

## ADDENDUM TO ENUMERATORS MANUAL

### General Instructions for Completion of the Household Questionnaire

- **CORRECTIONS** - The following mistakes on the household questionnaire must be manually corrected by Enumerators before start of interview:
  - F13 – for either response, skip to F15
  - G23 – after responding, skip to G25
  - N29 – if respond “no”, skip to next module
  - Q12 – if respond “no”, skip to Q14
  - Q16 - Skip should be to Q18
- **Multiple Household Questionnaires for one Household** - In cases where an additional household questionnaire is needed (where there are more than 12 persons listed in B02), the enumerator should re-number ID codes, from 13-24, in the second questionnaire.
- **Follow the order of the questions as they appear.** Do not jump to future questions, even if the respondent gives information to answer a future questions. Follow the questions as the skip pattern instruct.
- **When entering numbers, follow these rules -**
  - Calendar month: always 2 digits
  - Calendar year: always 4 digits
  - Codes: as printed on the questionnaire. (Example: if “1” then enter “1”. Do not enter “01”)
  - Geographic codes (District, TA/STA/Town, Enumeration Area, Household ID): All leading “0”s must be written.
- **Other answers** - The enumerator should always specify what the “other” response was (example B21 where it does not explicitly say “Specify”).
- **Community Questionnaire (Page 2)** will be administered by the Field Supervisor to at least 5 respondents.
- **Standard Units** – If the respondent reports a non-standard unit, you should probe for a standard unit report. Standard units are always preferred (although No.10 plate, No. 12 plate and large pails should be avoided if possible). In the table below, the standard units, among the set of unit codes, are indicated:

<u>Unit</u>	<u>Code</u>	<u>Standard Unit</u>
KG	1	X
50 KG bag	2	X
90 KG bag	3	X
Pail (small)	4	
Pail (large)	5	X
No. 10 plate	6	X
No. 12 plate	7	X
Bunch	8	
Piece	9	X
Heap	10	
Bale	11	
Basket (shelled)	12	
Basket (unshelled)	13	
Ox-cart	14	X
Litre	15	X

Cup	16	
Tin	17	
Gram	18	X
Millilitre	19	X
Other	20	

Other equivalents: 4 large pails are equal to one 90 KG bag; 5 ox-carts are equal to 1 acre of maize.

#### Module A: Household Identification

- Complete the questionnaire Cover Page and Page 1 identically.
- Replacement households - The causes for using replacement households are listed in A11. If a household moves out of the dwelling after listing and before interview, if the dwelling is occupied when the enumerator arrives, the household is not replaced. If the dwelling is no longer occupied when the enumerator arrived, then the household can be replaced.

#### Module B: Household Roster

- B07 – If the response to this question is 0 through 9, the individual is a household member. If the response is 10 through 12, the individual is not a household member.
- B11 - Code 1 is to be used for “less than or equal to 2 weeks”.
- B12 - Be sure to ask which district in order to be able to determine which of the codes to use.
- B14 & B16 - If age at death of the parent was less than one year, write 0.
- B18 - If a person left and came back, record the number of years since they came back the last time.
- B20 - Code 4 is not a eligible response given the preceding skip patterns and questions.

#### Module C: Education

- The instructions in the manual for question C24 are actually for question C19.
- C21 - Assume that Madarasas and Islamic schools are the same. However, you should differentiate between exclusively religious schools and the Islamic primary and secondary schools here which also contribute to general knowledge. In a similar way, someone can go to Sunday school, but not to another school. Exclusively religious curriculum schools should not be noted here.

#### Module D: Health

- Health expenditures in Module D refer to expenditures by the household for the individual household member’s health care. If the household paid for the health of someone living in another household, that should be recorded in Module X (Gifts given by the household).
- D16 & D19 – Do not include transportation of the patient to the hospital, transportation for the family or food bought while in the medical facility or the healer’s dwelling.

- D22 - We are primarily interested in economically significant disabilities. If the respondent is uncomfortable with the question when asked, the enumerator can try rephrasing "that is, are you handicapped in any way so that you are unable to work or learn as well as you would like?"
- D30 - "Recently" is defined as in the last 3 to 6 months.

#### Module F: Security and safety

- F02-F15: Do not use proxy respondents since the questions pertain to perceptions of safety. If the individual respondent is not available, indicate the reason in F02 and leave F02-F15 blank.
- F13: For either response, yes or no, skip to F15
- F16-F23 can be reported by any knowledgeable household member if the household head is unavailable.
- F15 - indicate the person who responds to F16-F23 by marking "X" in F15.

#### Module G: Housing

- G03 - This question can be difficult for respondents. It is necessary for the enumerator to probe the respondent if they answer that they do not know. The enumerator should avoid judging the respondent's answer unless it is suspected that the respondent did not understand the question.
- G05 - If the dwelling is 99 years old, record 98 and make a note above G05 at the top of the page that the building is 99 years old.
- G08-G10 - If the building is evenly constructed of 2 materials, record the better (more expensive) of the two materials.
- G08 - If the outer wall is plaster, record "9" for other and indicate the type of inner wall material. For example:  
9 plaster, mud brick
- G14 - If the respondent reports using firewood in G12, the enumerator can re-phrase instead of reading the question verbatim. For example, "You say that you use firewood for your lighting?"
- G17 - The "you" in the question can refer to any household member who fetches firewood. For example, if the respondent is the husband who does not collect firewood, then ask about another family member who does.
- G18 - If a fee is paid to the forest agent to collect wood, this is purchasing firewood.
- G20 - this is meant to measure access to electricity, and not actual utilization. That is, is the dwelling unit hooked up to a source of electricity, regardless of if they pay and use electricity,
- G22 - If solar, the only likely cost after installation would be battery recharging costs. If generator, refer to fuel costs in a specified time period.
- G23 - After responding to this question, skip to G25

#### Modules H-L

- Emphasize that Modules H & I are about amounts consumed during the recall period. Modules J-L are about amounts purchased during the recall period.
- These modules cover consumption/expenditures made by the household for household members. Purchases made *by* the household *for* people living outside the household are excluded. Purchases made *for* any household member *by* someone living outside the household are excluded. These are measured in Module X.

#### Modules J-L

- The MK amount should be left blank if the household made no purchases during the recall period. The only place where there may be an entry of “0” is question L04.

#### Module J: Non-food Expenditures – Past one week & one month

- Items 101 & 102 - Do not double count fuel used to generate energy in G21 & G22.

#### Module K: Non-food Expenditures – Past Three Months

- Infant - children less than 1 year old

#### Module M: Durable Goods

- “You” refers to any member of the household, not just the respondent to this module.
- “boys” and “girls” are less than the voting age
- “age” refers to the age of the item from the year the item was made. For used items, it does not refer to the age of the item from the year the household acquired/ bought the item.
- Item 502: Beds do not include *Kama* beds (crude beds constructed from poles/bamboo/cane).

#### Module N: Agriculture – General

- The last completed cropping season runs from September/October to March/April.
- N29 – if respond “no” skip to next module.

#### Module O: Agriculture – Rainfed cultivation

- If there are more than 10 plots, use a second questionnaire.
- O06 - Option “2” is “loam soil”
- O09 – land given through “customary” procedures is land given to the household by village leaders. The household does not own the land, it belongs to the community, and the village leaders can reassign the land to another household. As long as the household has the land, they make the decisions about how the land is used.
- O14 - churches should be recorded as “other”. Churches are not NGOs.
- O14 - refers to up to two types of fertilizer used. It does not refer to the first and second application of fertilizer. Example: if the household mixed two types and had one application, then the first and second types should be recorded.

- 019 - refers to the actual amount paid and not the market value of the quantity used. If some seeds/seedlings were received for free, they will be excluded. If the purchase price was subsidized (by an NGO), the actual amount (not the market value which is higher) should be recorded.
- 018 - option 8 should be ineligible (since purchased seeds/seedlings can not come from Starter Packs/TIP which is never sold by the government). If someone bought a starter pack/TIP (illegally) from a neighbor, then answer should be “neighbor”.
- 015 - If some fertilizer was acquired in exchange for labor, the value of the labor should be included (not the market value of the fertilizer).

#### Module P: Agriculture – Rainfed crop sales

- P04 - Include the sale amount in cases where the sale is confirmed and the respondent is awaiting payment.

#### Module Q: Agriculture - Tobacco

- Q07 - If a fourth club is named, write this in the space below the question: d) *specify*....
- Q16 – Skip to Q18 if the response is no.
- Q25 - If there is more than one action, report the most important according to the respondent.
- Q33 - If more than one mode of transport, report the mode that costs the most.
- Q27 - Ask for each buyer, then proceed to Q28-Q34 for each buyer used. (This must be done so that when asking Q35, the enumerator will know if the farmer used Auction Floors and another method.)

#### Module R: Agriculture – Dry-season cultivation

- Nursery is the area used to produce seedlings for the rainy season crops. It is not included as dimba plot.
- The dry season runs from April/May to October/November depending on the area.
- R05 - This is not necessarily the owner of the plot, but is familiar with the details of the plot.
- R19 - Option 8 is not possible.

#### Module S: Agriculture – Dry-season crop sales

- S09 – not all food that is stored is stored in the household or other buildings. Some of the crop may still be in the field if it has not yet been harvested.

#### Module T: Agriculture – Tree Crop Production and Sales

- T11 - In the case that the tree produced fruit which was not harvested by the household and then rots: fruit left on ground was not to be included. The purpose of T11 is primarily to get some assessment of storage and quality problems with the marketing and transport of fruit.

#### Module W: Other Income

- Dowry is not considered “other income”. It is a gift and would be recorded in Module X.

- W07 – This question refers to real estate property only. If someone rents out other types of property, for example, bicycles, it would be a household enterprise and the income from that kind of rental should be recorded in Module V.

#### Module X: Gifts Received and Given by Household

- X05 – The question should read “Over the past 12 months, did you or anyone in your household give any gifts (in cash or in-kind) to any individuals (friends/family) outside your household?”
- Prizes are not included among gifts. There is no place to record information on prizes in this questionnaire.

#### Module Y: Social Safety Nets

- This module is designed to collect information on the total amount of assistance received in calendar year 2003. For each of the programmes listed, determine the total benefit in cash or in-kind received in calendar year 2003.
- Direct cash transfers (from Government) are when the government provides cash to individuals instead of providing services or in-kind benefits such as food, medicines, or agricultural inputs.

#### Module AA: Subjective Assessment of Well-being

- AA05-AA07 – Refer to “people in this village” (rather than to “people in this Malawi”)
- AA06-AA07 – “Most” is the key word in the questions.
- If the only income that the household receives is in-kind, use the following options for the responses:
  - 1 - Allows you to sell some of the in-kind income to obtain cash that can be used for savings
  - 2 – Allows you to sell some of the in-kind income to obtain cash that is used for daily needs
  - 3 – only just meets your needs
  - 4 – is not sufficient so you need to obtain more food and goods for your needs
  - 5 – is not sufficient so you need to obtain assistance to get enough food and goods for your needs
- AA11 – This is the minimum amount of Kwacha the household would need to buy all their basic needs (food and nonfood). For farmers, it is the minimum amount of Kwacha that the household would need to buy all basic needs including the food they normally grow themselves.
- AA14 – This should include very old clothing (trousers or skirts & dresses) which may be in bad condition but is wearable. If the respondent is a woman, for urban settings, the enumerator should include skirts, dresses *and* trousers.
- AA15 – Record *Kama* beds (crude beds constructed from poles/bamboo/cane) as “other”

#### Module AB: Recent Shocks to Household Welfare

- AB04 – It is possible that for some shocks, there will be no income reduction or asset reduction (example: death of other family member, item 113). In these cases, write NONE.
- AB06 – Must be within 5 years of survey year.
- AB07 – The response categories are not read aloud. Rather than spending time looking for the correct code, you can write down the response and code it after completion of the module. Be sure to probe for up to three answers if the respondent provides less than three responses.

#### Module AC: Deaths in Household

- AC03to AC06 – These should be questions read aloud to the respondent.
- AC03 – Always record the relationship to the household head, even if the respondent for the module is not the household head.
- AC11 – This does not necessarily mean the date of diagnosis, but the onset of illness such that it affected the normal activities of the deceased.
- AC12 – This refers to the illness reported in AC10.

#### Module AD: Child Anthropometry

- AD04 – If the age in years and months differs from the report in Module B and on the Household Roster Flap, correct the latter two (Module B and Flap) so that the three ages are consistent. If the mother/caretaker is not sure about the exact age of the child, ask to see the child's immunization card, if available.