NEPAL LIVING STANDARDS SURVEY

INTERVIEWER MANUAL

CENTRAL BUREAU OF STATISTICS

JUNE 1995

TABLE OF CONTENTS

PART A:

PART B:

INTRODUCTION

This manual is prepared as a basic reference guide for Interviewers who will work for Nepal Living Standards Survey (NLSS). There are two parts in this volume. The first *Part: Field Operation*, contains general information on the procedures to carry out the survey, in particular:

1. An overview of the Nepal Living Standards Survey;
2. A description of interviewers job;
3. General instructions on how to fill out the questionnaire;
4. Definitions of key words and concepts;
5. An overview of the household questionnaire.

The second *Part: The Household Questionnaire*, contains detailed instructions on how to fill out the questionnaire. For each section, the manual indicates the purpose of the section and the information to be collected, identifies the household members who should be the respondents, and gives specific instructions for each question.

1. OVERVIEW OF THE SURVEY

1.1 OBJECTIVES OF THE NEPAL LIVING STANDARDS SURVEY

The main objective of the NLSS is to collect data from Nepali households and provide information to the government to monitor progress in the living standards and to evaluate the impact of various policies and programs on the living conditions of the population.

The NLSS differs distinctly from other surveys that have been conducted in Nepal. Instead of focusing only on one topic, like for instance nutrition or fertility, the NLSS gathers information on various topics. It will collect data on demographics, housing, education, health, fertility, employment, income, agricultural activity, consumption, and various other areas, and study their relationships. For instance, the data obtained from the survey can be used to study the impact of education on health or on employment. Understanding the inter-relationships between different aspects of a household's life will enable the government to design more effective policies and programs.

1.2 METHODOLOGY OF THE SURVEY

1.2.1 Sample Design

Data for NLSS will be collected from a sample size of 3388 households. The sample is further divided into four strata based on the Geographic regions of the country: Mountains, urban Hills, rural Hills, and

In addition, depending upon the need, local and international experts will be hired to assist the core team.

1.3.2 Field Teams

The field teams will be staffed from the employees of central and district offices of CBS and some fulfilled through temporary recruitment.

1. The supervisor will oversee, coordinate, monitor, and where necessary correct the work of the interviewers and the data entry operator. The supervisor will also administer the community questionnaire.
2. The interviewers will be responsible for collecting the data from the household respondents using the household questionnaire.
3. The anthropometrician will measure the weight and length of children and help in administering some sections of the questionnaire.
4. The data entry operator will be responsible for entering the data from the completed questionnaires into the micro-computer and check it for consistency.
5. The driver (if there is one) will be responsible for taking the teams to the wards and the interviewers to the households whenever the team has a vehicle for its use.

2. THE INTERVIEWER'S JOB

The interviewers are the pillars of the entire NLSS. The usefulness of the data and the ultimate success of the survey depends directly upon the care you take in collecting and recording the information. Your task is to obtain complete and accurate information from each and every household that you visit. The information you collect becomes part of the national database and will be used by the government in planning and implementing development projects. If the data collected are incomplete or inaccurate, it may lead to wrong decisions. For these reasons, you must work very carefully and systematically to obtain accurate and complete information. It is very important to pay close attention during each interview with the household and its members and make a habit for watching and listening to them carefully to detect any problems that may occur so that you can discuss and resolve the problem easily.

2.1 RELATIONSHIP WITH YOUR SUPERVISOR

The field supervisor is the main coordinator between the filed teams and the national NLSS office in Kathmandu; he/she represents the core management team in the field. The supervisor has five major tasks to accomplish in the field:

1. The supervisor will identify the households to be interviewed in the ward. He will then assign interviewer to the households for interview, and provide them with questionnaires and other materials.

2. The supervisors will examine all the filled in questionnaires. He/she will also verify that each interview has been carried out correctly and the questionnaires are complete.

3. The supervisor or some member of the core management team will observe the actual interviews once a week to evaluate your work. After you have been working for sometime it is easy to fall into the habit of taking shortcuts, or of violating standard interview practice. The supervisor will help you to maintain good professional practice by providing you with an objective viewpoint on your performance. Observation will also keep him directly aware of the problems you face daily.

4. The supervisor will keep the core management team in Kathmandu informed about your performance in the field. He will make regular evaluation that will cover your behavior and presentation during interview, the quality of the interviews, and your working relationship with the supervisor and other team members.

5. The supervisor will help you to solve the problems you encounter during your work in ways that are consistent with the rules and procedures set for the field work. Your supervisor will hold daily discussions with you about how your work is going. You must keep him informed of any and all difficulties or problems that you encounter. When in doubt, always consult your supervisor.

2.2 HOUSEHOLD INTERVIEWS

When you are interviewing you must follow the instructions in this manual. Three general rules to keep in mind when you are interviewing are the following:

1. <u>Read the questions exactly as they appear in the questionnaire</u>. Do not shorten or change the wording of questions. Do not interpret a question for the respondent unless he or she is unable to understand the question as stated.

2. <u>Personal Information about a particular individual should be asked personally.</u> In general, you should discourage other members of the household from giving personal information regarding other individual concerned. You should always try to interview the relevant person. Politely discourage people from giving information on other people unless it is impossible to interview the relevant person, or you are convinced that the person whom you are interviewing is the best informed about other members of the household.

3. <u>Ensure confidentiality</u>. All the information collected is confidential, and will not be divulged. If the respondents know this, they are more likely to give truthful answers. Try to interview your respondents privately.

3. GENERAL ORGANIZATION OF FIELDWORK

Each team will visit the selected ward for about a week. Whenever possible, they will either use the transportation provided by CBS or local public transport. In hilly and mountainous area usually it is necessary to walk for substantial distances from one ward to the other. So the number of wards for a team have been assigned according to their travel time.

3.1.5 Completing the Household Register

Once you have identified the selected household you should complete the information in the household roster. Complete the household rosters of all 12 households that have been selected (16 households in the Far Western Development Region). It should take about two days to complete all the household rosters. At the same time, you should also schedule a time to return to each household to administer the rest of the questionnaire. Any differences between the number of household members in the household roster and the household listing should be discussed with your supervisor.

3.2 THE INTERVIEW

Once the household roster is completed, you can begin administering rest of the questionnaire to the household members again. Listed below are some general rules to be followed when you conduct an interview.

3.2.1 Maintain good conduct

1. Be courteous toward everyone. Treat other team members and all household members with respect. Your behavior can have an enormous influence on the opinions of the people in areas where you work. Whether your respondents take the survey as worthwhile or worthless depends heavily on the behavior of the field staffs.
2. Avoid behavior that people find disturbing and upsetting.
3. Be properly dressed. Respondents are more likely to trust you if you wear dress properly.
4. Be on time. Never keep the respondent waiting. Always remember that the respondent is doing us a favor, so do not cause unnecessary inconvenience to the respondent from your part.
5. Exercise patience and tact during the interview. Avoid circumstances making the respondent angry.

3.2.2 Explain the guidelines for answering questions

Suggest the following guidelines before you start the interview, and tell the respondent that these will keep the interview easy and smooth:

1. It is important that you answer as accurately as you can.
2. Most of the questions I will ask have a list of possible answers. I prefer that you answer the questions as you like, and I will pick the answer from the list that is most appropriate for your response. If necessary, I can read the list of answer choices and let you pick the appropriate one.
3. When a question is asked for getting information over a longer period of time, like the last 12 months or the last agricultural year, take your time to think and recall about it before answering. Accuracy of the answer is more important than speed.
4. If you have, consult your records as well whenever necessary. If you need to check documents such as immunization cards or electricity bills, please feel free to do so.

5. Please interrupt any time a question is unclear, and ask me to repeat or explain.
6. If you become tired during the interview, or you have other things to do, please let me know. We can stop during your busy time and continue later at your convenient free time.

3.2.3 Ask questions just as they are written

You must always read the questions just as they are written in the questionnaire. Ask questions and give instructions exactly as they are written in the questionnaire with no variation or change in wording. Slight changes in wording may have big changes in the response from the respondent.

After you have read the question clearly and carefully, wait for a response. If the respondent does not respond, then there could be several possibilities: the respondent has not heard the question, does not know the answer, does not wish to answer, or does not understand the question. In such a situation, you may repeat the question and/or emphasize that no answer will be revealed to others. You may ask if the question was understood.

In some sections, the questions are not spelled out entirely, and you will have to ask in a way that gives most appropriate meaning of the question in that situation. For instance, in the section on self-employment activities, you will collect information on the revenues from the activity. The questionnaire indicates simply "GROSS REVENUES" at the top of a column. Activities may vary, and so do revenues, so you will have to ask in different ways to different respondents. In some activities, revenues come from sales of goods (for instance, food or carpets or baskets), for others from the sale of services (for instance, haircutting or laundry services). So, you will have to find the best way to ask the respondent so as to get the desired information.

3.2.4 Maintain a neutral attitude

It is extremely important that you keep a neutral attitude towards the answers given by respondent while asking questions. Most people want to please a visitor, so they will be watching you carefully for your expectations and a better way to respond questions. If you show surprise, approval, or disapproval, this will affect the responses. No matter what a respondent says, you must not reveal what you think about the answer. If the respondent asks you what you think of a particular response he or she has given, say that you would be happy to talk about it after the interview is finished. All respondents does not ask such questions. If some does you should handle it with care. In a small village every conversation you take part in and your every activities will be discussed throughout the community, and may influence future interviews.

You must also take care not to prejudge the respondent's ability to answer questions. People will be sensitive to condescending attitudes. Be cheerful and avoid telling your own judgments and feelings.

3.2.5 Probe and help the respondents recall

If a respondent gives an incomplete or unsatisfactory answer, you must probe by asking a follow-up question to get a more complete response. While probing follow-up questions can be asked as "What exactly do you mean by that?", "Anything else?", "Tell me more about it..."etc., or simply repeating the question can be useful ways to probe.

To help the respondent recall something by using certain events as point of reference. For instance, you can ask whether a child was born before or after the peoples movement of 2046. A five-year and a twelve-month calendar of events will be provided to each interviewer.

For questions indicating the reference period of the last 12 months, for instance food and non-food expenditures, you can use annual major celebrations as points of reference: for example, was something purchased before or after the last Dasain etc. Survey researchers have learned through experience that people can accurately remember major events and national festivals and with their help they can recall other information and events occurred. People often can remember events that have occurred before the reference period and include in their response. This is called "telescoping". For this reason interviewers should often use important events and festivities as reference points.

3.2.6 Conduct the interviews in private

In principle, all questions should be asked to the respondent in total privacy. This prevents embarrassment and helps to ensure that the respondent answer all the questions free and frankly. In practice, particularly in a village, it is difficult to prevent neighbors and other relatives presence during the interview. Some questions of the questionnaire are sensitive, while others are not. There is little harm or no distortion in data quality while allowing other people to be present when simple questions are being asked. But sensitive questions should not be asked in the presence of other visitors. Ask such questions when the respondent is alone. Sections such as the Household Roster, education or migration are unlikely to be perceived as sensitive. Sensitive sections include:

1. Section 10 on marriage and maternity history; women are not likely to speak frankly on these subjects in front of all or even in front of their relatives.
2. Section 11 on wage employment, where you ask about work and income.
3. Section 12 on agricultural activities, where you ask about land ownership and income from agriculture and livestock.
4. Section 13 on self-employment activities, where you ask about profits from self-employment
5. Section 14 on outstanding loans and debts.
6. Section 15 on transfers and remittances.

When you come to these sections, you should explain to the respondent that some sections are confidential and ask him to suggest a place where you can continue interviewing him in private. If other adults or older children will not leave you alone, you must use tact and to try to get the other persons to leave. You may consider asking the respondent to persuade other persons to leave, explaining politely that the interview must be conducted in private, or try to satisfy the person's curiosity by reading the first few questions and then saying something like "You have heard some of the questions. Will you now leave us alone for a little while?"

As you gain experience as an interviewer, you will discover new and better methods for protecting your respondent's privacy. Be sure to share such methods with your co-workers as well. Frequent discussions among team members will make sure that all the team members will benefit from the exchange of ideas and experience of each other.

3.2.7 Be alert to your respondent's attitudes towards the interview

As an interviewer, you must be aware of the respondent's behavior and reactions during the interview. One of the things to watch out for is respondent's fatigue. If the person you are interviewing shows signs of restlessness or impatience, you should be prepared to suspend the interview temporarily. As the questionnaire is lengthy, it may be easier to complete the questionnaire in a series of interviews rather than in one sitting. If you need to break up the interview, try to break at the end of a section rather than in the middle of it.

3.2.8 Confirm other appointment times

It is very important that all interviews be completed and all relevant household members be interviewed. If you want to make your interview short, or if you need to interview other household members, be sure and set a time when you can meet each of your respondent . Note down your appointment time so that you do not forget it.

3.2.9 Thank the household for their time and cooperation

When you are finished, be sure to thank all members of the household for their extreme help while conducting the interview. Those who participate in the interview are being very generous, both in revealing personal information, and in giving their time. Please make sure to them that their co-peration has been deeply appreciated.

3.3 CHECKING THE COMPLETED QUESTIONNAIRES

When you have finished an interview, you must immediately go through the forms question by question and make sure that all sections have been filled out correctly and legibly. In addition, note down the Summary of Survey Results for each section. If you discover that any section is not completed, you must return to the household to obtain the missing data. This must be done before the questionnaire is handed in for data entry and before you leave the ward.

3.4 VALIDATING THE QUESTIONNAIRES

Once you have completed and checked the questionnaire, the data entry operator and the supervisor will check it again. This is called validating the questionnaire. It is done in two steps.

1. The data entry operator will key the completed questionnaire into the computer using a program and also checks information for accuracy. The computer program will perform consistency check to make sure that data information in one section matches information on the other. It will

also check to make sure that coded answers are within allowable ranges. After the data entry of the questionnaire, the computer will produce a error list and inter record checks of information.

2. Your supervisor will then review this list generated through computer and compare it with the questionnaire. Some errors will be done at the time of data entry these will be corrected. The Supervisor will discuss the remaining problems with you. If there are unresolved problems, you will have to go back to the household and ask the relevant questions again. You will then write the new answers alongside the old ones, distinctly using a colored marker (red ink). Do not erase the old answers. Never change data in a questionnaire without re-asking the question.

4. GENERAL INSTRUCTIONS ON HOW TO FILL THE QUESTIONNAIRES

4.1 ORGANIZATION OF THE QUESTIONNAIRE

4.1.1 Sections

The questionnaire for the NLSS is organized into sections, parts and questions. Sections are organized by subject matter covered. Each Section has a serial number. For example, Section 2 covers housing. Sections are divided into different parts. Each part is denoted by a letter (e.g. A, B, C, D, etc.) and covers a particular aspect within the subject. For instance, Part A of Section 2 covers the information on type of housing. The contents of sections are listed below:

Section 0 - Survey Information
Section 1 - Household Information
Section 2 - Housing
Section 3 - Access to Facilities
Section 4 - Migration
Section 5 - Food Expenditures and Home Production
Section 6 - Non-Food Expenditures and Durable Goods
Section 7 - Education
Section 8 - Health
Section 9 - Anthropometrics
Section 10 - Marriage and Maternity History
Section 11 - Wage Employment
Section 12 - Farming and Livestock
Section 13 - Self-Employment Activities
Section 14 - Credit and Savings
Section 15 - Remittances and Transfers
Section 16 - Other Income
Section 17 - Adequacy of Consumption

4.1.2 The Household Roster

The Household Roster should be filled in at the beginning of the interview. This list of all household members should be written on the last page of the questionnaire. You will notice that the roster page is printed on a fold-out sheet and could be easily unfolded. This will let you to record information for each individual whenever you need to, without having to write each person's name on each page. You will be able to see the names of the household members easily in the questionnaire during the interview.

4.1.3 Level Of Data

The questionnaire collects information at three levels: the household level information , the individual level information and information on specific items, such as food items, land plots and type of crops. Household information includes information which could be collected at household level only, like the type of house the family lives in. Individual-level information includes the level of education, type of illnesses etc. Information on specific items includes information on food and non-food items purchased or produced, land plots owned and its operation, crops grown, etc. Except in the case of household-level information, the level of information required is always specified along the left-hand column of each section of the questionnaire.

An age cut-off is also specified for some individual-level data. This limits to certain specific age groups of people in the household. For example, Section 1 Part C collects information on Activities for household members 10 years and older.

4.2 INSTRUCTIONS ON HOW TO FILL OUT THE QUESTIONNAIRE

4.2.1 Always fill in the questionnaire during the interview

You must not record the information obtained from the interview on scraps of paper and transfer them to the questionnaire later. Always fill in the questionnaire while interviewing.

4.2.2 Asking questions

The formatting and layout of the questionnaire are designed to make the question-and-answer process easy for both the interviewer and the respondent. Several typographical conventions will help you ask the questions in the correct way.

1. Text that is written in capital letters and not a question (e.g., ENUMERATOR, INFORMATION ON ALL MEMBERS OF THE HOUSEHOLD) is an instruction for you. It should not be read aloud to the respondent. Because this instruction is given for your convenience. Such an instruction is given in Question 1 of Section 1 Part A.

2. Text that is written as a question should be read aloud to the respondent. These questions should be asked to the respondent as they appear.

For example: “ What was the highest level of schooling. . .[name].. has completed?”

3. The space provided within parentheses for name “[name]” indicates the information of a particular person whom the question is asked.

For example: “ How old is ..[NAME].. ?”

In this case you will have to supply the name of each household member when asking the question. If there is a daughter named Laxshmi in the household, you would ask: “How old is Laxshmi?”

“ During the past 12 months, have you purchased, home produced, or received in kind any ..[FOOD].. ?”. (Question 1 of Section 5)

Here, you will have to supply the list of the food items and ask accordingly, e.g. “During the past 12 months, have you purchased, home produced, or received in kind any rice?”, “Any maize?”, and so on.

4.2.3 Coding answers

Most of the answers in the questionnaire are pre-coded, that is, a list of possible answers follows the question, and the interviewer has to write in the box or column the code (number) corresponding to the answer provided by the respondent only in a few cases, however, the interviewer must write the answer in words as it is given by the respondent.

1. When the answer is a name, like in the roster, or an activity, write it as the respondent tells you.

For example:

“ During the past 12 months, what work did ..[NAME].. do?”

Here, you will write out the type of work, the indicated person does.

“If someone wanted to rent this dwelling today, how much money would they have to pay each month?

Rupees [ ]

Here, you would write the amount to be paid in Rupees per month.

2. When the answers are pre-coded, you must write the code corresponding to the answer given by the respondent in the box or column provided.

For example:

“What is the main source of lighting for your dwelling?

ELECTRICITY 1
GAS, OIL, KEROSENE 2
GENERATOR 3
BIO-GAS 4
OTHER 5
(SPECIFY________________________________)

[ ]

Here, if the respondent uses electricity, you would write "1" in the box.

If the reply given by the respondent does not match any of the answers listed, you must use the code number for "OTHER", that is, write "5" in the box. So if the respondent uses solar power for lighting, you would write "5" in the box, and write "solar power" next to "SPECIFY".

3. Questions usually have a single box where you write the code for the answer. But sometimes the information requires two boxes as well. Travel time, for example, is often asked in hours and minutes, so two boxes are provided. In such cases, always enter each number in the appropriate box or column.

e.g. "How long does it take to fetch water once (both way) ?"

HOURS [ ]   MINUTES [ ]

Here, if the answer is "1 hour and 20 minutes", you must write "1" in the box for hours and "20" in the box for minutes. But if the time taken is only 20 minutes, then leave the hours box blank and write 20 in the box provided for minutes.

4.2.4 Skip patterns

When a question or part or section does not apply to a particular respondent or household, it must be skipped. The questionnaire uses arrows and boxes to tell the interviewer where to go to next when some questions have to be skipped.

i. Arrows indicate that some questions have to be skipped because they do not apply to the respondents. In other words these arrow directs the respondent to move to subsequent questions, parts or sections.

For example:

"7. Does the spouse of ..[NAME].. live in the household?
YES..............................1
NO...............................2 (→ 9)" [ ]

This question is given in the Household Roster: Part A No 7.

Here, the arrow is used to skip from one question to the next. It indicates that, if the response is "No", the next question to be asked is Question 9. Question 8 should not be asked. If instead the response is "Yes", there is no need to skip, and the next question to be asked is Question 8.

"2. Were you available for work during the past 7 days?
YES..............................1
NO...............................2 (→ NEXT PERSON)"

Here, the arrow indicates that, if the answer to this question is "No", there are no more questions in this part which are relevant for this individual, and the interviewer should go on to ask about the same questions to the next person listed in the household roster.

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"1. Have you ever migrated for reasons of work or land availability?
YES............................1
NO.............................2     ( → NEXT SECTION) "
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Here, the arrow leads the interviewer to the next section. This question is an example of a screening or filter question. Here, if the respondent answers "No", then the remaining questions of this section should not be asked.

2. Arrow within boxes are used to indicate unconditional skips, that is, skips that always apply, no matter what answer the respondent gives. In many cases, the skips apply to a particular type of respondents.

For example:

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"3.  If you have rented how much do you receive as house rent? RUPEES  [      ]

                         → PART C
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This question is asked to households who own their dwelling. The box tells the interviewer to go on to Part C and skip the following questions, which apply only to households who rent their dwelling.

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"5.  How old is ..[NAME].. ?        IF <10 YEARS  THEN →9
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Here, the interviewer must skip the following questions No 6 to 8 on marital status for children below ten years of age. So the skip pattern in the box indicates that after asking question 5 go to question 9 for children falling under the above age group.

3. Never leave a question blank that requires a response based on a questionnaire's skip patterns. Never write a response for a question that should be left blank because it is not applicable to the respondent. Questions that are filled in when they should not be, and questions that are left blank when they should be filled are both errors, and the data entry program will recognize them. These errors will waste time and once again you have to visit the households already visited to obtain the correct information.

4.2.5 Data Entry Considerations

The information that you record in the questionnaire will be entered directly into the computer from the questionnaire. To minimize mistakes and maximize accuracy, follow these rules:

1. Write the names of persons, places and other things clearly and legibly. This is especially important for the household roster, because the names have to be put into the computer. While writing the response for the economic activities, write clearly and legibly. Because the answers will be coded accordingly.

2. Write answers to questions in the boxes or columns of the questionnaire. Do not calculate or write notes or comments in the empty spaces of the questionnaire.

3. Never go beyond the space allotted for the answer to a question, Even if there is enough space do not write haphazardly. If the space provided is not enough, make a note of it and take advise from your supervisor about the problem.

4. Write legibly with pencil in the questionnaire, without crossing out or overwriting a letter or a number.

5. Although you may correct minor errors after having written down the answers badly. You must never make any other changes in the completed questionnaire without asking the respondent or re-asking the question again. Neither may you copy the information you have collected onto a new questionnaire.

4.2.6 Conventions for numbers and quantities

Follow these conventions when recording numbers and quantities in the questionnaire. This will help the data entry operator and reduce errors.

1. Write numbers only in Western script. Do not use Nepali numbers. Mixing the two styles will cause endless confusion

2. Data on prices, quantity of feed purchased, or area of land should never be rounded off. For units price always give both the rupee and Paisa amounts. Report Paisa as a decimal amount i.e., "ten rupees, seventy-five Paisa" as "10.75".

3. In writing large amounts and figures, always separate each group of three figures with a comma, starting from the right. For instance, "one hundred thousand" must be written as "100,000", One thousand must be written as "1,000". But it is wrong if it is written as 100000 or 1000. So comma (,) should be written after three numbers starting from the right.

4. For questions to which the reply is a quantity or amount, write only the numeral in the appropriate box. Do not write the unit of measure in the box. If for example the answer to a question is "fifty Rupees", write "50", not "50 Rs". If a reply to a question specifically calls for a unit of measurement the space for providing the code for the unit will be shown in the answer space.

5. When a food quantity is reported in a local unit of measure, do not attempt to convert it to standard units. Record it in the local unit of measure on the questionnaire. Do not try to convert it into Kg., Litre or other names. Rice, for instance, if reported in 'Mana' or 'Pathi' record the same. Conversion to standard units of measure Mana or Pathi to kg. will be done by the central office based on the information gathered in the community questionnaire. But do try to use metric measures (that is, kilograms, grams, litres, etc.) wherever possible.

5. DEFINITION OF KEY WORDS AND CONCEPTS

The NLSS questionnaire uses certain key words and concepts in ways that are specific to this survey. The explanation of these key words may be different from how they are used in other surveys on which you may have worked. The meaning of these words may also differ from the way they are used in daily life. All interviewers must understand and use these words and concepts in the way they are defined here when they conduct an interview. If you are not clear about the meaning of a particular word. or if you experience any problem at the time of the interview, discuss this with your supervisor.

1. HOUSEHOLD

For the purpose of the NLSS, a household is a group of people who eat and live together in the same dwelling. People are considered members of a household if:

1. They have eaten and slept together in the same dwelling for at least six months during the past year (it does not have to have six months continuously it merely needs to have six months in total);
2. Persons who have been in the household for less than six months over the past year are also considered as the member of the household under the following condition:
   - infants less than six months old
   - a new bride who joined the household less than six months ago
   - Person living in the household for less than six months but plans to live in the household permanently is also considered as the member of the household.

3. On the other hand, person who lived in the household for more than six months in the last 12 months but has permanently moved from the household (separated or dead etc.) at the time of enumeration are not regarded as the household members.

2. REFERENCE PERIOD

Many questions in the NLSS ask respondents to recall whether, or how often, they have done a particular work during a given time period. This given period of time is called the "reference period", or "recall period". The NLSS uses the following reference periods:

- the past seven days preceding at the time of the interview;
- the past thirty days preceding at the time of the interview;

- the past 12 months preceding at the time of the interview;
- the past agricultural year.

The following example will guide you in determining the reference period.

Suppose the interview takes place on Thursday June 15, 1995. The reference periods used in the interview would be as follows:

Reference period	Period covered
"past 7 days"	from Thursday June 8 to Wednesday June 14, 1995 (i.e. a week before of the interview)
"past 30 days"	from May 15 to June 14, 1995
"past 12 months"	from June 15, 1994 to June 14, 1995

Establishing what period is the "past agricultural year" is somewhat more complex. The "past agricultural year" does not include crops currently grown on the land; it only includes one complete crop cycle before the enumeration. In the Terai and Hills, the "past agricultural year" will include both the wet and dry seasons. In the mountains it will include spring-summer-fall-and winter all in one cycle. When the agricultural year starts and ends will depend on the geographical region and on the time of year in which the interview takes place.

3. NORMAL AND TYPICAL

Many questions are asked on "normal" or "typical" practice or experience. The words "normal" and "typical" mean "usual", "characteristic", "common", "customary", or "what happens most often". Both words indicates on the everyday usual situation, not what happens in emergencies or under unusual conditions. Neither the word refers to a particular or specific time.

For example:

> "2. How many months a year do you normally purchase ..[FOOD].. ?"

Here we are seeking information on food purchases, (for example rice), under normal circumstances. We do not intent to get information for a drought year, nor for a year with an unusually good harvest. We want information for an average year.

> "3. In a typical month during which you purchase or receive ..[FOOD].. , how much do you purchase or receive?"

Here also, we want information on how much of a particular food (e.g. rice) the respondent usually purchases during the months in which he buys it. Again, as mentioned above, we don't want to know how much he buys under unusual circumstances.

Some respondents may have difficulty answering these questions. When that happens, ask what their most recent experience is. We want to know that "In a typical month during which you purchase or receive rice, how much do you purchase or receive?". For simplicity you may ask: "Recently how much rice did you buy over a month?", "Is that what you usually buy?". In this way you can help the respondent to respond easily.

6. OVERVIEW OF THE HOUSEHOLD QUESTIONNAIRE

SECTION 1: HOUSEHOLD INFORMATION

This section has two main purposes: 1) to identify every person who is member of the household, and 2) to provide basic demographic data on age, sex and marital status of all household members present in the household. In addition, information collected in this section also includes data on all economic activities as well as unemployment status of all household members 10 years of age and over.

The primary respondent for this section is the head of the household and if he/she is not available, the person identified as the best-informed about the household is taken as the respondent.

SECTION 2: HOUSING

This section collects information on the type of dwelling occupied by the household, and housing expenses done by the household (expenditures for rent, water, sanitation, and so on). The primary respondent of this section is the head of the household.

SECTION 3: ACCESS TO FACILITIES

This section collects information on the distance from the household to various facilities and public services center and on the modes of transport. The primary respondent is the head of the household in this section.

SECTION 4: MIGRATION

This section collects information on permanent migration. The primary respondent is the head of household.

SECTION 5: FOOD EXPENSES AND HOME PRODUCTION

This section collects information on all food expenditures of the household, and on consumption of food items that the household produced. The primary respondent is the member of the household who is best informed about purchases and consumption of food items.

SECTION 6: NON-FOOD EXPENDITURES AND DURABLE GOODS

This section collects information on expenditures on non-food items (clothing, household items, services, and so on). The primary respondent is the member of the household who is best informed about purchases.

SECTION 7: EDUCATION

This section collects information on the literacy of all household members, their level of education completed and expenditures on education for those currently enrolled in school. Here the respondents are all household members 5 years and older.

SECTION 8: HEALTH

This section collects information on illnesses, medical facilities, expenditures on health care, children's immunization and incidence of diarrhea. Respondents are all household members; information on immunization and diarrhea of the children will be provided by their own mother.

SECTION 9: ANTHROPOMETRICS

This section collects information on weight and height of children 3 years of age and less.

SECTION 10: MARRIAGE AND MATERNITY HISTORY

This section collects information on maternity history and pre/post-natal care. Respondents are all ever married female household members aged 15 to 49 who have given birth to at least one child. The section also collects information about family planning practices and the respondents are all men and women aged 15 to 49.

SECTION 11: WAGE EMPLOYMENT

This section collects information on wage employment in agriculture and non-agricultural activities, and on income earned from these activities. Respondents are all household members 10 years of age and older.

SECTION 12: AGRICULTURE

This section collects information on all agricultural activities: land owned and operated, crops grown, use of crops, income from the sale of crops, ownership of livestock, and income from livestock and poultry and their products. The respondent is the head of the household or household member who is best informed about the household's agricultural activities.

SECTION 13: NON-FARM ENTERPRISES

This section collects information on all self employment generated from non-agricultural enterprises and activities by type of activity, revenues and expenditures. Respondents are those household members who are best informed about each activity the household is involved in.

SECTION 14: CREDIT AND SAVINGS

This section collects information on lending and borrowing status of the household. Usually the respondent is the head of the household or the member who is best informed about the loans.

SECTION 15: REMITTANCES AND TRANSFERS

This section collects information on remittances sent by members of the household to others and on transfers received by members of the household. The respondent is the household member who is best informed about remittances and transfers, usually the household head.

SECTION 16: OTHER INCOME

This section collects information on assets and income from all other sources not covered elsewhere. The respondent is usually the head of the household.

SECTION 17: ADEQUACY OF CONSUMPTION

This section collects information on whether the household perceives that the level of consumption it can afford is adequate. The respondent is the household head.

SECTION 1

HOUSEHOLD INFORMATION

Purpose: This section has three main purposes. The first purpose is to identify all persons who are members of the household. The second is to provide basic demographic information (i.e. age, sex, marital status) for each person. And the third is to collect information on the kinds of economic activities household members undertake, as well as to find out about unemployment.

Section 1 is divided into four parts:

- Part A: Household Roster;
- Part B: Information on Parents of Household Members;
- Part C: Activities of Household Members; and,
- Part D: Unemployment.

Respondent: The respondent for this section should be the household head. The head of household will be identified on the front page of the questionnaire. In most cases, the head of household is the person who manages the income earned and expenses incurred by the household, and is the most knowledgeable about other members of the household. If he or she is not present or available (for example, he may be living abroad temporarily), an alternative 'head' must be selected in consultation with senior household members.

Definition of Household: A group of people who normally live and eat their meals together is defined as household. For the purposes of this survey, "normally" is taken to mean that the person concerned has lived in the household for at least 6 of the past 12 months. Thus the number of the household should be identified on the basis of the "usual place of residence" (for 6 months or over).

There are some exceptions to this rule which are described below:

1. The following categories of persons are treated as household member even though they have lived less than six months in the household during past 12 months:
   - (i) infants who are less than 6 months old,
   - (ii) newly married who have been living together for less than 6 months, and
   - (iii) persons living together for less than 6 months but who are expected to live in the household permanently (or for long duration).

2. Servants, lodgers, farm-workers, and other such individuals who live and take meals with the household are to be counted as household members, even though they may have no blood relation to the household head.

3. People who have lived in the household for more than six months of the past twelve months but have permanently left the household (e.g. separated or dead) are not considered members of the household for our purposes. However, they should be listed in the Household Roster.

People who live in the same dwelling, but do not share food expenses or eat meals together, are not members of the same household. For example, if two brothers, each having his own family, live in the same house but maintain separate food budgets and cooking facilities, they would constitute two separate households. Likewise, people who eat together but do not live in the same dwelling are not members of the same household.

It is very important that you define the household membership strictly according to the criteria outlined above. These guidelines may not be the same as others you may be familiar with, and at times they may not conform with the household's own notion of who should be considered as a household member. Any questions or doubts that arise in the field should be discussed with the supervisor.

PART A : THE HOUSEHOLD ROSTER

Instructions

The roster must be filled out with the greatest of care. In order to do so, you must have a clear understanding of the NLSS definition of a HOUSEHOLD and the guidelines for identifying household member. In addition, you must probe carefully to ensure that all persons present in the household are listed in the roster

After identifying all selected twelve households (sixteen in the Far Western Region) to be interviewed in the locality, roster should be filled before any of the other information in the household questionnaire is collected. The rosters for each of the households should be prepared at first after reaching the ward. The rosters should be filled out in consultation with the head of household. In some instances, particularly in urban areas, the head of household may not be available to provide the information on household members for the roster. When this happens, it is, in general, not desirable to delay filling out the roster until you could speak to the head of the household. This may cause overall delays in collecting the remaining information for the household. When the head is not available, the interviewer should collect the information from one of the other knowledgeable members (e.g. the spouse of the head) of the household. If the roster is filled out with the help of one of the members other than household head, it should be verified with the other members of the household to ensure that all members have been listed. If the roster is filled out in this way, verify it again with the head of household at a later time. Filling out the roster is a good way to introduce yourself to the household and to schedule additional visits with specific household members.

Before filling in the roster, it is important that the interviewer first inquire about who the head of household is, and verify that this person has been present in the household for at least 6 of the past 12 months. In some cases, the household may name an individual as the head who does not fulfill the survey's criteria for being the head. For instance, the household may name a member who works in another city or country and did not spend 6 of the past 12 months living in the household. In this case, the interviewer should look for another person who, in the absence of the person considered to be the head, manages the affairs of the household and designate this person to be the head. After identifying a person to be the head of household, you should try to fix the time and/or date for the interview.

Determining the head of household before starting the interview is very important because this person's name should be written in the first row of the roster. The first column of the Household Roster is labeled IDENTIFICATION CODE. Each row in the grid below is assigned a number from 1 to 15. The identification code assigned to each member of the household is determined by the row in which the person's name is entered in the Household Roster. As the name of the head of household is always to be written in the first row, this person is assigned IDENTIFICATION CODE 1. If, for instance, the name of the spouse of the household head is written in the second row, this person is assigned the IDENTIFICATION CODE 2, the person in row 3 is assigned CODE 3, and so on. The IDENTIFICATION CODE is extremely important, as it allows the information gathered in the various sections of the questionnaire that pertains to the same household member to be matched together. If a person is assigned IDENTIFICATION CODE 5 in the roster, then in all other sections of the questionnaire where information is collected for individual household members, the information pertaining to this particular person should always be entered in the row corresponding to IDENTIFICATION CODE 5. All such sections contain 15 rows and the information recorded in each row corresponds to household member listed in the same row in the household roster. Every second row in these sections has been lightly shaded so as to aid the interviewer in entering the information pertaining to a particular member in the correct row.

Questions 1-3

After you have explained the study and its purpose, tell the head of household that you would like to make a complete list of all persons who normally live and eat their meals together in this dwelling.

Question 1: This question is printed on the fold-out section of the back page of the questionnaire. This is for your convenience. It will allow you to see the roster regardless of the Section of the questionnaire you are working in. Remember to fold this back in when you are transporting the questionnaire so that it does not tear off.

Try to organize the roster so that after the head of household and spouse; their parents, children are listed by age, eldest to youngest. In the Roster, the names should be recorded, in general, in the following sequence of the relation to the head of the household:

1. Head of the household,
2. Spouse of the household-head,
3. Parents,
4. Sons/Daughters,
5. First daughter-in-law and her children (from eldest to youngest),
6. Second daughter-in-law and her children (eldest to youngest),
7. Other daughters-in-law and their children,
8. Other relatives and non-relatives.

If there are more than 15 persons to be listed on the household roster, use another questionnaire and complete the roster there. You will record all the information for these people in that questionnaire.

To ensure that you have listed everyone who lives in the household, probe by asking the following questions:

- "Please give me the names of any other persons related to you (head of the household) or your spouse, who often live and eat meals here."

- "Are there any other people not related to you (head of the household) or your spouse, but who normally live and eat meals here?"

- "Are there any other people who slept here last night, but who do not normally live here?"

Include the name of any additional persons revealed by these questions in the Roster. While writing down the name of each person, fill in Questions 2 and 3 on sex and relationship to head. Be careful in question 3 to obtain the relationship of the person in question to the head of household. Pay attention particularly when the respondent is not the head of household. The respondent in this case will often give the relationship of the person in question to him or herself and not to the head of household. Therefore, reconfirm the relationship to the head of the household.

<u>Questions 4-10:</u> For each person listed in Q.1, ask Q.4 - 9 and classify him/her accordingly in Q.10. Complete the entire row for each person before going on to the next person listed.

<u>Question 4:</u> Write the district code of the place where the person was born. If district boundaries have changed since the time of birth, use the code of the district where the respondent's birth place is now located. Classify the place of birth as urban or rural depending on what it was when the person was born, not on what it is now. Urban area covers the entire area within the designated municipality. Similarly, rural area is the area covered by the concerned Village Development Committee (VDC). For the persons born outside Nepal, enter the country code only (urban/rural classification is not necessary).

<u>Question 5:</u> Write the respondent's AGE in completed years on the day of the interview. For instance, if the person is age 4 years and 8 months, write 4 years. If the respondent does not know his/her age, you must make an effort to estimate his/her age by using events in his/her life or community as benchmarks. Use the Calendar of Major Events (e.g., the Earthquake of 1990, Revolution of 2007, year 2017, year 2036, Popular Movement of 2046 and other similar events) which is provided to you. If the respondent is below 10 years of age, go to Q. 9; otherwise ask Q. 6 - 8.

<u>Question 6:</u> Write down the present MARITAL STATUS of each person aged 10 years and above. Make sure that only those people who have never been married are classified as "never married" not those who are presently not married, but have been married in the past. For instance, individuals who are divorced or separated should be listed explicitly as such using code 2 or 3 respectively .

MARRIED	Male or female who live as husband and wife and fulfill their legal and religious obligations.
DIVORCED	A person who was once married but who has decided to separate from his/her spouse as per the conditions of law and religion and did not marry again.
SEPARATED	A person who is married but no longer lives with his/her spouse but whose separation is not officially recognized by the law or religion. A separated person can remarry or reunite and live together with the (former) spouse. In this case, the person (who is now remarried or reunited) does not belong to this category.
WIDOW/ WIDOWER	A male or female whose spouse is dead and who did not marry again.
NEVER MARRIED	A person who has never been married.

Ask Q. 7 and Q. 8 only for those persons who are currently married (i.e. code is 1). For all others, skip to Q. 9.

Question 7: If the spouse of a household member does not live in the household and he or she has not been mentioned in the roster, be sure to probe to find out whether or not this person should be considered a household member.

Questions 8: If the name of the spouse is listed in Q.1, enter his or her ID code. These codes are recorded in the column next to Q.1. If a man has several wives, record the ID code of the first wife.

Question 9: Write the number of months each person has lived with the household. If the person has been away intermittently, estimate the total time away in months. If the person has always been present during the last 12 months, code "12". Assume a month is equal to approximately four weeks. Count the completed months only.

Question 10: Classify each person listed in the Roster according to the criteria specified for the household member.

After Q. 4 - 10 have been completed for a particular person, ask these questions again for the next person on the list. Once this information has been collected for all persons listed in Q.1, fill out Column A and Column B on the far left side of the roster page according to the following instructions.

Column A: Under Column A put a check (✓) next to the names of all persons who are classified as household members (coded "1" in Question 10).

Column B: Enter the age in completed years (see Q.5) of all persons with a check in Column A (i.e. for all household members).

These columns are very important. The column A identifies who in the list of individuals should be considered a member of the household, and column B, the age in completed years. The people on the roster with a check in Column A, taken together, form the household. All questions concerning the household refer to this group. For all remaining sections of the questionnaire where individual level information is obtained, collect information for household members only, i.e. those with a check in Column A. In case of sections where information is intended to be collected from members of a certain age group, Column B permits you to see at a glance the persons who must answer that section. In the case of immunization, for instance, you would collect information for everyone with a check in Column A and with an age of "5 or less" in Column B. In such sections, interviewers must exercise caution that the information pertaining to a particular individual is entered in the correct row.

If a new household member is found at any time after the interview has begun, you must register him or her in the roster section and go through the sections just as you did during the household listing. You should also inform your supervisor.

PART B : INFORMATION ON PARENTS OF HOUSEHOLD MEMBERS

Purpose: Parents of household members sometimes do not live in the same dwelling as the household members. This section collects information on those parents who do not live in the same dwelling as their children, or who have died. Further, in the case of extended families, it will allow children to be matched correctly to their respective parents.

Respondent: The questions in Part B are for all household members. To the extent possible, ask each person directly. If someone is not available, or is too young to answer, the household head, the spouse, or another well-informed member of the household may answer these questions. Complete all questions in this part for a person before asking the next person.

Instructions

If the father of the respondent is living in the household, you will fill in Q.2 and then skip to Q.7. Similarly, if the mother of the respondent is living in the household, you will fill in Q. 8, and then skip to the next person.

If the father does not live in the household, or is deceased, you must and ask Q.3 - 6. Similarly, if the mother of the respondent does not live in the household, or is deceased, ask Q.9 - Q.12.

Questions 3 and 9: An individual is literate if he or she can read a newspaper and write a simple letter in any language.

Questions 4 and 10: The highest level of schooling completed means the last grade or level actually finished and not the last grade or level attended.

If a person has never been enrolled in school, code NONE.

LESS THAN PRIMARY means some education but the person hasn't completed the highest grade in the primary level (class 5).

PRIMARY means that the primary level (class 5) has been completed.

LOWER SECONDARY means that class 7 has been completed. If the person did not complete class 7, but completed primary school, use code "3" for primary.

SECONDARY means that SLC Examination or its equivalent level has been completed. If SLC or its equivalent level has not been completed, code "4" for lower secondary.

Questions 5 and 11: Here record what the parent's main work was. Major portion of time devoted should be the main criterion in determining the main work.

WAGE EMPLOYMENT AGRICULTURE: worked for others and was paid, in cash or kind, to do agricultural work.

WAGE EMPLOYMENT NOT IN AGRICULTURE: worked for others and was paid, in cash or in kind, to do non-agricultural work.

SELF-EMPLOYED IN AGRICULTURE: person worked as a farmer or tended livestock, etc. Women occupied in agriculture in addition to their regular household chores should also be included here.

SELF-EMPLOYED NOT IN AGRICULTURE: did not work for others. Worked for him- or herself in activities other than farming.

OTHER: this code is for people who never worked because of a handicap or other such reason, or for person who never joined in the labor force and work/worked in the house.

Questions 6 and 12: Write the district code, and code whether the birth place was urban or rural when the person was born. Use the district code list to identify the district code.

PART C : ACTIVITIES

Purpose: Data on all economic activities undertaken by household members are gathered in this part. Economic activities are any activities for which household members earn an income, or produce goods necessary for the support of the household. List all activities undertaken, including farming, tending livestock, making mats or baskets, weaving, and so on. However, activities undertaken to make mats, baskets, cloths, sweaters etc., exclusively for the use by household should be excluded.

Respondents: Part C must be administered to all household members 10 years of age and older.

Instructions

ACTIVITY CODE: The far left hand column contains letters A, B, C, D,... For every activity recorded on this page the activity code supplies a letter. This letter in a row serves as an ACTIVITY CODE for the activity you record in that row. You will use these activity codes in Section 11. This allows information on hours worked by a person for an given activity that are asked in this section to be properly matched to other information regarding the same activity such as the nature of the job, income earned, etc. asked in other sections.

Complete all questions in the section for each respondent, 10 years of age or older, before going to the next respondent. If a respondent is not available, the head of household, the spouse, or other well-informed adult member of the household may provide the required information. In such cases, you should try to verify the information with the person concerned if you happen to meet with him/her later. Ask each household member following the order in which they are listed in the roster. Write the ID code of each member from the roster in front of each activity listed.

Question 1: Write down the description of the activities that the respondent mentions. The main objective here is to have the respondent name all his or her work activities first. Be sure to probe for more activities. After the respondent has provided a first list, probe to make sure that all activities have been listed by asking:

"Are there any other work activities that you performed in the last twelve months?"

"Have you done any ..[SPECIFIC ACTIVITY].. ?"

It is very important that you obtain a complete list. We need a very clear and accurate understanding of how people support themselves. Many people, both in rural and urban areas, pursue several activities to support themselves. If a household has listed only one economic activity, probe for more. List also activities a person does in addition to a regular job. For instance, if a government employee works on a field in the weekends, list this as a separate activity. Livestock raising activity should be listed separately. Probe for other jobs. Be sure to make respondents know that all the individual information gathered will be kept confidential and only aggregate information will be used for statistical purposes.

Commodities (e.g. damlo, namlo, doko, dalo, chitra, mandra, gundri etc.) produced exclusively for the use by the household should not be considered here. If these commodities were produced with a business motive, then they should be listed as activities. Goods produced for own consumption by the household are naturally very useful as well as very important and quite a large portion of the household member's time might have been spent in making them. However, it becomes very difficult to assess the time spent or labor put and value these commodities. After listing all the activities performed by household, you should assign an OCCUPATION CODE to each activity based on the list of occupation code provided at the back of questionnaire. Write the description of an activity as specifically as possible and as reported by the respondent.

List all activities performed by each member, 10 years of age and older, during past 12 months. If a member was occupied in several activities, list all. All the members (10 years and older) should be included in the list. Even the member who was economically not active during the past 12 months should also be listed. In Q. 1, the reasons for his/her being economically not active should be specified (e.g. home-maker, student, old, disabled or other reasons for not being economically active) and Q. 2 to 9 should be skipped.

<u>Questions 2 - 4</u> refer to the time the respondent spent working on each activity during the last 12 months. People who do not have regular jobs, or who work on seasonal activities, will have trouble remembering exactly how many days and hours they worked. However, theoretically at least, he is the best person to know about his activities during the past 12 months. So, try to get the accurate figure they can give you.

<u>Question 2:</u> The number of months a person did a particular kind of work in the past 12 months should be recorded here. If it is less than a month, write "1", and then specify the number of days in question 3. In case of a regular type of work, paid holidays should be counted as work days.

<u>Question 3:</u> Write down on an average how many days per month the respondent worked on this activity (regardless of the number of hours worked per day). One month refers to 30 days. If a person worked 6 days a week, then he worked 26 days in a month. Similarly, if he gets 2 days off in a week, his working days in a month should counted as 22 days. If he has 7 working days a week, he works 30 days in one month. Public holidays (e.g., Dasai, Tihar etc.) should not be included in working days.

If the respondent does not give you a single figure (for instance, "10 days a month"), you will have to calculate an average figure. For example, a person may have worked for three months as a porter during the last year, and worked 5, 5, and 20 days in each of these months. On average he worked 10 days per month. So, you should record 10 days per month. Round to the nearest whole number, if necessary.

<u>Question 4:</u> Record the number of hours normally worked on a regular day during which the activity was undertaken.

<u>Questions 5 - 6</u> refer to the time the respondent spent working on each activity during the past 7 days. Here, we need answers to be as precise as possible. Therefore we ask about the number of days and hours the respondent actually worked.

<u>Question 5:</u> Here, the reference period is seven days. People remember better what they did over the last seven days, so it is important to ask. Record the total number of days that the respondent actually worked in this activity over the past 7 days. If he/she says none, write "0". If the respondent was on leave due to personal reasons or was ill and did not work for few days, count the total number of days actually worked during the past 7 days.

Question 6: Here, the respondent should report the average number of hours per day spent doing this activity over the past 7 days. Include break time at work, like meal times and tea/coffee breaks. If he/she says no write "0".

Question 7: "Yes" means in this village or city.

Question 8: Write the district code here and whether the place where the work was done is urban or rural.

Question 9: Here, you must classify the relevant economic activity in one of four categories. You will use this classification later to decide what sections of the questionnaire must be filled to obtain other information on the activity. First, you must determine if the activity is wage employment or self-employment. An activity is classified as WAGE EMPLOYMENT if the person:

- works for a fixed payment per time period (for example, per hour, day or month) or per unit of work (for example, a piece-worker who is paid for each piece completed);
- typically works at the employer's place of business, and hours and conditions of employment are set by the employer;
- must be paid regardless of the employer's profit or loss.

An activity is classified as SELF-EMPLOYMENT if it is not wage employment.

Each of the two major headings is then broken down into two sub-categories: agriculture and non-agriculture. Once you have determined whether the activity is wage employment or self employment, you must classify it as agriculture or non-agriculture. Put a "1" in the appropriate column.

Livestock raising for commercial purposes (such as keeping poultry birds, chaunri, rabbits, honey bee, fisheries, sheep, goats) should be classified under self employment in non-agriculture.

PART D : UNEMPLOYMENT

Respondents: All household members aged 10 years and above should answer this part.

Question 1: AVAILABLE FOR WORK means that the individual was generally available and willing to take a job (i.e., was not sick or handicapped). This question should be asked to all household members - both presently working and not working.

Question 2: LOOKING FOR WORK means that the individual was actively seeking work by approaching potential employers, etc.

Question 3: Ask the reason why the person was not available to work (new work or additional work) or was not actively seeking work during the last seven days and code appropriately.

SECTION 2

HOUSING

Purpose: This section collects information in four areas. It collects information on the type of dwelling occupied by the household, access to basic services (including water, sanitation, and electricity), expenses related to housing and use of fire wood.

Respondent: The appropriate respondent for Parts A, B and C of this section is the household head. If he or she is not available, ask the best informed person. For part D (water and firewood), it may be best to interview a woman, as women are usually in charge of fetching water and firewood.

Instructions

Before you start the interview, ask respondents who have electricity, piped water or a telephone to get any recent utility bills that they may have, so they can refer to them during this session. This will help to prevent interruptions and minimize the time the interview takes.

PART A : TYPE OF DWELLING

Question 1: DWELLING means the building, or group of buildings, in which the household lives. The dwelling may be a hut, a group of huts, a single house, a group of houses, a villa, an apartment, several one-room apartments.

Question 2: Ask how many of each kind of room there are in the dwelling. If there is more than one building, add rooms in all buildings. Do not count rooms in temporary shades or houses such as GOTH for livestock. Sum up the total number of rooms, and write the total in the TOTAL box. If the respondent states that a particular room is used for different purposes, for instance as a bedroom as well as a living room, count it as a "MIXED USE" room. To be counted as a room (other than toilet), a space must be big enough to fit a bed. Record rooms used for livestock under "other". Record "1" for toilet even if it is shared by another household.

Questions 3 - 9: Provide the information for these questions on the respondent's dwelling through observation wherever it is possible. If cultural considerations limit your access to the dwelling, obtain the information from the respondent.

Question 3: KITCHEN GARDEN - A small plot, often adjacent to the house where vegetables are grown for own consumption only, and not for sale.

Question 4: OUTSIDE WALL refers to the outside wall of the dwelling, and not to the boundary wall of the compound or housing plot.

Questions 4 - 7: If more than one material is used, code the predominant material used in the main structure. Record the main material used in walls, floors, roof/ceiling of dwelling unit occupied by the household. If there is more than one building, the information on material should refer to the main dwelling.

Question 8: HOUSING PLOT means the land on which the dwelling is located. Exclude areas where crops are grown. If the area around the dwelling is less than 4 Aanas or 1400 sq. ft. or 8 Dhurs, then include the area in the housing plot. Parcels with areas more than 4 Annas (8 Dhurs) should be counted as housing plot.

Question 9: Include all buildings. Record total area of all rooms in all building(s). For example, in a two storied building, containing 6 rooms, total area for six rooms should be recorded.

PART B : HOUSING EXPENSES

Question 1: This question asks whether the household owns the dwelling in which it lives.

Question 2: Here you must obtain an estimate from the respondent of how much the dwelling is worth (including the plot on which it is situated). If the respondent cannot give you an estimate of how much his house is worth, ask:

"If someone were to build this house today, how much would it cost?"

Cost should be reported for the area reported in Q. 8 of Section A.

Question 3: For owner-occupied dwelling, an estimate of the rent should be obtained. Rent should be reported for the whole dwelling including part/parts of the dwelling rented out to others.

Questions 6 - 10 are for renters only. You do not need to ask these questions to owner-occupier.

Question 6:

RENTER means that the respondent does not own the dwelling, and pays rent to the owner for its use.

PROVIDED FREE OF CHARGE BY RELATIVES, LANDLORD OR EMPLOYER means that the household is not paying rent, either cash or in-kind, for the use of the house.

SQUATTING means the household lives in a place without the express permission of the owner and without paying the rent.

Question 7: If the household does not pay rent and does not own the dwelling, obtain an estimate of what the rent would be if it were necessary for the household to pay rent.

Question 8: The category RELATIVE as a probable answer to this question means a relative who is not a household member.

Question 9: You may find households that pay rent in cash as well as in-kind. Sometimes the rent is entirely paid in goods or services to the owner rather than paying cash. Some tenants, for instance, receive housing in exchange for unpaid work, or for a share of their crops. The total rent including payments both in cash and in-kind should be reported here.

PART C: UTILITIES AND AMENITIES

Question 1: Ask about the source of drinking water for the household.

PIPED WATER SUPPLY: the water comes from private or public pipes.

COVERED WELL: the water comes from a well covered by a lid.

OTHER WATER SOURCE: the water comes from other sources such as rivers, streams, lakes, canals, springs, open well, rain, etc.

Question 3: Include only charges for water used by the household for drinking, cooking, washing, etc. Do not include water charges for irrigation; these are asked in Section 12.

Question 4:

UNDERGROUND DRAINS are fully covered over by soil or other covers.

OPEN DRAINS are uncovered canals or ditches which are used for waste drainage.

SEPTIC TANK/ SOAK PIT means that liquid wastes are drained into a pit usually within the premises of the house.

Question 5:

COLLECTED BY A GARBAGE TRUCK means that the trash is dumped in a common bin that is collected by a truck periodically.

PRIVATE COLLECTOR is a private company or individual who is paid by the household to collect the garbage for disposal.

DUMPED includes dumping in a common trash heap.

BURNED/BURIED includes the accumulation of trash in a dug-up hole which is periodically filled in with soil.

DUMPED AND USED FOR FERTILIZER means that trash is dumped, accumulated, and then prepared as compost for use as fertilizer.

Question 7:

HOUSEHOLD FLUSH: A toilet equipped to flush away waste, either by tank, or manually using a bucket or pitcher. Waste is disposed of through a duct connected to a sewer

HOUSEHOLD FLUSH (CONNECTED TO A SEPTIC TANK): Same as above except that waste is flushed into a septic tank.

ORDINARY LATRINE: A latrine situated outside the dwelling and does not contain a flush.

COMMUNAL LATRINE: A soak pit or any other latrine shared by several households.

Question 10: The amount reported here should refer to expenses for the interviewed household only. If the respondent shares a meter with another household, he should deduct the other household's estimated expenses from the total amount paid.

Question 12: Record the amount paid for telephone calls only. Do not include telephone repair or installation expenses. These are covered separately in Section 6.

Question 13: After you have obtained information on the main cooking fuel, be sure to probe to find out if a secondary source of fuel is also used.

PART D : WATER AND FIREWOOD

Question 5: Include time to go to the water source, fill a typical container and return.

Question 2 - 5: Ask about water availability and time spent on fetching water during three months mentioned.

Question 6: Write the ID codes of the household members that fetch water starting with the person who spends the most time doing this, then the next and so an. If more than four members normally fetch water, record only the first four person's ID Code.

Questions 7 - 20: Ask about source and use of firewood and fodder, time spent and cost incurred in acquiring these commodities.

Question 9: The amount of wood used changes over the course of a year. It is intended to find out average monthly consumption of firewood. Therefore, effort should be made to estimate an average monthly consumption of firewood based on firewood uses in different seasons/months. Ask the respondent : "How many Bhari do you use in the winter?", "And in the summer?", and then compute an average.

Question 10: If possible, obtain this information preferably directly from the person responsible for gathering the wood used by the household. Note that this question asks for the total time taken to gather one Bhari; in other words, the time taken to travel to the place where wood is normally collected and back to the household, as well as the time taken over there to collect one Bhari of wood.

Even if the wood used in the household is obtained mainly from cutting trees and then storing the logs at one time, we would still like to find out how much time this takes. In this case, ask to see the household's stock of wood, and ascertain how many "Bhari" this is equivalent to. Then ask the respondent how much time it has taken to gather this amount of wood. For example, suppose that the stock of wood is equivalent to 12 Bhari, and the household reports that it took four full days for one person. In this case, it took 48 hours to gather 12 Bhari of wood. The time taken to "collect" one Bhari is, therefore, 48 hours divided by 12, four hour. And this time of four hour should be reported here.

Question 11: Fill in the ID codes of the household members responsible for gathering wood. List them in the order of the time they spend doing it. You must probe to obtain any information on additional household members responsible for gathering wood. Ask: "Besides ..[NAME].., is there anyone else in the household who gathers wood/leaves/straw?". If there are more than four, list only the first four.

SECTION 3

ACCESS TO FACILITIES

Purpose: This section collects information on the time taken to reach various facilities from the household's dwelling unit.

Respondent: The appropriate respondent for this section is the household head. If he or she is not available, ask the best informed person.

Instructions

<u>Question 1 - 3:</u> Ask the respondent about the one way times it takes to go from the house to the various facilities listed using the mode of transport most often used by household members. If there are more than one facility, take the one to which household members go most often.

MODE OF TRANSPORT: Indicates the usual or most common mode of transport members of the household use to get to each location listed. If household members have to walk and then take a bus or other vehicle use the code for "MIXED". In this case, the total time taken (including walking time and time taken in vehicles) should be recorded. Code "NOT APPLICABLE" for dirt roads if there is a paved road near the house.

DIRT ROAD VEHICLE PASSABLE: A road where at least tractors can pass, at least during the dry season. If a dirt road is passable by bicycle or motorcycle only, it should be considered as "vehicle impassable".

TIME: If the facility is present right next to the household, write zero in the columns where time is recorded.

Some facilities may be minutes away, others may be hours away. Some facilities may take one or more days to reach. Therefore, you must record the time taken in DAYS, HOURS and MINUTES regardless of whether it takes less or more time. For example, if it takes 2 hours and 30 minutes to go to the health post, write "0" days, "2" hours, "30" minutes. If the facility is present right next to the house, write "0" in all columns. If household members travel to the facility on foot, record the time it takes for an adult, without a load, in normal circumstances. Since it may take longer to reach a place during the monsoon, record the time it takes during the dry season.

MARKET CENTER: It is a place with several different shops, where things such as clothes, blankets, bedspreads, mattresses, plates, pots, buckets, food and other household goods are sold.

SECTION 4

MIGRATION

Purpose: What is intended to capture in this section is any permanent change of residence by the household head due to job/work or access to land. Temporary or seasonal migration should be excluded from this section.

Respondent: The respondent for this section is the head of household. The questions apply only to the household head, and not to other members of household.

Instructions

Question 1: Ask the head of household if he or she has ever migrated -- moved for a long period to a different village or town from where he or she was born -- to work or cultivate land there. The unit of migration is a VDC/municipality. Movement from one ward to the other within the same VDC/municipality is not considered as migration.

Do not include trading trips, business trips or any kind of short-term travel. If the person returned to his or her point of origin within a short period of time, he or she did not migrate.

If the respondent moved to a new place for education, and subsequently stayed on there for work, the answer to this question should be "Yes".

If the respondent moved as a child with his/her parents, the answer should be "No".

If the answer to this question is "No", go to the next section.

In the case of a person who has migrated more than once for reasons of work or land availability, all subsequent questions refer to the most recent migration.

Question 2: Again, record urban or rural depending on whether the place of origin (for the last migration in case of multiple migration) was urban or rural when the person left, not now.

Question 4: If the person did not have a job before migrating, write "UNEMPLOYED". If the person was a student before migrating, write "STUDENT". Codes are provided in the questionnaire.

Question 6: The person may have migrated to their current place of residence and they are still living in the place where they migrated to. In this case, write "99"

Question 7: The job the person took up after migration may be one that was listed earlier in Part C of Section 1. In this case, copy the activity code (A, B, C, D, etc.) from Section 1 C.

Question 8: We want to know how long it took to find a job in the place where the respondent moved to. If the respondent found a job immediately (in less then one month or within one month), or had one on arrival, write '0'.

SECTION 5

FOOD EXPENSES AND HOME PRODUCTION

Purpose: This section collects information on the household's total expenditure on food of various types. This includes an estimate of the value of home produced food consumed by the household as well as expenditure on purchased food. We also wish to estimate the consumption of food received in-kind as a remuneration for work done, as gifts, or as presents from relatives and/or friends.

Respondent: The respondent for this section should be the person (household member) who manages the household budget and is best informed about the household's consumption patterns and expenditures.

Instructions

The questions 2 - 8 in this section are divided into three groups: Q. 2 - 4 cover food purchases, Q. 5 - 7 cover consumption of home production, and Q. 8 collects information on consumption of food received in-kind.

This section covers food expenses for household members only. Food expenses for agricultural labors and other workers (who are not household members) should not be included in this section. Food expenses related to business travel etc. should also not be recorded in this section. For example, food expenses incurred while traveling in connection to business and trade should be excluded from this section. Such expenses should be recorded in Section 13.

<u>Question 1:</u> There is a very complete and extensive list of food items in this column. Ask Q.1 for the whole list of food items before filling in other questions. For each food item, put a check (✓) either in the column marked "YES" if that item is consumed sometime during the past 12 months or in column marked "NO" if the item is not consumed by the household. Then ask questions 2 - 8 for each food item that is consumed by the household.

Questions 2 - 4: Food purchases

<u>Question 2:</u> Not all food items are purchased year-round; some are seasonal. Ask the respondent to estimate how many months during the last year the household has purchased the food item. It does not matter if the food purchased has not yet been used; so long as it was purchased during the last 12 months it should be reported here. If the food item is purchased in all 12 months of the year, record "12" here. If a food was not purchased by the household during the past 12 months, write "0" and skip to Q.5. If a food item was purchased only once during the past 12 months write "1".

<u>Question 3:</u> Emphasize that you want the quantity of a given food item that is <u>usually</u> purchased in a typical month during which the food is purchased. In most cases the amount will be given in whole units, i.e. 2 kilos, 10 kg. 4 Mana etc. However, if fractional amounts are reported, for instance 1/2 kilo or 3 1/4 Manas, record them as 0.5 kilo or 3.25 Manas. Use the list of codes provided for the unit of measurement. Answer box has been completely shaded with black color for the items not needing quantity to be recorded.

Question 4: The expenditure recorded here refers to the quantity of average monthly purchases. You should avoid reporting expenditure in unusual circumstances such as a month with high price rise or fall. Be sure to get the amount paid for the total quantity purchased as reported in Q. 3, not the price per unit. Use the price normally paid by the household. If the food was purchased on barter, report the value of goods exchanged to acquire it. For the goods for which quantity is not needed (i.e. Q. 13 is shaded black), the average monthly expenditure during months in which the item is purchased should be reported.

For example, suppose that a household reports that it purchases Mutton (code 072) during the months of Dasain and Tihar. Record "2" months in question 2. Now ask the respondent how much the household purchases during each of these two months, as well as the amount spent to purchase this amount. If the household responds that it purchases 1.5 kilo in each of these months, and that it costs Rs. 195 (i.e. Rs. 130 per kilo), write "1.5" in the first column of Q. 3, "1" in the second column (to denote kilograms), and "195" in Q. 4.

The data entry program used then calculates that the household's annual consumption of meat is Rs. 390 (2 months x Rs. 195). When the data entry of all food items has been completed, the total amount spent per year on food is calculated by the data entry program and monthly average expenditure is calculated by dividing it by 12. Then this calculated average monthly expenditure on food purchases is compared to the average monthly figure reported by the household (row 140). If there is a large discrepancy between the two amounts, this is highlighted by the data entry program.

Questions 5 - 7: Home-produced food items

Question 5: Ask for the number of months the household consumed home-produced food. If used in all 12 months of the year, write "12". If a food was not produced by the household, write "0" and skip to Q. 8. Not all food items are always home produced. For items usually not produced at home, the answer boxes are shaded with black ink.

Question 6: Record information on average monthly consumption during months in which the item was consumed. Be sure to write down both the quantity as well as the unit of measurement.

Question 7: Ask the respondent to estimate the amount of money that would normally have to be spent for the quantity reported in Q. 6. Use the per unit price the household reported in Q. 4.

Question 8: Food received in-kind

Question 8: Record the total value of food consumed that the household received in-kind as wages or as a gift and consumed in the past 12 months. Valuation of the quantity consumed should be based on current prices. If none was received, write "0".

Note that this question refers to food received in-kind that was consumed by the household. For instance, if a household received 10 maunds of rice as payments in-kind, but consumed only 4 maunds, and sold the rest or used it to obtain other goods on barter, only the value of 4 maunds that was actually consumed by the household should be recorded here.

Meals received from the employer and consumed in the place of work should be listed as "received" in row 131.

After completing the questions for all the items, ask the respondent to estimate :

(i) how much he spends on average on food each month,
(ii) the amount he would have to spend on an average each month to buy the food consumed out of the household own production, and,
(iii) the amount he would have to spend to buy the food received in-kind over the past 12 months.

The purpose of these questions is to check whether the expenditures listed above are more or less correct.

Ask the following questions:

- "On average, how much does your household spend each month to purchase food?". (You may want to mention the items in the list that the household purchases in cases when the respondent is confused.)

- "On average, what would you spend each month if you had to buy all the food you produce yourself?" (You may want to list the items the household produces.).

- "What is the value of the food you receive in-kind or as a gift over the past 12 months?"

Record these reported figures in the corresponding boxes in row "140".

As mentioned earlier, the data entry program will check if these totals reported by the household more or less match with the expenditure calculated based on item by item expenses. If the amounts are very different, you will have to go back to the household and try to understand what caused the difference. If necessary, you may have to revise some of the figures entered.

SECTION 6

NON FOOD EXPENDITURES AND INVENTORY OF DURABLE GOODS

Purpose: The purpose of this section is to collect data on all non-food expenditures. These include personal items (such as clothing and shoes) and services (such as haircuts), household goods (such as cooking fuel and heating supplies), transportation, entertainment and a variety of miscellaneous expenses.

Respondent: The respondent for this section should be the most knowledgeable person, generally the head of the household, or the spouse of the head.

PART A: FREQUENT NON-FOOD EXPENDITURES

Instructions

This part covers frequent expenditures: fuel, apparel and personal care items, and other frequent expenditures such as transport, medicines, etc. First, ask whether each item in the list has been purchased or received in-kind over the past 12 months, and mark with a check (✓) either in the column "YES" if the item is purchased or received in-kind or in the column "NO" if the item has not been purchased or received. Then, ask Questions 2 and 3 for items purchased or received. Note that there are two reference periods in this part: the past 30 days and the past 12 months. Because of the longer reference period, you may need to probe extensively to get accurate expenditures over the past 12 months. Use the space on the page for calculations, and write the correct amounts in the boxes. Do not include in this section any expenses associated with business activities. Expenditure on items purchased to be given as part of dowry should be excluded from the relevant categories, and instead should be reported in row 322. Similarly, the value of goods received as part of dowry or bride price should be reported in row 323.

Question 1: Inquire whether the respondent bought (for cash or in-kind payment) any of the items or received them (as a payment in-kind for work or gifts) over the past 12 months. Put a check in the "Yes" column for the items that were purchased or received. Put a check in the "No" column for all other items, that were not purchased or received.

Fuels

MATCHES, CANDLES, FLINT, LIGHTER, LANTERNS, WOOD, KEROSENE OIL, COAL ETC. Include expenses on other similar items used for cooking, lighting, etc. Expenses on firewood even though reported elsewhere (Part D, Section 2) should be included here. Wood used in building construction should be excluded. Such expenses will be covered in Q. 319, Section C, PART B. Sum of the expenses of row 211 through row 215 should be recorded in row 210.

Apparel and Personal Care items

READY-MADE CLOTHING AND APPAREL: Include ready-made and un-stitched garments, apparel, and personal effects (wrist watches, lighter, cigarette case, handbags for men and women, other accessories, etc.).

Include expenses on cloth, wool yarn and thread for making clothes and sweaters. But exclude wool, yarn etc., used to make items for sale.

OTHER PERSONAL CARE ITEMS: Most households purchase soap or other personal care items such as cosmetics, laundry soaps, hair oils, toothpaste, combs or brushes during last 30 days. Therefore, you should probe carefully while asking about expenses on these items for the past 30 days.

Other Frequent Expenditures

PETROL, DIESEL, MOTOR OIL FOR PERSONAL VEHICLE ONLY: Expenses listed under this heading should not include items used for business. If a purchase is made for both business and household use at the same time, ask the respondent to estimate what percent of the purchase is used for household purposes. For example, suppose the total expense for gasoline over the last 30 days was Rs. 200, and upon probing the respondent says that the vehicle was used in business for about 50% of the time; then, the total expense to be reported for household use should be Rs. 100.

ENTERTAINMENT: Include tickets for cinemas, theater or stage plays, games, rental charges for hiring VCR and films.

NEWSPAPERS, BOOKS AND STATIONERIES: Education-related expenditures, which are captured later in the education section of the questionnaire should not be included under this heading. Included in this category are stationary supplies such as pens, pencils, writing pads, envelopes, paper, paper clips, pen holders, etc.

EXPENSES ON EDUCATION AND PROFESSIONAL SERVICES: Record total expenses for educational and other training (including tuition fee) in row 236. All expenses related to education (including those reported in Education Section) should be recorded here.

MODERN MEDICINE AND HEALTH SERVICES: Include expenses for medicines, medical supplies such as bandages, gauze, cleaning solutions, ointments, medical equipment such as wheelchairs, orthopedic brasses, hearing aids, etc., and fees for doctors, dentists, and other modern health care providers. All expenses related to these should be reported here (including the expenses reported in Health Section).

TRADITIONAL MEDICINES AND HEALTH SERVICES: Include expenses for medicinal herb, traditional remedies, payments to healers, Dhami, etc.

WAGES PAID TO SERVANTS, CHAUKIDARS: Include only servants who are not members of the household. Include private drivers, cooks, maids, housekeepers, persons doing the laundry, security guards, sweepers, etc.

PART B: INFREQUENT NON-FOOD EXPENDITURES

This part covers expenditures that occur less frequently, for example taxes, repairs, donations to charities, etc. It also includes expenditures on larger household purchases such as cutlery and kitchen appliances. First, ask whether each item in the list has been purchased or received in-kind over the past 12 months, and mark with a check the items in the appropriate column for "YES" and "NO". Then, ask Q. 2 for the items purchased or received. Note that the reference period for this Part is the past 12 months. You may need to probe extensively to get the necessary estimate of annual expenditures. Do not include in this section any expenses associated with business activities.

Question 1: Inquire whether the respondent bought (for cash or in-kind payment) or received (as a gift, dowry, bride price or inheritance) any of the items over the past 12 months. Put a check in the "Yes" column for the items that were purchased or received.

Infrequent Expenses

LEGAL AND INSURANCE EXPENSES: Include expenditure incurred on litigation procedures, commercial and advisory or consulting procedures (i.e. fees paid to lawyers, tax advisers, architects, engineers, surveyors, etc.).

REPAIR AND OTHER EXPENSES FOR PERSONAL VEHICLE: Do not include expenses for gasoline, oil, lubricants. Expenses for registration, insurance, renewal of license, driving license fees, and maintenance and repair should be included here. Be careful in including only expenses for personal vehicle. If a vehicle is used for both the household and business purposes, ask the respondent what fraction of the time the vehicle is used for personal use, and include only that fraction of expenditures.

EXCURSIONS, HOLIDAY EXPENSES (TRAVEL, LODGING, ETC.): Include expenses for picnics, excursions, out-of-town trips, membership fees paid to social and recreational clubs, purchase of articles/items for hobbies such as stamp or coin collecting, photography including purchases/printing/development of camera film, gardening and the like. Annual license fees for radio/TV should also be reported here. Durable items such as hobby equipment, e.g. camera, projectors, etc. should not be included here. Expenses related to business trips should not be included here.

REPAIR AND MAINTENANCE OF THE HOUSE: This Includes expenditures on labor and materials incurred in fixing the house such as fixing the roof, fence, flooring etc. This should include only the normal maintenance expenses of house. Normal maintenance of the house refers to works necessary to maintain the house in previous condition. It should also include the maintenance cost to keep household effects in good working order.

REPAIR AND SERVICING OF HOUSEHOLD EFFECTS: Expenditures included here are the cost for fixing broken appliances, kitchen equipment, furniture, fixtures and furnishings, clocks, etc.

HOME CONSTRUCTION, IMPROVEMENTS AND ADDITIONS: Expenditures on improvements such as adding a new room, redecorating, or putting on a new roof (for example changing the roof from thatch to metal) should be recorded here. Cost of building a new house should also be reported here. Include expenditures on wood required for the construction.

Miscellaneous Expenses

MARRIAGES, BIRTHS AND OTHER RELIGIOUS CEREMONIES: Include expenses incurred for marriage parties, First Rice Ceremonies, and other religious ceremonies of marking events in the cycle of life.

DOWRY AND BRIDE PRICE GIVEN: Expenditure on dowry and bride price may include jewelry, gold, land, animals, etc. In reporting expenditures on these, avoid double-counting. If jewelry or any other such item was purchased as part of a dowry or bride price, then it should be reported here, but not under other categories. If the amount reported here is thought to be quite high, ask if it includes expenses on items which are not part of dowry.

DOWRY AND BRIDE PRICE RECEIVED: The goods that the household received as dowry or bride price may be jewelry, gold, land, animals, etc. Ask the household to estimate the total value of such goods received during the past 12 months.

FUNERALS AND DEATH SERVICES: Include payments (cash and in-kind) to religious practitioners such as priests, monks and mullahs for death ceremonies and other funeral costs, like transportation and food for relatives.

RELIGIOUS CEREMONIES: Include the support of pilgrims and sadhus, the sponsoring of monks, the support of monasteries, religious associations or other religious institutions, Puja and Puran etc.

CASH LOSSES: Include loss of cash money, personal and household effects. Do not include cash losses incurred in a business.

Durable Goods

KITCHEN EQUIPMENT (Refering to row 412): Include expenses on crockery, refrigerators, stoves, pots and other kitchen equipment like gagri, khadkula etc. Also include the purchase of gas cylinder.

PILLOWS, MATTRESSES, BLANKETS, ETC.: Include the purchase of ready-made bed sheets, pillow covers, blankets, quilts, pads, mosquito nets, cotton for quilts, pillows, cushions, etc.

FURNITURE AND FIXTURES: Include furniture made of wood, metal or plastic, furniture for dining, drawing or living rooms, bedrooms or gardens, purchases of sanitary fittings (water taps, bathroom mirrors, hangers, basins, showers, bathtubs and other such fittings), floor coverings (rugs, carpets, mats), paintings, wall clock and other items of decoration.

PART C: INVENTORY OF DURABLE GOODS

Instructions

Question 1: Ask Q.1 for all durable goods listed. Put a check in the appropriate column for all items listed before asking other questions. If the answer is "Yes", ask Questions 2 - 6. If no durable goods are