Malawi Government

INTEGRATED HOUSEHOLD SURVEY

INTERVIEWER'S MANUAL

November 1997 – October 1998

National Statistical Office
P.O. Box 333
Zomba

CHAPTER 1: INTRODUCTION

1.1 You have been selected as one of the interviewers of the MALAWI INTEGRATED HOUSEHOLD SURVEY (IHS) which is being conducted by the National Statistical Office.

1.2 The I.H.S covers a field of great interest to us all – its focus is on diagnosis – it tries to explain how and why households respond to the micro-economic environment.

1.3 The enumeration of households in the I.H.S. is spread over a year. This is in view of the length of the questionnaire and in order to capture seasonality.

1.4 The survey is being conducted under the Statistics Act of 1967 which empowers you to collect information from selected households. However the information collected remains confidential to National Statistical Office (NSO) and must therefore not be divulged to any person not authorized to have it.

CHAPTER 2: DESCRIPTION OF SURVEY

2.1 Reason for the Survey

2.1.1 **Analysis of Poverty:** The I.H.S. will provide a complete and integrated data set that will provide a basis for establishing a poverty profile for the country.

2.1.2 Policy Analysis: The survey will serve a much broader set of applications on policy issues regarding: Household behaviour and welfare, Distribution of Income, Employment, Health and Education.

2.1.3 Revision of weights for Consumer Price Indices: The weighting pattern and mix of commodities in the Consumer Price Indices gets out –dated over time. The I.H.S. will provide fresh information on income and expenditure patterns of households as well as on the current set of commodities in the consumer basket. This information will be useful in the revision of commodity weights and updating of types of commodities in the basket.

2.1.4 Estimation of Final Household Consumption Expenditure: In the National Accounts final household consumption expenditure is often derived as a residual owing to the difficulties encountered in trying to get a direct estimate. The I.H.S. will provide a direct estimate of final household consumption expenditure from the expenditure data of households covered in the survey.

2.1.5 Rationalisation of Data Collection: Household surveys have been carried out in an uncoordinated manner in the past. The I.H.S. will address the interests of various users in one integrated data set with inter-linked modules.

2.2 Topics Covered

2.2.1 The subject matter covered will be comprehensive because welfare has many dimensions which will need to be investigated. These include income and expenditure, assets, education, health and employment. In addition each aspect of household welfare and behaviour cannot be properly understood on its own, but has to placed within the context of the whole.

2.2.2 The survey will therefore have ten inter-linked modules at the **Household level** as follows:

- Household Roster
- Education
- Health
- Fertility
- Nutrition
- Income
- Employment and Household Time Use
- Migration
- Housing and Access to Facilities
- Expenditure

2.2.3 At the **Community Level** Price information on typical purchases will be collected.

2.3 Scope of the Survey

2.3.1 Inclusion in the Survey

(a) Broadly speaking the survey comprises all people living in private dwellings in both the urban and rural areas of the country. Some occupants of private dwellings (in particular, non-Malawian diplomatic staff and their families, non-Malawian tourists and defence staff are excluded, as are occupants of places other than private dwellings such as prisons, hospitals and army barracks).

(b) Children under the age of 10 should not be asked income or expenditure questions. However data regarding children should be attributed to the heads of their respective households.

2.3.2 Exclusion from the Survey

The survey excludes:

-People living outside the selected urban and rural areas

-All residents of dwellings other than private dwellings

- Non-Malawian diplomats (Holders of red “Diplomatic Identity Cards”), non-Malawian diplomatic staff (Holders of blue “Diplomatic Identity Cards”, and members of their households; (Note: a green diplomatic Identity card does not give full diplomatic immunity, and all green card holders should be in the scope of the survey).

-Non-Malawian tourists and others holidaying in Malawi (but includes foreigners resident here and their dependants).

-Members of the Army and their dependants if living on a base or camp. These people are included if living in private dwellings off the base.

NOTE: You should not duplicate or omit any of the people who are in the scope of the survey.

2.2.3 Coverage Rules

(a) The coverage rules are largely related to the definition of "household" and "head of household". **Household:** A household may be either a person living alone or a group of people , either related or unrelated, who live together as a single unit in the sense that they have common housekeeping arrangements (that is, share or are supported by a common budget). Someone who does not live with the household during the survey period is not a current member of the household.

> A household can therefore extend over more than one dwelling (especially in rural areas and perhaps in servants' quarters) or there can be more than on household in a dwelling.

Head of Household: The head of household is the person commonly regarded by the household as their head and must be a current household member. The head would usually be the main income earner – but you should accept the decision of the household as to who is their head. There must be one and only one head in the household.

(b) There are two aspects to the coverage rules. In the first instance, we must establish whether the whole household is to be included, and in the other we must determine who are the members of the household.

Household Coverage Rules: A household will be listed in a dwelling unit and surveyed, if selected in the sample, provided it is going to be in the dwelling unit for 14 or more days during the survey period, irrespective of whether this dwelling unit is its usual place of residence or not.

Similarly if a household as a whole which is usually living in a dwelling unit will be away for 15 or more days during the survey period, it will not be listed and should be excluded from the survey.

In cases of extended family system and polygamous men, household members are distributed over two or more dwelling units. If these dwelling units are in the same compound or nearby, but necessarily within the Enumeration Area being listed, these dwelling units will get separate serial numbers but households will be treated as one and will be listed as such with a common serial number. For this common household there will be one and only one head, who is acknowledged as such and the household will be surveyed as one entity. In case the head is not a current member and is not living in one of the dwelling units belonging to this household for the required number of days, he should be excluded from the survey and substituted as head by the next member in command of the household. The household has to be listed and surveyed.

Personal Coverage Rules: Given that the household is to be included then members of the household who are present at the time of your first visit should be included in the survey provided that they would be present for 14 or more days during the survey period, otherwise they will be excluded.

Similarly, a person who arrives during the period of the survey and intends to stay for 14 or more days during the survey period, as a member of the household, will be included in the survey.

NOTE: You should be very careful when dealing with this rather complex part of the survey. You must carefully check who is part of the household and record all the household members in the Household Roster. Be particularly careful not to forget household members living in nearby dwellings (if appropriate). Also do not forget to deal separately with separate households living in the same dwelling. If you are in doubt as to where to include a person or household, discuss the problem with your supervisor.

CHAPTER 3: EXPECTED OUTPUTS

3.1 Establishment of Poverty Profile

3.1.1 The data will provide a basis for the compilation and updating of a poverty profile for Malawi. The main objective of the poverty profile is to quantify not only the incidence of poverty but its severity and intensity.

3.1.2 Analysis can highlight the human capital of poor households, assessing how their basic needs of health, education and housing are likely to be affected by policy interventions.

3.2 Analysis of Employment

3.2.1 Structural Adjustment Policies tend to induce greater labour mobility and reduced job security. Combined with cuts in real wages adjustment frequently gives rise to incidence of multiple job – holding. The data will provide a basis for understanding these labour dynamics.

3.3 Analysis of Migration

3.3.1 Adjustment is likely to change migration patterns. It offers opportunities for improvements in living standards, but can also be socially disruptive since it does not only displace families but very often families become separated when adult males re-locate in search of employment. The number of female – headed households can therefore increase considerably requiring separate analysis of such households.

3.4 Analysis of Education

3.4.1 The data will provide the basis for understanding policies that affect education from both the demand for education and the supply for education perspectives. Policies likely to affect the supply side of education include expenditure cuts for public schooling and training and increases in user charges for education. Policies likely to affect the demand side include all those which change both household incomes and prices that households face.

3.5 Analysis of Health

3.5.1 The health analysis plan can take prices of food and measures of accessibility to public health facilities, household assets, wages and other household characteristics as explanatory variables.

3.6 Analysis of Nutrition

3.6.1 The data will allow the study of changing household incomes, relative prices of basic food and other commodities, key household and community characteristics and how they interact to influence the level and variability of food consumption.

CHAPTER 4 : PRE-ENUMERATION LISTING AND HOUSEHOLD SELECTION

4.1 Pre-Enumeration Listing

4.1.1 You will be involved in the listing of the dwellings and households in a selected Enumeration Area (EA). This operation will be undertaken during the last one week of each month. The households that you will interview will be selected from the household listing.

4.1.2 Dwelling – listing involves the listing of each private dwelling in a given EA. Non private dwellings (e.g. hospitals, prisons) should not be listed, although private dwellings (e.g. caretaker's or servant's quarters associated with hospitals etc should be listed.

4.1.3 You will probably need to ask the household members whether a building (e.g. a shop) has a dwelling in it or whether it is used as a dwelling, or if you are not sure how many dwellings there are in a servant's quarters. However do not delay your work with long conversations. You should never include buildings in the list if you know that they are not dwellings (for example a burnt –out house should be excluded). However habitable private houses that are vacant should be listed.

4.1.4 You should provide as complete a description of the EA as possible. You should give sufficient details to define the EA – by either referring to an attached map on which the boundaries are marked or by recording street names and main features.

4.1.5 The "commencing point" (i.e. the point from which your list begins) should be a clear and easily distinguished feature on the boundary of the EA- e.g. the corner of named roads, or at a church. If attaching a map of the EA, the starting point should be marked an "X".

4.1.6 Starting from this point on the EA boundary, you should now proceed in an anti-clockwise direction so that the EA is on your left – hand side. Initially you should simply walk around your EA so that you are familiar with the boundaries and the general area. Having returned to your starting point, you should continue in the anti-clockwise direction listing each private dwelling as you see it.

4.1.7 The Listing Form (I.H.S.-1) has a column for "DWG NO". You should give each dwelling on the list a separate dwelling number starting with 001 and continuing 002, 003, etc.

4.1.8 The I.H.S.- 1 also has a column for the dwelling description. This description should be sufficient for you or another interviewer o identify the dwelling. You should state the street name (if there is one) and mention identifiable external features (e.g. house or plot number if displayed, or unusual house design or shape). Often you will need to identify a dwelling by its relationship to another dwelling or distinguishable feature (e.g. left hand servant's dwelling for DWG 026 or white house 100 metres from Kufa and Ndirande street). Where two or more dwellings are very similar, you should highlight the differences between them.

4.1.9 You should take particular care not to either omit or duplicate any dwelling within the EA allocated to you. Similarly you should not include any dwelling outside your EA boundary. You should be careful when listing near the boundary and, if in doubt as to whether to include a dwelling or not, check with your supervisor. You should identify households residing in those dwellings and list them separately indicating the name of the household head. The household number and name of household head should be entered in columns (3) and (4) respectively.

4.1.10 When you have finished your listing, all private dwellings as well as households residing in those dwellings in the EA should be listed on the Form. The final household number will of course, be the number of households in the EA.

4.1.11 The result of your work for a given EA should be a complete list of all private dwellings and households in the Enumeration Area. The list should be handed to your supervisor immediately after you have completed the task and you should raise your remaining queries and point out unusual cases at that time.

4.2 Household Selection

4.2.1 The supervisor will select households at random from the listing form (I.H.S.-1). The selection procedure is 10 households from each Urban EA and 20 households from each Rural EA. The listing forms showing the selected households will be handed back to you to begin interviewing the households.

4.2.2 In each EA you will be working on a four-week cycle with each household being involved in the survey for 28 days. Every fourth week you will be given an EA and another set of 10 or 20 households to cover.

CHAPTER 5: COMPLETION OF FORMS

5.1 I.H.S. Main Questionnaire: (I.H.S – 2)

5.1.1 Part 1: Household Identification

Section A: Initial Household Identification

5.1.1.1 This part of the questionnaire is divided into two: Section A deals with initial household identification by the enumerator or interviewer. In the first box you should record the district (2 digit field), Traditional Authority (TA) or

Town (3 digit field), Enumeration Area (3 digit field) and Village of Place (3 digit field).

5.1.1.2 The next part of the questionnaire is used for household intentification and the identification of the head of the household by name (see section 2.3.3. for coverage rules). The information from the Listing Form (I.H.S.-1) is entered on the questionnaire before the start of the interview. This information regards whether the dwelling was original one selected from the I.H.S. 1, its stratum number, description, household number and name of household head. A record of any discrepancies is also maintained**.** These discrepancies can arise because of changes since the original listing, or because of illness, refusal, death or any other reason.

Section B: Final Identification of Household

5.1.1.3 This part is completed by the supervisor as a final check on section A above. The supervisor has to ascertain if the household to be interviewed is the same as that originally selected; whether the headship has changed since it was listed, if it is a different household that has moved into the dwelling and if it is a replacement household. If it is a replacement household we need to know why it had to be replaced. The final segment of section B, apart from repeating household information from Section A, also includes the duration of the interview if all sections of the questionnaire were completed at a one go.

Part 2: Household Characteristics, Income and Expenditure

5.1.2 Section A: Identification Panel

5.1.2.1 In the panel you should transfer information from part 1 above regarding District, TA/STA or Town, EA, Village or Place and Household. The number of the household for a particular EA and TA/STA or Town has to be unique otherwise in subsequent processing of the data it will be regarded as a duplicate.

5.1.3 Section B: Household Roster

5.1.3.1 The purpose of this section is to find out which persons are to be classified as household members (see Section 2.3.3 on household definition). The interviewer will always start by writing the name of the household head followed by his or her spouse(s) and then all other relatives living in the same dwelling. He will then write the names of all persons not related to the head of the household such as servants, lodgers, who usually eat together in the same dwelling and recognize the head's authority.

5.1.3.2 Once the full list is known you should fill the rest of the roster in terms of sex (1 digit), relation to head (1 digit), age (2 digits for years and months columns), birthplace (1 digit), school attendance in the last 12 months (1 digit), marital status (1 digit), activity status in the last 7 days (1 digit). These details act as filters (especially sex, age, school attendance and activity status) and they are therefore important for subsequent sections of the questionnaire. The roster has provision for at least 15 household members.

5.1.3.3 The codes for “Relationship to Head”, “Marital Status”, “Birthplace” and “Activity Status” are on page 6.

5.1.3.4 **Special Note on Age:** Age is an important variable for much socio-economic analysis and must be established as accurately as possible, especially for children under 5 years. In asking about age first ask to check whether the respondent has a birth certificate. If the certificate is available then you should ask to see it. If not then age should be asked directly. If the age is not known then you should refer to the “Calendar of Events” to assist in determining the household member’s age. You will find the Calendar of Events enclosed in the Manual.

5.1.4 Section C: Education

5.1.4.1 Part C-1 covers persons who are supposed to be currently in school. The first column is a listing of persons serially. This is followed by ID number from the roster of the person being interviewed i.e. the person to whom the questions on education refer. The next column records the class the person was in during the last 12 months, then the type of school. If the person was not in school, for some period during the 12 months, then the reason for not going to school is recorded. The codes for “School” and “Reason” are given at the bottom of page 7.

5.1.4.2 If school is “day school” the distance covered (kilometers) and the time taken (hours) is recorded in column 6 and 7 respectively. In column 8 one of four modes of transport to school is recorded. The modes of transport are: foot, bus, car and bike.

5.1.4.3 Part C-2 covers education and literacy levels . The serial number is recorded in column 1. The ID number of the person being interviewed is recorded in column 2. School attendance and highest class completed are recorded in columns 3 and 4. Column 5 attempts to determine the literacy level in terms of being able to read and write a letter in either English or Chichewa. The last part seeks information on formal literacy classes.

5.1.5 Section D: Health

5.1.5.1 The health section is divided into three parts. Part 1 seeks information on the health condition of all household members during the last 2 weeks. In column 1 the serial number of household members is recorded. This is followed in column 2 by the ID of the person being interviewed. Column 3 seeks information on whether the person being interviewed had an illness or injury during the past two weeks. The next questions follow-up on the previous question to get the number of days the injury persisted (column 4) and whether it affected the person’s usual activity (column 5) and if so for how many days (column 6). Medical consultation, Reason for consultation, and who did the consultation are recorded in columns 7,8 and 9 respectively.

5.1.5.2 Part 2 is fro women aged from 15 to 45 years. It starts in columns 1 and 2 with the serial number and ID of the person being interviewed. Then in column 3 a question on pregnancy is asked. If the person has never been pregnant you skip to the next person. If they were pregnant at some point in time you ask in column 5 about children ever borne alive and their sex. This column is divided into three parts to record, out of the children ever borne alive, those living in present household, those living elsewhere and those that have died. The total of these should be recorded in column 6. In column 7 the question seeks information on births during the last 12 months by sex and whether they are still alive or have since died..

5.1.5.3 Deaths that have occurred in the household during the last 12 months are recorded in Part 3. The deaths include both those of children and the elderly . The serial number, sex and age at death are recorded in columns 1, 2 and 3 respectively.

5.1.6 Section E: Nutrition

5.1.6.1 The section on nutrition applies to children between 6 months and 5 years of age. In other circles this section is called "Anthropometrics". Anthropometric measurements provide good indicators of nutritional status and indirect measures of individual and household welfare. The two main measurements are height and weight.

5.1.6.2 The ID, name, sex and age of child are recorded in columns 1,2,3 and 4 respectively. The age recorded by the interviewer should be immediately compared to that recorded in the roster (Section B above).

5.1.6.3 The weight of the child (Column 5) should be recorded to the nearest 0.1kg. The height or length is recorded in column 6. If the child is 2 years or over (24 months or more), its height is measured. If under 2 years (23 months or less) its length is measured. In both cases you should use the same measuring board: in the former case, placed vertically against a hard surface (wall, door etc) and in the latter case, placed on the ground. Measurements should be recorded to the nearest 0.1 centimetre.

5.1.6.4 The reason for the child not being measured is recorded in column 7. Codes for "reason" are at the bottom of page 12.

5.1.7 Section F: Household Income

5.1.7.1 The section on income is divided into four parts. Part 1 records income derived from "Agricultural Crop Production". The first question in part 1 filters out those households not engaged in self employed crop production. If "no" you should go to part 2.

5.1.7.2 Question 2 asks information on cultivated acreage. Question 3 seeks and records production and sales of major food crops during the last 12 months. The crops covered are hybrid maize, cassava, groundnuts, rice, millet, sorghum and beans. The crop codes are as follows:

- Hybrid maize=11, Local maize =12
- Cassava = 13,Groundnuts=14
- Rice = 15,Millet = 16
- Sorghum = 17, Beans = 18
- Other food = 19.

Unit codes are given at the bottom of page 13. A complete list of unit codes for food crops and livestock products is provided below:

- Kg = 1, Litre = 2
- Maize bag (90 kg) =3.
- Maize bag (50kg) = 4 , Other = 5.

More information is recorded on quantity harvested, quantity sold and the units used. In the last column the Kwacha equivalent of the quantity sold is recorded.

5.1.7.3 Question 4 seeks information on sales of non-food cash crops. The crops specified are cotton, sugar cane, tobacco, soya beans, sunflower and tea. The crop codes are as follows:

- Cotton = 20, Sugar cane = 21
- Sunflower = 22, Tea = 23
- Other crops = 24, Tobacco = 25.

5.1.7.4 The last part of agricultural crop production seeks information on inputs used in the activity during the last 12 months for both food crops and non food crops. The inputs specified are seeds, fertilizer, pesticides, transport and labour used. The input codes are as follows:

- Seeds = 11, Fertiliser = 12
- Pesticides = 13, Transport = 14
- Labour = 15.

5.1.7.5 The information from sales and inputs sides enables us to compute the net income received from this activity.

5.1.7.6 Part F-2 records income derived from the sale of livestock, poultry and related products. The section is divided into four sub sections: Livestock, Livestock products, Poultry and input costs. If the household was not engaged in this activity (Question 1) you should go to the next part which is part F-3.

5.1.7.7 In question 2 livestock is listed by type as follows: cattle, goats, sheep, and pigs. Information is recorded on the numbers sold and the equivalent sales value during the last 12 months. The livestock codes are:

- Cattle = 10, Goats = 11,
- Sheep = 12, Pigs = 13.

5.1.7.8 Question 3 asks sales information (last 12 months) on livestock products by type as follows: milk, yoghurt, cheese and butter/fat. The unit codes are provided at the bottom of page 15. The product codes are as follows:

- Milk = 21, Yoghurt = 22
- Cheese = 23, Butter/fat = 24

5.1.7.9 Question 4 seeks sales information on poultry and poultry products during the last 12 months. Poultry and products are as follows: chickens, ducks and eggs. The codes are as follows:

- Chickens = 11, Ducks = 12
- Eggs =13, Other =14.

5.1.7.10 Part F-3 records information on income from non farming business. The reference period is the last one month. If the answer to question 1 is “no” you should go to the last part of income i.e. part F-4.

5.1.7.11 In question 2 you should describe the main or primary business of the household. Main here is determined on the basis of income derived from the business. In 2(b) you should record number of persons engaged. You should insert the code of business and the number of persons engaged in the boxes provided. The business codes are as follows:

Forestry and Fishing

Code	Description
11	Forestry
12	Fishing
13	Other forestry and fishing

Mining and Quarrying

21	Stone quarrying
22	Extraction of minerals
29	Other mining and quarrying

Manufacturing

30	…….
31	Food
32	Beverages
33	Tailoring
34	Carving
35	Furniture
36	Painting
37	Pottery
38	Transport equipment (e.g. canoes, ox-carts etc)
39	Other manufacturing

Electricity and Water

40	…………
41	Electricity
42	Water

Building and Construction

51	Building and Construction

Trade

61	Wholesale trade
62	Retail trade
63	Restaurants, Motels and Resthouses

Transport

71	Operation of taxis (including unlicenced passenger/goods vehicles excluding minibuses
72	Operation of miniuses
73	Other transport

Financial and Business Services

81	Accounting Services
82	Legal Services
83	Lending money (Katapila)
84	Other Financial and Business Services

Community and Personal Services

91	Educational Services
92	Medical Services
93	Motion Picture
94	Shoe Repair (Cobblers)
95	Motor Repair (Garages)
96	Tinsmithing
97	Other Repair
98	Domestic Services
99	Other Community and Personal Services

5.1.7.12 Question 3 asks for information on the next important non-farming business. Insert the code in the box provided.

5.1.7.13 Question 4 seeks information on sales by type of item, value of items consumed by the household and value of those items that are sold. The item codes are as follows: Fish=11, Logs/Planks=12, Stone=13, Bread/Cakes/Buns/Fritters(Zitumbuwa)=14, Freezits=15, Clothes=16, Tables=17, Chairs=18, Other furniture=19, Paintings=20, Pots/Plates=21, Canoes=22, Carts=23, Resales=24, Rooms given out=25, Transport services=26, Financial services=27, Educational services=28, Medical services=29, Repair services (shoes)=30, Repair services (equipment)=31, Other services=32.

5.1.7.14 Under question 5 you should record the total input costs of the business in the box provided.

5.1.7.15 Under question 6 the sales and total input costs for the secondary business are recorded in the appropriate boxes.

5.1.7.16 Part F-4 is divided into two parts: F-4a covers income from salary/wages, rental income and interest received; part F-4b covers income from transfers. If part 4a is not applicable you should go to part 4b which is the last section on income.

5.1.7.17 The first part (part 4a) collects income data for household members during the last one month. The ID number and name of household member are recorded in columns 2.1 and 2.2 respectively. The income data distinguishes five types: salary/wages, income in kind, rental income from land or house, interest received and any other income.

5.1.7.18 Part 4b seeks information on income transfers by source to and from household members during the last one month. Question 1 (in-comings) asks if any member of the household received money or goods from any relative or any other person during the last one month. If the answer is "no" you should go to question 3 which is on "out-goings". The ID and name of household member are recorded in columns 2.1 and 2.2. The three columns 2.3 to 2.5 record incomings from urban, rural and abroad respectively.

5.1.8: Section G Employment and Time Use

5.1.8.1 This section is divided into three major sections: G-1 Main Occupation, G-2 Secondary Occupation and G-3 Time Use of Household Members. For employment and occupation the reference period if the last 12 months and for time use it is the last 7 days.

5.1.8.2 If activity status in section B (roster) is 1-4 parts G-1a and G-1b (if applicable) are completed. Main occupation is based on income. Likewise the occupation next in importance is regarded as the secondary occupation. You record on pages 20 and 21 in columns 1-4 the serial number, ID of person being interviewed, main/secondary occupation and industry related to that occupation. Then in column 5 you record the number of weeks the respondent did the work during the last 12 months. In column 6 you record the number of hours per week this work was done. In the last column (column 7) you record for whom the respondent works. The applicable categories are: government, statutory body, private business, self employed and other. The relevant codes are given on the same page. The occupational group and industry group codes are as follows: OCCUPATIONAL GROUP CODES: Professional and Technical=1, Administrative and Managerial =2, Clerical =3, Sales=4, Service=5, Agricultural=6, Other=7. (These are major groups of the International Standard Classification of Occupations-ISCO) INDUSTRY GROUP CODES: Agriculture, Forestry and Fishing=1, Mining and Quarrying=2, Manufacturing=3, Electricity and Water=4, Construction=5, Wholesale and Retail Trade, Restaurants and Hotels=6, Transport=7, Business and Financial Services=8, Personal and Community Services=9. (These are major groups of the International Standard Classification of All Economic Activities-ISIC).

5.1.8.3 Part G-2 seeks information on employment search during the last 12 months. This part is completed if activity status code from the roster (section B) is 5. The serial number and ID of person being interviewed are recorded in columns 1 and 2. In column 3 you should record the number of weeks altogether the respondent was without work. In column 4 you record the number of weeks the respondent was actively looking for work out of the weeks he/she was not working. If the answer is "none" you go to the next question which seeks reasons why he/she was not looking for work. The reasons cited are: illness or injury, vacation and no suitable jobs around. If the answer is positive in column 4 then you should go to the last column where the question is seeking information on the type of work respondent was looking for. There are two types of work listed: wage work (employee) and self-employment or either.

5.1.8.4 Part G-3. This part is intended to obtain information on the activities of household members not directly related to employment. Five activities have been distinguished: fetching firewood, fetching water, cooking food, house cleaning and child care (for children less than 5 years of age). In columns 1 and 2 the serial number and ID of person being interviewed are recorded. The hours spent during the last 7 days in doing the activities are recorded in columns 3 to 7. The time recorded should be inclusive of travel time in cases where traveling is involved.

5.1.9 Section H: Migration

5.1.9.1 The respondents for this section are persons aged 10 years and above. The reason why children under 10 are excluded is that their migration characteristics are the same as those of their parents. In columns 1 and 2 you should record the serial number and ID of the person being interviewed respectively. In column 3 an answer is sought on whether the respondent has always lived in the same village/town. If the answer is "yes" no more questions are asked. Instead you should go to the next person. If the answer is "no" you should go to the next question. The next question asks the respondent for how long he/she has lived in the village/town. The period should be given in years and months. The next question seeks information on whether the respondent was staying in a village, town or abroad before they came to their present place. The codes for this question are: Village=1, Town=2, Abroad=3.

5.1.9.2 In column 6 the length of stay since the respondent last returned to the present place is recorded and it should be in years and months. The last question (column 7) seeks the main reason why the respondent had to move to his/her present place. Nine reasons and their codes are given: own employment, spouse's employment, marriage, school, drought, war, seeking land and looking for work.

5.1.10 Section I: Housing and Access to Facilities

5.1.10.1 This section is divided into two parts: part I-1 Housing Amenities and part I-2 Access to Facilities.

5.1.10.2 Under part I-1 four questions are asked on tenure (Question 1), main source of drinking water (Question 3), main source of cooking fuel (Question 5) and main source of lighting fuel (Question 7). The questions are in two parts with the first part asking about the present situation and the second part asking about the situation 12 months ago. The categories have codes next to them and you should enter the code in the appropriate boxes provided.

5.1.10.3 Under part I-2 five types of facilities are distinguished. These are produce market, grocery/supermarket, homecraft center, health center/hospital and bus stage. Four questions are asked on: (i) length of time it takes to reach the nearest facility (ii) means of transport (iii) use of facility (iv) non-use of facility. In column 3 coded answers are given and the relevant codes should be inserted under facilities' columns 4,5,6,7 and 8.

5.1.11 Section J: Assets

5.1.11.1 This section is divided into three sections; part J-1 Household Durables, part J-2 Livestock and Poultry and part J-3 Land (cultivated). The section seeks information on the possession and mode of acquisition of the assets.

5.1.11.2 Columns 1, 2, 3 and 4 of part J-1 seek information on type of asset owned, when the asset was acquired, mode of acquisition and its estimated current value. If the asset was bought less than a year before, its price when it was bought is used. If the asset was bought more than a year ago current sales value is used. This will give an approximate current value of the asset. The codes for type of asset and mode of acquisition are given at the bottom of page 27.

5.1.11.3 Columns 1,2 and 4 of part J-2 seek information on type of livestock owned, number and estimated current value of the livestock. Use is made of the price paid if asset was bought less than a year before. If bought more than a year before current sales value is used. The codes for livestock type are given on page 28.

5.1.11.4 Land (cultivated) ownership is covered under part J-3. Three types of land are distinguished: freehold land, leasehold land and customary land. Under each type of land the hectarage and estimated current value of the land are recorded in columns 3 and 4.

5.1.12 Section K: Household Expenditures

5.1.12.1 The household expenditure section is a key component if the I.H.S. questionnaire because expenditures are one of the main indicators of household welfare. For most analyses expenditure will be used as a primary variable to classify households and to establish if they fall below the poverty line.

5.1.12.2 Expenditure section distinguishes between three types of expenditures; part K-1: non-cash or own account food expenditures, part K-2: major expenditures (household durables) and frequent or daily expenditures. The latter are dealt with in a separate diary of expenditure.

5.1.12.3 Section K-1: non-cash food expenditures – This pat covers own account or non-cash food expenditures made by the household during the last 3 days. The idea is to be able to capture the expenditure of mostly rural households whose economic transactions do not involve the use of money. In columns 1,3,5 and 6 the type of food item, quantity consumed, estimated value and source of the food are recorded. Four sources of food are distinguished: own production, barter, wage in-kind and gifts. The food product codes and the source codes are given on page 29.

5.1.12.4 Section K-2: major expenditure

5.1.12.4.1 This section of the questionnaire supplements the diaries (see below) by providing data that the diary either could not provide, or would provide in insufficient quantity for efficient estimation. Data is collected for the following 12 major commodity groups: Housing costs (reference period =1 month), Fuel and power (ref period=1 month), Clothing and footwear (ref period=3 months), Kitchenware (ref period=3 months), Furniture (ref period=12 months), Household textiles (ref period=12 months), Household appliances (ref period=12 months), Household services (ref period=12 months), Medical expenses (ref period=12 months), Transport (ref period=12 months), Education (ref period=12 months), Miscellaneous payments (ref period=12 months).

5.1.12.4.2 Special note: Because the survey seeks to measure expenditure made using funds in Malawi, special attention should be given to people who are likely to have overseas expenditure (e.g. foreign nationals). If it appears that such people did not arrive in Malawi (for the first time) until recently, then you should ask “since you arrived in Malawi……” rather than “in the last 12 months…….”

5.1.12.4.3 Furthermore, the survey is intended to be restricted to net private expenditure. Payments (or part of payments) made by an employer or by any person or organization outside the household, as well as payments (or part of payments) charged to a business, should be excluded from the expenditure data collected in the survey (i.e. only the net payment shown). Expenditure data of a business nature (e.g. business trip to Mzuzu) should be excluded throughout; but if person’s employer or business pays all or part of private expense, then this should be included under “income in kind”.

5.2 Diary of Expenditure (I.H.S-3)

5.2.1 The diary is used to record frequent expenditures. THESE ARE RECORDED ON A DAILY BASIS. Information on a large part of household expenditure will only be collected in the diaries and the accuracy and completeness of diary-keeping is therefore essential.

5.2.2 Some of the payments that will be recorded in the diaries will be of the type already recorded in the I.H.S-2 : Major expenditure section; e.g. rent, clothing – but they should still be reported in the diary to avoid mistakes. They will be taken care of at the coding stage by coding them “000” which is a non-usable code.

5.2.3 Diary-keeping should start as soon as possible fro each selected household. It should start from the earliest interview involving I.H.S-2 – i.e. as soon as eligible spenders have been identified. Diaries will be maintained for a period of 28 days for each household.

5.2.4 One diary should be given to each spender who is completing the diary himself. A general diary should be maintained by you in respect of all other spenders in the household (i.e. those who will not be maintaining their own diary). A diary being completed by you should never be left with the household. Diaries should never be kept for non-spenders (i.e. those aged less than 10 years).

5.2.5 You should take the following steps in respect of each diary:(i) record the household identification numbers in boxes provided (ii) record the date the diary has been issued (iii) record the actual number of days the diary has been completed (iv) complete the “enumerator-completed” and “self-completed” boxes (v) in the first few lines of each diary, record by recall what payments the respondents made on the day that you introduce the diaries. The last step is important because it will show the respondents by direct example how to complete the diary if they are to it themselves, or it will show them what is expected of them if you are to record their expenditures for them.

5.2.6 Need to record every payment

Record every payment made during the diary-keeping period. This applies even if the goods were obtained previously or will be acquired later. You should write “nil” for any day on which no payment was made.

5.2.7 Method of payment

All payments whether by cash, personal cheque, bank cheque, cash order or postal order must be included. Payments made with goods (i.e. by barter or exchange) should be excluded.

5.2.8 Record each payment in only one diary

Each payment should be recorded in one and only one person’s diary so that there is no double counting or omission of expenditure for the household.

5.2.9 Payments to other members of the household

Payments to other spenders (i.e. those who are keeping their own diary or for whom you are keeping a diary) must not be included because this expenditure would then be duplicated for the household. However payments to non-spenders (e.g. pocket money to children) should be recorded.

5.2.10 Goods obtained but not paid for

Any goods obtained but not paid for during the diary-keeping period should not be entered in the diary.

5.2.11 Credit card accounts

These will be rarely met with. If they arise, you should record the expenditure item by item as covered by the account on the day that the account is paid. Accounts paid for with funds overseas should not be recored.

5.2.12 Business expenditure

As stated elsewhere, non-private expenditure should be excluded.

5.2.13 Refunds

Payments recorded in the diary should be net payments after refund – (if any).

5.2.14 Deduction from wages

Any deductions made directly from wages (e.g. tax, insurance, repayment of advances) should be recorded separately on the day of payment. It would be wise to specifically ask about this at the end of each pay-period.

5.2.15 Full description of each item

Each item purchased should be described in detail. The type of shop or outlet and the quantity are required for editing and further analysis of the data.

5.2.16 Visits to the household

You should visit the household every third day to carry out the following: (i) check that the diaries are being maintained and that no days have been missed (ii) check that the recorded descriptions are in sufficient detail and seek clarification where necessary (iii) make sure that the columns for shop/outlet and quantity are clearly filled in (iv) assess whether the respondent is likely to fill up the diary before your next visit, and if so to take away the existing diary and leave blank diary for him to continue to use.

5.2.17 As soon as possible after the last day of diary keeping, preferably early the next day, you should call to collect the self-enumerated diaries or complete the diary being enumerated by you for that household. When this is done and all edit queries resolved, you should thank the household members and leave a copy of I.H.S-8. Your work with that household will then be finished.

5.3 Community Level Data on Prices (I.H.S-4)

5.3.1 This survey will enable the integration of community level data on prices with data collected from households in the community.

5.3.2 The data will be collected by supervisors in the towns(urban areas) and some selected Traditional Authority areas (rural areas).

5.3.3 Detailed guidelines are available in the booklet “Instructions to Supervisors”.

CHAPTER 6: OTHER FORMS AND DOCUMENTS

6.1 Query Sheet (I.H.S-6)

6.1.1 Form I.H.S-6 is provided for you to record any problems which may arise. Do not hesitate to use it since we will then be able to identify the difficult or ambiguous areas. This is important in the processing and interpretation of the data. It will also assist in the improvement of the forms. If there is any doubt as to how you should complete it bring it to the attention of your supervisor.

6.2 Letters of Introduction and Thanks (I.H.S-7 and I.H.S-8)

6.2.1 Forms I.H.S-7 and I.H.S-8 are letters of thanks to the responding households. Form I.H.S-7 thanks people for their cooperation in the initial interview and encourages them to maintain the diary. You should leave one copy with each family. When handing over the letter you should draw attention to the section on completing the diary and ask the diary keepers if there are any questions they would like to ask.

6.2.2 Form I.H.S-8 is the final letter of thanks. You should leave this when you visit the house for the last time. Make sure you have entered the names of the persons for whom each letter is intended. One copy should be left with each family as with I.H.S-7.

CHAPTER 7: INTERVIEW PROCEDURE AND TECHNIQUE

7.1 Interview procedure

7.1.1 The survey aims to collect a wide range of information on income, expenditure and other socio-economic aspects of households. The procedure for collecting income details and major expenditure items is to conduct interviews in which specific questions are asked of the respondent households.

7.1.2 Expenditure information is also collected using a “diary” to record all daily spending in a given month. Some households may be able to complete the diary themselves, with your assistance; but for many householders, you will need to regularly record every payment made during the diary-keeping period. The procedure to be followed in a diary completion is as follows: **in urban areas where most household members are literate you may issue them with diaries for self-enumeration. However in rural areas you should always complete the diaries yourself.**

7.1.3 Your job is an important and challenging one. You will need to be accurate, consistent and reliable in obtaining statistical information. To do this you may need to be firm and even persistent. But, at the same time you must be polite, tactful and courteous.

7.1.4 You should always remember that you are representing the Government of Malawi to the respondent and your attitude and conduct must always be above reproach at all times.

7.2 Interviewing standards

7.2.1 You should always be courteous but business-like, and never bullying, demanding or rude. Always act in a way that warrants respect and cooperation from the respondent. You will find work more pleasant if you remain polite and friendly to everyone at all times.

7.2.2 The survey interviews are likely to be long (the initial interview may be several hours long i.e. completion of I.H.S-2) and this will try the respondent’s patience as well as your own. Nevertheless the rules of courtesy and politeness must still apply. If necessary, you may break the initial interview up into shorter interviews, but since it is often difficult to get all responding household members together at the same time, this practice of “split interviewing” should be minimized.

7.2.3 Because of the frequency and duration of contact that you will have with each respondent, it is essential that you establish a good relationship with them. It has been shown in similar surveys elsewhere that people are willing to answer questions such as these provided that the purpose and usefulness of the survey is well explained to them.

7.2.4 During the interviews, you should ask the questions exactly as they are written in the questionnaire. The questions have been carefully worded to ensure that the desired concept is being asked. Study these questions and your manual before hand to make sure that you understand them and can ask the set questions in a natural way.

7.2.5 As the survey proceeds, there is danger that you may become tired or careless and may forget some of these important points on interviewing conduct. Check yourself for this and ensure that you give your best at all times.

7.2.6 No person except your supervisor and people from Head Office should come with you when you interview. If your supervisor does accompany you, you should introduce him and explain that his function is to occasionally check your work, then continue your interview in the normal way.

7.2.7 Questions re directed to those aged 10 years or more. You should not try to obtain data from children, or ask children questions in respect of others. In this type of survey each person aged 10 years or more needs to be asked questions directly. You should not attempt to get information on spending by anyone from somebody else. In fact you will find that the best method is to interview the household with all spenders gathered together because there is a prompting effect-one spender reminds the other of expenditure that might otherwise be forgotten.

7.3 Interview technique

7.3.1.1 Before you go to a selected household, you should ensure that you are ready to begin the interview-that is , you are presentable, that you know how you are going to begin, especially that you have at least one ball-point pen and an adequate supply of blank documents. It is undesirable to have to leave a house during an interview to get more forms.

7.3.1.2 The identification numbers should not be written onto I.H.S-2,3 or 4 during the interview because this delays the progress and smooth flow of the interview sequence. The only exception to this is in respect of the diaries left for completion by household members. In these cases, the identification numbers should be transcribed before handing them to the spenders. You must never forget to do this otherwise the forms may get mixed with those for another household and confuse the survey processing.

7.3.2 Opening remarks

7.3.2.1 Your opening remarks (and the way you make them) have a great effect on the cooperation of the respondent. In your introduction you must say: (i) your name (ii) what you represent (National Statistical Office) (iii) what information you require.

7.3.2.2 For example, the following is a satisfactory opening: " Good morning /afternoon. My name is……….I am from the National Statistical Office and I am working on an official survey being carried out by the Government. This house has been included in the survey to collect information on the socio-economic status of households. The information will assist Government in designing development plans relevant to the plight of households". At this stage you should pause to allow the person to comment or ask for more details. This is important in order to get the person involved and interested.

7.3.2.3 You should now complete the I.H.S-2 (Household roster). Once you have established who the spenders are (i.e. those household members aged 10 years or more), you may then decide to either continue with the rest of I.H.S-2 or defer the completion of the sections or modules until all spenders can be gathered together.

7.3.2.4 If the respondent has non-resident visitors or relatives with him when you call, you should suggest that the interview be held in private or offer to return later.

7.3.2.5 Before you start the I.H.S-2 interview, you should suggest that the interview be conducted at a table " because you have a number of questions to ask about expenditure". It may be best not to emphasize the amount of time required for the interview or diary-keeping; but the need to collect this data will need to be referred to. However you must never deliberately mislead the respondents and if you are asked a specific question like " what exactly will I have to do?" earlier than you had planned, then should explain what is required.

7.3.2.6 If the respondents become restless, you should attempt to re-involve them in the survey by casually commenting on the survey, its uses and value. If however the restlessness is due to the fact that the respondents have an alternative appointment, then you should repeat the importance of the survey and arrange to return when it is more convenient. This is called "split interview".

7.3.2.7 Your interview techniques for the interview as a whole (i.e. including the rest of the sections of the I.H.S-2 and I.H.S-3) will improve dramatically with a little experience. Some guidelines have already been mentioned and to some extent they can be conflicting; but you should attempt a compromise between: (i) maintaining a smooth-flowing, continuous dialogue that obtains all information required in the shortest possible time (that is, without testing the respondent's patience by delaying the interview in any way) versus (ii) allowing the respondent to ask questions about the survey so that he is convinced and cooperative, as well as allowing him enough time to understand each of the survey questions and time to consider his replies.

7.3.2.8 The accuracy of data collection will be improved if the respondents refer to records (e.g. cheque butts, paid accounts, receipts) when answering your questions. The availability of records will also speed and simplify the interview (provided the respondent obtains all the required records at one time and does not have to repeatedly interrupt the interview to get them). You should accept estimates by the respondents only after you have established that no records are available.

7.3.2.9 A final general point on completion of the I.H.S-2 is that if you meet a different or unusual case and you are not sure what to do, write all the details down on the questionnaire or in the I.H.S-6 (Query sheet) and check in your manual after leaving the household. If the solution cannot be found there check the problem with your supervisor at the earliest possible opportunity.

7.3.2.10 When you have completed the I.H.S-2 or the first module of I.H.S-2, you will need to explain the I.H.S-3: diary of expenditure to the respondents. You will also need to determine whether you or the respondents are to maintain the diary. A statement along the following lines is suggested: “I have asked you about income, your major expenditure and some demographic characteristics. All that remains now is for me to explain the diary to you. This form (show the I.H.S-3) is used to record your spending in the next 4 weeks. I could call regularly to complete the form for you, but we would prefer you to write the payments into the diary yourself. Pause. Which would you like?”. (This refers to urban areas only. For rural areas the procedure is that you complete the diaries yourself).

7.3.2.11 If anyone in the household decides to maintain the diary himself, then you should explain how to complete the form and leave a diary and a pencil with the person. If all spenders in the household elect to complete their diaries, then your job is simplified. You will then only need to call at the household every other day to see whether they have any problems and that they are doing the diary keeping properly.

7.3.2.12 If, however some (or all) of the spenders in the household elect for you to maintain the diaries for them, then you should ask them to try to remember every payment that they make from now so that your filling out of the diary will be faster when you call again during the next day or so. Note also that a joint diary can be maintained for all spenders who are not keeping their own diaries.

7.3.2.13 At all stages of the survey at a given household, you should be alert for errors. These can be accidental (e.g. householder has forgotten to report some expenditure or you have forgotten to record it) or deliberate (e.g. the householder may not have reported his income correctly or may not report all his spending on beer). You can never force people to give answers that they don’t want to give, but you can approach the true facts by diplomatic and sensitive probing, and by intelligent interviewing.

7.3.2.14 After each interview you should thank each household for its help. This is vital if the survey is to be successfully carried out. There are also two letters of thanks to be left with each household. The first is (I.H.S-7) to be left at the commencement of diary keeping regardless of whether I.H.S-2 sections have been completed or not. This letter of thanks the household for their help and is designed to maintain an interest in keeping the diary. At the end of the data collection period (when diary keeping is finished and all the I.H.S-2 sections have been completed) you should once again thank the household for its cooperation and assistance and leave the second letter of thanks (I.H.S-8). You should accept the return of any pens offered to you but you should not ask for their return.

7.3.2.15 Note that throughout the diary keeping, it is advisable to keep all the documents for each household together in its envelope or satchel. At the end of the diary keeping, you can therefore check that the envelope/satchel is complete and then hand it to your supervisor.

APPENDICES

APPENDIX 1: DISTRICT CODES

SOUTHERN REGION

- **Nsanje =01**
- **Chikwawa=02**
- **Mwanza=03**
- **Blantyre=04**
- **Blantyre City=05**
- **Zomba=06**
- **Zomba Municipality=07**
- **Thyolo=08**
- **Mulanje=09**
- **Phalombe=10**
- **Machinga=11**
- **Mangochi=12**
- **Chiradzulu=13**

CENTRAL REGION

- **Ntcheu=20**
- **Dedza=21**
- **Salima=22**
- **Lilongwe=23**
- **Lilongwe City=24**
- **Mchinji=25**
- **Kasungu=26**
- **Dowa=27**
- **Ntchisi=28**
- **Nkhotakota=29**

NORTHERN REGION

- **Mzimba=30**
- **Mzuzu City=31**
- **Nkhata Bay=32**
- **Rumphi=33**
- **Karonga=34**
- **Chitipa=-35**

INTEGRATED HOUSEHOLD SURVEY

APPENDIX 2: FORM I.H.S-1: HOUSEHOLD LISTING FORM

Page 1 of …….pages

IDENTIFICATION

District			
TA/Town			
Village/Place			
Enumeration Area			

Date:…../…../19……..

Description of EA……………………………………………………………………………..
……………………………………………………………………………………………
……………………………………………………………………………………………
……………………………………………………………………………………………
……………………………………………………………………………………………

Name of Enumerator:……………………………………………………………………….

Dwg No.	**Dwelling Description**	**Hsld No.**	**Name of Head of Hsld**	**Selected Hsld**

APPENDIX 3: I.H.S-7 **THANKS LETTER (1)**

MINISTRY OF ECONOMIC PLANNING AND DEVELOPMENT
NATIONAL STATISTICAL OFFICE
P.O. BOX 333
ZOMBA
MALAWI
November 1, 1997

Dear Sir/Madam,

INTEGRATED HOUSEHOLD SURVEY

I am very grateful to you for answering the questions which form the first stage of this Survey. In order to have a complete picture of income and expenditure patterns it is also necessary to collect details of all minor items of daily expenditure and occasional cash receipts (e.g. gifts).
Experience has shown that it is impossible to collect this information by asking respondents to supply it from memory. We are therefore providing you with a diary and would ask you to note down each day the details of every purchase you make and of any cash you may receive.

A brief guide to the completion of the diary is given overleaf and the interviewer will call regularly to assist you with any problems which may arise.

All the information which you provide is collected under the Statistics Act, 1967. This information will be treated as confidential and will not be divulged to unauthorized personnel.

Yours faithfully,

C. Machinjili
COMMISSIONER FOR CENSUS AND STATISTICS

APPENDIX 4: I.H.S-8 THANKS LETTER (2)

MINISTRY OF ECONOMIC PLANNING AND DEVELOPMENT
NATIONAL STATISTICAL OFFICE
P.O. BOX 333
ZOMBA
MALAWI
November 1, 1997

Dear……………………………………..,

INTEGRATED HOUSEHOLD SURVEY

We would like to express our profound appreciation and gratitude for your participation in this survey, which has been of great assistance to us in collecting important data on expenditures and economic activities of individual households in Malawi.

In particular we thank you for the manner you have answered the questions put to you. We once again wish to assure you that the information you have provided will be treated as strictly confidential in terms of the Statistics Act 1967 and will not be released to anyone outside this office.

Yours sincerely,

C. Machinjili
COMMISSIONER FOR CENSUS AND STATISTICS