

# 1992 HOUSEHOLD SURVEY SUPERVISOR'S MANUAL

*Ole Stage, Project Leader  
Alieu Bahoum, Field Operations Supervisor*

Social Dimensions of Adjustment Project  
Household Survey Section  
Central Statistics Department  
Banjul, The Gambia

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The *Gambian Institutional Strengthening Project under Social Dimensions of Adjustment Programme* is financed by the African Development Fund and UNDP. The Project, which is usually referred to as the SDA Project, became operational in 1991. It is located in the Household Survey Section of Central Statistics Department. A main activity of the project is to assist the Household Survey Section in conducting a number of surveys. The first survey is the 1992 Priority Survey for which this manual has been made.

Alieu Bahoum, Field Operations Supervisor in the Household Survey Section, and Ole Stage, SDA Project Leader, prepared this manual. We used the Senegalese 'Enquete sur les priorites (ESP), Manuel du Controleur' from Direction de la Prevision et de la Statistique for reference. The Senegalese manual was translated into English by Marianne Stage.

**1992, Household Survey Section, Central Statistics Department  
Central Bank Building, Buckle St, Banjul, The Gambia**

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## ***INSTRUCTIONS FOR FIELD SUPERVISORS.***

As a supervisor you are head of the regional office and all the staff attached to this office. You have a double responsibility in the organisation and the implementation of the survey: an administrative responsibility and a technical responsibility.

## ***ADMINISTRATIVE RESPONSIBILITIES***

You are responsible for:

Advertising the survey in the region and keeping local authorities informed;

Management of the equipment;

Management of fuel;

Lodging and cooking arrangements;

Administration of the imprest;

Working hours and absence of the members of the team;

These tasks are described in detail below:

### ***Advertising the survey in the region and keeping local authorities informed***

As a representative of CSD in the region you should introduce yourself and your team to the local administrative, religious and traditional authorities. Explain the reasons for your visit and the objectives of the survey to them. Explain briefly the notion of a sample survey to make them understand that not all households will be interviewed. Stress particularly that the survey has no connection with the taxing authorities, the police or the immigration authorities and that the information collected from them will be treated confidentially. Do *not* make any promises to solve the specific problems put forward to you by the local community.

### ***Management of the equipment.***

You are fully responsible for the equipment at the team's disposal. This equipment must be used exclusively for the purpose of the survey. It must neither be given or lent to a third party. The equipment will be accounted for at the end of the survey and kept for future surveys. Therefore, you must make sure it is properly maintained. You are accountable for all lost equipment.

The vehicle is your responsibility. You must ensure that the logbook of vehicle use is kept updated and that the vehicle is driven safely and not misused.

### *Management of fuel*

You are responsible for requesting fuel for the vehicle and for the generator. You must keep a record of your own fuel requests and you shall keep a record of all SDA Project fuel requests at 'your' filling station.

Georgetown office must forward information on fuel consumption to Basse office; Basse will keep record of total consumption at Basse. Mansa Konko office will keep record of consumption at both Soma and Farafeni filling stations. Brikama office will keep and forward records for Brikama. The Banjul office will form a part of the Household Survey Section records.

By the end of the month you must go to your filling station and get a record of the monthly fuel consumption of the project from the filling station. Compare this with your own record of consumption. If the two records do not tally, try to find out why. If you are unable to sort out the problems locally you must inform headquarters.

You must also get an account of how much gasoil belonging to the Project is in stock at the filling station by the end of the month.

In sum you must send the following three records to Household Survey Section after the end of the month:

1. Your account of consumption from the filling station during the month;
2. The filling station's record of consumption during the month;
3. The filling station's record of stocks belonging to the project by the end of the month.

### *Lodging and cooking arrangements*

Outside Greater Banjul it is preferable that the team lives together while in the field collecting data. You must make the necessary contacts with the local authorities to get lodging for the staff. It is also desirable that the team has a common cooking arrangement.

### *The administration of the imprest.*

You will be entrusted with an imprest to defray certain costs in the field: repairs and maintenance of the vehicles, ferry tickets, travels, emergencies, etc. You are responsible for the administration of this money and you have to justify the expenditures. Receipts of the expenses will be demanded. The receipt has to be dated, it must specify the expenditure (indicate the amounts spent and what they were used for) and it must be signed by the person (or company) the payment was made to.

Money from the imprest must not be lent to members of the team. Note that auditing of the imprest can take place at any time

### *Working hours and absence of members of the team.*

Normally the team will be in the field from Monday to Thursday. Fridays the team will be in the office to hand over completed questionnaires for data entry.

However, when collecting data in the field there is no such thing as normal working hours. Often the team will have to work late in the evening when respondents are home and often the team will also have to work on the weekend. You are the one to decide when the team will be working. If the team has been working the whole weekend you can take a Monday off if you find it is necessary.

As the time schedule of the operations must be strictly respected, absence will only be authorized in exceptional cases. If an enumerator or a driver is absent, take the necessary actions so that work can continue without delay. If an enumerator is absent for more than three days [or you expect them to be absent for more than three days, for example because of severe sickness or an accident] inform the Field Operations Supervisor as soon as possible. The absence of a driver must be notified straight away so that the appropriate measures can be taken immediately.

## ***TECHNICAL RESPONSIBILITIES***

At the technical level, the execution of the survey in the field is fully your responsibility. You are the one to give orders to the enumerators, the driver and the data entry operator in the team. You will only receive orders from your Field Operations Supervisor and the staff of the Household Survey Section in Banjul responsible for the survey.

Your technical role includes the tasks listed below:

Filling in the front page of the survey forms and allocation of households to enumerators

Supervising the enumerators

Ensuring that the questionnaire is correctly completed

Coding industry and occupation in the appropriate questions on the form

Solving problems with reluctant respondents

Allocation of replacement households

Collection of completed questionnaires and dispatch to the Regional office

Itinerary of the team.

Data entry

These tasks are described in detail below:

*Filling in the front page and allocation of households to enumerators*

For each EA a sample of 18 households has been made. The 18 sampled households are marked in the listing forms. Take a questionnaire for each of the sampled households and fill in the fields in the bottom right hand corner on the front page:

**Division**

enter one of the one letter codes listed for the division of the EA.

**District**

enter the district number from the household listing form.

**EA Number**

enter the number from the household listing form.

**Selected Household** enter the number of the household from the household listing form.

**Name of Head**

enter the name of the household head from the household listing form.

**Address**

enter the address of the household head from the household listing form.

Then enter the name of the Interviewer (Enumerator) who will do the interview and the current date.

Give each enumerator a number of households which can reasonably be completed in one working-day. This will depend on the size and scatter of households in the EA, and on the experience of the enumerator. As a guide an enumerator should be able to complete four to six interviews in a day.

*Supervising the enumerators*

Make sure that the enumerators perform their interviews according to the instructions. Participate in some interviews, but without intervening or giving the impression that you are controlling the enumerator. Assist the weakest of the enumerators until you judge that they have understood and actually follow the instructions.

*Ensure that the questionnaire is correctly completed*

Check systematically all the questionnaires as soon as they are handed over to you. Ensure that the questionnaires are gradually handed over to you during the day. The enumerators would probably like to hand them over after doing all their households. Do not wait for that.

The correction must include the following aspects:

**Completion of the questionnaire**

Has some part been left out? A look at each page is enough to check this aspect.

If the questionnaire has not been completed the enumerator must make a recall.



Have **skip-instructions** been followed? If not the enumerator is wasting time in getting information which will not be used.

## **Consistency checks**

Does the information given in different sections correspond?

The following two consistency checks must be made:

1. If an enterprise is recorded in Section 6: Non-farm enterprises you must make sure that an income from this enterprise is recorded in SECTION 8: Household Income. You must also check whether the income of the head of the household and the spouse recorded in SECTION 3 is reflected in SECTION 8.

2. If it is recorded in SECTION 2: Housing and facilities that the household owns the dwelling they occupy, you must check whether SECTION 9: Household Assets records that at least one dwelling, other buildings or urban land is owned by the household (9A question 1). If the data is not consistent the enumerator must make a recall.

## **Plausibility**

The plausibility of the data must be checked. This means that you must check whether the information recorded is likely to be true.

It is for example not likely that a child of 6 years is attending grade 3. Neither is it likely that 50 bags of groundnuts was harvested by a farmer while nothing of this was sold.

In doubtful cases you must ask the enumerator to clarify and possibly to make a recall.

## **Correspondence**

Check the households actually interviewed and your list of sampled households.

When the questionnaire has been checked enter your own name in the 'Supervisor' field and the checking date on the front page.

## **Recall**

Whenever the information is incomplete, inconsistent or implausible you must insist that the enumerator goes back to the household to get the correct information. This will of course delay data collection. However, ensuring of good data quality is of utmost importance.

## **Fraud**

If you suspect that an enumerator has not asked the questions but has just filled in the questionnaire by himself, without doing a full interview, you must go to the household to check. If you find that the enumerator has in fact falsified the data you must immediately report the case to the head office.

When the enumerators have understood the instructions and attained a good speed, you do not need to make a thorough check of all the

questionnaires. Check a certain amount of the questionnaires by a random sample; every second questionnaire, for instance.

### *Coding industry and occupation*

On the basis of the description written by the enumerators you have to code industries and occupation in SECTION 3: 'Employment of head and Spouse' and industries in SECTION 6: 'Non-farm enterprises'.

The industry coding list and the occupation coding lists are attached to this manual.

If the enumerators do not supply sufficient information to code either of these they must make a recall.

### *Trying to solve problems with reluctant respondents*

Certain respondents may be reluctant or even refuse to be interviewed. When you are informed about such a situation by the enumerator, go to that household yourself. Try to find out whether the refusal is due to a bad introduction or to indecent or incorrect behaviour by either the enumerator or the respondent.

Politely explain the objectives of the survey and get the respondent's consent. When necessary, apologise on behalf of the enumerator if the misunderstanding is his/her fault.

### *Allocation of replacement households*

Replacement households can be found in the household listing forms marked with an "R". Use these replacements if the enumerator is unable to find the dwelling after asking at neighbouring compounds or if the household refuses to be interviewed, or the family has moved away and has not been replaced. If another household is now living in the dwelling, this household has to be interviewed.

Before a replacement household is given to an enumerator you must fill in Question 2 on page one of the questionnaire:

Fill in 'Name of head' and 'Address' and write the number of the household from the household listing form in the field to the right. Remember to check that Question 1 has been correctly filled in by the enumerator.

### *Collection of the questionnaires and dispatch to the Regional Office*

When all the enumerators have finished the interviews and you have done the corrections, collect all the questionnaires of the EA and order them sequentially from 001 to the last. Put them in an EA satchel and stick on the label identifying the EA. Make arrangements to dispatch the file for the data entry. If you are not far from the Regional Office, deposit them straight away. As you are getting further away from the Regional Office it will be difficult to go there. In those cases you must do it at least once a week.

### *Itinerary of the team*

When the work is finished you must decide when the team will depart to the next EA. Respect the itinerary that has been made. You must leave your itinerary at the regional office. It can be left with your data entry clerk, or if this person is not there, with someone responsible in the Commissioner's office. This will allow the field operations supervisor and others to contact you while you are in the field.

### *Data entry*

You have to ensure that diskettes where your field data is stored are forwarded to the head office at least once a month.

It is your responsibility that errors and omissions identified through the data entry are corrected. The lists of errors and omissions will be given to you by the data entry operator and on the basis of this you instruct the enumerators to correct the errors and get hold of missing information, if need be, by doing a recall visit to the household.



## INDUSTRY CODES

### Agriculture, Forestry and Fishing

11	Agriculture, livestock, hunting
12	Forestry, logging
13	Fishing

### Mining

21	Coal mining
22	Petroleum and natural gas production
23	Metal ore mining
24	Other mining

### Manufacturing

31	Manufacturing food and beverages
32	Manufacturing of textiles, clothing, footwear
33	Manufacturing of wood products, furniture
34	Manufacture of paper, printing etc
35	Manufacturing of chemicals, plastics, rubber
36	Manufacturing of pottery, glass etc
37	Manufacturing of metal products
38	Manufacturing of machinery, appliances etc
39	Other manufacturing

### Utilities

41	Electricity, gas, steam
42	Water works and supply

### Construction

50	Construction
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### Trade

61	Wholesale trade
62	Retail trade
63	Restaurants, hotels, lodging houses

### Transport

71	Transport
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### Business and Finance

81	Financial institutions
82	Insurance
83	Real estate, business services

### Social and personal services

91	Public administration, defence, social security
92	Sanitary services
93	Social and community services including education, research, welfare and social services
94	Recreation, museums, library
95	Personal and household services
96	International and extra-territorial

## OCCUPATION CODES

- 00 NOT WORKING  
Unemployed, retired, disabled persons
- 01 ARMED FORCES  
Example: Soldiers.
- 11 LEGISLATORS AND SENIOR OFFICIALS  
Examples: traditional chiefs and heads of villages and senior officials in organisations and parties.
- 12 CORPORATE MANAGERS  
Examples: directors, chief executives and department managers.
- 13 GENERAL MANAGERS  
Managers enterprises or organisations who are not technical or specialised managers.
- 21 PHYSICAL, MATHEMATICAL AND ENGINEERING SCIENCE PROFESSIONALS.  
Examples: statisticians, architects, engineers.
- 22 LIFE SCIENCE AND HEALTH PROFESSIONALS  
Examples: agronomists, medical doctors, health professionals (except nursing).
- 23 TEACHING PROFESSIONALS  
Includes teachers, but not unqualified teachers.
- 24 OTHER PROFESSIONALS  
Examples: imams, accountants, judges, sociologists.
- 31 PHYSICAL AND ENGINEERING SCIENCE ASSOCIATE PROFESSIONALS  
Includes technicians and assistants within physical and engineering science.
- 32 LIFE SCIENCE AND HEALTH ASSOCIATE PROFESSIONALS  
Includes technicians and assistants within life science and health. Examples: village health workers, nurses, traditional healers.
- 33 TEACHING ASSOCIATE PROFESSIONALS  
Examples: unqualified teachers.
- 34 OTHER ASSOCIATE PROFESSIONALS  
Examples: bookkeepers, enumerators, social workers, customs and border inspectors.
- 41 OFFICE CLERKS  
Examples: secretaries and typists, data entry clerk.
- 42 CUSTOMER SERVICES CLERKS  
Examples: cashiers, receptionists.
- 51 PERSONAL AND PROTECTIVE SERVICE WORKERS

Examples: travel guides, cooks, waiters.

- 52 MODELS, SALESPERSONS AND DEMONSTRATORS  
Examples: stall, market and shop sales persons
- 61 MARKET-ORIENTED SKILLED AGRICULTURAL AND FISHERY WORKERS  
Examples: farmers, livestock producers, fishermen and beekeepers who sell a part of their production.
- 62 SUBSISTENCE AGRICULTURAL AND FISHERY WORKERS  
Examples: farmers, livestock producers, fishermen and beekeepers who only produce for household consumption.
- 71 EXTRACTION AND BUILDING TRADES WORKERS  
Examples: bricklayers, carpenters, plumbers.
- 72 METAL, MACHINERY AND RELATED TRADES WORKERS  
Examples: blacksmiths and motor vehicle mechanics and fitters.
- 73 PRECISION, HANDICRAFT, PRINTING AND RELATED TRADES WORKERS  
Examples: musical-instrument makers, jewellery workers, handicraft workers in wood, textiles and leather.
- 74 OTHER CRAFT AND RELATED TRADES WORKERS  
Examples: basketry weavers, compound fence weavers, bakers, butchers, cabinet makers, tailors.
- 81 STATIONARY PLANT AND RELATED OPERATORS  
Examples: well drillers, power production plant operators.
- 82 MACHINE OPERATORS AND ASSEMBLERS  
Examples: printing machine operators, brewers machine operators.
- 83 DRIVERS AND MOBILE-PLANT OPERATORS  
Example: drivers.
- 91 SALES AND SERVICES ELEMENTARY OCCUPATIONS  
Examples: street vendors, shoe cleaning and other street services elementary occupations, maids and other domestic helpers, cleaners, messengers, watchmen, garbage collectors.
- 92 AGRICULTURAL, FISHERY AND RELATED LABOURERS  
Example: farm hands.
- 93 LABOURERS IN MINING, CONSTRUCTION, MANUFACTURING AND TRANSPORT

Examples: building construction labourers, manufacturing labourers.