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International Consulting Office

LAOSTAT 2002:1
February 7, 2002

QUESTIONNAIRE DESIGN FOR THE LECS III

Report from a mission to the National Statistics Centre (NSC),
Vientiane, Lao PDR

January 14 – 25, 2002

by

Gunilla Davidsson

Short-term mission in Vientiane, Laos January, 14 - 25 2002.

The task was, together with Gothe Isacsson, to finalize the questionnaires to be used in training of trainers in LECS III. The training starts Monday 28. Fieldwork of LECS III is planned to start March, 1 and go on for one year.

Field-testing had just been done before I came. The staff at NSC wrote down their findings from testing. We went through the questionnaires. Major or minor changes were made - some questions were skipped, others got new answering alternatives or question wording. Some new questions were written. The order of parts and questions were decided. Instructions were written.

We had a couple of meetings with Mr. Bounthavy, Mr. Thipsavan, Mrs. Phonesaly, Mrs. Phetsamone and Mr. Bounmy. Mr. Bounthavy took the last decisions about the questionnaire on Monday, 21. During both weeks we had currently meetings on changes about specific questions with Mr. Thipsavan and Mr. Bounmy.

The final questionnaires are shown in Appendix.

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Expenditure and Consumption Survey 2002/2003

Village Questionnaire

Identification													
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Month of interview _____													

Total number of household in the village	HH
--	----

Total number of poor household in the village	HH
---	----

Respondent's name _____
Interviewer's name _____
Field supervisor;s name _____
Office supervisor's name _____

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Respondent's name _____
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Office supervisor's name _____

No.	Question	Alternative Answer	Answer code	Skip to
B. General economic conditions				
1	What are the three main sources of income for people living in this village? LIST IN ORDER OF IMPORTANCE	1=Agriculture, crops 2=Agriculture, livestock 3=Forestry 4=Fishing 5=Industry/handicraft 6=Trade 7=Construction 8=Other services	First Second Third	
2	According to you, has the living standard of people in this village improved or declined compared to 5 years ago?	1 = Improved 2 = Declined 3 = The same	1 2 3	
3	Are there any current development projects in this village? <i>Definition:</i>	1 = Yes 2 = No	1 2	GO TO C1
4	What kinds of development project? With? (ASK ABOUT ALL ALTERNATIVES)	1 = Crops? 2 = Irrigation? 3 = Forestry? 4 = Commerce? 5 = Transport? 6 = Handicraft? 7 = Education? 8 = Health? 9 = Water and sanitation? 10 = Other? Specify.....	Yes No 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2 1 2	
5	Is this/are these project(s) funded by <i>(Projects can have more than one fund. Different projects can have different funds).</i>	1=The village? 2 = Bank loans? 3 = Government budget? 4 = Int. org loans/grants? 5 = Other? Specify.....	1 2 1 2 1 2 1 2 1 2	
C. Land and land use in the village				
1	How big is the total land area in this village ?	Total area in hectares:	Ha	
2	What is the total agricultural land in the village?	No agricultural land: Area in hectares:	1 Ha	Go to D
3	How much is grazing land? Forest land? Other land?	Area of grazing land: Area of forest land: Area of other land:	Ha Ha Ha	
Make sure Q2 and Q3 sum up to Q1!				

No.	Question	Alternative Answer	Answer code	Skip to
4	How much of the agricultural land was irrigated in the last dry season?	Area of irrigated land: Ha	
5	How much of the agricultural land is located in lowland and upland respectively?	Percent in lowland: Percent in upland: Percent Percent	
6	Has there been any land and forest allocation program implemented up to now in this village?	1 = Yes 2 = No	1 2	
D. Infrastructure				
1	Interviewer observe: Has this village access to road? Definition:	1 = Yes 2 = No	1 2	GO TO 3
2	From this village how far is it to the nearest road?	Distance: KM	GO TO 7
3	Is it possible to reach this village by truck (car) in dry season ?	1 = Yes 2 = No	1 2	
4	Is it possible to reach this village by truck (car) in rainy season ?	1 = Yes 2 = No	1 2	
		If access to road used all around the year: GO TO 5 If no access to road used all around the year: GO TO 7		
5	Is there any scheduled passenger transport stopping in this village ?	1 = Yes 2 = No	1 2	GO TO 6
6	How often is this public transport available according to its schedule?	Time per day: Time per week: Time per month:/Day/Week/Month	GO TO 8 GO TO 8 GO TO 8
7	How far do the villagers have to go to catch a public transport (that runs all year around)?	Distance: KM	
8	How far away is the DISTRICT administrative headquarters?	In village: Distance:	1 KM	GO TO 10
9	How long does it normally take to get there by the most common way? In dry season? In rainy season?	Time in dry season: Time in rainy season: Hours Minutes Hours Minutes	
10	How far away is the PROVINCE administrative headquarters?	In village: Distance:	1 KM	GO TO 12
11	How long does it normally take to get there by the most common way? In dry season? In rainy season?	Time in dry season: Time in rainy season: Hours Minutes Hours Minutes	

No.	Question	Alternative Answer	Answer code	Skip to
12	Is this village connected to an electric network?	1= Yes 2= No	1 2	GO TO 14
13	Does this village get electricity from	1= Government network? 2= Government generator? 3= Private generator? 4= Battery/Dynamo? 5= Other? (Specify)	Yes No 1 2 1 2 1 2 1 2 1 2	
14	Is there safe water in this village ?	1= Yes 2= No	1 2	
15	Is there a permanent (daily) market in this village ?	1= Yes 2= No	1 2	GO TO 18
16	Is there a periodical market in this village ?	1= Yes 2= No	1 2	GO TO 18
17	How often is this periodical market open?	Times per month:	Times	
18	How far is the nearest post office?	In village: Distance:	1 KM	
E. Education				
1	How many children in school age are there in this village?	Children 6 - 10: Children 11 - 15:		
2	How many girls and boys in the village are currently enrolled in school? (In village or elsewhere)	Girls 6-10: Boys 6- 10: Girls 11-15: Boys 11- 15:		
3	Is there a located in this village? ASK FOR ALL ALTERNATIVES	1= Primary school? 2= Lower secondary school? 3= Upper secondary school? 4= Technical school? 5= Institute? 6= University?	Yes No 1 2 1 2 1 2 1 2 1 2 1 2	
				If primary school: GO TO 4 If no primary school: GO TO 9
4	Are any teacher textbooks available in the primary school classes? <u>Definition:</u>	1= Yes 2= No	1 2	
5	How many permanent teachers are working in this school ?	Number of teachers:	Pers.	
6	Is this school operating regularly?	1= Yes 2= No	1 2	
7	Is this school operating twin classes?	1= Yes 2= No	1 2	
8	Is this school operating shift classes?	1= Yes 2= No	1 2	GO TO 10 GO TO 10

No.	Question	Alternative Answer	Answer code	Skip to
9	How far is the nearest primary school attended by children of this village?	Distance:	KM	
10	How far is the nearest secondary school attended by children of this village?	In village: Distance:	1 KM	
11	Has there been any adult literacy program in this village in the last 5 years?	1 = Yes 2 = No	1 2	
F. Health care				
1	Is there a Medicine Bag in the village?	1 = Yes 2 = No	1 2	
2	Is there a Traditional Birth Assistant (TBA) in this village ?	1 = Yes 2 = No	1 2	
3	Is there a traditional healer in this village ?	1 = Yes 2 = No	1 2	
4	Is there a functioning community health worker living in this village ?	1 = Yes 2 = No	1 2	
5	Is there a medical practitioner/trained nurse living in this village ?	1 = Yes 2 = No	1 2	GO TO 7
6	Do they take care of the people in the village?	1 = Yes 2 = No	1 2	
7	How far away is the nearest hospital?	In village: Distance:	1 KM	GO TO 9
8	How long does it normally take reach any hospital?	Time for travel: Hours Minutes	
9	Is it a government or private hospital?	1 = Government 2 = Private	1 2	
10	Is there a dispensary or health post in this village?	1 = Yes 2 = No	1 2	GO TO 13
11	How far away is the nearest dispensary or health post located?	Distance:	KM	
12	How long does it normally take to reach the nearest dispensary/health post?	Time per hours: Time per minutes: Hours Minutes	
13	Is there a pharmacy located in this village ?	1 = Yes 2 = No	1 2	GO TO 15
14	Is it a licensed pharmacy ?	1 = Yes 2 = No	1 2	

No.	Question	Alternative Answer		Answer code	Skip to		
15	Which of these health problems have been major problems in the village during the last 12 months?	1. Malaria	1 2	LIST IN ORDER OF MAJOR HEALTH PROBLEM			
		2. Diarrhoea	1 2				
		3. Respiratory infection	1 2				
		4. Measles	1 2			First	<input type="text"/>
		5. Stomach pain	1 2				<input type="text"/>
		6. Liprosis	1 2			Second	<input type="text"/>
		7. Skin diseases	1 2				<input type="text"/>
		8. Eye infection	1 2			Third	<input type="text"/>
		9. Nervous system	1 2				<input type="text"/>
		10. Rheumatism	1 2			Fourth	<input type="text"/>
		11. Goiter	1 2				<input type="text"/>
		12. Other					

16	Where do most women in this village give birth?	1 = In their homes	1	
		2 = In hospitals	2	
		3 = Other, specify	3	

17	Has there been any child immunization program in this village during the last 3 years?		1 = Yes	1	
			2 = No	2	

18	Has there been any anti-malaria program in this village during the last 3 years?		1 = Yes	1	
			2 = No	2	

G. Agriculture
If no agriculture in village, if Question C 2 = 1, GO TO SECTION H QUESTION 5

1	What are the FIVE major crops grown by people of this village?	1 = Rice	9 = Cotton	LIST IN ORDER OF IMPORTANCE	
		2 = Maize	10 = Coffee	First	<input type="text"/>
		3 = Cassava/ sweet potatoes	11 = Banana	Second	<input type="text"/>
		4 = Vegetables	12 = Other fruits	Third	<input type="text"/>
		5 = Soybeans	13 = Other crops, specify	Fourth	<input type="text"/>
		6 = Mungbean		Fifth	<input type="text"/>
		7 = Tobacco			
		8 = Sugercane			

2	Is the harvest of the main five crops generally sold		Yes	No	LIST IN ORDER OF IMPORTANCE	
		1 = At village markets?	1	2	First	<input type="text"/>
		2 = At district markets?	1	2		<input type="text"/>
		3 = At province market?	1	2	Second	<input type="text"/>
		3 = To private traders?	1	2		<input type="text"/>
		4 = To neighbors?	1	2	Third	<input type="text"/>
		5 Other ways? Specify	1	2		<input type="text"/>
				Fourth	<input type="text"/>
					

No.	Question	Alternative Answer	Answer code	Skip to
3	How many months has this village suffered from lack of rice during the last 12 months?	Number of months:	Months	
4	Has this village received a visit of agricultural extension workers during the past 12 months?	1 = Yes 2 = No	1 2	GO TO 7
5	What were the two main purposes of the last visit?	1 = Improving farming practice 2 = Encourage conservation 3 = Promote seeds 4 = Promote fertilizers 5 = Promote insecticides 6 = Promote crop 7 = Irrigation 8 = Encourage forestry 9 = Collect statistics 10 = Other, specify.....	LIST IN ORDER OF IMPORTANCE First <input type="text"/> Second <input type="text"/>	
6	Are there any engine powered rice-husking machines in this village?	1 = Yes 2 = No	1 2	
7	What agricultural practices are mostly used in this village? <i>Definition:</i>	1 = Rotational 2 = Pioneering	1 2	
H. Wages, prices, restrictions and house construction				
1	How much is a farm worker paid per day currently	For preparation of land? For harvesting? For other agricultural work?KIPKIPKIP	
2	Which is paid best, agriculture or non-agricultural work?	<u>Non-Agricultural work is paid:</u> 1 = Much more 2 = Little more 3 = The same 4 = Lower	1 2 3 4	
3	What is the current farm gate price for paddy glutinous rice?	Lowland rice: Price per KG Upland rice: Price per KGKIPKIP	
4	What is the current farm gate (paddy) price for ordinary rice?	Price per KGKIP	
5	What is the current price of white glutinous rice sold in village market?	First quality Normal quality Low quality No local village marketKIPKIPKIP 1	
6	What is the current price of white glutinous rice sold in markets outside the village?	First quality Normal quality Low qualityKIPKIPKIP	

No.	Question	Alternative Answer	Answer code	Skip to
7	What is the current price of white ordinary rice sold in village market?	<i>First quality</i> <i>Normal quality</i> <i>Low quality</i> <i>No local village market</i>KIPKIPKIP 1	
8	What is the current price of white ordinary rice sold in markets outside the village?	<i>First quality</i> <i>Normal quality</i> <i>Low quality</i>KIPKIPKIP	
9	Is there any non-agricultural employment available for people in this village?	<i>1 = Yes</i> <i>2 = No</i>	1 2	
10	What is the average daily wage for a labourer?	<i>Adult male:</i> <i>Adult female:</i>KIPKIP	
11	Is the wage for men and women for the same work different in this village?	<i>1 = Yes</i> <i>2 = No</i>	1 2	
12	Which are the main restrictions the people in this village are facing for not earning more money ? CIRCLE ALL ALTERNATIVES AVAILABLE	<i>1= Lack of jobs</i> <i>2= Lack of saving</i> <i>3= Lack of credits</i> <i>4= Lack of land</i> <i>5= Lack of seed</i> <i>6= Lack of irrigated</i> <i>7= Poor fertility of soil</i> <i>8= Unsafe soil</i> <i>9= Lack of store</i> <i>10= Lack of knowledge</i> <i>11= Lack of manpower</i> <i>12= Lack of transports</i> <i>13= Lack of market</i> <i>14= Draught</i> <i>15= Flooding</i> <i>16= Insect</i> <i>17= Animal disease</i> <i>18= Other (Specify)</i>	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18	
13	How many building construction works are there in the village at the moment? <i>(Number of sites where there is going on construction of new houses)</i>	<i>Number of residential new buildings</i>	
14	Is this village cutting down more trees for firewood/constructions than what is growing?	<i>1 = Yes</i> <i>2 = No</i>	1 2	

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Household Questionnaire

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Interviewer's name _____
Field supervisor's name _____
Office supervisor's name _____

NATIONAL STATISTICAL CENTRE

PART I: Household roster

PERSON TO BE INTERVIEWED: Preferably the head of the household. If he/she is not available, try to find a "principal respondent" to answer the questions. The person selected must be a member of the household who is able to give information on the other members of the household. If head of household is not fully informed of for example visits to health providers of all members of the household, try to interview both head of household and the person with most knowledge (most often the spouse).

Who are members of the household?

It is important to get a correct list of the household members. The number of household members is not always the same as number of family members in the "Family book" (civil registration book). Ask for the "Family book". Then ask about each member listed if he/she is still living in the household. If yes, list name in the Questionnaire, Part I. Household composition.

Then ask if other relatives, servants, farm workers, etc. are living in the dwelling. If so, list the names in Part I. Household composition.

Examples of questions:

Ask: Please give me the names of any other persons related to the head of the household or to his/her wife/husband, together with their families, who normally live and eat their meals in this dwelling.

Ask: Please give me the names of any other persons not related to the head of the household or to his/her wife/husband but who normally live and eat their meals with your family, e.g. servants, farm workers or other persons who are not relatives.

Ask: Are there any other persons belonging to the family or normally living and eating here? For example who is on vacation or who is visiting other people this month?

To summarize:

A household is a group (one or more) of people who make common arrangements for the provision of food, shelter and other acts of daily

living. Usually, the household consists of the group of people shown in the civil registration book.

Members are:

All persons living permanently in the household during the time the enumerator is visiting the village and who are supposed to go on living in the household.

All persons usually living permanently in the household, but temporarily absent during the time the enumerator is visiting the village. For example: visiting relatives, on vacation or in hospital.

All persons who are not permanently living in the household during the time the enumerator is visiting the village, but who are supposed to go on living in the household for at least 6 months all together.

If a member permanently (or for more than 6 months) is leaving the household during the month: Notice which day he/she left the household. Notice in Part I at the same line as the name.

If a member permanently (or for more than 6 months) is coming back to the household during the month: Notice which day he/she left in the household. Notice in Part I at the same line as the name.

Non-members are:

Household members who are away for more than 6 months of the year should not be recorded as part of the household, e.g. students away in school year, but back home on vacation during the time of the fieldwork.

Household members whose work has required them to be outside of the household for more than 6 months, even if they contribute to the household budget.

Persons who died during the past 12 months.

Persons who used to live permanently in the household, but left due to marriage, etc. in the past 12 months and are now living in a separate household.

Hired workers and servants, if they have their own family in a different place and return home in the evenings.

Ethnic Group Codes

- | | |
|--------------------------------|--|
| 01 Lao | |
| 02 Tai Dam | |
| 03 Tai Deng | |
| 04 Tai Lue | |
| 05 Moye | |
| 06 Kouan | |
| 07 Thay Vat | |
| 08 Thay Pheung | |
| 09 Thay Phouan | |
| 10 Phou Thay | |
| 11 Lane | |
| 12 Bo | |
| 13 Ksing Moul | |
| 14 Kaniang | |
| 15 Pray | |
| 16 Khmou Cheuang | |
| 17 Khmou Am | |
| 18 Khmou Ou | |
| 19 Khmou Lue | |
| 20 Khmou Rok | |
| 21 Khmou Krong | |
| 22 Kw'ene | |
| 23 Lamet | |
| 24 Sam Tao (Doi) | |
| 25 Bit | |
| 26 Ngouan | |
| 27 Phong (Cham) | |
| 28 Ng'e | |
| 29 Pacoh | |
| 30 Kado | |
| 31 Pagnan | |
| 32 Ta Oy | |
| 33 Katang | |
| 34 Brou | |
| 35 Makong | |
| 36 Tri | |
| 37 Souay Anh Toua | |
| 38 Chaly | |
| 39 Lave` (Brao) | |
| 40 Sou | |
| 41 White Hmong | |
| 42 Green Hmong | |
| 43 Iu Mien (Yao) | |
| 44 Mun (Man, Lante`ne) | |
| 45 Akha Pouly | |
| 46 Akha Chi Pya | |
| 47 Louma | |
| 48 Seng Saly (Phou Noy) | |
| 49 Yellow Lahu (Lahu Shi, Kuy) | |
| 50 Baya (Pousang) | |

Labour force

Transfer the names and the ID codes for all persons 10 years of age and above in the household. The first three questions are to find out whether or not you have been working (performed any activity) in the seven days. If any "Yes" in these questions fill out Q4 and for those persons being active (recorded with 1) the names and ID codes should be transferred to section IV2.

Fill out all activities that you were involved in during the past 7 days. Activities can be both on own farm of businesses or employed for any employer. Describe and probe the activities in the following details:

Self-employed activities:

- Own farm work in the field
- Tending own livestock
- Fishing
- Fetching water
- Fetching firewood
- Forestry work (own forest)
- Own construction work
- Other own housework (housework, childcare) – no activity code
- Own business (and note in which type of activity)

Employee or employer:

- Farm work on other farms
- Government employee (civil servants)
- Private sector employee and state owned enterprise employee (and note in which type of activity)

Type of activity in own business and private sector and state owned enterprise. Describe like:

- Selling own produce in the market
- Textile handicraft
- Embroidery
- Carpentry handicraft (basketry, mats, etc)
- Metal tool making
- Silversmith
- Hairdresser, etc.

V. Victimization (First week)

1	2	3	4	5
Has any member of this household suffered from theft, burglary or robbery in the last 12 months? Yes = 1 No = 2, go to 6	Was it Burglary? Yes No Robbery? 1 2 Theft? 1 2	Was the/any of the event(s) reported to some authority? Yes = 1 No = 2, go to 6	Which authority did you report the event(s) to? Village leader = 1 Police = 2 Other = 3	Did the/any event go to court procedure? Yes = 1 No = 2
3	7	8	9	10
Has any member of this household suffered from violence in the last 12 months? Yes = 1 No = 2, go to VI second week	What type(s) of violence did the person(s) suffer from?	Was/were the victim(s) men or women? Men = 1 Women = 2 Both = 3	Was any event(s) reported to some authority? Yes = 1 No = 3	Which authority did you report the event(s) to? Village leader = 1 Police = 2 Other = 3
				12
				Was this act of violence committed by some stranger or by someone known to you? Stranger = 1 Known person = 2 Other = 3

VI. Nutrition (Second week)

Ask about all persons

No.	Question	Alternative answer	Person's ID code and name																		
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				
		Transfer names of persons																			
1	How much glutinous rice did you eat yesterday? <i>Show the balls and enter number of balls. If a person didn't eat rice, enter "0" for that meal. Enter "99" if data is not available for a person</i>	For breakfast For lunch For dinner TOTAL																			
2	How much ordinary rice did you eat yesterday? <i>Show the balls and enter number of balls. If a person didn't eat rice, enter "0" for that meal. Enter "99" if data is not available for a person.</i>	For breakfast For lunch For dinner TOTAL																			
3	How much meat and fish does the household usually consume per week?	KG per week																			
4	How much vegetables and fruits does the household usually consume per week?	KG per week																			
			MEAT												FISH						
			<i>Definition of meat : meat from livestock, poultry, frog, snake, birds, etc.</i>																		
			VEGETABLE												FRUITS						
			<i>Definition : a palm is approximately 50 grams</i>																		

VIII. Household possession of durables (Second week)

1 (CONT.)		2 (CONT.)		2 (CONT.)				
Which of the following goods does this household own?		Which of the following goods does this household own?		If you wanted to sell this (ITEM) today, how much would you receive?				
Circle if owned or not owned		Circle if owned or not owned		Circle if owned or not owned				
ID	Item	Owned	Not owned	Item	Number owned	Number not owned	Amount in KIP	Amount in KIP
a	Land	1	2	Agr. equipment	1	2		
b	Buildings business	1	2	Tools small and large	1	2		
c	Buildings agriculture	1	2	Boat	1	2		
Transport equipment								
d	Vehicle (Car, Van ...)	1	2	Fishing net	1	2		
e	Motor cycle	1	2	Cart	1	2		
f	Bicycle	1	2	TV, radio, phones				
g	Tuk-tuk	1	2	v 22	Television	1	2	
House equipment								
h	Refrigerator/freezer	1	2	w 23	Radio/ VCD, etc	1	2	
i	Sewing machine	1	2	x 24	Telephone	1	2	
j	Washing machine	1	2	y 25	Mobile phone	1	2	
k	Vacuum cleaner	1	2	Other goods				
l	Electric rice cooker	1	2	z 26	Satellite disc/connection	1	2	
m	Steam rice cooker	1	2	aa 27	Computer	1	2	
n	Food processor	1	2	ab 28	Air conditioner	1	2	
Agriculture/businesses								
o	Two-wheeled tractor	1	2	ac 29	Jewelry	1	2	
p	Four-wheeled tractor	1	2	ad 30	Mosquito net	1	2	
				ae 31	Other goods (Specify) ..	1	2	

IX. Housing conditions (Second week)

1	2	3	4	5	6	7
What is the tenure status of this household?	If someone wanted to rent a house like this one how much would she/he have to pay in rent for one year?	What is the major construction material of the external walls?	What is the major material of the roof?	What is the primary material of the floor?	How long has your household been living in this dwelling?	What is the living area of the dwelling unit?
Owner/purchaser = 1 Tenant = 2 In tied accomm. = 3 Other, specify = 4	Brick = 1 Concrete = 2 Unbaked brick = 3 Wood = 4 Bamboo = 5 Tin = 6 Mud = 7 Other, specify = 8	Concrete = 1 Wood = 2 Metal sheets/zinks = 3 Wood = 4 Bamboo = 5 Earth/clay = 6 Other, specify = 7	Marble/ceramic = 1 Floor tile/cement = 2 Concrete/brick = 3 Wood = 4 Bamboo = 5 Earth/clay = 6 Other, specify = 7	If more than 3 years do not require months	Do not count kitchen and balconys	SQUARE METER
8	9	10	11	12	13	14
What is the main source of drinking water in the rainy season?	What is the distance to the drinking water source in the rainy season?	What is the main source of drinking water in the dry season?	What is the distance to the drinking water source in the dry season?	What kind of latrine is mainly used?	What kind of kitchen does this household mainly use?	What is the household's main source of energy for cooking?
Piped water in/outside = 1 Well/borehole protected = 2 Well/borehole unprotected = 3 River, dam, lake etc. = 4 Rain water from tank/jar = 5 Other, specify = 6	METERS house = 0 meter yard near house = 0 meter	Piped water in/outside = 1 Well/borehole protected = 2 Well/borehole unprotected = 3 River, dam, lake etc. = 4 Rain water from tank/jar = 5 Other, specify = 6	Modern toilet = 1 Normal toilet = 2 Dry toilet = 3 Other, specify = 4 None = 5	Inside the house = 1 Outside roofed = 2 Outside unroofed = 3 Other specify = 4	Electricity = 1 Paraffin = 2 Wood = 3 Coal = 4 Charcoal = 5 Sawdust = 6 Gas = 7 Other, specify = 8	

X. Construction activities in the past 12 months (Second week)

1 Has anybody in the household built an own new house or made an extension of existing houses concerning: Business building? Yes = 1 No = 2

Residential building? Yes = 1 No = 2 Agricultural building? Yes = 1 No = 2

All answers "No" Go to Section XI (Third week)

Construction of new residential buildings			
2	3	4	5
What kind of construction was it? New house = 1 Extension = 2 (If only 2 go to Q11)	In what year and month did the construction start?	In what year and month did people start to live there or house ready for move in? (If house not yet completed enter 00 for year and 00 for month)	Who built the house? Household members only = 1 Household members and other relatives = 2 Household members and hired help = 3 Contracted builder = 4 Other = 5
	YEAR MONTH	YEAR MONTH	AMOUNT
		How much did you pay those who helped, hired or contracted? (For house still under construction include the costs up till now)	How much did you spend for materials? (For house still under construction include the costs up till now)
		AMOUNT	AMOUNT
		AMOUNT	AMOUNT

Extension works of existing house			
9	10	11	12
If anyone in the household had put in own labour try to estimate the value of it as if you had engaged someone to do it?	For houses not completed: What will the estimated cost be of the house completed?	How much did the building materials cost you for the extension work? (If not possible to separate go to Q 13)	How much did hired helpers cost you? (If not possible to separate go to Q 13)
AMOUNT IN KIP	AMOUNT IN KIP	AMOUNT IN KIP	AMOUNT IN KIP

Extension works of existing house			
9	10	11	13
If anyone in the household had put in own labour try to estimate the value of it as if you had engaged someone to do it?	For houses not completed: What will the estimated cost be of the house completed?	How much did the building materials cost you for the extension work? (If not possible to separate go to Q 13)	How much was the costs of materials and labour together?
AMOUNT IN KIP	AMOUNT IN KIP	AMOUNT IN KIP	AMOUNT IN KIP

Construction activities

The section about construction activities concern newly constructed buildings and extensions of existing buildings

Normal repairs and maintenance of houses are recorded in the diary and should not be included here.

Household form, section I, covers construction activities in the past 12 months. When you do the interview the construction may have just started or it could have been finished any time during the past 12 months. If in Q4 for residential buildings people started to live there or the house was ready to be used during the past 12 months then question 5 to 8 should be answered.

Year and month of the interview

Construction activities to be included

March 2002

All houses completed from April 2001

i.e. any house for which there was work done from April 2001 to March 2002

All houses started but not yet completed

April 2002

All houses completed from May 2001

i.e. any house for which there was work done from May 2001 to April 2002

All houses started but not yet completed

Etc.

It may happen that a construction work was discontinued for a number of months but was taken up again any time during the past 12 months. In such cases try to find out how much was spent during the past 12 months on construction works.

X. Construction activities in the past 12 months (cont.)

Construction of new agricultural buildings						
14	15	16	17	18	19	20
What kind of construction was it? New house = 1 Extension = 2 (If only 2 go to Q23)	In what year and month did you start to use the building? (If house not yet completed enter 00 for year and 00 for month)	Who built the building? Household members only = 1 Household members and other relatives = 2 Household members and hired help = 3 Contracted builder = 4 Other = 5	How much did you pay those who helped, hired or contracted? (For house still under construction include the costs up till now)	How much did you spend for materials? (For house still under construction include the costs up till now)	If not possible to separate labour and materials, how much was the total costs?	AMOUNT
	YEAR	MONTH	YEAR	MONTH	AMOUNT	AMOUNT

Extension works of existing agriculture building				
21	22	23	24	25
If anyone has put in own labour, try to estimate the value of it, as if you had engaged someone to do it?	For agricultural building not completed: What will the estimated cost be of the building completed?	How much did the building materials cost you for the extension work? (If not possible to separate go to Q 25)	How much did hired helpers cost you? (If not possible to separate go to Q 25)	How much was the costs of materials and labour together?
AMOUNT IN KIP	AMOUNT IN KIP	AMOUNT IN KIP	AMOUNT IN KIP	AMOUNT IN KIP

X. Construction activities in the past 12 months (cont.)

Construction of new buildings for businesses			
26	27	28	29
What kind of construction was it? New house = 1 Extension = 2 (If only 2 go to Q35)	In what year and month did the construction of the business building start?	In what year and month did you start to use the building? (If building not yet completed enter 00 for year and 00 for month)	Who built the house? Household members only = 1 Household members and other relatives = 2 Household members and hired help = 3 Contracted builder = 4 Other = 5
	YEAR MONTH		
			30
			31
			32
			AMOUNT IN KIP
			AMOUNT

Extension works of existing house			
33	34	35	36
Try to estimate the value of own labour engaged someone to do it?	For business building not completed: What will the estimated cost be of the building completed?	How much did the building materials cost you for the extension work or major improvement? (If not possible to separate go to Q 37)	Who hired helpers cost you? (If not possible to separate go to Q 37)
			37
			AMOUNT IN KIP

XI. Household businesses (Third week)

Ask person in charge of business

1		2		3	
XI.1. Establishing the existence of non-farm enterprises Over the past 12 months, has anyone in your household operated any non-agricultural business which produces goods and services (for example trade, construction, metal working, woodworking, repair work, etc.; also including processing and selling your outputs if done regularly?		What kind of business does your household operate?		Who is most informed about and/or in charge of day-to-day operations of the business?	
Yes 1 No 2 (>NEXT MODULE)		Probe to determine industrial sector in which enterprise operate		Collect the information on this page for all businesses before proceeding to part K2. Then complete the other parts for the first business, then the second business, etc, until all businesses are surveyed.	
Business ID	Full written description	Code ISIC	Probe and record with "X" where the business is an enterprise where a household member owns or partly owns and from where he/she takes out a salary	Name	ID code
1					
2					
3					
4					
5					
6					

Household businesses. Read this before you make the interview.

The first section of the household business form tries to identify which household businesses (non-farm activities) that are in operation. You must know what constitute a household business.

With household businesses we first of all means an activity other than agriculture, forestry or fishery, a non-farm activity that generates revenue and employment. It may be industrial production, resale of purchased goods (shop-owner), transport activities, construction activities, all sorts of repair activities and other services activities.

A household business can be very small and in most cases operates without any employees from outside the household. When a business become large it normally operates with employees and has its accounting separated from the household's other income and expenditure.

Include in this section all businesses even when a household member is the owner or partly owner and takes out salary from the business. Ask about this and mark in column for this.

Do not include as business cases where member of a farming household sometimes sells produce in the market. This and similar activities belong to agriculture.

A person who once in a while happens to sell or produce and sell something does not really operate a business. Do not include this. In order to be classified as business there should be some continuity and size of the operation. The activity can be seasonal but it should prevail.

Revenue and costs will be captured in the diary. The large businesses that are excluded here do not have to be included in the diary. The diary may however include income and costs even for activities that are very small and temporarily. It does not mean that a business operation have to be identified in the business form part, but you should check this and ask if this is a regular activity and if so the business form should be up-dated accordingly.

XI.2. Business operations

Business Code	1	2	3	4	5	6	7
	For how long has the business been in operation?	Where do you operate the business? <i>Home, inside/outside the residence</i> <i>Industrial site</i> <i>Traditional market</i> <i>Shop</i> <i>Roadside</i> <i>Other fixed place</i> <i>Mobile</i>	How many people does this business now employ who are not members of this household?	Is wages and salaries paid to members of households working in the business?	How many members of the household usually work in this business?	During the past 12 months, for how many months was the business in operation?	In an average sales month, what is your level of sales per month?
	YEARS		NUMBER	Yes = 1 No = 2	NUMBER	MONTHS	KIP

1							
2							
3							
4							
5							
6							

XII. Agriculture (Third week)

XII: 1. Operated land

1. Does any member of your household in the last agriculture season owned and/or operated any agricultural land, forest or grazing land?

1 = Yes
2 = No

If No >>Part XII: 5

PLOT CODE	2		3	4	5	6	7
	Please tell me about each plot of land that members of your household operated in the last season. All plots you own or lease.		What is the area of the plot? Unit code: 1 = Square meter 2 = Hectares	What kind of land is this? 1 = Arable land for temporary crops 2 = Fallow land 3 = Land for permanent crops 4 = Grazing land 5 = Forest land	If plot was fallow last season, what was the reason? 1 = Crop rotation 2 = Lack of inputs 3 = Economic profitability 4 = Mines or other risks	Was this plot irrigated during the last dry season? 1 = Yes 2 = No	Is this plot owned or leased? 1 = Owned 2 = Leased
NAME OF PLOT OR NUMBER		AMOUNT	UNIT CODE				
WET SEASON PLOTS							
1							
2							
3							
4							
5							
6							
DRY SEASON PLOTS							
1							
2							
3							
4							
5							
6							

XII: 2. Crops planted and/or harvested last wet and dry seasons

Circle

Crop Code	Crop name	Grow more than what household needs	Grow as much or less than household needs	Do not grow	Crop Code	Crop name	Grow more than what household needs	Grow as much or less than household needs	Do not grow
1	Glutinous rice	1	2	3	31	Loofah	1	2	3
2	Ordinary rice	1	2	3	32	Pumkin	1	2	3
3	Corn/maize	1	2	3	33	Other fruit-bearing vegetables	1	2	3
4	Other cereals	1	2	3	34	Garlic	1	2	3
5	Sweet potatoes	1	2	3	35	Onion	1	2	3
6	Cassava	1	2	3	36	Beans	1	2	3
7	Yam	1	2	3	37	Other vegetables	1	2	3
8	Potatoes	1	2	3	38	Sugar cane	1	2	3
9	Other roots and tubers	1	2	3	39	Groundnut	1	2	3
10	Mungbean	1	2	3	40	Soybean	1	2	3
11	Cowpea	1	2	3	41	Sesame	1	2	3
12	Other legumes	1	2	3	42	Other oilseed crops	1	2	3
13	Cabbage	1	2	3	43	Cotton	1	2	3
14	Chinese cabbage	1	2	3	44	Tobacco	1	2	3
15	Water convolvulus	1	2	3	45	Other industrialized crops	1	2	3
16	Mustard	1	2	3	46	Coffee	1	2	3
17	Lettuce	1	2	3	47	Tea	1	2	3
18	Mint	1	2	3	48	Cocunut	1	2	3
19	Paksi	1	2	3	49	Ginger	1	2	3
20	Coriander	1	2	3	50	Cardamon	1	2	3
21	Peo	1	2	3	51	Abaca	1	2	3
22	Basil	1	2	3	52	Rubber	1	2	3
23	Parthomepey	1	2	3	53	Citronella	1	2	3
24	Chun chai	1	2	3	54	Mulberry	1	2	3
25	Other leafy vegetables	1	2	3	55	Areca	1	2	3
26	Water melon	1	2	3	56	Other industrial crops	1	2	3
27	Chilli	1	2	3	57	Orange	1	2	3
28	Cucumber	1	2	3	58	Lemon	1	2	3
29	Eggplant	1	2	3	59	Other citrus fruit	1	2	3
30	Wax gourd	1	2	3					

XII: 2. Crops planted and/or harvested last wet and dry seasons (cont.)

Crop Code	Crop name	Grow more than what household needs	Grow as much or less than household needs	Do not grow
60	Cherry	1	2	3
61	Peach	1	2	3
62	Gooseberry	1	2	3
63	Avocado	1	2	3
64	Banana	1	2	3
65	Custard apple	1	2	3
66	Guava	1	2	3
67	Mango	1	2	3
68	Other roots and tubers	1	2	3
69	Pineapple	1	2	3
70	Sapodilla	1	2	3
71	Tamarind	1	2	3
72	Lychee	1	2	3
73	Longan	1	2	3
74	Jujube	1	2	3
75	Durian	1	2	3
76	Jackfruit	1	2	3
77	Sour berry	1	2	3
78	Gorambola	1	2	3
79	Santol	1	2	3
80	Other fruit trees	1	2	3
81	Nut trees	1	2	3
82	Other permanent crops, specify:	1	2	3
83		1	2	3
84		1	2	3

XII: 5. Livestock

1 Has this household raised any livestock during the past 12 months?

1 = Yes
2 = No > XII: 6

C o d e	Young livestock			Adult livestock			7	8
	2	3	4	5	6	7		
Name of livestock	How many young (animals) is this household now raising?	What is the value of all your young (...) at the current price?	How many adult (animals) is this household now raising?	What is the value of all your adult (...) at the current price?	How many in total (...) did you own 12 months ago?	What was the value of all the (...) owned by your household 12 months ago?	How many (...) did you sell during the last 12 months?	
	NUMBER	VALUE	NUMBER	VALUE	NUMBER	VALUE	NUMBER	
1	Cattle							
2	Buffaloes							
3	Pigs, local							
4	Pigs, comm.							
5	Goats							
6	Horse							
7	Elephants							
8	Sheep							
9	Other							

XII: 5. Livestock (cont.)

C o d e	9	10	11	12	13	14
Name of livestock	VALUE	NUMBER	VALUE	VALUE	VALUE	VALUE
1	Cattle					
2	Buffaloes					
3	Pigs, local					
4	Pigs, comm.					
5	Goats					
6	Horse					
7	Elephants					
8	Sheep					
9	Other					

XII: 6. Poultry

1 Has this household raised any POULTRY during the past 4 weeks?

1 = Yes
2 = No

If No go to XII: 7

C o d e	Name of poultry	2	3	4	5	6	7
		How many (...) is this household now raising?	What is the current price per (...)?	How many in total (...) did you sell during past 4 weeks?	How much are you usually paid per (...)?	How many (...) did your household buy during past 4 weeks?	How much do you usually pay per (...)?
		NUMBER	CURRENT PRICE	NUMBER	PRICE	NUMBER	PRICE
1	Local chicken						
2	Commercial chicken						
3	Turkeys						
4	Ducks						
5	Geese						
6	Other						

1	Local chicken						
2	Commercial chicken						
3	Turkeys						
4	Ducks						
5	Geese						
6	Other						

XII: 6. Poultry (cont.)

C o d e	Name of poultry	8	9	10
		How many (...) did your household receive as gift during the past 4 weeks?	How many (...) did your household give away during the past 4 weeks?	How many (...) have been lost, stolen or died during the past 4 weeks?
		NUMBER	NUMBER	NUMBER
1	Local chicken			
2	Commercial chicken			
3	Turkeys			
4	Ducks			
5	Geese			
6	Other			

1	Local chicken			
2	Commercial chicken			
3	Turkeys			
4	Ducks			
5	Geese			
6	Other			

XII: 7. Fertilizers and Insecticides

XII: 8 Fishery

Yes = 1
No = 2

1 Does this household have any fish culture or is engaged in fishing?

If no go to XII: 9

1	In the past 12 months did your household use any chemical fertilizers on your land?	2	In the past 12 months did your household use any insecticides or pesticides on your land?
	Yes = 1 No = 2		Yes = 1 No = 2

2	What types of fish culture? Are there	3	In the last 12 months, did any members of this household do any uncultured fishing?	4	Was the fishing in	
	1 Rice - cum? 2 Pond? 3 Cage? 4 Integrated pond? 5 Community fish? 6 Fish seed production? 7 Other types? Specify:	Yes 1 1 1 1 1 1 1	No 2 2 2 2 2 2 2	1 In rivers? 2 In lakes, reservoirs? 3 In swamps, seasonal floodplain? 4 In rice field? 5 Other places? Specify:	Yes 1 1 1 1 1	No 2 2 2 2 2

XII: 9. Forestry

1	Do you own any forest?	2	In the last 12 months, did you exploit this forest?	3	Did you from own forest in the last 12 months obtain	4	In the last 12 months, did you exploit the forest although not owned surrounding your village?	5	Have you from this forest in the last 12 months gathered	
	1 = Yes 2 = No >>4		Yes = 1 No = 2 >>4		1 Timber 2 Fuel wood 3 Bamboo		Yes = 1 No = 2 >>XIII (Last week		1 Timber 2 Fuel wood 3 Bamboo 4 Tuber 5 Other forest vegetables	
					Yes 1 1 1	No 2 2 2			Yes 1 1 1 1	No 2 2 2 2 2

Households' purchase and selling of durables during the last 12 month (Last week)

Has anybody in the household during the last 12 months purchased any (.....)?

RECORD TOTAL AMOUNT

Item	Item No.	Bought		Last 12 months KIP
		Yes	No	
ire				
and chairs	201	1	2	
ards	202	1	2	
room suites	203	1	2	
suites	204	1	2	
and sideboards	205	1	2	
and benches	206	1	2	
and mats	207	1	2	
specify	218	1	2	
of furniture	210	1	2	
old appliances	208	1	2	
as or electric	209	1	2	
erator/deep freezer	230	1	2	
	231	1	2	
	232	1	2	
ditioner	233	1	2	
; fan	234	1	2	

Item	Item No.	Bought		Last 12 months KIP
		Yes	No	
Sewing machine	235	1	2	
Washing machine	236	1	2	
Other, specify	237	1	2	
Repair of household appliances	238	1	2	
Transport equipment (private)				
Motor cars and vans	269	1	2	
Motor cycles	270	1	2	
Bicycles	271	1	2	
Other, specify	272	1	2	
Watches and jewelry				
Watches	342	1	2	
Jewelry, rings, precious stones	343	1	2	
Repair of such items	344	1	2	
Tickets on airlines				
Tickets on domestic airlines	284	1	2	
Tickets on internat.airlines	285	1	2	
Currency spent abroad (in KIP)	356	1	2	

To be inserted in the Manual if you think it will facilitate for the enumerators in learning the questionnaire.

I. Household composition

First list all household members in Q.1. Start with head of household, continue with spouse and children. Then list other relatives. Finish with other persons like servants, lodgers, farm workers, etc. The ID code in the column left of question 1 shall always be used when referring to a person.

Only ask Q. 5 for a person if it's not clear which year he/she is born.

Only ask Q. 6 for children born 1999 and later if it's not clear which month they were born.

Q. 7: if a person is younger than 10 years, don't ask Q. 7 just record 1 and go on with Q.8.

Q.8 ask about ethnic origin, then record ethnic code from code list.

II. Parents

If the household only consists of a married couple, do not ask any questions on Part II, just go on to Part III, Education. Likewise for a household only consisting of brothers and sisters.

Q. 1, if natural father is living in the household only record 1 in Q. 1 and ID code in Q.2, then go on to Q. 6 and ask about the natural mother. If she is living in the household record 1 in Q. 6 and record ID code in Q. 7, then go on and ask about next person's natural father.

Q.1, if natural father is alive but not living in the household, ask Q. 4 and 5 about his schooling.

Q.6, if natural mother is alive but not living in the household, ask Q. 4 and 5 about her schooling.

Q.3, if natural father is dead, go on to Q.6 and ask about natural mother.

Q.8, if natural mother is dead, go on to Q.6 and ask about next person's natural father.

III. Education

Only ask the questions in part III. for household members 6 years and above.

If No in Q.3, ask Q.4 about main reason for never going to school, then go on to next person.

If Yes in Q.6:a, then ask Q.8-26 about that person.

If No in Q.6:a and if person is 6-11 years, ask Q.7 and Q.12.

If No in Q.6:a and if person is 12-24 years, ask Q.7, Q.12 and Q.13.

If No in Q.6:a and if person is 25 years or older, ask Q.7.

If No, having vacation, ask Q.6:b, then continue with either Q.8 or Q.12 depending on the answer.

Q. 14 - 26 are only about household members in school now or, if on vacation, last school year.

VI. Nutrition

The interviewer adds number of rice balls in *TOTAL*.

Q. 3 and 4. Ask respondent to make an estimate.

IX. Housing Conditions

Q.1 is about tenure status of the household.

1=Owner/purchaser. A person who owns the house or is in the process of buying it. Some people may own their house in terms of customary law and should be recorded as owners.

2=Tenant. A person who rents and occupies the whole dwelling unit and generally pays electricity and water charges to the urban authority.

3=Tied accommodation. A person living in tied accommodation occupies by virtue of his/her job. The accommodation belongs to the employer and is made available as parts of terms of employment. If the person leaves the job, he/she is required to move out of the dwelling unit. (Example: domestic worker quarters).

A lodger who rents part of a dwelling unit, which normally is occupied by the owner/purchaser, should also be recorded as 3.

4=Other. This category includes those staying free in a dwelling unit but constituting a separate household.

Q.8 is about living area of the dwelling unit. The living area is not identical to building area, but comprises the area of rooms and bathrooms, but not kitchen and balcony. If the household occupies a two-storey building, the living area is the sum of the living areas in each floor. If two or more households share a house it's important for the enumerator to find out if they share their daily activities or if they live as two separate households. If they live as two separate households, each household should state the living area of the house they occupy. Enter the living area in square meters, e.g. 10 m² = "10" or 98 m² = "98". If the area is not known, record 999.

Q.9 is about main source of drinking water. If the main source of drinking water varies during the dry and wet season of the year, record the source that supplies the largest quantity of water.

Q. 10 and Q. 12 estimate number of meters. If water source is inside or outside house or if water source is in the yard (well/borehole/river/etc. close to house) record "0" meter.

Q.13 is about what kind of latrine the household has access to and is mainly using at home. This information can be used in obtaining a measure of sanitation level of the household since these facilities are important for disease control and health improvement. Note that this question is about access to toilet facility and not to ownership.

1=Modern toilet: constructed according to standards of toilet construction

2=Normal toilet: a tank inserted into a pit, with a toilet seat

3=Dry toilet: does not have a toilet seat, with a pit dug in the ground and planks of wood at the floor and wall

4=Other types

5=None

XIII. Agriculture

XIII:1 is about operated land. All plots operated in both wet and dry season should be recorded under both seasons with the same plot code. It's very important to keep the same plot code.

Season (wet or dry) = last completed season. Make sure respondent know which season you ask about.

If someone is leasing a plot from the household, do not record that plot.

XIII:2 is about what was planted and harvested in last wet and dry season. Circle the applicable alternative.

1= the household plant and harvest more than they need themselves

2= the household plant and harvest what they need themselves or less

3= the household doesn't grow this crop

XIII:3 is about all crops circled with alternative 1 in XIII:2. Before asking about the crops you must first circle if last season in Q.1 was wet or dry season. Then ask which of the crops (circled with 1 in XIII:2) that were planted and harvested last season. Record both crop name and crop code. Glutinous and ordinary rice are preprinted. (If the household does not grow the preprinted crops just cross them out).

For permanent crops only record how much was harvested during the last season (= production). If in last season a plot has been newly planted with a permanent crop record area planted.

Supervisor will record column for yield.

Q.2. Same procedure as in question 1

XIII:4 is about disposition of crops from last season. Return to XIII:3 question 1 and transfer the crop names and the crop codes. Ask Q.8-17 about each crop. If other unit than kilogram, write number in column for kg and add which unit in next column (=other unit).

XIII:5 is about livestock. 12 months = 12 last completed twelve months. Tell respondent which months you ask about.

Q.2-3 are about young animals, Q.4-5 about adult animals and Q.6-14 are about both young and adult animals.

XIII:6 is about poultry. 4 weeks = 4 last completed weeks. Tell respondent which weeks you ask about.

XIII:7-9. 12 months = 12 last completed twelve months. Tell respondent which months you ask about.

XIII. Health

4 weeks = 4 last completed weeks. Tell respondent which weeks you ask about.

12 months = 12 last completed twelve months. Tell respondent which months you ask about.

In the two first questions you ask what the persons themselves think about their health.

Q.3 and Q.4 are only about disability, marks from an accident or illnesses you will never or not in a (reasonable) near future get healthy from (cancer, heart diseases, diabetes, arthritis, allergy, TBC, etc.).

Q.5-8 are about short-term illnesses.

Q. 9 - 26 are about all types of health complaints (long-term illnesses, disability, marks from an accident and short-term illnesses).

Instruction for how to record households' transactions in the diary sheet

Visit the selected households on a regular basis and assist them in the recording. If you are not sure how to code a transaction, look at the list of examples for help. With transactions we mean any purchases that members of household make, any use of own produce (of crops, livestock, poultry, fishing, hunting, from forestry), any selling of own produce or from businesses, any gifts given away or received.

What to record

- Buy as usual and record all Expenditure, all Income and all Consumption of own produce, which will occur during the month
- Record unit of quantity (bundle, kg, piece, bag, etc.) and quantity for food items
- Record value for all transactions
- Exclude duty if purchased abroad
- Record what is given away or received, even in barter
- All transactions are classified into three categories: for household consumption (H), agriculture, forestry and fishery (A) and household businesses (B)
- Record all income and expenditure of agriculture, forestry and fishery activities both in cash and in kind
- Record all income and expenditure of household businesses both in cash and in kind
- Record all household income (wages, remittances, gifts, etc.), both in cash and in kind
- For expenditure estimate if produced in LAO PDR or imported
- For Credit purchases, note the total value if delivered during the month
- For Installment, only record the Interest part

Coding of transactions

All transactions have to be coded in four different ways.

- a) whether the transaction is in kind, in cash or bartered
- b) whether the goods are produced in LAO or imported according to own estimate
- c) according to purpose, whether the transaction is for household consumption, for agriculture or for household business

d) and by type of item the transaction refers to

Who fill out the diary?

The household enters date and description of the transaction, what unit of quantity it is (kg, bundle, liter, bag, etc.), the quantity bought or taken out from own produce, the transaction value and whether the transaction was made in cash, in kind or bartering.

The enumerators fill out whether the goods purchased or consumed came from producers in Lao or were imported, and the item code. There is a code list for the items.

In many cases and in particular for own consumption of own produce it might be difficult to find a price per unit. The prices collected in the nearest market should provide price data to be used.

Sometimes the value of the transaction is not directly available, for instance when the household consume its own produce. In such a case and probably also others the interviewer and the responding household would agree on a unit price,, after which the interviewer can calculate the value of the transaction and enter this value. The enumerator should compare this price with the prices collected in the nearest market.

For the item coding remember that:

Transactions related to household expenditure (in cash and in kind) have codes from 1 to 357 including consumption of own produce.

Transactions related to consumption of own produce have codes from 127 to 155.

Transactions related to own produced goods given away as gifts from 156 to 161

Transactions related to income and cost for Agriculture, forestry and fishery have codes from 401 to 471 and 400 to 422 for income transactions and 451 to 471 for expenditure transactions.

Transactions related to household Businesses have codes from 501 to 566 and income transactions from 501 to 512 and expenditure from 551 to 566

Transactions referring to household investments in land and buildings have codes from 600 – 611.

Make sure that the description of a transaction fits with the purpose – check that when entering the codes.

Usually it is easy to distinguish between the three purposes, for household, for agriculture and for businesses.

The diary and the last visit interview

In the last interview with the household at the very end of the month, the interviewer collect data in three forms, purchase of durable during the past 12 months, primary income (wages) and transfers during the last month and construction, i.e. the same as the diary cover. Purchases of durable are thus collected both for the recording month and for the last 12 months and they have the same codes. Income and transfers are collected also in a special form to make sure that all transactions are recorded. When the enumerator do this last interview on income, he/she should have a look at the diary. It is in most cases only a few transactions related to primary income and transfers. Use these data to probe the various income and transfer items and allocate them to the persons in the household that have received them. The form on construction does not have any codes for types of expenditure.

It is in particular important that the interviewer check that all expenditure related to visits to doctors, nurses, midwives, communal health volunteers and traditional health practitioners are included.

Please pay attention to the fact that a purchase of land in the diary has a code no 601, and purchase of a second-hand house has a code no 602.

Recording capital goods

Some purchases in the household refer to capital goods, which are either part of the agriculture or business. If a household member buys a *tuc-tuc*, it is not for consumption but for a transport business. It should then be recorded as item 555, under business costs. Sometimes the same item can be both a consumption good and a capital good. A car can be bought mainly for business purposes and should then be recorded as item 555 under business cost. Vehicles, motors or other larger capital goods used in agriculture have the item code 463. Smaller tools and equipment have item code 464 to 466 in agriculture and 556 in household business. A furniture item may be bought for business purpose and should therefore be coded as item 556. Explain this to the household when you do the last interview and check the diary.

In a business the owner can sell his/her old freezer and buy a new one. The income from the selling is recorded as item 511 and the costs for the new freezer as item 555.

Recording of gifts (remittances) received and given away in cash

Gifts can be of two types, in cash or in kind. If a gift has been received in cash it is recorded in the diary as gift in cash. In most cases it may be for household consumption, but it might also be to support agriculture or household businesses. If it is a gift without any purpose it is recorded as household purpose.

Example:

Day	Description	Unit of Q	Amount Q	Value	Unit value	Cash In kind Bartered	Purpose: Household Agriculture Business	Bought In LAO Abroad	Item code
1	Gift received			50000		Cash	(H)	Lao	808
24	Gift received			95000000		Cash	B	Abroad	809
30	Gift given away			30000		Cash	(H)	Lao	355

In the first case the household says that they just received 50 000 from relatives working in Vientiane. What is important is that it is recorded as “cash” or the proper item code. Purpose is actually not needed. In day 24 the household receive a large sum of money, and if the household says that it is for setting up a business or expanding a business, recording of “cash”, “purpose”, origin “abroad” and item code are necessary.

Note that gifts or remittances received are summarized in the Last Visit interview.

Recording of gifts (remittances) given away and received in kind

If a farming household gives rice to another household as gift or because the receiving household is partly owner of the land, the transaction is recorded as any other transactions. There are codes for items of own produce given away. For households, that receive rice, the transaction is recorded as if the rice was purchased.

Rice or other goods given away to temples do not have to be recorded. Also in cases where a household first buys a good and then gives it away, only the first transaction has to be recorded.

Day	Description	Unit of Q	Amount Q	Value	Unit value	Cash In kind Bartered	Purpose: Household Agriculture Business	Bought In LAO Abroad	Item code
2	Rice given away from own produce	Kg	50	100000		Kind	H	Lao	156
2	Rice received	Kg	50	100000		Kind	H		1

Outtake for own consumption from own business

If the household operates a shop and household members take products there to consume, the value of it should be recorded as if it was sold. It is an item under “business income” named “Own consumption of products” and such uses should be recorded there. (This is not in line with outtake from agriculture production, but is believed that this is so little that we do not have to specify it).

LECS III. INSTRUCTIONS ON THE TIME-USE DIARY

What is a time use study?

A time use-study studies how people use their time during a day and night. The use of time consists of doing something or conducting some kind of activity. By comparing which activities and the duration of those between different people you get an insight into different living conditions. The data can then be used in economic as well as in social analysis. This has been done all over the world during the 20th century.

How to collect the data

The best way to collect data in a time use survey is to ask people to write down what they do during a day in a "time-diary". In this specific survey we use a simplified time diary.

The diary contains of different pre printed activities and pre printed time intervals. You fill it in by drawing a line on the row with "your" specific activity on between the hours when you did it.

Some activities are followed by a grid. These are made for writing in specific codes in order to catch more detailed information. The enumerator asks the respondent what it was he did in a more specific way and then write in the suitable code according to the coding-list. The codes are constructed in order to fit the System of National Accounts (SNA).

If you did two or more things at the same time you have to sort at what was the main activity, e.g. which of the activities was the most important one. As a simple rule your main activity is not an activity that are done as a consequence of an other.

When to fill it in?

The diary is going to be filled in during a selected day during the second or third week of book-keeping the household expenditures. Every person fills out the diary for one day and night. All adults (all 10 years and above) are selected to fill out the time-use diary. They can do it for the same day or some can do it one day, other another day. The enumerator must make sure that in the same village all weekdays are equally represented. It is therefore important that the person who fills out the time-diary do not choose the day to do it. The enumerator chooses the day and handles over the diary and instructs the person in the household how to fill it in the day before the selected day.

Who fill it in?

All adult persons (persons 10 years and above) in the household are participating in the time budget module.

Persons who can read and write

If the person who is going to fill it can read and write you leave the diary-sheet to him/her and let him/her complete on his/her own. The person fill it in several times during the day to minimise the

memory-problem. When you get the sheet back, ask the respondent the questions that gives you more detailed information about some specific activities (work as employed line 4, own business line 5, lending rice line 6 and tending other crops line 7).

Persons who cannot read and write

If the person cannot read or write you have to meet with him/her during the day. If that is not possible you meet him/her in the evening and then ask what he/she did during the day, when and for how long he/she did it.

Identification

Before you handle over the diary-sheet you have to fill in the identification.

The identification number consist of 7 digits. The first two stands for the region, digits 3 to 5 stands for the village number and digits 6 to 7 stands for the household. The person is identified on the next row with two digits (01-99). Use the same numbers as the person has in the LECS-questionnaire (in the space above question 8a). You also fill in a digit for the day when the diary is filled in.

1 stands for Monday 2 for Tuesday

3 for Wednesday 4 for Thursday 5 for Friday

6 for Saturday 7 for Sunday.

What about the hours?

The diary consists of pre-printed time-intervals starting at 4 a' clock in the morning and 24 hours from that. The intervals are broken down into half an hour, that means that the first half hours is from 04.00 in the morning to 04.30 in the morning. The next half hour starts at 04.30 in the morning and ends at 05.00, next half hours starts at 05.00 in the morning and ends at 05.30 in the morning and so on for 24 hours.. We do not want any exact estimates of how long and when you do special activities. If you do something that takes shorter time than half an hour you draw the line in the activity-row that in a good way summarise what you did. The activity that lasts longest (during that half hour) "decides" on which row you draw your line. If you do several activities at the same time, e.g. parallel activities, chose which one is the main activity, the most important one.

If it is difficult with the clock you, as the enumerator, have to have some reference-points instead of the actual hours when meeting the persons.

Here is an example of reference-points that could be used:

Reference-points	Approximate hours
Sun rises	6.00-7.00 in the morning
Children goes to school	7.00-8.30 in the moming
Lunch time, children comes home from school	11.00-13.00

Recording of income from household businesses

Some households operate small businesses. If a household operates a shop or a restaurant, it has income every day and at the end of the day the revenue of the day is probably counted. Thus the household should report:

Day	Description	Unit of Q	Amount Q	Value	Unit value	Cash In kind Bartered	Purpose: Household Agriculture Business	Bought In LAO Abroad	Item code
1	Revenue from shop	-	-	800000		Cash	B	-	501
2	Revenue from shop			500000		Cash	B		501
Etc									
2	Products bought for sale			300 000		Cash	B		551

If the shop owner would like to record revenue per week, he/she should be able to do that. Ask him/her what is the most convenient.

In other businesses revenue may not come in every day. Then the revenue should be recorded when it is received.

Children goes back to school	13.00-14.00 in the afternoon
Afternoon	14.00-16.00 in the afternoon
Children come home from school	15.00-17.00 in the afternoon
Sun sets	17.00-19.00
Dinner time	18-21 in the evening
Evening	19.00-22.00
Night	22.00 - morning

What did you do?

The different activities cover some more activities than actually mentioned. Here is an overview of the different activities and examples of which activities are included in those. The diary is very simple and therefore it might be that something that you have done is not described among the activities. First think if the activity fits in any other of the pre printed activities. If it does not, then use the category "Other, describe. Draw the line in the grid and write in the empty space below what you did. Try to describe it as detailed as possible. Some activities are followed by a grid in the diary. This grid is reserved for the enumerator. If the respondent has conducted any of those activities, the enumerator ask the respondent according to the questions specified in the coding list. Then code the answer according to that list. The enumerator ask these questions, if possible, on the day when the respondent fill it in. If that is not possible (and of course it will not be possible if the activities have been conducted during the night) the enumerator ask the questions the day after the diary was filled in.

Note that an activity like construction can fit in to several of the categories. If you in your work as employed, work with construction, this should be defined as "Work as employed". For this you get paid. If you work with construction in own business, the construction is "Work in own business". You get paid for this work too, The activity "Construction" is only to be used if you work with construction in you own or someone else's home without getting paid.

Line	Wording in the diary	Activities included
1	Sleeping	All kind of sleep, night sleep as well as a short nap during the day.
2	Eating, drinking, personal care	All meals, also snacks, drinking tea/coffee., drinking wine, alcohol etc. Personal care includes for example washing, bathing, showering etc.
3	School	Time in school, also religious studies in an organised form. Both for children and if an adult goes to school. Time in any kind of school, from the lowest grade to the highest. Time spent on homework is also included here.
4	Work as employed	Work as employee in different sectors. It is that you get payment for the work you do. Classify it according to the three

		codes presented in the diary- sheet by asking the question stated there.
5	Own business work	Work in own business is for example to have a small shop, selling things outside your house, making clothes for other than own household-members etc. The important thing is that you get money for what you do. Specify what work is done in the own business according to the coding list based on the System of National Accounts by asking the question there.
6	Tending rice	All different moments in cultivation of rice. The codes differs between different moments in the cultivation, for example setting, harvesting etc. and between different kind of rice.
7	Tending other crops	All different moments in cultivation of other crops than rice. Specify with the code the different moments in that cultivation.
8	Tending animals	All activities connected with tending animals, for example feeding them etc.
9	Fetching water	All time connected with water fetching, for example getting up the water, etc. If you stay at the well chatting with others, put that time in the category 'Leisure'. Clarify this by asking the respondent.
10	Collecting firewood	Time spent on collecting firewood, walking to the woods, looking for firewood etc.
11	Hunting	Hunting all kind of wild animals
12	Fishing	All activities connected with fishing for example picking up fishing-nets, mending fishing- nets, fishing from land etc.
13	Buying/Shopping	
14	Construction	Constructing/ building houses and building. Also renovation of old buildings and extensions on an old building. Renovation/ fixing a vehicle for example a bike or a motorcycle is also included in this category. The category is only to be used if you're not getting paid for the construction work you do.

15	Weaving, sewing, textile	Include all kind of textile handicraft, also mending old clothes and textiles.
16	Handicraft (not textile)	Other handicraft than textiles, for example wood handicraft, braiding baskets etc.
17	Cooking, baking	All things connected with cooking and baking, for example mincing vegetables, preserving, cooking dinner etc.
18	Washing, cleaning, do the dishes.	For example washing up clothes, hang up cleaned textiles, picking up things, scrubbing etc.
19	Care for children/ adults/elderly	All activities connected with care for example dressing and feeding a child, helping an iii person with medicine, helping an elderly to wash himself etc.
20	Travels	Travels with different transportation-modes including for example walking, going by bicycle, riding a motorbike, travel with cars, go by boat, travel with public transportation like buses, planes etc. Specify the main transportation mode that has been used during that day by asking about it and code it according to the list.
21	Leisure time	Time that you can spend in a way you want yourself, for example being with friends, reading, religious activities like visiting temples etc.
22	Other, specify	This category is only to be used when you did something that absolutely not fit in any of the other categories. Then you have to describe what you did as detailed as possible and write it in the empty space below the grid.

Summary

- All adults (all persons 10 years and above) in each household participates in the time use book-keeping.
- The days to do the time use recording are to be distributed for each enumerator, in order to cover all days in a week. The field supervisor selects the day(s) randomly for each household. Time use data are collected for that day and for the following day(s) of those not available the selected day.
- The diary consist of pre-printed activities and pre-printed hours (with an accuracy of half an hour).

- The diary is filled out by drawing a line on the row with a suitable activity. The line starts at the hour when you start doing a certain activity and ends when you stop doing the same certain activity.
- Some activities are to be even more specified. This is done by assessing a code after asking the person to specify it. The codes are developed according to the System for National Accounts (SNA). You find them on special lists in this document.

Coding of "Work as employed" (line 4)

Work	Code
Farm worker (only as employee)	1
Governmental sector	2
Private sector	3
Else	4

The coding is done by the interviewer.

Question: In which sector do you work as employee?

If the work can not be classified as one of the first third codes, use code 4 "else". Use this code if it is absolutely impossible to use any of the other codes.

Coding "Own business work" (line 5)

Question: Which household businesses is the work associated with?

In section K of the household form the household businesses are identified by a name and a code. Make sure that you have access to the business form and make sure that the business for which business work is recorded in the time use has been recorded in the first part of the business form. If the business is not recorded there but should be, correct the business form by adding the new business with code and activity number. Add now the code of the business in the time use. Codes of business activities are attached to the questionnaire.

Coding "Tending rice" (line 6) and "Tending other crops"

Glutinous rice	
Activity	Code
Planting	11
Irrigating	12

Tending	13
Harvesting	14
Converting	15

Ordinary rice	
Activity	Code
Planting	11
Irrigating	12
Tending	13
Harvesting	14
Converting	15

Other crops	
Activity	Code
Planting	11
Irrigating	12
Tending	13
Harvesting	14

The coding is done by the interviewer by asking the respondents to specify what part of work they did. the respondent just answers, and do not do the coding. the interviewer notes the code in the grid on the corresponding line.

If the respondent has done more than one of these tasks, code the activity that lasted the longest time.

Questions:

Rice:

What kind of rice do you cultivate?

What kind of work did you do with the rice this day?

Other crops:

What kind of work did you do with the crops (not rice) this day?

Coding "Mode of travel" (line 20)

Mode of travel	Code
Foot, walking	1
Bicycle	2
Motorbike	3
Car	4
Bus	5
Aeroplane	6

Boat	7
Taxi/tuc-tuc	8
Some other way	9

Question: By which mode did you travel this day?

If the person has made several travels during the selected day, code the travel that lasted the longest time.

The coding is done by the interviewer by asking the respondent to specify what mode the respondent used when travelling that day.

The respondent just answers and the interviewer notes the code in the grid on the corresponding line.