

KAGERA HEALTH AND DEVELOPMENT SURVEY

# INTERVIEWER'S MANUAL

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## I. INTRODUCTION

### A. Objectives of the Project

The objectives of the Afya na Maendeleo research project are twofold. First, the project intends to estimate the size and distribution of the social and economic impact of adult mortality and morbidity in Tanzania. Second, the project will study the effectiveness of alternative policies in assisting the survivors of adult mortality. To these ends, the project is conducting household, health facility, education, traditional medicine, and other surveys.

The research design has been developed by a team of researchers from the World Bank and the University of Dar es Salaam. This team will analyze the information collected in order to design and propose programs to help households that have lost adult members, that is, in many cases, households with widows and orphans.

The Project has been approved by the Ministry of Health, and is based on agreements between The University of Dar es Salaam and The World Bank.

The surveys collect information on the living standards and well-being of households. Particular information to be collected includes:

- Age, sex, health, education, migration, fertility and mortality of household members
- Economic activities and sources of income
- Income of the household from jobs, farming and family business
- Household Expenditures
- Housing
- Transfers, gifts and loans to the household and from the household
- Height and weight of all household members.

In summary, this research will be used to design programs to help households that are suffering from illness and deaths.

### B. How the Household Survey will be carried out

The household survey will interview 800 households in 50 villages. After the first interview, each household will be interviewed again six months later and a third time six months after that. Thus, the total time between the first interview and the last will be one year for each household. However, since it takes six months to interview all the households, 18 months will be required to visit all 800 households three times. Each of these interviews separated by six months is called a WAVE of the survey.

The households have been selected in the following manner.

- All villages and urban communities in Kagera were classified according to their economic zone and whether they had high or low mortality, based on the 1988 census. This produced eight groups of communities.
- Fifty-two communities were randomly selected within these eight groups to be enumerated in the Kagera Region. Information on the size of each household and its health problems was collected for each of about 29,000 households.

- Then a sample of 16 (or sometimes 32) households was randomly selected in each community to participate in the household survey.

Three types of questionnaires have been developed by the Project to meet its objectives:

- A household questionnaire, which is completed in two visits to each household during each WAVE. The two visits are called "ROUNDS". Round Two takes place two weeks after Round One.
- Questionnaires for communities. There are two of these. One is a community questionnaire that collects information on infrastructure, roads, health and schooling and economic activities of communities. A second is the price questionnaire, which collects the prices of food and other items at the local market.
- Service questionnaires. These are questionnaires that collect information on the availability, price, and quality of social services to the survey communities. The project's service questionnaires include the health facility questionnaire, the primary school questionnaire and the questionnaire for traditional healers.

The organization and methods of the Kagera Health and Development Research Project are designed to get good quality information, and to process the information without delay. For example,

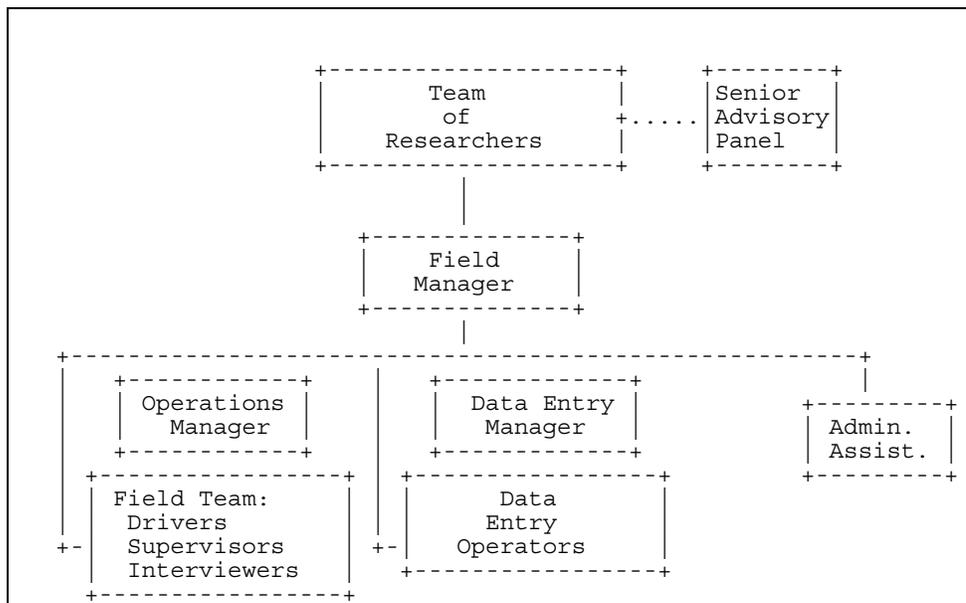
- All questionnaires are pre-coded so that the data can be entered directly from the completed questionnaires.
- The data will be entered into computers in Bukoba. A special computer program will search for inconsistencies in the data. Errors will be corrected by the interviewer when he/she visits the household for Round Two of the survey.
- The quality of the field work will be closely monitored by team supervisors.

### C. How the Project is Organized

Figure 1 presents a chart of the project's organization. The researchers (the **Research Team**) recognized the need for the project, and have designed the project. They must assure that the objectives of the Project are realized. They have written the questionnaires that you will be using in the village. They are also the link between the project and the University of Dar es Salaam, the World Bank, and the Government ministries. Finally, they are responsible for the analysis of the data and the presentation and dissemination of the reports.

The **Senior Advisory Panel** advises the researchers on matters concerning the technical part of the project.

The **Field Manager** is responsible for the Project's activities in Bukoba. He makes sure that the Project is properly managed, and that the interviewers are doing their job well. He supervises the Operations Manager, the Data Entry



**Figure 1:** Organizational Chart of the Kagera Health and Development Research Project

Manager, the Administrative Assistant, and the drivers. As well, he visits the teams in the villages on a regular basis to supervise the interviewers.

The "Management Team" is composed of the Field Manager, the Operations Manager, the Data Entry Manager, and the Administrative Assistant. The primary objective of the management team is to make sure that the data is collected in the manner that the researchers have requested, and is correctly entered in the computers. The team is responsible as well to make correct and timely reports on the management of the project.

The **Operations Manager** is responsible for the field work. He oversees the day to day operations of the four teams in the villages. He organizes the work schedule, and coordinates the teams. He is responsible for managing the project in the absence of the Field Manager. You should go and talk to the Operations Manager if you have problems that interfere with your work, if you have job related questions that your supervisor cannot answer, or if you have problems concerning your vacations, leaves, or other work-related issues.

The Field Manager and the Operations Manager will make unannounced visits to the field to supervise the work of the field teams.

The **Data Entry Manager** assures that the computer programs are working well and that the data is entered correctly and on time. She supervises the data entry process, and the data entry operators. She works with the supervisors to check the surveys, to check for inconsistencies in the data, and to check mistakes that interviewers make in filling out the survey forms. She supervises the data entry operators.

The **Administrative Assistant** works with the other managers to assure the day to day administration of the project. You should address questions regarding your pay sheets or pay checks to him. You are to report sick days, vacation days, and leave days to him. He is in charge as well of the camping supplies

that you will use in the villages. The supervisors, rather than the interviewers, are to request work or camping supplies from him.

The **Supervisors** head up their respective teams that work in the field. A team has four to five other members. These are:

- two to three **Interviewers**, who will conduct the household survey interviews (an interviewer will be conducting up to 8 interviews per week);
- an **Anthropometrist**, responsible for taking height and weight measurements of all the members of the households interviewed, the anthropometrist will conduct other surveys as well;
- a **Driver**, who takes the team to the village, maintains the vehicle, and assures the safety of the vehicle;

Each team is also associated with a **Data Entry Operator**, who will enter all of the data for one team, but does not physically accompany the team to the field.

II. THE INTERVIEWER'S TASKSA. The Interviewer's Role and Work Conditions

The interviewer's role is central to the survey. The Project needs high quality information from the households and institutions that you interview. We depend on you to get us high quality information.

It is very important that all interviewers follow the same procedures. In order to assure this uniformity, we ask you to please be sure to follow all of the instructions contained in this manual.

You will be working closely with your supervisor. Inform him or her of any problems encountered in the field. Just as we did during the enumeration, when you are in doubt, ask your supervisor what to do. Again, it is better to take time and ask about proper procedure than to make a mistake.

The supervisor will provide you with all the necessary materials and instructions. He/she will collect and check your work and will help you solve any problems that may arise.

The household survey, like the other project surveys, will be carried out in urban areas, as well as rural areas. The living conditions will sometimes be difficult, and you will need to be flexible. Your Operations Manager and Supervisor will have already made arrangements with the Village Chairman for your stay. You will be taking food supplies from Bukoba or the District towns to the village. You will need to buy food and firewood locally, as well. Sometimes you will have to plan your daily schedule carefully in order to allow time to walk several miles to get water or wash.

We ask you to go into this work knowing that you need to be very flexible. You may not get the food you want, and you may carry water in a bucket on your head. Often we will leave Bukoba at 5 a.m. to go to the villages and we expect everyone to arrive at the specified time, ready to go. Will you be ready to go on time?

Often your team will be in two villages for one month without returning to Bukoba. Please think about this -- does your life in Bukoba permit you to leave and live far away for long periods of time? If you think that this could cause you problems, please start talking to us about this, and start looking for ways to adjust your life so that you are able to be away. And remember too that communications from the remote villages to Bukoba are difficult.

B. Your Job -- To Carry Out Household Interviews

Your principal task is to conduct interviews with eight households per week in a village we have selected. Depending on the size of the household, you may be able to conduct one, two or even more interviews in a day. Please remember that interviews may require one or more visits to complete, depending on whether or not all of the respondents are available at the time of the first visit. A wise person will keep this in mind as he plans his daily and weekly schedules.

You are to read the questions in the survey exactly as they appear in the questionnaire. We will give you guidelines on how to probe to get answers. Those of you who worked on the census are already familiar with some of these procedures.

Please keep in mind that you are responsible for interviewing all of the households assigned to you by the end of each week of the field work. You and your supervisor need to make sure that you have planned the use of your time well, in order to be able to leave the village and the end of the week.

In conducting the interviews, please follow the instructions contained in this Manual.

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

- a calculator
- a briefcase
- an instruction manual
- lead pencils with erasers
- red ballpoint pens for corrections to Round One (these are provided to supervisors)

Take good care of the materials and return them to us when our job is done.

### **C. Check the Completed Questionnaires**

After finishing each interview, verify that all the sections of the questionnaire have been correctly completed. Check to see that your writing can be easily read. Be sure you have recorded the required information for all of the household members indicated in each section.

You should review your questionnaires immediately after each interview, before you hand the questionnaire to your supervisor, and -- most important -- before leaving the village. Otherwise, if you leave the village without checking, and if you have made a mistake, you will have to return to the village -- a waste of our time and yours. The Operations Manager will not like having to buy diesel in order for you to go back to a village and clean up your mistakes.

It is also the task of the Supervisor to check the questionnaires before leaving the village.

You can correct minor errors on the interview forms, like sloppy writing or light entries. But you should not make any other changes in the completed questionnaire without asking the respondent the questions again. Also, you may not copy the information you have collected onto a new questionnaire.

All interviews should be finished when you leave the village at the end of the week. Do not schedule appointments for the week end or the following week, since there is no way that you can return to the village. It is your task to finish all of the interviewer during the few days that you are in the village.

**D. You and Your Supervisor**

You should always follow the advice given by your supervisor, who represents the Operations Manager. Your supervisor will assign your work at the start of each week of the survey. She/he will carry out the following checks in the field:

- examining all of your questionnaires to make sure that each interview has been carried out correctly and in full;
- visiting some of the households that you have already interviewed. He/she will repeat some sections of the questionnaire in order to verify that you recorded that household's answers correctly;
- observing one or more of your interviews each week, to evaluate your method of asking the questions. You may or may not be informed of their "sitting-in" beforehand.
- discussing your work with you, and evaluating your work; she/he will report on your performance to the management team.

Your supervisor is the link between yourself and the project management team. You must inform her/him of any difficulties or problems that you encounter. If you do not understand a procedure, you should ask your supervisor for advice.

**E. Correcting Mistakes or Omissions Made During the First Round**

Your work will also be reviewed by a data entry operator, who will carry out checks on the answers to many questions in the questionnaire. These checks will be carried out both in Round One and in Round Two.

The data entry operator will enter Round One data between Round One and Round Two. She will make a printout of all of the answers that are not consistent, whether the fault is that of the interviewer or of the respondent.

At the beginning of Round Two your supervisor will tell you which questions from Round One were flagged by the data entry program. The supervisor will have circled these questions with a red pen. You must ask these questions again, at the beginning of Round Two. You must completely erase the answers that have been circled in red by the supervisor and record the new answers in their place, after having re-asked the questions.

**PLEASE DO NOT MAKE CHANGES IN THE COMPLETE QUESTIONNAIRE WITHOUT ASKING THE RESPONDENT THE QUESTIONS AGAIN.**

III. INTERVIEWING PROCEDURESA. Getting Started1. Arriving in the Village

The team will usually arrive in the village the day before the start of the interviews. Often you will have "camp duties" in order to get settled, like arranging your living quarters, getting food, water, and fuel for your fire.

Very soon after arriving in the village, you and your supervisor will visit the village leaders. Your supervisor and the Operations Manager have already talked with them about our work and your stay there. Of course, you have already been told that all government officials, at regional, district, ward, and village level, are encouraging us, and have agreed to work with us to facilitate your visit in the village. Out of courtesy, it is important for you and your supervisor to see the village leaders as soon as possible.

It is important that within the first day, the supervisor and interviewers meet with the Village Chairman and 10 Cell leaders in order to explain our work, and ask for their assistance. The active cooperation of the local leadership is most important. All local leadership should be well informed of what our Project is doing and why we are doing it.

2. Meeting the Families To Be Interviewed

During your meeting with the 10 Cell Leaders, you should ask them to take you to meet the families with you will interview.

It is very important that they accompany you. You are not to go out on your own and look for the families. You are to be taken by the local 10 Cell Leader, who will introduce you to the family you will be interviewing. It is best for the 10 Cell Leader to explain the purpose of the survey, and to set a time for the interview. The 10 Cell Leader will accompany you to the household on the day of the interview. However, the 10 Cell leader should not listen to the interview, since this is confidential.

If a household that was chosen to be interviewed has moved from the area, ask your supervisor what to do next.

3. Explanation of the Survey

It is best if the 10 Cell Leaders are able to explain what our Project is doing in the village. You may need to remind them of some of the following information:

- You are conducting a survey of families living in the Kagera Region of Tanzania. The purpose is to learn about present health and living conditions. The survey is very important, because it will help government planners and other organizations improve the people's health and living standards.
- The village has been randomly selected to be representative of other similar villages in the Kagera Region. The households to be interviewed have been randomly selected based on the information reported in the village enumeration. Other neighboring villages and households have been selected in the same way.
- The survey is not concerned in any way with taxes, and all the information recorded will be regarded as confidential and covered by the obligation of statistical secrecy.

- The survey will take two rounds of interviews. The second round of interviews will take place two weeks after the first. After these interviews are over, the survey team will return six months later to interview the same households again.
- The project will be helping the village in a community-wide project; a gift will also be made to the families who give their time to us by participating in the survey.

#### 4. Selection of Interpreters

Our goal is to conduct all interviews in Kiswahili. You should make a great effort to encourage the respondent to use Kiswahili; it is better to explain a few difficult questions in another language than to change completely to the other language.

If no one in the household speaks Kiswahili well enough to interpret and no one in the team speaks the language of the household, you must ask the household to choose someone (for instance, a friend, neighbor or relative) to interpret for the interview. This person should be someone who speaks Kiswahili well and is trusted by the household, since the questions are confidential.

It is always best to use an interpreter chosen by the household, as this will help to ensure the confidentiality of the interview. If the household does not know anyone suitable, you must inform your supervisor, who will ask the village leadership to designate someone. The person chosen to translate should be a person who is respected in the community.

You should instruct the translator not to elaborate on the question asked, to be patient with the household members responding, and to remain neutral and professional in attitude toward the questions and answers obtained, and to maintain the confidentiality of the respondent and his or her answers.

If you do the translation yourself, you must be very careful to stick to the sense and meaning of the questions as they are written on the questionnaire.

If at all possible, the household interview should be conducted in Kiswahili. This is because great care has been taken to obtain the most precise translation of each question from English into Kiswahili to capture the exact intent and meaning. As soon as another language is used, either by the interviewer, or by someone else designated to serve in this role, the precision of each question in the questionnaire is compromised and an unknown bias may damage the quality of the information obtained.

In summary, certain problems can arise from the use of interpreters:

- It is difficult to know how good the translation is. It is possible that the respondent's friend who speaks Kiswahili does not speak it well enough to translate everything said during the interview, and he will not want to admit it.
- The interpreter may be so familiar with the household that he starts to answer for the respondent without asking the questions. In that case, you must politely remind the interpreter that it is the respondent that has been chosen for the interview, and that it is only his/her answers that you can write in the questionnaire.

#### 5. Kihaya Word Lists

In some cases, interviewers of Haya origin and fluent in Kihaya, will be forced to translate some questions or terms into Kihaya, because the respondent

does not know the Kiswahili term. For these situations, an annex to this manual contains lists of equivalent terms in Kihaya, for certain terms in Swahili.

Non-native Kihaya interviewers are not to use these lists! Word lists in other local languages will be prepared if they prove necessary.

## **B. Parts of the Household Questionnaire**

### **1. 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 members of the team. Some information will already have been written by your supervisor -- such as the name and number of the cluster, the household number and the name of the head of household.

When you arrive at the household, you must complete the box entitled FIRST ROUND OF SURVEY. Write your name and, in the space to the right, your interviewer number and the date of the interview. If the household is the same but the head of household is different than the name written in the questionnaire by your supervisor, you must first inform your supervisor, then write the name of the new head. Code the ethnic group of the head of household, the language of the interview, and indicate whether a translator is used.

For Round Two you must first fill out the box entitled SECOND ROUND OF SURVEY. Enter the date of the survey, which may be different than the date you agreed on at the end of the Round One interview. Next you must re-ask the questions that were circled in red by your supervisor. Completely erase the old answer and replace it with the new one. Do not add or change any other answers to Round One without telling your supervisor.

### **2. Round One**

Round One consists of Sections 1 - 10 of the household questionnaire, which includes pages 1 - 44 and three removable cards: the Household Roster; the Roster of Children Living Elsewhere; and the card for Section 10, Anthropometrics.

### **3. Round Two**

Round Two consists of Sections 11 - 20 of the household questionnaire, which includes pages 45 - 86.

### **4. Continuation Questionnaires**

The household questionnaires have enough space for only 12 persons. If your household consists of more than 12 persons, you will need second questionnaire. Please copy the household number, cluster, and head's name on the second questionnaire. The ID codes on each page of the second questionnaire will have to be renumbered by hand, from 13 to 24. The ivory-colored Household Roster card has space for persons 13 to 24 on the reverse side, so you should not complete a second Household Roster card for a continuation questionnaire, unless there are more than 24 persons.

The fact that you have used a continuation questionnaire is indicated both on the Survey Information Sheet (in the space called ROSTER following the Household Number) and on the continuation questionnaire itself.

In rare cases, a third and perhaps a fourth questionnaire may also be needed to complete the interview for all household members, or to complete the information requested in section 2, on children living elsewhere. If a third questionnaire is required the numbering scheme for a set of questionnaires pertaining to any given household would be 1/3, 2/3 and 3/3.

In order to anticipate the use of additional questionnaires and so that you will be fully prepared to complete the interview without unnecessary delay, it would be important for the interviewing team, including the supervisor, interviewers, and anthropometrist to review with the village leadership the list of sample households prior to conducting any household interviews to learn the approximate size of each.

### C. The Interview

The most important rule to follow during the interview is to **ask the questions exactly in the form in which they appear on the questionnaire.**

The questionnaire should be completed during the interview. Do not record the answers on scraps of paper and transfer them to the questionnaire later. Do not count on your memory for filling in the answers once you have left the household.

#### 1. Pace of the Interview

You must maintain the pace of the interview. Avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers, listen to the respondent and then lead him back to the original question. Remember that it is you who are running the interview and that you must be on top of the situation at all times.

#### 2. Objectivity of the Interviewer

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

You must also avoid any preconceived idea about the respondent's ability to answer certain questions or about the kind of answer he/she is likely to give.

#### 3. Private Nature of the Interview

All of the information collected is strictly confidential.

In principle, all of the 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.

The only exception to this rule is when a respondent is incapable of answering the questions, perhaps because he or she is too young or mentally handicapped. In these cases, ask the household head to indicate the household member who best knows the respondent to answer the questions for that respondent. For example, answers for a child are typically provided by his or her mother.

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

There are many sections of the questionnaire that are not "sensitive" for most households, for instance, the Household Roster, the sections on children living elsewhere, parent's characteristics, housing, education, and migration. Some households may be sensitive about the sections on household expenses and home consumption of food (Round Two). Most of the sensitive sections come at the end of the questionnaire. They are:

- Economic activities (Section 7, where the respondent is asked to declare income from his work or other sources);
- Farming and livestock activities (Section 11 and 12, where the respondent must declare income from farming and stock raising);
- Non-farm self-employment (Section 14, where he/she must declare his/her income from self-employment activities);
- Fertility (Section 9, where the respondent is asked to give information on all her pregnancies and on all of the children she has had);
- Remittances, loans and savings (Section 19); and
- Mortality (Section 20).

When you get to these sections you should explain again to the respondent that the answers are confidential. Ask him/her what is the best place in the house where you are least likely to be disturbed. If another adult "does not understand" and does not leave you alone with the respondent, you must use tact and imagination to try to get rid of the other person. We have addressed this issue in the "Notes and Instructions" section below.

Some interviewers have said that they feel that it is okay for a respondent's friends to sit in, or be present at, the interview. We do not agree. First, it is probably not true that this "friend" is really such a good friend. And it is not true that s/he "knows everything about me and all of my secrets" as the respondent says. You will often need to insist that the friend or visitor leave.

How can you do this? During the first meeting in the village with the village leaders and 10 Cell leaders, you need to explain that our interviews must be conducted in privacy. Even the 10 Cell leader must leave.

At the household level, you will need to persuade the respondent of the importance of our interview, and of our business. Our task is of great importance to our society and to the nation as a whole. You will need to "prepare the ground" for the interview, by explaining that we will be asking personal and confidential information, and that we will guard the confidentiality of this information. By "preparing the ground", we mean that you will carefully explain the purpose of the survey and to create a relationship of mutual respect with the respondent. You can say that you are under instructions not to proceed with the interview in a public way. Finally, you will have to repeat and repeat your arguments until the respondent complies. It will be a big mistake to start the interview with friends or family present.

#### 4. Establishing a Trusting Relationship with the Respondents

As much as possible, you should use a conversational tone while you are reading the questions. You must read the questions exactly as stated, but your eye contact with the respondent and your tone of voice is important in establishing a good relationship with the household members. Good eye contact is important, because you are learning about the respondent from his/her eyes, face, and body language. At the end of each question, we encourage you to look at the respondent while you are waiting for his or her reply.

You need to think about the answers you are receiving, and weighing them. Does the answer make sense in the context of this household and in the local environment? Most respondents will give truthful answers. However, you need to be on your guard for the respondent who is giving you false information, or who feels he can shorten the interview by either not telling you, or by making up a false story. When probing, you must be both "mpole na mkale", that is, you must be fully polite, but also firm in your desire to get a good and truthful answer. When a respondent does not give you truthful answers, you must make it clear in a polite way that you understand that the story you are hearing is not the real story, or full story. You may need to point out contradictions that you have understood.

If a respondent observes that you accept his first untruthful answers, then you can expect that you will get more false answers. As a result, you would be recording bad data, and none of us will be able to do our jobs. Please remember that you are there in the household and the village, to get good information that we can use for the betterment of your region and your country. If you accept false stories as answers, then you are failing to collect good quality data for us.

#### 5. Setting the Date of Round Two

Before leaving, thank all the members of the household who took part in the interview and fix a date for the Round Two interview in two weeks' time. You 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 cluster. When a date has been agreed upon, you should write it on the Survey Information Sheet, in the box called Round Two of the Survey, PROPOSED DATE.

#### D. After the Interview

After each visit to the household, you must fill out the SUMMARY OF SURVEY RESULTS on the second page of the questionnaire. For each visit and each section of Rounds One and Two, you should show the date on which you asked the questions and the result.

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

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

NOT RELEVANT means that the household should not be surveyed for that section. This can happen in only five sections: Section 9, if there is no woman (or no wives) aged 14 or over in the household, Section 11 (if the household is not engaged in any farm activities); Section 12 (if the household has no livestock); Section 13 (if the household has no fishermen); Section 14 (if the household members do not engage in any non-farm self-employment).

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

You must also complete the OBSERVATIONS sheet opposite the second page of the questionnaire. You should indicate on this page how far the respondents were willing to cooperate, the problems they had in answering any of the questions, any unfavorable circumstances, and any other comments you may wish to make for the benefit of the supervisor. You should write down these comments immediately after the interview, but never in the presence of the respondents.

#### **E. Suggestions for Your Professional Behavior**

Remember that you are representing the Kagera Health and Development Project, The University of Dar es Salaam and the World Bank. You must observe the following rules at all times:

- Be courteous towards everyone (the respondent and his/her family and friends, the supervisor, the other members of the team and anyone else involved). Your behavior can have an enormous influence on the opinions of people in the areas covered by the survey as to the value of the whole project.
- Avoid disturbing or upsetting anyone by your behavior.
- Be properly dressed, so that the respondent will be inclined to trust him, as a reliable and responsible person.
- Exercise patience and tact in conducting the interview, to avoid antagonizing the respondent or leading him/her to give answers that are not accurate.
- Never discuss the answers given by one household with the members of another household or with any other person except the team supervisor and the project management team. The project team has promised the Government, the village leaders and the households strict confidentiality and all team members must conduct themselves according to this code.

IV. HOW TO COMPLETE THE QUESTIONNAIRES

There are a number of basic principles that the interviewer should observe in completing the KHDS questionnaires.

1. Always read the questions exactly as they are written in the questionnaire.

After reading a question once in a clear and comprehensible manner, you should await the reply. If the respondent does not answer in the reasonable time, he has probably 1) not heard the question; or 2) not understood the question; or 3) does not know the answer. In any case, if there is no answer, repeat the question. If there is still no reply, you must ask whether the question has been understood. If the answer is 'No', you may reword the question. If the difficulty lies in finding the right answer, you should help the respondent to consider his/her reply.

2. Everything written in lower case letters should be read aloud to the respondent in Swahili. Anything written in capital (block) letters is an instruction to the interviewer, usually in English. Do not read it to the respondent.

For example:

- a) "LIST ALL CHILDREN WHO DO NOT LIVE IN THIS HOUSEHOLD, INCLUDING YOUNGSTERS AND ADULTS."

This is an instruction. Do not read it aloud to the respondent.

- b) "IS THIS PERSON LESS THAN 15 YEARS OLD?"

YES...1  
NO....2

This question is not to be read to the respondent; it requires an observation by the interviewer.

- c) "Where did you come from?"

VILLAGE IN KAGERA.....1  
TOWN IN KAGERA.....2  
DAR ES SALAAM.....3  
OTHER URBAN AREA  
  IN TANZANIA.....4  
OTHER RURAL AREA  
  IN TANZANIA.....5  
OTHER COUNTRY.....6

This question must be read in Swahili to the respondent and the interviewer should note the answer. However, the interviewer should not read the answers to the respondent because they are in block letters.

d) "For whom did you work in the last seven days? That is did you work for ...

- The government?.....1
- A state-owned company?.....2
- A private employer?.....3
- Cooperative unions?.....4
- Religious institutions?.....5
- The party?.....6
- Other? (SPECIFY).....7

In this case, the interviewer would read out both the questions and answers in Swahili, because everything is written in lower case letter.

3. The questionnaire is entirely pre-coded except for a few questions that will be coded in the office by the supervisors. You must write the code corresponding to the answer given by the respondent in the appropriate box, either below or at the side of the question. If the answer is an amount or a figure, write the amount in the box below the question. Here are two examples:

a) Question: "What kind of work did you do for most of your life?"

FARMING.....1	TRANSPORT.....4	+-----+
FISHING.....2	OTHER.....5	4
TRADER.....3		+-----+

Reply: "I have been a truck driver."

You will write the figure "4" in the box associated with this question, as shown.

b) Question: "How many other illnesses or injuries did you have in the past four weeks?"

ILLNESSES:	+-----+
	3
	+-----+

Reply: "3 illnesses." Write this figure in the box like this.

c) In the following example, the answer will be coded in the office. You have only to write down the answer.

"What different trades, businesses, industries, services, or professions were owned or managed by the members of your household during the past 12 months?"

1. _____	OFFICE USE:	+-----+
2. _____	OFFICE USE:	+-----+

4. A skip instruction tells the interviewer which question should be asked next.

a) If there are no special instructions, go to the next questions.

"7. Is this institution public or private?"

PUBLIC....1  
PRIVATE...2

Whatever the answer, go on to Question 8, the next question.

b) An arrow in parentheses (➤) after an answer code 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 respondent says "YES", write 1 in the box and go to Question 10, the next question. If the respondent says "NO", write 2 in the box and go to question 11.

c) An arrow followed by an instruction in a rectangle means that, whatever the reply, you must go on to the question or person shown.

"How much have you paid for all these visits during the past 12 months?"

AMOUNT: \_\_\_\_\_  
+-----+  
| ➤ NEXT PERSON |  
+-----+

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

5. You will often have to insert the name of a person, thing, or animal into a question. This is indicated by brackets ...[ ]...

a) Question: "What is the source of drinking water for your household?"

INDOOR PLUMBING.....1  
INSIDE STANDPIPE.....2  
WATER VENDOR.....3  
WATER TRUCK/TANKER SERVICE...4  
NEIGHBORING HOUSEHOLD.....5  
PRIVATE OUTSIDE STANDPIPE/TAP.6  
PUBLIC STANDPIPE.....7  
WELL WITH PUMP.....8  
WELL WITHOUT PUMP.....9  
RIVER, LAKE, SPRING, POND...10  
RAINWATER.....11  
OTHER (SPECIFY: \_\_\_\_\_) ..12

Reply: "Outside tap"

Later question: "How far is this ...[SOURCE OF WATER]... from your dwelling?"

You must replace the words in the square brackets by the words "outside tap", so that the question reads "How far is this **outside tap** from your dwelling?"

- b) In the section on livestock there is a list of the types of animals kept by members of the household, including cattle, sheep, goats, etc. For each type of animal the following question must be asked:

"How many ...[ ]... of all ages are owned by your household at present?"

You must ask this question several times, each time using a different animal.

"How many **cattle** of all ages are owned by your household at present?"

"How many **sheep** of all ages are owned by your household at present?"

"How many **goats** of all ages are owned by your household at present?" etc.

- 6. If the reply by the respondent is not in the list of answers written in the questionnaires, use the code number for OTHER. In that case, you will often be asked to give details.

- a) Question: "Why did you not work your usual hours in the past 7 days?"

OWN ILLNESS.....1	+-----+
ILLNESS OF FAMILY MEMBER.....2	
OVERTIME DUE TO ILLNESS OF OTHER EMPLOYEE.....3	+-----+
OTHER OVERTIME.....4	
PUBLIC OR RELIGIOUS HOLIDAY..5	
VACATION.....6	
FUNERAL/MOURNING PERIOD.....7	
OTHER REASON.....8	
(SPECIFY: _____)	

Reply: "Because of heavy rains, the bridge was broken and I was unable to walk to work."

You must put 8 in the box and write "HEAVY RAINS" on the line.

- b) Question: "What contraception method are you and your partner using at present?"

ABSTINENCE .....	1	+-----+
RHYTHM.....	2	
WITHDRAWAL.....	3	+-----+
DOUCHE.....	4	
CONDOMS.....	5	
SPERMICIDE.....	6	
DIAPHRAGM.....	7	
PILL.....	8	
IUD.....	9	
INJECTION.....	10	
FEMALE STERILIZATION.....	11	
MALE STERILIZATION.....	12	
OTHER.....	13	

Reply: "We are using a powerful medicine which we bought from the local traditional healer."

In this case, all you need do is to write 13 in the box because there is no "SPECIFY: \_\_\_\_\_" instruction.

7. When you need to write the name of a person, place or thing, always write very legibly in capital (BLOCK) letters.

- a) This instruction is particularly important for the household roster, because the names have to be put into the computer.
- b) It is also important to write clearly in capitals when the coding will be done in the office. If the answer cannot be read, the supervisor cannot code it.

8. When asking about distances, if there is no other instruction, round off the reply to the nearest one place after the decimal point. Thus,

0.00 to 0.04 mile	= 0.0 miles
0.05 to 0.14 mile	= 0.1 miles
0.15 to 0.24 mile	= 0.2 miles
0.25 to 0.34 mile	= 0.3 miles

Similarly:

1.00 to 1.04 mile	= 1.0 mile
1.05 to 1.14 mile	= 1.1 miles
1.15 to 1.24 mile	= 1.2 miles
1.25 to 1.34 mile	= 1.3 miles

9. Do your best to avoid the reply "I don't know" by helping the respondent to consider his answer.

In this manual there are many examples of questions that can be asked to help the respondent estimate 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 cannot give an answer. In that case, write "DK" in capital letters in the box reserved for the answer. There should be few such cases. All "DK" will be reviewed by the supervisor.

10. When recording an amount of money in Tanzania Shillings, write only the amount.

Do not write the symbol /= and do not write Tshs on the questionnaire. Also, do not write commas. For example, to write 5,000 Tanzania Shillings write: 5000 . Do not write 5,000/= or 5000 Tshs.

Always record the answer to the nearest whole shilling. Do not record cents.

V. A GUIDE TO THE HOUSEHOLD QUESTIONNAIRE

The household questionnaire has 20 sections, each with one or more sub-sections or "parts". Sections 1-10 are completed during Round One and Sections 11-20 are completed during Round Two. This chapter of the interviewer's manual discusses each of the 20 sections of the household questionnaire. For each section of the questionnaire, the manual presents four kinds of information.

- the purpose of the section
- the respondents for the section
- definitions that are applicable to the entire section
- instructions for specific questions

RESPONDENTS are the persons who are supposed to answer the questions. Not all sections of the questionnaire are asked of all respondents. For example, some sections are asked of the head of the household. Other sections are asked of all persons 15 and older. Please try not to use proxy respondents. Usually these people do not have the first-hand knowledge of the lives of the other household members. It is vital that when we ask that each household member respond, that you make every effort to interview the real respondent, not a proxy. The only exception to this rule is when the respondent is incapable of answering the questions, perhaps because he or she is a child or is mentally handicapped.

The INSTRUCTIONS will indicate questions for which probing is often necessary and suggests how to probe for the answers. In order to collect high quality information, all interviewers and supervisors must have:

- the same understanding of what a question means;
- a standard manner of asking the question; and
- a standard manner of probing for the best possible answer.

A. Section 1: The Household Roster1. Purpose

The purpose of this section is to identify every person who will be considered a member of the household and will be interviewed. Section 1 also collects basic information, such as age, sex, and marital status of everyone who normally eats and sleeps in the dwelling.

Section 1 has two parts: (1) a removable ivory-colored card, called the Household Roster; and (2) an introduction and 12 questions on page 3 of the questionnaire.

2. Respondent

The respondent for Section 1 is the HEAD OF THE HOUSEHOLD. The head of the household is the person identified by the household members themselves as the head. 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 the household can be male or female.

When determining who is household head, pay attention to the customs and traditions of the area in which you are interviewing. Do not be prejudiced in thinking that only a man can be a household head. In Ngara, if the male head dies, the first wife will often replace him as the head of the household.

If the head of the household is absent on the day of the interview, you must try to re-schedule his interview during the week of Round One. If he isn't available at all during Round One but will be returning during Round Two, you should obtain a list of household members from a PRINCIPAL RESPONDENT. The person selected as a principal respondent must be a member of the household and capable of giving all the necessary information. You can then interview all household members except the head during Round One and interview the head during Round Two.

If the head will not be available to answer during either round, then you must find a proxy respondent to answer for him. Naturally, the proxy will not give information that is as accurate as the information that the head could give. However, the answers of the proxy are still better than no answer at all. Try to select someone as a proxy who knows the most about the head's economic activities.

YOU MUST NEVER ASK THE SUPERVISOR TO REPLACE A HOUSEHOLD MERELY BECAUSE THE HEAD WILL NOT BE AVAILABLE TO INTERVIEW. As long as some of the members of the household are present, the household must be interviewed.

### 3. Definitions

A HOUSEHOLD is one or more persons who have usually slept in the same dwelling and taken their meals together during at least three (3) of the twelve (12) months preceding the interview. A DWELLING is the house, houses or apartment in which the household members are presently living.<sup>1</sup>

There are four exceptions to this definition:

- The following persons are household members, even if they have spent fewer than 3 months in the household:
  - (1) the person identified as the head of the household;
  - (2) persons who just joined the household and expect to be long term residents, such as newborn infants aged less than three months or new spouses.
- The following persons are not household members, even if they have slept in the same dwelling and taken their meals with the rest of the household for the entire 12 months before the survey:
  - (3) tenants and boarders; and
  - (4) mkataba servants.

A BOARDER or TENANT is someone who pays for food and lodging. If a paying guest lives with the household being interviewed, he/she is not part of that household. You will often need to probe to see if a person is a household member or a tenant. Some tenants pay in kind rather than cash, and this can lead to confusion.

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<sup>1</sup> Dwelling, in Swahili, is "maskani", from "kusakini".

An MKATABA SERVANT is a servant who has a contract with the family, and is paid in cash or in kind according to that contract. The contract may be written, or it may be an unwritten verbal agreement. Usually a contract is for a certain length of time, such as one year.

A MAKUBALIANO SERVANT is not a blood relation to the head or his wife but lives and eats meals with the household, and works for household, either in the house, in the fields, or with the livestock. However, in contrast to the mkataba servant, the makubaliano does not have a written or a verbal contract with the household. Any compensation received by the makubaliano servant is arbitrarily determined by the household head or other household members and is more like a gift than a payment for services. If this makubaliano servant has been present in the household for at least three months of the past 12 months, then s/he is a household member.

The category UNRELATED PERSON is a person who is not a blood relative to the head and not a servant, but who lives with the household. If this person lived with the household for at least three months of the last 12 months, then he/she is a household member. Examples are students or friends who live with the household over the long term.

There are many different types of HOUSEHOLD. For example:

- a household with a head, his wives and children, his father, nephew, and other persons, whether blood relations or not, who have slept in the same dwelling and taken their meals together for three of the twelve months preceding the interview;
- a household with a single adult;
- a household with a married couple, with or without children.

The household may include several persons who are blood relatives. However, it will only include the members of the extended family who live and take their meals together in the same dwelling for at least three of the last twelve months before the survey. Relatives who do not satisfy this criterion cannot be considered household members for the purpose of the survey. To avoid confusion for the respondents, the interviewer must be careful to read the instructions opposite page 3 of the questionnaire, and to use the term "kaya" for household, not "familia". If the term "kaya" is not understood, then you need to explain its meaning, and differentiate the term from "familia".

#### 4. Instructions

The Household Roster and Section 1 are completed in three steps.

##### Step 1: Preparation

Remove the ivory-colored Household Roster card from the back pocket of the questionnaire and copy the cluster and household numbers in the spaces provided. Then copy the name and ID code (when you know it) of the respondent opposite page 3 of the questionnaire. Slip the ivory card into the back pocket of the questionnaire until it extends to the left of the questionnaire, and the lines for the names of the household members, and their ID codes, can be seen.

Step 2: Questions 1-3

Read aloud the introduction opposite page 3 of the questionnaire. The respondent is asked to give you the names of all the people who usually sleep in the dwelling and take their meals together. The order in which people are to be recorded is laid down in the instructions:

- The first person must be the head of the household, even if he/she is not the respondent and even if he/she is absent;
- Next come the members of his/her immediate family (wives/husband and children) who sleep in the dwelling and take their meals together. If there is more than one wife, start with the first wife, followed by her children in order of age, then the second wife and her children in order of age, and so on.
- Other persons related to the head of household and his/her husband/wife who sleep in the dwelling and take their meals together; and
- Unrelated persons who sleep in the dwelling and take their meals with the household.

Write the name of each person mentioned on the ivory card and note their relationship to the head of household in questions 2 and 3. Make sure to write the names legibly in block letters.

Step 3: Questions 4-12

Now ask questions 4 to 12 about each of the people on the list from the first question. You must get to question 12 each time before going on to the next person on the roster.

Questions 4-6: Age. Age and date of birth are among the most important pieces of information for the survey.

- If the head knows the exact date of birth of the person, write code 1 in question 4 and the date of birth in question 5. Then calculate the person's age. Confirm this age with the respondent before writing it in question 6.
- If the head knows only the year of birth, write code 1 in question 4 and the year in question 5. Leave the month and day columns blank.
- If the head does not know the date or year of birth, write code 2 in question 4 and ask respondent to estimate the person's age in question 6.

Write only the last two digits of the year of birth, dropping the numbers 19 from the year. For example, write 42 instead of 1942 as the year of birth. If the respondent can give the complete date of birth, make sure that you record two digits for the month and date, adding zeroes to the beginning, if necessary. For example, for May 3, 1990 write:

```
+-----+
|03|05 | 90|   and not   | 3 | 5 | 90|
+-----+               +-----+
```

If the household member was born in 1890, record the last two digits of the year only.

Age must be recorded in years for persons aged five (5) years or more, and in years and months for those under 5 (question 6). The age is that on the day of the interview. If, for example, the respondent's eighteenth birthday falls the day after the interview, you must record 17 as the respondent's current age.

If the respondent does not know his/her age, you must make an estimate by reference to the events that have taken place in his life or that of the community (village, town, district, region) or the world, such as the independence of Tanzania or the World wars. Intensive probing is required to obtain the complete date, month and year of birth. Often families will refer to refer events such as:

- Community events/weather conditions
- Religious occasions/holidays
- Public holidays eg. Independence Day, Union Day, Iddi ul Fitr, Idd ul Hajj, Maulid Day, Christmas, Easter, New Years
- Regional disasters
- Birth intervals
- World events e.g. World War I,II
- The famine which occurred in Tanzania after World War II, in 1946 and 1947, was called "ikambura mabati."
- National independence in 1961.
- The birth of TANU.

Interviewers have suggested these additional questions in order to estimate the age of household members:

- Ask when the household member got married, then add the age of the oldest child to the age of the parent when s/he was married. (However, if the oldest child was born several years before or after the marriage, this method can lead to large errors.)
- Compare the age of the household's child with that of a neighbor's child, an age-mate, or playmate.
- Establish the dates of specific events in a given location where the interview takes place and ask how old the member was when the events occurred.

Questions 7-9: Marital status. PRESENT MARITAL STATUS is the marital status on the day of the interview. You must read each category to the respondent; otherwise he/she will reply, for example, that he is a bachelor instead of divorced or separated. MARRIED includes all types of marriage (for example, civil, traditional or common law). There is no term for widower (a man who has lost his wife) in Kiswahili. Both widows and widowers should be given code 5 (MJANE).

If the husband or wife is listed in question 1, on the ivory card, write their identification code in question 9. The IDENTIFICATION CODE is located to the right of the 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 throughout the questionnaire and across all waves of the survey. If a man has several wives, record the ID code for the first wife in question 9. For each of the wives, record the ID code of the husband in question 9.

For example, suppose that the head has two wives and they have ID codes 02 and 07. Write 02 for the answer to question 9 for the head, and write 01 for the answer to question 9 for both wives:

<u>ID CODE</u>	<u>PERSON</u>	<u>ANSWER TO Q 9</u>
01	(Head)	02
02	(First wife)	01
07	(Second wife)	01

Questions 10-12: Household membership. In question 10, we want to know how many months the person in question has been away from home, to help identify whether he/she is a household member. If a person has been resident for 3 months or more, then he/she has been absent for 9 months or less. For example:

<u>MONTHS IN HOUSEHOLD</u>	<u>MONTHS AWAY</u>	
12	0	
11	1	
10	2	
9	3	
8	4	
7	5	
6	6	
5	7	
4	8	
3	9	
+-----+-----+		
2	10	<----- THESE PERSONS ARE NOT HOUSEHOLD MEMBERS
1	11	
0	12	
+-----+-----+		

- If the person has been present 3 months or more, then the answer to question 10 will be between 0 to 9. You will skip to question 12 where you will classify the person as a household member (code 1), unless he/she is a tenant, boarder, or other visitor.
- If the person has been present for less than 3 months, then the answer to question 10 will be 10, 11 or 12. You will then go to question 11. The answer to question 11 will help you decide whether the person is a household member.

Question 11 is asked only about persons who spent fewer than 3 months with the household. (That is, they were away from home for 10,11 or 12 months.) Examples are newborn babies less than 3 months old or new wives who joined the household less than three months ago, but who intend to stay with the household until your next visit, in 6 months. Someone might also come to join the household for many months to nurse a person with a very long illness. Question 11 asks: "Do you expect that .[NAME].. will be residing here when I return 6 months from now?"

- If the respondent expects the person to stay with the household until you return in 6 months' time, then the answer to question 11 will be YES (code 1). You will go to question 12 and record the person as a household member (code 1).
- If the respondent says that the person will not be staying with the household until you return in 6 months' time, then the answer to question 11 will be NO (code 2) -- unless the person is the head of

the household. You will go to question 12 and record that the person is not a household member (code 2).

Question 12 is where you must decide whether the person is a household member. To help you decide, the rules are summarized to the right of question 12, in a box of instructions for the interviewer.

- THE HEAD IS ALWAYS A MEMBER. (This is the person with ID code 01).
- MKATABA SERVANTS AND TENANTS/BOARDERS (CODES 13 AND 14, QUESTION 3) ARE NOT MEMBERS.
- IF THE ANSWER TO QUESTION 11 IS NO (CODE 2), THE PERSON IS NOT A HOUSEHOLD MEMBER.
- EVERYONE ELSE IS A MEMBER. (That is, everyone else will have an answer of 0 - 9 in question 10 or an answer of YES (code 1) in question 11, so they are members.)

Wave 1 column on the ivory Household Roster card. If the person is a household member (code 1 in question 12), then look for the column for WAVE 1 on the left side of question on the ivory Household roster card. Write an X in the first column of the ivory card and copy the person's age in completed years (from question 6) in the second column, under WAVE 1. If the person was less than one year old, the age in completed years is 0. Do not copy the number of months onto the household roster card.

```
+-----+
| ALL OF THE PERSONS WITH AN X IN COLUMN ONE OF THE IVORY |
| CARD ARE HOUSEHOLD MEMBERS. THESE ARE THE PERSONS ABOUT |
| WHOM YOU WILL ASK THE QUESTIONS IN THE REST OF THE    |
| QUESTIONNAIRE.                                          |
+-----+
```

#### Completing the Ivory Household Roster

There is some other information on page 3 (Section 1) of the questionnaire that must be copied onto the ivory-colored Household Roster. To the right of the IDENTIFICATION CODES are columns for SEX, DATE OF BIRTH and STATUS CODES.

```
+-----+
| PLEASE COMPLETE THESE COLUMNS AT THE END OF THE      |
| INTERVIEW. THIS IS NOT NEW INFORMATION AND IT IS NOT  |
| POLITE TO MAKE THE RESPONDENT WAIT FOR YOU TO        |
| COMPLETE THE REST OF THE IVORY CARD.                  |
+-----+
```

At the end of the interview copy the following information for each household member onto the ivory card:

- The code for SEX (male is code 1, female is code 2) in the first column, from question 2 of Section 1.
- The MONTH and YEAR of birth in the second and third columns, from question 5 of Section 1. IF THE MONTH AND YEAR OF BIRTH ARE MISSING FROM QUESTION 5, LEAVE THESE COLUMNS BLANK. DO NOT CALCULATE THE YEAR OF BIRTH FROM THE PERSON'S AGE.
- In the Box for STATUS CODES and the column for wave 1, write code 2 (NEW MEMBER) for every household member.

**B. Section 2: Children Living Elsewhere**1. Purpose

This section collects information on the schooling and occupation of all children who are living away from the household, and who are not household members. These children may be the children of the head or of any other household member, including, for example, the grown children of elderly household members.

2. Respondent

All household members with children living elsewhere are respondents. Respondents to this section, both men and women, should be interviewed in private. In order to get correct information from each person, you should emphasize again that the information is confidential.

3. Instructions

Put the pink card of Children Living Elsewhere under Section 2 so that the pink card's CHILD CODE is next to the CHILD ID CODE in Section 2 of the questionnaire. After completing question 1 on the opposite page, make a complete list of all children residing elsewhere of all household members. These "children" may range in age from infants to fully grown adults. Grandchildren living elsewhere are not to be reported unless their parents are in the household.

Question 16. Intensive probing may be needed in order to answer this question, since it is about the job of someone who is not living in the household and who is not available to answer the questions. You may have to consult brothers, sisters or close friends of the children residing elsewhere. Daughters who have married and moved away from the area require extra probing to know about their employment.

**C. Section 3: Information on Parents**1. Purpose

This section collects information on the schooling and occupation of all parents of members of the household. The parents may be living elsewhere or may have died (for example, the parents of orphans).

2. Respondent

All household members are respondents. Adults may provide the information for small children.

3. Instructions

Questions 3 and 11. If the respondent does not know whether his/her parent is still alive, write "DK" as the answer, and skip to question 6.

Questions 5 and 13. SAME PLACE AS HOUSEHOLD means in the same town or village as the household being interviewed. An URBAN AREA is a city or a town. Examples of towns in Kagera are: Bukoba, Muleba town, Biharamulo town, etc. Examples of urban areas in Tanzania other than Dar es Salaam are: Arusha, Morogoro, Mwanza, etc.

Questions 7 and 15. The HIGHEST GRADE COMPLETED is the last grade actually finished, not the last grade attended. See the description of the schooling codes in Section 5 below.

Question 9. The NATURAL MOTHER is the woman who gave birth to the person in question.

Questions 17, 18, and 19. If the answer to Question 17 is YES, then the person is under 15 years of age. With a YES answer, you go on to question 18: "ARE BOTH OF THE PARENTS ABSENT?" If both of the parents are absent, then the may be an orphan or may be living away from both parents. In that case, ask question 19 to the head of the household about the household member, since the child may not be able to give accurate information.

**D. Section 4: Main Activities of the Household**

1. Purpose

This section collects information on the major economic activities of the members of the household and who among the household members is the most knowledgeable about each activity. You and your supervisor will be referring back to this section later.

2. Respondent

The respondent is the head of the household.

3. Definitions

UJUZU means both "ujuzi" and "ufundi", covering people who are self-employed in both unskilled and skilled trades.

UTAALAMU and MTAALAMU WA KUJIAJIRI are licensed professions. This means that a person has completed the educational requirements for the profession and has been licensed to practice by the state or by a professional society. Examples would include lawyers, accountants, and medical doctors. However, these questions are only concerned with persons exercising their professions in a self-employed capacity. That is, they must be in private practice. For example, a lawyer who is fully employed by the government or by a private firm should not be recorded in questions 7-9.

4. Instructions

Questions 7 and 8. These questions ask about businesses owned by household members or professions/skilled trades (other than farming) in which household members are self-employed. Examples would include: restaurants or dukas owned by members of the household; a shoe-repair business owned by a household member; a household member self-employed in a skilled trade such as carpentry, masonry, or tailoring; a traditional healer; a bicycle -maintenance shop owned by a member of the household; and so forth.

Question 7 asks whether the household has any of these businesses or professions. If the answer to any one of these types of businesses or professions is YES in question 7, then the respondent is asked to provide a list of all of them in question 8.

Question 10. Occasionally you may interview a household in which the person who does the shopping and preparation of food is not a member of the household. In this case, for question 10 you should write in the box for the ID code of the person, the number 99.

E. Section 5: Education1. Purpose

This section collects information on the education and training of all members of the household over the age of 7 years. For children who are currently enrolled in school, it collects information on the type of school, on the amount paid by the household for the child's education and on any assistance the household receives to pay school expenses.

2. Respondent

The respondents for this section are all household members 7 years and older. The parents of children attending school will often have to be consulted to obtain accurate information about schooling expenses.

3. Instructions

Question 5. The HIGHEST GRADE COMPLETED is the last full grade completed, not the one in which the respondent is currently enrolled. For instance, if the respondent is currently enrolled in the third year of primary school, the highest grade completed is P2. The codes for the grades are as follows:

NONE	No schooling completed. Also to be used for children who have only completed kindergarten.
ADULTED	Adult education classes only; no other formal schooling completed.
KORANIC	Koranic schooling only. If both Koranic and formal schooling, then use codes for formal schooling.
P1 - P8	First through eighth year of primary school.
S1 - S4	First through fourth year of secondary school.
A1, A2A Level	
U1 - U8	First through eighth year of university. If the respondent attended graduate school, these years should also be counted. A bachelor's degree is normally a four-year course of study, a master's degree can be one or two years, and a doctorate is generally four years.

Question 6. TECHNICAL AND PROFESSIONAL TRAINING includes, for example, courses in accounting, secretarial courses, teacher training, etc. Training in professional schools, such as medical school or law school are also included.

Question 10. This question requests the actual number of hours spent in school in the last 7 days, not the usual number. The answers should reflect absences from school for holidays, illness, vacations, funerals, tardiness, vagrancy or any other reason.

Question 14. This question asks about the distance between the household's dwelling and the school attended by the child. If a household member attended a very distant school during the past year (for example, in Dar es Salaam or Kampala), even as a boarder, please report the estimated distance to this school.

Schooling expenditures (Questions 18-28)

There are four sets of questions in Section 5 where you may be asked to record information on schooling expenditures for a member of the household. They are:

- Question 18                      Expenditures by household members for the student's schooling, in the past 12 months
- Questions 19-22                Value of sponsorships for the student in the past 12 months, by outside organizations.
- Questions 23-25                Expenditures by persons outside the household for the student's schooling in the past 12 months.
- Questions 26-28                Value of in-kind contributions to student's schooling from organizations in the past 12 months.

If a person (instead of an organization) gave the student a contribution in kind (for example, an uncle in Nairobi sent textbooks as a contribution), then you should record that information in questions 23-25, on individual contributions from outside the household.

No expenditure should be entered in more than one of these groups in Section 5. For example, you should never enter the same expenditure in questions 19-22 and in questions 26-28, both.

The expenditures may include those for the current school year and also for the previous school year, provided that they fall within the past 12 months. For example, if the interview takes place in November of 1991, the school expenses for the first term of the current school year will be included, along with those for the second half of the last school year.

Questions 18 and 25. The schooling expenditures made by household members in the last 12 months for children living in the household who attended school are recorded in question 18. The schooling expenditures made by other persons on the pupil's behalf are recorded in question 25. In each of these questions, there are seven columns in which to record itemized expenditures, and an eighth column in which to record the total amount spent by household members in the past 12 months. The rules for recording information are as follows:

1. If you know the amount spent on an item, record it in the correct column (columns A - G).
2. If nothing was spent on an item, write 0.
3. If the respondent cannot provide itemized expenditure, include the non-itemized amount in the total (column H) and leave the columns for the items included as blank.
4. Always write a TOTAL amount in column H. This should be the sum of all items A-G and all other non-itemized amounts.
5. If there was an expenditure on an item but the respondent doesn't know the amount, write "DK" in the column. But this cannot be included in the TOTAL column, since the respondent doesn't know what the amount was.

**EXAMPLE 1.** The following expenditures were made on behalf of student with ID code 03 by household members in the last 12 months: 300/= for the UPE fund; 2,000/= for a uniform; 3,200/= for books and school supplies; nothing for transportation to school; nothing for boarding and lodging; 8,000/= for school fees; and 5,000/= for extra tutoring. The answers to question 18 are:

A UPE fund?	B Uniforms/ sports cl	C Books/sch supplies	D Trans- port	E Board/ Lodging	F School fees	G Other	H TOTAL
300	2000	3200	0	0	8000	5000	18500

**EXAMPLE 2.** In another household, members have made schooling expenditures for a student who is member of the household: 300/= for the UPE, 8000/= for the school fees, and a total of 6500/= on uniforms and school supplies (they cannot itemize the 6500/=). The student lives at home, so the household paid no transportation or lodging/board for him or her. The answers to question 18 are:

A UPE fund?	B Uniforms/ sports cl	C Books/sch supplies	D Trans- port	E Board/ Lodging	F School fees	G Other	H TOTAL
300			0	0	8000	0	14800

**EXAMPLE 3.** In a third household, the head gave the student 15,500/= with which to pay for all school supplies, uniforms, etc. for the next school year. In this example, the respondent has not been able to itemize, so we write the total amount in column H.

A UPE fund?	B Uniforms/ sports cl	C Books/sch supplies	D Trans- port	E Board/ Lodging	F School fees	G Other	H TOTAL
							15500

**Question 22.** A SPONSORSHIP is a cash contribution to the schooling of a household member from an organization. The value of a sponsorship in the last 12 months may include part of one or two school years. If during the last school year, the student in question received a sponsorship but is not receiving one for the current year, ask how much the monthly scholarship payments were and the number of months in the past 12 months that the sponsorship was received and calculate the total.

If during the past 12 months the person had two sponsorships of different amounts, the total amount received from each must be calculated, taking into account the number of months in each case.

Other sections where you must record schooling expenditure

You should not count twice any expenditure within section 5 (the schooling section). However, there are other parts of the household questionnaire where you must record these expenditures again:

- Cash *sponsorships or in-kind contributions* for schooling from an organization or institution (questions 19-22 and 26-29) should also be recorded in section 16, part C, "Receipt of Assistance" (page 59).
- *Expenditures by persons outside the household* for the student's schooling should also be recorded as an incoming gift or loan for the student in section 19, part A.

THESE ARE THE ONLY TWO PLACES WHERE YOU SHOULD RECORD EDUCATIONAL EXPENDITURES A SECOND TIME -- SECTIONS 16C AND 19A. The expenditures made by household members for the student's schooling are NOT recorded a second time. NO EXPENDITURES FOR SCHOOLING SHALL BE RECORDED IN SECTION 18A OR 18B.

**EXAMPLES:**

<u>Item</u>	<u>Where recorded:</u>
• School uniform donated by Social Welfare Office	Section 5, questions 26-28 Section 16C, line 30
• Contribution to UPE fund by uncle living in Dar	Section 5, questions 23-25 Section 19A
• Exercise books paid for by a household member	Section 5, question 18C
• School lunches contributed by World Vision	Section 5, questions 26-28 Section 16C, line 33
• Textbooks purchased by a relative in Nairobi	Section 5, question 25C Section 19A

**F. Section 6: Health**1. Purpose

This section collects information on the illnesses suffered by household members in the 4 weeks before the interview. Questions are asked about the use of health care for the illness, the symptoms of the illness and the cost of treatment. The section also collects information about recurring health problems that have lasted at least six months.

2. Respondent

All household members are to respond to the questions in this section. Parents or other responsible adults may respond for young children. Knowledge of an illness is very personal information. For this reason, you must make an appointment in order to ask each household member this section. If a household member is not available during Round One to answer these questions but will be available during Round Two, you should leave that member's line blank and ask the questions during Round Two.

If the household member has been away and will not be returning in time for Round Two, then you must use a proxy respondent. Sometimes, because the household member has been away for such a long time, the proxy will not be able to know whether the missing member has been sick in the past 4 weeks. In that case, you will have to write DK in question 1 of Section 6A and skip to Section 6B, question 1. If the proxy respondent doesn't know the answer to question 1 of Section 6B, then you should write DK and skip to questions 7 - 10 of Section 6B.

### 3. Instructions

#### Recording health expenditure

There are many questions on expenditures on health care for the illness or injury that occurred in the past 4 weeks in Section 6A:

<u>Questions</u>	<u>Type of expenditure</u>
• Questions 21, 33, 45, 53	Hospitalization costs (including private rooms, laboratory tests, food, etc.) for the illness or injury
• Questions 23, 35, 47, 50	Medical consultation fees for the illness or injury
• Question 56	Transportation for all medical care associated with the illness or injury
• Question 57	Cost of all medicines for the illness or injury, including traditional medicines
• Question 71	All medical expenditures in the past 4 weeks for other illnesses or injuries

In Section 6B, question 6 asks about all expenditures in the past 4 weeks on chronic conditions, including the cost of treatment, consultations, transport, medicines and other expenses associated with the condition, provided that the expenses occurred in the past 4 weeks.

Each of these types of expenditure should be included only once in Section 6. For example, expenditures on medicine or transportation for the illness episode in the past 4 weeks should not be included in the expenditures on hospitalization in Section 6A (questions 21, 33, 45, 53), since they are recorded in questions 56 and 57 of Section 6A. Any expenditure reported in Section 6A should not be reported again in Section 6B.

In each of these questions, you should record all expenditures for the respondent's illness or injury, even if the expenditure was made by a person or an organization outside the household. This should include expenditures made by members of the household AND expenditures made by persons or organizations outside of the household for the respondent's illness or injury. For example, if the household spent 2000/= on medicines for the sick household member and other relatives who are not household members contributed an additional 5000/=, then the amount reported in question 57 should be 8000/=.

You should record the amount of total expenditure contributed from persons or organizations outside the household for the respondent's illness or injury in question 60. Using the example from the previous paragraph, the total amount spent on medicines would be 8000/= in question 57 and the total

amount contributed from outside of the household would be 5000/= in question 60. This means that expenditures made by persons outside the household are actually recorded TWICE in Section 6 -- in the relevant question on the expenditure item and then again in question 60. However, an expenditure made by household members should be counted only once within Section 6.

#### Part A: Acute Illness in the Past 4 Weeks

REFERENCE PERIOD: Part A collects detailed information on an illness or injury that occurred in the 4 weeks before the interview but that began less than 6 months ago. The following illnesses or injuries would be included:

- (a) An illness or injury that began and ended within the past 4 weeks (that is, one that began 3 weeks ago and ended 2 weeks ago).
- (b) An illness or injury that began within the past 4 weeks and is still afflicting the respondent on the day of the interview.
- (c) An illness or injury that began earlier than 4 weeks before the interview, but ended within the past 4 weeks.
- (d) An illness or injury that began earlier than 4 weeks before the interview and is still afflicting the respondent on the day of the interview.

For examples (c) and (d), if the illness began a very long time ago -- six months or more -- then Part A will not be completed for that illness episode. Illnesses that began 6 months ago or more are considered CHRONIC ILLNESSES. Information is collected on chronic illnesses in Part B. Questions 2-6, at the beginning of Part A, will help you to decide automatically whether the respondent should complete Part A or proceed directly to Part B.

Question 1. If the respondent has had more than one illness in the past 4 weeks, use code 1, ILLNESS, and ask questions 2-68 of Part A about the most recent illness in the past 4 weeks. You should record information about all other illnesses and injuries in the past 4 weeks in questions 69-71.

If the respondent has had both an illness and an injury in the past 4 weeks, use code 1, ILLNESS, and answer questions 2-68 with respect to the illness.

If the respondent has had no illnesses but more than one injury in the past 4 weeks, use code 2, INJURY, and ask questions 2-68 of Part A about the most recent injury.

Questions 2, 5 and 7. Questions 2 and 5 ask how long ago the illness or injury began. In examples (a) and (b) above, the illness/injury began within the past 4 weeks, while in examples (c) and (d) it began even earlier. Note the difference between these questions and question 7, which asks for how long the respondent suffered from the illness. The answers to questions 2 or 5 and 7 will be the same only if the respondent is still suffering from the illness or injury, as in examples (b) and (d). Otherwise, the illness or injury will have ended and the answer to questions 2 or 5 will be greater than the answer to question 7.

Question 8. Record the first five symptoms named by the respondent. If there are fewer than five symptoms named, leave the remaining columns blank. Although you should probe for additional symptoms, please do not suggest any specific symptoms to the respondent.

Question 9. USUAL ACTIVITIES means the work or duties that are performed regularly, including housework and schooling.

Questions 12-53. These questions collect information on three or more consultations at health facilities, beginning with the first facility or place consulted. You should begin with the first place visited for the illness or injury EVEN IF THE CONSULTATION OCCURRED MORE THAN 4 WEEKS AGO. Questions 12-47 collect detailed information on the first three places visited. If more than three places were visited, the information is summarized for all other visits in questions 48-53.

Questions 15, 27, 39. If the respondent saw more than one type of practitioner at the place visited, write the code for the person with the most training.

Questions 17, 29, 41. If the respondent used more than one mode of transport, write the code for the mode used over the greatest distance.

Questions 21, 33, 45. These questions ask about all expenses connected with an overnight stay at a health establishment. You should INCLUDE in this category: admission fees, room fees, the cost of food, laboratory exams, medical procedures. DO NOT INCLUDE: the cost of outpatient consultations, medicines or transportation.

Questions 23, 35, 47. These questions are about expenditures on outpatient visits. OUTPATIENT VISITS are visits that do not result in the patient spending the night in the establishment. You should INCLUDE in this category: outpatient consultation fees and any fees connected with medical treatment. You should include both payments in cash and the value of payments in kind. However, DO NOT INCLUDE: the cost of hospitalization (if it also occurred), medicines or transportation.

Question 56. This question asks about all expenditures on transportation to medical care for the respondent's illness or injury. Include all trips connected with the single episode of illness or the injury being discussed. You should make sure to probe for the costs of transport to all of the facilities and health providers that the respondent consulted. DO NOT INCLUDE transportation connected with other illnesses or injuries that occurred in the past 4 weeks. Record only those expenditures by the household, not expenditures by persons outside the household.

Question 57. This question asks about all expenditures on medicines for the respondent's illness or injury. Include all payments, in cash or in kind, for all modern and traditional medicines used to treat the single episode of illness or the injury being discussed. Make sure to probe for the expenditures on medicines obtained at health establishments, at private pharmacies, and from traditional healers. DO NOT INCLUDE medicines for other illnesses or for other persons.

Questions 65 and 66. These questions ask the respondent about the diagnosis of the health practitioner (question 65) and the respondent's own opinion about his/her illness (question 66). THE INTERVIEWER SHOULD NOT ATTEMPT TO HELP THE RESPONDENT TO DIAGNOSE HIS/HER ILLNESS. You should ask the respondent what illness he was suffering from and faithfully record the answer, even if you do not agree.

Question 71. The expenditure questions up to question 70 of part A ask about expenditures that were made at any time for an illness that occurred in the past 4 weeks. If an illness began more than 4 weeks before the interview, some of the expenditures occurred more than 4 weeks ago and some occurred within the last 4 weeks, but all were recorded. Question 71 is different. It

asks about all of the expenditures in the past 4 weeks for all other illnesses and injuries of the respondent. You should include all expenditure for other illnesses, provided that the expenditure occurred within the past 4 weeks. You should include expenditure on medicines, hospitalizations, outpatient visits, transportation in the past 4 weeks for other illnesses of the respondent.

#### Part B: Chronic Conditions

**REFERENCE PERIOD:** This part is about health conditions that began more than 6 months ago and continue until the present. We have called them CHRONIC CONDITIONS.

Question 6. Like question 71 of Part A, this question asks for all of the expenditure in the past 4 weeks for all long-term, chronic conditions. All types of expenditure are included -- medicines, transportation, etc. However, DO NOT INCLUDE expenditures that were made jointly with any of the illnesses reported in Part A of Section 6.

#### Other sections where you must record health expenditures

You should not report more than once any type of expenditure on health care within section 6, except expenditures made by persons or organizations outside the household, which are noted in question 60. However, there are other parts of the household questionnaire where you must record these expenditures again:

- All expenditures during the past 12 months for the medicines for each household member are recorded in Section 18A, question 9, and all expenditures for other medical services in the past 12 months are recorded in Section 18A, question 10.
- All of the expenditures on the illness of a household member in the past 4 weeks in Section 6A that were contributed by individuals who are not household members must also be reported in Section 19A, remittances received, for that person.
- Expenditures on medical care that were contributed by an outside organization, either in cash or in kind, must be reported in Section 16C.

THUS, THERE ARE THREE OTHER PLACES IN THE HOUSEHOLD QUESTIONNAIRE WHERE MEDICAL EXPENDITURES MAY BE RECORDED A SECOND OR EVEN A THIRD TIME -- SECTIONS 16C, 18A AND 19A. Here are some examples of different types of expenditure and where they should be recorded in the questionnaire:

<u>Type of health expenditure</u>	<u>Sections where recorded</u>
• Consultation fees paid for by the patient	Sections 6 and 18A
• Medicines given to the patient by the church	Sections 6, 16C and 18A
• Hospitalization costs paid for by the patient's husband, a household member	Sections 6 and 18A
• Money sent to pay for other medicines, from a sister in Dodoma who is not a household member	Sections 6, 18A and 19A

**G. Section 7: Economic Activities**1. Purpose

This section collects information about all of the economic activities of the members of the household in the past 7 days before the interview. Economic activities include all of the jobs and work done in the past 7 days, either at home, in the shambas or away from home. This section asks questions about the income of the respondents from these activities.

2. Respondent

All household members age seven and older are respondents for this section. Since this section collects information on income, it is very important that you interview the respondent him or herself, and not a proxy. Except in extreme circumstances, proxy respondents are not acceptable in Section 7 for adults (persons aged 15 and older). If an adult respondent is not available during the first round but will return during Round Two, you should complete section 7 for that person during Round Two.

3. Definitions

The PAST 7 DAYS are the 7 days preceding the interview. If the interview is taking place on a Tuesday, then the past 7 days begin on Tuesday a week ago and extend until Monday the day before the interview.

The PAST 12 MONTHS are the 12 months preceding the interview. The interviewer must be specific by referring to the same date one year ago. If the interview is on December 14, 1991, then the interviewer should ask about activities since December 14, 1990.

A SELF-EMPLOYED person is someone who has no boss and works for his/her own account. He/she pays all the expenses of the activity and controls all of the income.

A FAMILY WORKER is a person who helps in a business, trade or profession owned by the household. He/she may or may not receive compensation for his/her work.

COMPENSATION or REMUNERATION is the payment in money, goods or services for a service rendered.

There may be some confusion concerning the difference between an allowance and a subsidy. An ALLOWANCE is always in cash. It is a sum of money given to pay for an explicit item. For example, a person may get an allowance of 5000 Tsh per month (in addition to their salary) with which to pay for housing. This is different from a housing SUBSIDY. A professor, for example, may have a house provided free by the university. The rental value of the house is the value of the subsidy provided to the professor, but he/she receives no cash. Thus, the professor receives a subsidy, not an allowance.

Throughout this section, you will be asked the value of goods or services that have been received as "in kind" income. If the respondent does not know the value of the "in kind" goods or services received, you will need to help him/her estimate the value.

#### 4. Instructions

REFERENCE PERIODS: Section 7 has eight parts, labelled Part A through Part H. They include different reference periods.

- Part A (Time Use) asks about the respondent's main activities during the past 7 days and the past 12 months. The answers help to decide which parts of Section 7 will be completed.
- Parts B, C, D, and E collect information on the respondent's activities in the past 7 days: as an employee (Part B); as a self-employed farmer (Part C); as a self-employed businessman or professional (Part D); or in performing household chores or seeking medical care (Part E).
- Parts F and G collect information on the respondent's main job and secondary job in the past 12 months. The MAIN JOB is the work on which the most time has been spent. The SECONDARY JOB is the work on which the most time is spent after the main job. Often, these will be the same as the activities for the past 7 days, already described in Parts B - D. However, this section will be completed if the main activity in the past week was not the same as that in the past 12 months.
- Part H collects information on other sources of income (not tied to the respondent's work) in the past 12 months.

#### Part B: Employment during the past 7 days

Question 1. Write down the exact description of the job of the respondent in block letters. Then find the code for the type of job that most closely fits the description, from among the 13 codes listed. Write the code number in the column labelled CODE.

For example, suppose that the respondent is a mason. A mason is in the CONSTRUCTION industry, which is code 5. You should write the following:

DESCRIPTION: MASON                      CODE: 5

DO NOT write the code label CONSTRUCTION as the description.

Question 2. This question asks about the actual hours worked, not the usual hours. Do not include time lost from illness, holidays, or authorized absences.

Question 24. Allowances to probe for in Question 24 Part B include: meal allowances, housing allowances; traveling allowances; hardship allowances; training allowances; field allowances; and night allowances. A BONUS is a sum of money paid to an employee in addition to his/her regular wage as a reward for good performance or as an incentive to work harder. A GRATUITY is a tip, or an extra amount paid by a client for good service.

Question 26. OVERTIME is time worked beyond normal working hours, for which the respondent is compensated.

Question 30. SUBSIDIZED HOUSING is a dwelling for which the respondent does not pay the full value of the rent. For example, if the respondent receives housing free of charge from his/her employer, then his/her housing is subsidized. The value of the subsidy is the amount that the owner could have gotten in rental payments for it.

Part C: Self-Employed Farmers in the Past 7 Days

Question 3. Write the crop codes for as many as eight crops. They should all be crops that the respondent worked on in the past 7 days. If the respondent worked on fewer than 8 crops, leave the remaining columns blank; if he/she worked on more than 8 crops, copy the crop codes for the 8 crops at which he/she spent the most time.

Question 12. Next to each activity code, copy the code of the crop on which it is performed. It is possible to have the same activity listed twice, with different crops. It is also possible to have two different activities listed for the same crop. For example, in the past 7 days, the respondent might have engaged in sifting bulrush millet, pounding bulrush millet and shelling groundnuts. The answer to question 12 would be:

ACTIVITY #1: 4 CROP CODE: 21

ACTIVITY #2: 9 CROP CODE: 21

ACTIVITY #3: 10 CROP CODE: 29

If the respondent performed fewer than five activities, leave the columns blank.

Part D: Self-employed businessmen in the last 7 days.

Questions 1 and 21. As discussed in Question 1, Part B, please write an exact description of the respondent's job. Then select the code that is closest to that job. Do not copy the name of the code in the description column.

Questions 10 and 11. There is an error in the skip instruction in the questionnaire. You should skip to question 20 if the answer is "NO". The English translation of question 11 is: "What is or will be the value of your cash and in-kind income from working in this family business for the past 7 days?" The objective here is to know the person's income that he has received from the business.

Question 14. The English translation of this question is: "How much did you receive from this business in the past 7 days for sales and services provided, before subtracting any expenses for payment of workers, or purchase of inputs, personal or family items?" The objective here is to know the gross income of the business.

Question 18. The English translation of question 18 is: "After paying for expenses for this business, including hired workers, money for household members who helped, purchase of goods for sale or for inputs, such as raw materials, fuel and electricity, but before purchasing personal items for yourself or your household, how much money will you receive from this business in the past 7 days?" The objective here to know the respondent's net income from the business -- that is, the income after subtracting business expenses.

Part E: Other Activities in the last 7 days

Questions 3 and 5. Question 3 should request the time used for collecting firewood, while Question 5 should ask for time spent searching for and carrying water.

Questions 7-11 ask about the number of days that the respondent's work was restricted due to illness (question 8), the number of days that the respondent was too sick to perform any work (question 9), and the amount of

time spent seeking medical care (question 11) in the past 7 days. These questions are different from the questions in the health section (Section 6), which ask about an illness in the past 4 weeks or on health expenditures on all other illnesses in the past 4 weeks. Please note all of the time lost to illness in the past 7 days and the time spent seeking medical care in the past 7 days, even if it has already been counted in Section 6.

Questions 12 and 13 ask about the time spent caring for or visiting a sick household member. This includes time spent caring for a sick household member at home and also the time spent caring for a sick household member in a health establishment.

#### Parts F and G: Main and secondary job in the last 12 months

Parts F and G collect information on the main economic activity and the second most important economic activity of the respondent in the past 12 months. Since we already collect information about students enrolled in school, in Section 5, schooling will not be counted as one of the activities for Sections 7F and 7G. You should record the main activity and secondary activity that is not schooling. If the respondent had no other activity except schooling in the past 12 months, then you should write NO ACTIVITY OR JOB (code 13) in question 1, part 7F, and skip to part H.

For example, suppose that the respondent was enrolled full-time in school in the past 12 months, but after school every day and on weekends he helped his father work on the shambas. This is the only activity that the child worked at in the last 12 months, other than schooling. Then, in Section 7F, you will write FARMING (code 1) as this child's main activity in the past 12 months.

The same rule applies to women who may consider themselves housewives. Since we already collect information on household chores in Section 7E, we do not want to write housework as the main activity in the past 12 months in Section 7F or the secondary activity in Section 7G. Instead, you should ask about the main activity and secondary activity that are not housework or schooling. If the woman had no other activity except housework in the past 12 months, then you should write NO ACTIVITY OR JOB (code 13) in question 1, part 7F, and skip to part H. There is only one exception to this rule -- if someone works as a cook or housekeeper for someone else, then the work should be recorded as OTHER (code 14), with the DESCRIPTION: "DOMESTIC WORKER".

Question 1. See the instructions for question 1, part B.

Question 2. This question asks the interviewer whether the activity just described is the same as one of the activities described in Parts B, C or D, in the past 7 days. You must compare the description in question 1 with the descriptions in questions 1 of Parts B and D. If part C was completed, then the respondent was also a farmer in the past 12 months.

IF THE RESPONDENT DID NOT WORK AT A JOB IN THE PAST 7 DAYS (PARTS B, C, AND D ARE NOT COMPLETED), OR IF THE JOB LAST WEEK WAS DIFFERENT FROM THE MAIN JOB LAST YEAR, THEN THE ANSWER TO QUESTION 2 IS NO, DIFFERENT WORK, AND YOU MUST COMPLETE THE REST OF PART F.

#### Part H: Non-labor income

Each of these questions on sources of income will require detailed probing. Dowry or brideprice will require will require a number of questions from you on what exactly was received. You will need to note all expenditures and add them together.

To do Part H well, you need to stop and think about what has happened in the family over the past year. Have there been marriages? Have there been deaths? Have family members already mentioned that they had a radio, or other item, but already sold it?

Question 2. A PENSION OR RETIREMENT FUND is money paid at regular intervals to the beneficiaries of a retirement pension.

Question 4. This question asks about income from the INTEREST on bank accounts, not the amount of money in the account.

Question 9. Income from other sources includes all other income received in the past 12 months, including gifts in cash or in kind, transfers received from outside the household that will not be repaid, and remittances. All of the remittances received by this individual in the past 12 months should be included. Since the remittance section collects information on only 3 transfers received in the past 12 months, the answer to question 9 must be greater than or equal to the responses given to section 19.

#### H. Section 8: Migration

##### 1. Purpose

This section collects information about the place of birth of all household members. If they were not born in their current place of residence, the section asks why they moved here.

##### 2. Respondent

This section is to be asked to all household members.

#### I. Section 9: Fertility

##### 1. Purpose

This section collects information about all of the pregnancies and children born to each woman in the household who is 14 or older. Information is collected about the age of all children and whether the children are alive. The section asks about the schooling and occupation of children who have died.

##### 2. Respondent

All women in the household age 14 and older are to respond to this section. In addition, if there are women younger than 14 in the household who are married, they should also respond.

##### 3. Definitions

A LIVE BIRTH is one in which the newborn infant showed signs of life, like crying or breathing.

A STILLBORN child is one that showed no signs of life at birth. It neither breathed nor cried.

A MISCARRIAGE is a spontaneous abortion between the first and sixth months of pregnancy.

A CONTRACEPTIVE METHOD is one of several devices or behaviors that are used with the objective of preventing conception and pregnancy.

ABSTINENCE is the decision not to engage in sexual relations for a specified period for the purpose of avoiding pregnancy.

RHYTHM is a method of contraception in which the partners do not have sexual relations during certain times of the month when the female partner is most likely to conceive.

WITHDRAWAL is a method of preventing pregnancy in which the male partner withdraws his penis before ejaculation occurs.

DOUCHE is the rinsing of the female's vagina with water or some other formula after sexual intercourse to prevent pregnancy. (It is highly ineffective at preventing pregnancy.)

A CONDOM is a sheath, usually made of latex rubber, that is worn over the penis to prevent conception. Condoms can also prevent the transmission of HIV, syphilis, gonorrhea and other sexually-transmitted diseases.

SPERMICIDES are formulas that kill the male sperm, preventing conception.

The DIAPHRAGM is a molded cap of thin rubber fitted over the female's cervix (the opening to the uterus) to prevent entry of the male's sperm during intercourse.

The contraceptive PILL, also known as ORAL CONTRACEPTIVES is a synthetic hormone that prevents pregnancy by preventing ovulation in the female. It is taken daily, swallowed.

The IUD, or INTRAUTERINE DEVICE, is a device inserted into the woman's uterus (womb) that prevents pregnancy by preventing the fertilized egg from sticking to the wall of the womb.

The contraceptive INJECTION, also known as DEPO-PROVERA, is a an injection of synthetic hormone into the female that is effective in preventing pregnancy for several months. Like the PILL, this method prevents pregnancy by preventing ovulation.

FEMALE STERILIZATION prevents conception and pregnancy through surgical procedures that block or sever the fallopian tubes.

MALE STERILIZATION, or VASECTOMY is a surgical procedure that severs the vas deferens (a sperm duct) of the male, resulting in sterility.

#### 4. Instructions

Question 2. The objective of this question is to determine whether the respondent has ever had a live birth. Stillborn children are not to be counted. Children who died shortly after birth, but who showed signs of life before they died should be counted. Since mothers often forget to mention children who died shortly after birth, it is important in this section to probe for them in question 2 and also in establishing the list of children born in question 3.

Questions 3-5. Make a list of all of the children born alive to the respondent, beginning with the first birth and ending with the most recent. Include all live births, even if the child died shortly afterward. If the child was not named, simply list it as BABY or NO NAME. Record twins and other multiple births on separate lines. Make a complete list of all children, then ask questions 6-15 about each child on the list.

Question 4. If the child is a member of the household and its birth date is shown on the household roster, copy the date. There is no need to ask the question again.

If the mother 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. You can also help the woman to remember by discussing local, regional or national events that occurred during the pregnancy or at the time of birth.

Question 10. Try to obtain the age of the child at death, expressed in years and months if the child was younger than 5 years, or in years alone if the child was older. If a child lived for a very short time, so that its life was measured in days or weeks, convert the period into months before writing the answer in the questionnaire. If the child lived less than one month (30 days), then write 0 in the spaces for months and years. If a child died before reaching the age of one, write the number of months in the month column and 0 in the year column.

J. **Section 10: Anthropometrics**

1. Purpose

This section consists of a separate card on which the anthropometrist writes the weight and height of all members of the household. The purpose of these measurements is to learn the nutritional status of household members. Instructions for this section are contained in a separate manual for anthropometrists.

2. Respondent

Height or length and weight measurements will be made for all members of the household.

K. **Section 11: Farming**

1. Purpose

This section collects information on the shambas and gardens owned by the household, the income from farming and the costs of farm production.

2. Respondent

The respondent for this section is the person in the household who is most knowledgeable about the farming activities of the household. His/her name and ID CODE will already have been written by your supervisor in the box for RESPONDENT at the beginning of Section 11. The selection of the respondent is based on the household's answers in Section 4 of Round One.

3. Instructions

Part A: Land

Question 1. Make a complete list of all the fields and gardens owned by the household, including fields that are in fallow, before proceeding to questions 2-15. Please note that the first page of Part A has questions 1-11 and the second page questions 12-15. Make sure to complete all of these questions for each field or shamba before asking about the next one.

Many fields are planted in several crops, and all the crops contribute to the production from that field. In this case, if a field has several crops together, this should be listed as a "MIXED" field. Then list the two main crops under "description".

Examples are: "MIXED: BANANAS/CASSAVA" or "MIXED: MAIZE/BEANS"

Other fields or gardens will have only one crop, such as cotton, potatoes, or peanuts. In that case, list it as the potato field. If the field is currently not being used, describe the field as FALLOW.

Question 2. For each field or garden, we are depending on the respondent's estimate of the size of the field. You do not have time to go out and walk the field in order to estimate its size. We also feel that the family itself, or the neighbors, may think that you want to buy the field, if you walk the field and measure it.

Note that you are to record area to the nearest half unit, except for small fields or gardens which are less than one unit. A field that is less than one hectare or acre is listed as "0.1" "0.2", "0.3", "0.4", "0.5", "0.6", etc., whichever is closest to its actual size. For "a quarter acre" or "a third of an acre" use "0.3", for "two-thirds of an acre" use "0.7" and for "three-quarters of an acre" use "0.8".

Question 9. This question asks: "If you wanted to sell this field, how much money would you receive?" If the respondent does not have an answer, there are several probing techniques to use:

- Have other fields been sold recently in the neighborhood or nearby in the village? Are these fields similar to the field in question? If yes, the value of a field that was recently sold in the area is an excellent indicator of price.
- Have neighbors offered to buy this field? If yes, this price is also a good indicator of the value of the field.
- Remember that location is an important determinant in the price of a field. Within a particular village, there will be a range of prices for field, and as you get to know the village, you will get to know this range. For example fields near Bukoba are running from 250,000 to 300,000/ per acre, while fields in Kabirizi are only 60,000/. This is because Kabirizi is far away from the good market, Bukoba, and because transport Kabirizi to Bukoba is not good. Fields closer to the road carry a higher price than fields five or six kilometers from the road.

Question 12. Here we want to determine if a field has been left fallow.

Question 14. This question determines if the family is receiving rent income from persons using a field that belongs to the household.

#### Part B: Crops

Question 1. This question establishes whether the farmer has planted a new field or is caring for an old or existing field. We want to know all the crops in which the household has been active in the past year. This would include all crops in which household members were engaged in the planting, maintenance or harvesting in the last twelve months. For example:

- Crops that household members have tended on land belonging to the household;
- Crops that household members have tended on land that the household has rented or borrowed from someone else;

Note that crops grown on land belonging to this household that has been rented to someone else should not be included, since the crops are not being maintained by the household being interviewed.

Part B is printed on several pages. First, ask question 1 about all of the crops listed on all pages of Part B. Then return to the crops on each page for which the answer to question 1 was YES to ask questions 2-13.

Question 2. In this question, for each crop grown, you must write down the PLOT NUMBER from Question 1, Part A, of all of the shambas or gardens on which a crop is grown. For example, suppose that the household has three shambas in Part A:

PLOT NO.	DESCRIPTION
01	Bananas
02	Bananas, coffee and cassava
03	Cassava and beans

Then for the answer to Part B, Question 2 we have:

CROP	(Code)	1st NUMBER	2nd NUMBER	3rd NUMBER	4th	5th
Coffee	01	02				
Cooking bananas	08	01	02			
Cassava	11	02	03			
Beans	28	03				

If the crop is grown on fewer than five shambas, then leave the remaining columns blank. If the crop is grown on more than five shambas, list the five shambas with the most of the crop.

Question 3. Sometimes you will encounter a field planted in 10 different crops, although only one or two occupy a significant area of land. You should count the acreage of very small areas (such as for six cassava plant or 4 coffee trees) as "0" acres or hectares.

Questions 4 and 5. If the respondent has no idea of the amount of his crops that he has sold (as may be the case, for example, if he/she sold small quantities of cassava), you can ask him/her about how much was sold each time, and how often did he sell cassava during the past 12 months. (Once a week? During which months? and so on). You will thus be able to calculate the number of sacks (or other measure) sold in the last 12 months.

The QUANTITY CODES are to be used in the columns marked UNIT. If the respondent has difficulty citing the unit price of any of these crops that were sold, but if he/she can estimate the total amount received, you can use quantity code 15, TOTAL. If the respondent sold his entire crop of bananas for 25000 Tshs, then you would write as the answer to question 5:

AMOUNT	UNIT
25000	15

However, the code for TOTAL cannot be used in the answers to question 4.

Questions 6 and 7. Arrows have been drawn across these questions for crops that do not normally require seed. Please skip to the next question.

#### Part C: Tree crops

This part collects information on the age of all tree crops grown by the household. Every tree crop noted in Section 11B should also be recorded in Section 11C.

Question 1. If a person has several fields of one crop, for example 4 coffee fields, the interviewer should calculate the number of all trees of the same crop on all fields and add the total.

Questions 3, 4 and 5. If the shamba has a large number of trees that cannot be simplified into fraction, write the reported number over the total plant population e.g. 240/790. It is not necessary to simplify, as the computer can do this.

#### Part E: Sales of Products from Homegrown Crops

The purpose of this part is to measure products that the household processed for sale, from their own agricultural production. The banana beer that they produced and consumed in their household from their own bananas is not counted, because it is not sold. (The value of the bananas consumed will be taken into account in Section 17.) Likewise, the banana beer that they produced and sold that was made from bananas that they bought in the market is not counted here, because the bananas are not from their own production. (This would be considered a banana beer business, covered in Section 14.) These distinctions are very important to avoid counting the same activity twice.

#### L. Section 12: Livestock

##### 1. Purpose

This section collects information about the number of animals of different types owned by members of the household, the income of household members from their animals and animal products in the past 12 months and the costs of raising animals.

##### 2. Respondent

The respondent for this section is the person in the household who is most knowledgeable about the livestock activities of the household. His/her name and ID CODE will already have been written by your supervisor in the box for RESPONDENT at the beginning of Section 12. The selection of the respondent is based on the household's answers in Section 4 of Round One.

##### 3. Definitions

This section collects information about ANIMALS OF ECONOMIC IMPORTANCE. These are animals that the household raises, sells, buys or consumes. The animal may also be economically important because it gives milk, eggs, hides, honey or other products. You should not include information about household pets, such as dogs or cats, that are merely companions and have no economic importance. However, you may come across a household that raises hunting dogs

to sell to hunters. In this case, the dogs are of economic importance and should be included in the answers to Section 12.

#### 4. Instructions

##### Part A: Animals

Question 1, Item 8. In this question "wanyama wengine" (other animals) includes such animals as horses, donkeys, bullocks, i.e any domesticated animals which have economic importance.

##### Part B: Sale of Animal Products

Question 2, Item 1. This item should read "Milk and milk products". Please add MAZIWA to the beginning of this item's label. Milk products include cheese, yoghurt, sour milk, cream, etc.

##### Part C: Livestock Expenditures

Question 1, Item 7. COMMISSIONS ON THE SALE OF ANIMALS (gharama za mauzo ya mifugo) are fees paid to persons (including auctioneers) who sell the animals for the owners. This item includes the expenditure on commissions only. Transportation costs should be recorded in item 6 (transport of animals, feed, supplies), and sales taxes should be recorded under item 10 (other expenses).

#### M. Section 13: Fishing

##### 1. Purpose

This section collects information about the household's fishing activities. The answers to Section 4 identify the proper respondents for this section.

##### 2. Respondent

The respondent for this section is the person in the household who is most knowledgeable about the fishing activities of the household. His/her name and ID CODE will already have been written by your supervisor in the box for RESPONDENT at the beginning of Section 13. The selection of the respondent is based on the household's answers in Section 4 of Round One.

##### 3. Definitions

There are three distinctive ways to fish in Kagera, depending on the tools used. HOOK FISHING can be done in the lake from a boat or from the shore and can be done in a river or stream. It uses a line with one or many hooks attached to it. Sometimes it is useful to attach bait to the hooks.

TRAWLING NET FISHING is primarily done in the lake using a boat to drag the net through the water, but it can be done from the shore of the lake, when a large group of people are available to pull the net up onto the shore.

STATIONARY NET uses a fixed, unmoving net into which the fish swim and become trapped. It can be done in either the lake or the rivers.

#### 4. Instructions

##### Part B: Income

Question 5 asks about the amount received per day from the sale of fresh fish, before subtracting expenses, on the days during which the respondent was fishing. You should make every effort to obtain a response for a single typical day of fishing. For example, you can ask for earnings each day over ten days of fishing and calculate the average amount received in order to get an average income figure. However, for some respondents the concept of the "typical" day may be difficult. This is why the question allows you to use an alternative time unit -- day, week, or month.

#### N. Section 14: Non-Farm Self-Employment

##### 1. Purpose

This section collects information on from one to three non-farming activities run by members of the household. If the household had more than three activities, you should complete a continuation questionnaire, changing the business ID codes in the continuation questionnaire by hand so that they begin with code 4 and stop at code 6.

##### 2. Respondent

This section will often have two or three respondents within a single household. They should be the persons best informed on each of the businesses (up to three trades, professions or other income earning, non-farming activities). The names and ID CODES will already have been written by your supervisor in the box for NAME OF BEST-INFORMED PERSON at the beginning of Section 14. The answers to Section 4 identify the proper respondents for this section.

##### 3. Definitions

A BUSINESS may be some kind of trade (in food, clothes or various articles) or a professional activity (like a private lawyer, for instance), or a store, a carpenter or cabinet maker's shop, etc.

RAW MATERIALS (mali ghafi) are the inputs or materials used to make or produce a final product. For example, a carpenter's raw materials include lumber and nails. A manufacturer of banana beer would have raw materials including bananas. A restaurant owner's raw materials are the groceries that he/she purchased to prepare meals. Not all businesses use raw materials, however. For example, a duka owner does not transform raw materials; he/she purchases items from producers and sells them to customers. A private transport agency moves goods between places; since it does not produce anything, it has no raw materials.

An INVENTORY of products or goods not yet sold would include all final products of the business that are on hand but have not been sold. For example, the following items are inventory in these businesses:

<u>Business</u>	<u>Inventory</u>
Carpenter	Unsold, finished furniture (chairs, beds, tables)
Duka	All of the products on the shelves that have not been sold.
Restaurant	Bottled drinks and prepared food that have not been sold at the time of the interview. For example, cases of beer purchased but not yet sold, cakes that have been baked but not sold, etc.

Unused raw materials are not included in the inventory of final products and goods in these questions. For example, the unused lumber of the carpenter and any unfinished furniture are not in an inventory. The food purchased in the market that is a raw material for making meals in the restaurant is not part of an inventory. (In fact, restaurants are not expected to have much in the way of an inventory, since they are a service, not an industry.)

ARTICLES FOR RESALE are goods purchased by the business that will be sold again.

#### 4. Instructions

In Section 14, ask each question according to the type of business carried out. There are some words in the questions which the interviewer does not need to use with some types of respondent. For instance, you would not ask a small bookshop owner if he has purchased raw materials in the last two weeks.

#### Part A: Information

Questions 1 and 2. These columns are to be filled out by the supervisor. You will find them already completed. Begin with question 3. Ask all questions of all Parts of Section 14 about one business before asking about the next one.

If you find that a business has started between round one and round two, do not be concerned. It is not necessary to add any businesses to questions 1 or 2, or to Section 4, since the questionnaire will collect information on them during the next wave in Section 4, if they are still in operation.

#### Part B: Expenditures

Question 1. Ask question 1 about all of the expenditure items on the list. Then ask questions 2-6 about each item marked YES in question 1.

Please do not use the answer DON'T KNOW (DK) for any of the expenditure items. If the respondent is having difficulty, help him or her to estimate the amount by giving him/her a range of expenses (for example, is it more than...? less than...?)

Part C: Income

Please do not use the answer DON'T KNOW (DK) for any of the amounts in this part. Help the respondent to estimate the amounts.

Question 2. The English translation is "How much money has this business received since my last visit for the sale of its goods or services provided, before subtracting any expenses for payment of workers, or purchase of inputs, personal or family items?" Here we want to know the gross income of the business during this two week period. No business or personal expenses are to be subtracted.

Question 6. The word "ya" should be removed from the question. The English translation of this question is "After paying for expenses for this business, including hired workers, purchase of goods for sale or inputs, such as raw materials, fuel and electricity, but before purchasing personal items for yourself or your household, how much money did you receive from this business since my last visit?" Here we are looking for the net income of the business, before subtracting cash or goods that the respondent took out of the business for his personal use.

You will need to take a lot of notes, and do probing on the cost of expenses, in order to do a good job on this section. How many employees does the business have? How much are they paid? What commercial taxes are paid? What raw materials are purchased, and what was their price?

Question 7. This question asks if the respondent has been paid in any form other than cash. If the respondent received payment in kind or in services rendered, the interviewer should determine the value according to the cash value of the goods or services the respondent provided. This payment may be part of an informal agreement (makubaliano) but you still need to determine and record its cash value.

Question 12. This question in English is: "How much money from the business did you use for yourself or your household?"

Question 13. This question in English is: "After making purchases for the business and after using some money for yourself or your household, was there any money left?"

Question 14. This question in English is: "How much money was left after purchases for the business and after using some of the money for yourself or your household since my last visit?" (Here we are asking for the net income of the business.)

Question 15. This question in English is: "How much money does this business usually receive for the sale of its goods or services, before subtracting any expenses for payment of workers, or purchase of inputs, personal or family items?" (We are looking for the business' gross income in a typical or average two week period, not necessarily the previous two weeks.)

Question 16. This is the same question as 6 above, except that it asks for the net income for an average or "typical" two week period.

Questions 19, 20, 21, 22. These questions construct a picture of the profits and assets of the business. You will need to do a lot of probing. Question 19 in English is: "After making purchases for the business and after using some money for yourself or your household, is there usually any money left?"

Question 20 in English is: "How much money is usually left?"

Question 21 in English is: "Does your business have an inventory of products or goods not yet sold?" See the section above for the definitions of RAW MATERIALS and INVENTORY and the distinction between them. However, we prefer you to interpret inventory here to mean either unused raw materials or unsold finished goods.<sup>2</sup>

Question 22 in English is: "How much could you sell all of these goods for today?" This question asks the respondent to place a value on his inventory. Probe to obtain the total value of his unused raw materials and his unsold finished and unfinished goods.

#### Part D: Assets

Question 1. This question asks whether the respondent has owned any business assets in the past 12 months. In some cases you will find that the respondent owned a building within the past 12 months, but sold it also. These cases should also be recorded in Part D.

#### O. Section 15: Housing

##### 1. Purpose

This section gathers information on all houses owned by household members or used by the household for living and sleeping, including information on the characteristics of the buildings, on their value and on the household expenditures necessary to maintain them. Questions in Part A refer only to the household's "dwellings" or "maskani". Part B questions refer both to the dwellings and to other houses that are owned by the household but not lived in by them.<sup>3</sup>

Keep in mind that expenditure on buildings that are part of a family business is collected in Section 14. Information on farm buildings should be included in Section 11G, on farm equipment, in the item labelled "other".

##### 2. Respondent

The respondent for this section is the head of household.

##### 3. Definitions

A DWELLING is all of the buildings in which the household lives. The dwelling may be a hut, a group of huts, a single house, a group of houses, a flat, several adjacent rooms, or any other type of dwelling.

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<sup>2</sup> Mali na bidhaa hakuna tofauti? 1. Mfano. Fundi seremala mali ni zile Furniture ambazo ziko tayari na biahaa ni zile mbao na vifaa ambavyo bado havijatengenezwa. 2. Mfano. Mwenye duka bidhaa ni vile vitu ambavyo bado havijauzwa.

<sup>3</sup> "Sasa ningependa kukuuliza maswali kuhusu maskani yako. Nikiwa na maana ya vyumba vyote katika majengo yanayotumiwa na Wanakaya."

A FLAT is a dwelling consisting of one or more rooms either in a multi-story building or in a single story building with many units.

A COMPOUND is a number of huts or houses, sometimes surrounded by a fence or wall, occupied by one or several households. Compounds found in urban areas sometimes consist of side-by-side flats around a central courtyard.

A FLUSH TOILET is one equipped with a water tank to flush away waste. A PIT LATRINE is a hole in the ground with a platform on top for use as a toilet.

A WATER VENDOR is someone who sells water to other people.

BIOGAS (can someone shed light on this? what does it look like? does it come in a can?)

#### 4. Instructions

##### Part A: Type and Ownership of Dwelling

Please complete questions 3-26 for each building occupied by the household before going to the next building.

##### Part B: Housing Expenditures

Question 27 asks about the expenditure on fuel since the interviewer's last visit. If the household purchased firewood since the last visit, record the amount of the expenditure. If they used firewood from their own production (that is, from their own fields), then record the value of the firewood used since your last visit.

#### P. Section 16: Durable Goods, Household Annual Expenditure and Assistance

##### 1. Purpose

This section asks for daily and annual expenses on non-food goods and makes a list of all durable goods owned by members of the household. Part C also requests information on assistance received by the household.

##### 2. Respondent

The respondent in this section should be the head of the household. In some cases you will want to ask the person who is the owner of an article, in order to get a good answer on the cost and year of acquisition of that article.

##### 3. Instructions

##### Part A: Durable goods

Questions 1 and 2. First ask the respondent whether anyone in the household owns any of the items on the list of items in question 1. Then complete question 2 for all of the items mentioned in question 1. If there is more than one of an item owned (for example, two radios), write them on separate lines in question 2. After the list has been completed in question 2, ask questions 3 - 7 about each item. There are lines to record as many as 42 items. If you need more space, please use a continuation questionnaire.

In terms of POTS and PANS, ask only about the largest "sufuria". Households will often have many of these, bought in different years.

For STOVES, please do not record the value of the local "JIKO LA MAFIGA", which is essentially three stones used as stands over an open fire.

Question 7. This question asks the respondent to estimate the current value of the item. The respondent, not the interviewer, is to provide the answer to this question. You may help the respondent in coming up with an estimate by discussing:

- the year which a certain item has bought (question 5);
- the type or brand of the item (question 2);
- if the item purchased second hand;
- the wear and tear of the item.

The value of items received as gifts will often be hard to estimate. Many people will not have an answer, and you will have to help them estimate the values. One tactic is to ask the current value at a store, and then estimate the current resale value of the used article. For vehicles, motorbikes, and radios, a market price usually exists, and you'll need to ask around about prices, if the respondent does not know.

#### Part B: Household Annual Expenditures

Questions 1 and 2. Ask question 1 about all of the items on the list. Then ask question 2 about all items with a YES in question 1. Do not use the answer DK for any of these items; you must help the respondent to estimate his/her expenditures.

#### Part C: Receipt of Assistance

This part collects information on the amount of assistance that the household received from community organizations. Do not include any assistance received from private individuals, as this is collected in Section 19. Any assistance from outside organizations for schooling or for health care should be recorded here in Section 16C and also in the sections on schooling and health care.

Item 35. If the household received assistance from organizations that are not on the list, write the name of the organization in item 35 "Other voluntary groups" and record the amount received in question 2. If there is more than one group from which the household received assistance that is not on the list, write down the names of all of them in question 35 and write the total amount received from all of the other organizations in question 2.

Questions 1 and 2. Ask question 1 about all of the items on the list. Then ask question 2 about all items with a YES in question 1. Do not use the answer DK for any of these items; you must help the respondent to estimate his/her expenditures.

**Q. Section 17: Food Consumption**1. Purpose

This section collects information on food expenditures and on the value of food that was produced and consumed by the household. It has three parts:

- Part A: The seasons of the past 12 months
- Part B: Consumption of Home Production
- Part C1: Food expenditures, seasonal foods
- Part C2: Food expenditures, non-seasonal foods

Like the other sections on expenditures, it is essential that you obtain an estimate of all expenditures from the respondents. Do not write DK for any of the answers in this section.

2. Respondent

The respondent for this section is the person who is responsible for going to the market and preparing food. This person was named in Section 4 and his/her name will already be written at the top of the questionnaire by the supervisor.

3. InstructionsPart A: The seasons of the past 12 months

Question 1 collects information on the timing of the seasons in the household's community. There are 12 answers to question 1. For each month of the year in the past 12 months, the respondent must indicate whether the month fell in the masika rains, the vuli rains or the kiangazi dry season. You must ask about the actual seasons in the past 12 months, not the usual seasons. You must obtain this information from the respondent. It is the respondent's opinions about the rainy and dry seasons that will be relevant to the answers for the rest of Section 17. Do not obtain the season information from any other source than the respondent.

Question 2. This question allows you to skip over Part B and go directly to Part C if the household did not consume any of its own farm production. If the respondent says that the household has not consumed any of its own farm production, you should refer back to Section 11B. If the household grew food crops, probe to see if the household consumed any of them.

Part B: Consumption of Home Production

The REFERENCE PERIOD for Part B is the past 12 months.

Question 1. Part B is spread over 4 pages. You should ask question 1 about all of the items on all four pages. Then go back to the first page and ask questions 2-7 for every food item that was marked YES in question 1.

Question 3. The respondent is asked to cite the months in the past 12 months during which the household consumed food that was produced by the household. There should be 12 answers to question 3; all 12 columns should have either code 1 (YES) or code 2 (NO). Do not leave any columns blank. Only write YES for food items consumed and produced by the household; food items that were purchased will be recorded in Part C.

Questions 4 and 6. Question 4 asks how often the members of the household usually consume their own production of each crop during the rainy season. The RAINY SEASON includes both the masika and vuli rains, and it is defined as the months with codes 1 or 2 in question 1, Part A.

Question 6 asks how often the members of the household usually consume their own production of each crop during the dry season. The DRY SEASON includes all months with code 3 in question 1, Part A.

You should record the number of times and the time unit. For example, if a household consumes its own cassava 1 time per week during the rainy season and 3 times per week during the dry season, then the answers to questions 4 and 6 will be:

Question 4: TIMES: 1 TIME UNIT: 4

Question 6: TIMES: 3 TIME UNIT: 4

Questions 5 and 7 ask how much it would have cost to buy the amount that the household ate each time during the rainy season (question 5) and the dry season (question 7). EACH TIME should correspond to each of the times noted in the TIMES column of questions 4 and 6. (It does not correspond to the time unit.)

Because most crops are more available during some times of the year than other times, the price of crops is different in the rainy season and dry season. This means that even if the household consumes the same amount of cassava each time in the rainy and dry seasons, the value of that amount may not be the same in the rainy season and the dry season. Thus, in our example above, the value of the cassava eaten each time in the rainy season might be 250 Tshs and in the dry season 200 Tshs each time.

Item 37: Mangoes. The price of mangoes changes during different seasons, but they are not the rainy and the dry seasons. When you ask questions 4-5 about mangoes, ask about the mango season (instead of the rainy season). When you ask questions 6-7 about mangoes, ask about all other seasons (instead of the dry season).

The last page of Part B asks about consumption of animal products that were produced by the household, and consumption of fish and game that was caught by the household. The questions for these items are basically the same as for the earlier items, except that there is no need to ask question 2. For all items on the list page marked with a YES in question 1, write code 1 for question 2 and ask questions 3-7 for each item.

### Part C: Food expenditures

Part C collects information on all food expenditures. The items are organized into two groups: the first group (part C1) includes foods whose consumption and prices change, depending on the season; the second group (C2) includes non-seasonal foods.

Question 1. Ask question 1 of all items in Parts C1 and C2 (6 pages), marking YES if they were purchased in the past 12 months and NO otherwise. Then return to the beginning of part C1, and ask questions 2-8 about all items marked YES in question 1. Finally, ask questions 2-6 about all items in Part C2 marked with a YES in question 1.

Part C1. Questions 2-6 are similar to the same questions in Part B, except that you must ask how often the household bought each food item. Questions 7 and 8 collect information on household purchases of the food since your last visit, during round one.

SINCE MY LAST VISIT means since the last visit of the interviewer to the household during Round One. In theory, this period is two weeks. But since this is not always the case, you must emphasize that you mean the amount of time that has passed since your Round One visit. Note that if you make several visits to the household during Round Two, you must make it clear that you are asking for information on food expenditure since the Round One visit, not since the previous Round Two visit.

Part C2. The questions in Part C2 are the same as for Part C1, except that questions 3 and 4 ask how often the food item was bought in the past 12 months (instead of during the rainy and dry seasons).

R. **Section 18: Expenditures by Household Members**

1. Purpose

This section requests information on personal items purchased or acquired by each household member over the last 12 months (Part A) and since the last round (Part B).

2. Respondent

Part A is completed for all household members and Part B for all household members 15 or older.

3. Instructions

You will need to place the household roster card behind the questionnaire so that it extends to the left, in order to complete this section. Since Sections 18 and 19 are both sections for individual respondents, you should complete both sections for each person before interviewing the next person.

Part A: Acquisitions and expenditures in the past 12 months

The REFERENCE PERIOD for Part A is the past 12 months.

An item that was ACQUIRED by the respondent is an item that was bought by the respondent or given to the respondent by someone else.

There should be no double-counting of expenditure in this section across individuals. If one person in the household bought an item for another member, such as a parent who bought an item for a child, then the expenditure should be recorded on the line for the person receiving the item (the child).

For example, suppose that the head of the household bought 3 kitenges in the last 12 months -- two for his wife and one for his eldest daughter. Then the expenditure for two kitenges should be recorded in question 1A on the line for the wife and the expenditure for one kitenge should be recorded in question 1A on the line for the eldest daughter.

This means that the value of all of the clothing purchased or given to each member of the household in the past 12 months will be recorded on his/her line for question 3B.

Questions A and B. Ask question A about each item and record the answer. Then return to all items with Code 1 (YES) in question A and ask question B.

Questions 9 and 10 ask about expenditure on medicines and on other medical services in the past 12 months. This should include the expenditure on these services by household members in the past 12 months and also the value of medicines and medical services paid for by others for that person. The amount should include any expenditures noted for that individual in Sections 6A and 6B, plus any other medical expenditures in the past 12 months for other illnesses. (This means that the answer to questions 9 and 10 combined must be greater than the answers to Section 6.)

Part B: Expenditures since round one.

This part is asked only of household members 15 and older, and the reference period is since your visit for Round One. Ask question A for all items before returning to items purchased to ask question B.

Unlike Part A, you should record all expenditures for the person who made the expenditure, even if it was for someone else.

S. Section 19: Remittances and Credit

1. Purpose

The purpose of Section 19 is to collect information on the resources sent and received by household members, in the form of remittances and loans. It also collects information about the savings of each member of the household on the day of the interview.

2. Respondent

All household members must be interviewed for Section 19A. Adults (those 15 and older) must respond for themselves; parents or other adults may respond for small children. Sections 19B and 19C are asked of all household members 15 and older.

3. Definitions

A REMITTANCE is a transfer of goods or money from one person to another. In general, remittances are not expected to be repaid. For example, grown children who have left their parents' home often send money and gifts back to their relatives. They do not expect these gifts to be repaid.

A LOAN is a sum of money or goods that is given to the borrower for temporary use. It must be repaid, and often the borrower must pay interest to the lender.

4. Instructions

Section 19 has three parts:

- Part A, "Borrowing and Remittances Received". This part records information about all of the remittances and loans received by each household member. Everyone 15 and older should respond for him/herself. Adults can respond for young children.

- Part B, "Lending and Remittances Sent". This part records information about all of the remittances sent and loans made to others by each household member 15 and older.
- Part C, "Savings". The last part of Section 19 collects information on the informal savings organizations in which the respondent participates, as well as all of the savings or checking accounts he/she holds in banks.

Part A: Borrowing and remittances received

Questions 1-34 collect information on up to three loans or transfers received by household members in the last 12 months. This would INCLUDE all transfers from individuals and loans from individuals and organizations received in the past 12 months. However, DO NOT INCLUDE transfers from outside organizations, such as Partage, the Red Cross or Government programs, that have already been mentioned in Section 16C.

The transfers and loans recorded in Parts A and B should include all such transfers and loans sent and received by the respondent, even if the transfer has already been recorded elsewhere in the questionnaire -- except for transfers from organizations covered in Section 16.

For example, questions in Section 5 on Education ask whether any person or any organization outside of the household helped to pay for the school fees of those attending school. These answers should also be recorded here in Section 19.

Question 1. This question asks whether the respondent has received any remittances or loans from persons outside the household in the past 12 months.

To get a good answer, you need to remind the respondent of the major events that took place in the family over the past year. Probe for gifts and money that have been received from:

- Religious holidays
- Birthday parties, or other family celebrations
- Bride price
- Gifts received for funerals
- Money received to help pay for the children's school expenses (refer back to Section 5)
- Money received to help pay for medicine or medical treatment of sick household members (refer back to Section 6)

You should ask very direct and specific probes. For example, "what gifts did you receive during Joe's funeral, in order to help you cover the many expenses?" Or, "and what was the bride price you received? Didn't you receive some goats and chickens as well?"

For each occasion, such as a baby's birth, a wedding, or funeral, you should make a list of gifts received. Ask the respondent to estimate the value of the gifts, and then calculate a total. Remember to include gifts in kind and services given as gifts (for example, the free use of a vehicle to take a person to the hospital).

Questions 3, 14 and 25. In these questions you must list the first three persons from whom the respondent received a remittance, gift or loan, in cash or in kind, in the past 12 months. The three persons described in questions 3, 14 and 25 should be different persons. That is, if the respondent's father sent money 8 times during the last 12 months, record the code for father in question 3 add together all of the money received in question 7. (Do not record the father more than once in Section 19.) If the money was borrowed from a bank, use code 10, OTHER NON-RELATIVE.

Questions 3-12, 14-23, 25-34. In these questions, you should ask the respondent about all remittances and loans received from the person mentioned in Questions 3, 14 and 25 in the past 12 months.

Questions 8, 19 and 30. If the money was received or borrowed for more than one reason, write the code for the reason for the largest amount sent.

Questions 10-12, 21-23, 32-34, 37-39. These questions establish whether the money was a remittance or a loan. Questions 11, 22, 33 and 38 ask how much of the amount received in the last 12 months from the persons in questions 3, 14 and 25 has already been repaid. Questions 12, 23, 34 and 39 ask how much will be repaid in the future. This amount should include the interest that the respondent must repay, if any.

It is possible that only a part of the money received from the person in questions 3, 14 and 25 must be repaid -- he/she may have sent remittances to the respondent and made a loan to the respondent. Therefore, the sum of the answers to Questions 11 and 12 (22 and 23, 33 and 34) may be less than the answer to question 7 (18, 29).

Question 36. In English, question 36 reads "How much money have you received from all other persons in the past 12 months, including the value of gifts in kind?" You must ask about all transfers and loans received from all other individuals or banks not already mentioned in the past 12 months.

Here you need to probe to learn about loans the respondent may have received from friends, family, neighbors, or businessmen in the past 12 months. Ask about their debts, madeni ya Benki, mikopo Benki, N.B.C., C.R.D.B, and T.H.B. or other borrowing and remittances received from relatives, neighbors, and friends.

Question 40. In English, this question reads: "Do you have any other outstanding debts, such as a mortgage or a bank loan, be it on account of yourself, your household, or a family business?" Question 36 collected information about all other remittances received and loans incurred in the past 12 months. This question asks whether, in addition to these transfers and loans in the last 12 months, the respondent has debts that he/she must repay, that were incurred EARLIER than the last 12 months.

For example, suppose that the respondent has already reported remittances from three different persons in the last 12 months in Part A. In question 35, he mentions that he received remittances from two other persons and a loan from a moneylender in the village in the last 12 months. The total amount received from the two other persons and the moneylender in the last 12 months should be recorded in question 36. In question 40, the respondent says that he borrowed money two years ago to buy some land and that he has not completely paid off the loan, so the answer is YES. In question 41, the respondent should state how much remains to be repaid on this loan for the land, including principal and interest.

Question 41. The total amount owed to the borrower should include what is owed on the principal plus any interest payments that have not been repaid.

The PRINCIPAL is the amount of money or capital borrowed. The INTEREST is a charge or fee for borrowing money, often a percentage of the amount borrowed. In the example for Question 40, the respondent borrowed 100,000 Tshs to buy the land. This is the principal that must be repaid. However, the person who lent him the money is also charging interest of 10,000 Tshs. Therefore, if the respondent has not started repaying the borrower yet, he must repay 100,000 Tshs. in principal and 10,000 Tshs. in interest, for a total debt of 110,000 Tshs.

#### Part B: Lending and remittances sent

Questions 1-34 collect information on up to three loans or transfers sent by household members in the last 12 months. This would INCLUDE all transfers sent to individuals and loans made to individuals in the past 12 months. However, DO NOT INCLUDE donations to charitable organizations, such as churches or clubs, since they have already been mentioned in Section 16B.

The questions of Part B are identical to those for part A, except that they involve lending by household members to others and sending remittances from household members to others. With this exception, all of the instructions for Part A apply to questions with the same number in Part B.

#### Part C: Savings

Questions 1-10. Ask about informal savings organizations. A BUJUNI and an UPATU are informal savings organizations. Questions 1-7 ask for detailed information on the first organization of this type in which the respondent participates, while questions 8-10 ask about all other informal organizations.

THE AMOUNTS CONTRIBUTED TO OR RECEIVED FROM BUJUNIS AND OTHER INFORMAL SAVINGS ORGANIZATIONS ARE NOT CONSIDERED REMITTANCES OR LOANS. SECTION 19C IS THE ONLY PART OF THE QUESTIONNAIRE WHERE THEY SHOULD BE RECORDED.

Questions 3 and 9. You must write the total amount contributed by the respondent to the first bujuni (etc.) (question 3) and all other bujunis (etc.) (question 9) in the past 12 months.

Questions 4 and 10. You must write the total amount received from the bujuni in the last 12 months.

Question 12. You must add together all of the money saved in the accounts listed in questions 11a - 11e, including money that is stored at home or at a neighbor's home. This is the respondent's total savings on the day of the interview. You must not use DK as an answer here.

### T. Section 20: Mortality

#### 1. Purpose

The purpose of this section is to collect information on the deaths of household members in the past 24 months (Part A) and deaths of relatives living elsewhere in the past 24 months (Part B). This includes information on the cause of death, the use of medical care and household expenditures connected with the death.

## 2. Respondent

The respondent for Section 20 is the head of the household.

## 3. Definitions

The REFERENCE PERIOD for recording deaths in Section 20 is the past 24 months. (The 24 months before the interview.)

However, the REFERENCE PERIOD for collecting information on expenditures connected with these deaths is within the past 12 months.

## 4. Instructions

### Part A: Mortality of household members

Question 1. This question asks whether anyone who was a household member died in the past 12 months while living with the household. That is, we are only interested in persons who died in the past 24 months while they were household members. DO NOT INCLUDE former household members who moved away from the household, then died while a member of another household. DO NOT INCLUDE family members who died in the past 24 months but were not household members at the time of death.

In order to probe, you should refer back to Section 3 to see if anyone in the household lost a parent in the past twenty-four months. If so, ask whether the parent was a household member at the time. If the deceased was a household member, then he/she should be recorded in Question 2 of Part A. If the deceased was not a household member at the time of his/her death, then he/she should be recorded in Question 2 of Part B.

You should also refer back to Section 9, Fertility, to see if any of the children of household members died in the past 24 months. If so, ask whether the child was a household member at the time. If the deceased child was a household member, record him/her in Question 2 of Part A. If not, record him/her in Question 2 of Part B.

Questions 2 and 3. In question 2, you must make a list of all of the persons who were members of the household and who died while household members in the past 24 months. If the respondent does not wish to mention the name of the deceased, you may write PERSON 1, PERSON 2, etc. Make a complete list of deceased household members in question 2 and record their sex in question 3. Then ask questions 4-43 for each person listed in question 2.

Questions 4-29. These questions are asked about persons who died in the past 24 months.

Questions 8, 10, 14 and 16. One of the crucial links in this section is the link between the person who died and the other members of the household. In these questions, you must find out to whom in the current household the deceased was related. You must then copy the ID codes of each person who was related from Section 1.

Question 29. If the death did not occur within the past 12 months, you must go to the next person. Questions 30-45 are asked only about deaths that occurred in the past 12 months.

Question 31. In this question you may record information on the amount spent for the first three places consulted and all other places consulted. For the first three places consulted, you must first write the code from question 31A for the type of facility, followed by the amount spent. INCLUDE all

expenditure for outpatient consultations and transportation to outpatient consultations. DO NOT INCLUDE expenditure on in-patient care (which is counted in question 33) or on medicines (which is counted in question 34).

Question 33. INCLUDE room charges, admission fees, the cost of meals, transportation to the health facility, and the costs of laboratory examinations. DO NOT INCLUDE the cost of medicines.

Question 34. INCLUDE the expenditure on all medicines, modern and traditional, purchased at a health facility or a pharmacy, or from a traditional healer.

Question 42. Please record the respondent's opinion about the illness from which the deceased was suffering. Do not attempt to make a diagnosis yourself, or to influence the diagnosis of the respondent.

Question 43. The amount written for this question should include all of the expenditures made by the household, even if paid for (in cash or in kind) by others.

Question 45. The amount here should be less than or equal to the total costs of the funeral in question 43. The response to question 45 is an intentional double-count of some of the expenditures made in question 43.

#### Part B: Mortality of relatives

The questions in Part B are identical to those in Part A, but there are fewer questions and they are asked about the mortality of relatives who died in the past 24 months and who were not household members at the time. Make a complete list of all relatives who have died in the past 24 months and record their sex in questions 2 and 3. Then ask questions 4-28 for each person.

VI. THE HEALTH FACILITY QUESTIONNAIREA. The facility to be interviewed

The Health Facility Questionnaire will be completed at the nearest health facility to every cluster of households. The nearest facility may be a village health post, dispensary, health center, or hospital. It may be operated by the Government, a non-government organization or a private individual. It may be located in the same place as the cluster of households, or somewhere else. Your supervisor will tell you which health facility to interview, based on the results of the Community Questionnaire.

B. The respondents

There are three parts to the Health Facility Questionnaire. Each has a different respondent and procedure.

- \* *The first two parts are completed by the interviewer.* The respondent for Part A is the Medical Person in Charge of the facility. The respondent for Part B is the Pharmacist of the health facility.
- \* *The third part is left by the interviewer at the facility,* to be completed by the Medical Person in Charge.

C. When to complete the Health Facility Questionnaire

The Health Facility Questionnaire can be completed during either Round One or Round Two, but at a time after the supervisor has completed the Community Questionnaire. Since part of the Health Facility Questionnaire must be left at the facility to be completed, you must make arrangements to make a second visit to the facility to retrieve Part C sometime later, during Round One or Round Two.

D. Instructions1. Cover

Your supervisor will write in the name of the facility, the facility code and the location of the facility on the cover. (The facility code is the same code assigned to the facility in the household questionnaire, Section 20, and is located in the Supervisor's Manual.) He/she will also write in the name and code of the cluster(s) for which this facility is the nearest. (It may be the case that the facility interviewed is the nearest for more than one of the KHDS clusters.)

The distance from the cluster to the facility in kilometers should be recorded by the interviewer (the anthropometrist) from the odometer of the project car, as it travels from the cluster to the facility for the interview. He/she should also record the date, day of the week and type of facility on the cover.

Before continuing, please copy the facility number on the top of every page where it says: "Facility: \_\_\_\_\_". This will be very helpful if any of the pages become detached.

## 2. Part A

The first part of the questionnaire, asked of the Medical Person in Charge, has 9 sections:

- I. Characteristics of the Facility
- II. Personnel
- III. Equipment
- IV. Services
- V. Immunizations
- VI. Family Planning
- VII. Inpatient Services
- VIII. Demand
- IX. Exemptions

This questionnaire follows the same conventions as the household questionnaire -- the skip instructions are indicated in the same way, and the response codes are in block letters if they are not to be read to the respondent. Here are a few special instructions for certain questions:

Section I, question 21: If the test is provided free, write zero. If the test is not performed at the facility, the answer to question 20 will be NO (code 2) and question 21 should be left blank.

Section II, questions 1-3: All cells of this table should be filled. For example, if there are no medical doctors who work in the facility, then the answer to question 1 is 0, to question 2 is 0 and to question 3 is 0. DO NOT WRITE DON'T KNOW OR NOT APPLICABLE IN QUESTIONS 1-3!

Section III, questions 2-3: If the answer to question 1 was NO (code 2), then these questions will be blank. Otherwise, if the answer to question 1 was YES (code 1), every cell in this table should be filled. If the facility had none of a type of vehicle, write 0 in both questions 2 and 3. DO NOT WRITE DON'T KNOW OR NOT APPLICABLE IN QUESTIONS 2-3!

Section III, question 7: EDP is short for Essential Drug Program. EPI is short for Expanded Programme of Immunization.

Section III, question 11: If the facility does not have any of one type of sterilizer, then write zero in the first column and zero in the second column. The CAPACITY of the sterilizers is the number of syringes that can be sterilized at one time. Please write the total capacity for all sterilizers of one type in the last column. That is, if the electric sterilizer has a capacity of 30 syringes and there are two electric sterilizers, then you would write 60 as the capacity in the last column (2 times 30).

Section IV, questions 1-4: If the answer to question 1 is NO (code 2), then the answers to questions 2-4 should be left blank. In question 2, write the number of hours that a service is available every day of the week. If it is not available on a given day, write 0 hours. If the service is available at any time, day or night, then write 24 hours. The unit codes for question 4 are located at the bottom of the table. PER ILLNESS (code 4) means that the patient is charged only once for a visit for the same illness, even if he/she comes to the facility several times. A ONE TIME CHARGE is like a charge for enrolling in a program. For example, there may be a one-time charge to enroll a child in a well-baby clinic.

Section V, questions 2-4: If the answer to question 1 is NO (code 2), then this entire table should be blank. If the answer to question 2 is YES (code 1), then there should be answers to both questions 3 and 4. DON'T KNOW is not an acceptable answer for questions 3 or 4! In question 4, the price

should refer to all of the doses if the immunization is given in more than one booster. (For example, some immunizations require more than one shot.) If the immunization is free of charge, write 0.

Section VI, questions 3-8: If the answer to question 1 is NO (code 2), then the rest of each line should be blank. There should be no DON'T KNOW answers to question 4. If possible, you should verify that these items are really in stock by asking to see them.

Section VII, question 2: The number of maternity beds and the number of general/surgical beds should sum to the total number of beds. You should include beds that can be used as well as those which are broken.

Section VII, question 5: It is possible for the number of inpatients to be greater than the number of beds if some slept on the floor.

Section VII, question 7: The bed occupancy rate is a percentage. If the respondent only knows the number of beds that were occupied, then the answer to question 6 should have been NO (code 2).

Section VIII, question 1: Mark an X in the cells that correspond with the time of the week that is busiest, and leave the other cells blank.

Section IX, question 1: Refer back to the following sections to see if any services are charged for:

Section I, question 21 (laboratory tests)  
 Section IV, question 4 (payment for services)  
 Section V, question 4 (payment for vaccines)  
 Section VI, question 8 (family planning)  
 Section VII, questions 9, 11, 13 (inpatient care)

ALSO, PLEASE ASK THE RESPONDENT WHETHER PATIENTS MUST PAY FOR DRUGS (this is discussed in Part B, but the questions on exemptions apply to drugs also). A person who is exempted is someone who does not have to pay for drugs for a special reason.

### 3. Part B

The second part of the questionnaire concerns the availability of drugs at the facility. The respondent is the Pharmacist of the facility, and this part of the questionnaire is completed by the interviewer.

Question 1. This question refers to the drugs that are supposed to be available at the facility, even if they are not available or in stock on the day of the interview. Ask question 1 about all of the 41 drugs or pharmaceutical products on the list (from A to 00), before returning to questions 2-4 for each item for which the answer to question 1 was code 1 (YES).

Question 2. "Today" means the day of the interview. If possible, you should try to verify that each item claimed to be in stock is in fact in stock. Do not leave this part of the questionnaire with the pharmacist to complete. THERE SHOULD BE NO "DON'T KNOW" ANSWERS TO THIS QUESTION.

Question 3. This question has five columns to complete.

- The first column is the PRICE. Please do not write Tshs or /=. If the drug is free, write 0 for the price and skip to question 4.

- The second and third columns refer to the type of UNIT (column 3) and the AMOUNT (NO) of each unit (column 2). For example, aspirin might be sold in packages of 3 tablets each. Then you would write:

NO	UNIT
3	2

since UNIT CODE 2 is TABLET. Always try to be as precise as possible. For example, whenever possible, use the exact number of tablets instead of the UNIT CODE for COURSE or PACKET. A course of a drug is the amount necessary to achieve full recovery.

- The fourth and fifth column refer to the size of the units in the third column. Tablets are usually measured in terms of the number of milligrams (MG) in each; liquid medicine in bottles is usually measured in terms of the number of milliliters (ML) per bottle. For example, to record 3 tablets of aspirin of 200 milligrams each, you should write:

NO	UNIT	SIZE	QTY
3	2	200	1

To record one bottle of cough syrup that is 330 milliliters, you should write:

NO	UNIT	SIZE	QTY
1	3	330	2

There are 1,000 milliliters in a liter and 1,000 milligrams in a gram. If the cough syrup is in 1.5 liter bottles, you should write 1,500 ML (QTY code 2). If some tablets come in 2 grams, you should write 2,000 MG (QTY code 1).

If the item comes in a unit of quantity other than milligrams or milliliters, use the QTY code 3, OTHER. This is for items like rubber gloves, soap, syringes. Please try to get prices that correspond to the description on the list for these items. For example, try to get a price for a disposable syringe that is 5 cc (cubic centimeters) capacity.

IF THE DRUG IS FREE TO PATIENTS, WRITE ZERO IN THE PRICE COLUMN AND SKIP TO QUESTION 4.

Question 4. This question refers to the number of days that the most recent shipment of each drug or pharmaceutical product lasted before it was finished. If the last shipment has still not been finished on the day of the interview, record the information for the shipment before the current one. For example, if there are currently chloroquine tablets in stock on the day of the interview, ask about the shipment that was received before the current one, and how long it lasted. *If the item has never been out of stock in the past 12 months, write 365 days as the answer.* The responses will be entered into the computer exactly as you write them. Please to not attempt to change the unit of time from DAYS to MONTHS!

Question 5. An EDP kit is an Essential Drugs Program kit.

Questions 6 and 8. Please write only the last 2 digits of the year.

Question 7. There should be one additional time code here, for YEAR...4.

#### 4. Part C

Part C is left with the Medical Officer in Charge, to be completed in consultation with official documents. There are two sections:

- Outpatient consultations
- Inpatient services

This information is routinely kept at the health facility. Therefore, you will leave Part C with the Officer in Charge, after completing Parts A and B, so that he may consult his/her records. You should discuss the form with the respondent before leaving it with him/her, so that he/she understands the instructions well. If there were no patients in a category, the respondent should write zero. If the facility has no inpatient services, section II should be left blank. (You should verify this, however, when you come to retrieve Part C.) We would prefer that the respondent use a lead pencil to complete Part C.

When you return to get Part C from the respondent, make sure that the outpatient portion is completed and, if there are inpatient facilities, that the inpatient portion is also completed. Any answers that were "none" should have a zero. There should be no blanks unless the entire inpatient section was not completed. Also make sure that the respondent put only the last two digits of the year in the questions that ask for dates. Please thank him/her for their cooperation.

VII. THE SCHOOL QUESTIONNAIREA. The schools to be interviewed

A school questionnaire will be completed for every primary school in the cluster. If there is no primary school in the cluster, then a school questionnaire will be completed for the nearest primary school to the cluster.

B. The respondents

There are two parts to the School Questionnaire. Each has a different procedure.

- *Part A is completed by the interviewer.* The respondent is the headmaster or head teacher of the school.
- *Part B is left by the interviewer at the school,* to be completed by the headmaster or head teacher, after referring to school records.

C. When to complete the School Questionnaire

The School Questionnaire can be completed during either Round One or Round Two, but at a time after the supervisor has completed the Community Questionnaire, from which he/she obtains the list of schools in the cluster. Since part of the School Questionnaire must be left at the facility to be completed, you must make arrangements to make a second visit to the school to retrieve Part B sometime later, during Round One or Round Two.

D. Instructions1. Cover

Your supervisor will write the name of the primary school and the number of the school on the cover of the questionnaire. (The schools should be numbered from one upwards within each cluster, according to the numbering in the community questionnaire.)

Before continuing, please copy the cluster number and school number on the top of every page where it says "Cluster: \_\_\_\_\_ School: \_\_\_\_\_". This will be very helpful if any of the pages become detached.

2. Part A

The first part of the School Questionnaire has three sections:

- I. Characteristics
- II. Enrollments
- III. Fees

This questionnaire follows the same conventions as the household questionnaire -- the skip instructions are indicated in the same way and the response codes are in block letters if they are not to be read aloud to the respondent.

Section III, question 2. If there is no annual fee for one of these grades, please leave the space blank.

3. Part B

The second part of the questionnaire concerns the number of textbooks currently available at the school and the enrollments in the most recent school year.

Question 1. If there are no books for some grades, the respondent should write zero. If the school does not have a grade, the space for textbooks should be left blank. The interviewer should verify the addition of the respondent to come up with the total books in each column.

Question 2. Every cell of this table should have a number in it for the grades that exist at that school. If a grade is not offered, leave its cells "blank". The interviewer should verify with a calculator the sum of each column as reported in the TOTAL row.

VIII. THE PRICE QUESTIONNAIREA. General Instructions

You must complete two price questionnaires in each cluster. One questionnaire will be completed at the nearest daily market to every cluster of households, and a second price questionnaire will be completed at the nearest dukas to every cluster. A DAILY MARKET is one that takes place at least six days per week. The price questionnaire should be completed for every cluster, both urban and rural. In most cases there will be a daily market in the village or town being interviewed. If there is no daily market, then the supervisor will find out where the nearest daily market is located and you will visit that market to complete the questionnaire.

The price questionnaire may be completed either during round one or round two. The price questionnaire contains a list of 30 food items, six pharmaceutical products and 13 non-food items. You must collect three prices for each item in the questionnaire. The prices should be obtained from three traders at different locations in the market.

You should begin by explaining to the traders that you do not intend to buy their goods. You are only conducting a survey of prices and the information will not be used for tax purposes. The first price quoted by the trader should be recorded. On no account should there be any bargaining. If you bargain for the price, the trader will be annoyed if you make no purchase.

B. Food items

The price of FOOD ITEMS is to be measured by weighing each item and recording both the price and the weight on the questionnaire. For this purpose you will be provided with a food scale. The scale must be kept in working order. Before making each measurement, you should "zero" the scale. This means that you should adjust the scale so that it reads "zero grams" when it is empty. If the food to be measured is in a container, the scale must be "zeroed" with the container empty before the food is added. This procedure must be followed for each food item.

The weight of all food items must be recorded in grams. One kilogram is the same as 1000 grams; half a kilogram is 500 grams; one quarter of a kilogram is 250 grams. If a food item weights two kilograms, you must write 2000 grams.

The weight should be recorded to the nearest 50 grams. This means that if a food item weighs 375 grams, the anthropometrist should round up the weight to 400 grams. If the item weights 370 grams, the anthropometrist should round down the weight to 350 grams.

<u>Weight in grams</u>	<u>Weight recorded</u>
25 - 74	50
75 - 124	100
125 - 174	150
175 - 224	200
225 - 274	250
.	.
.	.
925 - 974	950
975 - 1025	1000

You must always record the weight of food items in grams, unless the questionnaire instructs otherwise. For example, if someone is selling bananas by the piece, you should ask the price of one banana, weigh it, and record the weight in grams. If bananas are sold in bunches, you should ask the price of a bunch and weigh a bunch. You should not write "1 banana" or "1 bunch" on the questionnaire as this will be entered in the computer as one gram, which is incorrect. If someone is selling potatoes in groups of three, you should ask the price for three potatoes, weigh them and record the price and weight, in grams. You must not write "3 potatoes", as this will be entered in the computer as three grams, which is also incorrect.

Everything written on the questionnaire will be recorded into the computer. The weight should be recorded clearly and without the unit of measurement. For example, 500 grams of sugar at a price of 100 Tshs should be recorded as follows:

OBSERVATION		
GRAMS	PRICE	
06 Sugar	500	100

Do not write "g" or "gm" after the weight or "Tshs" or /= after the price.

There is only one food item in the price questionnaire that is not measured in grams -- chicken eggs. You must ask the price of one egg. The number 1 is already written in the questionnaire, and it means "one egg" not "one gram". Eggs should not be weighed.

### C. Pharmaceutical products

There are six pharmaceutical products in the price questionnaire. These products should not be weighed. The first four items should be measured in tablets. For example, if nivaquine tablets are being sold at two tablets for 25 Tshs, then it should be recorded as:

1ST OBSERVATION		
TABLETS	PRICE	
33 Nivaquine	2	25

If aspirin tablets are sold one at a time for two Tshs each, then you should record 1 in the column for tablets and 2 in the column for price.

Two of the items -- liver salts and milk of magnesia -- are not sold in tablet form. You must record the price of one packet of liver salts and one bottle of milk of magnesia. The amount is already written in the questionnaire; the anthropometrist should only copy the price for these two items.

D. Non-food items

There are 13 non-food items for which prices must be collected. Most of the non-food items do not have to be weighed. The prices should always correspond to the description of the item in the questionnaire. For example, the price recorded for a battery should always be for one battery of 1.5 volts.

A price should not be recorded for a 4-volt battery. The price for firewood should be for a bunch about one foot in diameter -- no smaller, no larger.

The last non-food item is charcoal. This is the only non-food item that must be weighed, in grams. The price should be asked for a small amount of charcoal -- not a large sack.

E. Problems

Sometimes, sellers of food items will not allow their goods to be weighed unless a purchase is made. In this case, you should wait for a customer to make a purchase and record the weight and the price paid.

Occasionally you will have problems finding certain items. For example, smoked fish may not be sold in the markets of mountain villages. When this happens, write "NA" in all of the columns for that item. In this example:

	GRAMS	PRICE	GRAMS	PRICE	GRAMS
25 Smoked Fish	NA	NA	NA	NA	NA

NA means "not available"

You may also find that only one person in the market sells an item. Then you will only be able to get one price. You should record the price from this one vendor, then write in the columns for the second and third prices "NA".

You must make every effort to locate all of the items and to get three prices for each. All cases of "NA" will be examined closely by your supervisor.

**ANNEX. SELECTED TRANSLATIONS INTO KISWAHILI AND KIHAYA**Section 4, question 7

Omuibanga ly'emyezi ikumi n'ebili elabileho aliy omuntu wena wena, wenene wenkai anga ayemile n'omuntu ondiyo omuk'egi aina ebintu ebi ebilikuhonderaho ? ----

- Obumanyi ?	Nikwo --- 1	+----+
	Tikwo --- 2	+----+

Nka: okuhesha na  
okukola egari.

- Ekiwanda ?	Nikwo --- 1	+----+
Nka : ebyokuheshelamu	Tikwo --- 2	+----+

- Ehuduma ?	Nikwo -- 1	+----+
Nka: Ebigata, amahoteli	Tikwo --- 2	+----+

- Okuchuruza ?	Nikwo --- 1	+----+
Nka: - abagya omumijajalo	Tikwo --- 2	+----+

- Obubuya ?	Nikwo --- 1	+----+
Nk'obwalimu	Tikwo --- 2	+----+

Questions 8 & 9 are the same as question 7.

Section 6A, question 8, page 11

## KISWAHILI

## KIHAYA

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| 1. Kuharisha kwa muda mfupi       | Okuharuka omukanya kake.        |
| 2. Kuharisha zaidi ya mwezi       | Okuharuka okutaikwikya          |
| 3. Kupungua uzito (kukonda)       | Okuteba                         |
| 4. Homa ya ghafla                 | Omushwago omukanya kake         |
| 5. Homa ya vipindi                | Omushwago ogulikwija buli kanya |
| 6. Upele                          | Obwele                          |
| 7. Kulega (kukoswa nguvu)         | Okunegeni                       |
| 8. Kugongwa kichwa sana           | Kunenwa omutwe muno             |
| 9. Kuzimia                        | Okuzimia                        |
| 10. Kutetemeka                    | Ekitengo                        |
| 11. Kutapika                      | Okutanaka                       |
| 12. Kukohoa                       | Okukolora                       |
| 13. Kukohoa makohozi              | Okukolora ebikonda              |
| 14. Kukohoa damu                  | Okukolora obwamba               |
| 15. Maumivu katika kukojoa        | Akao                            |
| 16. Vidonda katika sehemu za siri | Ebilonda by'eifo (ebyataba)     |
| 17. Kupungukiwa akili             | Eiralu                          |
| 18. Kuumwa tumbo                  | Kurumwa eibunda                 |
| 19. Vidonda vya kohoni            | Kunenwa amalaka                 |
| 20. Kupumua kwa shida             | Okuikya kubi                    |
| 21. Kuungua                       | Okuhya (Amahya)                 |
| 22. Kuvunjika                     | Obuhendeke                      |
| 23. Kidonda                       | Ekilonda                        |
| 24. Kuzaa                         | Okuzala                         |
| 25. Kingine (elezea)              | Ekindi (shoborola ---)          |

Section 6A, Illness Codes

## KISWAHILI

1. Aids
2. Pumu
3. Kichocho
4. Kansa
5. Kuharisha
6. Kuharisha damu
7. Kuvunjika
8. Kisonono
9. Minyoo
10. Malaria
11. Utapia mlo
12. Surua
13. Uti wa mgongo
14. Sumu
15. Kupooza
16. Kaswende
17. Pepopunda
18. Kifua kikuu
19. Homa ya matumbo
20. Ugonjwa katika njia ya mkojo
21. Uchawi
22. Magonjwa ya zinaa
23. Magonjwa mengine
24. Majeraha mengine
25. Sijui

Section 7, Crop Codes, page 23

## CODE:

1. Emwani
2. Amajani g'ekyai
3. Etaba
4. Epamba
5. Emimeshe
6. Eminazi
7. Embao
8. Enkwi
9. Ebijoge anga obunana
19. Ebigando/ebilibwa
20. Ebitoke
21. Ebila
22. Ebikwala
23. Enfuma
24. Ebicholi
25. Omugusha
26. Omuchele
27. Ensholo

## KIHAYA

- Bukimwi (Edis)
- Orufuba
- Omwomelano
- Kansa
- Okuharuka
- Okuharuka obwamba
- Obuhendeke
- Akaho
- Enyaminwa
- Omushana
- Embeho
- Olusheru
- Mulalamo
- Esumu
- Polio
- Endwala nkuru/ebinyoro
- Tetenasi
- T.B
- Ehoma y'eibunda
- Obulwaile bw'omuanda  
gw' omukojo
- Obulogi
- Endwala z'eifo
- Endwala ezindi
- Obuhuta obundi
- Tinkumanya

## CODE:

10. Empelege
11. Enkole
12. Amashaza
13. Ebinyobwa
14. Ekabeji
15. Obuguluma
16. Enyanya
17. Amanembe
18. Amachunkwa
28. Amapapali
29. Enanazi
30. Amatunda agandi
31. Emyaka endijo
32. Amanumbu
33. Olubele
34. Obulo
35. Obwonza

Section 7, Activity Codes, page 24

1. Okusa
2. Okwokya
3. Okwanika, kukobola
4. Okwela, okuchecheba
5. Kujunga amalwa
6. Kuhurula emwani/kuogola ebicholi
7. Kusholola
8. Kukamula
9. Okutwanga
10. Okuhata, kugomola, kutondola
11. Ebindi (shoborola)

Section 7, question 20, page 25

1. Amata, ejibini, n'omtindi
2. Amauli
3. Obwoki
4. Empu
5. Embolea (nk'obusha)
6. Ebindi

Section 7, question 18, Part D, page 27

Omubilo mushanju ebilabileho osigaizeo amaela gangaa kuruga omubiashara byawe ebi kolikuba wailemu egarama zona ze'biashara nka: emishahara y'abakozi, kugur'ebintu ebyo@kuguza anga kugendeleza ebyashara, amajuta, obumeme, n'egharama ezindi zona, kyonka otakaileo amaela agokutumia iwe n'eka yawe.

Section 7, question 34, page 29 (See above.)Section 9, question 25, page 42

Abantu abandi bain'engeli ez'okutanga kutwala enda angakupang'oluzalo, iwe ona ngeliki yona yona eyoikutwaza omukany'aka, nka: ebidonge, ekitanzi, omupira gwabashaija, okushesha aelu, kutelangana enkinya omukanya kebilo bibi anga kutelangan'enkinya omubilo byona namutahi wawe.

Section 9, question 26, page 42

## KISWAHILI

1. Kutokaribiana
2. Siku zisizo za hatari
3. Kumuaga nje
4. Douche (cream)
5. Mpira wa uume
6. Spermicide
7. Mpira wa kike
8. Vidonge
9. Kitanzi
10. Sindano
11. Kufunga kizazi kwa wanawake
12. Kufunga kiazazi kwa wanaume
13. Vingine

## KIHAYA

- Kutelangana enkinya
- Ebilo ebitali bibi
- Kushesha aelu
- Douche (cream)
- Omupira gw'abashaija
- Spermicide
- Omupira gw'abakazi
- Ebidonge
- Ekitanzi
- Esindano
- Kukoma ekizazi abakazi
- Kukoma ekizazi abashaija
- Ebindi

Section 11, Part A, page 45

INTR. Mbweni ningonza kukubaza abikwete abibanja eby'ekegi amoi b'ebibanja, n'emisiri eyo mulaba nimulimamu nolwo bilaba bitali byanyu.

A: Omubigufi eka yawe eina ebibanja bingaa ebyanyu nyabwanyu ?

B: Omumwaka oginguile ek'egi elimile ebibanja anga emisiri engaa kyonka ataliyanyu ?

Section 11, question 1, Part E, page 50

## INTRODUCTION:

Mbweni naba ningonza kukubazao abikwete akuteka teka emyaka yawe omunshonga y'okuguza ?

1. Omuibanga ly'emyezi ikumi n'ebili elabileho aliyo omuntu wena wena ayabasize kuteka teka emyakaye omunshonga y'okuguza ?

nka: Okujunga amalwa n'omulamba, anga omwaka gwona gwona kuruga omubibanja by'ekegi.

Nikwo .....	1	+----+
Tikwo .....	2	+----+

Section 11, Part F, page 50

## KISWAHILI

1. Jembe
2. Shoka
3. Matchets
4. Sululu
5. Beleshi
6. Toroli
7. Kotama
8. Panga
9. Mundu
10. Makasi
11. Kingine

## KIHAYA

- Enfuka
- Endyamiti/embaizi
- Omwolo ogulikushalila ona
- Shululu
- Ekitiyo
- Etololi
- Olwabyo
- Ekiso
- Omwolo
- Omukasi
- Ekindi

Section 14, question 1, Part B, page 54

## 02 MALIGHAFI

## EBIKOZO

Section 15, Part A

## KISWAHILI

1. Nyumba moja ya kaya au kibanda
2. Ghorofa yenye kila kitu ndani yake

## KIHAYA

- Nyaruju (enju eikwikalwamu ek'emoi
- Eghorofa eina bulikamoi kona omunda.

3. Vyumba (visivyo na kila ebiyumba (ebitaina ndani yake.  
bulikamoi kona omunda.
4. Vijumba vingi vya mji  
mmoja katika viwanja  
tofauti.
3. CODE 1. Matofali ya udongo  
2. Miti  
3. Mabati  
4. Mabanzi  
5. Mawe na matofari  
6. Saruji  
7. Kingine
4. 1 Sakafu ya udongo 6 .1. vioo  
2. Sakafu ya mbao 2. kizuizi  
3. Sakafu ya mawe 3. madirisha  
4. Sakafu ya saruji 4. pazia  
5. Sakafu ya vigae 5. bila kizuizi  
6. Sakafu ya mianzi 6. bila madirisha  
7. Sakafu ya vinginevyo
5. 1. Nyasi  
2. Matope/udongo  
3. Mabanzi/mbao  
4. mabati  
5. zege/saruji  
6. vigae  
7. Asbestos  
8. vingine (eleza)

Section 15, part B, question 12, page 57

1. Bomba la maji la ndani ya nyumba
2. Bomba la maji ya ndani ya ua wa nyumba
3. Mizega mizega (wale watu wauzao maji)
4. Magari ya kusambaza maji kwa watu
5. Kwa jirani (kuchota kutoka kwenye kaya ya jirani).
6. Bomba la maji la binafsi la nje
7. Bomba la maji la nje la Umma.
8. Kisima chenye bomba
9. Kisima
10. Nto, ziwa, chemi chemi, dimbwi
11. Maji ya Umma
12. Mengine (elezea ----)

Question 18, page 57

- Code: 1. Gari la taka  
2. Kutupwa kwa taka  
3. Kumwanguza (kuchoma)  
4. Kufukia taka  
5. Mboji (shambani)

Question 21, page 57

- Code 1. Choo cha kuvuta  
 2. Choo cha shimo  
 3. Ndoos  
 4. Mengine (elezea ---)

Question 22, page 57

- Code: 1. Umeme  
 2. Mafuta ya taa  
 3. Gesi  
 4. Mishumaa  
 5. Biogas  
 6. Hakuna

Section 19, Part A, question 1, page 68

Omuibanga ly'emyezi ikumi n'ebili elabileo aliho omuntu wena wena ataikwikala munu alakugemulile amaela anga ebintu ? nka:- kuruga ombubatahi bawe, abazaile bawe, abarumuna na batahi bawe abatula ahandi ?

Section 19, Part C, question 6, page 78

Ntakakubalize eiswali elikuhondelaho namba ningonza kukumanyisa okwo ebigambo byona ebyolaba wagamba omu, okwo elinama mpango, atashobola kugambilwa omuntu wena wenu oweka yawe egi anga abatwazi baitu bona.

Omuntwaza ya Serikali ebingambo byona ebil'yomu tibishobolwa kutwalwa omuli Serikali anga ebyombo byayo omunshonga y'emisholo.

Section 20, Part A, question 4, page 79

- |        |                       |                                   |
|--------|-----------------------|-----------------------------------|
| Code : | 1. Mme/Mke/Mwenzi     | 8. Mpwa                           |
|        | 2. Mtoto - bin/binti  | 9. Mkwe                           |
|        | 3. Mjukuu             | 10. Shemeji/wifi                  |
|        | 4. Baba/mama          | 11. Mama mkwe, baba mkwe          |
|        | 5. Kaka au dada       | 12. Jamaa wengine na mkuu wa kaya |
|        | 6. Nyanya             | 13. Jamaa wengine wa mke          |
|        | 7. Watumishi/mpangaji | 14. Wengine wasio na undugu.      |

MEMBERS OF BAKIBU WHO CONTRIBUTED TO INTERPRET SOME PARTS OF THE QUESTIONNAIRE ARE:

- |                      |                    |
|----------------------|--------------------|
| 1. George Baisi      | - Chairman         |
| 2. Esther Mushema    | - Member           |
| 3. Richard Rweyemamu | - Member           |
| 4. Zulaikha Rugusha  | - Member           |
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