

REPUBLIC OF THE IVORY COAST  
MINISTRY OF ECONOMY AND FINANCE  
DEPARTMENT OF STATISTICS

PERMANENT HOUSEHOLD SURVEY

SUPERVISOR'S INSTRUCTION MANUAL

GENERAL STATISTICS DIVISION  
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# PERMANENT HOUSEHOLD SURVEY

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## SUPERVISOR'S INSTRUCTION MANUAL

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## 1. INTRODUCTION

### OBJECTIVES OF THE PERMANENT SURVEY

The principal objective of the Permanent Household Survey is to make available to planners and political decision-makers, rapidly and continuously, basic data on the living standards of African households in Ivory Coast and changes in living standards over time.

The key elements of living standards measured by the survey are:

- \* household income and expenditures,
- \* health and education,
- \* employment and other productive activities,
- \* demographic characteristics and migration,
- \* housing.

The information gathered is intended to improve planning of economic and social policies in Ivory Coast and to assist in evaluating the impact of policies. It should enable decision-makers to:

- \* identify target groups for government assistance;
- \* construct models to simulate the impact, both overall and on individual groups, of the various policy options; and
- \* analyze the impact of decisions already made and of the current economic situation on living conditions of households.

The Survey will thus meet the urgent needs of a number of users, including the economic planning units of the central Government, the Department of Labor and the Ivorian Center for Economic and Social Research (CIRES).

### METHODOLOGY OF THE SURVEY

In an effort to reconcile the objectives of the survey with the human and material resources available, it is proposed to survey 1600 households every year. The households were selected so as to provide a self-weighted sample of all African households in Ivory Coast, by means of a three-step procedure:

- \* First, the country was divided into a number of regions or "primary sampling units" -- towns, villages, districts, etc. One hundred of these units were then selected with probability proportional to population size.

- \* Next, during the pre-survey stage, a cluster of 64 households was chosen at random from each primary sampling unit and a certain number of socio-economic attributes were listed for these households.
- \* Last, 16 households were chosen at random from each cluster to serve as the survey sample.

In order to follow changes in the living standards of the same households while ensuring that the data collected would be kept permanently up-to-date, it was decided that half of the sample would be replaced every year.

Two types of questionnaire were developed:

- \* a questionnaire addressed to households, to be completed in two rounds, with a two-week interval between;
- \* a questionnaire dealing with the locality itself, aimed at identifying the economic infrastructure and education and health facilities existing in the villages.

The following precautions should ensure that the data are of consistent quality and are processed without delay:

- \* The questionnaires are designed largely to eliminate the coding stage, which is generally very slow and tedious, and liable to introduce various types of error.
- \* Use will be made of micro-computers in four regional offices of the Statistics Department (Abidjan, Bouake, Abengourou, Man), to enter the data close to the places where they are collected.
- \* The data will be checked automatically through a software program designed to show up inconsistencies, so that any errors can be corrected when the interviewer visits the household for Round Two of the survey.
- \* Supervision will be close, with one supervisor for two interviewers and one data entry operator.

## ORGANIZATION OF THE SURVEY

The Permanent Household Survey will be conducted by an advisory team and five data collection and entry teams based in four regional offices of the Department of Statistics. For the sake of getting the results out quickly it was decided to decentralize the data entry operation, which for previous surveys had been entirely carried out in Abidjan. This decentralization involved installing a micro-computer at each of four regional branch offices of the Department (Abidjan, Bouake, Abengourou, Man) for immediate entry of data from all the questionnaires completed by each team. Two teams will be based in Abidjan - an urban team and a rural team (to cover the villages near Abidjan). The decision to decentralize means, of course, increased responsibility for the data collection teams based in the regional offices.

The ADVISORY TEAM is composed of four members:

- \* The Assistant Director for General Statistics, who is the Project Director and therefore responsible for administration of the survey and setting its broad guidelines; he directs the work of the Unit, authorizes expenditures and makes the necessary contacts for the smooth running of the project.
- \* The Deputy Project Director, who is responsible for the conduct of the survey in the field. He keeps in touch with the survey teams, and sees to it by frequent visits to the field that the instructions for completing the questionnaires are followed. If technical or other problems arise, he must be ready with prompt and appropriate solutions.
- \* The Project Computer Specialist, who is concerned with the design of the data entry software and the data processing programs. He is responsible for ensuring that the supervisors and data entry operators follow the instructions for running the programs and for the efficient use of the micro-computers.
- \* A Statistics Officer, whose task is to assist the Deputy Project Director.

Each of the five DATA COLLECTION AND ENTRY TEAMS consists of five members:

- \* The Supervisor, who is the team leader and responsible for overseeing, monitoring and where necessary correcting the work of the two interviewers and the data entry operator. In addition, he is responsible for managing the team's equipment, vehicles and funds. He acts as the representative of the Advisory Team at the regional office.

Two Interviewers, who must each conduct interviews with 160 households in the course of the year, while keeping to the set timetable.

- \* A Data Entry Operator, responsible for entering the collected data in the micro-computer.
- \* The Driver whose duties are to drive the members of the team from the regional office to the place where the survey is being carried out.

## 2. THE WORK OF THE SUPERVISOR

### His role

As leader of the data collection and entry team and representative of the advisory unit at the regional office of the Department of Statistics, the supervisor has a key role in the survey.

- \* He is responsible for on-the-job training of the interviewers, and for advising them on how to work more efficiently. He also advises the data entry operator.
- \* He is responsible for carrying out checks of the work of the team to ensure that the data are of good quality.
- \* He is responsible for the management of the personnel, equipment, vehicle and funds of the team.
- \* He is the channel for communication between the advisory team and the data collection and entry team. He sees that the advice of the advisory team is followed and keeps the team informed of any data collection and entry problems.

The role calls for a good understanding of the work to be done by each member of the team. In other words, the supervisor must be familiar with the content not only of this manual but also of the instruction manuals for the interviewers and the data entry operator.

### His duties

The most important of the supervisor's responsibilities is to ensure the quality of the data collected and entered. To this end, a number of specific tasks have been assigned to him:

1. Publicity. He must supervise the delivery of the letters of introduction to the local authorities, to the village chiefs and, in urban areas, to the households. He introduces the members of the team and explains the purpose of the survey in each of the selected localities.
2. Finding the selected household. The supervisor must help the interviewers to find the selected households, using the maps and information established during the pre-survey stage. He should correct the maps where necessary. He must also help the interviewers to persuade reluctant households to participate. If they persist in refusing, or an address cannot be found, it is his responsibility to replace these households by others from the list of replacement households identified during the pre-survey.



3. Preparation of the questionnaires. The supervisor copies onto the questionnaires the names and addresses of the heads of household belonging to the sample; he encodes certain variables after the first round and copies the names of respondents for the second round.
4. Verification of the questionnaires. At the end of each round, before leaving the field, the supervisor will check that the questionnaire has been correctly completed. If necessary, he will ask the interviewer to go back to the household to complete the questionnaire.
5. Observing interviews. Once every week during the survey, the supervisor will accompany each interviewer on one of his visits to observe his interview techniques.
6. Re-interview. Every day the supervisor will select at random one of the households interviewed on the previous day, to re-ask certain questions. He will then compare the replies with those recorded on the questionnaire.
7. Checking the printouts. After the data for each round have been entered in the computer, the supervisor will compare the printout with the data on the questionnaires. He will also look for any errors made by the interviewer, using the tests for coherence in the computer program. He will mark in red on the printout the errors made by the data entry operator and on the questionnaire the questions that the interviewer must ask again during Round Two.

In addition, the supervisor will be responsible for collecting information on the localities surveyed (village questionnaire) and information on prices. The various tasks and responsibilities of the supervisor are explained in detail in the following sections.

### 3. PREPARING FOR THE SURVEY

Before the team's arrival in the cluster, two tasks must be performed by the supervisor: sending out letters to inform the households of the team's date of arrival and preparing the questionnaires for the interviewers.

#### PUBLICITY

The supervisor's duties will vary somewhat according to the area.

In rural areas, i.e. in the clusters consisting of villages, it will be sufficient to send a letter to the village headman announcing the expected dates of Round One and Two of the survey. The letter should be sent not less than one week and not more than two weeks before the beginning date of Round One. The time allowed will depend on the distance between the cluster currently being surveyed and the cluster where the announcement is to be made.

In urban areas, i.e. the clusters in Abidjan, Bouake and other towns, the letters announcing the visit should be delivered by the interviewers to each household in the sample, one of two weeks before the start of Round One.

#### PREPARATION OF THE QUESTIONNAIRE FOR ROUND ONE

Before giving the questionnaires to the interviewers, the supervisor must get them ready in the office. This is to be done in two stages:

1. Check that the blank questionnaires have no missing pages or sections and that a label is attached to Section 7.
2. Find the pre-survey sheet for each of the households to be interviewed. Copy the following information onto the first page of the questionnaire (Survey Information):
  - \* The name and code of the cluster;
  - \* The household number;
  - \* The name of the head of household;
  - \* The address and instructions on how to find it.

The above information must be printed very legibly in capital letters in ink.

## PREPARATION OF THE QUESTIONNAIRE FOR ROUND TWO

Preparation of the Round Two questionnaires consists, first, of filling in the two columns headed INTERVIEWER and OPERATOR on the Summary of Survey Results page, after checking the Round One printouts. If there are some questions to be asked again during Round Two, write Code 2, "to be completed," in the INTERVIEWER column. In the OPERATOR column, write Code 2, "Corrections," if corrections will be made by the interviewers during Round Two or if there are data entry errors in that section. Code 1 "satisfactory" should only be used if there are no corrections of any kind to be entered in that section.

Next, certain data recorded under Section 7 of the questionnaire must be copied into other sections.

<u>Copy:</u>	<u>In:</u>
* The name and identification code of the person best-informed of the agro-pastoral activities of the household (Section 7, Question 2).	Section 9, Agro-pastoral activities, in the box for the respondent.
* The names and codes of the household's enterprises and the name and identification code of the person best-informed about each enterprise (Section 7, Questions 4 and 5).	Section 10, Non-farm self-employment activities, Part A, Questions 1 and 2.
* The name and identification code of the person best-informed about food expenses (Section 7, Question 8).	Section 12, Food expenditures and home-consumption, in the box for the respondent.
* The name and identification code of the person best-informed about the household's other expenses, income and savings (Section 7, Question 9).	Section 11, Expenditures and inventory of Durable goods, in the box for the respondent, AND ALSO Section 14, Other income, in the box for the respondent.
* The name and identification code of the randomly-selected woman (Section 7, Question 10).	Section 13, Fertility, in the box for the respondent

# PREPARATION OF THE QUESTIONNAIRE FOR ROUND TWO

## SECTION 7. ENQUÊTES POUR LE DEUXIEME PASSAGE

L'ENQUÊTE: LA PERSONNE LA PLUS INFORMÉE DES ACTIVITÉS DES MEMBRES DU MÉNAGE

NOM DE LA PERSONNE ENQUÊTÉE: KONE KOUAKOU CODE D'ID: 01

1. Au cours des 12 derniers mois, y a-t-il eu un membre de votre ménage qui a travaillé comme Cultivateur indépendant ou aide familial dans les champs du ménage, ou qui a élevé les animaux du ménage, comme par exemple, les poulets, bœufs, moutons, cochons ou autres?

OUI.....1

NON.....2 (p 3)

1

2. Qui est le mieux informé de toutes les activités agropastorales faites par les membres de votre ménage?

NOM: KONE KOUAKOU CODE D'ID: 01

COPY THIS INFORMATION  
IN SECTION 9

3. Au cours des 12 derniers mois, y a-t-il eu un membre de votre ménage qui a possédé un commerce, une industrie, une entreprise, un service, ou une profession libérale? Par exemple, un commerçant, un tailleur, un mécanicien, un médecin ou avocat, ou un autre travailleur indépendant?

OUI.....1

NON.....2 (p 8 PAGE SUIVANTE)

1

4	Quels sont les différents commerces, entreprises, industries, services, et professions libérales possédés ou jérés par les membres de votre ménage au cours des 12 derniers mois? (Depuis.....)	5	Qui dans votre ménage est le mieux informé sur les dépenses et revenus de .....NON DU COMMERCE, ENTREPRISE, ETC.....?
	FAIRE UNE LISTE COMPLETE AVANT DE PASSER A 5.		CODE D'ID

1	MAÇONNERIE	14	KONE KOUAKOU	01
2	COMMERCE DE PAGES	26	KONE GEORGES	04
3	COUTURIER	06	KONE MARIAM	02
4	POTIERE	28	KONE MARIAM	02
5				

COPY THE  
MOST  
IMPORTANT  
BUSINESS  
IN SECTION 9

6. Y A-T-IL PLUS DE 3 COMMERCE, ENTREPRISES, ETC. A LA QUESTION 4?

OUI.....1

NON.....2 (p 8 PAGE SUIVANTE)

1

7. Parmi tous ces commerces, industries, et entreprises, lesquels sont les plus importants pour le ménage?

ECRIRE LE NUMERO D'ORDRE DES TROIS LES PLUS IMPORTANTS.

1 2 4

PREPARATION OF THE QUESTIONNAIRE FOR  
ROUND TWO (CONT.)

8. Qui dans votre ménage est le mieux informé sur les dépenses alimentaires effectuées pour les membres de votre ménage?

NOM: KONE MARIAM CODE D'ID: 02

COPY NAME AND ID  
CODE IN SECTION

9. Qui dans votre ménage est le mieux informé sur les autres dépenses, revenus, et épargnes des membres de votre ménage?

NOM: KONE KOUAKOU CODE D'ID: 01

COPY NAME AND ID  
CODE IN SECTIONS  
11 AND 13

10. POUR CHOISIR UNE FEMME AU HASARD POUR RÉPONDRE AUX QUESTIONS SUR LA FÉCONDITÉ DANS LE DEUXIÈME PASSAGE:

LIRE LA PREMIÈRE LIGNE DE L'ÉTIQUETTE CI-DESSOUS JUSQU'À RENCONTRER LE CODE D'ID D'UNE FEMME DU MÉNAGE ÂGÉE DE 15 ANS OU PLUS SUR LA FICHE DE COMPOSITION DU MÉNAGE. BARRER SUR L'ÉTIQUETTE CHAQUE CODE D'ID REJETÉ. S'IL N'Y A PAS DE CODE D'ID VALABLE DANS LA PREMIÈRE LIGNE DE L'ÉTIQUETTE, RECOMMENCER AVEC LA DEUXIÈME LIGNE. LORSQU'UN CODE D'ID VALABLE EST TROUVÉ, L'ENCERCLER.

X X X X X X X X X  
X O

RECOPIER LE NOM ET LE CODE D'ID DE LA FEMME AINSI SÉLECTIONNÉE:

NOM: KONE AMOIN CODE D'ID: 05

COPY NAME AND ID  
CODE IN SECTION 1

SECTION 8

#### 4. ARRIVAL IN THE VILLAGE

The supervisor will arrive in the village with the rest of the team the day before the start of the survey. Accompanied by the interviewers, he will visit the village chief and other prominent villagers to explain the purpose of the survey, introduce the members of the team and discuss the survey program for the week. They will already have been informed of the team's arrival through the announcement sent earlier.

#### EXPLANATION OF THE SURVEY

First, the supervisor should introduce himself and the interviewers and say that they are working for the Department of Statistics. Next, he should explain that:

- \* They are making a survey of African families living in Ivory Coast, and that the purpose is to find out what present living conditions are like. The survey is thus very important for planners, so that they will know how to improve people's living standards.
- \* The village and the households that will be interviewed have been selected at random. Other neighbouring villages and households have been selected in the same way.
- \* The survey is not concerned in any way with taxes; all the information collected is confidential, subject to the principle of statistical secrecy.
- \* The survey will take the form of two rounds of interviews, the second taking place two weeks after the first.

#### RECRUITMENT OF INTERPRETERS

In many villages the respondents will need the help of an interpreter to answer the questions. The ideal would be to employ interviewers who know the local language. If there is someone among the interviewers who speaks the local dialect, care should be taken to see that he is sent to households that need an interpreter.

In most cases where an interpreter is needed, the interviewer will have no knowledge of the language in which the interview will be conducted, so that another person must be brought in. There are two ways of doing this: (1) to ask the head of household to choose someone or (2) to ask the village chief to recruit a few people to serve as interpreters for the week.

The best interpreter is someone chosen by the respondent, since the questions are confidential and the interpreter must be someone the respondent is willing to trust. The supervisor should be aware, however, that there are certain problems in adopting this solution. In the first place, it is

difficult to know how good the translation is. The respondent's friend who speaks French may not speak it well enough to translate everything said during the interview, and he will not want to admit it.

Another problem that often arises is that the interpreter chosen by the respondent knows the household's affairs so well that he tends to answer for the respondent without translating the questions. If that happens, the interpreter will have to be reminded, frequently but politely, that the respondent is the person who was chosen to be interviewed and that only his own answers can be recorded on the questionnaire.

If the supervisor finds, on arriving in the village, that there are really very few people who speak French, he should ask the village chief to nominate someone to act as interpreter if the respondent does not know anyone who can translate for him. But the supervisor must make it clear that this person will only be called on to interpret if the respondent himself does not suggest anybody.

#### VISITS TO HOUSEHOLDS BY THE INTERVIEWERS

The day the team arrives in the village there will be no interviews, but the interviewers should use the time to make contact with all the households who will be interviewed during the week, to introduce themselves, explain the purpose of the survey and set a day and time for the interviews.

#### CONDUCT OF THE SURVEY IN URBAN AREAS

The introductory steps described above do not apply in urban areas, apart from the question of finding interpreters. In urban areas the interviewers should always ask the respondents to choose their own interpreter. It will not be necessary to visit the household the day before the interview, since all the households will have received a visit from the interviewer one or two weeks earlier, together with a letter stating the date of his arrival to carry out the survey.

COMPLETING THE SURVEY INFORMATION SHEET:

NEW HEAD OF HOUSEHOLD

GRAPPE:	GRAND LAHOU	25	MINAGE:	60	FICHE:	1
CHEF DU MENAGE:	KONE KOFFI					
ADRESSE:	TROISIEME CONCESSION A GAUCHE APRES LE MARCHÉ SUR LA ROUTE QUI MENE AU BAC					
<b>PREMIER PASSAGE DE L'ENQUETE</b>						
ENQUETEUR:	KONATE FRANÇOIS		05	DATE:	22 12 84	
ADRESSE TROUVÉE?	OUI...1 NON...2 (1) SUPERVISEUR	1	LE CHEF EST-IL BIEN LE MEME?	OUI...1 NON...2 (1) SUPERVISEUR	2	
NOM DU NOUVEAU CHEF:						
ETHNIE DU CHEF:					CODE BUREAU:	
LANGUE DE L'INTERVIEW	FRANCAIS...1 AUTRE.....2 (1)	<input type="checkbox"/>	PRÉCISER LA LANGUE:			
OBSERVATIONS:						
<b>SUPERVISION DU PREMIER PASSAGE</b>						
SUPERVISEUR:	DIAKITE HISSENE		15	DATE:		
OBSERVATIONS:	MEME MENAGE, ANCIEN CHEF DÉCÉDÉ					
			INTERVIEW CONTRÔLÉE?	OUI...1 NON...2	<input type="checkbox"/>	
CE PASSAGE REMPLACE LE MENAGE NUMÉRIQUE:	<input type="checkbox"/>	CE NUMÉRO SERA REMPLACÉ PAR LE N°:	<input type="checkbox"/>	RAISON: NON-RETROUVABLE...1 REFUS.....2	<input type="checkbox"/>	
<b>SAISIE DU PREMIER PASSAGE</b>						
OPÉRATRICE:				DATE:		
OBSERVATIONS:						

**1** the interv  
finds that  
head is not  
same

**2** the superv  
verifies th  
it is the  
household

**3** the interv  
will conduc  
interview.  
will write  
name of the  
head.



## ABSENCE OF RESPONDENTS

Each part of the interview is directed to a specific respondent. If the person who is supposed to reply to any part of the questionnaire is not available on the interviewer's first visit, he must inquire when he may return to interview that person.

## REFUSALS

Interviewers may encounter two different kinds of refusal: a total refusal to take any part in the survey, or a refusal to answer questions once the interview has begun. To avoid refusals, the interviewer must be very careful in his first contacts with the household.

The following are among the most frequent reasons for refusal to cooperate:

1. The respondents fear that any information they may reveal on their income will be used for tax purposes. This fear, which is found most commonly among upper income urban households, can be reduced if the interviewers stress certain points, as follows:
  - \* Any information provided will be kept strictly confidential. Taken together with information collected from other families it will enable planners to obtain an overall view of the position of households, without revealing anything at all about any specific household. The secrecy of the data will thus be maintained.
  - \* The survey will enable planners to devise better policies for improving the standard of living of everyone in Ivory Coast. Households will benefit from providing accurate data which will only be used to help them.
2. The respondents do not wish to have an interviewer in their home for such a long time. The best way of coping with this situation, which is also encountered most frequently in urban households, is for the interviewers to:
  - \* make sure that their personal appearance is impeccable;
  - \* show their badges and papers proving that they are on the staff of the Statistics Department;
  - \* be extremely courteous toward members of the household. It is essential to follow this precept at all times, even when interviewers are not well received; and
  - \* offer to return at a time or on a day that is more convenient for the household.

If the interviewer cannot persuade the household to cooperate, the supervisor must himself visit the household and try to persuade it to do so. He may ask whether the interviewer has been polite, and so forth. If the household still refuses to cooperate, a replacement must be found, following the rules set out below.

#### HOW TO REPLACE A HOUSEHOLD

In the few cases where it proves impossible to persuade a household to cooperate, the supervisor must find a replacement. But every effort must be made to avoid having to make a replacement. Each replacement will be closely scrutinized by the members of the Advisory Team.

In each collection team's files there is a printout called REPLACEMENT HOUSEHOLDS. There will be one such printout for each cluster in the team area. In the first column of each printout are the numbers of all 16 households to be interviewed. In the second column, alongside this number, is the number of a "replacement household" which was selected from among the other households covered in the pre-survey as being as similar as possible to the household in the first column, from the standpoint both of size and of socio-economic status.

For instance, in the attached printout for imaginary cluster No. 25, the replacement household for No. 05 is No. 20, and that for household No. 26 is No. 39. The household numbers in the second column will never be the same as those in the first column because the numbers in the second column have been drawn from among the 48 households that were left over after the first sixteen had been chosen for the sample. In this case, for instance, among the 48 households not included in the sample, household No. 20 was the most similar to No. 05 both in size and in socio-economic status.

REPLACEMENT HOUSEHOLDS

CLUSTER NO. 25 : GRAND LAHOU

Sample Household	Replacement Household
05	20
06	13
07	18
10	50
15	04
24	09
26	39
48	13
53	49
54	39
57	56
58	13
59	64
60	22
62	17
63	43

Note that sometimes the same household has been chosen to replace two (or more) households in the sample. For instance, household 39 is the replacement for both households 26 and 54. In general, replacements ought to be very rare, and two replacements within a single cluster rarer still. If a supervisor cannot find the replacement household either, he should immediately contact the Deputy Project Director.

When a household is replaced, this fact should be entered on the Survey Information Sheet of both questionnaires. In the box entitled VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE on the questionnaire of the household replaced, the supervisor must enter the number of the replacement household alongside the words THIS HOUSEHOLD WILL BE REPLACED BY NO. Then enter the reason for the replacement, using the code:

- 1 = NOT FOUND
- 2 = REFUSAL

The supervisor must prepare a new questionnaire for the replacement household. He must start by finding the data for the replacement household in the files of the pre-survey and copying the name of the head and the address of the household onto the Survey Information Sheet. (For this reason, the supervisor must always carry with him the files of the pre-survey for the cluster he is visiting.) In the box entitled VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE, he must insert the number of the substitute household alongside the words THIS HOUSEHOLD REPLACES NO. The questionnaire thus prepared must be given to the interviewer. Both questionnaires will be entered by the data entry operator.

COMPLETING THE SURVEY INFORMATION SHEET:

HOUSEHOLD TO BE REPLACED

GRAPPE: GRAND LAHOU 25 MENAGE: 60 FICHE: 1  
CHEF DU MENAGE: KONE KOFFI  
ADRESSE: TROISIEME CONCESSION A GAUCHE  
APRES LE MARCHÉ SUR LA ROUTE QUI  
MENE AU BAC.

PREMIER PASSAGE DE L'ENQUÊTE

ENQUÊTEUR: KONATE FRANÇOIS 05 DATE: 21 12 84

ADRESSE TROUVÉE? OUI...1 NON...2 (P) SUPERVISEUR 2 LE CHEF EST-IL BIEN LE MÊME? OUI...1 NON...2 (P) SUPERVISEUR ☐

NOM DU NOUVEAU CHEF: \_\_\_\_\_

ETHNIE DU CHEF: \_\_\_\_\_ CODE BUREAU: ☐

LANGUE DE L'INTERVIEW FRANÇAIS...1 AUTRE...2 (P) ☐ PRÉCISER LA LANGUE: \_\_\_\_\_ INTER-PRÊTE? OUI...1 NON...2 ☐

OBSERVATIONS: \_\_\_\_\_

1 the interview cannot locate the address.

SUPERVISION DU PREMIER PASSAGE

SUPERVISEUR: DIAKITE HISSENE 15 DATE: 21 12 84

OBSERVATIONS: CONCESSION DÉTRUITE

INTERVIEW CONTRÔLÉE? OUI...1 NON...2 ☐

CE MENAGE REMPLACE LE MENAGE NUMERO: ☐ CE MENAGE SERA REMPLACÉ PAR LE N° 22 RAISON: NON-RETROUVABLE...1 REFUS...2 1

2 the supervisor finds that dwelling the existed during the preserve longer exist. On the list replacement households, should replace no. 60.

SAISIE DU PREMIER PASSAGE

OPÉRATRICE: \_\_\_\_\_ DATE: \_\_\_\_\_

OBSERVATIONS: \_\_\_\_\_

COMPLETING THE SURVEY INFORMATION SHEET:

REPLACEMENT HOUSEHOLD

GRAPPE: <u>GRAND LAHOU</u>		<u>25</u>	MINUTE: <u>22</u>	FICHE: <u>1</u>
CHEF DU MENAGE: <u>CISSE KOUAKOU</u>				
ADRESSE: <u>EN FACE DE LA PLAGE A COTE DE L'EGLISE PROTESTANTE</u>				
PREMIER PASSAGE DE L'ENQUETE				
ENQUETEUR: _____		DATE: _____		
ADRESSE TROUVEE?	OUI...1 NON...2 (D) SUPERVISEUR	<input type="checkbox"/>	LE CHEF EST-IL BIEN LE MEME?	OUI...1 NON...2 (D) SUPERVISEUR
NOM DU NOUVEAU CHEF: _____				
ETHNIE DU CHEF: _____		CODE BUREAU: <input type="checkbox"/>		
LANGUE DE L'INTERVIEW	FRANCAIS...1 AUTRE.....2 (D)	<input type="checkbox"/>	PRECISER LA LANGUE: _____	INTERVIEW PRETE? OUI...1 NON...2
OBSERVATIONS: _____				
SUPERVISION DU PREMIER PASSAGE				
SUPERVISEUR: <u>DIAKITE HISSENE</u>		<u>15</u>	DATE: _____	
OBSERVATIONS: _____				
CE PASSAGE REMPLACE LE PASSAGE N°101		<u>60</u>	CE PASSAGE SERA REMPLACE PAR LE N° _____	
INTERVIEW CONTROLLEE?		OUI...1 NON...2	<input type="checkbox"/>	
RAISON: NON-RETROUVABLE...1 REFUS.....2		<input type="checkbox"/>		
SAISIE DU PREMIER PASSAGE				
OPERATRICE: _____		DATE: _____		
OBSERVATIONS: _____				

1 the supervisor prepares a new questionnaire for replacement household no. 22.

2 he notes that this household replaces no.

3 he gives the questionnaire to the interview to conduct the interview.

## 6. VERIFYING AND CODING THE QUESTIONNAIRES

Every morning in the field, before leaving the cluster, the supervisor must verify that all the questionnaires that were worked on during the previous day are completely filled out. Then he must encode some answers that could not be precoded.

### VERIFYING THE COMPLETED QUESTIONNAIRES

The purpose of this operation is to ensure that the questionnaire are completely filled out; that is to say, that everyone who should have been interviewed has replied and that every section is complete. Verification must be done the day after the questionnaire is completed, before the supervisor leaves the area and before the questionnaires are given to the data entry operator.

Each step of verification is described in the following forms. The supervisor must complete one of these forms after each round.

If one of the items is unsatisfactory, the supervisor must return the questionnaire to the interviewer with instructions to correct it immediately, before leaving the area. The supervisor must keep the sheets for each questionnaire until the end of the second round. When the data for the second round have been entered, the sheets will be sent to Abidjan with the questionnaires.

REPLICATION OF THE QUESTIONNAIRE

NUMBER: \_\_\_\_\_

HOUSE-  
HOLD #:

INTERVIEWER: \_\_\_\_\_

ROUND ONE			RESULT	
SEQ- TION	QUEST- IONS	CHECK	SATIS- FACTORY	TO BE REDONE
1A	13-14	All persons were correctly classified as members of the household.		
1A	14	All household members and only household members have a cross in column 4.		
1A	5	The ages of all household members were correctly copied in column 5.		
1B		A line was filled in for every household member.		
2A	1-7	The skip pattern was followed correctly.		
2B	2-4	If the lodging is rented (YES in question 2), an amount is noted in question 4.		
2C		A line was filled in for every member of the household age 5 years or older.		
2D	1	If the answer to question one is YES, the grid has at least one person in it.		
4		One line was filled in for every household member.		
5A	1-7	Q117 were asked for every member 7 or older and the skip pattern was followed correctly.		
5B	1	All adults (15 and older) answered for themselves.		
5C		All of the activities noted in 5A can be found elsewhere in the section.		
5D	1-3 8-10	If there is an answer for questions 1 and 2, there is also an answer for questions 9 and 10.		
5E	1-3 8-9	If there is an answer for questions 1 and 2, there is also an answer for questions 8 and 9.		
5F, G H		The number of hours worked in the last 7 days does not exceed 18 hours per day.		
5F	1, 5	If there is an answer for question 1, there is also an answer for question 5.		
5H		A line was filled out for every household member age 7 and older.		
6		A line was started for every household member age 15 or older.		
7	4-5	For every business indicated in question 4 there is a person's name in question 5.		
7	8-9	There is a name written in each question.		
7	10	The woman was correctly chosen and her name is written in the question.		
8	1	There is a sketch with all the dimensions clearly marked that conforms to Section 2A.		

SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_

INTERVIEWER: \_\_\_\_\_

ROUND TWO			RESULT	
QES- NO.	QES- NO.	CHECK	SATIS- FACTORY	TO BE REDONE
13B		The questions circled in red in round one have been reasked and corrected.		
9		Ask for an explanation if the person interviewed was not the designated person.		
9		Parts A, B, C, D, E, F, J and K are filled in.		
9A	2	The number of hectares for each crop in 9B Q2 does not exceed the total hectareage in 9A Q2.		
9B	2			
9F	1	If the answer to this question is YES, parts A, B, J and K are filled in.		
10A	1	Parts A, B, and C are filled in for all of the businesses listed.		
10A	3	Ask for an explanation if the person interviewed was not the designated person.		
10A	8	If the answer to 10A Q8 is YES, the answer to 10B Q1 "Salaries" must be YES.		
10B	1			
10B	1-2	Every line is marked YES or NO in Q1. For every YES there is an amount written in Q2.		
10C	1-2	Every line is marked YES or NO in Q1. For every YES there is an amount written in Q2.		
11		Ask for an explanation if the person interviewed was not the designated person.		
11A	1	Every line is marked YES or NO in Q1. For every YES, there is an amount written in Q2.		
11B	1	Every line is marked YES or NO in Q1. For every YES, the line is filled in.		
11C	1	Every good marked YES on the left is copied in the table on the right and the line is filled.		
11D	1	If the answer to question 1 is YES, the grid should have at least one person in it.		
12		Ask for an explanation if the person interviewed was not the designated person.		
12A	1	Every line is marked YES or NO in Q1. For every YES, the line is filled in.		
12B	1	Every line is marked YES or NO in Q1. For every YES, the line is filled in.		
13		Ask for an explanation if the person interviewed was not the designated person.		
13	11	The number of children noted here is the same as is in the table on the preceding page.		
14		Ask for an explanation if the person interviewed was not the designated person.		
14A	1	Every line is marked YES or NO in Q1. For every YES, there is an amount written in Q2.		
14B	1	If the answer to question 1 is YES, there is at least one person in the grid.		
15A	1-2	If the answer to question 1 is YES, there is an amount written in question 2.		
15A	3-4	If the answer to question 3 is YES, there is an amount written in question 4.		

SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_

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# CODING

Most of the responses to the household questionnaire have been precoded. there are only about 15 questions, all of them in round one, that have to be coded in the office. The supervisor is responsible for carrying out the coding before giving round one of the questionnaire to the data entry operator. The supervisor is also responsible for calculating the area of the dwellings sketched in Section 8.

The questions to be coded are as follows:

<u>Section</u>	<u>Part</u>	<u>Question</u>	<u>Code</u>
0. Supervisory Information	A. Survey Information	Ethnic Group of Head of Household	Ethnic Group
1. Household Composition	A. Household Roster	10	Dept./country
5. Economic Activities	B. Principal employment, past seven days	1	Occupation
		2	Industry
	C. Secondary employment, past seven days	1	Occupation
		2	Industry
	E. Principal employment, past 12 months	1	Occupation
		2	Industry
	F. Employment history	2	Occupation
		3	Industry
	G. Secondary employment, past twelve months	1	Occupation
		2	Industry
6. Migration		8	Dept./country
7. Respondents for Round Two		4	Industry
8. Characteristics of Housing		1	(Calculate area)

Ethnic Groups: Code for the Survey Information Sheet

Akan Group

- 01 Abron
- 02 Agni
- 03 Baoule
- 04 Lagunaires
- 05 Other Akan

Krou Group

- 06 Bakwe
- 07 Bete
- 08 Dida
- 09 Godie
- 10 Krou
- 11 We
- 12 Other Krou

Mande Group (North)

- 13 Dioula
- 14 Malinke
- 15 Other Mande (North)

Mande Group (South)

- 16 Dan/Yacouba
- 17 Gouro
- 18 Toura
- 19 Other Mande (South)

Voltaic Group

- 20 Senoufo
- 21 Koulango
- 22 Lobi
- 23 Other Voltaic

- 24 BURKINA FASO
- 25 MALI
- 26 GUINEA
- 27 GHANA
- 28 SENEGAL
- 29 LIBERIA
- 30 OTHER AFRICAN COUNTRY

Departments and countries: Codes for Section 1, Part A, Question 10;  
and for Section 6, Question 8.

01	Abengourou	21	Issia
02	Abidjan	22	Katiola
03	Aboisso	23	Korogho
04	Adzope	24	Lakota
05	Agboville	25	Man
06	Biankouma	26	Mankono
07	Bondoukou	27	Odienne
08	Bongouanou	28	Oume
09	Bouafle	29	Sassandra
10	Bouake	30	Seguela
11	Bouna	31	Soubre
12	Boundiali	32	Tingrela
13	Dabakala	33	Touba
14	Daloa	34	Zuenoula
15	Danane	35	Yamoussoukro
16	Dimbokro	36	BURKINA FASO
17	Divo	37	MALI
18	Ferkessedougou	38	GUINEA
19	Gagnoa	39	GHANA
20	Guiglo	40	SENEGAL
		41	LIBERIA
		42	OTHER AFRICAN COUNTRY
		43	OTHER

Occupation: Codes for Section 5, Parts B, C, E, G, Questions 1; and  
Part F, Question 2.

01	Farmer
02	Planter
03	Livestock farmer, shepherd
04	Fisherman
05	Peddler
06	Stallholder (stationary, with simple equipment)
07	Small shopkeeper (simple shop of a few square meters)
08	Trader
09	Salesman, middleman, agent
10	Warehouseman
11	Buyer for a trader
12	Manager
13	Skilled worker
14	Unskilled worker
15	Foreman, crew chief, workshop head, site supervisor
16	Woodcutter, forester
17	Miner, digger, well-digger
18	Boilermaker, tinsmith, scrap metal worker, blacksmith
19	Welder, plumber, sheet metal worker, locksmith
20	Joiner, upholsterer, carpenter, cabinet maker, sawer
21	Tailor, dressmaker
22	Mechanic, fitter, lathe operator, polisher, grinder, service station owner, auto mechanic
23	Repairer
24	Mason, tiler, cement worker, bricklayer, stonemason
25	Electrician, electric motor repairer, auto electrical mechanic
26	Painter, varnisher, decorator
27	Glazier
28	Hairdresser, beautician, manicurist
29	Shoemaker, leather worker
30	Baker, pastry cook
31	Butcher, cooked meat seller, fishmonger
32	Charcoal maker
33	Weaver
34	Potter
35	Jeweller
36	Photographer

- 37 Domestic worker, houseboy
- 38 Laundryman, presser
- 39 Cook, waiter, cafe or restaurant worker
- 40 Caretaker, watchman, children's nurse
  
- 41 Doctor, surgeon, dentist, anaesthetist
- 42 Nurse, trained midwife, practical midwife
- 43 Ward attendant, male or female
- 44 Pharmacist's assistant, laboratory worker, pharmacist
  
- 45 Lawyer, court officer, judge, magistrate
- 46 Journalist, reporter, radio anchorman
- 47 Teacher in a secondary school or university
- 48 Primary school teacher, teacher's aide
  
- 49 School principal, primary and secondary school
- 50 Pediatrician, nursery school supervisor
- 51 Paid Trainee
- 52 Technician, architect
  
- 53 Taxi driver, bus driver
- 54 Truck driver, logging vehicle driver
- 55 Heavy equipment operator, train driver, motorboat operator
- 56 Seaman
  
- 57 Pilot, air hostess
- 58 Machinist, mechanical equipment operator
- 59 Vehicle carrier operator
- 60 Draftsman, cartographer, topographer, surveyor
  
- 61 Messenger, usher, doorkeeper
- 62 Administrator, executive, inspector, department head, managing director
- 63 Accountant, assistant accountant
- 64 Cashier
  
- 65 Engineer
- 66 Secretary, stenographer, telex machine operator, office equipment operator
- 67 Telephone switchboard operator, telephonist, receptionist
- 68 Scientist, computer operator, programmer
  
- 69 Cleric, healer, marabout
- 70 Soldier, detective, policeman, fireman, customs officer
- 71 Artist, actor, musician, dancer
- 72 Other technical or professional activity
  
- 73 Other occupation

Type of industry: Codes for Section 5, Parts B, C, E. G, Question 2; Part F, Question 3; and Section 7, Question 4.

- 01        Agricultural production: food and export crops, livestock farming
- 02        Logging and forestry
- 03        Fishing and hunting
- 04        Mining
- 05        Manufacture and processing of food products (grain and flour milling; bread and pastry making; canning foodstuffs, manufacture of beverages and ice cream; edible oil production; other food industries)
- 06        Textile and clothing industries (cotton ginning, spinning, weaving, dyeing, printing; rope and twine manufacture, manufacture of articles clothing and other textile goods)
- 07        Leather and footwear industry (including plastic footwear)
- 08        Wood industry (sawing, slicing, peeling, veneering, manufacture of particle and fiber board, carpentry, manufacture of furniture and other articles in wood, manufacture of paper and cardboard goods, printing and publishing).
- 09        Chemical industry (manufacture of fertilizers, pesticides, insecticides, paint, varnish, lacquer, cosmetics, perfume, beauty and toilet products, pharmaceutical products, plastic products other than shoes, etc.).
- 10        Production of natural rubber and rubber goods (not including cultivation of rubber trees).
- 11        Processing and working metal (primary metal processing, manufacture of simple metal goods, construction of machines other than electrical machines, manufacture of constructional metalwork)
- 12        Manufacture and repair of electrical goods
- 13        Electric power, gas, water

- 14 Building and construction (production of building materials, such as tiles, paving-stone, bricks, cement products; road construction; drilling; water supply works; masonry work; installation of electric power lines; plumbing; electrical installations such as airconditioning, elevators and telephones; painting and glazing; general building repair and maintenance)
- 15 Transport and communications (rail transport; road transport of goods and passengers; taxis; maritime and lagoon shipping; air transport; airline agencies; travel agencies; automobile rental; postal and telecommunications services)
- 16 Hotel and restaurants
- 17 Technical and professional services (engineer, architect, computer and electrical accounting services, research institutes, etc.)
- 18 Financial and insurance services (banks; insurance companies; financial institutions; real estate companies and developers; holding companies; investment companies; accountants)
- 19 Teaching (primary and secondary, university, technical, driving school)
- 20 Medical services (doctors, public health services, dentists, veterinarians, medical laboratories, traditional healers)
- 21 Recreation and leisure (cinemas, swimming pools, marinas, racecourses, other sports centers)
- 22 Personal services (laundries, drycleaners, hairdressing and beauty salons, domestic servants, prostitutes)
- 23 General trade (not specialized)
- 24 Export trade (export of coffee and cocoa, wood export, other exports)
- 25 Foodstuffs trade
- 26 Clothing trade, pagnes, fabrics, footwear
- 27 Public administration (not concerned with industrial, commercial or technical activities)
- 28 Other industry
- 29 Other service activity
- 30 Other trade

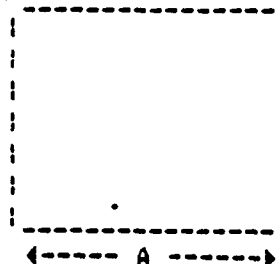
## AREA OF DWELLING

In Section 8 of the questionnaire, the supervisor has to calculate the area of the dwelling occupied by the household from the sketch made by the interviewer. This is to be done in three steps:

- \* Identify the buildings to be taken into account: the houses, huts and other buildings in which the household members live. Terraces, balconies, kitchens and separate WCs and shower-rooms should not be included.
- \* Calculate the living area of each building according to the instructions below and write the figure with a red marker on each building drawn on the sketch.
- \* Add together all the measurements and write the total in the box at the bottom of the page.

### Method of calculating the living area

1. For a square house, the area is the length of one side multiplied by itself.

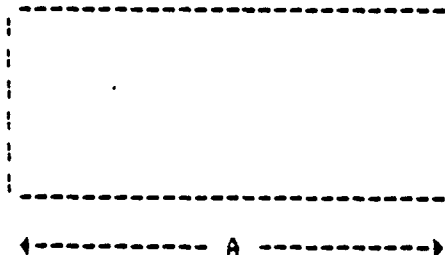


$$\text{AREA} = A^2$$

Example: If each side is 3 m long,  
the area is:

$$3 \text{ m} \times 3 \text{ m} = \underline{9 \text{ m}^2}$$

2. For a rectangular house, the area is the length multiplied by the width:



$$\text{AREA} = A \times B$$

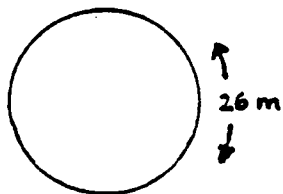
Example: If the length is 5 m and  
the width is 2 m,  
the area is

$$5 \text{ m} \times 2 \text{ m} = \underline{10 \text{ m}^2}$$



3. For a round house, there are two ways of calculating the area. The supervisor must choose one.

- (a) If you know the circumference, the area is the circumference squared and divided by 13.

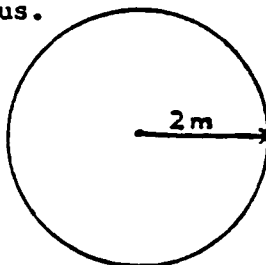


$$\text{AREA} = \frac{C^2}{13}$$

Example: If the circumference is 26 m, the area is:

$$(26\text{m} \times 26\text{m}) \div 13 = \underline{52\text{m}^2}$$

- (b) If you only know the radius, the area is 3 times the square of the radius.



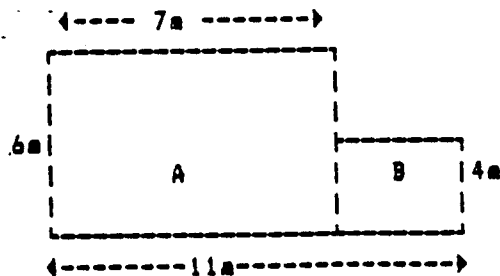
$$\text{AREA} = 3 \times R^2$$

Example: If the radius is 2m, the area is:

$$3 \times (2\text{m} \times 2\text{m}) = \underline{12\text{m}^2}$$

4. Sometimes you will come across dwellings that are neither square, nor rectangular, nor round. In that case, the supervisor must do his best to find the area by dividing it up into rectangles.

Example: The house at left can be divided into two parts:



\*Part A, a rectangle 6m wide and 7m long.

\*Part B, a square with 4m sides.

The area of A is  $42\text{m}^2$  and that of B  $16\text{m}^2$ . The total area is therefore  $58\text{m}^2$ .

## 7. MONITORING INTERVIEWS

The supervisor will carry out two types of check on the quality of the interviews:

- \* He will visit some of the households already surveyed to ask certain questions again;
- \* He will attend one interview conducted by each interviewer each week.

### REINTERVIEWS

The first type of check is to be made after all the questionnaires for the previous day have been verified. One of these questionnaires will be selected at random for the reinterview. The supervisor can make the choice by throwing a die or flipping a coin (twice - once to choose the interviewer and the second time to choose the household).

On arriving at the household, the supervisor should introduce himself politely and explain that he is participating in the survey and wishes to check whether an interviewer came on the previous day to ask some questions. He should ask whether the interviewer was polite and what the household thought of the interview. Then, looking at the questionnaire that was filled out, he should ask certain questions again and verify certain data.

All the points that should be checked are listed on the forms shown on the following pages. One of these forms should be filled out for each reinterview, indicating the result of the check on each section in the right-hand column. The result can be either:

- \* Satisfactory, when all the answers agree, or
- \* Unsatisfactory, when it appears from one or more of the checks made that the questionnaire was not filled out correctly.

In the second case, the result reflects a very serious state of affairs, which should only happen rarely, with inexperienced interviewers. The most probable cause is that the interviewer did not probe sufficiently for the response. The supervisor should discuss the matter with him to find out whether the same problem is likely to have occurred in other interviews and advise him on how to prevent it happening again. If necessary, the supervisor should instruct him to do the interviews again.

If the supervisor has reason to think that the interviewer may have been guilty of falsification (for instance, by suggesting answers to respondents to save himself trouble, or deliberately omitting certain questions), he should immediately inform the appropriate members of the Advisory Team.

REINTERVIEW - - - REINTERVIEW

CLUSTER: \_\_\_\_\_

INTERVIEWER: \_\_\_\_\_

SECTION	QUESTIONS	RESULT		COMMENTS
		SATIS-FACTORY	UNSATIS-FACTORY	
1	<p>a) Read the list of HOUSEHOLD MEMBERS and ask if all of these persons slept and ate their meals together during the past 12 months.</p> <p>b) Ask if there are any other persons who slept and ate their meals with the household but who are not on the list.</p> <p>c) For each person rejected as a household member, verify that he/she was absent for 10 months or more.</p>			
2	<p>a) Reask questions 6 and 7 of Part A for all persons.</p> <p>b) Reask the first question of Part B. If there are any children written in the grid, ask if there are any other children less than 30 years old who do not live with the household.</p>			
3	a) Ask: "Was anyone in your household ill or injured during the last 4 weeks? If YES, ask who was ill and verify that these persons are all noted in this section. If there are people on the list who were not mentioned, ask if they were ill."			
4	a) If the answers to questions 2-3 of Part A are all NO for anyone, reask them: During the past 4 days, did ...CHANCE... work ...?"			
5	a) For each member 15 and older, ask: "Since when has ...CHANCE... lived in ...CURRENT PLACE OF RESIDENCE...?" and compare the answers with those for question 6. If the person has always lived in the current place of residence, the answer to question 1 should be code 1 (YES).			
7	a) Reask questions 1-9.			
8	a) Ask the respondent to show you the lodging of the household and compare it with the sketch drawn by the interviewer.			

SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_

CLUSTER: \_\_\_\_\_

HOUSEHOLD  
NUMBER: \_\_\_\_\_

INTERVIEWER: \_\_\_\_\_

SEQ- NO	S U B S T I T U T I O N S	R E S U L T		C O M M E N T S
		SATIS-	UNSATIS-	
		FACTORY	FACTORY	
9	<p>a) Reask the number of hectares used during the past 12 months (Part A, Question 2).</p> <p>b) Ask: "What crops did the members of your household grow during the past 12 months?" and compare the response with those to question 1, Part 3. If they are not identical, REASK QUESTION ONE FOR THE ENTIRE LIST OF CROPS.</p> <p>c) Reask question 4, Part 3, for all crops with the answer YES to question 1.</p> <p>d) Reask questions 1, 7, 13, 18, 24, 29, 34, 44, 49, 52, 55 of Part 3.</p> <p>e) Reask question 1 for all of the products on the list in Part E.</p> <p>f) Reask question 1 for all of the animals on the list in Part F.</p> <p>g) Reask question 1 for all the equipment on the list in Part K.</p>			
10	<p>a) Reask questions 8 and 9 of Part 4 for all businesses.</p> <p>b) Reask question 1 of Part 5 for all of the businesses.</p> <p>c) Reask question 1 of Part 6 for all of the businesses.</p>			
11	<p>a) Reask question 1 of Part A for all daily expenditures.</p> <p>b) Reask question 1 of Part B for all annual expenditures.</p> <p>c) Reask the question: "Do the members of your household own a ... (TYPE OF GOOD) ...?" for all of the goods on the list to the left in Part C.</p> <p>d) Reask question 1 of Part D.</p>			
12	<p>a) Reask question 1 of Part A for all food expenditures.</p> <p>b) Reask question 1 of Part B for all products on the list.</p>			
13	<p>a) Reask question 2 about the designated woman. If the answer is YES, ask the number of children, miscarriages, and stillbirths that she has had in her life. Ask about any period of more than 6 years between live births. Compare the answers with the grid and question 18.</p>			
14	<p>a) Reask question 1 of Part A for the entire list of income sources.</p> <p>b) Reask question 1 of Part B.</p>			
15	<p>a) Reask questions 1 and 2 of Part A.</p> <p>b) Reask question 1 of Part C.</p>			

SUPERVISOR: \_\_\_\_\_

DATE: \_\_\_\_\_

In any event, the supervisor must keep the reinterview forms in the team's files, with all the other documents relating to the cluster. He should indicate on the questionnaire Survey Information sheet, in the appropriate box in the sections on verification of each round, whether or not a reinterview took place, in the box "REINTERVIEW?"

#### OBSERVATION OF INTERVIEWS

Once every week, the supervisor should attend an interview conducted by each interviewer in order to observe the way he asks the questions and to give advice. He should remain with the interviewer throughout the whole interview; he should not arrive or leave in the middle.

During the interview, the supervisor should not talk to either the interviewer or the respondent. He should tell the interviewer before the interview that he must not ask for advice during the interview and that he should act as though he were alone. The supervisor should make notes on any questions or concepts that the interviewer has difficulty in asking or in understanding and also on all the things he does well. Everything must be written down on the spot so that it is not forgotten.

All these comments are to be written on a form provided by the Advisory Team, the main points of which are as follows:

- \* Comportment of the interviewer. Did he greet everyone before beginning the interview? Did he introduce himself by explaining that he is working for the Department of Statistics? Did he explain the objectives of the survey properly, how the household was chosen and that the interview would be completely confidential? What personal impression did he make? Was he polite and patient with the respondents during the interview? Did he thank everyone at the end?
- \* How did he ask the questions? Did he ask the questions as they appear in the questionnaire? Did he try to help the respondent think through the answer when he had trouble estimating the land area, for instance? Did he accept "I don't know" as an answer without probing?
- \* Time spent on the interview. Did he avoid gossiping with people, while still being very polite? Did he ask the questions quickly, without hesitating? It may be worth noting the time at which he began each section.
- \* Impartiality. Did he maintain a neutral attitude toward the questions and answers during the interview? Did he volunteer an opinion? Did he appear surprised or shocked or disapproving about any of the answers? Did he suggest answers when asking the questions?

Immediately after the interview, the supervisor should have a meeting with the interviewer. First, he should ask him what he thought about the interview -- where he felt he had done well and whether he thought he could do some things better. After that the supervisor should discuss with him the things he did not mention (the good as well as the bad things).

The notes made by the supervisor on all the interviews observed by him must be kept with the team's files.

## 8. SUPERVISION OF DATA ENTRY

### OBJECTIVES

The objective of supervisory checks is to correct all errors detected by the data entry program.

Since the survey is conducted in two rounds for each household, you will make at least three checks:

- \* one after the data from the first round are entered, involving only Sections 0 to 8;
- \* another check after the data from the second round are entered, for all Sections from 0-15; and
- \* a third after the corrections from the second round are entered. You may have to make other checks if errors persist.

### THE CHECKS TO BE PERFORMED

The data entry operator essentially has two tasks:

- \* entry of data from the questionnaires, and
- \* management of computer hardware and documents.

Entry of data from the questionnaires consists of entering all data from the questionnaire on to the diskettes and running a number of computer checks on the data, so that after the errors are corrected the diskettes contain clean data.

Management of computer hardware and documents consists of properly maintaining the microcomputer and printer and storing the questionnaires, diskettes and printouts.

Your supervisory checks involve these two aspects of the work done by the data entry operators.

#### DATA ENTRY CHECKS

So that this check can be carried out, the data entry operator will give you the results of her work each week, including at least:

- \* one printout per questionnaire, that is, 16 printouts per week;
- \* 6 diskettes (2 "production" diskettes which are those produced directly from data entry, 2 "first backup" diskettes, which are the first copies of the production diskettes, and 2 "second backup" diskettes, which are the second copies of the production diskettes). If the cluster has a large number of data, you may have 3 additional diskettes (1 for production, 1 for first backup and 1 for second backup);
- \* 16 questionnaires.

In verifying data entry of the questionnaires, you will check the printouts making any corrections necessary and ascertaining that the diskettes submitted by the operators are as they should be.



## THE CONTENTS OF A PRINTOUT

Each printout has three parts:

- \* the first entitled "Printout of all Sections Entered";
- \* the second entitled "Number of Records Entered for Each Section";
- \* the third involving "Consistency Checks" between sections.

### 1. Printout of All Sections Entered

This part is a printout of all data entered in each section.

GRAPPE 033 MENAGE 46 9A2: TERRAINS

1	2	3	4	5	6	7	8	9	10
1	1	1	1	1	1	1	1	1	1
2	1	1	1	1	1	1	1	1	1
3	1	1	1	1	1	1	1	1	1
4	1	1	1	1	1	1	1	1	1
5	1	1	1	1	1	1	1	1	1
6	1	1	1	1	1	1	1	1	1
7	1	1	1	1	1	1	1	1	1
8	1	1	1	1	1	1	1	1	1
9	1	1	1	1	1	1	1	1	1
10	1	1	1	1	1	1	1	1	1

GRAPPE 033 MENAGE 46 9B: CULTURES

1	2	3	4	5	6	7	8	9	10
1	1	1	1	1	1	1	1	1	1
2	1	1	1	1	1	1	1	1	1
3	1	1	1	1	1	1	1	1	1
4	1	1	1	1	1	1	1	1	1
5	1	1	1	1	1	1	1	1	1
6	1	1	1	1	1	1	1	1	1
7	1	1	1	1	1	1	1	1	1
8	1	1	1	1	1	1	1	1	1
9	1	1	1	1	1	1	1	1	1
10	1	1	1	1	1	1	1	1	1

A LISTING'S PART OF ALL THE SECTIONS ENTERED.

On this printout, inconsistent data appear in a dark rectangle. For example, if the only possible responses to a given question are "yes" (code 1) or "no" (code 2) but 3 was entered, the response is inconsistent and will appear in a dark rectangle.

Similarly, if in Section 01A, the response to Question 5 (date of birth) is 150430 (April 15, 1930) and the response to Question 6 (age) is 20 (20 years), the two responses are inconsistent and will appear in a dark rectangle even though, taken separately, they may be correct.

You must systematically compare all sections in this part of the printout with the equivalent sections of the questionnaire. This is the only way to find errors involving quantities. In point of fact, if the response to Question 18B (expenditures for uniforms) in Section 3A2 is 12,000 and the clerk has entered 1,200, to the computer this is a valid response; this data will not appear in a dark rectangle.

The only way of detecting errors of this type is to compare the entries one by one, checking all lines of all sections in this part of the printout against the questionnaire.

## 2. Number of Records Entered by Section

This part of the printout gives a complete list of all sections of the questionnaire.

For each section you will find the number of records entered and possibly the sign "<---ERRORS DETECTED" if this section has incorrect data.

You should count the number of records in each section on the questionnaire; this number should be the same as that shown on the printout. If there is a difference, look through the questionnaire to find missing or extra lines. Circle extra lines in red on the part of the printout entitled "Printout of all Sections Entered" and opposite them write "to be deleted", so that the clerk can eliminate them from the section. In the case of missing lines, write the number of the missing lines and "to be entered" opposite them on the "Printout of all Sections Entered", so that the operator can enter them from the questionnaire.

### 3. Consistency Controls between sections

This part gives information on the checks between the different lines of Section 01A (household roster). The messages shown there are of the form:

THE MOTHER OF KINDO ASETA (#32), MRS. ZONO ALIZATA (#12) IS TOO YOUNG.

This part also gives information on the checks between the lines of different sections. In this case, the messages are of the form:

INDIVIDUAL 1: ZOROM SOULEYMANE

SECTION 04 IS NOT FILLED OUT OR ENTERED. IS 18 YEARS OF AGE, BUT SECTION 06 IS NOT FILLED OUT OR ENTERED.

Note that in the two examples above, the data in question may appear on the "Printout of All Sections Entered", but may not appear in the dark rectangle. This is because errors detected at that point were found through internal checks within each section, while the above examples refer to errors detected as a result of the checks between different sections. This clearly shows the usefulness of these checks.

CAREFUL, ONE ERROR MAY HIDE OTHERS!

When the computer detects an error in a line during a check within a given section, it flags it and immediately stops checking that line.

You must, therefore, visually check all data, even those which were not indicated as being inconsistent.

HOW SHOULD YOU MARK ERRORS?

All messages that you want the interviewer to read must be written in red on the questionnaire. You must circle all incorrect first-round questions that the interviewer has to ask the households again during the second round.

Messages for the data entry operator must be written in red on the "Printout of All Sections Entered", where you are to circle the data to be reentered or, as mentioned earlier, you indicate the lines to be deleted or added.

If you have any comments on the running of the program for the computer programming specialist, write them on a sheet of paper and put it in the envelope for the diskette containing the section to which the comments pertain.

On the sheet of paper indicate the cluster number, household number, section number and, lastly, your comments.

#### CORRECTION OF ERRORS

The questions circled on the questionnaire should be asked again of the households during the second round.

In no instance should you yourself or the interviewer correct the data from the questionnaire without having asked the questions again of the household.

#### COMPLETION OF SECTION OB

In Section OB (SUMMARY OF THE SURVEY), in the SUPERVISION OF THE INTERVIEWER column write code 1 (satisfactory) if there are no questions that the interviewer must reask during round two, or codes 2 or 3 if there are questions to be reasked. In the column SUPERVISION OF THE DATA ENTRY OPERATOR, write code 2 (CORRECTIONS) if there are data entry errors to be corrected or if there are corrections indicated in the preceding column (SUPERVISION OF THE INTERVIEWER) that should be entered after the second round.

#### VERIFICATION OF THE DISKETTES

Each week you will verify the contents of all diskettes submitted to you by the data entry operator. You will in particular verify the contents of the two production diskettes from which the others were copied. This diskette should contain all sections of all questionnaires entered during the week.

Use function F4 of the GENERAL MENU to check the contents of the diskettes. You should find there the numbers of all households in the cluster. If this is not the case, either the operator has submitted the wrong diskette or the data were lost. Find the correct diskette or have the lost data reentered.

#### MANAGEMENT OF COMPUTER HARDWARE

You will have to ensure that the computer and printer:

- \* have been turned off at the end of the work period and unplugged;
- \* are protected by one of the special covers designed for them;
- \* are kept impeccably clean; and
- \* are not mishandled.

In general, the computer and printer should be protected from dust and heat. Make sure that the doors and windows are always closed.

#### MANAGEMENT OF MATERIALS

The documents handled by the data entry operator are the diskettes, printouts and questionnaires. These should be put in order by cluster and, within a given cluster, by household number. You should particularly ensure the filing is meticulous, as this will make the research easier.

#### SENDING DISKETTES TO ABIDJAN

Whenever a complete cluster has been entered you are to send the following documents to the survey staff:

- \* the production and first backup diskettes;
- \* the printouts that were produced after the data were entered for the second round; and
- \* if appropriate, the village and price questionnaires.

For the cluster in question, the satellite office will retain only the second backup diskette and the questionnaires.

The package is to be sent by registered parcel post, with return receipt.

Send the package to the following address:

STAFF de l'Enquête Permanente Auprès des Ménages (EPAM)  
Sous-Direction des Statistiques Générales  
Direction de la Statistique  
BP. V55 ABIDJAN

When making up the package, take care to put the diskettes between the printouts in the center of the package so that they are not bent, which will make them useless. A great deal of data, time and effort would then be lost.

## 9. COMMUNITY INFORMATION

Data on the communities covered by the survey will be collected using two questionnaires: a village questionnaire and a questionnaire on prices. The first of these will be filled out only in villages, while the second will be used for all the clusters except Abidjan, Bouake, Abengourou, Korhogo and Man.

Filling out these questionnaires is one of the supervisor's tasks. The questions should be asked only once, during either Round One or Round Two. The two questionnaires should be sent to Abidjan with the diskette for the cluster as soon as the data entry operation is completed. The data on the questionnaire will be put into the computer in Abidjan, not in the regional offices.

### VILLAGE QUESTIONNAIRE

This questionnaire is to be asked of a group of people who are well informed about the activities, events and infrastructure of the village. The group can consist, for instance, of the village chief, leading citizens, traders, teachers, or others who have lived in the village for several years.

The community questionnaire can be asked at any time during round one or round two. The supervisor may take the opportunity offered by his first arrival in the village to ask the questions to the reception party. (The interviewers need not be present when the questionnaire is filled in, but they must be there when the team is introduced).

All the instructions are printed on the questionnaire. As for the household questionnaire, the text in lower case letters is to be read aloud; that in capitals is instruction. Most of the questions have precoded answers, but there are some questions to which the answers must be written out in full.

### PRICE COLLECTION

The supervisor may complete the form on price collection in the market of the village being visited at any time during round one or round two. The form contains a list of 18 food items and five non-food items. The supervisor must collect three prices for each item, both food and non-food items. The aim should be to question three traders at different locations in the market.

The price of food items is to be ascertained by weighing each item and recording both the price and the weight in grams on the sheet. For this purpose the supervisors will be provided with a 5 kilogram scale, which they must keep in working order. If the food 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 in turn. For some food items, like tomato paste, the weight will be printed on the can. In this case, prior weighing will not be necessary.

Naturally, the five non-food items need not be weighed. The supervisor must look for items with all the required characteristics and mark down their prices. To check dimensions, the interviewer's measuring tape should be used.

The supervisor should start by explaining to the traders that he does not intend to buy their goods; he is 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 discussion of prices; if there were, the trader would be annoyed if no purchase were made.

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

PERMANENT HOUSEHOLD SURVEY  
PRICE COLLECTION

NAME OF LOCALITY: \_\_\_\_\_ CLUSTER:

DATE OF COLLECTION:     
DAY MONTH YEAR

NAME OF SUPERVISOR: \_\_\_\_\_ CODE:

I. FOOD PRICES

> NOTE: ALWAYS WRITE WEIGHT IN GRAMS (

CODE	ITEM	1ST OBSERVATION		2ND OBSERVATION		3RD OBSERVATION	
		WEIGHT	PRICE	WEIGHT	PRICE	WEIGHT	PRICE
01	Beef (with bone)						
02	Fresh fish (asp, capit, each)						
03	Imported rice						
04	Local rice (husked)						
05	Dried onion						
06	Lettuce						
07	Salt (large grain)						
08	Canned tomato paste (70 g)						
09	Peanut butter						
10	Palm oil						
11	Local maize (grain)						
12	Local millet (grains)						
13	Cassava (raw)						
14	Yam (précocé)						
15	Plantain						
16	Oil palm nuts						
17	Shelled peanuts						
18	Chicken eggs (each)						

> CONTINUED



II. PRICE OF NON-FOOD ITEMS

CODE	ITEM	SPECIFICATIONS	1ST PRICE	2ND PRICE	3RD PRICE
19	Domestic pagne*	non-wax, per piece (6 metres)			
20	Plastic sandals	one pair, adult tira tread/GOVEN			
21	Enamel bowl	36 cm. diameter			
22	Mentholatus	white jar, 4g.			

\* A pagne is a piece of cloth about 60" wide used as a wrap. They are sold in pre-cut pieces of 6 metres/yards or less.

## 10. MANAGING THE EQUIPMENT, MONEY AND PERSONNEL

### ORGANIZING THE OFFICE

As the office is the natural extension of the field, since it is there that data entry, cross-checking and ultimately analysis take place, it is only logical to conduct its work in an orderly fashion. Consequently, supervisors must make the best possible use of the small amount of space allocated to them for office work. In other words, everything must be kept in the proper place. For instance,

- \* The computer terminal and printer must be put on the table.
- \* The diskettes, questionnaires, printouts and other office equipment must be tidily stored in the cabinet.

Special places must be reserved for:

- \* the diskettes, which are very fragile;
- \* the copies of pre-survey questionnaires, which make it possible to locate or replace households;
- \* questionnaires that have been completely entered in the microcomputer;
- \* half-entered questionnaires, i.e. those with only first round answers entered;
- \* blank questionnaires;
- \* printouts not yet corrected in the field;
- \* printouts that have been corrected or that have no errors;
- \* other office supplies.

## EQUIPMENT AND SUPPLIES FOR THE USE OF THE TEAM

The equipment made available to the team must be used only for the purposes of the project. The equipment includes:

- The vehicle. While the vehicle will be maintained by the driver, its continued good condition will depend in large part on oversight provided by the supervisor. As the success of the project is closely bound up with the smooth operation of the vehicle, the supervisor must ensure that it is maintained regularly, and used only in connection with the project. Every day the driver must check the tire pressure, the oil level in the engine, the amount of water in the radiator supply tank, and the battery level. He must also ensure that the vehicle is running well, and that both the jack and the spare tire are in good shape.

- The computer and printer. These two pieces of equipment must be maintained in accordance with the instructions set out below; they must also be kept out of reach of visitors and other unauthorized persons.

- Smaller items such as:

- \* The pad, calculator and satchel given to each interviewer and supervisor to make data collection easier;

- \* The raincoat and camp bed given to each member of the team except the data entry operator;

- \* The spade, hatchet, machete, flashlight, and 20-liter jerrican of gasoline intended as emergency equipment for use in the bush.

Finally, there are the supervisor's road map and the identity card of each team member showing that they work for the Permanent Survey in the Statistics Department.

### Maintenance of the Computer and Printer

To prevent the rapid deterioration of the delicate and costly computer and printer, the supervisor must ensure that:

- the office doors and windows are always kept shut to prevent dust, the most dangerous threat to the equipment, from entering;

- the data entry operator turns off the computer and printer at the end of each work period (morning and afternoon) and covers them with their covers before leaving;

- the printer is only switched on when all data have been entered and a printout is to be made for verification. To ensure compliance with this rule, the printer cover should be left in place while the data are being entered.

### Computer Breakdown

If, despite all the precautions described above, the computer breaks down, the supervisor should immediately telephone the staff in Abidjan for help. The supervisor should never try to repair the computer himself. He is forbidden to dismantle the central processing unit, the monitor, or even the printer. Naturally, before calling Abidjan he should make certain that he really does have a computer breakdown and not a defect in the electrical supply (not plugged in correctly, power failure, short circuit, etc.) or faulty procedures by the operator, to prevent unnecessary travel by the project Computer Specialist.

If the supervisor is in the field when the breakdown occurs, the data entry operator must immediately call the staff in Abidjan. The appropriate person is the project's Computer Specialist, but if he is not available, any other staff person may be contacted.

### FUNDS ENTRUSTED TO THE SUPERVISOR

The supervisor will be entrusted with a sum of money to enable him to pay both for repairs to the vehicle and for the cost of mailing diskettes and completed questionnaires to Abidjan.

Each expenditure must be recorded. Any invoice that is scribbled on or unstamped, any payment without a receipt, and any outlay that is not in line with the stated repair will be refused and the cost debited to the supervisor.

These funds must never be used for making loans to team members or for helping them to get out of personal difficulties. The supervisor must use them in the most conservative manner possible and he must seek at all times to keep costs to the minimum.

The replacement of money spent will depend first on the availability of resources and then on assessment of the way in which it has been used. Any request for additional funds must be accompanied by a detailed statement of all expenditures, together with the supporting documents.

### NONAVAILABILITY OF MEMBERS OF THE TEAM

#### Nonavailability for less than one week

For an absence of less than one week:

1. By an interviewer. The supervisor must undertake the interviews until the interviewer returns. He must also inform the advisory unit, so that it may make arrangements for a possible replacement.

2. By a data entry operator. The supervisor must inform the Computer Specialist who will arrange for a replacement if necessary. But the supervisor must also ensure that when the data entry operator returns, she works harder than usual to catch up.
3. By a supervisor. The work in the field must continue in the absence of the supervisor. This means that the interviewers must visit the number of households set down in the instructions. But the headquarters staff must be informed in advance of any absence by the supervisor, so that it may take the necessary action if the absence lasts for more than a week.

Nonavailability for more than one week

If an interviewer, a data entry operator or a supervisor is likely to be absent for more than one week, the Advisory team must be informed immediately, so that it may find a temporary replacement.

It should be clearly understood that any leave of absence must be granted by Abidjan. Any infringement of this rule will be severely dealt with.

## 11. RELATIONSHIP WITH THE SURVEY ADVISORY TEAM

### TECHNICAL RESPONSIBILITY AND MONITORING

Technical responsibility for the survey rests entirely with the Survey Advisory Team. The Team will therefore lay down the general direction of the work, and issue instructions for action at the technical level. The supervisor will take orders from the Survey Advisory Team and from no one else.

Each month the teams in the field will be visited by a staff member from the Advisory Team, who will assure himself that procedures are being properly applied. He will monitor every aspect of the teams' activities; in so doing he will visit some of the households that have already been reinterviewed to go over parts of the questionnaire and thus check up on both the quality of the work of the interviewer and the supervisor.

### SUPERVISOR'S REPORT

At the end of each month the supervisor must submit, together with the questionnaires whose data have already been entered in the computer and the diskettes, a report on the two most recent clusters surveyed. This report must contain:

- \* The name and number of the cluster;
- \* The household numbers and the date of the data collection;
- \* A description of any difficulties, and how they were overcome;
- \* The numbers of any households that were replaced, if any, the numbers of the replacement households, and the reasons for the replacement;
- \* A note on the quality of the work of each interviewer, his behavior during the interviews, and his relationships with other team members and his supervisor;
- \* A report on the work of the data entry operator, with a comment on her attitude to the supervisor and the other members of the team.

This report must also contain a very detailed section on expenditure, intended to keep the staff informed on the use of the funds made available, the amount of gasoline consumed, and the total distance covered by the team.

#### RELATIONSHIP WITH THE REGIONAL OFFICE ADMINISTRATOR

While the supervisor must take instructions only from the Advisory Team insofar as technical matters are concerned, he will be under the authority of the Regional Office Administrator, who is the representative of the Director of Statistics. The Administrator will therefore be responsible for sorting out any administrative difficulties for the team. He will, however, not be permitted to send a team member on leave without consulting the Advisory Team. Nor will the Administrator have the right to use the team's equipment (vehicle and other items) for any purpose not directly related to the Permanent Survey.