

VIETNAM LIVING STANDARDS SURVEY

INTERVIEWER'S INSTRUCTION MANUAL

VLSS STEERING COMMITTEE
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PART I

FIELD OPERATION

1. INTRODUCTIONS

1.1. Objectives of the VNLSS

The principal objective of the VNLSS is to collect basic data reflecting the actual living standards of the population. These data then will be used for evaluating socio-economic development and formulating policies to improve living standard. The main information collected by the survey includes:

- * Household income and expenditures,
- * Health and education,
- * Employment and other productive activities,
- * Demographic characteristics and migration and
- * Housing conditions.

In addition, the information gathered is intended to improve the plan of economic and social policies in Vietnam and to assist in evaluating the impact of the policies. It should enable decision-makers to;

- * Identify target groups for government assistance,
- * Construct models of socio-economic development policies, both overall and on individual groups, and
- * Analyze the impact of decisions already made and of the current economic situation on living condition of households.

1.2 Methodology of the VNLSS

In an effort to reconcile the purpose of the VNLSS, with the human and budget resource available, the sample size is 4.800 households. The coverage for selecting the sample is all cities and provinces of Vietnam, excepting islands: i.e Phu Quoc, Con Dao, Cat Hai, etc.

The survey sample was selected by proportional probable systematic method (PPS). Cities and provinces are divided into urban and rural areas and sample units were chosen in three steps:

- One: Selection of communes (primary units)
150 communes were chosen from urban and rural areas (primary units) by PPS method. There were 121 rural communes and 29 urban communes chosen.

- Two: Selection of villages/clusters (secondary units).
From the 150 selected communes, 242 villages of rural areas and 58 clusters of urban areas were chosen by PPS method.

- Three: Selection of households (final units).
In every selected village/cluster 16 households will be selected by systematical method. In total 4.800 households will be selected, of which 3.872 households are of rural areas and 928 households are of urban areas.

In order not only to have the result of the survey in time, but also to avoid influence of season, the survey uses alternative method. 4 800 households are divided into 10 sub-samples, one sub-sample will be interviewed in one month by one survey team.

Two kinds of questionnaire are used in the survey:

- * The household questionnaire, which is completed by two rounds of interview, and each round lasts two weeks.

- * Living standard of the household depends on living conditions of the community where they live, that is why the community and price questionnaires are also used for this survey in rural areas. The information collected by these questionnaires are regarding the infrastructure, education and medicine facilities, price of consumer goods and of service.

The VNLSS uses interview method to collect the information. The referent periods of the survey are: Past two weeks, past four weeks and past 12 months.

This is a complicated multipurpose survey, so some technical methods are applied in order to get high quality data. Such as:

- Most of answer alternatives are coded in order to short time and reduce mistakes in writing the answers

- the completed questionnaires of the first round are given to the data entry operator to entry the collected information into computer, so the supervisors can check the quality of these questionnaires by reading the print-outs. And the mistakes of the first round can be corrected by the second round of interview.

- There is one supervisor for every two interviewers and one data entry operator, so the supervisor can supervise the works of interviewers and data entry operator properly

1.3. Organization of the survey.

The VNLSS is conducted by technical and financial assistance of WB. SPC in collaboration with GSO carries out and directs this survey. Since 1991 a group of consultants of the WB have helped Vietnam experts in questionnaire design, sample selection, data entry program, training courses, and field test etc. At the center level a steering committee and a working group, consisted of experts of SPC and GSO was set up.

For conducting the survey 15 survey teams will be organized, The members of the teams are included experts of SPC, GSO and of provincial planning sections and statistical offices.

The steering committee, consisted of 4 members, is responsible for making the plan for organizing and conducting the survey.

- 1 director of the committee, who is responsible for all aspects of organization and conduct the survey.

- 3 vice directors, who are responsible for making the plan for organizing, conducting and controlling all the process of the survey.

- The working group, consisted of 3 persons of SPC and 3 persons of GSO, is responsible for designing questionnaires, supervisor's manual, interviewer's manual, organizing training courses, supervising, and carrying out the survey.

The survey team is consisted of six members.

- Supervisor is responsible for controlling the activities of interviewers, data entry operator and all other activities of the team in the field. At the same time the supervisor has to fill out the community and price questionnaires.

- 2 interviewers are responsible for filling out the household questionnaires by interviewing households selected.
- 1 anthropometrician is responsible for measuring the height/recumbent length, weight, arm circumference of all members of the survey household, and filling out the price questionnaire
- 1 data entry operator is responsible for entering collected information into computer according to entry program, and then giving the print-outs to the supervisor for checking the completed questionnaires. At the same time he/she has to manage the computer, printer, and other equipment and regularly sends the diskettes to computer center in Hanoi.
- 1 driver is responsible for driving 2 team during survey time.

1.4 Interviewing procedures.

To collect data, interviewers of 15 survey teams are responsible for interviewing 4.800 selected households. The survey teams are located in survey communes or in office of planning or statistical board in order to have closed relations with local authorities in solving the problems raised in survey process. Every survey team interviews 10 communes i.e. 20 villages/clusters. The survey of one commune is divided into 2 rounds, and one round lasts two weeks, i.e the survey team has to stay a month in every survey commune

The household is interviewed by two times.

- During the first round, the household is asked from section 1 to section 8 of the household questionnaire
- In the second round, from section 9 to section 14
- Section 15 can be completed either in ROUND ONE or ROUND TWO

The procedure of interview of each commune is as follows.

First week: 16 selected households of the first village/cluster are asked for the sections of the first round. When the interview has been finished, supervisor and interviewers check the completed questionnaires, and then give them to data entry operator to enter the collected data into computer.

- Second week: The survey team do the same work in the second village/cluster.

Third week: The survey team returns to the first village/cluster to ask the rest sections of household questionnaire.

Fourth week: Repeat the same work as of the third week in the second village/cluster, and finish the survey in this commune.

- After each round has been finished, all completed questionnaires must be checked for consistency and accurateness. If necessary interviewer has to come back to the household for reinterviewing.

2. THE INTERVIEWER'S TASK.

The interviewer's role is central to the survey. The quality of

the data and of the whole survey will be determined by the quality of the interviewer's work. Interviewer has to follow exactly all instructions contained in this manual. The interviewer must also keep constantly in touch with the supervisor and inform him of any problems that interviewer encounters in his work in the field. The supervisor, for his part will provide interviewers with all the necessary materials and instructions, will collect and check the interviewer's work and must help interviewer solve any problems that may arise during survey process.

2.1 INTERVIEWS OF HOUSEHOLDS.

The principal task of the interviewer is to conduct interviews with the households in order to collect necessary data. Every interviewer must ask eight households per week during the survey period. Depending on the size of the household, the interviewer may be able to conduct one, two or even three interviews in a day. Interviewer may require one or several visits to complete, depending on whether or not all the respondents are available at the time of the first visit. But interviewer must absolutely arrange to finish the interview with eight household by the end of each week of the survey in order to leave for the next cluster.

In interviewing process, interviewers must follow exactly all the instructions mentioned in part 2 of this manual, the most important point is to read the questions exactly as they have been printed in the questionnaires.

Every interviewer is provided with following materials for use in carrying out the interviews

- + a interviewer's manual,
- + a tape measure,
- + a pocket calculator,
- + a briefcase,
- + a notebook,
- + a black pen,
- + a red pen,

Interviewers are responsible for managing these materials during survey process.

2.2 Checking the completed questionnaire.

After finishing each interview the interviewer has to verify that all sections have been filled out correctly and legibly. It must be sure that the required information for all the household members indicated in each section has been recorded. This must be done immediately after the interview, before handing in the questionnaire to the supervisor, and _ most important _ before leaving the survey village/cluster.

The interviewer may correct minor errors made by his/her bad writing, he/she must never make any other changes in the completed questionnaire without asking the respondent the questions again. Nor he/she may copy the information that has been collected onto a new questionnaire.

2.3. Relations with the supervisor.

Interviewer should always follow the advice given by the supervisor, who is the representative of the Steering committee at the field. The supervisor will assign interviewer's work for each survey week. In order to satisfy the work of the team, the supervisor will carry out the following check in the field.

1. The supervisor will examine in detail all the questionnaires filled out by the interviewers to verify that each interview has been carried out correctly and fully.

2. He will make visits at random to some of the households that interviewers have already interviewed, to reask certain questions of these households in order to check whether the answers recorded on the questionnaire are correct and credible.

3. He will observe one or more of interviews each week, to evaluate interviewer's method of asking questions. The interviewer will not be informed in advance.

4. Every day he will discuss with interviewers about their work, and he will make regular reports to the regional representative on the team's performance in the field.

The supervisor is the link between interviewer and the survey organizers, the interviewer will receive instructions from him, interviewer must inform him any difficulty or problem that he/she encountered. For instance, if interviewer does not understand a procedure or the meaning of a question in the questionnaire, he/she should ask the supervisor for advice.

2.4. Repeating the round one questions rejected by the data entry program

The data collected by the interviewers will be edited in the computer and reviewed by data entry operator, who will check the answers for various questions, parts and sections of the questionnaire for accurateness and consistency. The data entry operator will entry the collected data of the first round immediately after the interviewer finished the questions of the first round and he will print out the result, through which the supervisor can find out the mistakes of interviewer of the first round

At the beginning of the second round the supervisor tells the interviewer which questions were rejected by the data entry program, The interviewer must reask household these questions at the beginning of the second round and write the answers with red pen alongside the old answers. The interviewer must never change or correct the answers of the first round without reasking the household on these questions.

3. INTERVIEWING PROCEDURE.

3.1 Arrival to the village/cluster

The team arrives in the village/cluster one day before the

start of the survey. Accompanied with the interviewers, supervisor will visit the local official and other prominent villagers to explain the purpose of the survey & introduce the members of the team, and discuss the survey program for the week.

3.2 Contacting the respondents.

In the rural areas, in the day before the interview interviewers should contact each of the head of household to be interviewed the following day. The purpose of this visit is to introduce yourself, explain the purpose of the survey, and confirm that the interview will take place next day. At the same time interviewer will be able to see whether an interpreter will be needed and then make the necessary arrangements.

In urban areas, interviewer will have to make first contacts one or two weeks before the interview, in order to introduce himself, to explain the purpose of the survey, to ensure that the necessary people will be present on the date of the interview and make the necessary arrangements.

3.3 Locating the households.

Interviewer should first look for the address written on the first page of the questionnaire, and make sure that it is the household belonging to the head named of household.

Some times interviewer will have difficulty finding a household:

- * Interviewer may be unable to find either the dwelling or the household,

- * The dwelling at the address may be abandoned, the household having moved without replaced by another.

- * The household of the head whose name is on the sheet may have left, and another household may be living in the dwelling. If any of these are the case, interviewer should stop and ask for the advice from the supervisor of the team.

In the case that a household has been asked for the questions of the first round, and when interviewer comes back for the second round the head of household is absent or this household is not able to be interviewed by some other reason (e.g household has moved or has funeral)

In the first case interviewer may ask another person who is able to be the new head of the household to answer the questions of the second round.

In the second case interviewer must ask the supervisor for replacement. The replacement household will be asked questions of the two rounds. And the period "since my first visit" will be replaced by "during the past two weeks"

3.4 Explain the purpose of the survey.

When interviewer enters a household, the first thing he should do is to greet everyone and introduce himself as an employee of the VNLSS Steering committee, consisted of SPC and GSO. Interviewer must wear his/her badge, and keep the interviewer card, that will be shown if the household asks

These are the points that the interviewer should cover in his/her explanation of the survey:

- The purpose of the Vietnam living standards survey is to evaluate present living conditions. The survey is thus very important in providing suitable information to planners, policy makers, who need to know how to improve living standards of all strata.

- The survey village/cluster, households are selected at random.

- The survey is not concerned in any way with taxes, and all the information recorded will be regarded as confidential.

- The survey will take the form of two rounds of interview, the second round will start two weeks after the first.

3.5 Filling out the survey information sheet.

The SURVEY INFORMATION SHEET is the first page of the questionnaire. There are a number of different parts, which must be filled out by different numbers of the team. Some information will already have been written by the supervisor, e.g. the name and number of the village/cluster, the household number, the name of the head of the household, and the address.

Round one

When arrives the household, the interviewer must complete the box entitled FIRST ROUND OF SURVEY. Write interviewer's name and, in the space to the right, interviewer's code number and the date of interview. If the household is the same but the head of the household is different, interviewer has to write down number 2 on the answer of the question "IS THE HEAD OF HOUSEHOLD THE SAME" and write the name of the new head in the question "NAME OF NEW HEAD".

* Note: the ethnic group of the head of household, the language of interview, and indicate whether an interpreter has to be used.

Round two

For round two interviewer has to fill out the box entitled "SECOND ROUND OF SURVEY".

There are 2 boxes for filling out the date. The first will be filled out by the date that interviewer agreed on with the household at the end of the round one interview. And the second one will be filled out by the date that in fact the interview takes place. If the arranged day is the same as the interview day, the number written in these two boxes are the same.

Continuation questionnaires

The household questionnaires have enough space for only 15 persons. If selected household consists more than 15 people, the interviewer will need a CONTINUATION QUESTIONNAIRE. The continuation questionnaires have enough space for 15 people. While filling out the questionnaire, interviewer has to complete questions of one section for all the member of the household in both main and continuation questionnaires, before starting the next section.

In case, the continuation questionnaire has been used, the third box of the first line of information sheet should be filled out by "1/2" in the main questionnaire (i.e. there are two questionnaires has been filled out for this household and this is the first one) and by "2/2" in the continuation questionnaires (i.e. this is the second questionnaire of this household). And identification code of the continuation questionnaire will be continued from 16 to 30.

Based on the result of the field test, households consisted of more than 15 members are rare. And almost there are not households consisted of more than 30 people. But if there are such households, the interviewer must use additional questionnaire to collect information of all members of the households and identification code will be continued from 30 to 45.

3.6 THE INTERVIEW

Interviewer must be careful to follow all the instructions written in this manual -most important- is to ask the questions exactly in the form in which they appear in questionnaire. The questionnaire should be filled in during the interview. Interview must not record the answers on scraps of paper and transfer them to the questionnaire later, nor should interviewer count on his/her memory for filling in the answer once interviewer has left the household.

Tempo of the interview:

Interviewer must maintain the tempo of the interview, in particular, avoid long discussion of the questions with the respondent. If interviewer receives irrelevant or complicated answers, do not break in too suddenly, listen to what the respondent is saying and then lead him/her back to the original question. Remember that it is interviewer, who is running the interview and that interviewer must be on top of the situation at all times.

Objectivity of the interviewer

It is extremely important that the interviewer should remain absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to adopt attitude that they think will please the visitor. Interviewer should not show any surprise, approval or disapproval about the answers given by the respondent, and the interviewer must not tell her/him what she/he think about these things himself, if the respondent asks the interviewer for his/her opinion, wait until the end of the interview to discuss the matter with her/him.

Interviewer must also avoid any suggestion about respondent's ability to answer certain question or about the kind of answer she/he likely to give.

The private nature of the interview.

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

In principal, all questions should be asked of the respondent in complete privacy to ensure that his/her answers remain confidential. The presence of other people during the interview may cause him/her embarrassment and influence some of his/her answers.

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

There are a number of sections of the questionnaire that will probably not be considered sensitive by most households, for instance, the Household Roster and the section on housing, education, health and migration.

On the other hand most households will not have difficulty with the sections on household expenses and home consumption of food (round two).

The most sensitive sections are at the end of the questionnaire:

- * Employment (section 4, where the respondents are asked to declare income from their work).

- * Fertility (section 8 where the respondent is asked to give information on all pregnancies and on all children she has).

- * Agro-postoral activities (section 9, where the respondents have to inform income from farming and stockraising).

- * Non farm self-employment (section 10, where the respondent must declare his/her income from non farm self-employed activities).

- * Other income (section 13)

- * And loan and savings (section 14).

When the interviewer reaches to these sections he/she should explain to the respondent that some questions are confidential and ask him/her where in the house, he/she is least likely to be disturbed. If another adult "does not understand" and does not leave interviewer to do his/her work alone with the respondent, interviewer must try to make him/her leave by following ways:

- * Ask the respondent to persuade the other person to leave.

- * Explain as politely as possible that the interview must be conducted in private.

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

Interviewer can also ask the respondent to write the amount on a piece of paper and then copy it onto the questionnaire.

Date of round two

Before leaving, interviewer must thank all the members of the household who have taken part in the interview and fix a date for the round two interview in two weeks. Interviewer should

start by proposing a date in exactly two weeks. If this is not acceptable, suggest a date during the week set for the round two interviews for the village/cluster. When a date has been agreed upon, the interviewer must write it on the survey information sheet, in the box called "SECOND ROUND OF SURVEY", "PROPOSED DATE"

3.7 After the interview

After each visit to the household, interviewer has to fill out the SUMMARY OF SURVEY RESULTS on the second page of the questionnaire.

For each visit and each section of Round One and Two, interviewer should show the date on which he/she asked the questions and the result:

COMPLETE: means that all the questions were asked of all household members 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 household should not be surveyed for that section. This can happen in only 3 sections: section 9 (if the household is not engaged in any agro-pastoral activities), section 8 (if there is no woman aged 15-49 in the household, and section 10 (if the household members do not engage in any non-farm self-employment).

Do not write in the column reserved for the supervisor and the data entry operator.

Interviewer must fill out the OBSERVATION sheet on the third page of the questionnaire. Interviewer should indicate on this page how far the respondent were willing to cooperate, the problems they had in answering any of the questions, any unfavorable circumstances, and any other comments interviewer may wish to make for the benefit of the supervisor. Interviewer should write down these comments immediately after the interview, but never in presence of the respondent.

3.8 Conduct of the interviewer.

The interviewer must scrupulously observe the following rules.

- She/he must be uniformly courteous towards respondents and other families and friends, the supervisor, the other members of the team and any one else involved. His/her behavior can have an enormous influence on the opinion of the people in the localities covered by the survey as to the value of the whole operation.

- She/he must avoid disturbing or upsetting anyone by his/her behavior.

- She/he must properly dressed so that the respondent will be inclined to trust him/her as a reliable and responsible person.

- Interviewer must arrives at the stated time, and never keep the respondent waiting.

- Interviewer must exercise patience and tact in conducting the interview, and to avoid antagonizing the respondent or leading him/her to give answers that are not conformity with the facts.

PART II

THE QUESTIONNAIRE

A. Summary of sections and respondents

The household questionnaire consists of 15 sections. Each section is divided into number of parts. Sections 1-8 are asked during Round One and sections 9-14 are asked during Round Two. Section 15 is to be asked by anthropometrician either in Round One or Round Two. The respondents of questions of each section are not the same.

The following sections are asked during Round One:

1. Household roster: Identifies those persons considered household members and collects demographic data on all these persons and on all visitors to the household who slept in the household last night. The respondent of the questions of this section should be head of the household or other person who can give the necessary information.
2. Education. This section contains questions about the years of formal schooling and education expenses for all household members of aged of kindergarten and over. The respondent should be the same person who answered section 1.
3. Health. The questions of this section are used to collect information about diseases suffered from by all members of the household and about the use of health services, and medicine that the household member have used during the past 4 weeks and the past 12 months. Each member must answer for him/herself, except the children for whom the parents may answer.
4. Employment. The questions of this section are used to collect information on the main and secondary jobs of all members of the household aged 6 or more during two periods: the past 7 days and the past 12 months. Each person should answer for him/herself.
4. Migration. This section contains questions about residential movement of each member of the household aged 15 or more.
6. Housing. The questions in this section are used to collect information on all the buildings occupied by the household and expenditures of the household for housing.
7. Respondents for Round Two Persons, who are to be asked in Round Two are identified by this section. The respondent is the best informed person of the occupations of members of the household.

8. Fertility This section contains questions on all pregnancies and children that the respondent has had, and on the health services that she received when she gave birth of the last child. The respondent is a female household member aged 15-49 who is chosen at random in section 7 Round One. If this section is not able to be filled out in Round One by some reasons, it can be filled out in Round Two.

9. Agro-pastoral activities. Information collected in this section is regarding production and expenses relating to the household's agricultural and stockraising activities. The respondent should be the person best informed about the household's agricultural activities, The respondent of this sections was already identified in section 7 Round One.

10. Non-farm self-employment. this section collects information on non-farm business run by members of the household. Respondents should be the best informed about each of the business, who were already chosen in section 7 Round One.

11. Food expenses and consumption of home production. This section, for which the questions will be asked of the best informed member of the household, covers expenditure on food, and on value of food items produced and consumed by the household.

12. Non-food expenditure and inventory of Durable goods. This section contains questions on daily and annual outlays on non-food, as well as the durable goods owned by members of the household. The respondent should be the person best informed about these outlays, the respondent was already has been chosen in section 7 Round One.

13. Other incomes. Information here is collected on all incomes received by members of the household, which have not been included in previous sections and are not the results of economic activities of the household. Respondent of this section should be the best informed person, who was chosen in the section 7 of Round One.

14. Credit and savings. The questions in this section are asked to collect data on the loans and on the savings of the members of the household. The respondent of this section should be the same person as for Section 13.

15. Anthropometrics. The purpose of this section is to measure arm circumference, height/recumbent length and weight of the members of the household.

B. General instructions for filling out the questionnaire

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

1. Interviewer must always read the questions exactly as they are written in the questionnaire. After reading question once clearly interviewer should wait the reply. If the respondent does not

answer in a reasonable time she/he has probably: 1) not heard the question, 2) not understood the question or 3) does not know to answer. In any case, interviewer have to reread the question. If the respondent still can not answer, interviewer must ask whether the question has been understood. If the answer is "No" interviewer has to explain the question, but must not change the meaning of the question. If the difficulty lies in finding the right answer, interviewer should help the respondent to consider her/his reply.

2. Any thing written in capital letters is an instruction to the interviewer and not a question to be given to the respondent. Everything in lower case should be read out in full to the respondent.

For example:

a. "IF THE RESPONDENT HAS ANY DIFFICULTY WITH HIS AGE OR DATE OF BIRTH, USE THE CALENDAR OF EVENTS TO MAKE AN ESTIMATE"

This is an instruction to the interviewer and is not to be read out to the respondent.

b. 12. "HOUSEHOLD MEMBER? CHECK THE CRITERIA ABOVE"

YES.....1
NO.....2

☐

This question is not to be read to the respondent. The interviewer must observe him/herself.

c. " From whom is the dwelling rented?"

GOVERNMENT.....1
RELATIVE.....2
PRIVATE/INDIVIDUAL AGENCY....3
OTHER(SPECIFY _____) ..4

☐

This question must be read to the respondent, and the interviewer will not write the answer without reading out the possible answers because they have been written in capital letters.

d. Was the place where you were living before coming here a..?

City?.....1
Large town?.....2
Small town?.....3
Village?.....4
Other?.....5

In this case, the interviewer should read out both the question and the possible answers because everything is written in lower case letters.

3. The questionnaire is precoded throughout except some questions, which will be coded later by the supervisor in the office. Interviewer must write the code corresponding to the answer given by the respondent in the appropriate box.

If the answer is an amount, write the amount in the given box.
These are 2 examples of writing code and amount.

a. How did your household pay for the use of this annual land, for example, was there a rental or sharecrop engagement or some other engagement.

RENTAL.....1
SHARE CROPPED.....2
NO PAYMENT.....3
OTHER.....4

FIRST:

2

SECOND:

If the answer is "rental"
Interviewer must write number "2" on the first right box

b. For how long consecutive years has swidden agriculture been practiced on this land?

The answer is 5 years,
In this case the interviewer
must write down figure 5 in the
box on the right

5

c. In the following example interviewer must only write the answer and the code will be filled in by the supervisor.

"What different trade, business, industries, services, or profession were owned or managed by the members of your household during the last 12 months since..?"

CODE

1. Processing rice

2. trade of dried foodstuff

4. The skip patterns for moving from one question to the next are shown in three different ways:

a. If there are no instructions, go on to the next question.

For Example Q.7 is:

" Is this institution public or private?"

PUBLIC.....1

PRIVATE.....2

Whatever the answer, go on to question 8

a. An arrow >> after a reply shows the next question to be asked.

" 9. Have you received or will you receive money for this work?"

YES.....1

NO.....2 (>> 11)

If the answer is "YES" write figure 1 in the box on the right and go to q.10, the next question. If the answer is "NO", Write figure 2 in the box and go to q.11.

c. An arrow followed by an instruction in a rectangle

>>

means that, whatever the reply, the interviewer must go on to the question or person shown.

"How much have you paid or will you pay for all these trips during the last 12 months?"

AMOUNT:

>> NEXT PERSON

In this example whatever the answer to the question, the interviewer must go on to the next person.

5. The interviewer will often have to insert the name of the person, thing, or animals into a question. This is indicated by the sign ...[]...

a. Question "What source of safe water does your household use?"

INSIDE PRIVATE TAP.....1

OUTSIDE PRIVATE TAP.....2

PUBLIC STANDPIPE.....3

Reply is "PUBLIC STANDPIPE"

The next question: "How far is this ...[]...?"

The interviewer must replace the word in the square brackets by the words "PUBLIC STANDPIPE".

b. In the section on agro-pastoral activities there is a list of animals owned by the members of the household, including cattle, sheep, goats, etc... For each animal the following question must be asked:

:How many...[]... do you have now?"

The interviewer must ask this question for several times, every time a different name of certain animal should be used

"How many pigs do you have now?"

"How many cows do you have now?"

6. If the answer of the respondent there is not in the list of replies with prepared code, the interviewer must use the code number of the item "OTHER". In this case interviewer must specify in details

a. Question "Who was consulted first?"

DOCTOR.....1
PHYSICIAN.....2
NURSE.....3
PHARMACIST.....4
MIDWIFE.....5
BONZER.....6
HEALER.....7
OTHER.....8

8

(Specify-----)

The answer is "Neighbor who has knowledge of medicine"

So the interviewer must write the figure 8 in the box on the right and add "Neighbor who has knowledge of medicine" on the line of specify.

b. Question: "What is the main source of lighting for your dwelling?"

ELECTRICITY.....1
FLASH LIGHT/BATTERY LAMP.....2
GAS, OIL, KEROSENE, OR OIL LAMP...3
RESIN TORCHES.....4
OTHER.....5

5

Answer is: "CANDLE" then the interviewer must write figure 5 in the box on the right only, because there is no instruction for specify

7. The names of person, places, things must be written in capital letters.

This instruction is particular important because of two reasons:

- The name of members of the household in section 1 HOUSEHOLD ROSTER, must be entered into the computer.

- Profession code will be filled out by the supervisor in the office, so if the reply is not legible, the supervisor can not do it.

8. When dealing with distances, if there is no other instructions, round off the reply, thus,

0.00 to 0.49km = 0 km

0.50 to 1.49km = 1 km

1.50 to 2.49km = 2 km

9. The interviewer must do his/her best to avoid the reply "I don't know" by helping the respondent to consider his/her answer. In the questionnaire there are many examples of questions that can be asked to help the respondent; such as: estimating the area of fields, income, the quantity of crops sold, etc. Nevertheless, it does happen that even with the help of the interviewer, the respondent can not give an answer. In that case, write "..." in the box refers to the answer. There should be such cases. All these cases will be reinterviewed by the supervisor.

C. DATA ENTRY CONSIDERATION.

Data will be entered directly from the questionnaire. Every

thing written in the questionnaire will be entered in the computer. The interviewer must therefore write the information that is to be entered. In particular, the interviewer may not use the sheets for writing notes or computation unless a space is specially provided.

1. Write legibly in pen, without crossing out or overwriting, if a mistake is made, the interviewer must erase completely and write the correct reply.

2. Write in capital letters and use arabic numerals. For instance, The interviewer must write "1" not "I" and "4" not "IV" or "dung" must be written "DUNG" and the word "nong dan" must be "NONG DAN"

3. Never go beyond the allocated space for a question, even when the next space is not used.

4. In writing amounts and other figures, always separate each group of three digit figure with a decimal point, starting from the right. e.g one hundred thousand must be written as 100.000 not 100000 or 100 000.

5. For questions to which the reply is a quantity, write only the numeral in the appropriate box, without the unit of measurement

e.g a. Question: "What is the value of these goods and services?"

Answer: "Twenty thousand dong"

Write down: "20.000" not "20.000 dong"

b. Question: "How far is ...[NAME'S]... school"
KILOMETERS

Answer: "Three kilometers"

Write down "3" not "3 kilometers"

If a reply to a question specifically calls for a unit of a measurement, the code for the unit must be written in the appropriate box.

SECTION 1. HOUSEHOLD ROSTER

PURPOSE.

This section has three purposes:

- 1) It identifies every person, who will be considered a member of the household:
- 2) It provides basic demographic data, such as age, sex, and marital status of everyone having present the night preceding the interview under the same roof:
- 3) It collects information on education and occupation of parents of the household members and the children who are not members of the household.

The household roster must be completed with the greatest attention to detail: If it is filled out carelessly so it will influence on the estimation of per capita and reduce the quality of collected information.

RESPONDENT.

For the household roster, the respondent should preferably be the head of household. If he/she is away or will be away, a "principle respondent" may answer for him/her. The person selected must be a member of the household and capable of giving all the necessary information on all household members. You must ask questions to discover who this person is. Other members of the household can help to answer questions by adding information or details especially when the questions are about them.

DEFINITION.

For the purposes of the survey a HOUSEHOLD is defined as a group of people who have usually slept in the same dwelling and taken their meals together during at least six (6) of the twelve (12) months preceding the interview. There are seven (7) special cases:

- 1) Renters, maids, housekeepers, who have separate household are not considered members of the household, although they slept under the same roof and put in their money for their meals (because they have separate budget).
- 2) Visitors staying in the household more than 6 months are considered members of the household.
- 3) People who have died during the last twelve (12) months are not considered members of the household, even he/she lived in the household more than six (6) months
- 4) Newborn infants aged less than six (6) months are always considered members of the household.
- 5) The person identified as the head of the household is

always considered member of the household, even he/she did not live in the household for six (6) months or more.

6) Pupils, students staying somewhere else but supported by the household are considered members of the household.

7) Recent arrivals to the household who will live permanent in the household. Such as: new brides, sons in law, returned military personnel are considered members of the household, either they are registered or not to the local authorities.

There are several TYPES of HOUSEHOLD.

- * A household consisted of two generations: a head of household, his wife and their children.

- * A household consisted of several generations: a head of household, his wife, his children, his parents and his grandchildren. All these people slept and took their meals together more than 6 months during the last 12 months.

- * A household consisted of some couples without children.

- * A household consisted of a single adult.

The HEAD OF HOUSEHOLD will be identified by the household members themselves. He/she is the person who is named in reply to the question "Who is the head of this household". Most often, but not always, it will be the person who is the main provider and who is familiar with all the activities and occupations of household members. The head of household may be male or female.

The "DWELLING" is the whole group of structures (rooms or buildings), separate or contiguous, occupied by the members of the household. It can be:

- * A stand-alone hut, temporary or permanent house;

- * A part of hut, of temporary or permanent house;

- * A group of huts, of temporary or permanent houses with or without compound;

- * An apartment, sharing toilet, kitchen, bathroom not in a building;

- * A part of an apartment

A PAYING GUEST is someone who pays board and lodging, she/he is not part of that household; he/she is considered as a separate household of a single person.

INSTRUCTIONS.

PART A. Household roster.

The roster must be filled out with great care. There are three steps in this operation:

First step: Question 1 to 3

The respondent is asked to give the name of all people who normal sleep in the dwelling and take their meals together.

The order in which people are to be recorded is as follows.

- * The first person must be the head of household, even if she/he is not the respondent and even if he/she is absent;

- * Next are his wife, his children, who sleep in the dwelling and take their meals together. If the head of the household has several wives, the order here should be started by the first wife and her children then come to the second wife, her children and so on;

- * Other persons related to the head of household his/her wives/husband who sleep in the dwelling and take their meals together;

- * Unrelated persons, who sleep in the dwelling and take their meals together;

- * Finally are those people who have slept under the same roof during the night preceding the interview, even if they do not normally live with the household.

For each name the interviewer must show the sex of the person and his/her relationship to the head of household.

Second step: Question 4 to 12

Now ask question 4 to 12 about each of the persons on the list from the first question. For each person the interviewer must ask Q.4 to Q.12, before going on to the next person, named on the list.

Question 4 to 6

Age and exact date of birth are among the most important pieces of information of the survey. If the exact DATE OF BIRTH can be determined from official documents, such as birth certificate, affidavit of birth, national identity card or passport (question 5), it is the date that must go in the answer to question 5. The interviewer must then calculate the respondent's age and get confirmation from him/her before writing it in question 6.

If the respondent has none of the papers mentioned above, ask him/her age and put the reply as the answer to question 6.

AGE is to be recorded in years for persons aged ten (10) or more, and in years and months for persons under 10 (question 6). Estimation of age is based on the method used in population census, e.g On the day of interview, age of a baby from 1 to 29 days will be zero (0) month, or from 1 month to 1 month and 29 days will be one (1) month etc... If the respondent remembers his/her age only in Lunar calendar, the interviewer must use calendar's exchange table to count his/her age.

If the respondent does not remember his/her age either in lunar or in normal calendar the interviewer must make an estimation by reference to the events that have taken place in his/her life or that of community (village, town, office etc...) or country or the world, such as the independence of Vietnam, 1945 famine or world wars etc...

Question 7: PRESENT MARITAL STATUS applies to the day of interview. The interviewer must read out each category to the respondent to ensure that the respondent is never MARRIED and not DIVORCED or SEPARATED. MARRIED includes all types of marriage, e.g ,civil, traditional, or common law (a couple living together, several wives)

Question 9: If the name of the wife or husband is listed in question 1, copy his/her identification code in question 9. These codes are located on the right of list of names. between question 1 and 2. Each person on the list has a unique two-digit code number that will apply to him/her throughout the questionnaire. If a man has several wives, record the code number of the first one.

Question 10: If the respondent has changed nationality, answer with the respondent's current nationality.

Question 11: The interviewer must be careful to obtain the exact number of months; it is from this answer that the household members are identified for the entire survey.

Question 12: Each person should be classified before going on to the next person. Classification of each person is based on the answer of question 11 and 7. Exception cases are mentioned above.

PUT 1 FOR MEMBERS OF THE HOUSEHOLD, AND 2 FOR NON-MEMBERS. Then go on to the next person on the list, and ask questions 4 to 12.

Third step: Column A and B and the household card.

After completed questions 4 to 12 for everyone on the list, in column A (on the left of the sheet) interviewer has to put a cross (X) against the name of each person who received code 1 in question 12, that is, for all household members.

Then in column B copy the age in completed years of each person for whom the interviewer has put a cross in column A, means for all household members. If someone is 4 years and 6 months, write 4 years, If a child less than one years old write 0.

Leave column A, B blank for persons who are not members of the household in answer to question 12.

After completed columns A and B, The interviewer must copy all the names with a cross against them on to the HOUSEHOLD CARD. Read out all the names on the list to respondent and explain to him/her that from now on all the questions of the survey refer to those persons, i.e to the members of his/her household. Give this card to the respondent and tell him/her to keep it for the ROUND TWO.

PART B.

INFORMATION ON PARENTS OF HOUSEHOLD MEMBERS:

The question in Part B are asked only about household members, meaning those with a cross (X) against their name in column A. Complete question 1 to 16 for each person before going on to the next person.

First column refers to identification code of household members.

Questions 1 to 8 refer to the father of the household members

Questions 9 to 16 to the mother of the household members.

The HIGHEST GRADE COMPLETED means the last grade actually finished, not the last grade attended.

The HIGHEST DIPLOMA/DEGREE means the diploma/degree of highest level that she/he has obtained in his/her life.

All grades and diplomas of previous education systems (i.e under French colonial and 10 grade system) should be converted into current system (12 grade system) according to the table for exchanging enclosed to this manual.

In this table all grades and diplomas/degrees of all levels can be exchanged into current system, i.e into the grades listed in column 2. e.g a person completed grade 6 before 1981 in the North. Now it is equal to grade 8 of current education system.

PART C:

CHILDREN RESIDING ELSEWHERE

This part collects information on children of the household members, who are not members of the household.

Make a list of all children under 30 years old and identify his/her sex, who are not living in the household and are not household member before asking question 4 to 16.

The codes of questions 9 to 13 are the same as Part B.

SECTION 2: EDUCATION

PURPOSE

The aim of this section is to measure the level of schooling of all household members and to collect information on education expenses.

RESPONDENT

Questions of this section cover all household members, aged from kindergarten and over, the parents should answer for their children.

DEFINITION

SCHOOLING includes attendance at a kindergarten, primary or secondary school, technical or professional training or an apprenticeship. Attendance at a religion school is not included in this section.

CAN READ, CAN WRITE AND CAN DO WRITTEN CALCULATIONS refer to any languages, calculations include addition subtraction, multiplication, division with exception of figure out silently.

INSTRUCTIONS

Question 6 and 7: Refer to the highest grade, e.g. someone is attending grade 9 the highest completed grade is 8.

Pay attention to exchange of new education system.

Questions 8 and 9: Refer to highest diplomas/degrees received. Question 9 refers to categories of professional training of the diploma.

The highest diploma received by the members of the household must be written down. If a member of the household has more than one diploma, The diploma which directly relates to his/her current job should be written down, some times all of those diplomas are not related to his/her current job, the interviewer should ask the respondent to chose one, otherwise write down the latest one.

Questions 10 and 11: TECHNICAL AND PROFESSIONAL TRAINING includes, e.g, courses in accounting, secretarial courses, training in the school of statistics, computer training center or medicine school etc...

Question 13: defines 3 types of school.

a. Public: Refers to those school, which are founded and managed directly by Education ministry in all aspects, such as curriculum, finance, appointing of teachers, and supplying of school facilities.

b. Mixed government-private: (System B) Under the guidance of Ministry of Education some public schools hold additional classes in order to absorb students who did not pass the entrance exams for system A. Remuneration of teachers in those schools is contributed by students.

c. Private school: With permission of Education Ministry a number of high quality teachers organize private schools (consisted of several classes). The curriculum, text books, reference materials of those school are controlled by Ministry of Education. Students in those schools must pay for salary of teachers and all kinds of school fees.

Question 17: Refers to the official timetable of classes.

Question 18: This question is intended to find out how many hours the person is actually in class, not the official timetable of classes.

Question 20: This question is intended to cover all the expenditures made by the household members for the children living in the household and attending school and also for technical and professional training courses during the last 12

months. This expenditures may include those for the current school year, and also for the previous school year, provided they fall within the last 12 months. For instance, if the interview takes place in August 1992 the school expenses are asked for the first term of school years 1991-1992.

Sometimes the respondent has difficulty in remembering expenditures made 12 months before. In that case the interviewer should help him/her to remember when and how much he/she has paid and for what item.

e.g, it is easier to remember expenses for text books at the beginning of the school year, monthly tuition, payment for additional courses etc.. or you can ask him/her if is it of 10 to 15 thousand dong etc. If the respondent can only remember the total amount but can not distinguish in items so the interviewer can write down this amount in column 20H and DK in other columns.

Questions 21 and 22: These questions refer to scholarship. The interviewer must ask for how many months the person received a scholarship and how much was received every month in order to calculate the total value of scholarships received in the last 12 months. In case the person in the household received two scholarships during the past 12 months, ask about every scholarship separately for each month to calculate the amount. For example the interviewer arrives at the household in January 1993, there is a household member who is in the first year of university and has scholarship. And in 1992 he/she received a scholarship given by an international organization for his/her excellent result of study at upper secondary school. In that case the interviewer must ask the number of months that the person received the scholarship in secondary school, how much money for every month. Then the interviewer must ask the same questions for the first year of university in order to calculate the total amount received from January 1992 to January 1993.

SECTION 3 HEALTH

PURPOSE

This section collects information on the health situation of household members over the last 4 weeks, as well as on social diseases regarding the expanded immunization program and on smoking problems.

RESPONDENT.

Each member of the household should be asked; parents can answer for their young children.

INSTRUCTIONS

Each respondent should be asked the entire range of questions before the interviewer moves on to the next respondent.

Questions 1 and 3:

Question 1: The aim of this question is to find out if the respondent has suffered from any illness or injury during the last 4 weeks.

A person may be suffered from illness as follows;

- He/she was suffered from illness or injury during the last 4 weeks, and at the time of interview he/she is well or is still sick

- He/she was suffered from illness or injury before the last 4 weeks, but it lasted during the last 4 weeks and at the time of interview he/she is well or still is sick.

If the respondent was suffered from illness of either first or second case mentioned above, the interviewer should write down code 1 in question 1 and disease code in question 3.

Question 2: If the respondent was not suffered from any illness during the last 4 weeks (code 2 for question 1) then ask question 2 to see if he/she was suffered from any illness or injury during the last 12 months. If the answer is YES write down code 1 in question 2 and disease code in question 3, if the answer is NO, skip to question 21

Question 3: This question is asked for all kinds of disease of expanded immunization program of children and some of social and common diseases. If the respondent was suffered from several illnesses or injuries during the reference period, write down the code of the most dangerous illness or injury. If these illness can not be classified the interviewer should ask the respondent to choose one. Some times the respondent does not know what kind of disease that he/she suffered from the interviewer must ask to see prescription to identify the disease, otherwise you must write down OTHER

Questions 4 to 13: These questions refer to the disease recorded in question 3 i.e refer to only one kind of disease or injury.

Question 4: refer to the time since that the respondent has been suffered from illness or injury prior the interview. All social diseases are sensitive, therefore the interviewer must avoid upsetting the respondent. The interviewer can ask for example: "According to doctor's opinion, what kind of disease you are suffered from" or ask to see hospital paper. (if it is available)

Question 6: this question refers to the number of days that the respondent was unable to carry out usual activities because of this illness during the last 4 weeks. Usual activities mean the work or duties that are performed regularly in certain period of time.

Question 8: The purpose of this question is to identify the person first consulted for the illness or injury during the last 12 months, if the respondent was consulted by several persons.

Question 14,15,- 18, 20: These question cover the cost of treatment of the illness or injury during the last 4 weeks.

Question 14 refers to transportation cost. The cost of consultation and staying in hospital are not included in this question

Question 15: refers to cost of consultation, the cost of medicine and staying in hospital are not included in this question.

Question 18: Refer to cost of consultation and hospital stay.

Question 20: Refers to cost on medicine, cost of consultation and hospital stay are not included in this question.

If the respondent can not distinguish between items of expenses, the interviewer can write down the total amount in of questions of which the respondent spent mostly and leave the remaining questions blank to avoid repeating.

Question 21: This question covers the total amount of expenses on health care of every household member during the last 12 months, including the household members who were suffered from illness or injury during the last 4 weeks. If there are some kinds of expenses can not be distinguished between household members, these expenses should be written for the head of the household.

Question 22 to 27: These questions are asked only the household members aged six years or more. i.e to these persons who has YES answer in question 22. The interviewer must be careful to avoid asking questions 23 to 27 to the household members aged under six years old.

SECTION 4 EMPLOYMENT

PURPOSE.

This section is very important since it involves a key element of the survey: Household income.

The questions reveal the various income of the household members who contribute to household expenses. It is necessary to emphasize that all answers will be treated as confidential. The interviewer may also ask the respondent to write out the answer on a piece of paper if he/she does not want to say the amount loudly.

Together with income this section is designed to find out about the respondent's employment and working conditions, and also how the respondents spend their time.

RESPONDENTS

This section is concerned with all household members aged 6 years and over. i.e. These persons who have a cross (X) in column A and 6 and over in column B in the household roster.

The interviewer must ask each person in such a way that he/she can answer the questions personally. If the children are absent, someone else can answer for them (e.g. their parents). If any adult of household members are absent (15 years old and over), the interviewer must precede with the interview for all

those who are present, and return to interview the others after asking when they will be available.

DEFINITION.

The employment of a household member is defined as follows:

- 1) Working to get salary, wages either in money or in kind.
- 2) Working to have benefit for him/herself. Including agricultural activities on the land owned by the members of the household, or on rental, auctioned, allocated, sharecropped land as well as raising livestock, and non-farm self-employment owned and managed all or partly by the members of the household, the household member accounts for him/herself.
- 3) Working for his/her household without wages or salaries, including agricultural activities on the land owned by the members of the household or on rental, auctioned, allocated, or sharecropped land and non-farm activities.

The MAIN JOB is the work on which most time is spent. If the respondent has several jobs. For example: the main job during the last 12 months of a farmer who often goes fishing during rainy season is farming. And the definition of main job of the children who are attending school is based on the economic activities of the household, which they have participated in, so schooling is not their main job.

The SECONDARY JOB is the work after the respondent's main job on which the most time is spent. In example mentioned above, fishing is the secondary job of the farmer during the last 12 months.

- 2) "Self-employment" is defined in the same way for the household members and for the household.

SELF-EMPLOYMENT of a household member is defined as follows:

- a) It is the work done by a household member in order to have benefit for him/herself, including agricultural activities on the land owned by the household member or on rented, allocated, auctioned, or sharecropped land, and non-farm activities owned and managed by this household member. She/he pays all the expenses and controls all the income of this work.
- b) It is the work done by a household member in a family-run enterprise. He/she does not receive any money from this work. This person may work on the land owned or controlled by the household members or participates in other business owned or managed by the members of the household.

FAMILY-RUN BUSINESS is economic activity of the household members on the field of farming or non-farm, owned or managed by the household members. This business may be run by the household members or hired workers, or controlled by the household but

workers are hired.

HOUSEHOLD'S ECONOMIC ACTIVITIES means agricultural activities (cultivating, raising livestock etc.), non-farm activities (industry, handicraft, fishing etc.), trade (selling vegetable or other articles) services (lawyer, doctor, or other services)

The PAST 12 MONTHS refers to the period of 12 consecutive months just before the interview. During the interview, however, the interviewer must be specific: for example: if the interview takes place on 01/8/1992 so that the first day of the last 12 months was 01/8/1991.

The LAST 7 DAYS refers to the seven days immediately preceding the interview, and not the previous week: For example; If the interview takes place on Tuesday 11/8/1992, the interviewer must specify that the first day of the last 7 days was Tuesday 4/8/1992

INSTRUCTIONS

The whole section must be completed for each person before going on to the next person. It is very important to be sure that the interviewer is following the same line from one page to the next, since there are a lot of pages. To make it easier, the sets of three lines are alternately blank and dotted in black. The identification codes are also repeated from one page to the next. Speciality must be taken to follow the skip pattern correctly; a mistake will lead to the fact of asking unnecessary, and irrelevant questions, and will make the interviewer's task harder.

PART A TYPE OF WORK AND JOB SEARCH.

Question 1: This question must be filled out, It shows whether the answers were actually given by the person concerned (code 1) or not (code 2)

Questions 2 to 7: These questions refer to any kind of job done by the respondent during the last 7 days and the last 12 months.

Questions 2 and 3: Refer to any kind of job done by the respondent in order to get salaries or wages.

Questions 4 and 5: Refer to self-employment (farming, livestock raising, including planting and raising water products) silviculture.

Questions 6 and 7: Refer to non-farm independent activities carried out by the household members.

Question 8: the interviewer must look at the answers to questions 2, 4, and 6:

-If one of the answers is "YES" (code 1) write down "1" and go on to part B on the next page

-If all the answers are "NO" (code 2) write down "2" and go on to question 9.

Question 11: This question concerns the method of looking for jobs

"Government organization" means a person may have a job by the help of government organizations

"Social organization" means a person may get a job by the help of social organizations such as: women association, youth union etc.

"Private service" means a person may get a job by the help of a private agency or of somebody else.

"Family connections" refers to contacts initiated by members of the family (an uncle, cousin, father, etc..)

"Mass media" means a person may get a job by applying for the job advertised on radio, T.V, papers etc..

"Other method" means a person can get a job by using other methods other than mentioned above methods.

If somebody have used more than 2 methods, write down 3 methods by order of effectiveness. This question refers only to those persons who are off of work at the time of interview.

Question 14: The interviewer should look at the answers to questions 3, 5 and 7.

-If one of the answers is "YES" (code 1), write "1" and go to Part E.

- If all of the answers are "NO" (code 2), write "2" and go to Part H.

PART B MAIN JOB DURING THE PAST SEVEN DAYS

Questions 1 and 2: Question 1 refers to the respondent's job and question 2 refers to the sector of respondent's main job during the last 7 days.

"Job" is a special work on which a person performs. e.g a farmer grows rice, potato, maize, and raises livestock for his/her household, so that the answer to question 1 is farmer and to question 2 is agriculture.

Most of people have only one job. If the respondent has several jobs, the main job is the work on which he/she spends most time during the last 7 days. If he/she has spent almost the same time on two jobs, so main job is the job from which he/she earns more money. But if he/she has spent the same time and earned the amount of money from these two jobs, the interviewer should ask the respondent to select one as the main job, otherwise write

down the job that the respondent has worked for longer time as his/her main job.

"Sector" is the field to which the respondent's office, factory, company belongs or the nature of respondent's economic activity during the last 7 days.

The respondent's sector is defined based on the output or functions of his/her office, factory, enterprise. For example "sector" of a driver of the GSO is administration, but of a driver of a public transport company is transportation.

Because of characteristic of present management and labor force allocation, the interviewer should pay attention to following situation in classifying the economic sectors.

If together with main business a enterprise runs some other secondary businesses, which is accounted separately and these businesses do not depend on the main business. If in fact there are such cases the secondary businesses should be classified in different sector with the main business based on the characteristic and functions of these business.

But if the enterprise runs these businesses in order to serve the main business e.g inter-transportation section, computer station, fire fighting section of an enterprise run business in order to serve the main business, these sections should be classified in the same sector of the main business.

For example ministry A classified as administrative office has a self-account workshop of carpentry, this workshop should be classified in sector of production 332: Producing of furniture but not in sector of administration.

When asking question 1 and question 2 the interviewer should ask the respondent to describe his/her job in detail, and if he/she works for an industrial factory or a commercial company the interviewer must ask the name, functions, output of the factory or of company. In order to classify his/her sector correctly. In case the interviewer can not classify the respondent's sector he/she can write down the name of his/her office and describe it's functions and main activities in question 1 and question 2 and then discuss with the supervisor to write down the code of his/her sector. The professional and sector codes are written down by the supervisor according to the list of professional and sector code, which is enclosed to the supervisor manual.

In brief: -"Job" is classified based on the characteristics and nature of the respondent's work

- "Sector" is classified based on the functions, duties of the organization and the nature of respondent's economic activities.

Question 3, 4, 5, and 6: These questions refer to number of days, hours or weeks, during which the respondent actually worked, but not his/her regular work timetable.

Questions 10 to 24: Refer only to persons working for salaries

or wages

Question 11: Refers to private, cooperative, or join-venture establishments, (i.e for the answer code 4, 5, 6, 7, and 8 to question 10) in order to identify the scale of the respondent's offices. The unit where the respondent is working for may be small or large with few or many workers, but this question refers only to the smallest unit, which is self-accounted. The number of workers is counted on average who are working regularly in reference period and including the respondent. If the respondent can not remember exactly the number of workers, the interviewer can ask for an estimation for example: from 50 to 60 persons or about 100 persons etc..

Questions 16 and 17: Refer to wages or salaries received from the main job by the respondent during the last 7 days. The interviewer can count by following alternatives.

- If the respondent was doing this job only during the last 7 days and out of this period he/she did not, the interviewer should write down the amount of money received by the respondent during the last 7 days, or during different time unit such as: hours, day, or week.

- If the respondent was working this job during the period longer than last 7 days, the interviewer can write down the amount of money according to the way that the respondent has received. For example a person is working for a company by contract for a period of three months and up to time of interview he/she has receive wage monthly e.g 200.000 per month so the interviewer can write 1 in question 16, figure 200 in the first column and 5 in second column of question 17

Question 18: Besides official salary or wage written in question 17 the interviewer should ask for other income listed from 18A to 18G. If the respondent can not distinguish between the items, the interviewer may write down DK in 18A to 18G and total amount in 18H. But some times the respondent can not distinguish between official salary and other income, the interviewer can write down DK in question 17 and the total amount in 18H (note that this is an exception)

Question 18G: Refers only to uniforms, protective clothing are not included in this question.

Question 19: This question refers only to protective clothing, uniforms are not included in this question.

Question 20: Refers to the amount of money given by respondent in order to remain his/her job.

PART C SECONDARY JOB DURING THE PAST 7 DAYS

For an explanation of most of these questions, refer to the same questions in part B

PART D SEARCH FOR ADDITIONAL EMPLOYMENT

Question 1: ADDITIONAL EMPLOYMENT refers to any kind of work done by the respondent in order to get extra income.

Question 5: The interviewer should read out all answer alternatives to the respondent. If the respondent says that he/she is looking for both kinds of work, or can not identify that work, write down code 3.

PART E MAIN JOB DURING THE PAST 12 MONTHS.

Questions 1 and 2: The interviewer must ask these two questions, even if the work done is the same as during the last 7 days,

Question 3: If the interviewer has any doubts about the answer, he/she should check by referring back to Part B and C.

The rest of questions may be done with the same way as of Part B

PART F EMPLOYMENT HISTORY.

Questions 1 and 3: The aim is to find out on what the respondent had spent most of the time immediately before beginning his/her main job of the past 12 months. The respondent could do more than one job at the same time, but the interviewer should write down the main job only. Housewife is not recognized employment category; if a woman answers that she has only performed unpaid household works, the answer to question 1 should be "UN-EMPLOY" (code 3). If she says that she has performed housework for another household in order to have wages, the answer to question 1 should be "HOUSEWORK" (code 4).

PART G SECONDARY JOB DURING THE LAST 12 MONTHS

Refers to the instructions for part B. For question 3 refers to question 3 Part E.

PART H OTHER ACTIVITIES

Question 1: The interviewer must read out all kinds of activities listed in question 1. The activities in this part are included all kinds of activities of household members in order to improve the living standard of the household.

Questions 2 and 3: These questions refer to the number of days, hours during which the respondent was actually engaged in these works during the last 7 days, not his/her regular work timetable.

Question 4: These PERIODS means the interval of time during which the respondent was out of paid work. For example; a person was out of paid work in June and July and then in November. So he/she had two periods without paid work.

SECTION 5 MIGRATION

PURPOSE

The aim of this section is to collect information on the first migration from the respondent's birth place and the last migration to the present residence.

RESPONDENT

This section is asked to all household members age 15 and over. If the person is absent, another household member who is well-informed can give the information in his/her place.

DEFINITION

Migration means movement from district to district, from province to province, from country to country, where the respondent has lived in for a period more than 12 months, even these districts or provinces are very close. But the persons, who have come to the household less than 12 months up to time of interview are not one time of migration, even they intend to live here for long time.

INSTRUCTIONS

Questions 1 to 11: The interviewer must ask each person questions 1 to 11 before going on to the next person.

Question 5: If the respondent does not remember at what age he/she left his/her birth place, the interviewer must help him/her to think about it, by reference to other households members who have birth certificates or to national or regional events. e.g The respondent left his/her birth place two years after he/she had the first child, the interviewer can ask to see the birth certificate of the first child in order to find out the age of the respondent when he/she left birth place.

Questions 3 and 9: These questions refer to names and codes of countries and provinces.

Question 11: This question refers to the times of migration of respondents, according to definition mentioned above.

SECTION 6 HOUSING

PURPOSE

The purpose of the section on housing is to collect the information about characteristics of dwelling occupied by the household members, on housing expenses and to draw the sketch of the house or apartment occupied by the members of the household.

RESPONDENT.

The respondent of this section is the head of the household or a principal respondent.

INSTRUCTIONS.

PART A TYPE OF THE DWELLING

Questions 1, 2, 3, 6, and 7: These questions refer to the main house, if the household occupies several houses.

Types of dwelling are defined as follows:

- "TYPE OF VILLA" concerns old type of houses, e.g one or many storied houses of concrete cement structure with a garden in the compound.

- "APARTMENT OF MANY STORIED HOUSE" concerns apartment of one or many rooms including bathroom, kitchen, toilet in a many storied house.

- "APARTMENT OF MANY STORIED HOUSE", SHARING BATHROOM, KITCHEN, AND TOILET" means an apartment of many storied house, which bathroom, kitchen and toilet are used by several households.

- "PERMANENT ONE STORIED DWELLING/APARTMENT" means a permanent of one storied house or apartment of one or many rooms, which the bathroom, kitchen, and toilet are used only by the household.

- "PERMANENT ONE STORIED DWELLING/APARTMENT, SHARING BATHROOM, KITCHEN, AND TOILET". Means a permanent of one storied house or apartment of one or many rooms, which bathroom, kitchen, and toilet are use by several households.

- "SEMI-PERMANENT" Concerns only the houses whose durability is less than 20 years, including brick house roofed by tile/tin plat or galvanized iron, wood houses roofed by tile/tin plat or galvanized iron.

- "TEMPORARY HOUSE" This group is consisted of the houses which are not belonged to mentioned above types of house. They may be made from simple materials such as wood, bamboo, dry leaves, including the houses which should be removed but it is still occupied by a household.

In collecting the information the interviewer must observe the dwelling carefully in order to determine it's type.

a/ - Permanent houses: Refer to villas, one or many storied houses roofed with concrete cement or tile

b/ - Semi-permanent houses: Refer to brick or wood houses, roofed by tile, tin plat etc..

c/ - Temporary houses: Refer to houses made of simple materials, such as huts, camps, and any kind of shelter occupied by household members.

Questions 4 and 5: Refer to number of houses, apartment, rooms occupied by the household members.

* Note that rooms means a separate area with a door, A big house in the rural area, which is not separated by walls is considered one room.

Question 7: Concerns the time of building of the house (including rebuilt), maintenance or prepare are not mentioned.

PART B HOUSING EXPENSES.

Questions 1, 2, 3: Refer to ownership of the dwelling, i.e refer only to the house, legally owned by the members of the household,

for rented houses are mentioned in questions 5 to 10.

"Inheritance" means the house is provided by a relative or an individual, who died or has gone away and now it is legally owned by the member of the household.

Purchase from government, cooperative or individual, means the member of the household paid money to these organizations/individuals to have ownership of the house/apartment

"New built" including the case that the household put in a certain amount of money to build the house, but if the amount of money is too little and now the household has to pay money as rent of the house, this case is not considered "new built"

Question 4: Refers to assistance for building a new house. Provide of land or capital assistance refer to either government, cooperative or individual. If there is any kind of other assistance the interviewer should write down code 5 and specify clearly. In case the respondent received several kind of assistance, write down the most important one.

Questions 5 to 10: These questions concern the rental houses

* Questions 3 and 6. If the person who rented the house has gone away, the renter of the house now should be the head of household.

Question 11: Refers to total value of the dwelling, which can be included a part of a house, a house or several houses/apartments

* The value of dwelling depends on the value of construction of the house and it's position, but not included the value of building land and of garden. E.g a house faces to a large street is much more expensive than a house with the same type located behind it, or an apartment on the first or second floor is more expensive than an apartment on upper floors.

Questions 12 to 15: Refer to the houses owned by the household members but are not used for living. If the answer is YES, the interviewer should ask whether they are rented out, if the answer is NO skip to question 16

Questions 16 to 24: These questions refer to sources of water.

* Questions 16 and 23 refer to the most important source if the household used several sources of water during the last 12 months.

Questions 25 to 28: Refer to garbage treatment. Questions 25 and 27 concern the main way of garbage treatment, if the household throws garbage in a certain place and then collected by truck, the interviewer should write down code 1 in the box.

Questions 29 to 32: Refer to main source of lighting. Question 29 refers only to the most important source. If the household uses electricity for lighting, the interviewer should skip to question 30 to 32

Questions 33 to 38: These questions refer to main source of fuel of the household. If the household uses wood for fuel, ask question 34. Question 36 refers to average distance that the household members go to fetch wood.

PART C CHARACTERISTICS OF HOUSING

With permission of the household a detailed sketch of the dwelling must be drawn of all the separate structures or apartments occupied by the household members. showing the dimensions of each.

These dimensions may be the length and breadth if the building is rectangular or square or circumference periphery or diameter if it is round. It may also be a polygon (with more than four sides)
In that case all sides must be measured.

HOW TO MEASURE THE DWELLING.

The interviewer will need help from someone, preferably a member of the household that is being surveyed. This person should hold the end of the tap measure from which the numbers starts and go to one end of the building, taking care to place zero mark of the tap exactly on the end of the building, Especially for inside measuring.

Question 2: Write the code into the box according to the way of measurement.

*"Total living area" refer to living rooms, bedrooms and dinning rooms.

*"Total using area" includes living area, corridor, balcony, bathroom, kitchen, toilet etc..

Questions 3 to 7: The predominant material should be recorded.

*Questions 3, 4, and 5: For the most important material. In case there are several materials. Write down the code of the most expensive material.

* The interviewer must write down the result after observing the doors and windows of the dwelling.

Question 8: Fill out appropriate code in given boxes.

* Note. Question 3 to 8 refer to the main house/apartment occupied by the household members.

SECTION 7 RESPONDENT FOR SECOND ROUND'S WORK

PURPOSE

The purpose of this section is to identify the members of the household to be interviewed during ROUND TWO and to identify the 3 most important business run by the household members.

RESPONDENT

This should be the person, who is the best informe about the activities of the household members.

DEFINITION.

AGRO-PASTORAL ACTIVITIES (Section 9) are activities relating to both agriculture and stockraising

BUSINESS here means only non-farm activities (section 10) carried out by the household members. These business may be of middle or small scale managed or run by the household or managed by a member of the household member but employees are hired. These business may consist of productive (industry, handicraft, fishing) trade and service (health services, repairing..), excluding farmers sold their home processed products, e. g a farmer mills maize bought in the market for sale is considered NON-FARM BUSINESS. If he/she mills home produced maize is not included in section 10 but in section 9 Part E

INSTRUCTIONS

The IDENTIFICATION CODES can be found in all cases on the Household Roster.

Question 4: All non-farm business will be coded in the office according to sector's code.

Here there are space to fill 5 business. If there are more than 5 business, ask the respondent, which are the 5 most important, that meansthe ones that bring in the most money for the household.

Question 7: If there are more than 3 enterprises, ask the respondent which are the most important, that means the ones that bring in the most money for the household, and write down them in order of important.

Questions 8 and 9: The respondent should be the persons who buy food and non-foodstuff directly, but not the person who spend money.

Question 10: To select a female household member age 15 to 49 to answer the questions on fertility (section 8), use the sticker of random numbers, read the first line of the sticker until you come to the identification code of a woman belonging to the household and aged 15 to 49 in the household roster. Cross out each rejected identification code on the sticker. If there is no valid identification code in the first line, go to the second, when a valid identification code is found, circle it.

Note. In each surveyed household only one woman is selected to answer the questions in section 8. If there is only one woman aged 15 to 49 in the household this women must be the respondent of section 8. If there more than one woman aged 15 to 49 in the household the respondent should be selected by the method mentioned above.

SECTION 8 FERTILITY

PURPOSE.

The purpose of this section is to ascertain the number of

pregnancies and births that the random selected woman has had during her life time, and to determine the mortality rate. It also asks whether the woman used the public maternity services for her last birth child, as well as birth control methods used by the respondent and her husband.

RESPONDENT.

The respondent is the woman selected at random in section 7. Her name and identification code have been written on the questionnaire by the interviewer. This woman and only this woman is the subject of this section. She must never be replaced by another woman. If after several visits to the household, this woman is still not available, the interviewer may ask another woman who is well informed about the pregnancies and children of the selected woman to respond for her.

DEFINITION.

A LIVE BIRTH is the one on which the new born infant showed signs of life (by crying, breathing, pulsing, etc..) even if it died shortly afterward.

A STILL BORN INFANT is the one that shows no sign of life, neither breathing nor crying at birth.

A MISCARRIAGE is a spontaneous (Non-induce) abortion between the first and sixth months of pregnancy. If the pregnancy is more than six months is belonged to the two mentioned above cases.

INSTRUCTIONS

PART A

FERTILITY HISTORY.

Question 2: This question refers only to live births. Still born children are not be included.

Questions 3 to 14: In this section the interviewer should not ask question 3 for all the children concerned before going to the next question, instead of that, the interviewer must ask question 3 to 11 for each child before going on to the next. Make it quite clear to the respondent that she should only talk about her own children, all other children in the household, but who are not her own children should not be talked about. The interviewer must also make sure that the respondent understands that her replies will be kept confidential; a woman who has a adopted child may want to conceal from the child. This only underlines how important it is for the interviewer to try to have a conversation with the selected respondent without anyone else being present.

Question 3: If a child died before being given a name write "NO NAME", If there were twins write the detail for each of them on separate lines.

Question 4: If the child is a household member and it's birth date is shown on the Household Roster. Copy the date there and

there is no need to ask the question again.

If the respondent does not remember the date of birth of the child, ask her the current age of the child or alternatively ask how old she herself was when she had the child, then subtract that age from the respondent's present age and calculate the date of birth. The interviewer can also help the woman to remember by discussing local, regional, or national events that occur during her pregnancy. For example May 19th is the birthday of Ho Chi Minh, April 30th, September 2nd or other holidays.

Question 8: The interviewer must try to obtain the age of the child at death.

If a child only lived for a very short time, so that its life was measured in minutes, hours, days or weeks.

Questions 11 and 12: Usually women do not want to talk about a dead child or forget to mention a child living elsewhere, or feel that such children are not relevant. Make sure that no such cases exist before entering a "NO" answer and proceeding to the next page. These questions are designed to overcome this sort of omission.

Questions 13 to 19: Refer to the last born child. It means to the last life born child up to the time of interview either it is alive or dead.

Question 15: A MIDWIFE is someone with training and a diploma entitling her to offer pre-natal and post-natal care and can do everything for child birth.

A TRADITIONAL MIDWIFE is someone who has never had any training in child birth, but who has plenty of practical experience.

Question 20: This question refers to any of abortion (~~spontaneous~~ and induced) including still born child.

Question 24: In fact there are several women who have children but never married or are widows, it means this is a sensitive question so that the interviewer should check question 7 in Part A of Section 1 HOUSEHOLD ROSTER, if the information is available the interviewer may not ask this question.

PART B

BIRTH CONTROL

Questions of this part refer to the methods of birth control used by the respondent and her husband.

The purpose of this section is to check the impact of the program of family planning to the respondent. The interviewer must ask questions 1 to 14 for each method before going on to the next method, questions 8 to 14 should not be asked for the first three methods.

Question 11: This question covers all kinds of subsidies received by the respondent or her husband when they used these methods. For example the assistance from government, social organization,

or from their office when she or her husband used method of sterilized or induced abortion etc... The subsidies are included money, value in kind, paid leave, or payment from social insurance. Remember that this question refers to both respondent and her husband.

Questions 12 to 14: These questions refer to any kind of payment in using birth control methods.

SECTION 9 AGRO-PASTORAL ACTIVITIES

PURPOSE:

The purpose of this section is to collect data on the agricultural activities - farming, forestry, stockraising including aquaculture in all stages of planting, weeding, harvesting, distribution of agricultural products as well as information on production conditions such as land, farming equipment, expenses, based on which the income of the household arising from agricultural activities can be estimated.

RESPONDENT:

The respondent is the person, who is the best informer best inform about the agricultural activities of the household. This person was selected in section 7 during ROUND ONE. The supervisor has copied the name and the identification code of this person in section 9. If the selected person is not present during the first visit of the interviewer to the household, he/she must arrange to return at a time when this person will be available during ROUND TWO of interview. In case the interviewer has visited the household several times but the selected person still absent, the interviewer should select another person to answer this section.

DEFINITION:

AGRO-PASTORAL ACTIVITIES consisted of agricultural production, stockraising, silviculture (insemination, planting, weeding of forest) aquaculture and the cultivation and processing of agricultural and animal product produced by the members of the household.

Allocation land: (first and second round) means the area of land allocated to the household by cooperative or productive group, the household has the right to cultivate on this area and to pay land tax and surrender a certain amount of products to cooperative or productive group according to the contract.

- Land of first allocation: is the area of land allocated to the household based on the number of household members, in order to ensure the minimum demand of the household.

Land of second allocation: Is the area of land allocated to the household based on the number of labors of the household, in order to promote agricultural production.

- land handed to the household for long term use: Is the area of land handed to the household by cooperative or production group for long term use. For this area of land the household has only pay land tax only, but not any percentage of products to cooperative or productive group.

- Auctioned land: is the area of land (excluded land of first and second round of allocation) provided to the household by cooperative or production group through auction. The price and conditions of payment is counted for certain period of time and winner must pay land tax and percentage of products according to auctioned conditions.

- Private land: consists of inheritance land, (field and garden) and the area of 5% of total area of agriculture land of cooperative handed to the household.

- Sharecropped land: means the area of land owned by members of the household, but the household can not cultivate on this land and give to another household to cultivate in order to receive certain percent of products, this percentage is decided by the two households.

- Rental land: Is the area of land owned by the household members rented out to another household to cultivate by short lease or long lease. The payment is based on the agreement between these two households.

- Lent land: is the area of land owned by the members of the household, but cultivated by household member's relatives. The user must pay land tax and other fees concerning the using of this land.

- Swidden land: is the area of burn land cultivated consecutive 3 years or more by the households residing in mountain area.

PART A1

AGRICULTURAL LAND

The purpose of this part is to collect the information relating to the total area of agricultural land, utilization of agricultural land, and the types of land used by the household such as: allocation land, land handed to the household for long term use, auctioned land, rental land, charecropped land, private land etc..

Agriculture land consisted of:

- Annual crop land
- Perennial crop land
- Land of cultivation of livestock food
- Water surface for planting and raising water products.
- and others area of land

Questions 1, 2, and 3: The content of each question is to determine the type of information that the interviewer should collect on each type of land.

Question 4: This question covers the total amount of annual crops land, which use right belonged to the household during the last 12 months before the interview, excluding rental, sharecropped and swidden land

Question 8: Write down the total amount of paddy, value of other products and money that the household paid to cooperative and state farm according to contract conditions. (this payment consisted of: quantity of products surrendered to cooperative or state farm, irrigation fees, preparing service of land, managing fees, and contribution to cooperative fund). This item of payment covers the period of the last 12 months, but not for each crop.

Note: payment for debts borrowed preceding the last 12 but has been repaid during the last 12 months is not included in this item.

Questions 6, 12, 18, and 29: Refer to irrigated land, which is included all the area of land irrigated either by system of canals or by system of electric or petrol pumps, thank to which this area of land can be prevented from flood and draught.

Question 27: Refers to total area of the household in square meters. Sometimes the respondent has no idea of total area of his/her swidden land. The interviewer can help him/her by asking how much rice seed, maize seed, young plants or other crops were used on this swidden land, from this the interviewer can estimate the household's total swidden land. IF this land is newly-burnt and has not been inseminated yet, write down this area of land in question 73 PART A4 "VACANT LOT, BALD HILL, NEWLY-PLOUGHED VIRGIN SOIL"

Questions 21, 25, 37, and 46: Write down the answer alternatives in order of importance according to the given codes on the left of questions. If there are 2 or more answer alternatives, select the 2 important to fill in the given boxes of the questions.

Question 29: This question refers to the quality of land. The quality of land is classified on the basic of annual average crop yield , it is counted by the quantity of rice on 100 m2 of land. In turn this classification of land is the basic for counting the land tax of cooperative or production group. At present there are 7 classes of land.

First class - annual average crop yield is 50 kg of rice or more

Second class- annual average crop yield is 40 to 50 kg

Third class- " 30 to 40 kg

Fourth class- " 25 to 30 kg

Fifth class - " 20 to 25 kg

Sixth class- " 15 to 20 kg

seventh class- " less than 15 kg

From 7 classes mentioned above agricultural land has been

grouped into 3 types

1. Land of good quality, consisted of first and second class
2. Land of medium quality, consisted of third, fourth and fifth class and
3. Land of bad quality, consisted of sixth and seventh class

In collecting the information on these classes of land, if the respondent can not distinguish, the interviewer can fill in on the line of total area.

Question 40: Water surface for planting and raising water products means the area of ponds, lakes used and managed by the household for planting of water vegetal, raising fish, shrimp, crab etc..

This water surface consisted of allocated, auctioned, rented, private sharecropped area or the area handed to the household for long term use. But the area of river, lakes where the members of the household goes fishing, which are not belonged to the household as well as rice field, on which the household member raised fish at the same time are not included in this question.

PART A2 FOREST LAND

Forest land used and managed by the household is included natural forest, reforest land, and other area of land for silviculture (land for inseminating of young plants)

Question 49: Write down the total area of forest used and managed by the household members (excluding the area rented, or sharecropped out to other household), including the area that the household received according the land allocation policy of government (contracted or auctioned land), rented, sharecropped, and private land.

Question 53: Assistance of government means all kinds of assistance concerning the land allocation policy, including money, value in kind, such as: seed, capital, materials, fertilizer etc.. If the household received any assistance in kind, it should be estimated in value by the average price at the time of receiving it, in case the respondent can not remembers the price at the time of receiving, the interviewer can use the price at the time of interview.

PART A3 SELLING OR BUYING LAND

Question 62: Buying the right of using the land means a household has been provided an area of land by cooperative or production group for long term use but the household owned this area does not cultivate on this land by some reasons and sells the use right to another household. The household, which bought the use right of this land must pay a certain amount of money according to the agreement between these two households.

Question 63: This question has the same meaning of question 62

PART A4 VACANT LOT, BALD HILL, NEWLY-PLOUGHED VIRGIN

SOIL.

The vacant lot, bald hill: Means the area of land owned or managed by the household members and has not been cultivated for a long time or during the last 12 months, but can be used as agricultural land.

Newly-ploughed virgin soil: means the area of burnt land for planting some kinds of crop less than 3 consecutive years of cultivation.

Recultivated land: is the area of land cultivated by the household members during the last 12 months after a certain period of fallow.

Other type of land: means the area of road sides, dike sides, river banks, and water surface cultivated by the household during the last 12 months, but is not owned or managed by the household members.

Question 71: Write down the total amount of vacant lot, bald hill, newly-ploughed virgin soil, owned or managed by the household members during the last 12 months. If the respondent can not counts this area in square meters, the interviewer should help him/her to estimate approximately.

Question 73: The area of burnt, or recultivated land is estimated based on the quantity of seed or young plants used by the household on this land. If this land is still not inseminated or planted, it also should be estimated.

Question 75: Write down the total amount of other type of land, water surface used by the household. This area of land is estimated only in approximately.

PART A5 AGRICULTURAL TAX

Question 78: Write down the total amount of land tax, including money and value of payment in kind, that the household paid to the government for all kinds of land (allocated, auctioned, land handed to the household for long term use, private land, garden etc.) during the last 12 months. If the household paid in kind, it's value should be counted by the price at the time of payment.

PART B PADDY

This part aims to collect the information on the rice land, quantity of rice harvested of every crop or of all year, quantity of rice paid to the landlord or to other persons in order to estimate the income of the household arisen from agricultural activities.

Rice is the main food crop of Vietnam, that is why it should be analyzed in detail. This part is consisted of 14 questions and the information is collected for each crop: Spring rice, autumn rice, winter rice and rice on swidden land.

It is easier to distinguish between three rice crops in the

North than in the South, because the rotation of rice in the South is almost consecutively.

Landmark of crop time is determined as follow:

- Spring rice planting in November and harvest in the next March: In the North harvest season is from May to July, in the South is from March to April:

- Autumn rice Planting in April or May and harvesting in August or September

- Winter rice: In the North and Center planting in July or August and harvest in August or September; in the South planting in September or October and harvesting in December or in the next January or February.

If the respondent can not distinguish between crops the interviewer can put a cross (x) in appropriate box and fill in the amount in the line for annual rice.

Note that the interviewer may write down the amount in the line for annual rice only after trying to ask the respondent for each crop and in fact he/she can not distinguish, If the respondent can give answers for each crop the interviewer must be patient to ask for all indicators: area of land, expenses, and output.

Question 1: Ask for all rice crops listed in this question, which are planted on the total area of land (including private, allocated, land handed to the household for long term use, auctioned, rental sharecropped land etc..) before going on to questions 2 to 14. Put a cross (x) in appropriate box.

Question 2: Write down the total area of rice land, including allocated, auctioned, private, rented, sharecropped, and other kinds of land (road or dike sides, river banks etc.) cultivated by the household during the last 12 months. If the household planted rice on roadside, dike sides, river banks the interviewer can estimate the area based on the quantity of seed used on this land.

In principle, only the rice area cultivated by the household during the 12 months preceding the interview is included in this question, so that the expenditures and harvested products should be estimated in the same period. However some households planted or spent money for agricultural in-put before the last 12 months so the interviewer may have difficulty in estimation, in that case the interviewer can estimate according to agricultural season, i.e based on the quantity of rice harvested during the last 12 months to count the rice area as well as expenditures for that period.

Question 5: This question refers to the value of rice harvested during the last 12 months. The value of this rice is estimated based on the average price of local market available at the time of survey (The price tabulated by local statistical board).

Question 6: The meaning of this question is the same with question 8 PART A1 (Agricultural land)

Questions 7 and 8: These questions refer only to the quantity of rice harvested during the last 12 months and sold or bartered for consumer goods, materials, fertilizers by the household members, but the quantity of rice that the household members bought for reselling is not included in this question.

- Sale or barter to government means the household members sold or bartered rice to any state organization.

- Sale or barter to cooperative means the household members sold or bartered rice to any kind of cooperative; farming cooperative, small industry cooperative, handicraft cooperative etc.

- Sale or barter to private means the household members sold or bartered rice to any private agency, to other households or to someone else in free market.

In question 8 if the respondent gives 2 or 3 answer codes, the interviewer should fill in in order of important of these answers alternatives. E.g a respondent says that he/she sold or bartered rice mostly in free market, then to cooperative and less to state organizations. In that case the interviewer should write down 3 in the first column, 2 in the second column and 1 in the third column.

PART B2

OTHER FOOD CROPS

Question 1: The interviewer must ask for all crops listed in this question before going on to questions 2 to 12 and put a cross (x) for every YES or NO answer in appropriate box. The way of asking this question is the same with question 1 in Part B1 PADDY.

Other food crops are consisted of barley, wheat, millet, taro potato and other cereal or tuber.

Other vegetable means the rest vegetable, which are not mentioned above such as: pumpkin, all kinds of melon, cucumber etc..

Question 2: If a crop has been harvested two or three times in the year so the cultivated area during the last 12 months of this crop is calculated as follows: The area of each time of cultivating should be counted and the total area should be accumulated as many time as it has been cultivated during the last 12 months. E.g a household planted 100 m2 of sweet potato in Spring and 120 m2 in Winter, so the total area of sweet potato cultivated during the last 12 months by the household is 220 m2.

As for the land, on which several crop have been cultivated at the same time, the interviewer should estimate in equivalent to the area, if it has been cultivated only one kind of crop, based on the quantity of seed or young plants used.

E.g on 360 M2 of land the household used 1.5 kg maize seed, if only maize has been cultivated on this area. And on other area of land the household inseminates 0,5 kg of maize seed at the same time with peanut, so

Area of peanut : counts 100% i.e 360 M²
Area of maize is 120 M² ($0,5/1,5 = 1/3$ ----> $360 \text{ m}^2/3 = 120 \text{ M}^2$)

Question 3: The quantity of products harvested during the last 12 months is counted separately for each crop

- Maize is counted in kg of dry grain
- Sweet potato, potato, cassava are counted in kg of fresh tuber

If the respondent gives answers in other kind of products, e.g cassava in dry slice or dry tuber, the interviewer should estimate in equivalent to fresh tuber by percentage: 3 fresh = 1 dry

(See appendix 11)

Question 11 and 12: Sometimes on the same area of land several crops have been grown at the same time. In this case the main crop is counted for the crop of highest density, and the rest are considered secondary crops and should be listed in order of density.

E.g on the area of 360 M² of maize (main crop), beans and other kind of vegetable have been grown, so maize is considered main crop and bean and other vegetable are secondary crops. In that case question 12 should be filled out as follows:

- In the line for maize, write down figure "16" bean of eating grain in the column for the first crop, figure "18" other vegetable in the column for second crop

- In the line for bean of eating grain, write down figure "6" Maize in the column for the first crop, and figure "18" other vegetable in the column for second crop.

- In the line for other vegetable, write down figure "6" maize in the column for the first crop, and "16" in the column for second crop.

PART B3

ANNUAL INDUSTRIAL CROPS

Annual industrial crops consisted of all kinds of industrial crops, which have one year of rotation.

The crops listed in this part are most important and popular in Vietnam, the rest annual industrial crops are grouped into "OTHER ANNUAL INDUSTRIAL CROPS"

Question 1: Ask for all crops listed in question 1 before going on to questions 2 to 10 and mark a cross "x" in appropriate box. Questions 2 to 10 refer only to crops with YES answer in question 1.

- Other annual industrial crops are consisted of castor-oil plant, citronella, flax etc.

- Other annual crops are consisted of plant for manure, plants for animal fodder, ornamental trees, pharmaceutical trees etc.

Question 3: This question refers to production harvested during the last 12 months. Calculation of each crop is as follows:

- Soybean in kg of dry grain
- Peanut in kg of dry shelled grain
- sesame in kg of dry grain
- Sugar can in kg of fresh sugar can
- Tobacco, justice tobacco in kg of dry tobacco fibre.
- Cotton in kg of cotton fibre
- Jut, ramie in kg of dry jut fibre, ramie fibre
- Mulberry in kg of fresh leaves

Other annual industrial crops and annual crops harvested during the last 12 months are not counted in quantity but in value.

Other questions in this part is counted the same as the one in PART B2.

PART B4

PERENNIAL INDUSTRIAL CROPS.

Perennial crops are trees, which have been grown once and can give products for several years.

The perennial crops, listed in this part are the most important and popular in Vietnam. The rest perennial crop are group into "OTHER PERENNIAL INDUSTRIAL CROPS"

Question 1: Ask for all crops listed in this question before going on to questions 2 to 10 and mark a cross "x" in appropriate box.

Questions 2 to 10 refer only to the crops with YES answer to question 1.

Other perennial industry crops consisted of: areca tree, betel, palm, lacquer trees etc..

Question 2: The area in square meters or number of trees of perennial crops is counted for during the 12 months preceding the interview only. Two code alternatives are used in this question, one for area of land in square meters and one for number of trees. (the same codes are used for fruit crops and forest trees)

Estimate in square meters of land, if perennial industrial crops have been grown in certain field, which can be measured.

- Estimate in number of trees, if perennial crops have been grown spread on several places, which can not be measured, for instance they have been grown on road sides. river banks, dike sides etc.

different from annual crops, perennial crops, fruit crops and forest trees should be counted for all the area or trees have been grown during the last 12 months as well as have been grown before but give products during the last 12 months. At the same time the products harvested and all the expenditures for planting and weeding during the last 12 months should be counted.

Question 4: The products harvested during the last 12 months are estimated as follows:

- Tea in kg of fresh tops
- Coffee in kg of dry clean grain
- Rubber in kg of latex
- Pepper in kg of dry grain
- Coconut in number of fruits (1 fruit is equivalent to 1 kg)

PART B6 FOREST TREES

Like previous parts, question 1 should be completed for all crops listed before going on to questions 2 to 9, these questions refer only to the items with YES answer to question 1.

Question 1: Other forest trees are consisted of the rest trees, which are not mentioned above, such as: rattan, palm trees, and other varieties of bamboo.

Question 2: For bamboo grown around the garden, along road sides should be counted in clumps.

Note that: there is no code for clump in the questionnaire so instead of clump's code the interviewer can use the code for number of trees to fill in in this question.

For instance the respondent says that he/she has 5 clumps of bamboo around his/her garden. In that case the answer should be written down as follows:

- Write figure 5 in the column of quantity
- and figure 2 in the column of answer code

PART C CROP BYPRODUCTS

Question 2: Complete all items listed in this question before going on to questions 3 and 4

Question 3: This question refers to crop byproducts arising during the last 12 months, including byproducts used by the household as fuel or animal fodder, straw, thatch used as manure are not included in this question but in Part D - Agricultural inputs

The value of crop byproducts is counted by the average local market price at the time of using or of interview.

PART D FARM INPUTS

FARM INPUTS are consisted of the value of money paid for all products, materials, labor force used in agricultural activities of the household in order to increase production. For instance: seed, young plants, fertilizers, insecticides, expenses for hiring farming equipment, hired labor force for preparing the field, weeding, harvesting etc..

This part is divided into several tables for several crops. If the answer to questions 1, 8, 16, 27, 29, 46, 52, 58, and 61 are "YES", all crops, for which the household used farm inputs should be listed in the first question of the table before going on to the rest questions in the same table. Each crop must be coded according to the list of crop's code printed in the same page.

The amount of harvested products used by the household for seed, animal food, payment for labor force mentioned in other parts of crops should not be recorded in this part.

Labor force in this part refers only to hired labor force, the labor force of the household members is not included here.

Questions 5, 13, 19, 27 and 32: Private means some persons who

do not work for any state organization or an agency, which is not controlled or owned by state, e. g a trader, a household member, a neighbour, who is not a government sales agency.

Questions 5, 7, 13, 15, 19, 27, 32, 63, and 64: First, Second, third refer to three answer alternatives, which should be filled in in order of important. For instance, the respondent says that he/she bought seed mostly from private, then from cooperative and finally from state, in that case question 5 should be filled in as follows:

answer code 3 in the first column, number 2 in the second column, and number 1 in the third column.

And the rest questions should be done with the same way.

Question 18: refers to all kinds of organic manure used by the household for agricultural production during the last 12 months, including manure from cattle, poultry, ashes and from plant's origin. All kinds of manure are counted in equivalent of standard manure. (see the equivalent table)

Question 20: Refers only to the quantity of manure bought by the household during the last 12 months.

Questions 10, 18, and 25: In this questions the quantity and value of fertilizers, insecticides used during the last 12 months must be recorded in detail for each crop. If the respondent can not distinguish between crops, the interviewer can estimate the quantity and value of fertilizers for each crop based on the total quantity of fertilizers, insecticides bought by the household during the last 12 months, the area of field used fertilizers or insecticides, times that the household used fertilizer and insecticides on the field cultivated each crop. If the interviewer can not estimate in any way he/she should write down the total quantity and value of fertilizers and insecticides for the main crop on which the household spent mostly

Questions 35, 36, and 37: Refer only to the services that the household received from cooperative or state agencies and the amount of money that the household spent for these services. For instance expenditures for preparing field, for irrigation, crops protection etc.

Question 38: This question refers to the payment either in money or in kind paid by the household to state agencies or cooperative for each services. If the respondent can not distinguish between the services, write down the total amount of money or value in kind in question 39.

If the respondent can not remember the total amount of expenditures for these services the interviewer can see in the account documents of cooperative,

Questions 40 and 41: These questions refer to expenditures for hiring working animals, farming equipment or tools and maintenance of the equipment or tools, fuel, electricity etc. If the borrowed working animals or equipments are operated by the

member of lending household, the payment of this labor force should be included in question 41.

Questions 42 and 43: These questions refer only to the payment for labor force concerning the preparing of field, planting, weeding harvesting etc, excluding the payment for the labor force controlling working animals, which is included in question 41.

Question 45: Man day in this question means 8 working hours per day.

Question 46: Sharecrop means a household cultivates on the field belonged to another household and after harvest of crop the household must pay to the landlord a certain amount of products based on the agreement between these two households.

Question 52: this question is filled in by the same way as question 46.

Question 59: Write down the amount of main products left for consumption of the household such as: rice, maize, potatoes cassava bean, peanut. The product's codes are the same as crops codes, which are printed in the same page of questionnaire. As for rice use the code of total annual rice.

Question 61: Agricultural extension agent or agricultural association means the organizations, which can give any kind of technical instructions on the field of agriculture to the household through mass media or directly in order to promote the agricultural production. For example: instruction of new varieties of seed, modern agricultural technology or the uses of new fertilizers or insecticides etc.

PART E TRANSFORMATION OF HOMEGROWN PRODUCTS.

The purpose of this part is to collect the data, thank to which the income of the household received from processing homegrown products for sale can be estimated. The products bought by the household members in the market and resold after processing are not included in this question. E.g cakes made of maize bought by the household in free market are not included in this question.

Question 2: This question should be asked for all items listed in this column before going on to questions 2 to 8.

In fact many households process homegrown and bought products at the same times so it is very difficult to distinguish the income of the household received from these two kinds of products. In principle the income here should be counted only from the part of homegrown products, and the income arisen from processing of bought products is counted in SECTION 10, However, if the respondent can not distinguish between these two parts, the interviewer can estimate as follows.

- If the main raw materials are homegrown products and secondary raw materials are bought in the market, In this case

the income arisen from all this process should be counted in PART E SECTION 9.

- If main raw materials are bought in the market and the secondary are homegrown products, the income arisen from all this processed should be counted in SECTION 10.

Question 3: This question refers to number of months of operation during the last 12 months. Months here means the number of months according to normal calendar according to which the household hold processing even only in one day of month.

PART F LIVESTOCK

Question 2: This question should be asked for all animals listed in this column before going on to questions 3 to 14.

- Buffalo, including buffalo for meat and for working
- Cattle, including cows and working cattle.
- Pigs, including sows, pigs for meat and porklets
- Bee, counted in flocks
- Silkworm in flat baskets
- Other, refers to birds, dogs, rabbits etc. .

Question 4: Number of porklets under 2 months of age are not included in this question but in question 12.

Big animals such as cows, buffalo, horse owned by some households may be written down like 1/2 of cow, 1/4 of buffalo etc.

Questions 7 and 10: The answer of these questions can be filled out by the same way of question 4 if an animal owned by some households has been sold.

Question 14: If the household has eaten only certain part of an animal and the rest is sold in the market, so the value of eaten part should be written in question 14 and of the sold part in question 7. For example: the household has eaten 1/4 of a pig and 3/4 sold in the market, the interviewer should write down 3/4 in question 7 and 1/4 in question 14.

In general, If there are such the cases, it is no need to estimate exactly.

PART G OTHER ANIMAL PRODUCTS

The purpose of this section is to collect the information on other products of livestock sold by the household during the last 12 months, which are not mentioned in PART F as well as processing of homeraised products for sale. This part refers only to products derived from livestock raised by the household, products bought by the household for processing or resale should not be taken into account. For example milk or other products made of milk derived from homeraised cows should be taken into account. But milk or other products made of milk bought in the market should be included in this SECTION 10, but not in this part.

Question 2: This question should be asked for all items listed in this column before going on to question 3.

"OTHER" means the rest of products, which are not mentioned above, such as honey, silkworm eggs, horn, etc..

PART H

RAISING/PLANTING WATER PRODUCTS

This part refers only to the aquatic products raised/planted by the household on the area of water surface managed or used by the household members, the aquatic products received by the household members from fishing in river, sea, lakes, which are not managed or belonged to the household should not be taken into account in PART H.

Question 2: This question should be asked for all items listed in this column before going on to questions 3 to 7.

"OTHER WATER PRODUCTS" including all kinds of water products, which are not mentioned above such as: crabs, turtle, frogs, lotus, etc.

Question 4: The water surface on which the household planting/raising water products is included the total area of allocated, auctioned, rented, sharecropped water surface, managed or used by the household, except the area rented or sharecropped out to other household.

If on the same area of land the household raise some kinds of aquatic products, the interviewer should count this area only for the main purpose of aquaculture of the household.

For example: on 360 square meters the household raises fish as the main purpose but at the same time the household raises shrimps, in this case 360 square meters should be counted for raising of fish.

PART I. EXTENSION CONTACTS FOR LIVESTOCK

Question 2: Code 1 "capital" means the amount of money provided to the household by the government, cooperative or someone else in order to promote livestock raising of the household. If from this amount of capital the household spent for animal breed, animal food, vaccination, medicine, codes 2, 3, 4, 5 should be written down in this question, however there are only three box given for the answer so the interviewer should select the 3 most important to fill in the boxes in order of importance.

Codes 1, 2, 3, 4, 5, refer to animal breed, animal food, vaccination, medicine that the household obtained in kind directly from extension agencies.

- Vaccination, covers all kinds of vaccines used by the household in order to prevent animals from suffering from diseases.

- medicine, refers to all kinds of medicine to treat ill animals.

- "OTHER" (code 6) refers to other services, such as construction materials, instruction of new technology in livestock raising.

These three given boxes are for filling out the 3 most

important answer alternatives of services, The order of answer code should be filled out according to it's importance.

PART J LIVESTOCK EXPENDITURES (INCLUDING EXPENDITURE OF AQUACULTURE)

Question 1: Complete for all items of expenditure listed in this question before going on to questions 2 to 3.

- Animal food, including food of cereal origin (rice, cassava, bran, maize, potatoes etc.), of vegetal origin (vegetable, water plants.) and of mineral origin (salt). Animal food made of homegrown products are not included in this question.

- Commission on the sale means the percentage given to the person engaged in the selling of animal. For example, the household sold an animal with an amount of 100,000 dong and transaction fee is 12%. In this case the commission fee is $100,000 \times 12\% = 12,000$ dong

- Compensation for damage caused by animals means the amount of money or value in kind paid by the household members for damage caused by their animals.

- Expenses for expendable articles and other things, some times the household used the same thing for both farming and livestock raising, so it is very difficult to separate this item of expenditure for each activity. In this case the interviewer can not count this item of expenditure for each activity, based on the percentage or time of use but on the purpose, for which the household bought these things. For example, the household bought a basket to serve livestock raising so the expense should be counted for livestock raising.

PART K HAND TOOL

Write down number of tools owned by the household members in appropriate boxes. Only those tools which are can be used at the time of interview should be mentioned.

PART L FARMING EQUIPMENT

Question 1: Ask for all equipments listed in this question before going on to questions 2 to 11. Put a cross (x) in appropriate box.

Broken, rented equipments are not mentioned in this PART.

Some times the household use an equipment for non-farm activity. In this case the interviewer should deliberate to decide in which part the equipment should be filled in.

Question 3: If an equipment owned by several households, the

answer of this question may be fill out in fraction. For example, a tractor under 12 horse power owned by three households, the answer in question 3 of this item is 1/3. Do the same way with questions 6 and 9 if such cases are available.

Question 4: Estimation of value of equipment is based on it's quality and by local market price at the time of interview

Question 7: This question refers to the amount of money spent by the household members when they bought the equipment.

Question 11: This question refers the total amount of money that the household members received by using, renting out farming equipment. If the household members operate their equipment while it has been rented out, and he/she received money as wages, this amount of money should be included in question 11.

SECTION 10 NON-FARM SELF- EMPLOYMENT

PURPOSE

The purpose of this section is to obtain information on revenues, expenditures, capital, equipment concerning the NON-FARM SELF-EMPLOYMENT (including: small industry, trade, enterprise, professional and other economic activities) of the household, these business may be registered or not.

The concept of non-farm self-employment (family run business) is defined in SECTION 4.

RESPONDENT.

The respondent should be the person, who is the best informer about each business. These persons have already been selected in SECTION 7 of ROUND ONE and the names of their businesses should already have been noted in questions 1 and 2 PART A on the questionnaire by the supervisor. The interviewer should complete all questions for each business before going on to the next business. If the appropriate respondent is not available for the first business, the interviewer should ask for the respondent for second and then for the third business, he/ she should make another appointment to see the one who have not been available.

DEFINITION.

NON-FARM SELF-EMPLOYMENT means economic activities of the household on the field of production (industry, handicraft, fishing etc..) trade (in food, foodstuffs, cloths or other articles) professional activities or services (doctor, lawyer, carpenter etc.)

INSTRUCTIONS

All questions of this SECTION (parts A, B, C, D) should be asked for each business before going on to the next business.

PART A

INFORMATION

Questions 1 and 2: These questions are to be filled out by the supervisor only. The interviewer will therefore find that they are already completed and he/she should start with question 3.

Question 6: The ownership here means the household members may own any kind of fixed capital, (business asset, machines, equipment etc.) working capital (raw materials, semi-products and products, which have not been sold yet). If the respondent can not answer how many percent owned by him/her but can say that he/she owns a half or one third of the business, the interviewer should translate it into percentage (50 percent for a half, 33 percent for one third) and so on.

Question 7: This question covers the average number of persons who are involved in the business, either they have been paid or not. The number of people here refers to the persons working or helping in the business during the last 12 months.

Questions 10 and 11: The aim of these questions is to find out how many people were actually paid for working or helping in the business.

Questions 12 and 14: This question covers the labor insurance that the household has applied in this business.

Question 13: Paid sick leave here means the amount of money that the household has paid to employees working or helping in this business when they were ill and can not go to work.

Question 14: This question refers to contract's conditions concerning the wages or working conditions signed or agreed by the household and employees.

PART B

EXPENDITURES

Question 1: This question should be asked for all items listed before going on to questions 2 and 4.

Item 01: "WAGES OR OTHER REMUNERATION"

The interviewer should check information of questions 10 and 11 PART A. If the answer to question 10 is YES and there is number of persons in question 11, the answers to questions 3 and 4 for this item should be available.

Item 02: "RAW MATERIALS" Refers to main and secondary raw materials and expendable goods.

Item 03: "ARTICLES FOR RESALE" means the articles bought by the household members for resale in order to have surplus.

Items 08, 09, 10: "FUEL AND OIL", "ELECTRICITY", and "WATER" These items may be used for several business, or as housing expenses, but the respondent can not distinguish. In that case the interviewer should count these items of expenditure for the

business on which they have been used mostly.

Item 11: "LICENCE TAX" This tax has been paid one time per year.

Item 12: "OTHER TAX OR FEES" Refers only to such taxes, which are involved in the business of this section. Land tax, income tax, housing tax are not included in this section.

Questions 2 and 3: the purpose of these questions is to find out the total value (money and value in kind) of each time of payment for each item. For example: the household paid wages monthly so the amount of money is written in question 12 and, times (12) is written in first column and the code of time unit (8) in the second column of question 13.

Note that, if there are more than three businesses, the expenses of the fourth and the fifth business should be written into the third business.

PART C REVENUES

Question 1: This question must be completed for all businesses mentioned in PART B before going on to the next question.

Question 2: The purpose of this question is to identify, whether the operation of the businesses is seasonal or annual. If it's operation is annual, go on to questions 3 to 9, but if it is seasonal, go on to question 10. Questions 11 to 19 refer to both seasonal and annual operation.

Question 4: This question refers to the total amount of money that the household received from selling products or services, including capital and surplus during the last two weeks. For example, for a trader, the interviewer must ask the total amount of money that he/she received from selling goods during the last two weeks.

Question 5 and 6: These questions cover the value in kind or services received by the household, besides the total amount of money mentioned in question 4.

Questions 7 and 8: The quantity of products or services consumed or used by the household refers to both for household business and for individual consumption. If the household consumed or used such products or services, their value should be filled in question 8.

For example: a carpenter made a table for his/her household use, the value of this table should be fill in question 8, but if his/her household used this table only for a short time before selling it so the value of this table should not be included in these questions.

Questions 16 and 17: These questions refer to the surplus derived from household business. Based on the information of question 17 the interviewer can check the answers for expenditures and

revenues of each business. For example: from the collected information the interviewer found that the revenues of a business is more than expenditures, but the answer to question 16 is "NO", in that case the interviewer should reask the respondent about this situation.

PART D BUSINESS ASSET

Question 1: BUILDINGS, including houses, workshops, stores, outlets, sheds and other areas serving business activities or storing raw materials and products.

TOOLS, EQUIPMENT, MACHINERY refer to saw, hammer, pliers, pincers, boats, sprayers, fishing nets, sewing machine, computers etc.

Some of business asset are used for several businesses (e.g boats, vehicles). If there are such cases the interviewer should consider to classify as business equipment or as individual transportation mean (for SECTION 12 DURABLE GOODS) in order to avoid overlapping.

SECTION 11 FOOD EXPENSES AND HOME PRODUCTION

PURPOSE

The purpose of this section is to collect data on all expenditures by the household (including purchased products and home made products consumed by the household members). It covers all expenditures since the interviewer's last visit and during the last 12 months.

RESPONDENT

The respondent for this section should be the person identified in SECTION 7 of ROUND ONE, if this person is not available of the time of interview's visit, the interviewer must arrange to go back and interview him/her for this section. From the experiences of other survey, if other household member answers the questions of this section in place of selected person the collected information is not credible and the interview lasted for longer time.

DEFINITION

SINCE MY LAST VISIT means the last visit of the interviewer to the household during ROUND ONE. In theory this period is two weeks, but as this not always the case, the interviewer must emphasize the time that has elapsed since round one. NOTE: if the interviewer makes several visits during ROUND TWO (to ask the questions of respondents, who were not available at the first time), the interviewer must make it clear that he/she is asking for information on food expenditures and consumption since the ROUND ONE visit, not since the immediately previous ROUND TWO visit.

INSTRUCTIONS

This section refers only to food and foodstuff consumed by the household members, but not for processing or running business, which should be separated and recorded in section 10.

This section is divided into two parts

Part A: Holiday expenses:

This part covers all kinds of expenditures on food and foodstuff in holidays. For instance, New Year, 1st and 15th of Lunar month. May 1st, September 2nd etc.

Part B: Normal expenses:

The aim of this part is to collect data of daily expenditures of the household on food and foodstuff, excluding holiday expenses.

Expenses for funeral, wedding is not including in this section, but in section 12 part B.

PART A HOLIDAY EXPENSES

Question 1: Complete this question for all listed items before going on to questions 2 to 5

Questions 2 and 3: Refer to the quantity and value of food and foodstuff bought for consumption of the household members in holidays during the last 12 months.

Questions 4 and 5: cover the quantity and value of home made products consumed by the household members in holidays during the last 12 months.

The value of bought, bartered food and foodstuff is estimated by the price at the time of buying or bartering. If the respondent can not remember the price at the time of buying or bartering, the interviewer can count by the price at the time of interview.

NOTE: The action of bartering consisted of buying and selling. For example: a farmer barter rice for pork, the interviewer must write down the quantity of bartered rice in SECTION 9 and the quantity of bartered pork in this section. The value of these two items should be equal.

Because people in different regions of the country have different habit in holiday consumption. Therefore besides the listed items in this part, the interviewer should ask for the items used by people in the region and write down in the line of "OTHER"

PART B NORMAL EXPENSES

This part is consisted of 12 questions, which have been divided into two groups.

First group: Questions 1 to 8 refer to the food or foodstuff bought or bartered by the household members.

Second group: Questions 9 to 12 cover the information on home produced food or foodstuff used by the household members.

Question 1: Ask this question for all items before going on to questions 2 to 12

Question 6: This question determines the frequency of purchase of food and foodstuff.

There are two columns in this question, the first column is for times, the second column is for time unit code. For example: the respondent says that he/she bought rice one time per week, the interviewer should write figure 1 in the first column and 4 in the second column.

Question 7: This question refers to average quantity bought or bartered by the household members each time. For example: the respondent says that he/she bought 5 kg of rice each time, so figure 5 should be filled in the column for quantity and figure 2 in the column for unit code. Some times people in surveyed area use other unit of measurement (e.g tin, basket etc.), the interviewer should exchange into kg (e.g 1 tin = 0.8 kg, 5 tins = 4 kg $5 \times 0.8 = 4$ kg). In fact the frequency of buying in each month is not equal, and the quantity of each time of buying also is not the same, even the respondent can not remember exactly how often and how much he/she has bought each month and each time. In this case the interviewer should help him/her based on the information collected in other sections or parts. In principle the quantity of each time and the times that the household members bought or bartered in each month are estimated on average

Questions 8 and 12: These questions are filled out by the same way of part A.

SECTION 12 NON-FOOD EXPENDITURES AND INVENTORY OF DURABLE GOODS

PURPOSE:

The purpose of this section is to collect all information on the expenses of the household, other than food. It covers all expenditures since the interviewer's ROUND ONE visit and during the last 12 months. This section also compiles a list of durable goods owned by the household members.

RESPONDENT

The respondent for this section should be the best informed person, who was selected in Section 7 of ROUND ONE. If selected person is absent at the time of interview, the interviewer must arrange to come back to ask her/him.

DEFINITION

Expenses for remittance refers to assistance in the form of money or goods sent by the household members to their parents, children, relatives etc. But the receiver must not be the member of the household.

Note that this expense is considered as an aid but not a gift and sender must be member of the household.

Example 1: a member of the household sent money to his/her brother living elsewhere for the brother's education. This amount of money is considered REMITTANCE

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Example 2: a household member gave money, rice, or other kind of goods to other household in the same village to help them in wedding, funeral or building of a new house by custom of the village. This amount of money or value in kind is not considered REMITTANCE.

Other kinds of gift such as birth day, New year, wedding gifts are not considered REMITTANCE. These kinds of gift should be filled in item number 158 Section 12 part B "GIFTS, TRANSFER"

INSTRUCTIONS

Note: Some kind of expenditures captured in other sections should not be duplicated in this section.

For example:

- Expenditures on renting, purchasing a new house, and other housing expenditures are covered in section 6.
- Farm inputs must be covered in section 9
- Expenditures on non-farm self-employment are covered in section 10.
- Education expenses are covered in section 2.
- Expenses for health care are included in section 3.

PART A DAILY EXPENDITURES.

This part covers all items of daily expenditures of the household during the last 4 weeks.

The interviewer must ask question 1 for all items listed in this question before going on to question 2.

Put a cross (x) in appropriate box.

The purpose of this question is to identify the items on which the household members spent money during the last 4 weeks.

Item 101: CIGARETTES, JUSTICE TOBACCO: the interviewer should check the answers of questions 26-27 section 3. If there is smoking member in the household, the expenditure for this item should be available.

Item 103: POCKET MONEY FOR CHILDREN: The amount of money for breakfast and meal at school is not included in this item, it has already been included in sections 11 and 2.

Item 104: COAL, WOOD, SAWDUST, HUSK and item 105 FUEL FOR COOKING OR LIGHTING: The interviewer should check questions 29, 33, 34 in section 6 part B. If the household uses these items and has to buy them so the household must spend money for these items during the last 4 weeks.

Item 114: WORSHIP: covers all kinds of daily or monthly expenses of household members, either they used at their home or gave to the temples and pagodas.

PART B ANNUAL EXPENDITURES.

The interviewer must ask for all items listed in this question before going on to questions 2 - 4. Question 4 refers to the total amount of money or value in kind spent or bartered by the household members. This amount of money or value in kind is estimated by the price at the time of buying or bartering, if the respondent can not remember the price at that time, the interviewer can estimate by the price at the time of interview. Note: The purpose of this question is to find which items that the household members have bought (bartered) during the last 12 months.

The respondent usually forgets the question and answers "YES". To avoid confusing the interviewer may need to remind the respondent that he/she is not asking whether the household owns these item in general, specifically whether these were purchased or bartered either since the ROUND ONE or during the last 12 months.

Item 144: BOOKS, NOTE BOOKS, NEWSPAPERS, STATIONARY, ETC. Excluding books, note books, papers for students attending in school because these expenses have already been included in section 2.

Item 156: WEDDING, ORDINATIONS OR OTHER CEREMONIES: and item 157 FUNERAL: Means the expenditures of the household members in order to invite guests to come to have meal in their house during the last 2 weeks or 12 months.

These expenditures includes money, value of goods bought or produced by the household members.

Item 160: Refers to all kind of expenditures, which are not mentioned above, including illegal fees.

PART C INVENTORY OF DURABLE GOODS

First the interviewer must ask whether the household members own any of durable goods listed in this part (up to time of interview) i.e in the column of question 1.

- If the household members own only one piece of listed item (e.g one bicycle), the interviewer can write down this piece on the line given for this item.

- If the household owns more than one piece of certain item, the interviewer should divide the given row for the item into several line in order to have enough lines to write down all these pieces.

And then reorder the order of all items. All pieces of certain item should be written down with the same code.

For example: The household has 3 bicycles: these three bicycles should written down with the code of 216 and in three separate lines.

Question 2: The year of buying or having should be written in two digit number. For example: the respondent replied that he/she got a bicycle in 1992, so the answer of question 2 should be 92.

Question 3: If the respondent bought some things with subsidized

price or received as gift, the value of these things should be estimated by the free market price at the time when he/she bought or received them.

The value is counted in THOUSAND DONG for any time that Vietnamses DONG is valid in survey area at the time, that the household received these durable goods. The way of writing is as follows.

For example: - A table fan (35 w) before 1985 priced 35 dong,
The answer of question 3 should be 0.035

- A Dong Nai bicycle priced 290 dong (Southern
currency) before 1976.

The answer of question 3 should be 0.290 .

- A Honda motorbike priced 2,000 dong (currency of
old Southern regime) in 1972.

The answer of question 3 should be 2.

Question 4: The value of this question is estimated by the price of local free market at the time of interview. In fact it is very difficult to estimate the value of very old or cheap items. In these cases the interviewer can estimate by comparing the value of these goods with the value of new goods of the same type.

PART D EXPENSES FOR REMITTANCE

List the names of all persons, to whom the household members sent money or goods, in question 2 before going on to questions 3 - 8. If the respondent does not want to give names, write down the number of the persons by order First, Second etc. Complete questions 3 to 8 for each person before going on to the next person. The person who received money should not be the member of the household.

Question 8: This question refers to the assistance to be paid back to the household member "returned assistance" This kind of assistance normally is a custom of certain region (check example 2 for definition of "EXPENSES FOR REMITTANCE")

SECTION 13 OTHER INCOME

PURPOSE:

The purpose of section 13 is to account for all income of household members other than that from paid employment, agricultural activities and non-farm self-employment (which are already covered in Sections 4, 9, and 10)

RESPONDENT

The respondent of this section should be the best informed person, who can give credible information concerning the income from remittance of all household members

INSTRUCTIONS

Section 13: OTHER INCOME is consisted of two parts PART A: income from remittance and PART B: other income.

PART A Income from remittance

Question 1: The purpose of this question is to find out which members of the household received money or goods from persons who are not members of the household during the last 12 months (If there is no one of the household members received money or goods during the last 12 months, skip part A)

Question 2: List all names of persons, who sent money to the household members before going on to questions 3 to 7, if the respondent does not want to give names, write down the order of persons.

Question 3: Write down the code of household members, who received money or goods from remittance.

Question 4: Write down the code of answer alternatives for relationship between the receiver and sender. All codes of 10, 11, 12, and 15 regarding the relation between the receiver and sender.

Questions 5 and 6: Refer to resident place of the sender. For example: husband/wife or child, friend or relative of the respondent, who are, worker, soldier or student, (they are not household members), and these persons have sent money or goods to him/her. If the sender is living in the country, write down the name and code of province and the code for city, town, village etc. If he/she is living abroad, Write down the name and code of the country where he/she live.

Question 7: Refers to the total amount of money or value of goods that each person sent to the household members during the last 12 months.

Question 8: The purpose of this question is to find out whether this money or goods must be paid back to the sender or not.

PART B: OTHER INCOME

Question 1: Complete this question for all items before going on to question 2. Put a cross into appropriate box.

Question 2: Refers to the total amount of money or value in kind received by the household members during the last 12 months.

DEFINITION OF SOME ITEMS:

"SOCIAL FUND OF GOVERNMENT" mean the amount of money given by the government to the household members, who are retired workers, soldiers, or parents or children of the soldiers who died during war time etc..

"SOCIAL ASSISTANCE" means the amount of money given to the household members by the organizations, in which he/she is working. In case the household member encountered accident, injury, illness or maternity leave.

Note: Item 405 "GIFT" here is different from "INCOME FROM REMITTANCE" of Part A. Because income from remittance presents regular or irregular contributions in the form of money or goods sent by persons who are not member of the household, but gifts show the good will between people.

Item 408: "INCOME FROM LEASE OF LAND, EQUIPMENT, WORKING ANIMALS" (EXCLUDING INCOMES MENTIONED IN SECTION 9L) Refers only to the assets owned by the household members.

+ The value of this section is estimated by the same way as previous sections.

SECTION 14

CREDIT AND SAVING

PURPOSE:

The aim of this section is to evaluate the indebtedness, saving and reserving of the household.

RESPONDENT:

The respondent of this section should be the best informed about the borrowing, lending and saving of each household member and of the household as a whole.

DEFINITION.

The information of this section is collected only on the money borrowed, lent or saved by the household members, including money, value in kind and fortune.

Lending: Refers to the amount of money or value in kind that the household member gave to other persons who are not members of the household for use, and the interest rate, duration of payment is decided by the lender and borrower.

* Note: This section refers only to the amount of money lent by the household member that HAS NOT BEEN REPAYED at the time of the interview.

Borrowing: Refers to the amount of money or value in kind borrowed by the household members from the persons, who are not members of the household.

* Note: Refers only to the amount of money borrowed for business or living purpose, which has not been or has been repaid (excluding the amount of money that the household members borrowed and repaid temporary in certain moment)

INSTRUCTIONS.

Because of delicate nature of the section, the interviewer must do his/her best to ensure that the respondent has confidence in her/him and explain to the respondent that the information will be kept confidential. Therefore the interview should be held without any one else being present.

PART A . MONEY AND GOODS LENT AND BORROWED.

Questions 1 and 2: To find out if there is any household member owes someone money or good, who are not member of the household. If the answer is YES, write down the amount in question 2. If he/she borrowed in kind, the interviewer must estimate it's value by the local market average price at the time of interview.

Question 3: To identify whether there is any household member borrowed money and has not repaid yet. If the answer is NO ask question 4.

Question 4: To identify whether there is any household member, who borrowed money and did not repay during the last 12 months. If the answer is NO, Skip part B.

If there is YES answer either of Question 3 or 4 Or of both, Part B must be asked.

PART B . LOANS CONTRACTED

Question 1: Write down the names of organization, individuals or number of all lenders, who lent money or goods to the household members during the last 12 months (including repaid or not repaid money).

If a lender lent money to the household member in several items, the interviewer must write down each item in one separate line.

Question 2: Refers to codes of lenders.

Question 3: Refers to total amount of money or value in kind of each borrowed item.

Questions 4 and 5: refer to time and real purpose of borrowing of each item.

Questions 6 and 7: To find out whether there is interest rate of each borrowed item. If the answer is YES, ask how many percent and how ~~often~~ **often** the interest must be paid.

Question 8: The purpose of this question is to find out if the household member has to offer anything as collateral for this item of loan. There are several things as collateral. E.g buildings, durable goods, rice, working animals even unharvested crops.

Questions 9 and 13: Write down the time that the household member must repay the loan according to the contract and the time expect to repay (If the loans have not been repaid).

Questions 10 and 11: Refer to REGULAR REPAYMENT LOANS, which the amount and time of payment are determined by the contract. For instance: Every month the household member must pay one tenth of principle money, or twenty percent per quarter in the first three quarters and the rest should be repaid in the fourth quarter of the year. The regular repayment form of loans means the borrower must repay the same amount of money in the same period of time.

Question 12: Refers to the total amount of money or value in kind (Including principle and interest) that the household members owe up to the time of interview.

PART C

SAVINGS

Question 1: Find out the household members use which types of savings (among the listed types). Put a cross (x) in appropriate box for each answer.

Questions 2 and 3 refer only to the items with YES answer in question 1.

Question 2: Write down the order of types of savings in order of mostly use. Write down the code 1 for the type of mostly use, code 2 for the type of usually use and code 3 for the type of least use.

The types of savings or reservation have not been used by the household must be blank.

Question 3: Write down the total amount of money, value in kind asset saved or reserved by the household members, which are available at the time of interview. The value of goods, asset, convertible currency and so on.. must be counted in Vietnamese Dong

The amount of saving money, which is now hardly get back (for example money that has been put in credit cooperatives) should not be mentioned in this section.

The information of this section is difficult to collect, that is why the interviewer must be patient and the interview must be conducted without any else being present - especially the persons who are not the members of the household.

If the respondent answered that he/she used some types of savings but refused to give the amount of money, the interviewer has to persuade him/her to answer the questions. If the respondent insists to refuse, the interviewer can write down "Do not know"
