CORE WELFARE INDICATORS QUESTIONNAIRE
(CWIQ) SURVEY

HOUSEHOLD LISTER'S MANUAL

May 2007

Attention Supervisors

In all surveys, the supervisor's role is critical to the success of field operations. Apart from playing a fieldwork management role, the supervisor will also play a key role in the maintenance of quality control. Your supervision will be both direct and indirect. Direct supervision will include observing and assisting listers in the execution of their tasks. Indirect supervision will include reviewing forms that have been completed.

The supervisor is responsible for checking the quality of work of all listers and mappers under his supervision and all operations that they are required to perform. The supervisors will make the necessary contacts with local authorities and explain the objectives of the survey and the activities that listers and mappers will be performing. He will address any committee meetings that are called for by committee leaders. Most of all, for this listing, the supervisor will insure that:

- **All cluster boundaries are correctly identified and mapped by the listers/mappers**
- **The listing of the structures is all-inclusive and complete**
- **The structures are allocated proportionately to each interviewer for the listing**
- **Listers list all households that are dwellings in all structures *(spot checks should be carried out and the supervisor should carefully check that dwellings with multiple households have been correctly covered).***
- **Ensure that interviewers are taking proper steps to obtain cooperation of respondents.**
- **Collect all listing sheets, log them in, and perform the first set of checks to ensure that the form was completely and accurately filled out.**
- **FINALLY, IT IS IMPERATIVE THAT YOU ARE PROPERLY DRESSED. If you are separating your group, then it is imperative that the lead listers be properly dressed.**

PART ONE

INTRODUCTION

The Listing of households is being undertaken for the purpose of selecting households for enumeration in the Core Welfare Indicators Questionnaire (CWIQ) survey to be undertaken in Liberia beginning 21st May 2007. The CWIQ survey is part of the effort of the National Statistics in providing 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. The 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 OBJECTIVES OF THE CWIQ

The overall objective for conducting the CWIQ survey in Liberia is to provide timely information for monitoring the implementation of the Liberia Poverty Reduction Strategy and to begin a process of capacity building for the design, implementation, processing and analysis of household surveys within Statistics Liberia to strengthen the Poverty Reduction Strategy Monitoring and Evaluation System.

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 programs 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 programs aimed at improving the welfare of the

population across the country. In order to prepare these programs, 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.

ENUMERATION AREA

The country is divided into Counties, Districts, Clans/Township and Localities. Enumeration Areas (EAs) have been demarcated covering the whole country for the purpose of conducting Population and Housing Censuses and other statistical surveys. Once you have been assigned to an area, you will be working with a Field Supervisor who will report to a Field Coordinator. The Survey Director and his assistants will administer the administration of the listing exercise.

YOUR JOB

Your job is to visit every house within the EA and list all heads of households irrespective of sex, tribe, nationality or other personality.

You must make every effort to obtain accurate information and record them in the spaces provided on the listing form.

The success of the exercise depends upon the public's willing co-operation. You are therefore required to be polite, tactful and patient at all times.

The data you collect is confidential and will be used only for the purpose of statistical compilation and has nothing to do with taxation or law enforcement. You should on no account communicate whole or any part of the listing to an unauthorized person.

AIM OF THE LISTING

The aim of this exercise is to determine the number of heads of households by sex within the enumeration areas assigned to you. This list will be used for selecting (using random sampling methods) households to be interviewed during the CWIQ survey that will take place beginning 1st July 2007.

YOUR EQUIPMENT

You will be issued with the following items:

(1) Pens

(2) Listing forms

(3) E.A. map (s)

(4) Chalk

(5) Identity Card

It is to be used to mark those housing units that you have visited and whose occupants you have enumerated.

- The purpose of this is to ensure that no household is enumerated twice nor missed out. It will also serve to give each household a temporary address for census purposes. This makes checking by supervisors easier.

(a) When you have enumerated the head of household, write the household number in some conspicuous place. Write the number neatly where it will be easily visible to your supervisor and out of reach of small children. Ask the household members to leave it for the next three months, so that they may be spared the inconvenience of unnecessary visits by survey staff. Explain that the number is used for survey purposes only.

(b) If there is more than one household in a building or structure, write the number at the entrance to the household's living quarters.

(c) If the household occupies more than one building or structure, write the number on the most obvious of them (or the main residential/housing unit).

(d) Do not mark a housing unit until you have enumerated the head of household.

General Rules

- Complete the questionnaire yourself
- Keep it clean
- Write legibly in capitals using ballpoint pen
- Code strictly in the boxes or spaces provided on the questionnaire; and
- Start each household on a separate questionnaire

- If you make a mistake, cross over it and record the correct answer legibly. Please do not use white out fluid. To avoid crossing over all the time, make sure you only record the answers once you are sure that they are correct or that the respondent has clearly understood the question and given you correct response.

YOUR SUPERVISOR

Your supervisor is your immediate superior, who will help you do your work efficiently and diligently, help you in case of difficulty and make certain decisions to ensure the accuracy of your work.

ENUMERATION AREA MAP

You will be provided with enumeration area map(s) showing the boundaries and localities within it/them. Your must list within the boundary of the EA and no attempt

should be made to list outside the EA. If in doubt, check with your supervisor.

A locality is an inhabited place. Before you start work, make sure that you know which places to visit. In case of any doubt you should consult your supervisor.

As you visit each locality, ask the Headman/Chiefs/Village Elders to give you the names of all localities nearby. By checking these on your map you will be able to determine whether any inhabited locality was omitted. Incase of new locality (ies) you should write the name (s) on the list and in the map after making sure that such locality (ies) is/are within the EA. In the same way you should make note of all abandoned/ deserted localities.

HOW TO APPROACH THE PUBLIC

Act as though you expect to receive friendly co-operation and behave so as to deserve it. Make yourself known to the people and explain whom you are and what you are doing. You should at all times carry your identity card with you.

You should start work only when you have exchanged the proper greetings, briefly explain what the listing is about and answer any question that they may ask about your work. Avoid getting involved in lengthy conversation and on no account should you discuss politics.

HOUSEHOLD REFUSAL

If a head of household refuses to co-operate, you should maintain a courteous manner. Stress the importance of the listing; make it known to him/her that the information you collect has no bearing on taxation, politics or law enforcement and the fact that the information is treated confidential. If he/she persists you should report the matter to your Supervisor who, if necessary, will take up the matter with the village headman, after making an attempt to explain.

Always thank the head of household or who ever gives information for his/her help.

THE HOUSEHOLD

You must list every head of household in the areas assigned to you. This has to be done by visiting every household within the EA's.

A household is a group of people who normally live and eat together, irrespective of blood relation, marriage or adoption. It may consist of One or More persons and may occupy a dwelling unit, part of it or many buildings.

The head of the household is the key decision-maker within the household and his/her position of authority is acknowledged by the other members of the household. As such,

the main economic provider may not necessarily be the head of the household. In many African societies the oldest adult male is often considered the head of household, regardless of whether or not he is the main economic provider.
As the key decision-maker, the head of household is the person most aware of what is happening in the household, and will often be the most appropriate respondent in the CWIQ.

A man with several wives might maintain separate living quarters for his wives and children. In such case, each wife should be listed as head of household except the household where the head is residing at the time of listing. This procedure will ensure that there are no duplicate household heads in the EA.

INSTITUTION

The CWIQ survey does not require you to list institutions since these do not fit into the definition of household given to you above.

WHAT HAPPENS WHEN THERE IS NO ONE AT HOME

When you visit a house and there is no one or responsible person at home, ask the neighbors whether the house is inhabited, if it is, ask the neighbors when the household members will return. Then you can make arrangements for a call back by making a note of the date and address.

THE CHALK/CRAYON

For each listed household place a chalk/crayon mark at the main entrance of the house. This ensures that no household is listed twice or missing.

THE LISTING FORM

All the information required from the heads of households' for the listing is to be recorded in the forms that will be issued to you. Each form should be numbered at the top right hand corner so that none will be destroyed or taken out, as you will account for all forms given to you at the end of the listing.

CHECK YOUR WORK

It is better to check your work on the spot before you leave the household as this may save you time, trouble and perhaps a long walk. Always make sure that others can read what you have written. Make double sure that all columns have been filled-in correctly and the house (hold) number has been written at the main entrance.

END OF LISTING

When you are satisfied that you have completed the listing in an EA. You should report to your supervisor who will check your work for corrections before you move to the next EA.

HOW TO FILL IN THE FORM

- ❖ You will complete the form yourself.
- ❖ Use the pens provided, never use red pen
- ❖ Keep the form clean
- ❖ Write legibly in CAPITAL LETTERS.
- ❖ Leave no columns blank that are required to be completed
- ❖ Do not write abbreviations.

A IDENTIFICATION

The information regarding the EA is coded. You should only enter codes and not names as was used before. See 2008 Population and Housing Census questionnaire cover.

County: Enter the code of the County.

District: Enter the code of the district.

Clan/Township: Enter the code of the clan/township.

City/Town: Enter the code of the city or town.

E.A. Number: Enter the EA number that has been assigned to you. It can best be copied from the EA maps.

Listing clerk: Write your name and id number.

Supervisor: Write the name and id number of the supervisor certifying work.

B. LIST OF HOUSEHOLD HEADS

This is the main segment of the form. Listing of Heads of Households is to be carried out in this segment of the Form after identifying the boundaries of the E.A. The luster will proceed to prepare the list of Household Heads residing in the selected segment or the enumeration Area. For this purpose, he/she will start from the northwest corner house and then proceed systematically till all the household-heads are completely listed. These columns are self-explanatory, care has to be taken to see that the description is such that the supervisor or any other survey personnel can at any time locate and identify the household(s).

COLUMN (1): Number

This is the key identification number for the structure. A structure could contain perhaps several households. When there are several households in a structure, this value does

not have to be repeated. It is implicit. Instead, the household serial number (column 4) will differentiate the households.

COLUMN (2): Type

See definition on listing form.

COLUMN (3): Condition

See definition on listing form.

COLUMN (4): HOUSEHOLD SERIAL No.

The sequential unique identification of each household in an Enumerated Area (EA). It usually numbers from 1 to the maximum number of households in that EA. Note that there can be several households in a structure and each household must have its own unique identifier. After you have written the serial number for each household, go over the entries and thank the respondent for his/her time.

COLUMN (5): Name of head of household

Here write the full name of the head of the Household in Block Capitals such as JOSEPH A. AMARA, HANNAH Y. AMARA, JOAN KANU etc.

COLUMN (6): SEX

Here you should enter male (M) for a man heading the household or female (F) if a woman is heading the household you visit.

COLUMN (7): Number of persons in household (M)

Enter the number of males in household.

COLUMN (8): Number of persons in household (F)

Enter the number of females in household.

COLUMN (9): Imputed rent

Enter the rent for the household. If the household is owner occupied, ask them how much it could/would be rented for. Choose 1 for amounts below L$350, 2 for 351—1400, and 3 for above 1400.

PART TWO

What is GPS?

The Global Positioning System (GPS) is a worldwide space-based satellite navigation system, operated by the Department of Defence (DoD) of the United States of America (USA). The satellites give out signals that can be picked up by GPS receivers for positioning and navigation.
Basically, GPS is usable everywhere, except where it is impossible to receive the signals, such as inside buildings, in caves and under water. The GPS system comprises three segments:

1) Space Segment

The space segment is a constellation of 24 NAVSTAR satellites that orbit the earth every 12 hours, at altitudes of about 20,200 kilometres and at speeds of about 2.9km per second. They are flying in six different orbital paths (between 60☜ North and 60☜ South), with nominally four satellites in each orbit. However, there are often more than 24 operational satellites as new ones are launched to replace older satellites. The spacing of the satellites is arranged so that a minimum of five satellites, and a maximum of eight, is in view from every point on the globe.

2) Control Segment

The control segment consists of the GPS Master Control and Monitoring Network. The Master Control Station in Colorado, USA, is responsible for collecting tracking data from the four Monitoring Stations (in Hawaii, Ascension Island, Diego Garcia and Kwajalein), calculating satellite orbits and clock parameters, and transmitting corrections back to the satellites themselves. The satellites then incorporate these updates in the signals they send to GPS receivers.

3) User Segment

The user segment consists of the GPS receivers and the user community, including census-mapping teams. The GPSs convert the satellite signals into position, time and speed estimates. Four satellites are required to compute the four dimensions of time, latitude, longitude and altitude. The system is used by civilians and military on land and sea, and in the air and space. However, during the survey mapping, instead of latitude and longitude, you will use a grid coordinate system called Universal Transverse Mercator (UTM) to determine your ground positions on the base maps. These coordinates are recorded in Eastings' (east-west) and Northings' (north-south).

Limitations of GPS

GPS performance can be quite limited in certain environments and for certain applications. In urban or densely forested areas, the main problems will stem from difficult GPS signal reception. Proper functioning of a stand-alone GPS receiver requires the undisturbed reception of signals from at least four GPS satellites. These signals cannot penetrate water, soil, walls, and can be obstructed by bridges, buildings and to a lesser extent forest canopies.

Limitations of the Garmin Etrex Vista

Garmin Etrex Vista is a basic model. Its limitations include:

- *One week of normal use with four AA size alkaline batteries;*
- *Can store only 500 Waypoints before transfer to a notebook (or download) has to be carried out*
- *10-20 metres accuracy (using single point positioning) is not sufficient, for example, to plot new street intersections on 1:2,500 urban maps with precision;*
- *Waypoint naming procedure is slow and incomplete (entering only six letters, one at a time).*

Installing the Batteries

The eTrex Vista operates on two AA batteries, which are located in the back of the unit. Stored data will not be lost when changing the batteries. The following steps are necessary to install the batteries:

- *Remove the battery cover on the back of the unit and turn the D-ring 1/4 turn counter-clock-wise and pull away clockwise.*
- *Insert batteries observing the polarity.*
- *Reinstall the battery cover by turning the D-ring 1/4 turn.*

A set of alkaline batteries lasts for up to 24 hours of continuous usage, and for about a 1 week under normal use in the field. To save the batteries, always turn off the GPS when
not in use. It is not necessary to take the batteries out when turning off the receiver. Always carry a spare set of batteries with you, and replace the batteries whenever the "battery Power is Low" message appears on the screen. A battery power indicator is shown on the status page.

A special cigarette lighter adapter (vehicle power adapter) is used to plug the GPS into your vehicle's cigarette lighter. This adapter should be used when using the GPS in the vehicle. It has to be kept on for long periods, eg, when plotting tracks with Waypoints. The small adapter plug fits into the back of the GPS (note the groove in the plug) whilst the
cable and large plug fit into the cigarette lighter. Ensure that you connect the adapter to the GPS before connecting it to the cigarette lighter. Note that an internal lithium battery maintains the GPS memory when the receiver is not powered.

Using the Button Functions

Press the ZOOM IN and OUT button to zoom in and out and adjust the screen contrast when on the Satellite Page.

1. *Press the Find button to access the find menu.*
2. *Press the THUMB STICK to enter highlighted options, confirm messages,.*
3. *Move the THUMB STICK Up/Down or Right/Left to move through lists, highlighted fields, on-screen buttons, icons, enter data or move the maps panning arrow.*
4. *Press the THUMB STICK and hold for two seconds to mark your current location as a waypoint.*
5. *Press and hold the POWER button to turn the unit On/Off.*
6. *Press and release the POWER button to turn Backlighting On/Off.*
7. *Press the Page button to cycle through the main pages.*

8. *Press and hold the POWER button to turn the unit On/Off.*
9. *Press the Page button to acknowledge and proceed to the Satellite page.*

Viewing the Main Pages

All the information you need to operate the eTrex Vista can be found on six main pages (or display screens). You can press and release the PAGE to cycle through the Satellite Page, Map Page, Navigation Page, Altimetre Page, Trip Computer and Main Menu.

While these six pages provide you with different types of navigation information, they share
common features like Option Menus and a main Page Menu, both of which are accessed
by on-screen buttons. To display these menus, highlight the on-screen button and press the THUMB STICK.

Finding Your Current Position

Before you can actually use your eTrex for collecting data in the field, you must first initialize it. You initialize the GPS by obtaining a fix on your current position. To do this, take your
eTrex outside and find a large, open area that has a clear view of the sky. Press and hold
the **POWER** button to turn the unit on. You will see the **Welcome Page** for a few seconds
while the eTrex perform a self-test, followed by the SkyView Page. The eTrex needs to receive at least three strong satellite signals to find your location.

Because the eTrex relies on satellite signals to provide you with navigational guidance, the unit's view of the sky determines how fast you achieve navigational status. GPS signals do not travel through rocks, buildings, mental or heavy tree cover. For best results, keep the unit in clear view of the sky.

The Setup Menu

The setup pages allow you to customize your eTrex Vista to your personal preferences. You can choose time settings, units of measure, heading measurements and elevation.

For example, Position Format allows you to choose from different grid formats. The default position format, 'hdddEmm,mmm' displays the latitude and longitude in degrees and minutes. However you will be required to change to UTM (Universal Transverse Mercator), which will be used for census mapping purpose.

Determining the Location of features as Waypoints

Waypoints are coordinates that are stored in the GPS memory. Up to 500 Waypoints can be stored in the eTrex Vista memory before they are downloaded or deleted. In the mapping exercise, Waypoints will be used for determining the location of localities, institutions, social facilities, EA boundaries, roads and tracks.

Each Waypoint that you record will automatically be given a three-digit number from

001-500 in the GPS memory. If your GPS memory is empty the Waypoints will start from 001, but if you already have Waypoints stored, then the next free numbers will be used. However you be required to select an appropriate symbol for each feature and change the Waypoint number to a feature ID. The procedure on how to enter the same information on the Feature Coordinate Listing Form (Form 5) is discussed in chapter six. For example, the feature ID for Waypoints 123, 124 and 125 could be LO123 (for locality), 124SC (for school) and 125 (for Church) respectively.

The Mark Waypoint Page allows you to mark and record your current location as a waypoint. To mark your current location as a waypoint:

1. *Press and hold the THUMB STICK until the Mark Waypoint Page appears. You can also access this page by highlighting the Mark Icon on the Main Menu Page and then pressing in on the THUMB STICK. It automatically is assigned a 3-digit number.*
2. *To change the name of the waypoint to a Feature ID (LO123 for locality, 124SC for school and 125 for Church), use the THUMB STICK to highlight the waypoint name field.*
3. *To assign an identifying symbol to a waypoint, use the THUMB STICK to highlight the symbol block just above the waypoint name.*
4. *To save the waypoint, highlight 'OK' and press in on the*
5. *The waypoint is now stored in the eTrex's memory.*

Plotting UTM Coordinates

Dividing Eastings and Northings into "2-2-3 Digits"

During the mapping exercise you will only be using UTM. The method of interpreting the UTM coordinates that you see on the GPS screen and manually transferring them to the maps is described in the guidelines and will be practiced extensively during your training. It is vital that you learn this procedure thoroughly.

The UTM coordinates shown on the Position page consist of the grid zone designation (on the left side of the screen), and the Eastings (top line) and Northings (bottom line). Note that the grid zone designation, eg, 29N, is not required for interpretation and plotting purposes on census maps, but the Eastings and Northings are very important.

Always read and plot the Eastings (horizontal or 'x' axis) first, and the Northings (vertical or 'y' axis) second. Note that both the Eastings and Northings on the screen consist of seven figures, and for interpretation and plotting purposes each row should be spaced '2-2-3' in your mind. That is, 'two digits-two digits-three digits'. This will make it easier for you to plot the coordinates correctly on the map and to copy them correctly from the screen to the GPS field control forms.

For example, if the Eastings figures on the screen are 0538629 and the Northings figures are 0071758, then in your mind this should be interpreted as 05-38-629 (Eastings) and 00-71-758 (Northings). This is because the first two figures in each line refer to 100km squares (shown in small figures on 1:50,000 maps), the second two figures relate to 1km squares, ie, the horizontal and vertical distances in kilometres from the south-west corner of the 100 km square, and the last three figures refer to the horizontal and vertical distances in metres from the south-west corner of the relevant

1km (1,000 metres) square.

The 'Visual Plot' and the 'Actual Plot'

When plotting on a 1:25,000 section map, use a two-step approach: firstly the visual plot, and secondly the actual plot. The visual plot will tell you where you are approximately on the map, ie, in which grid square you are located, and the actual plot with pencil and ruler will pin-point your position.

For the visual plot, the most important figures of 05-38-629 (Eastings) and 00-71-758 (Northings) are 38-6 and 71-7. Look at the 38 (Eastings) line and the 71 (Northings) line and see where they intersect. You will be located about 600 metres east and 700 metres north of that intersection, ie, within the 1km grid square at the intersection of these two grid lines.

For the actual plot, the coordinate will be 629 metres east of the 38-grid line, and 758 metres north of the 71-grid line. The distances in metres can either be calculated on the bar scale in the Annex or with a pocket calculator and ruler.

Plotting on 1:25,000 Map

Either way, remember that on a 1:25,000 map, 4cm (40mm) on the map is the equivalent of 1,000 metres (1km) on the ground. On the bar scale, use the 0-1km section (which is divided into 100 metre lines) to measure 629 metres and 758 metres as precisely as possible. With a pocket calculator, 629 metres on the map will be 4cm divided by 1,000 metres x 629 metres = 2.516cm east of the 38 line. And 758 metres on the map will be 4cm divided by 1,000 metres x 758 metres = 3.032cm north of the 71 line.

Plotting on 1:50,000 Map

Whatever the scale of the map you are using, the same principles are followed. For example, on a 1:50,000 map, 2cm (20mm) on the map is the equivalent of 1,000 metres (1km) on the ground. So 629 metres on the map will be 2cm divided by 1,000 metres x 629 metres = 1.258cm east of the 38 line. And 758 metres on the map will be 2cm divided by 1,000 metres x 758 metres = 1.516cm north of the 71 line.

Plotting on 1:2,500 Map

Using the same example, on a 1:2,500 urban map, 40cm (400mm) on the map is the equivalent of 1,000 metres (1km) on the ground. So 629 metres on the map will be 40cm divided by 1,000 metres x 629 metres = 25.16cm east of the 38 line. And 758 metres on the map will be 40cm divided by 1,000 metres x 758 metres = 30.32cm north of the 71 line. However, remember the limitations of the Garmin 12 and its Estimated Position Error (EPE) of up to 20 metres when plotting at 1:2,500 scale.

GPS Sketches

A GPS sketch will consist of the UTM grid drawn on an A3 (or A2) sheet of paper, usually at 1:2,500, 1:5,000 or 1:10,000, and the main details of the locality, ie, the roads, tracks, main buildings, social facilities and EA boundaries, are drawn on with the aid of your GPS.

Note: You will be instructed on how to complete a GPS sketch, including the procedure for enlarging by squares' during the training.

REPUBLIC OF LIBERIA

Liberia Institute for Statistics and Geo-information Services (LISGIS)
Liberia Core Welfare Indication Questionnaire (LCWIQ) Survey 2007

Form LCWIQ 03: Feature Coordinate Listing Form

1. County Name..... **4. Enumeration Area/Cluster Numbar.....**

2. District Name..... **5. Household Listing Clerk .....**

3. Clan/Zone Name..... ....

6. Supervisor……..

…….....

7. Date of compilation_____

7:S/no	8: Feature ID	9: Feature Name	10:Easting (UTM)	11:Northing (UTM)	12: Elevation	13: Remarks

Team composition

TEAM ONE-MONROVIA

1 T. Wilson Nyema	Supervisor
2 Nathaniel Koikoi	Mapper
3 Dominic Paye	Mapper
4 Jerry Akoi	Lister
5 Henry S. Swen	Lister
6 James Gelekeah	Driver

TEAM TWO-MONROVIA

1 Nelson Toe	Supervisor
2 Tamba Labbie	Mapper
3 Oliver Doco	Mapper
4 Koiyan Sawo	Lister
5 Stephen N. Tenneh	Lister
6 Othello A. Mason	Driver

TEAM THREE-MONROVIA

1 Thomas Feighery	Supervisor
2 Kollie M. Gama	Mapper
3 Maxwell Yennego	Mapper
4 Andrew Tellowoyan	Lister
5 Sam Tiah	Lister
6 John Katapah	Driver

TEAM FOUR-MONROVIA

1 Zaza Forkpa	Supervisor
2 Charles Kangba	Mapper
3 Richard B. Tellewonyan	Mapper
4 Thomas Dennis	Lister
5 Matthew Hindawah	Lister
6 Anthony Morris	Driver

TEAM FIVE-OUT STATION

1 Benjamin King	Supervisor
2 Mohammed Kaba	Mapper
3 Washington Togba	Mapper
4 Varney Stubblefield	Lister
5 Freeman Blama	Lister
6 Boima Diggs	Driver

Annex 1 – Definitions

Following are definitions of terms and concepts used in the CWIQ.

1. **Cluster**: EA (see below) or part of an EA.

2. **CWIQ**: Core Welfare Indicators Questionnaire.

3. **Dwelling unit:** A house intended to be occupied as a residence, in distinction to a store, office, or other building. Usually a household will reside in a single dwelling unit, but it is possible for a single household to comprise several dwelling units or for several households to reside in a single dwelling unit.

4. **Enumeration area (EA):** The smallest geographical statistical unit. It usually contains a certain number of households.

5. **Head of Household**: It is the person who is acknowledged as such by the members of the household. This person is usually responsible for the upkeep of the household.

6. **Household:** A household is a group of people who normally live and eat together. Members should acknowledge the authority of a single head of household, whether that person is presently living with the rest of the household or not.

7. **MDG**: Millennium Development Goal.

8. **PRS**: Poverty Reduction Strategy.

9. **PRSP**: Poverty Reduction Strategy Paper.

10. **Sample**: A representative portion of the population. The sample is selected from the population and the characteristics of its members examined in order to estimate and gain information about the characteristics of the population as a whole. A sample is generally selected for study because the population is too large to study in its entirety.

11. **Structure**: A building that has one or more rooms for residential or commercial use. Residential structures can have several dwelling units. A good example is an apartment building.

8. **GPS:** Global Positioning System