



# **CORE WELFARE INDICATORS QUESTIONNAIRE (CWIQ)**

## **SUPERVISOR'S MANUAL**

June 2007

## TABLE OF CONTENTS

	<u>Page</u>
<b>Chapter 1 Introduction.....</b>	<b>1</b>
<b>Chapter 2 Survey Objectives.....</b>	<b>1</b>
2.1 The CWIQ Objectives.....	2
2.2 What is Poverty .....	2
2.3 Sample Design.....	2
2.4 Data Collection.....	2
2.5 Error Associated with Data Collection.....	2
2.6 Survey logistics.....	3
2.7 Scope and coverage.....	3
2.8 Survey instruments.....	3
2.9 Confidentiality.....	3
2.10 Roles of Field Supervisors and Interviewer.....	3
2.10.1 Role of Field Supervisors.....	3
2.10.2 Role of Interviewers.....	4
 <b>Chapter 3 Field work Organization.....</b>	 <b>4</b>
3.1 CWIQ survey organization chart.....	4
3.2 Responsibility of the Personnel.....	4
 <b>Chapter 4 Duties and Function of the Supervisor.....</b>	 <b>5</b>
 <b>Chapter 5 Documents and Materials for the Survey.....</b>	 <b>6</b>
 <b>Chapter 6 Description of the Supervisor's Task.....</b>	 <b>6</b>
6.1 Reception, distribution, collection of documents and materials.....	6
6.2 Identification of EA's/Clusters and households.....	6
6.3 Observing interviews.....	6
6.4 Spot interviews.....	7
6.5 Control interviews.....	7
6.6 Review of completed questionnaires.....	7
 <b>Chapter 7 Organization of field work.....</b>	 <b>8</b>
7.1 First day.....	8
7.2 Second day.....	8
7.3 Retrieval of documents.....	8
 <b>Annex 1 List of field editing checks.....</b>	 <b>9</b>
 Control sheet : Supervisor's assignment/control sheet .....	 11

## CHAPTER 1- INTRODUCTION

One of the main tasks of a National Statistical Office is to establish an integrated statistical system to monitor the economic and social performances of the population. In the framework of this assignment, the Liberia Institute of Statistics and Geo-Information Systems (LISGIS) is carrying out a national household survey using the Core Welfare Indicators Questionnaire (CWIQ) as the main questionnaire and the Income and Expenditure Questionnaire as the second module of the CWIQ.

The CWIQ survey is an innovative household survey package developed collaboratively by the World Bank with other international partners including the ILO, UNICEF and UNDP. It uses a technique of optical reading that permits fast processing of the data and a timely release of the results. The CWIQ was developed with the purpose of collecting information at different levels on the households in order to identify and classify the population socioeconomic subgroups and provide basic information on the population welfare.

The CWIQ survey is part of the effort of LISGIS to provide information for the management of the country economy and society. The CWIQ is designed to collect the minimum amount of information needed to identify and classify target groups and provide basic welfare indicators for monitoring poverty alleviation programmes. It has also become useful for rapid monitoring of the effectiveness of the delivery of development programmes and services to different population groups. The questionnaire is purposefully concise, and is designed to collect in addition to households' characteristics, information which measures access, utilization and satisfaction with social services.

This Liberia CWIQ survey will cover a sample of 3,600 households distributed throughout the country. It uses a probability sample that will allow production of reliable data at the county levels.

This manual is elaborated for the Supervisors to help them understand and improve the execution of their functions. It contains recommendations about the coordination of data collection, quality control and the responsibilities and tasks the Supervisor will undertake.

## CHAPTER 2 - SURVEY OBJECTIVES

### 2.1 The CWIQ Objectives

The overall objective for conducting the CWIQ survey in Liberia is to provide information that will enable the preparation of a poverty profile which will lead to the preparation of the Poverty Reduction Strategy Paper (PRSP) for the Government of Liberia. The PRSP will need to have indicators that respond quickly to policy and program interventions and a system that collects and reports on these indicators. The poverty profile will provide data on overall rate of poverty with an analysis of the poor in relation to their location, occupations, access to and use of social services, living standards in regard to health education, employments, child health. In addition, information on households displaced by war, food aid/assistance provided to households and perceptions of households on poverty will be collected and analyzed.

The specific objectives of the CWIQ are:

- Elaborating main indicators for social welfare and basic needs of the socio-economic groups of the population.
- Identifying target groups for benefiting special action programmes designed by decision makers to address their needs.
- Monitoring changes happening in the households' welfare overtime.
- Providing a database for social research.
- Elaborating on numerous sector programmes aimed at improving the welfare of the population across the country. In order to prepare these programmes, it is necessary to identify the problems to be addressed by the policies and to know to which extent the population is affected by these problems.
- Building up models to stimulate the global impact of policy choices and the distribution of this impact.

Given capacity constraints, the **CWIQ and an additional module on the Income and Expenditure questionnaire** will also be administered for the same households. This additional information together with that obtained from the CWIQ will be used for estimating welfare levels and poverty incidence. While many countries with more statistical capacity usually conduct a household income and expenditure survey over a period of 12 months, the single visit approach has been used in a number of countries (mainly in West Africa) and has been fairly successful.

### 2.2 What is Poverty

Poverty is not only having no money. Poverty is hunger. Poverty is lack of shelter. Poverty is

being sick and not being able to see a doctor. Poverty is not having access to school and not knowing how to read. Poverty is not having a job, is fear for the future, living one day at a time. Poverty is losing a child to illness brought about by unclean water. Poverty is powerlessness, lack of representation and freedom.

### 2.3 Sample Design

The CWIQ survey will be carried out on a sample of 3,600 randomly selected households located in 300 randomly selected clusters. The clusters have been selected from each locality (County). The clusters are Census Enumeration Areas (EAs) from the 2007 Demographic and Health Survey (LDHS). In each County the primary sampling units are Enumeration Areas (EAs) and the secondary sampling units are households. Twelve (12) households will be selected in each of the 300 EA using systematic sampling. As at the time of the 2007 LDHS, the number of EAs in each County, total number of households and number of EAs sampled in each County are given in the table below.

**Distribution of Total Number of EAs and Sampled EAs by County**

County	Total number of EAs	Sampled EAs
Bomi	189	8
Grand Cape Mount	171	10
Gbarpolu	139	28
Montserrado	171	12
Margibi	279	19
Grand Bassa	409	15
River Cess	94	8
Sinoe	134	16
Grand Gedeh	180	22
River Gee	109	12
Grand Kru	100	7
Maryland	147	27
Bong	540	15
Nimba	803	22
Lofa	429	13
Greater Monrovia	708	66
TOTAL	4,602	300

### 2.4 Data Collection

In the main CWIQ survey, 22 Supervisors will supervise the survey operations in the

Localities. Each Locality will be assigned to one Supervisor. The plan is that Supervisors will be trained initially to test the questionnaire on a very small scale, in selected localities of the country. Thereafter they will assist in training and supervision of Interviewers recruited for the main survey. An Interviewer will cover up to about 4 EAs during data collection and will be required to administer the modules to each selected household. The Supervisor's duties will include supervision of the work of the Interviewer to ensure proper and efficient data collection. Each Supervisor will report to the Field Coordinator of his/her region while the Field Coordinators will report to the Project Director/Survey Director.

### 2.5 Errors Associated with Data Collection

Errors to be checked in completed questionnaire (or records) include the followings:

**Omission:** This refers to items against which entry is required but not recorded. It is not uncommon for example, to come across a household member in the Core Welfare Indicator Questionnaire where the variable B1 "Is male or female" is not indicated: or B4 "How old at last birthday" is not indicated.

**Double Entry:** Equally, some Interviewers may shade more than one option where only one option is required. In this case the field staff may enter more than one entry where only one response is required. The ideal solution is to check with the interviewer first to try and resolve it. In the absence of that, maximum care must be taken to determine the correct entry.

**Inconsistencies:** These are cases where Interviewers filled in conflicting responses for entries that have two or more related items. For instance:

- A household member may be classified as a housewife and the sex is recorded male.
- A member is declared unemployed whilst his/her current occupation, elsewhere in questionnaire, is presented as teaching.
- Age difference between parent and child is less than 12 years.

In each case, an inconsistency is produced, that requires attention or correction. *(Depending on the volume, this could also identify an unscrupulous interviewer)*

**Arithmetic Errors:** Interviewers, in the past surveys made some arithmetic errors in some areas that required measurements and simple calculation (addition, subtraction, multiplication and division). It is important that the local unit conversion into hectares is carefully made for areas of land owned by household members.

## 2.6 Survey Logistics

Each Interviewer would aim to cover two households per day. Fieldwork will last for approximately thirty days. Eighty-eight Interviewers along with twenty-two Supervisors will be used. A high level of supervision will be necessary because of the innovative nature of the survey. Each Interviewer should complete around 55 interviews by the end of the data collection period.

The Project Director, Mr Francis F. Wreh, supported by the Survey Director, Mr. Kormay Adams, Assistant Survey Director Mr. Diavana Koiko and the Accountant, Mrs Youngor F Amara, heads the Central Management of the CWIQ survey. The field teams will comprise Field Coordinators, Field Supervisors, Interviewers and Drivers. The Field Coordinators located in the five geographical regions: North Western, South Central, South Eastern A, South Eastern B and North Central. The sixth geographical region Greater Monrovia is close to LISGIS and will be within reach from the office. The Field Coordinators will have the responsibility of overseeing the field operations. The roles of Field Supervisors and Interviewers are fully described in sections 2.10.1, 2.10.2 of this Chapter. Four international consultants: the Survey Manager, Ivo Njosa, the Data Processing Specialists, Jim Otto/Aboubakar Ghapoutsa and the main CWIQ Survey Trainer, Enock Chinganda will assist with the technical operations of the survey.

Data processing will commence shortly after field interviews are underway, and run parallel to the fieldwork. Data entry using scanner technology, as well as other processing will take place at LISGIS headquarters.

## 2.7 Scope and Coverage

The survey will be carried out in all the localities of Liberia. It will cover both the urban and rural areas. Information will be collected on household members in the following areas:

- Demographic,
- Education,
- Health,
- Employment,
- Household Assets,
- Household Amenities,
- Displacement/Food Aid,
- Subjective Poverty,
- Children Under 5 years,
- Income & Expenditure

## 2.8 Survey Instruments

The five relevant survey instruments that will be used are:

- The CWIQ questionnaire;
- The Income & expenditure questionnaire
- The Price questionnaire
- The Interviewer's manual; and
- The Supervisor's manual.

## 2.9 Confidentiality

The respondent must be assured that the information they provide will be confidential and will not be divulged to any unauthorized persons. The information furnished will be used for meeting the objectives of the survey and not for any other purpose. No individual level information will be analyzed. In this connection, the Interviewer must make sure that completed questionnaires are handled with the greatest caution.

## 2.10 Roles of Field Supervisors and Interviewer

### 2.10.1 Role of Field Supervisors

The Supervisor who will also be the Team Leader of four Interviewers will oversee the work of the survey on a daily basis. There will be twenty-two such teams. The Supervisor will be responsible for the quality of the data, which the Interviewers will collect. The questionnaires that are incomplete or erroneous will be returned to the Interviewers for correction. The Supervisors will be responsible for the logistical arrangements. The Supervisors will be responsible for convincing difficult heads of households to be interviewed for the survey. The Supervisors will also be responsible for making sure that all correctly completed questionnaires are forwarded to the Field Supervisor for transmission to LISGIS headquarters in a timely fashion.

### 2.10.2 Role of Interviewers

The success of any survey depends on each Interviewer's ability to collect accurate information from the respondents.

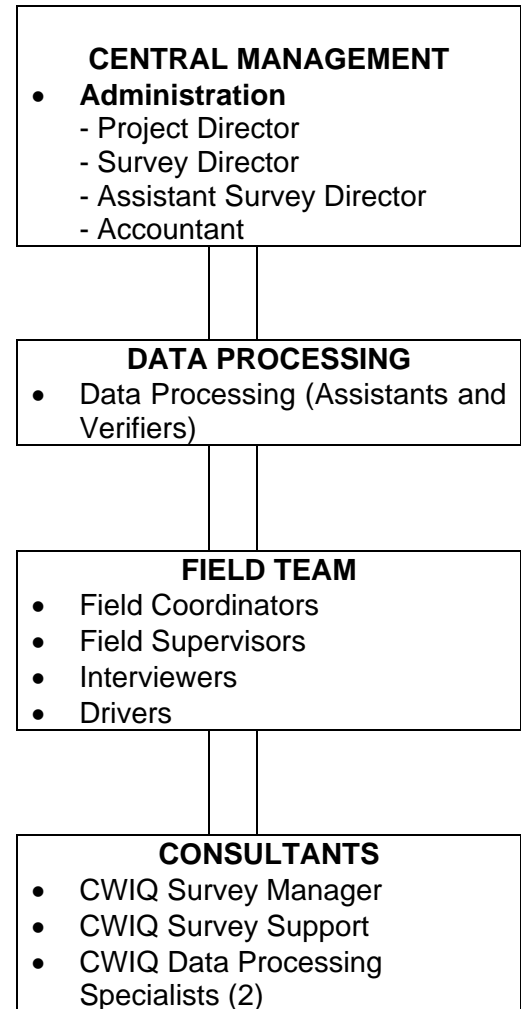
The duties of the Interviewer includes the following:

- i) locating structures and housing units in the sampled E.A's, which are assigned to him/her by the Supervisor;
- ii) identifying all persons in each household and conducting interviews with them;
- iii) carrying out interviews in accordance with the procedures described in this manual;
- iv) going throughout the questionnaire after completing an interview and ensuring that all questions are properly completed and that questions not meant to be responded to are completely clean and free of marks;
- v) visiting again the households for which information on some members were not available at the first visit;
- vi) Verifying questionnaires completely before handing them over to the Supervisor; and most of all before leaving the locality.

## CHAPTER 3 - FIELDWORK ORGANIZATION

This section explains the structure established to execute the survey and explains the responsibilities of the personnel involved in the data collection process. Below is the organization chart for the execution of the survey:

### 3.1. CWIQ Survey Organization Chart



### 3.2 Responsibilities of Personnel

#### *Management*

Management at LISGIS will have the responsibility of managing the survey. Senior staff from this service will be responsible for training field staff and data scanning staff including the supervision and monitoring of fieldwork. This team will also be responsible for the technical and administrative tasks of all the survey steps.

#### *Data processing Team*

This team is responsible for data scanning operations, tests, validation and composition of basic data for further analysis.

#### *Field Coordinator*

The Field Coordinator will be responsible for overseeing the field operations and ensuring that the field teams are in the selected locations and performing their duties. He/she will also have the responsibility of visiting the teams in his/her region, communicating with the Field

Supervisors to assess progress, solve problems (if any) and receive and forward completed questionnaires to LISGIS headquarters in Monrovia.

#### *Field Supervisor*

The Field Supervisor is directly responsible for the technical execution of the fieldwork. He/she should give permanent support to the personnel he/she is responsible for, control and evaluate the Interviewer's work as well as the driver (when necessary) and take direct instructions from the Survey Director or Survey Coordinator (when necessary).

#### *Interviewer*

The Interviewer is responsible for conducting the interviews and filling the questionnaires through direct interviews with the members of the households found in the selected households assigned to him/her by the Supervisor.

#### *Driver*

The driver is responsible for driving the car assigned to the team, ensure maintenance of the car and transport the team members to the areas selected for the survey. He/she receives instructions from the Supervisor of the team.

#### *Consultants*

Consultants will be responsible for working closely with LISGIS in the management of the CWIQ survey. In particular training of Interviewers and Supervisors, organization and conduct of the Pre-test, Processing results of the Pre-test, finalization of the questionnaire, etc.

---

## **CHAPTER 4. DUTIES AND FUNCTIONS OF THE SUPERVISOR**

The Supervisor has to ensure the quality of the work executed by the field staff. She/he has to verify that the responses are consistent and valid throughout the questionnaires, before sending them for processing. She/he should coordinate all activities for collecting the information in the selected households.

The Supervisor should be aware and be knowledgeable about the customs of the areas in which he/she will operate and respect them to the extent that they should not interfere with the survey work.

The Supervisor is responsible for the behavior of his/her team. He/she takes care of the welfare of all before heading to the field (is anyone sick, hungry, etc.).

The Supervisor is a role model to his/her team. The Supervisor is responsible for the control and maintenance of the survey equipment.

As head of the field team, the Supervisor should carry out the following tasks:

- Instruct the Interviewers on the local traditions and manners in approaching the respondents; give advice on the translation and wording of questions which could be a sensitive matter for the locals;
- When pairing the Interviewers, determine how to pair them most efficiently for the work;
- Direct the data collection work in the selected areas and monitor its execution;
- Present the field team to the local authorities and request for their cooperation;
- Ensure that the Interviewers have all necessary documents and supplies to carry out their work (questionnaires, pencils and in some cases water and food, etc.);
- Locate the EAs/clusters selected in the areas assigned to his/her team;
- Allocate lists of selected housing units to each Interviewer in his/her team;
- Accompany Interviewers to the selected housing units to verify if the interviews are executed in conformity with the given instructions;
- Do rigorous monitoring of Interviewers' work in order to solve problems that may occur and to avoid non-responses;
- Verify if the information corresponds to the selected housing units;
- Review the already filled questionnaires in order to control the quality of the information collected;
- Maintain permanent contact with the Field Coordinators and send completed and verified questionnaires for further transmission to the data processing team at LISGIS headquarters;

- Make regular reports on the development of the data collection process and send them to the Field Coordinator;
- Have full knowledge of the Supervisor and Interviewer manuals and the control forms and be able to apply the instructions during the interviews;
- Conduct the spot interviews on the basis of a sub-sample of households for controlling data quality;
- The Supervisor should never delegate his/her function to another person;
- The Supervisor should never make unnecessary gifts and promises in the name of LISGIS, nor accept bribe(s) and being corrupted for any motive;
- The Supervisor should not make any comments about the respondents to any unauthorized person, nor divulge any information collected. This way, he/she guarantees the confidentiality of the data collected;
- Insist on careful handling of the questionnaires, keeping them clean, all together and unfolded;
- Report any serious problem(s) to the Field Coordinator immediately.

## **CHAPTER 5 - DOCUMENTS AND MATERIALS FOR THE SURVEY**

In order to carry on with his/her work, the Supervisor will receive the following documents and supplies:

- Questionnaires
- Interviewer's Manual
- Supervisor's Manual
- Credential of Identity for the Supervisor, the Interviewers and the driver
- Clipboards
- Folders (plastic)
- Control forms

## **CHAPTER 6 - DESCRIPTION OF THE SUPERVISOR'S TASKS**

### **6.1 Reception, distribution, collection of documents and material**

Before starting the fieldwork, the Supervisor will receive from LISGIS, material necessary for executing the survey. He/she will review the materials received and communicate immediately any missing, insufficient or broken equipment.

### **6.2 Identification of EAs/cluster and households**

The Supervisor will:

- Take the Interviewers to the areas where they will execute the survey and verify that these areas correspond to the maps.
- Distribute the households among the Interviewers in an impartial way making sure that some Interviewers will not have more work than others.

**The Supervisor should meet with the Interviewers at least twice every day, not only to give and take the questionnaires from them but also to check and solve any problem that may surface and make recommendations. The first meeting should take place in the morning before starting the days work and the last one in the afternoon or evening to control the work done that day.**

### **6.3 Observing Interviews**

Observing the fieldwork is one of the main tasks of the Supervisor and one of the most important for the quality of the data. Supervision of the Interviewers is an integrated part of the training programme; it provides the Supervisors the opportunity to observe the progress of the survey. This activity allows the Supervisor to better comprehend the problems concerning the data collection process and reinforce his/her ability to support the Interviewers.

The first observations are extremely important in identifying the areas where the Interviewers need additional training. During the first interviews the Supervisor should observe all the Interviewers if possible on a daily basis. After the first interviews, the Supervisor should make some unannounced visits to each Interviewer. He/she should pay attention to those Interviewers who seem to have difficulty undertaking some tasks.

The Supervisor should work all days. He/she should organize the supervision in a way to be physically with the Interviewers (on the basis of a rotating system) and ensure that the supervision work will be done completely. For example, the Supervisor could attend interviews in the morning and verify questionnaires in the afternoons.

In attending interviews the Supervisor should observe the following rules:

- Never obstruct an interview. His/her presence should not make either the respondent or the Interviewer uncomfortable or embarrassed;
- Never interrupt an interview to correct an Interviewer;
- Correction and revision of errors should be done after the interview;
- Never reprimand an Interviewer in the presence of a respondent.

#### **6.4 Spot Interviews**

For the Supervisor to execute a spot interview himself/herself or to request the Interviewer to make a spot interview, the following should be observed:

- If the Interviewer has omitted an item or information, the Supervisor should send the Interviewer back to collect the missing information;
- To verify if an Interviewer really executed the interview in the proper household.

Particularly at the beginning of the fieldwork, when the Interviewers are not yet fully familiar with the questionnaire, the Supervisor should

make frequent spot interviews, as many as possible, as the workload would permit it.

#### **6.5 Control Interview**

The Supervisor should make re-interviews on a sub-sample of at least one household per EA/cluster. This is particularly necessary during the first week of implementation of data collection. The objective of this task is to establish a comparison between the initial interview executed by the Interviewer and the

second one done by the Supervisor. This being done, the errors or differences noted will be discussed with the Interviewer in order to avoid their repetition. This practice should continue even after the first week in order to keep the Interviewers alert, knowing that his/her work can effectively be monitored and controlled at any time.

In some cases, instead of completing a full interview, the Supervisor could review the questionnaire already printed with the household.

#### **6.6 Review of Completed Questionnaires**

During the first days of the fieldwork the Supervisor should carefully verify all questionnaires and in addition, he/she should give special attention to the sections the Interviewer seem to have more difficulty with.

Questionnaires review constitutes one of the more important elements for the quality of the results of a survey. The Supervisor should look for the accuracy of the information collected and verify that the questionnaires are correctly and completely filled. He/she should list all errors encountered for further discussion with the Interviewer so he/she will not continue to make them. Questionnaires that contain errors should be returned to the Interviewer who in turn will go back to the corresponding households to correct the mistakes. If after several recalls an Interviewer continues to make the same mistakes the Survey Coordinator should be notified to take the necessary measures.

While reviewing the questionnaire, the Supervisor should take the following aspects into consideration:

- Verify that section A (Information on the Interview) is correctly filled;
- Verify that the reference number is correct and correctly printed on top of each page of the questionnaire, even those which may be rightfully empty;
- Verify that all questions have a response with the exception of those which are not filled because of the filters and skips;

A list of all verifications to be done by the Supervisor in a filled questionnaire is in Annex I.

---

## CHAPTER 7 - ORGANIZATION OF FIELD WORK

In addition to other publicity measures, the Field Supervisor will inform the local authorities about the arrival of the team to undertake field work on the CWIQ survey.

When the team arrives in an EA, the Supervisor should present it to the Headman/Chief/Village Elders before starting the work. This will also be an opportunity to explain the purpose of the survey and to request their cooperation. In addition a request for assistance in the identification of households in the EA can be made during this meeting. During the collection of information the Supervisor should take the following steps:

### 7.1 First Day

- **Distribution of housing units among the Interviewers.** In doing so, the Supervisor should be impartial. He/she should never systematically favour some Interviewers. For example: avoid assigning to the same Interviewer the remote housing units or those most difficult to access. The distribution of housing units should follow rotational criteria.
- **Visit the selected housing units.** The Supervisor should ensure that each Interviewer can access the assigned housing units. To do so, the Supervisor should provide transport facilities for or funds to the Interviewers and when necessary request the collaboration of the local authorities and some guides. The Supervisor should go along with the Interviewers, attend some interviews and verify the questionnaire once filled, as mentioned earlier.

### 7.2 Second Day

- **Continue visits (if necessary) and verifications (Interviewer & Supervisor).**
- **Moving out to the next EA.** Depending on the distance to the next EA, the Supervisor can move to the next locality to meet the local community and locate the next EA. He/she then completes the activities as done in the previous locality.

As much as possible, the Supervisor should visit the next EA in advance to prepare the local authorities for the visit of the team and prepare lodging for the team when necessary. This is to avoid or reduce time for logistics when a team moves to a new EA.

### 7.3 Retrieval of documents

Once data collection and verification has been completed for an EA, the Supervisor should do the following:

- Gather questionnaires in a secured way (tied up together), with all the relevant documents: list of housing units, control sheets, etc.
  - Label properly the batch for each EA.
  - Send or bring to Field Coordinator of the Region all batches.
  - Request the signature of the Field Coordinator taking the completed batch of questionnaires.
- 

## ANNEX I: List of Field Editing Checks

This list includes the checks organized for field checking, data processing and other checks of the questionnaire format and structure as well as consistency.

### After a days field work

1. Before leaving the EA verify that a questionnaire is filled for each household listed in the selected housing units and that each EA/cluster has the correct number of housing units and households.

2. Verify that the result of the interview on page one of the questionnaires corresponds to the real status of the interview: incomplete, complete, refused or not found.

### Verification of the questionnaire

#### LEVEL 1 – COMPULSORY MANUAL EDITING (ALL QUESTIONNAIRES)

3. Verification of cover page details.

Verify that:

- a) The Cluster, Household number, Sequence, Interviewer, Respondent numbers are correctly filled in for this household;
  - b) The Name of Household Head is correctly filled in;
  - c) The household number and the name of the head of household correspond to the inscription in the household list;
  - d) All items (bubbles) are filled and are correctly marked;
  - e) The filled bubbles correspond to the digit printed in the boxes on top of the bubbles;
  - f) The time of beginning and end of the interview are filled in;
  - g) The reference number, the household number and the questionnaire number are correct;
  - h) The first questionnaire for a household is numbered one;
  - i) Subsequent questionnaires are in serial order;
  - j) Questionnaires reported incomplete (A8=4) are not completed i.e. some parts are missing.
4. For all other pages check that the reference number is the same as the one on the first page. Make sure that there are no marks in the area of the reference number and make sure that the page corners are not folded or torn apart on top of the reference number.

#### LEVEL 2 – REGULAR CHECKS

5. Verify that there is information for each question from B1 to B9 for each listed individual.
6. Verify that the proper individuals have responses corresponding to their age and sex at the beginning of the following sections:

Section B	- All members
Section C.1	- 15 years and above
Section C.2	- All members
Section D.1-2	- Females 12-49 years
Section D.3	- All members
Section E	- 5 years and more
Section I	- Children less than 5 years old

7. Check that the following filter and skip instructions have been respected:

#### B-Section

B.5 = Is Skipped for Persons Under Age 10

B.6 = If Age above 18, Go to Next Person, Also If No or Don't Know Go To B.8

B.8 = No or Don't Know Go to Next Person

#### C-Section

C.1 Is Skipped for Persons Age Less Than 15.

C.2 = NO & Below 18 Years, Go to C.10, Else Next Person.

C.5 = NO, Go to C.9

C.8 = Go to the Next Person

C.9 = Go to the Next Person

C.10 = Only for Age 18 or Under

#### D-Section

D.1 = Male, Female under 12 or over 49 years old Go To D3

D.3 = NO, go to D.5

D.5 = NO, go to D.9

D.8 = GO to Next Person

#### E-Section

Section E Skipped for Age Under 5

E.1 = YES, Go to E.6

E.2 = YES, Go to E.6  
 E.3 = NO Go to E.5  
 E.4 = Go to the Next Person  
 E.5 = Go to the Next Person

### **H-Section**

All households to respond  
 H.1 NO Go to H.5  
 H.3 NO Go to H.5

### **I-Section**

I.1 = Child No., Mother No. from Section B

### **LEVEL 3 COMPLETE EDITING**

8. Check the following for all questions

### **Shading**

Numbers printed correspond to the printed bubbles

Only one answer shaded, except where multiple answers are permitted.

### **Section B**

Head of household is listed first with a consistent age.

B.1 (sex) is consistent with B.3 (relation with the head) and B.5 (marital status)

B.3, B.4 and B.6 are consistent with B.4 (age)

### **Section C**

C.3 (highest grade) is consistent with B.4 (age)

C.6 (current grade) is consistent with B.4 (age) and C.3 (highest grade)

### **Section E**

E.5 (reason not working) consistent with B.4 (age)

E.6 through E.9 consistent with B.4 (age)

### **Section I**

Code number of the child should correspond to a child number in Section B

Code number of the mother should be valid, female, and age appropriate

Note that each level of verification includes all preceding levels.

**Liberia Institute of Statistics and Geo-Information System  
(LISGIS)**

**Core Welfare Indicators Questionnaire (CWIQ) Survey**  
**Supervisor's Assignment/Control sheet**

Region Code  County Code  District Code  Clan  Cluster (EA)  H/Hs No.

**Supervisor's Name:** -----

[illegible]