

# **FIELD INTERVIEWER MANUAL**

## **REPUBLIC OF KYRGYZSTAN POVERTY MONITORING COMPONENT**

### **YEAR 2 SURVEY** October, 1996

For:  
Natstatcom  
Republic of Kyrgyzstan

By:  
Center for Survey Research  
Research Triangle Institute  
North Carolina, USA

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# 1. INTRODUCTION

## 1.1 Overview

This manual is designed to give you, the Field Interviewer (FI), instructions on how to perform your duties during the Year 2 Survey. It contains instructions and procedures you will need to follow to accomplish the objectives of this very important work for the Kyrgyz Republic. Study this manual carefully and be sure you understand all of the procedures you are expected to implement.

Prior to conducting the field operations, a random sample of households was selected. However, this sample can be representative of the entire Republic only if you are very careful to go only to the households selected and to interview only the appropriate families in these households. Be sure you understand the necessity for this, and do not hesitate to ask questions if you do not understand.

After a complete household has been interviewed for both Round 1 and Round 2 of the questionnaire, you will submit this completed work to your supervisor, who will review it and forward it to the Oblast Coordinator's office for data entry. Analysts will then use these data files to compute statistics on a national level.

If you were involved in the Year 1 Survey conducted this past spring, you will already be familiar with most of the procedures we are using this fall. However, you will see immediately that the questionnaire is different and that some of the procedures have been modified. Make sure you understand these new procedures and follow them. If you were not involved in the survey this past spring, you will need to familiarize yourself with all the procedures, forms, etc. explained in this manual so that you can be well-prepared to carry out your responsibilities.

## 1.2 Background of Study

In the 1980's the World Bank designed a survey mechanism to measure the living standards of the populations in developing countries. This survey has come to be called the Living Standards Measurement Survey (LSMS). The data collected using this model can be used to assess development policy, measure and identify poverty, and evaluate the effectiveness of various government interventions in the area of poverty alleviation, social services, and labor and community infrastructure.

The Kyrgyzstan Poverty Monitoring Survey is designed to be a nationally representative survey capable of measuring the standard of living in the Kyrgyz Republic. The sample consists of approximately 2,000 households and 10,000 members of those households, and you will obtain data about these households using the Household Questionnaire. (Note: If you participated in the Year 1 Survey, you will be interested in knowing that we are using only one questionnaire for each household in the Year 2 Survey. There are no Adult and Child Questionnaires, but you will be speaking with each family member as you did in the Year 1 Survey.) There will be additional data obtained using the Population Point Questionnaire which asks for information on the availability and prices of food products and fuel, and about the community and social infrastructure. The Year 2

Survey will be carried out under the direction of the Research Triangle Institute, which is working in conjunction with the National Statistical Committee (Natstatcom).

### **1.3 Overview of Data Collection Operations**

A representative sample of households has been selected throughout the Republic, and in each oblast these households have been identified. After you have successfully completed training, your supervisor will give you your initial assignment of households along with the necessary supplies and equipment. You will then be responsible for locating your assigned households, speaking with a knowledgeable respondent, determining the household's makeup, and interviewing the appropriate household members. You will also weigh and measure the children five and under.

The interviewing will take place in two rounds, with Round 2 taking place one to three weeks after the initial interview. After each round of interviewing, you will need to review the questionnaire thoroughly. If you find discrepancies, omissions, or inconsistencies during the first round, you will be able to resolve them during your second visit. If you discover additional discrepancies, etc., after the second round, you will need to make an additional trip. Once you have completed all of the work at a household, you will turn in your completed work to your supervisor, who will make further checks for thoroughness, completeness, and legibility. If your supervisor finds discrepancies, you might have to go back to the household once again. The families will receive payment for participating in the study, and you are responsible for paying the incentive, getting a signature on the proper form, and passing the Family Payments Receipt on to your supervisor.

Your supervisor will work with you during training to make sure you understand all of the procedures and forms you will be using during the course of the survey, and to make sure that you can properly administer the questionnaire. Your supervisor will visit you while you are in the field making calls on your households to ensure that you are following the correct procedures. You will also meet with your supervisor on a weekly basis to discuss progress and problems, get new assignments and additional supplies, and to return completed work. When reasonable, your supervisor may ask to see your questionnaires after you have completed the first round so that he/she can review your work before you go back for the second round. Also, your supervisor will carefully edit your completed work before returning it to the Oblast Coordinator to make sure it is accurate and complete.

### **1.4 Overview of Questionnaire**

In each of the selected households, for this Year 2 Survey you will administer only one questionnaire, the Household Questionnaire. You will begin your administration of this questionnaire with the one person in the family who is most knowledgeable about the activities of the household. Obviously this person must be an adult, and it must be a person who can give reliable answers to questions about the make-up of the household, income, and expenditures.

Some portions of the Household Questionnaire obtain information about the family (or household) as a whole, so there will be only one such questionnaire per selected address/household. Other portions of the questionnaire require that you ask the same question to each adult member of the household. There are also questions about the children in the family, and for those children under 14 years of age, the parent or person primarily responsible for the child's care must answer the questions. You will enlist the aid of one of the parents to help you weigh and measure children five and under. This questionnaire begins with a listing of all family members and includes such information as their names, ages, sex, marital status, etc. You will need to make sure you are including all of the members of the household when you make this initial listing.

Altogether, there are 15 Sections to this questionnaire, and you will complete the first 8 sections during Round 1. When you return one to three weeks later, you will complete Round 2. Additional instructions for administering this questionnaire are given later in the manual.

## **1.5 Confidentiality**

It is very important that you understand the meaning of the term “confidentiality” as it relates to the respondents in this study. You will be asking some questions about income, expenditures, and personal health which may be sensitive to some of your respondents, and they may be reluctant to give you an answer. When you sense that this is the case, you need to be able to explain to them that the information they give you will be seen only by authorized project staff, and that these staff have made a pledge that they will not reveal this information to anyone. Also, you need to be able to convince your respondents who have objections to answering some of your questions that when this information is provided to the government that it is provided in the form of statistical tables, and that no individuals or their responses are ever identified. Tell them that they are part of a group of 2,000 households and 10,000 people throughout Kyrgyzstan who are participating in this survey, and that only the persons associated with the survey will ever know who these people are.

This issue is so important that we are asking you to read and sign a “Confidentiality Agreement” which spells out in detail your obligations as an interviewer to keep all information strictly confidential. Study this document carefully before you sign it, and if you have any questions, discuss them with your supervisor or Oblast Coordinator before signing the form. (See *Exhibit 1.1*, on the following page.)

## **1.6 Use of Manual**

This manual is for your use before, during, and after training. Study it carefully and make sure you understand all of the instructions and procedures which it explains. Do not hesitate to discuss anything that bothers you or that you do not understand with your Field Supervisor or Oblast Coordinator. It is very important that you feel comfortable about your work and have confidence in what you are doing. A lack of confidence or understanding may well be sensed by your respondents, and they will be less likely to provide you with the accurate information we need for this survey.

Be sure to put your name on the front of this manual during training so that it does not get picked up by someone else. You may also want to take notes in it during training. It is also a good idea to put the names and telephone numbers of your Field Supervisor and Oblast Coordinator on the inside front cover.

**Exhibit 1.1 Confidentiality Agreement**

**Poverty Monitoring Component  
Year 2 Survey  
Winter, 1996**

**CONFIDENTIALITY AGREEMENT**

1. I hereby accept all duties and responsibilities of performing the specified survey data collection tasks and will do so personally in accordance with the training provided to me. At no time will I engage the services of another person to perform any of my data collection work.
2. I agree to treat as confidential all information secured during interviews or obtained in any survey-related way while I am working on the Year 3 Survey.
3. I fully agree to conduct myself at all times in a manner that will obtain the respect and confidence of all individuals from whom data will be collected. I will not share the information obtained with anyone other than authorized survey staff.

Date: \_\_\_\_\_

Name of Interviewer (Printed): \_\_\_\_\_

Signature of Interviewer: \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_

## **2. INTERVIEWING TECHNIQUES AND CONVENTIONS**

### **2.1 General Questionnaire Conventions**

#### **2.1.1 General Standards for Conducting Structured Interviews**

- (1) Read every question exactly as it is written.
- (2) Ask all questions which are in the questionnaire in the exact order in which they are presented.
- (3) Read every question slowly so that the respondent can comprehend its meaning.
- (4) Do not explain and comment on questions in the questionnaire. If the respondent does not understand a question, repeat it another time.
- (5) Do not hand the questionnaire to the respondent unless there are specific instructions to you to do so.
- (6) Follow the instructions about procedures contained in the questionnaire and read transition statements as provided.
- (7) Don't leave out any questions which the respondent is supposed to answer.
- (8) Do not suggest answers to the respondent.

#### **2.1.2 Special Instructions about Survey Procedures**

- (1) Read aloud all alternative answers if the respondent is supposed to choose one of the predetermined alternatives.
- (2) Write down exactly what the respondent says in answer to a given question if he has been given an "open question".
- (3) Write down in the margins of the questionnaire what the respondent says if it is impossible to choose a code that corresponds to what he says, and there is no "Other, specify" alternative.
- (4) If there are special instructions in the questionnaire to do so, allow the respondent himself to read through the possible answers to the question presented to him, and then indicate the number corresponding to the answer which the respondent chose.

(5) Repeat (but do not explain) a question which the respondent did not understand or incorrectly interpreted. In this case you should indicate, in the margins of the questionnaire, that the respondent did not understand the question. No matter what the nature of the answer, it follows that you should thank the respondent for the opinion expressed and only after that go to the next question.

(6) Pay close attention to these special notations:

EVERYTHING PRINTED IN CAPITAL LETTERS IS INTENDED ONLY FOR YOU, THE INTERVIEWER, AND IS NOT TO BE READ TO THE RESPONDENT.

(a) Information in capital letters within brackets is for interviewers. Reading it aloud is not allowed; however, this information is very important for you, and you must pay attention to it.

(b) The alternative answer choices "Don't Know" and "Refused" should never be read to the respondent.

"Don't Know" - use this answer choice only in the situation when obviously the respondent experiences difficulty or doubt in answering the question.

"Refused" - use this answer choice when for any reason the respondent does not want to answer the question put to him. For example, if he does not want to give the amount of his salary.

(c) You will often find the instruction "GO TO ..." in brackets [ GO TO ...]. This is a "skip" instruction which tells you which question to ask next and is done to make your work easier. The skip instructions will allow you to skip unnecessary questions. For example, if, after the code which you indicate corresponding to the respondent's answer to Question 1, there is the instruction "[GO TO 3]", that means that it is not necessary to ask Question 2, but that you are to go directly to Question 3.

### **2.1.3 Rules for Filling Out the Questionnaire**

Accuracy and precision on your part in filling out the questionnaire are very important in order for the data to be keyed-in and analyzed properly. Be sure to follow these rules for recording responses when conducting an interview:

- (1) All remarks and notations in the questionnaire should be entered with a ballpoint pen using black ink. Please use the pens provided.
- (2) Indicate the answer given by the respondent by circling the number corresponding to the answer.
- (3) Any corrections to the answers provided are to be based only on what the respondent says and are to be indicated by crossing out the incorrectly indicated code or written number, etc.

## **2.2 Techniques for Establishing Contact and Securing Consent for the Interview**

### **2.2.1 Making Initial Contact**

The success of the survey and the reliability of the data obtained is to a large extent dependent on the first impression which the respondent gets from you. Therefore, your job in getting acquainted with the respondent and members of the family is to create an atmosphere of goodwill and calmness, to persuade them of the importance and necessity of the survey, and to get participation from each person in the sample.

It is necessary, therefore, to properly introduce yourself, show your credentials, and explain the purpose of your visit. You will have a badge plus a letter from Mr. Akeneev confirming the legitimacy of the study. An example of an introductory script containing the information you will need to use in introducing yourself and the survey is provided in *Exhibit 2.1*. The text of the letter from Akeneev is provided as *Exhibit 2.2*.

### **2.2.2 Answering Questions**

Often, respondents ask questions such as the following: "Why did you come to my house?" or "How did you get my address?" You need to be sufficiently familiar with the background and purpose of the survey to answer such questions. You also need to be prepared to counter the objections of persons who seem reluctant to participate. Sometimes sample members may try to say that they have inadequate education to answer the questions, or they may complain that they are too old. Others will suggest that you go to a neighbor or to a different member of the family for the interview.

## **Exhibit 2.1 Example of Introductory Script**

Good morning (afternoon, evening.) My name is \_\_\_\_\_ , and I am working for the (name of oblast) Natstatcom office. We are conducting a survey that is very important for the economic welfare of the people of the Republic. Your household has been selected for this survey through a statistical procedure called random sampling. For the survey to succeed, we need to get some information about you and the members of your family. And, we are willing to pay you for completing the questionnaire. Let me assure you that the information you provide will be kept in strictest confidence. No one except authorized project staff will see your answers. Your information will be combined with answers we get from about 2,000 other families throughout Kyrgyzstan. Your participation is completely voluntary, and you do not have to answer any of the questions you do not want to answer. Let me begin, please, by getting the names and ages of the people who live here.

## Exhibit 2.2 Text of Akeneev Letter

Dear Citizens of the Kyrgyz Republic:

On behalf of the Government of the Kyrgyz Republic, the National Statistical Committee is requesting you to provide assistance to us by answering some questions in a survey regarding your household. By doing so you will help the Government study the current living standards of our republic.

The results of this survey will help us analyze one of the most important problems of our republic, i.e., the decrease in living standards of the population, help us find appropriate ways to reduce poverty nationwide, and help us provide proper social assistance to Kyrgyzstan people.

We hope you will answer each of the questions accurately and truthfully. In turn, I can assure you that we will provide strict confidentiality to the answers you give. The data from your questionnaire will be stored in a data file and analyzed along with the answers from more than 2,000 other households in the republic. The data will be used only in statistical tables and no individual answers will ever be recognized.

We also realize that you have to spend some portion of your time answering all of the questions in the questionnaire. You will be paid 6 soms for every household member interviewed plus 6 soms for the completed questionnaire.

The person that will interview you and members of your household, and pay you for your participation, is an authorized and trained interviewer and is identified by the badge with the appropriate credentials.

(Signed)

J. Akeneev, Chairman  
National Statistical

Committee

Kyrgyz Republic

In such situations you must politely explain to the person that the research is being conducted according to special scientific methods and that for the results to be valid it is necessary that the survey represents all the people of Kyrgyzstan, and, therefore, you must interview all those selected regardless of age, occupation, education, etc. You can also explain that their household address was obtained from the selsoviet (or from the city/town administration office) and the the address was selected according to a special statistical procedure for choosing participants.

Another objection selected families might have would be that they fear there will be some negative repercussions due to their participation in the survey. In such instances it will be necessary to explain that the answers to questions in the interview will never be published or distributed and will be used only in general form as statistical tables reflecting the opinions of more than 2,000 families in the republic.

In situations where the respondent tries to refuse to participate because of lack of time, you must propose a different, more convenient time and return then to conduct the interview.

### **2.2.3 Countering Refusals**

There may some occasions where the respondent categorically refuses to participate in the survey. In such situations it will be necessary to express your regret, apologize for the inconvenience and take your leave. Your Field Supervisor will then try to assist in getting the household's participation. (You should provide your supervisor all the information necessary for visiting the household and do what you can to assist in obtaining cooperation.)

Refusals must be kept to an absolute minimum. To accomplish this, we are depending on you, the interviewer, to be able to win the respondent over. You need to be able to persuade the respondent of the scientific and practical value of the survey, the anonymity of the answers, and the importance of his (or her) participation. These are the keys to your success as an interviewer and ultimately to the success of the survey.

## **2.3 Conditions for Conducting the Interview**

In as much as the interview takes place in the residence, a series of undesirable conditions may present themselves which negatively affect the quality of the respondent's answers. Your task is to eliminate or minimize the effect of the following negative factors:

**Influence of a third person.** The ideal situation is for you to interview the respondent in a room where no one else is present.

**Interfering activities.** Frequently, you will, during your initial contact with the household, obtain agreement to participate in the survey and go ahead and begin administering the questionnaire, not having any prior agreement about the most convenient time for the interview. So, if you have interrupted some activities of the respondent, you might have to deal with interruptions, such as housekeeping tasks, tending to children, television, arrival of other family members or guests, etc. If the respondent is continually distracted by such interruptions, you should propose that the respondent name another time that would be better for conducting the

interview without interruptions and return to complete the interview at the agreed upon time.

**Other problem situations.** Occasionally you might find yourself involved in a "conflict situation" where there is a family quarrel going on, one of the respondents is intoxicated, or a family member is intoxicated. In such circumstances, you need not conduct the interview. If you cannot succeed in rescheduling the interview for some reason, and you go ahead and conduct the interview in spite of the undesirable emotional-psychological conditions, be sure to describe the circumstances and conditions in the final section of the questionnaire, "Remarks of the Interviewer."

## 3. FIELD INTERVIEWER RESPONSIBILITIES

### 3.1 Summary of Responsibilities

You have a very important role in the Year 2 Survey of households in Kyrgyzstan. The goal of this research is to study various aspects of the life of the people. These aspects include obtaining data regarding the work history of households, their family situation, their housing conditions and dietary habits, their financial situation, and their patterns of income and expenditures.

During the data collection period, your work will largely determine the level of quality of this important research. The completeness and accuracy of our data collection effort is dependent on your taking your responsibilities seriously. Your first and foremost task as an interviewer is to follow the instructions and procedures presented in this manual very closely.

Your responsibilities include the following:

study these procedures and follow the instructions presented in this manual

understand the content of the questionnaire and the procedures for completing it. You will then be able to answer the respondents' questions during the interview

conduct the interviews efficiently and with high quality. Return the completed questionnaires to your supervisor within the specified time frame.

refrain from talking about answers or about the names and addresses of respondents. You must take personal responsibility for preserving the confidentiality of the respondents' answers. These questionnaires cannot be shown to anybody but the responsible persons in your oblast office.

### 3.2 Specific Tasks

#### 3.2.1 Getting Assignment from Field Supervisor

At the end of training you will receive your initial assignment from your Field Supervisor. She (or he) will use the Assignment and Control Log - Form A (*Exhibit 3.1*) to document which clusters are assigned to you. Most of the items on this form are self-explanatory, but you need to be thoroughly familiar with it and understand how your supervisor is using it. And, you will need to make entries on the form as you complete the work for each housing unit.



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The heading will include your name, your supervisor’s name, the oblast name, and the date you receive the assignment. Then there are columns for the following information:

Household ID numbers for the selected housing units you are assigned

Your signature (to document that you received the assignment)

Number of households interviewed at the address (the number should always be “1”)

Number of adults listed on the household roster that you interviewed

Number of children (13 and under) that you obtained information for

Date the questionnaire was returned to the supervisor after completion

Check mark to indicate that you completed your final edit of the questionnaire

### 3.2.2 Locating Sample Address and Selecting Correct Respondents

At the end of training, your supervisor will give you your assignment. It will consist of a list of addresses of households which were selected for interview. You will go only to those addresses listed in your assignment. No others!

First, you must find the street, building, and house or apartment in accordance with the sample list you received. You then establish contact with the people living at the given address. After identifying the household for which the information is to be gathered, you must choose the principal respondent, that is, the person who is most knowledgeable about the family's business, income, expenditures, and housing conditions, and who will answer the questions in the Household Questionnaire.

After the selected address has been located, it is necessary to determine how many households are living at this address. By "household" we mean people who live in the given living quarters, share income and expenditures, and conduct housekeeping together. To properly choose the correct household for the study, it is necessary to determine the real situation of the people living there.

For example, suppose the household’s primary person (head of household) lives at the address with his son, grandson, and grandson’s family. The son of the head of household shares income and expenditures, and keeps house together with his father. The grandson and his family, however, live in the same living quarters (at the same address), but they keep house separately, and do not share any income or expenditures with the others. Given our definition, there are two distinct households at this address: one, the responsible

party (or head of household) and his son; the other, the grandson and his family. For your assignment, you will gather information only about the first household (the “head of household” and his son).

Or suppose, for example, that two families live in one apartment which is on your assigned sample list of housing units. These two families consist of a newly married couple and the mother and father (pensioners). They keep house together and maintain a shared budget. That means that for the purposes of this survey, and by our definition of "household", that there is only one household and you will interview everyone living in the apartment.

### **3.2.3 Making Appointments**

If it is difficult to find the respondent at home, it will be necessary to agree on a meeting time through neighbors or relatives. If no one is at home after the first or second visit, you should try leaving a “Not at Home” letter (*Exhibit 3.2*) which explains the purpose of your visit and attempts to set a date and time for an appointment. Under no circumstances should you leave a questionnaire at the household to be completed by the respondent and picked up later. The questionnaire must be completed by you personally.

It may sometimes happen that you still are not able to find anyone at home at the selected address. If you cannot find someone at home and begin to complete the questionnaire within three or four visits, you are not required to continue attempting contacts with the household. However, you must discuss this option with your supervisor before stopping. You will then assign a specific code to the Household Questionnaire indicating that you were not able to talk to anyone at the selected address. As previously stated, under no circumstances will you select another household to take the place of any other housing unit.

### **3.2.4 Selecting the Household Unit**

Unfortunately, you will be not be able to find out beforehand how many families live at a selected address. In addition to the family of the person who is the responsible party (or head of household) at the given address, there may be some other family (as indicated in the examples above). You may also confront this situation in a communal apartment, home for the elderly, dormitory, etc. Thus, during your initial visit it is necessary first of all to contact someone in the family of the person who is the responsible party. Then,

(1) If there is only one family (or household) at this address, you may begin to conduct the interview immediately.

(2) If the person who is the responsible party does not live at the given address, but a close relative continues to live at the address, you may conduct the interview with the close relative of the responsible party. For example, the apartment may be in the name of the mother, who now lives in another city with her daughter, but the son of the mother lives in the apartment with his family. Thus, the son and his family become the correct household unit for the purposes of this survey.

(3) If neither the person listed as the responsible party nor any close relatives now live at the selected address, and a new family lives at the address, then you will interview the new family which actually lives at the address. (There will be no need to try and find out where the former family now lives. We are interested only in the housing unit and its family members as a sampling point.)

**Exhibit 3.2 Text of “Not at Home” Letter**

<p>Social Safety Net Project of the Kyrgyz Republic</p> <p>“Poverty Monitoring Component” Statistical Survey</p> <p>Dear Citizen:</p> <p>The National Statistical Committee of the Kyrgyz Republic would like to inform you that your household has been randomly selected by a computer for participation in a national living standards measurement survey being conducted in our republic. I would like to meet you at your home on _____ at _____ o'clock. Since you will spend your time helping me conduct interviews, I will pay you { } soms for your participation in this survey.</p> <p>Please be at home at that time. Thank you very much in advance.</p> <p>Your interviewer:</p> <p>_____</p>
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(4) Another possible situation: When there is more than one family living at the selected household address, and none of the families is related to the person listed as the responsible party, you will have to decide which of the family units to select for the interview. The first time this happens, you will select the family with the oldest head of household (or oldest responsible party). Should this happen to you again while working in the same sample cluster, you would then select the family with the youngest head of household (or youngest responsible party). You cannot always select the family with the oldest head of household because to do so would bias the sample toward one age group you must alternate the selection based on age in order to try and keep the sample balanced.

(5) If the housing unit at the selected address is vacant (no one lives at the place any longer), then no interview is conducted. Again, you do not try to locate the family which once lived at the address and you do not substitute another address or household. You should simply enter the result code indicating the housing unit is vacant on the cover of the Household Questionnaire.

(6) It is very important that we know when a selected housing unit is no longer an actual housing unit but something else. For example, if the building is demolished (there is no longer a building at the address), you will need to assign a specific code to indicate this on the cover of the questionnaire. Also, if the address is no longer a housing unit but is some kind of commercial establishment (a shop, for example), again you will need to assign the proper code on the questionnaire cover.

**REMEMBER... UNDER NO CIRCUMSTANCES DO YOU SELECT ANOTHER ADDRESS OR HOUSEHOLD TO REPLACE AN ADDRESS WHERE THERE IS A VACANCY, AN UNINHABITABLE BUILDING, OR A COMMERCIAL ESTABLISHMENT. NOR DO YOU SELECT A REPLACEMENT WHEN YOU ARE NOT ABLE TO MAKE CONTACT WITH THE FAMILY AT A SELECTED ADDRESS AFTER REPEATED ATTEMPTS.**

### **3.2.5 Selecting Household Members**

After you select the proper household for the survey, you must determine who will be the principal respondent, that is, the person who will give the basic information about the family for the Household Questionnaire. This must be the person who knows the most about the family, its income and expenditures, the health of all its members, etc. You will begin by administering the Household Questionnaire to this individual.

It is important to remember that the principal respondent is not necessarily the "head of the family" or any other predetermined person. However, in no case can the principal respondent be a child. If, on your initial contact with someone at the selected address, you speak to a child first, it will be necessary to ask the child to call one of the adults who knows the most about the business and concerns of the family. You will then address all further questions in the Household Questionnaire to him or her.

After the principal respondent has been determined, the most important thing is to determine the complete composition of the household; that is, the number and biographical data of the people who live with the principal respondent, share income and expenditures, and share housekeeping with him or her.

Remember that children under 18, unmarried, and living temporarily in another population point to study must be included in the list of household members no matter how long they have been absent from the selected address. Young adults (aged 18 and older) who are not living with the family because of studies in another population point, because of military service, or some other reason should NOT be considered members of the household, and therefore are not to be included on the list of household members.

### **3.2.6 Conducting Interviews**

After the list of members of the household has been determined and recorded in the Household Questionnaire, you will continue to interview the principal respondent and complete the remainder of Section 1 and all of Section 2 with this respondent. If the principal respondent is not the parent of the children under six living in the household, you will need to talk with the parents to complete Section 3A. In Section 3B, parents will answer for children 7-14. Children 14 and older must answer for themselves. Continue to administer the questionnaire in keeping with the instructions you receive in training until you have interviewed all of the household members (or obtained information about the children from their parents). Remember that under no circumstances are you to obtain information about one adult member from another. (That is, a wife cannot provide information about her husband, a mother about her child, 14 or older, etc.) Only an adult member of the family who provides primary care for the child may provide the information about that child in the appropriate sections of the questionnaire.

### **3.2.7 Paying Families**

You will compensate each family that participates in the survey by paying them an incentive payment. For each family you pay, you must get the person you pay to sign the Family Payments Receipt. On this form you enter the Household ID number, show the amount of \$ you paid them, and obtain the family head of household name and signature. Then enter your name, signature, and ID number. Be sure to enter the date at the bottom of the page. Remember that you must turn in one of these receipt forms (along with the completed questionnaire) for each household to your supervisor in order to get credit for having made the payment. Also, when you turn in the receipt form(s), be sure your supervisor makes the proper entries on your balance sheet and, when you are satisfied that it is correct, you then sign the balance sheet.

An example of a blank Family Payments Receipt (Form C) is displayed as *Exhibit 3.3*.



## Exhibit 3.3 Family Payments Receipt (Form C)

C

Компонент "Мониторинг Бедности"  
Статистическое обследование - Зима, 1996

### КВИТАНЦИЯ ОБ ОПЛАТЕ СЕМЬЯМ (Family Payments Receipt)

Код домохозяйства \_\_\_\_\_  
(Household ID #)

ПОЛУЧЕНО ЗА УЧАСТИЕ В ОБСЛЕДОВАНИИ "МОНИТОРИНГ  
БЕДНОСТИ"

СУММА \_\_\_\_\_ СОМ (ОБ).  
(Payment Received for Participation in the Poverty Monitoring Survey in the Amount of \_\_\_\_ Soms)

Количество опрошенных в семье \_\_\_\_\_  
(# of Family Members Interviewed)

Количество взрослых \_\_\_\_\_  
(Adult)

Количество детей \_\_\_\_\_  
(Child)

Ф.И.О. и подпись  
главы  
семьи \_\_\_\_\_  
\_\_\_\_\_  
(Family Head of Household Name and Signature)

Ф.И.О., подпись  
и код  
интервьюера \_\_\_\_\_ | \_\_\_\_\_  
\_\_\_\_\_  
(Interviewer Name, Signature and ID #)

Дата: \_\_\_\_\_  
(Date)

### 3.2.8 Editing Completed Work

You are expected to conduct two edits after each round of interviewing for each questionnaire you complete. One, which is called a "scan edit", will be conducted at the household; the other, a more complete edit, will be done after you leave the household. During your scan edit at the household, you should go back over the questionnaire just as soon as you finish the interview. During this edit, you will check to see that you have asked all of the applicable questions and that your recorded responses are legible. You should also make sure that the information on the cover of the questionnaire is accurate and complete. This scan edit is completed in the presence of your respondent so that if you find that you have not asked some questions that you should have asked, you can go ahead and ask them. Further, you might find that some of your recorded responses are not clearly legible. For example, you might have accidentally circled two numbers instead of one. In such instances, you will be able to make sure you have the proper answer marked by confirming the response with the respondent.

Your more complete and extensive edit will be done at your home or office. At this point you should go back over each questionnaire you have completed during the day (or evening) and check for the following:

make certain that the ID numbers of the questionnaires you have completed are correct

check all the other information on the cover of each questionnaire to be sure that all of the required information has been provided

review the household roster in the Household Questionnaire and make sure that you have accounted for each and every household member

check each Household Questionnaire cover to be sure you have entered the correct final result code (after Round 2)

review each questionnaire for completeness and accuracy; that is, check again to be sure that you have not skipped any questions which should have been asked. Also, make sure that all of your recorded responses are legible. Further, make sure that any marginal notations are legible, as are all responses to open-ended questions.

Our goal is to end up with error-free questionnaires as a result of the editing completed in the field. By completing a thorough edit, you will not only ensure that this goal is upheld, you will also learn from identifying your errors. In addition to the edit you complete, your Field Supervisor will edit your work prior to submitting the questionnaires to data entry.

### **3.2.9 Submitting Completed Work**

You will meet with your supervisor once a week, if possible, at a time designated by the supervisor. During this meeting you will accomplish the following:

- (1) discuss any problems regarding your assignment
- (2) turn in completed work and report on progress with incomplete households
- (3) review your incentive advance balance and get additional funds, if necessary
- (4) get additional assignments as sample clusters are completed
- (5) get additional questionnaires, and other supplies, as needed

You will not turn in the questionnaire for any household until you have a completed both Round 1 and Round 2 for every person listed in the household roster . When you have completed interviewing everyone in the family, submit the questionnaire to your supervisor, along with the Family Payments Receipt for the household.

### **3.2.10 Keeping Accurate Records**

#### **3.2.10.1 Keeping Track of Assignments**

Each assignment given to you by your supervisor will have a cover sheet called the "Assignment and Control Log", and both you and your supervisor will have a copy of this form. The log lists every selected housing unit in the sample cluster which you were assigned, and you will sign your supervisor's copy to indicate that you have received the assignment.

You must keep this log with you each time you go out on assignment. As you complete work at a sample housing unit, you should update the form. When all of the selected housing units in a sample segment have been completed, you will return the list to your supervisor.

#### **3.2.10.2 Obtaining Incentive Advances from Supervisor**

Each time you receive a new assignment from your supervisor, he/she will also calculate approximately how much money you will need to pay the families and provide you with the money. Your supervisor will keep a record of how much money has been advanced to you on a balance sheet which shows the date you were issued the money, the amount of the advance, the amounts paid to families, and a running balance. Each time you receive money, and each time you turn in receipts showing you have paid incentives to a family, the amounts will be recorded on this balance sheet, and you will sign it to show that you agree with the amount of the disbursement and the balance.

While it is not absolutely necessary, it would be a good idea for you to keep a record of your own showing amounts of advances received and the amounts you have paid to families. You can then always check to make sure your totals agree with your supervisor's.

An example of the Advances to Interviewer for Making Family Payments (Form B) is displayed as *Exhibit 3.4*.



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## **4. QUESTIONNAIRE ADMINISTRATION PROCEDURES**

### **4.1 Instructions for Completing Cover Page**

The following information must be provided by you on the cover of the Household Questionnaire for each housing unit you are assigned:

Nine digit ID number --- this ID number indicates the oblast, raion, town or village, sample cluster, and individual housing unit. The last two numbers are for the individual housing unit. This nine digit number should be written clearly in the space provided on each questionnaire you complete.

Field Interviewer ID Number - Enter your 3-digit ID number (provided to you at training) in the space provided.

Date First Round Completed - Enter the date you completed your first round of interviews with this household.

Date Second Round Completed - Enter the date you completed all of the interviewing associated with this household as the date you completed the second round.

Final Result Code - Enter the 2-digit final result code which best describes the outcome of your activities with this household. These are explained in the next section (4.2).

Household Address - Enter the complete household address in this area. Begin by entering the street address, apartment number, etc., as well as the name of the town or village, the raion, and the oblast.

### **4.2 Final Result Codes**

The final result codes are just that: two digit codes indicating the final status of the questionnaire. These are codes designated to take care of all situations you will have when visiting a household and conducting the interviews. There is a code to indicate when something other than the ordinary circumstances prevail. When you use this "Other" code (code 40), please be sure to provide an explanation of the circumstances. The codes you will use are as follows:

### **FINAL RESULT CODES**

- 10 - INTERVIEW COMPLETE
- 20 - VACANT
- 21 - DEMOLISHED/NO LONGER HABITABLE
- 22 - CONVERTED TO COMMERCIAL ESTABLISHMENT
- 30 - UNABLE TO CONTACT OCCUPANTS
- 31 - REFUSED
- 40 - OTHER (EXPLAIN IN DETAIL)

### **4.3 Review of Standard Practices**

Here is a brief review of the standard practices which you are expected to follow in questionnaire administrations.

Ask every question specified in the questionnaire

Ask the questions using the exact words printed in the questionnaire

Ask the questions in the exact sequence in which they appear in the questionnaire

Repeat questions that are misinterpreted or misunderstood by the respondent

Read the questions slowly

Avoid suggesting answers to the respondents

Use transition statements as they are printed in the questionnaire

### **4.4 Administering the Questionnaire**

Detailed instructions for administering the questionnaire, including the question by question specifications, will be provided to you during training.

## **4.5 Anthropometric Measurements**

You will take anthropometric measurements for all children on the household roster age 5 and under by obtaining their height, weight, and upper arm circumference. The height and weight procedures vary depending on whether or not the child is able to stand up straight on his own. When taking these measurements, you will need to enlist the aid of the child's mother, older sister, or someone familiar to the child so that it can be comforted in case he or she becomes upset. You will not be able to take accurate measures with a squirmy or frantic child. Before you begin taking any measurements, be sure that any shoes or headgear are removed from the child.

### **4.5.1 Height and Weight**

#### **For children who can stand up straight on their own:**

**Height** --- Ask the child to stand up against a straight vertical surface, such as a wall or door. Be sure that the child's heels, buttocks, shoulders, and back of head are touching this vertical surface. Place a flat object, such as a book or ruler, on top of the child's head. Be sure the hair is gently pushed down until the book or ruler actually touches the head. Then make a mark which is exactly level with the top of the child's head. Ask the child to step away and then carefully measure the height and enter it in the questionnaire in centimeters and fractions of centimeters. Repeat the procedure to make sure you have measured accurately.

**Weight** --- Ask the child to step on the scales and stand completely still. Take a reading and record the weight in kilograms and fractions of kilograms. Again, repeat the procedure until you are certain you have the exact weight. Check your entry in the questionnaire to make sure it is correct.

#### **For infants and other children who cannot stand up straight on their own:**

**Height** --- Lay the child down on a flat surface such as a table. It is preferable to have the top of the child's head up against an immovable vertical surface, such as a wall. Make sure that the child's head and neck are straight and that the knees are held flat against the table (or other horizontal surface). Mark where the bottom of the child's heels come to. You will then measure this distance and enter it in the questionnaire in centimeters and fractions of centimeters. You must repeat this procedure to make sure you have an accurate measurement.

**Weight** --- Ask a parent, or an older brother or sister, to step on the scales while holding the infant. Record this weight (in kilograms and fractions of kilograms) and then have the person step back on the scales without the infant. Record this weight and subtract it from the first reading (the measure taken when the person was holding the child). The difference is the child's weight and you will enter this in the questionnaire in kilograms and fractions of kilograms. As before, you must repeat this procedure to make sure you have an accurate measurement.

### **4.5.2 Upper Arm Circumference**

Using the flexible tape, measure the child's upper arm approximately one-half the distance between the shoulder and the elbow. Be sure you are measuring the arm and no clothing. The tape should be tight against the arm, but not so tight that it is squeezing into

the arm. Take your measurement by reading where the metal edge of the tape overlaps. Record this measure in the questionnaire in centimeters and fractions of centimeters. And, as before, repeat this procedure until you are sure you have an accurate measurement.

## **5. QUALITY CONTROL MEASURES**

Your supervisor is required to implement specified quality control measures to ensure the quality of the work being performed by the interviewers. One of these measures is to observe you as you are conducting your interviews and administering your questionnaires.

Another measure being implemented by the supervisors is a systematic review of completed work. Each completed questionnaire submitted by every interviewer will be carefully edited by the supervisor. The supervisor's notes as a result of these edits will be used to determine the pay interviewers receive for their work. You should be careful to turn in only quality work to your supervisor.

In addition to performing an edit of the completed questionnaires of each interviewer, the supervisors will also go to selected sample households which have been completed and confirm that the interviews were in fact completed and that the family payment was made as indicated on the Family Payments Receipt. If the supervisor discovers that an interviewer is not actually conducting the interviews which have been submitted as complete, or is not making the payments described on the receipt form, then the interviewer will be terminated and will not be compensated for any work performed.

## 6. SUMMARY

### 6.1 Checklist

You should carefully check your interviewing materials bag before going out to interview. Please never leave home to interview without checking this list to be sure you have everything you will need to complete your work.

<b>CHECKLIST OF ITEMS TO TAKE ON ASSIGNMENT:</b>	
(1)	List of Selected Households (Assignment and Control Log)
(2)	Sufficient Supply of Questionnaires (In Russian and /or Kyrgyz)
(3)	Ballpoint Pens (black ink)
(4)	Copies of "Sorry I Missed You" Letter
(5)	Money to pay families and money for transportation expenses
(6)	Family Payments Receipt forms
(7)	Identification Badge and Badge Holder
(8)	Copy of Letter from Akeneev (In Russian and Kyrgyz)
(9)	Scales (for weighing age 0 - 5 respondents)
(10)	Tape Measure (for measuring age 0 - 5 respondents)
(11)	Supply of Rubber Bands
(12)	Tote Bag

### 6.2 Materials and Supplies Provided by Oblast Coordinator

**Exhibit 6.1** is a detailed list of the materials and supplies which will be provided to you by your Oblast Coordinator.

## **Exhibit 6.1 List of Materials and Supplies**

### **POVERTY MONITORING SURVEY**

### **YEAR 2**

#### **LIST OF MATERIALS AND SUPPLIES FOR EACH FIELD INTERVIEWER**

- ◆ Field Interviewer Manual
- ◆ Example Questionnaire and Roster Card
- ◆ Letter from Natstatcom Chairman (in Russian and Kyrgyz)
- ◆ ID Badge to wear when interviewing
- ◆ Bag for carrying interviewer supplies
- ◆ Weighing Scales
- ◆ Measuring Tape
- ◆ Black Ball-point pens
- ◆ Rubber Bands
- ◆ Assignment of Households to visit
- ◆ Supply of “Not-At-Home” Letters (in Russian and Kyrgyz)
- ◆ Supply of Family Payments Receipt Forms (Form C)
- ◆ Supply of Questionnaires (Russian and Kyrgyz)
- ◆ Supply of Roster Cards (Russian and Kyrgyz)
- ◆ Money for Transportation Expenses
- ◆ Money for Making Family Payments

## **NOTES FOR NEXT YEAR'S VERSION OF FI MANUAL**

Add section called "Other Administrative Procedures" and include something about Forms E and H, along with instructions about obtaining receipts, keeping track of expenses, etc etc etc.