

## ATTACHMENT 3:

INTERVIEWER'S MANUAL:Addendum to Wave 2 Supplement

## REFERENCE PERIOD

The major change between the Wave 1 and the Wave 2 questionnaires is the reference period. The reference periods that were 12 or 24 months in the Wave 1 questionnaire are now only 6 months in the Wave 2 questionnaire. Because the questionnaire is designed to be performed every 6 months on the same household, many questions say "In the last six months or since I was here last...?"

Reference to when you were last at the respondent's home will help the respondent to remember exactly when something occurred. However, you will usually not arrive in a village exactly six months after you were there last. Sometimes the duration between waves will be closer to seven months.

In every section that asks whether something about the household is changed, the crucial period of time is "since I was here last," even if it has been more than six months. Thus in the household roster we want to know about all people who have arrived or moved away or died since the household was last interviewed, not just those people who arrived or left in the last six months. In the fertility section, we want to know about all births since the last visit for continuing female members age 14 to 50 (see the discussion under Section 9 below). Similarly we want to know about all changes since the last interview in productive equipment owned (Section 11, 13 or 14), in livestock owned (Section 12), in dwelling units owned (Section 15, Question 12A) and expenditure on housing (Section 15 and 16B), in durable goods owned (Section 16A), in loans and savings (Sections 19A and 19B) and in mortality (Section 20). In all of these sections, the questions about the last six months are to be interpreted as "since my last visit."

However, our needs are different in the sections which gather information on expenditure or consumption. For example, Section 17 explicitly asks the interviewer to put an X in a small box for each of the last six months. Follow this instruction exactly and ask only about consumption in the precise six months indicated. Referring to your last visit may still help the respondent, if any consumption longer ago than your last visit was clearly longer ago than six months. But if the respondent made a large food purchase just after your last visit, but before the first month containing an X on the questionnaire, you must exclude it from the amounts you estimate.

Situations may arise in which you are not sure whether you should use the time since your last visit or a precise estimate of 6 months. In these cases, use the time since your last visit and check with your supervisor after the interview.

## SURVEY INFORMATION (Section 0)

The first line of the Survey Information Sheet will always contain the name of the household head from Wave 1. If the current head of the household is not the same, write NO (Code 2) and write the name of the new head of household on the line provided. Then use your household roster to see how many members from Wave 1 are still living in the same dwelling. Before continuing with the survey, you must see your supervisor. He or she will verify that the household is indeed the same as the one interviewed in Wave 1. If at least one current resident of this dwelling was a member of the sample household in Wave 1, your supervisor will instruct you to proceed with the interview. If

no one from Wave 1 still resides in the dwelling, the household must be replaced. In this case, follow exactly the instructions in the Wave 2 Interviewer's Manual, pages 2 and 3, which specifies that:

- a. You must consult the neighbors in order to complete Sections 1A, 1B and 20A for the household to be replaced.
- b. You must administer a Wave 1 questionnaire to the replacement household.
- c. The reference period for the Wave 1 questionnaire is 12 or 24 months, not six months as in Wave 2.

Usually when the household head changes, the new household head will already be listed on your household roster from Wave 1. In this case, that person who is already listed becomes the new household head. Use that line of the questionnaire to answer all Wave 2 questions about the head of household. It will not be the first line of the questionnaire.

However, it might happen that the new household head is not listed on the roster from Wave 1. In this case, immediately after filling out the SURVEY INFORMATION page, please add the name of the new head as the last name on the household roster.

For more information on the SURVEY INFORMATION sheet, refer to page 10 of your Wave 1 Interviewer's Manual.

#### SECTION 1A

Follow the instructions on pages 7 - 9 of the Wave 2 Interviewer's Manual, with one exception. The manual at the bottom of page 7 says, "ask question 1A, 2 and 3 about all persons on the household roster who were members during Wave 1." Substitute the word "listed" for the word "members" in this instruction.

Some people who were living and eating in the household on Wave 1 were not household members. For example, people who were tenants, boarders or mkataba servants were not household members and the line of the questionnaire allocated to them remained blank throughout the Wave 1 questionnaire. However, it is possible that one of these people changed status since Wave 1 and is now a household member. In order to check for this possibility, ask question 1A of all people listed on the roster from Wave 1, whether or not they were then household members. If that person is still living and eating in the household, the answer to Question 1A will be YES and you will continue to Questions 2 and 3. Otherwise go on to the next person on the roster.

This procedure corresponds to that printed in instruction A on the page facing page 3. However, the interviewer's instruction for Question 1A on page 3 is wrong. It should read **FOR PERSONS FROM WAVE 1**.

If there is a new household head, the answers to question 3 may be different from Wave 1. In this case, the ID Code of the new household head will not be 01. If the new head is a person from the Wave 1 roster, the new code will be whatever code was assigned to that person in Wave 1.

If a new household member is the new household head, then his or her name should have been added to the household roster at the time SURVEY INFORMATION Sheet was completed as described above. In this case, the ID Code of the new household head will not be 01 either. Again

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the answers to Q1 may be different from Wave 1.

The instruction for Step 2 on page 8 of the Wave 2 Interviewer's Manual says to ask questions 4-13 of all continuing and new persons and determine household membership. Thus the instruction above questions 4-13 in the questionnaire should read:

**IF QUESTION 1A IS YES OR PERSON IS NEW, ASK QUESTIONS 4-13.**

Also on the facing page, the first interviewer instruction after question D should read:

**FOR EACH PERSON FOR WHOM QUESTION 1A IS YES PLUS ALL NEW MEMBERS ON THE HOUSEHOLD ROSTER CARD, ASK QUESTIONS 4-11, DETERMINE HOUSEHOLD MEMBERSHIP IN QUESTION 12 AND THEN ASK QUESTION 13 ONLY OF HOUSEHOLD MEMBERS.**

Thus the definition of a household member is the same in Wave 2 as it was in Wave 1. All persons still present an all new persons on the household roster are classified in Question 12 as either members or non-members. Thus it is possible that the respondent will say that "Joseph is still normally living and eating in the dwelling," but Joseph will have been absent 10 of the last 12 months and is not expected to be there in 6 months. In this case Joseph is not a household member despite the YES answer to question 1A.

Do not refer to your household roster to determine the age. The information on age from Wave 1 may have been wrong. Instead follow the procedure given on pages 24 and 25 of the Wave 1 interviewer's manual to obtain the best guess possible for the age. Perhaps this time the person will have his or her birth certificate or some other record that was missing on your last visit. Otherwise, get a better estimate than last time by using the "calendar of events" provided at the end of this addendum.

Add to the Wave 2 Interviewer's Manual the following instruction at the end of Step 3 and just before Step 4 on page 9:

On the right side of the card, enter the sex and the year and month of birth for new household members.

#### SECTION 1B

The interviewer instruction for Section 1B is on the page facing page 3A. It should read:

**RESPONDENT: HEAD OF HOUSEHOLD. TO BE ASKED ABOUT ALL PERSONS FROM WAVE 1 WHO ARE NO LONGER SLEEPING AND EATING WITH THE HOUSEHOLD (I.E FOR WHOM THE ANSWER TO QUESTION 1A IS NO).**

There are three possible reasons that someone might have been a household member in Wave 1 but is no longer a member in Wave 2. The person might have moved. The person might have died. Or he or she might have changed status from a household member to a tenant, a boarder or a mktaba servant. The change of status might be real (for example, if a makubaliano servant is now a mkataba servant or a tenant) or it might be due to a coding error in Wave 1. The question reads "Has ... moved away from this household?"

If the answer is: "YES", then use Code 1, and continue with questions 2 - 4.

- . If the answer is "NO, he or she has died", then use Code 2 and skip to the NEXT PERSON.
- . If the answer is "NO, he or she is a tenant" or "NO, he or she is a boarder" or "NO, he or she is a mktaba servant", then use Code 2 and skip to the NEXT PERSON.

In this third case, please write an explanation in the OBSERVATIONS section and make sure your supervisor enters this explanation on the cluster completion report for this cluster.

Also note that the answer codes in Section 1B, Question 4 must be changed to read:

ILLNESS OF HOUSEHOLD MEMBERS.....10  
ILLNESS OR DEATH OF FAMILY LIVING ELSEWHERE.....11  
OWN ILLNESS/TO OBTAIN MEDICAL CARE.....12  
OTHER FAMILY PROBLEMS.....13

## SECTION 2

Follow exactly the instructions on pages 12 - 15 of the Wave 2 Interviewer's Manual. Be sure to record on the household roster the name, sex, age, father's ID code and/or the mother's ID code for all nonresident children not recorded during Wave 1.

For children remaining on the list from Wave 1, it is possible that the age, sex or parent ID code was incorrectly recorded during Wave 1. In this case, the interviewer should erase the mistaken information from the roster of children living elsewhere and enter the correct information. The interviewer should also make a notation in the observations section of the questionnaire facing page 2.

At the top of page 15 of the Wave 2 manual, there is a "solution" with no problem. Insert in your manual the following problem:

2. As you are reading through the list of children on the Roster of Children Living Elsewhere who were not mentioned by the respondent, you find that the same child in Wave 1 was listed twice, under different names. What should be done?

## SECTIONS 3-5

Follow exactly the instructions on page 20 of the Wave 2 Interviewer's Manual.

## SECTION 6

For parts A and B of Section 6, follow exactly the instructions on page 21 of the Wave 2 Interviewer's Manual.

Part A, Question 55: This question refers only to household members. Do not enter the ID code of a child living elsewhere. If someone outside the family assisted the sick individual, that information can be recorded in question 10A (but not in question 11) and in the new Section 16, Part D, described below.

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Maternity Care, Childbirth and Well-Baby Check-ups. Suppose a woman has had a normal healthy pregnancy and gives birth to a healthy baby without problems or complications. Because this woman and her baby have not been sick, Section 6 will not capture her expenditures of time, effort and money for prenatal check-ups, for childbirth or for post-natal checkups for herself and her baby. If the household has made such expenditures, you should record them in Section 18A, question 10, together with expenditures on all other curative and preventive health services. Also vaccinations of children under 6 are recorded in Section 10, Questions 9, 10.

Disability. We have added a new part to Section 6, Section 6C, to capture peoples' self-reported state of health and physical vigor. Therefore, the skip instruction after Section 6B, question 10, should read SECTION 6C. Although the respondents for Sections 6A and 6B are all household members, the respondents for Section 6C are household members 15 and older.

## SECTION 7

Part B, Questions 2, 5: During Wave 1, the data entry program would not accept more than 99 hours for the total number of hours worked in a week. For Wave 2 this problem has been corrected, so write down the correct answer - even if it is 168 hours!

Part B, Questions 22, 25, 27, 29, 31, 33, 39, Part D, Question 39, Part F, Questions 20, 23, 25, 27, 29, 50, 53, 54, Part G, Questions 4, 5, 7: All of these questions, and other questions throughout the questionnaire, request an AMOUNT and a TIME UNIT. In addition to the listed time units, you may use one more time unit, SIX MONTHS...7. If the payment made or received was not made every day, every week or every month over the six month period since your last visit, then you may wish to use Code 7, and enter for the amount the total amount that was paid since your last visit. This is especially useful for payments or receipts that occurred only once since the last visit or occurred only a few times at irregular intervals. Code 7 is not listed on the questionnaire, but it has been added to the computer program and the computer will accept it.

Part B, Question 40: For answer code 2 (for YES, LIVESTOCK ONLY) the skip instruction is wrong in the Swahili version. It should read:

YES, LIVESTOCK ONLY.....2  
( > Q. 17, Part C)

Part C, Question 7: Questions 7 and 8 ask about time spent working on a "collective community-owned plot of land." Examples of a "collective plot" include:

- a. a plot of land owned by a cooperative of which this individual is a member;
- b. a plot of land farmed jointly by this individual and one or more individuals from other households, with the understanding that the revenue from the crops grown will partly come to the individual;
- c. a plot of land used to earn money for a community project, such as buying drugs for the dispensary or helping to support the local teacher.

In the first two cases, a portion of any crops grown or revenue raised from the collective plot would go to this individual and should be picked up in Section 7, Part H, Questions 9A and 9B. In the third case, the benefit to the contributing household would be less direct and can not be captured by the

questionnaire.

In some parts of Kagera Region, young adults aged 15 to 25 sometimes form themselves into work groups. If persons A, B, C and D are members of such a group, they might all four work Monday on person A's land, Tuesday on person B's, Wednesday on person C's land and Thursday on person D's land. If a member of such a group is in the household you are interviewing, you must record all the time working with the friends in that group as if the person is working on the household's own farm. For the purposes of this questionnaire, work by a household member on the farms of other members of this work group cohort is considered to be a contribution to a "collective plot" and is to be included in computing the hours worked on collective plots in Part C, Question 7.

Part D, Questions 17 and 36: The reference period in question 17 should be 6 months. The Wave 2 Interviewer Manual says that Question 36 has been dropped. This is a typographical error in the Wave 2 manual. In reality, Question 35 has been dropped and Question 36 remains.

Part E, Question 3: Question 3 should ask only about firewood, but the Swahili version of the questionnaire still mistakenly asks about both firewood and water.

Part E, Question 16: Question 16 reads in English: "In the past 7 days (since ... ) have you spent any time helping neighbors or relatives (not in your household) with work in their shamba or business, without payment?" This question is supposed to capture freely donated labor from one household to another. The Swahili translation in both the Wave 1 and Wave 2 questionnaires incorrectly asks only about time spent working on the land of someone who is away. The correct Swahili should read:

**Katika siku saba zilizopita (toka ... ) umetumia muda wowote kusaidia jirani au jamaa (ambao hawaishi katika kaya yako) katika mashamba au miradi yao bila malipo?**

Part F, Question 3: The question is correct, but the reference period in the answer for Code 2 should be 6 months, not 12 months.

Part G, Questions on Income: This section contains three questions on income. They are supposed to estimate the gross receipts before subtracting expenses, purchases for the household or business products consumed at home. In the case of Question 5 of Part G, which is specific to farms, estimate the value of all farm output including the amount sold, the amount exchanged for farm inputs, labor or rent and the amount consumed at home. Note that the value of home-produced food which is consumed at home is also estimated in Section 17, Part B.

Section 7, Part H, Question 9A: The skip on the NO answer of this question should be to Section 8, not to Question B.

## SECTION 9

For all new female household members age 14 and older, administer Section 9 exactly as you did in Wave 1.

For continuing female household members age 51 or older, do not administer this section at all.

For continuing female household members age 14 to 50 the interviewer first asks questions

1 and 2 to determine if they have ever given birth. If they have never been pregnant or given birth, the interviewer skips to Q. 19, as instructed in the questionnaire. However, if a continuing female member age 14 to 50 has given birth, the interviewer will ask for detailed information only about children born since Wave 1. To do this, change the text before question 3 to read:

**Before question 3:**

**Sasa napenda kutengeneza orodha kamili ya watoto wote uliozaa**  
**FOR NEW MEMBERS: maishani mwako, kufuatana na kuzaliwa.**  
**FOR CONTINUING MEMBERS: katika miezi 6 iliyopita.**

Then ask questions 3-5 and 6-15 only about the children born in the last six months.

Then change the text of Question 16 to ask only about children in the last six months:

**Naomba kuelewa vizuri. Umezaa watoto \_\_\_\_\_ (TOTAL)**  
**FOR NEW MEMBERS: maishani mwako, kufuatana na kuzaliwa.**  
**FOR CONTINUING MEMBERS: katika miezi 6 iliyopita.**

Ask questions 17 - 28 of all new female members 14 and older and continuing female members 14 - 50. Note in particular that there is no change from Wave 1 in the wording of Questions 17 and 18. Since the existing wording asks about the woman's entire life, this is the way the questions should be administered in Wave 2 also, even for continuing female members. Please ask all interviewers to adhere to the actual wording in the questionnaire except where an explicit change was made by pasting or writing a change on the questionnaire.

**SECTION 16**

The interviewer instructions in Question 2 of Section 16A2 should not ask for furniture or pots and pans in this part. As pointed out in the Wave 2 Interviewer's Manual, expenditure on furniture, pots and pans since the last wave are captured in Section 16 B, items 13 and 15.

**SECTIONS 20A, QUESTION 1 AND 20B, QUESTION 1**

Sections 19A and 19B ask about gifts to and from the respondent. In both sections codes identify many different categories of person, including code 10 for OTHER NON-RELATIVE. This code is intended to include all types of friends of the respondent, including school mates, friends or colleagues at work, boyfriends and girlfriends. Please probe especially for gifts from and to friends.

Annexes

1. Calendar of Events in Kagera (in Swahili)
2. Calendar of Events in Kagera (in English)
3. SECTION 6C. Disability and Activities of Daily Living
4. SECTION 16D. Receipt of Donated Labor Services

**ANNEX I. CALENDAR OF EVENTS IN KAGERA**

<b><u>YEAR</u></b>	<b><u>E V E N T S</u></b>
1914-18	1st World War
1926	Tanganyika Iligawanywa katika Provinces (Majimbo) - (Tanganyika partitioned into Provinces)
1932-34	Wakimbizi kutoka Burundi - Karagwe, Ngara, Muleba - walisababisha njaa. (Immigrants from Burundi into Karagwe, Ngara, Muleba caused famine)
1935-36	Nzige wengi sana waliharibu mazao ilitokea Mkoa mzima - watu walikula nzige. (Locust swarms destroyed crops all over the region)
1939-	Vita kuu ya pili (Second World War)
1940	Serikali ya kikoloni iliamisha machief kwenda nchi nyingine, e.g. Uganda. (Colonial Government repatriated the chiefs to Uganda)
1943-	Njaa (IKAMBURA MABATI) - (Famine causing people to dismantle their roofing iron sheets to exchange for food)
1945-	Tetemeko (Omusisi) - (Earthquake)
1946-	Vita ya pili iliisha. (End of second World War)
1948-	Vyama vya kikabila (Bahaya Union) - (Tribal political groups)
1949-	Vuguvugu la Siasa - TAA ikaanzisha (Political Activist - TAR was started)
1950-	Co-operative Union zilianzishwa (Co-operative Union started)
1951-52	Malipo mazuri ya kahawa (amahela gebisibu) - (Good income from coffee sales/prices)
1952-	Chief wa Ihangiro alifukuzwa kazi shauri ya kudhulumu watu kahawa. (Chief of Ihangiro sacked due to swindling coffee from peasants)
1953	Vyama vya Kikabila vikaungana na TAA. (Union of Tribal Political groups with TAA)
1954-	TANU ilizaliwa (TANU Inaugurated)
1958-	Districts zilitengwa Karagwe ikajitegemea. (Partition into Districts-Karagwe becomes autonomous)
1960-	Serikali ya kikoloni viongozi wa TANU walikamatwa na kushitakiwa. (Colonial Government detains TANU leaders)

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1961-	Uhuru (Complete independence)	
1962	Machief wote waliondolewa kwenye madaraka. (All Chiefs were dethroned)	
1963-	Mvua kubwa daraja ziliondolewa mito kujaa na ziwa kufurika. (Extra ordinarily heavy rains, bridges were swept away, rivers flooded)	
1964-	Mapinduzi - Muungano wa Tanganyika na Zanzibar (Zanzibar Revolution)	
1966-	Mvua iliyonyesha siku mbili mfululizo. (Two days continuous rains)	
1967-	Azimio la Arusha Mbunge wa Ihangiro na Karagwe walifukuzwa kazi kwa ajili ya kupinga Azimio. (Arusha Declaration. The Ihangiro and Karagwe members of Parliament were sacked because they were against Arusha Declaration)	
1971-	Miaka 10 ya Uhuru. (Ten years (10 yrs) of independence)	
1972-	Vita ya kwanza ya Iddi Amin (First of Iddi Amin's aggression wars)	
1973-74	Njaa (Kilimo cha kufa na kuona) Bukoba Vijijini na Muleba (Famine)	
1976-	Vijiji vya Ujamaa Chapa Kagera. (Ujamaa villages)	
1978 Oct.	Vita ya Iddi Amin vilianza (Beginning of Iddi Amin war)	
1979 June	Vita ya Iddi Amin viliisha (End of Iddi Amin war)	
1981-83	Aids ilijulikana kama Juliana (The AIDS disease coined as Juliana)	
1985-	Utawala wa Rais Mwinyi (The start of President Mwinyi's government)	