lahore to the total time spent travelling to and from Lahore and his village during a normal school week.

Question 15. "Home" is the respondent's permanent dwelling place. In the example above, home is considered the village near Gujranwalla, and the distance required is the distance between the school in Lahore and the respondent's village.

Question 16. If the person had to temporally relocate or live away from their family to enable him/her to attend school, then the answer should be "Yes".

Question 17. This question covers all the schooling expenditures made by the household for children living in the household and attending school during the past 12 months. These expenditures may include those for the current school and also for the previous school year, provided they fall within the past 12 months. For instance, if the interview took place in January 1990, the school expenses for the first term of the current school will be included, together with those for the last six months of the previous school year, that is, from Sept. 1989 to Dec. 1989.

It is likely that expenditure information required for Q.17 will be obtained from the head of household (or parent of the child, if different from the head) rather than from the student himself/herself.

Some respondents will have difficulty remembering expenditures made up to 12 months previously. In such case, ask the respondent to give you approximate figures. For example, you can ask him whether the amount was between 5,000 Rupees and 10,000 Rupees, or between 3,000 Rupees and 5,000 Rupees and so on.

If, after probing and assistance from you, the respondent (or his/her parents) cannot recall expenditures by category, write DK (for don't know) in Columns A-G and write only the total in Column H. If detailed expenditures are provided for some or all categories, sum them up and write the total in Column H.

Question 17B. This should include school uniforms as well as uniforms used for athletics, sports and other extracurricular activities in school.

Question 17C. Expenses for books and school supplies include stationery items and other equipment such as calculators, computers, pens etc.

Question 17E. PRIVATE TUTORING typically occurs when a student, particularly one who has poor academic progress, is provided with individualized instruction outside of school to improve his/her proficiency on the subject matter.

Question 17G. Other expenses include expenses incurred on meals, board and lodging (if living away from home), student membership fees for sports, clubs, libraries and student clubs.

Question 19. As with expenses, the value of scholarships during the past 12 months may be split over two school years. If the respondent received a scholarship during the past school year but is not receiving one for the current school year, ask how much the monthly scholarship payments were and the number of months in the past 12 months that the scholarship was received. Multiply the monthly amount by the number of months and write the total in the space provided.

If during the past 12 months the person had two scholarships for different amounts, the total amount received from each must be calculated, taking into account the number of months in each case. For instance, you may be asking the questions in January 1990 about a student who is enrolled in the second year of university. You want to know the value of all the scholarships he received since January 1989. For example, in the last term of his first year, that is from January, 1989 to June 1989, he received 5,000 Rs. Then, during his second year, he received 300 Rs. per month for 4 months, making a total of 1200 Rs. Therefore, during the past 12 months the student received a total of

6,200 Rs.

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

Question 20 and 21. A relative or a family friend or benefactor, who is not a member of the household may provide financial assistance for schooling. Indicate the total value (cash and in-kind) of all such assistance received during the last 12 months for each student.

Questions 22 to 37. These questions should be answered by household members who (1) have attended school (answer to Q.6 is yes), but (2) are no longer attending school (answer to Q.8 is no).

Question 23. HIGHEST LEVEL OF EDUCATION means the highest grade or class completed successfully by the respondent.

Question 25. TO LEAVE SCHOOL means to stop attending school for at least one year.

Question 26. Calendar months are numbered from 1-12 as follows:

January.....	1
February.....	2
March.....	3
April.....	4
May.....	5
June.....	6
July.....	7
August.....	8
September.....	9
October.....	10
November.....	11
December.....	12

For year, write the last 2 digits. For example, if the respondent stopped attending school in March, 1989, you would code "3" in the month column and "89" in the year column.

Question 27. TO RETURN TO SCHOOL AT SOME POINT FOR MORE EDUCATION means that the respondent plans to pursue his/her education further at some point in the future.

Part C: Interruption of Education

Question 29. LAST SCHOOL ATTENDED may be the school currently attended or the school most recently attended by the respondent, even if he/she did not complete the term.

Question 30. TO INTERRUPT STUDIES means to stop temporarily for a period of 3 months or more.

Question 31. TO REPEAT A CLASS means a student was unable to complete a particular class satisfactorily and had to repeat the same class during the following school year. If a student has never repeated a class in primary school, code "0." Otherwise code the total number of times the student had to repeat the class.

It may be necessary to phrase Q.31 differently to obtain a good response, particularly in rural areas where classes are mixed together within one or two classrooms. If you ask the number of years it took the respondent to complete primary school (class 1 through 5), and subtract the minimum number of years it could have taken (i.e. 5 year), the difference will tell you how many times the respondent had to repeat a class or has interrupted his/her studies. If, for example, the respondent took eight years to complete primary school and he/she interrupted studies for one year, then you can assume that he/she had to repeat classes two times.

Part D: Vocational and Technical Training

Question 32. TECHNICAL or VOCATIONAL TRAINING may include studies and courses in practical technology i.e. mechanics course, lathe operations, carpentry, welding technology, etc. dressmaking, hairdressing, cosmetology, etc. which are obtained from Technical Training Centers, Polytechnic Institutes, etc. Technical training can also be provided by an employer. Training provided very informally by a friend of family member (for example, a mother who teaches her daughter to stitch or mend clothing) should not be included here, unless the friend or family member earns money from doing the activity (for example, the mother is a seamstress).

An APPRENTICE is someone who is doing on-the-job training or a worker who acts as an assistant to learn a skill, trade or a profession.

Include both types of training: FORMAL (training obtained from a private or government institution, vocational or technical school) and INFORMAL (training obtained from apprenticeships or from a family member or friend whose employment includes doing the activity he/she is providing training in).

Make sure that women who have taken a skills training course or have received training in the family business are included even if they are not presently working.

Question 33. If the respondent attended a training course, give the duration of the course in completed months. If provided by the family or some acquaintance, give the number of completed months the respondent was considered an apprentice or helper.

Question 35. The following are examples of cases where the respondent is using the skills he/she learned in his/her present job, and therefore should be coded as "1" (YES):

- a) If a person went to vocational school to learn automotive repair and is now working as a mechanic in an auto shop owned by a private individual or has started his own business in auto repair.
- b) If a person learned as an apprentice in the family or a friend's business how to stitch clothes and is now employed in a garment factory.

If the respondent currently holds a job where he is not able to use the training he received, ask if he/she plans in the future to work in an occupation where he could use the training he received. If the answer is "YES", code 3, otherwise code "2".

Question 36. Ask the respondent to report the number of months that elapsed between the time he/she first started looking for an appropriate job and the time they were actually hired in such a job.

Section 4. HEALTH**PURPOSE**

This section gathers information on the following:

- a) incidence of diarrhea in the past 30 days among children 5 years and under. It is important to discriminate between diarrhea and dysentery, which should not be reported in this section. We are interested in knowing whether the household took the sick child to a health care provider, what medical facilities they visited, and the expenses that were incurred for the consultation, including medicines.
- 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.
- c) illnesses or injuries of all household members in the past 30 days, their use of medical facilities and medical expenditures for specific illnesses or injuries.

RESPONDENT

Questions in Parts A (Diarrhea) and B (Immunizations) for children 5 years and below may be answered by the mother of the child, or, if she is not available, the most knowledgeable person about the children in the household. All household members aged five years and above should be interviewed for Part C. If the person is a child, the mother may provide the necessary information. If an adult is not available to respond for himself/herself, the most knowledgeable person in the household may provide information. In all cases, write the ID of the person who provides the information in the columns provided in Part A and Part C.

INSTRUCTIONS

Part A. Diarrhea

Obtain information only for children aged 5 years and under. Use column B on the roster foldout to determine which children are eligible. Ask Q.1-12 for each eligible child.

Question 1. The reference period for the occurrence of diarrhea is the past 30 days from the date of the interview.

DIARRHEA is the discharge of three or more watery stools in any given day. The local terms usually associated with diarrhea are daft (Urdu), julab (Punjabi), kheta kharab shevadhay (Pashtu).

Do not report dysentery in this section, although loose, frequent stools may occur with dysentery. If stools are bloody and/or very mucousy, assume that the child has dysentery rather than diarrhea and report the illness in Part C.

Question 2. If the child had more than one episode of diarrhea in the past 30 days, sum up the total number of days for all episodes.

Question 5. To CONSULT A HEALTH PRACTITIONER means being examined by a doctor, nurse, pharmacist, midwife, faith healer or other health practitioner to diagnose the illness the person is suffering from and to prescribe treatment. Choose the option from the coded list that most closely represents the option used by the respondent.

SIANI is an elderly lady in the locality whose long experience in treating illnesses is well recognized by the people in the village.

HERBALIST/HAKIM/HOMEOPATH are health practitioners who prescribe herbs as medicine.

COMPOUNDER/MEDICAL STORE dispenses medicine for the treatment of various illnesses.

GOVERNMENT DISPENSARY is a small walk-in clinic operated by the Government where people can go for free consultations.

FAITH HEALER is spiritualist who does healing through some form of prayer.

GOVT. BASIC HEALTH UNIT is a government-operated medical facility located at the village level which provides basic health services.

GOVT. RURAL HEALTH CENTRE is a government-operated medical facility located at the district level which provides health and nutrition services to a number of villages in the area.

Question 6. CONSULTATION is the visit made for the purpose of being examined.

COST OF CONSULTATION includes the fee for examining the patient, diagnoses of the illness, and the cost of any medicine provided as a part of the consultation. Do not include the cost of medicines purchased separately. If the respondent visited the same practitioner several times during the past 30 days, sum up the costs of all visits to the same practitioner.

If the respondent went to the Government Rural Health Center (RHC) and was diagnosed as having an illness requiring treatment with drugs not available at the RHC, then the cost of purchasing these drugs should not be treated as part of the cost of the consultation. If, on the other hand, drugs are provided by the RHC their cost (if known) should be reflected in the payment made to the RHC.

If the respondent consulted two separate health practitioners, report the major visit(s) to a practitioner (i.e. the one that the respondent feels did the most to cure the diarrhea).

Question 7. ORAL REHYDRATION SALT (ORS) is usually given to children with diarrhea. The local name for ORS is NIMKOL.

Question 8. MADE MYSELF means that the respondent prepared a home-made mixture of water and salt as a substitute for commercially-prepared ORS.

Question 9. If the ORS was self-made or obtained free from a friend, relative, or a Government medical facility, code "0". If not, write the price for which it was obtained (Rs. and paisa).

Question 10. We are interested in finding out if the household uses the proper proportion of water to dilute the ORS. Some households attempt to save money by putting more water in the mixture, hoping to extend the use of the medicine. This practice makes the treatment of diarrhea ineffective. Probe to find out how many containers of water were used to dilute the ORS packet, and what kind of container was used to measure the water. If they cannot remember for the specific treatment, probe to find out how many containers of water they think should be used to dilute the packet.

Questions 11 and 12. Include both the costs of additional medicines and the cost of any additional consultations to other practitioners than reported in Q.5 and Q.6. The cost of a consultation usually includes medicines. The amount coded in Q.12 should include any additional payments for medicines, that is, in addition to the medicines included in the cost of the consultation in Q.6 (if the child was taken to a health care provider) and the cost of ORS already provided in Q.9. If the clinic or hospital where the child was treated did not have sufficient medicines and medicines had to be purchased separately and are not included in Q.6, include them here.

Part B: Immunizations

Question 14. IMMUNIZATION is a method of making a person immune to disease by injecting certain substances into the body which stimulate the production of disease-fighting antibodies. To be effective, all immunizations in a series must be given (for example, 3 DPT immunizations) and the series must not be started before the child reaches the appropriate age. Thus, dates of immunizations are very important.

Ask to see the immunization cards for all children. If these are available, record dates of immunizations in columns provided in Q.15. If not available, skip to Q.16.

Question 15. Copy the dates of the immunization from the health card giving the day, month (MTH) and year (YR).

BCG - provides protection against tuberculosis.

DPT - Given in 3 monthly doses (usually 2 months apart) to children below the age of 5 years, it provides protection against diphtheria, pertussis (whooping cough) and tetanus.

POLIO - provides protection against poliomyelitis. Like DPT, it is given in 3 monthly doses.

MEASLES - provides protection against rubella.

Question 16.

MCH Unit is a Maternal and Child Health Center which provides health and nutrition services and food specifically to mothers and children.

CAMPAIGN/VACCINATION TEAM are roving health practitioners who provide immunizations to children in the villages usually as part of a health and nutrition outreach program of local or international agencies such as the UNICEF.

Part C: Other Illnesses or Injuries

Question 1. The reference period for the occurrence of illness or injury is the past 30 days from the date of the interview. If the person claims to have had several illnesses during the period, write down only the most recent illness or injury.

Question 2. Choose the code that best fits the symptoms described by the respondent. We realize that the response to this question will be imprecise, so do not be overly concerned with attempting to code a precise diagnosis.

Question 3 to Question 16. Like the section on diarrhea, we would like to know whether the household consulted a health practitioner for any illness or injury, what medical facilities they used, expenses incurred for the consultation (including the medicine and travel expenses), and the distance travelled and time spent going to the consultation. Definitions are similar to those in Part A. If the respondent consulted two or more practitioners, ask him/her to describe the one who was most instrumental in treating the illness. If a practitioner was visited several times, sum up the costs (for the visit, medicines provided by the practitioner, and travel to and from) for the past 30 days.

Question 8. In reporting travel expenses, give the total amount spent for transport for the patient and all members who accompanied the patient, particularly if the fare is charged on a per person basis i.e. bus, railway etc, for all visits over the past 30 days to the selected practitioner.

Question 11. USUAL ACTIVITIES means the work, duties or activities that the respondent expects to perform on a regular basis. These are not limited to income earning activities: If the respondent is a student, we want to know the number of days he/she was not able to go to school due to illness/injury; if a housewife, the number of days she was not able to do housework because of illness/injury.

Question 13. Give the time that has elapsed (in total years and total months) since the respondent first had symptoms of the illness or injury. The sum of months and years should represent the total time that has elapsed.

Questions 14 and 15. Include both the costs of medicines and the costs of any additional consultations (cost of the visit(s), medicines provided during the visit(s) and travel costs to and from the practitioner) to other health care practitioners over the past 30 days. The cost of a consultation usually includes medicines. As in Part A, the amount coded in Q.15 should include any additional payments for medicines, that is, in addition to the medicines included in the cost of a consultation in Q.7.

Section 5. WAGE EMPLOYMENT

This section collects information on the hours worked and wages received by household members employed in the wage sector. Information is collected separately for agriculture workers and employees in other sectors of the economy. Information is also obtained on conditions of employment and periods of unemployment.

An employee, or wage worker has the following characteristics:

- he/she works for a fixed payment per time period (for example, per hour, day, or month) or per unit of work (for example, a piece-worker who is paid for each piece completed);
- he/she typically works at the employer's place of business, and hours and conditions of employment are set by the employer;
- further, an employee's wages are not affected by profits or losses of the business; these profits or losses accrue to the owner of the business rather than the employees.

Include all persons who have engaged in on- or off-farm over the past 12 months, regardless of how many hours he/she worked at the job. Likewise report all jobs, regardless of the number of hours worked. This would include, for example, a job that only takes a few hours a week as well as a full-time job.

RESPONDENT

The respondents to the section include all household members aged 10 years or older. If possible, the interviewer should speak with each individual personally so he or she can provide information on his/her own work activities and wages. If young people are not present to be interviewed, their parents can provide information on their employment and earnings. In the event that the interviewer cannot speak with one of the household members, the ID code of the person providing the information should be coded in the appropriate column.

INSTRUCTIONS

Part A: Employment in Agriculture

Question 1. Members of the household who were paid wages for any agriculture work, no matter how few the hours worked or short the duration of employment, during the past completed rabi and past completed kharif should respond to this section. Consult the annexes to this manual to identify which rabi and which kharif seasons to refer to for each PSU.

Question 2.

PERMANENT WORKERS are persons who are employed continuously (i.e. for more than one season) by a landowner and are periodically paid cash and non-cash benefits for services rendered.

A SEASONAL WORKER is employed and paid for services rendered during a particular cropping season. The duration of employment is typically for the entire season.

CASUAL LABORERS are persons who are employed temporarily for particular agricultural activities, such as ploughing, sowing, harvesting, cleaning of irrigation canals, and the like. They are paid cash and non-cash wages for their services. The duration of their employment could be as little one or two days or as long as a month or two.

For purposes of this section, BONDED LABORERS should be treated as permanent workers.

Questions 3 to 13. These pertain to household members who worked as PERMANENT WORKERS on some other person's farm during the past 12 months.

Question 3. TOTAL DAYS means the total number of days a person has worked regardless of the number of hours worked per day. If in the past 7 days, a person worked for 2 days but spent 5 hours one day and 8 hours another day, he/she has worked for 2 days. Therefore, you should code "2" in the column. If no work was done during the past seven days, code "0".

Question 4. HOURS NORMALLY WORKED PER DAY means the usual number of hours a person works on a regular day. If a person works 5 days a week and 4 out of 5 days, he/she usually works 8 hours a day, this would be considered as the normal hours worked per day. In this case, code "8" as the response.

Question 6. (NON)REFUNDABLE BONDING PAYMENT is a credit scheme provided by landlords. Permanent laborers are loaned a substantial amount of money, usually given as a lump-sum, which binds the laborer to work for the farmer until the amount owed is fully paid. If he/she quits the job before repaying all the money, the remainder typically must be repaid in

a lump sum.

Question 7. Obtain total value received when bonding payment was made, not the balance still outstanding.

Question 8. Estimate time in completed years.

Question 9. An ADVANCE PAYMENT is a payment received before completion of the work for the season or year. Estimate the total value of in-kind payments (if received) at current market prices and add value to cash payments. Code "0" if none were received.

Question 10. REGULAR CASH PAYMENTS are recurrent periodical cash payments received in addition to advance payments for services rendered. Code "0" if no regular cash payments were received, and leave the time unit column blank.

Question 11. ADDITIONAL PAYMENT IN-KIND refers to crops, food, or clothing received in addition to cash payments.

Question 12. Describe all specific in-kind payments received, beginning with the most important (in monetary value). If more than three separate items are received, rank all payments by order of monetary value, and report the first two items individually and all other items grouped under the "other" category.

Record the commodity code as well as the quantity and the unit of measurement for each separate payment in-kind received. For example, assume that the first in-kind payment received was 100 maunds of WHEAT. To report it, write "1" under the commodity (COMMOD.) column, "100" under the number (No.) column and "2" under the unit column. If the respondent also received 8 meals a month for 5 months, code "8" under the commodity column, code the total value of all meals in the No. column, and "3" (for rupees) in the Unit column. Also give the value of the commodity if the response is cloth (9) and or unspecified.

<p><u>Questions 14 to 18.</u> These pertain to household members who worked as SEASONAL or CASUAL HIRED LABOR on some other person's farm during the past 12 months.</p>
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Question 14. Report the number of full days worked during the past 7 days. If the person worked for two mornings, then the total days recorded should be 1. Code "0" is no work was performed over the past 7 days. Ask the respondent to estimate the number of hours he/she worked during a full day over the past 7 days.

Question 15. Report the cash wage for a full working day. If the respondent received Rs. 20 for each 4-hour day he worked, then the total cash payment per 8-hour day worked is Rs. 40. Code "0" if no work was performed.

Question 16. ADDITIONAL PAYMENT IN-KIND refer to crops, food, and clothing received in addition to cash payments. (See explanation for Q.12 above)

Question 18. The recall period for the total days worked in the rabi and kharif seasons is the past 12 months. If the respondent cannot provide estimates of days worked by season, ask the total number of full days worked per year. This should represent the sum of all days of casual labor, regardless of how many employers the respondent worked for and how many separate tasks he/she performed.

Question 19 to Question 20. UNPAID or EXCHANGE LABOR is agricultural work performed by the respondent for some person living outside the household which is not remunerated by cash or in-kind payments. This work may be done because of obligations to the landlord or an employer, or, the household may receive labor inputs in return for the respondent's assistance.

Part B: Employment Outside Agriculture

Questions 1 to 32. These pertain to the PRIMARY OFF-FARM OCCUPATION, which is defined as the job where the individual has spent the most time over the past 12 months.

Question 1. This pertains to off-farm work done for a firm or individual for which payment was received in cash or in-kind over the past 12 months. Include paid apprentices and helpers as well as regular wage employees. However, do not include persons who are employers, self-employed, or work on their own account. Employers and self-employed/own account workers should be reported in Section 6B (Non-Farm Self-Employment).

Question 2. If the respondent is not currently employed in a wage job, but was at some time during the past 12 months, skip to Q.35.

Question 3. Write a brief description of the current occupation. The response will be coded by your supervisor using standard occupation classifications. These are also listed in the codes section of your questionnaire and in the annexes to this manual.

Question 4. Describe the industry in which the respondent is employed. As with the occupation, your supervisor will code this response using standard industrial classifications. These are also listed in the codes section of your questionnaire and in the annexes to this manual.

Question 5.

PUBLIC SECTOR refers to any government agency or institution or government-owned/controlled enterprise or corporation.

Question 6. The respondent should report the actual number of hours spent doing the work during the past 7 days. Include break-time at work, i.e. meal times and tea/coffee breaks. Do not count holidays or any time the respondent may have been absent from work due to illness or personal business.

Question 7 Give the number of HOURS normally spent doing the work each day, including break-time and meals.

Question 8. Give the number of DAYS normally spent each week doing the work.

Question 9. Report the total weeks during the last 12 months the respondent was employed at the job. If he/she worked full-time throughout the year, code "52". Treat paid holidays as part of work. For example, if the respondent worked full-time at the job but took a three-week paid holiday during one month, you would still code "52" as the response to Q.9. If the respondent took 8 weeks leave without pay due to illness, you would code "44" as the response.

Question 10. Ask for completed years and completed months. If the answer is less than one month, enter "0" under the month column. YEARS and MONTHS should sum to the total time the respondent has been doing a particular job. Count a temporary interruption in employment as part of the job; for example, if the respondent has held his/her job for 10 years, but took temporary leave of absence for one year to pursue studies, the appropriate response is still "10" in the years column.

Question 12. If the respondent receives only pocket money or other minimal payment, the response to this question should be "no".

Question 13.

TAKE-HOME PAY is the cash payment received after income tax deductions and contributions given to social security. It may include benefits and allowances for housing, transportation, etc. For example, if an employee receives 800 rupees a month after deductions and receives an additional 400 rupees in housing and other allowances, his or her total take-home pay is 1200 rupees a month.

BONUS or TIP is a sum of money paid to a wage-earner in addition to his regular wage to compensate him for certain expenses such as travel or to give him an incentive to increase the production, output or profitability of the enterprise.

ALLOWANCES are payments stipulated by law such as social security benefits and workmen's compensation.

Question 14.

LEGAL MINIMUM WAGE is the lowest wage that can legally be paid to employees in certain enterprises. All firms registered with the Government are subject to minimum wage legislation for regular employees.

Questions 16 to 25. These refer only to payments which have not already been counted in Q.13. Also include any in-kind subsidies, allowances, bonuses, or payments which were not counted in Q.13.

Question 16. This refers to additional tips, bonuses or allowances which are not reported in Q.13.

Question 18. This refers to additional meal or clothing payments that have not been reported in Q.13.

Question 20. This refers to additional housing allowances that have not been reported in Q.13.

SUBSIDIZED HOUSING means the employer gives a certain percent of the basic pay to cover for the cost of housing. For most government employees, 45% of the employee's basic pay is provided as housing subsidy. However, this is often reported as a part of take home pay, and, in such case, should not be reported again here.

Question 22. This refers to additional transport subsidies that have not been reported in Q.13.

FREE TRANSPORT includes provision of a company car to an employee, inclusive of gasoline expenses.

Question 23. If an employee is provided with a company car, the value of the subsidy could be estimated by asking the respondent how much his transportation expenses for commuting to work would cost if he were to pay for it.

Question 26. A REGULAR EMPLOYEE is one who is employed as a permanent worker and receives all benefits stipulated by law. Temporary workers, apprentices, or other helpers should not be included.

Question 30. Ask respondent to estimate total EPF contribution per unit of time. This amount should have been deducted from his/her estimate of take-home pay in Q.13.

Question 31. A RETIREMENT PENSION is a sum of money paid at regular intervals to the beneficiaries of retirement, pension, or disability insurance schemes for example, service pensions given to government employees. Report only pensions earned by the respondent as a result of his/her employment which will be received by the respondent or some member of his/her household.

Question 32. HEALTH INSURANCE or SUBSIDIZED MEDICAL CARE means that the employer pays directly or through an insurance program, for all or part of expenses incurred for preventive medical services and/or doctors fees, hospitalization, and medicine, etc. in case of illness or injury. If there is a non-fee infirmary or health room in the place of employment, the answer to this question would be "yes".

Questions 33 to 48. If the respondent has had a job during the past 12 months, but was not currently employed at the time of the survey, he/she will provide information on the job in Q.33 - Q.48. In addition, if the respondent is currently employed, but also held a second job over the past 12 months (either at different times or held concurrently), he/she also would provide information for Q.33 - Q.48 regarding specifics of the second job.

The instructions for these questions are the same as those for the primary job (Q.1-32).

NOTE THAT THE WORDING IN Q.37 MAY BE INCORRECT IN SOME OF THE QUESTIONNAIRES. REPLACE Q.37 WITH Q.5: "DO YOU WORK FOR THE GOVERNMENT OR IN A STATE-OWNED ENTERPRISE, OR ARE YOU WORKING IN THE PRIVATE SECTOR?". REPLACE RESPONSE CODES WITH:

PUBLIC SECTOR.....1
PRIVATE SECTOR.....2

Question 49 to 50. OTHER EMPLOYMENT refers to work done in addition to the primary and/or secondary job(s) for which wages were paid.

In the example given above, the office worker who has a secondary job as a trader may have done paid work doing odd jobs for a total of 8 weeks in the past 12 months. The mode of payment could have been either in cash or in kind. If in kind, report the value of the good. If the payment was both in cash and in kind, write the answer for each in the columns provided.

Part C. PENSION, SOCIAL SECURITY AND UNEMPLOYMENT**RESPONDENT**

All persons in the household aged 10 years and older should provide information for this section, regardless of whether or not they were employed over the past 12 months preceding the survey.

Question 1. Report only payments received by each respondent, and not by other members of the household. For example, if one of the children of the respondent receives a special pension, report this amount under the row designated for the child in the roster and not the row designated for the respondent.

PENSION usually refers to recurrent periodic payments received by a person after retirement from government, private or public enterprise due to past contribution in a pension scheme.

SOCIAL SECURITY benefits are payments made on recurrent intervals to individuals covered under a social security scheme. These may include benefits covering medical care, sickness, unemployment, old-age, employment injury, invalidity, etc.

Questions 3 to 6. These are standard questions used to measure levels of unemployment. To be unemployed, a person must be (a) available for work and (b) looking for work.

Question 3. Includes all activities for which payment was received, profits were earned (for example, working in a food shop), or the household received cash or in-kind remuneration (for example, cultivating land owned by the household). This includes employers, employees, and persons who are self-employed or work on own account. Only those individuals who did not work for pay, profit, or family gain provide responses to Q.4-6.

Question 4. AVAILABLE FOR WORK means that the individual was generally available and willing to take a job (i.e. was not sick or handicapped).

Question 5. LOOKING FOR WORK means actively seeking work by approaching potential employers, sending letters, etc.

Part D. OVERSEAS EMPLOYMENT**RESPONDENT**

Information should be obtained from all household members who worked abroad at any time during the past 12 months. If the person who worked overseas is still abroad, obtain information from the head of household.

Question 1. Include only those persons who are listed as members of the household in the roster.

Question 4. The countries in the Middle East include Bahrain, Cyprus, Egypt, Iran Iraq, Israel, Jordan, Kuwait, Libya, Lebanon, Oman, Qatar, Saudi Arabia, Sudan, Syria, Turkey, United Arab Emirates and Yemen.

Question 5. Obtain information in completed months and completed years. If a person worked abroad more than once, give the total number of completed months/years worked for all jobs. The sum of YRS and MOS should be equal to the total time spent working abroad.

Question 6. The sum of cash and value in-kind should represent the total amount received by the household over the past 12 months.

Section 6. FAMILY LABOR

PURPOSE

The purpose of this section is to measure the amount of time that each household member spends (1) working on the household's own farm or land rented-in or sharecropped, and (2) working on own account (i.e. self-employed) or in a family-operated business. Farm labor is categorized by task, i.e. field preparation and planting, irrigation and weeding, fertilizer, manure, and pesticide application, construction and repairs, supervision, management and sale of produce and feeding/herding livestock, poultry care, and fish-farming. The household may report up to three separate businesses. A special section is included to measure time allocated to various household chores by female household members aged 10 years and above, and earnings from stitching, embroidery, and the like.

In the event that the household operates a farm or business(es), the head of household will be asked to identify who is best-informed or in-charge of the farm or business(es). These individuals will be asked to provide the information on farming and business activities required during the second visit to the household.

RESPONDENT

Each household member aged 10 years and older should be interviewed. For Part B, the best informed person(s) about each business should be interviewed. However, labor inputs should be verified with other members (specifically female) of the household. This is discussed in Part B.

If you are unable to speak with the relevant individual, obtain the necessary information from some other well-informed household member. Write the ID code of the person who supplied the information in the column provided.

Part A. FAMILY LABOR INPUTS ON OWN-FARM OR LAND RENTED-IN OR SHARECROPPED

Question 2. Write the ID of the individual in the household who knows most about farming and livestock activities. He/she is the person who will be interviewed for Section 9, Farming and Livestock Activities.

Question 3. Report labor inputs only during the 7 days just preceding the interview.

Question 4. Report average hours worked per day in each task and the number of days on which the task was undertaken during the 7 days just preceding the interview.

FIELD PREPARATION AND PLANTING - means getting the land ready for planting.

IRRIGATION - means the application of water to the land for purposes of increasing its fertility through artificial channels.

WEEDING is the removal of weeds and grass which can stunt or affect the growth of the crops.

APPLYING FERTILIZER, MANURE, AND PESTICIDES - means the application of commercially-prepared soil enrichment chemical/material or manure/ pit compost prepared by the household to improve the quality of the soil; and the application of chemicals to kill pests harmful to crop growth.

HARVESTING/THRESHING - harvesting means cutting down ripe grain or gathering crops/fruits ready for picking/reaping; threshing means separating grain from chaff by using a flail (an implement used for threshing grain by hand, consisting of a stout stick attached to a handle) or a threshing machine.

CONSTRUCTION AND REPAIRS - includes the building and or bonding of irrigation ditches, dikes, or canals

SUPERVISION, MANAGEMENT, SALE OF PRODUCE - involves overseeing the work of laborers/tenants in the case of large farms and the marketing and transport of produce in the market.

FEEDING/HERDING LIVESTOCK, POULTRY CARE, POND FISHING - refers to providing overall care i.e. feeding, grazing, cleaning of pens/stables of livestock such as cattle, bullock, donkey, horse as well as chicken, ducks etc. Also include time spent "fish-farming", that is, fishing from a pond for sales.

Question 5. The recall period is the past 12 months. If the respondent is unable to provide total days of work on the household's own farm in all farming and livestock activities by season, ask for total days for the whole year and indicate this on the right hand margin.

The respondent is likely able only to provide an estimate of time spent over the last 12 months. Probe carefully, and help the respondent sum up time spent in different reference periods -- i.e. during the harvest, during the rainy season, etc. If you are in the middle of a season at the time a household is interviewed, the respondent will have estimate time inputs split across two seasons.

Write "0" if none.

Part B. NON-FARM SELF-EMPLOYMENT

RESPONDENT

The male head of household will be asked initially to list all enterprises operated by members of the household, and to identify which member is in charge of or best-informed about each enterprise. Information is obtained on up to three enterprises. In the event that the household operates more than three such enterprises, collect information on the three largest enterprises (measured in terms of total profits).

The person best-informed about each enterprise should provide information on the time spent working with the enterprise for each household member. If the best-informed person is a male, the information will be written in the male questionnaire. In the event that the best-informed person is a female, pertinent information will be written in the female questionnaire.

It is important that the interviewers probe carefully to ensure that all work done by female household members is counted. For example, if the household operates a food stall, and the wife of the head helps to prepare food at home to take to the stall, her time inputs should be counted as well as those of other household members.

To ensure that women's time is included, the male interviewers should pass their questionnaire to the female interviewers so that they can verify the information provided in Q.3-Q.5 with female household members. This should be done during Round One of the survey, when the information in Section 6 is initially collected.

Question 1. This covers all non-farm enterprises which produce goods or services (e.g. artisan, metalworking, tailoring, repair of farm implements, etc.) and business involving retail trade (i.e. food, clothing or other merchandise). Include also professional activities such as a private doctor, dentist or lawyer. Also included here are large-scale agriculture enterprises such as a hatchery, slaughter house, or poultry farm.

Note that the vast majority of these enterprises will be one or two person businesses, typically listed in GOP's survey of Small and Household-based Manufacturing. All such enterprises should be listed here, regardless of how small they may be.

Question 1 (First, Second, Third Enterprise). Provide information for each household enterprise operated by the household. For each enterprise, the household head should give a brief description of the industry in which the enterprise operates. These will be coded by the supervisor using the 2-digit standard industrial classifications on the codes sheet of the questionnaire.

Question 2. Write the ID(s) of the household member(s) who is/are best informed and/or in-charge of the day-to-day operations of the enterprise(s).

Question 3. The person(s) designated in Q.2 as best informed or in-charge of each enterprise should list all the household members who have worked in the enterprise over the past 12 months, including himself/herself.

Question 4. The total time (average hours per day and actual days worked over the past 7 days) contributed by each member.

Question 5. Ask how many weeks over the past 12 months each member worked for the enterprise. These are not necessarily full-time weeks, but rather simply the number of weeks during which each member contributed some time to the enterprise.

Part C. FEMALE TIME USE

RESPONDENT

All female members of the household age 10 years and above should be interviewed.

INSTRUCTIONS

First ask the respondent if she did the activity listed. If her answer is "YES", ask the number of times she did the activity in the past 7 days. Then ask how much time she normally spends to complete the activity each time. If the activity involves any amount of travelling, the time involved should also include the travel time. For instance, it takes the respondent about 20 minutes each way to go to the source of water or firewood and another 30 minutes to collect it, then the total time she spends fetching water or gathering firewood each time, is approximately 70 minutes, that is 40 minutes travel time and 30 minutes collection time. Therefore, you should record the time used as 1 hour and 10 minutes. The same principle holds for taking meals to field workers and going to the market.

In the event that the respondent cannot tell you the number of times something was done, ask the total time spent over the past 7 days doing the activity. In such case, leave the TIMES column blank and write the total time spent in the appropriate columns.

Question 1. The time spent fetching water is for water used for household and drinking purposes only.

Question 2,4,6,7. The time spent gathering firewood, preparing dung cakes, taking meals to field workers and going to market should also include total collection time and travel time each time activity is done.

Question 3. Animal care/grazing/herding/collecting fodder also includes the time spent cleaning the animal shed or shelter and other household work related to the care of animals, excluding milking.

Question 5. The time spent making gee also includes making butter, yoghurt and other dairy products from home-produced milk for household consumption.

Question 9. Cooking and doing the dishes include time spent in food preparation like cutting and washing vegetables, cleaning rice, preparing dough for nan, chapatti, bread, etc.

Question 11. The time spent for stitching/embroidery or doing handicraft is only for household use and not for sales or profit. Also included in this activity is weaving/carpet-making.

Question 12. Child care includes feeding, bathing, playing and teaching the child. Oftentimes, child care is done simultaneous with other household activities. If the respondent usually does other chores such as cleaning the house, cooking, and doing laundry while the child is busy playing or is asleep, this means that child care is not her primary activity during those times. Therefore, the time spent should not be reported in child care but in the corresponding Activity Column i.e cooking, cleaning, etc.

Question 13. Time spent doing activities at home for sale or profit such as stitching/embroidery/weaving or cooking food to sell should be reported here.

Question 14. Report up to two activities, with the primary being the one in which the respondent spends the most time.

Question 15. Estimate the total number of hours spent during the past 30 days on all these profit-making activities. If a woman spent 10 hours every Saturday on weaving cloth to sell in the market and 4 Saturdays have passed during the past 30 days, then the response to Q.15 would be 40 hours.

Question 16. Report the value of total sales (cash and in-kind) received over the past 30 days.

Section 7. ENERGY

PURPOSE

The data to be collected in this section is a key input to the Pakistan National Household Energy Survey and Strategy Formulation Study. This project aims to chart an economically sustainable household energy strategy by developing a supply, demand and fuel market structure database which will be used to a) determine crucial sectoral issues b) formulate short, mid and long term policies, both national and regional and c) identify general investment areas that will address these issues.

Current patterns of household energy consumption will be established based on the following data to be gathered:

- a) the quantities consumed and prices/level of expenditure for various household fuels by end-use, agro-ecological region, rural-urban location and income class
- b) types of equipment used, their age, cost and manner of use
- c) where and how households obtain their fuel
- d) the amount of time spent on fuel collection and the people who collect it
- e) the length of time households have used particular fuels
- f) the competing non-energy end-uses of multi-use fuels such as dung and
- g) technical substitution ratios between fuels

The role of gender will be explicitly considered in determining household energy use and consumption in order to assess the potential role of women in the household energy strategy. The subsections or parts that are asked exclusively from the female respondent are: Part F (Charcoal Usage), Part H (Coal Usage), Part J (Stoves), Part K (Cooking Habits and Implements) and Part L (Fuel Switching). The other sections are included in both the male and female questionnaires:

Part A (Electricity and Appliance Usage), Part B (Natural Gas Usage), Part C (LPG Usage), Part D (Kerosene Usage), Part E (Firewood Usage), Part F (Dung Cake Usage), Part I (Other Fuels Usage) and Part M (Attitudes and Behavior).

RESPONDENT

The respondents are the male and female household heads and if he/she is unavailable the best-informed person about the household's energy consumption and expenditures should be interviewed.

Detailed instructions for filling out energy sections of the questionnaire are included in a separate manual.

Section 8. MIGRATION**PURPOSE**

This section collects information about migration patterns of adults. Each member is asked about where he/she was born, reasons for leaving, and duration of time spent working abroad. The household head is asked additional questions about his/her most recent change in residence.

RESPONDENT

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 is obtained.

Questions 1 to 8. These questions should be asked of each member 15 years old and over.

Question 1. This refers to the current city, town, or village of residence. It does not refer to the same dwelling unit. Thus, someone who was born in the Old City in Lahore and later moved to Gulberg but has always lived in Lahore and would answer "yes" to Q.1. In rural areas, assume here means within the present PSU of residence.

Question 2. The location of the respondent's birthplace should be identified using the district and country codes provided on the codes sheet. If the district boundaries have changed since the time of birth, code the district (and, if necessary, country) in which the respondent's birthplace is now located. In addition, specify whether the respondent was born in an urban area or in a rural area. Use the standard FBS definition to distinguish between urban and rural areas.

Question 3. If the respondent does not know at what age he left his place of birth, the interviewer must help him to recall, for instance, by reference to other household members who have birth certificates, to national or regional events or certain annual celebrations such as Eid-ul-Fithr or Eid-ul-Azaha, etc.

Question 4. Choose the most important reason for the last change in location.

WORK refers to a change of residence because of a new job or relocation of the jobsite or workplace if the respondent is still working for the same employer.

SCHOOL refers to changing residence to attend a school or special technical training program or school.

LAND AVAILABILITY means agricultural or urban land, either owned by the household or another person/household, that is available for farming and livestock activities or land in the city or nearby town where a house could be built.

MARRIAGE means moving residence to join a spouse who lives in another area.

OTHER FAMILY REASONS could include death in the family, financial difficulties, a decision to have a joint household, or a separate/independent household etc.

Question 6 to 7. To aid the respondent's recall, use regional events, religious holidays or annual celebrations. Code the month (using the 2-digit codes 1-12 specified in the main body of the questionnaire) and year, using the last 2 digits of the year. For example, if the respondent left to work abroad in February, 1978, and returned in January, 1980, code the following:

Q.6		Q.7	
MONTH	YEAR	MONTH	YEAR

Questions 8 to 10. Ask these of the household head. If he is not available, do not substitute another respondent.

Question 8. Use the definition of "this place" noted in Q.1 above. The length of time spent living in the current place of residence should be reported in years and months. The two columns should sum to the total time spent living in the current place of residence. If the head has

lived in his/her current place for 2 year and six months, code the following:

YEARS	MONTHS

Question 9. A MOVE is defined as a change of residence from one place to another which is at least 10 km. distant from the previous residence and which lasts 3 months or more. It is not necessary for the whole household to have moved with the head. Use the district and country codes provided on the codes sheet to demarcate the previous place of residence. Code it as urban or rural.

Question 10. Use the same codes as in Q.4.