

REPUBLIC OF THE IVORY COAST  
MINISTRY OF ECONOMY AND FINANCE  
DEPARTMENT OF STATISTICS

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PERMANENT HOUSEHOLD SURVEY

INTERVIEWER'S INSTRUCTION MANUAL

GENERAL STATISTICS DIVISION  
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## **THE INTERVIEWER MANUAL**

The interviewer manual was written by the supervisors and staff participating in the field test of the questionnaire, before the interviewer training. Since then, a number of new issues have arisen and some of the old instructions revised. Many of these are discussed in the addendum to the manual, issued after one month of field operations. The questionnaire has also been reprinted since the manual was written, so that the wording of some of the examples in the manual may be slightly different than the questionnaire in use. An updated interviewer manual is in preparation.

## PERMANENT HOUSEHOLD SURVEY

### INTERVIEWERS' INSTRUCTION MANUAL

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## 1. INTRODUCTION

### OBJECTIVES OF THE PERMANENT SURVEY

The principal objective of the Permanent Household Survey is to make available to planners and political decision-makers, rapidly and continuously, basic data on the living standards of African households in Ivory Coast and changes in living standards over time.

The key elements of living standards measured by the survey are:

- \* household income and expenditures,
- \* health and education,
- \* employment and other productive activities,
- \* demographic characteristics and migration,
- \* housing.

The information gathered is intended to improve planning of economic and social policies in Ivory Coast and to assist in evaluating the impact of policies. It should enable decision-makers to:

- \* identify target groups for government assistance;
- \* construct models to simulate the impact, both overall and on individual groups, of the various policy options; and
- \* analyze the impact of decisions already made and of the current economic situation on living conditions of households.

The Survey will thus meet the urgent needs of a number of users, including the economic planning units of the central Government, the Department of Labor and the Ivorian Center for Economic and Social Research (CIRES).

### METHODOLOGY OF THE SURVEY

In an effort to reconcile the objectives of the survey with the human and material resources available, it is proposed to survey 1600 households every year. The households were selected so as to provide a self-weighted sample of all African households in Ivory Coast, by means of a three-step procedure:

- \* First, the country was divided into a number of regions or "primary sampling units" -- towns, villages, districts, etc. One hundred of these units were then selected with probability proportional to population size.



- \* Next, during the pre-survey stage, a cluster of 64 households was chosen at random from each primary sampling unit and a certain number of socio-economic attributes were listed for these households.
- \* Last, 16 households were chosen at random from each cluster to serve as the survey sample.

In order to follow changes in the living standards of the same households while ensuring that the data collected would be kept permanently up-to-date, it was decided that half of the sample would be replaced every year.

Two types of questionnaire were developed:

- \* a questionnaire addressed to households, to be completed in two rounds, with a two-week interval between;
- \* a questionnaire dealing with the locality itself, aimed at identifying the economic infrastructure and education and health facilities existing in the villages.

The following precautions should ensure that the data are of consistent quality and are processed without delay:

- \* The questionnaires are designed largely to eliminate the coding stage, which is generally very slow and tedious, and liable to introduce various types of error.
- \* Use will be made of micro-computers in four regional offices of the Statistics Department (Abidjan, Bouake, Abengourou, Man), to enter the data close to the places where they are collected.
- \* The data will be checked automatically through a software program designed to show up inconsistencies, so that any errors can be corrected when the interviewer visits the household for Round Two of the survey.
- \* Supervision will be close, with one supervisor for two interviewers and one data entry operator.

## ORGANIZATION OF THE SURVEY

The Permanent Household Survey will be conducted by an advisory team and five data collection and entry teams based in four regional offices of the Department of Statistics. For the sake of getting the results out quickly it was decided to decentralize the data entry operation, which for previous surveys had been entirely carried out in Abidjan. This decentralization involved installing a micro-computer at each of four regional branch offices of the Department (Abidjan, Bouake, Abengourou, Man) for immediate entry of data from all the questionnaires completed by each team. Two teams will be based in Abidjan - an urban team and a rural team (to cover the villages near Abidjan). The decision to decentralize means, of course, increased responsibility for the data collection teams based in the regional offices.

The ADVISORY TEAM is composed of four members:

- \* The Assistant Director for General Statistics, who is the Project Director and therefore responsible for administration of the survey and setting its broad guidelines; he directs the work of the Unit, authorizes expenditures and makes the necessary contacts for the smooth running of the project.
- \* The Deputy Project Director, who is responsible for the conduct of the survey in the field. He keeps in touch with the survey teams, and sees to it by frequent visits to the field that the instructions for completing the questionnaires are followed. If technical or other problems arise, he must be ready with prompt and appropriate solutions.
- \* The Project Computer Specialist, who is concerned with the design of the data entry software and the data processing programs. He is responsible for ensuring that the supervisors and data entry operators follow the instructions for running the programs and for the efficient use of the micro-computers.
- \* A Statistics Officer, whose task is to assist the Deputy Project Director.

Each of the five DATA COLLECTION AND ENTRY TEAMS consists of five members:

- \* The Supervisor, who is the team leader and responsible for overseeing, monitoring and where necessary correcting the work of the two interviewers and the data entry operator. In addition, he is responsible for managing the team's equipment, vehicles and funds. He acts as the representative of the Advisory Team at the regional office.

Two Interviewers, who must each conduct interviews with 160 households in the course of the year, while keeping to the set timetable.

- \* A Data Entry Operator, responsible for entering the collected data in the micro-computer.
- \* The Driver whose duties are to drive the members of the team from the regional office to the place where the survey is being carried out.

## 2. THE INTERVIEWER'S TASKS

The interviewer's role is central to the survey. The quality of the data and of the whole survey will be determined by the quality of your work. You must follow exactly all the instructions contained in this manual. You must also keep constantly in touch with your supervisor and inform him of any problems you encounter in your work in the field. The supervisor, for his part, will provide you with all the necessary materials and instructions, will collect and check your work and will help you solve any problems that may arise.

### INTERVIEWS OF HOUSEHOLDS

Your principal task is to conduct interviews with households at the rate of eight per week during the survey period. Depending on the size of the household, you may be able to conduct one, two or even three interviews in a day. Interviews may require one or several visits to complete, depending on whether or not all the respondents are available at the time of the first visit. But you must absolutely arrange to finish the interviews with eight households by the end of each week of the survey.

In conducting the interviews, you must follow scrupulously the instructions contained in the two parts of this Manual, the most important of which is to read the questions exactly as they appear in the questionnaire.

You will be provided with the following materials for use in carrying out the interviews:

- \* a tape measure
- \* a calculator
- \* a briefcase
- \* an instruction manual
- \* a writing pad
- \* lead pencils with erasers
- \* red ballpoint pens for corrections to Round One
- \* a badge identifying you as an employee of the Department of Statistics.

You are solely responsible for keeping these working materials in order.

## CHECKING THE COMPLETED QUESTIONNAIRES

After finishing each interview, you must verify that all the sections have been filled out correctly and legibly. You must make sure that you have recorded the required information for all the household members indicated in each section. This must be done immediately after the interview, before you hand in the questionnaire to your supervisor, and - most important - before leaving the cluster.

Although you may correct minor errors due to your having written down the answers badly, you must never make any other changes in the completed questionnaire without asking the respondent the questions again. Nor may you copy the information you have collected onto a new questionnaire.

## RELATIONS WITH THE SUPERVISOR

You should always follow the advice given by your supervisor, who is the representative of the Advisory Team at the regional office level. He will assign your work at the start of each week of the survey. In order to satisfy himself that your work is up to standard, the supervisor will carry out the following checks in the field:

1. He will examine in detail all the questionnaires filled out by you, to verify that each interview has been carried out correctly and in full.
2. He will make visits at random to some of the households that you have already interviewed, to make sure that you went to the correct addresses. He will reask certain questions of these households in order to check that the answers recorded on the questionnaire are correct.
3. He will observe one or more of your interviews each week, to evaluate your method of asking the questions. You will not be informed in advance.
4. Each day he will discuss your work with you, and he will make regular reports to the Advisory Team on your performance in the field.

Your supervisor is the link between yourself and the survey organizers. Just as you will receive instructions from him, you must inform him of any difficulties or problems that you encounter. For instance, if you do not understand a procedure or the meaning of a question in the questionnaire, you should ask your supervisor for advice.

## REPEATING FIRST ROUND QUESTIONS REJECTED BY THE DATA ENTRY PROGRAM

Your work will also be reviewed by the data entry operator, who will carry out checks on the answers to various questions, parts and sections of the questionnaire. These checks will be carried out both in Round One and in Round Two.

The data entry operator will enter Round One data between Round One and Round Two. She will make a printout of all the answers that are not consistent, whether the fault is that of the interviewer or of the respondent.

At the beginning of Round Two your supervisor will tell you which questions were rejected by the data entry program. You must reask these questions at the beginning of Round Two. You must show the new answer alongside the old one, using a colored marker to do so. YOU MUST NEVER CHANGE DATA FROM ROUND ONE WITHOUT REASKING THE QUESTION.

### 3. INTERVIEWING PROCEDURES

#### ARRIVAL IN THE VILLAGE

The team will arrive in the village the day before the start of the survey. Accompanied by the interviewers, the supervisor will visit the village chief and other prominent villagers to explain the purpose of the survey, introduce the members of the team and discuss the survey program for the week.

#### CONTACTING THE RESPONDENTS

In rural areas, the day before the interview you should contact each of the heads of household to be interviewed the following day. The purpose of this visit is to introduce yourself, explain the purposes of the survey, and confirm that the interview will take place next day. At the same time you will be able to see whether an interpreter will be necessary and make the necessary arrangements.

In urban areas, you will have to make your first contacts one or two weeks before the interview. At that time, you should introduce yourself, explain the purposes of the survey, deliver a letter addressed to each household, and ensure that the necessary people will be present on the date set for Round One. The week of the survey, you need only turn up on the day and at the time agreed upon.

#### Finding the Address

First, you should look for the address written on the first page of the questionnaire, and make sure that it is the household of the head indicated on the sheet.

Sometimes you will have difficulties in finding a household:

- \* You may be unable to find either the dwelling or the household;
- \* The dwelling at the address may be abandoned, the household having moved without being replaced by another;
- \* The household of the head whose name is on the sheet may have left, and another household may be living in the dwelling;

If any of these things happens, you should stop and ask for advice from your supervisor.

#### Explanation of the Survey

When you enter a household, the first thing you should do is to greet everyone, introduce yourself and say that you are working for the Statistics Department. Always wear your badge; only show your interviewer's card if you are asked to do so.

Then you should explain that:

- \* You are making a survey of African families living in Ivory Coast, and that the purpose is to find out what present living conditions are like. The survey is thus very important for planners to know how to improve the people's living standards.
- \* The village and the families who will be interviewed have been selected at random. Other neighboring villages and households have been selected in the same way.
- \* The survey is not concerned in any way with taxes, and all the information recorded will be regarded as confidential and covered by the obligation of statistical secrecy.
- \* The survey will take the form of two rounds of interviews, the second taking place two weeks after the first.

#### Selection of Interpreters

When you first enter a household, you must decide whether it will need an interpreter. If no one in the household speaks French well enough to interpret and no one in the team speaks the language of the household, you must ask the household to choose someone (for instance, a friend, neighbor or relative) to interpret for the interview. This person should be someone who speaks French well and is trusted by the household, since the questions are confidential.

When no professional interpreters are available, it is always best to use an interpreter chosen by the family, as this will help to ensure the confidentiality of the interview. If the household does not know anyone suitable, you must inform your supervisor, who will ask the village chief to designate someone.

If you do the interpretation yourself, you must be very careful to stick to the sense and meaning of the questions as they are written on the questionnaire.

You should be aware that in either case certain problems can arise from the use of interpreters:

1. It is difficult to know how good the translation is. It is possible that the respondent's friend who speaks French does not speak it well enough to translate everything said during the interview, and he will not want to admit it.

If you find that the replies often do not correspond to the question, try tactfully to help the interpreter or to replace him. You could, for instance, suggest that interpreting is a very tiring job, and that the interpreter should take a rest while someone else carries on. Or you might say that you have already taken up too much of the interpreter's time, and that the job should be shared between a number of people.

2. Another difficulty often encountered is that the interpreter is so familiar with the household that he starts to answer to the respondent without asking the questions. In that case, you must politely remind the interpreter that it is the respondent that has been chosen for the interview, and that it is only his/her answers that you can write in the questionnaire.

#### FILLING OUT THE SURVEY INFORMATION SHEET

The SURVEY INFORMATION SHEET is the first page of the questionnaire. There are a number of different parts, which must be filled out by different members of the team. Some information will already have been written by your supervisor, e.g. the name and number of the cluster, the household number., the name of the head of household, and the address.

##### Round One

When you arrive at the household, you must complete the box entitled FIRST ROUND OF SURVEY. Write your name and, in the space to the right, your code number and the date of the interview. If the household is the same but the head of household is different, you must write the name of the new head. Note the ethnic group of the head of household (this will be encoded in the office), the language of the interview, and indicate whether an interpreter was used.



SURVEY INFORMATION

INTERVIEWER:  HOUSEHOLD NO.:  /  POSTER:  /

AD OF  
HOUSEHOLD:

ADDRESS:

FIRST ROUND OF SURVEY

INTERVIEWER:

ADDRESS YES..1 (SUPERVISOR) NO...2 (SUPERVISOR)

IS THE HEAD OF  
HOUSEHOLD THE  
SAME?

YES..1 NO...2 (SUPERVISOR)

NAME OF NEW HEAD:

ETHNIC  
GROUP OF HEAD:

OFFICE  
CODE:

LANGUAGE OF FRENCH...1 ( ) SPECIFY THE  
INTERVIEW OTHER...2 ( ) LANGUAGE:

INTER- YES..1  
PRETER NO...2

REMARKS:

VERIFICATION OF THE QUESTIONNAIRE, ROUND ONE

SUPERVISOR:

REMARKS:

REINTER- YES..1  
VIEW NO...2

THIS HOUSEHOLD RE-  
PLACES HOUSEHOLD NO.:

REASON:  
NOT FOUND.  
BE REPLACED BY NO.:

DATA ENTRY, ROUND ONE

OPERATOR:

REMARKS:

VERIFICATION OF PRINTOUTS, ROUND ONE

SUPERVISOR:

REMARKS:

SECOND ROUND OF SURVEY

INTERVIEWER:

REMARKS:

VERIFICATION OF QUESTIONNAIRE, ROUND TWO

SUPERVISOR:

REMARKS:

REINTERVIEW- YES..1  
NO...2

DATA ENTRY, ROUND TWO

OPERATOR:

REMARKS:

VERIFICATION OF PRINTOUTS, ROUND TWO

SUPERVISOR:

REMARKS:


## Round Two

For Round Two you must fill out the box entitled SECOND ROUND OF SURVEY. The date will be the date you agreed on with the household at the end of the Round One interview.

## Continuation Questionnaires

The household questionnaires have enough space for only 20 people. If your household consists of more than 20 people, you will need A CONTINUATION QUESTIONNAIRE. These questionnaires, containing the Roster plus Sections 3,4,5 and 6, are thinner than the questionnaire and have a different colored cover. Each of them has identification codes beginning with 21 and ending with 40. When you start a Section, you must complete it for all members of the household, whether in the questionnaire itself or in the continuation questionnaire before going on to the next section.

The fact that you have used continuation questionnaire is shown both on the Survey Information Sheet in the space called ROSTER following the Household Number, and on the continuation questionnaire itself.



If you use a continuation questionnaire, you must write "1/2" (meaning "the first of two rosters") on the questionnaire, and "2/2" (meaning "the second of two rosters") on the continuation questionnaire.

According to the results of the presurvey about 5 percent of households have more than 20 members. Households with more than 40 members are rarer still. If you interview a household with more than 40 members, you must use the number of continuation questionnaires required to cover the whole household. You will have to renumber the identification codes on the continuation questionnaire from "41" to "60".

## THE INTERVIEW

You must be careful to follow all the instructions set out in this Manual, the most important of which is to ask the questions exactly in the form in which they appear on the questionnaire. The questionnaire should be filled in during the interview. You must not record the answers on scraps of paper and transfer them to the questionnaire later, nor should you count on your memory for filling in the answers once you have left the household.

### Tempo of the Interview

You must maintain the tempo of the interview; in particular, avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers, do not break in too suddenly, but listen to what the respondent is saying and then lead him back to the original question. Remember that it is you who are running the interview and that you must be on top of the situation at all times.

### Objectivity of the interviewer

It is extremely important that you should remain absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to give answers and adopt attitudes that they think will please the visitor. You must not show any surprise, approval or disapproval about the answers given by the respondent, and you must not tell him what you think about these things yourself. If he asks you for your opinion, wait until the end of the interview to discuss the matter with him.

You must also avoid any preconceived idea about the respondent's ability to answer certain questions or about the kind of answer he is likely to give.

### Private nature of the interview

All the data collected are strictly confidential. Any divulgence of particular data is forbidden by law. This rule is all the more important in that it is the foundation of all statistical work.

In principle, all the questions should be asked of the respondent in complete privacy to ensure that his answers remain confidential. The presence of other people during the interview may cause him embarrassment and influence some of his answers.

On the other hand, it is often difficult to limit the number of people present during an interview. The visit of an interviewer may be a great event for the household. The household members and the neighbours are bound to be curious.

There are a number of sections of the questionnaire that can hardly be considered as "sensitive" for most households, for instance, the Household Roster, the sections on housing, education, health and migration.

Most households will probably also have no difficulty about the sections on household expenses and home consumption of food (Round Two).

The most sensitive sections come at the end of the questionnaire:

- \* Economic activities (Section 5, where the respondent is asked to declare income from his work);
- \* Agro-pastoral activities (Section 9, where he must declare income from farming and stockraising);
- \* Non-farm self-employment (Section 10, where he must declare his income from self-employed activities);
- \* Fertility (Section 13, where the respondent is asked to give information on all her pregnancies and on all the children she has had);
- \* Other income (Section 14) and
- \* Loans and savings (Section 15).

When you get to these sections you should explain to the respondent that some questions are confidential and ask him what is the best place in the house where you are least likely to be disturbed. If another adult "does not understand" and does not leave you alone with the respondent, you must use tact and imagination to try to get rid of him:

- \* Ask the respondent to persuade the other person to leave.
- \* Explain as politely as possible that the interview must be conducted in private.
- \* Try to satisfy the person's curiosity by reading the first few questions, and then say something like "You have heard some of the questions. Will you now leave us alone for a little while?"

You can also ask the respondent to write the amount on a piece of paper and then copy it onto the questionnaire.

# SUMMARY OF SURVEY RESULTS

INTERVIEWER SUPERVISOR OF

TO BE COMPLETE...  
FACTORY: 1-2-3-4-5-6-7-8-9-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100-101-102-103-104-105-106-107-108-109-110-111-112-113-114-115-116-117-118-119-120-121-122-123-124-125-126-127-128-129-130-131-132-133-134-135-136-137-138-139-140-141-142-143-144-145-146-147-148-149-150-151-152-153-154-155-156-157-158-159-160-161-162-163-164-165-166-167-168-169-170-171-172-173-174-175-176-177-178-179-180-181-182-183-184-185-186-187-188-189-190-191-192-193-194-195-196-197-198-199-200-201-202-203-204-205-206-207-208-209-210-211-212-213-214-215-216-217-218-219-220-221-222-223-224-225-226-227-228-229-230-231-232-233-234-235-236-237-238-239-240-241-242-243-244-245-246-247-248-249-250-251-252-253-254-255-256-257-258-259-260-261-262-263-264-265-266-267-268-269-270-271-272-273-274-275-276-277-278-279-280-281-282-283-284-285-286-287-288-289-290-291-292-293-294-295-296-297-298-299-300-301-302-303-304-305-306-307-308-309-310-311-312-313-314-315-316-317-318-319-320-321-322-323-324-325-326-327-328-329-330-331-332-333-334-335-336-337-338-339-340-341-342-343-344-345-346-347-348-349-350-351-352-353-354-355-356-357-358-359-360-361-362-363-364-365-366-367-368-369-370-371-372-373-374-375-376-377-378-379-380-381-382-383-384-385-386-387-388-389-390-391-392-393-394-395-396-397-398-399-400-401-402-403-404-405-406-407-408-409-410-411-412-413-414-415-416-417-418-419-420-421-422-423-424-425-426-427-428-429-430-431-432-433-434-435-436-437-438-439-440-441-442-443-444-445-446-447-448-449-450-451-452-453-454-455-456-457-458-459-460-461-462-463-464-465-466-467-468-469-470-471-472-473-474-475-476-477-478-479-480-481-482-483-484-485-486-487-488-489-490-491-492-493-494-495-496-497-498-499-500-501-502-503-504-505-506-507-508-509-510-511-512-513-514-515-516-517-518-519-520-521-522-523-524-525-526-527-528-529-530-531-532-533-534-535-536-537-538-539-540-541-542-543-544-545-546-547-548-549-550-551-552-553-554-555-556-557-558-559-560-561-562-563-564-565-566-567-568-569-570-571-572-573-574-575-576-577-578-579-580-581-582-583-584-585-586-587-588-589-590-591-592-593-594-595-596-597-598-599-600-601-602-603-604-605-606-607-608-609-610-611-612-613-614-615-616-617-618-619-620-621-622-623-624-625-626-627-628-629-630-631-632-633-634-635-636-637-638-639-640-641-642-643-644-645-646-647-648-649-650-651-652-653-654-655-656-657-658-659-660-661-662-663-664-665-666-667-668-669-670-671-672-673-674-675-676-677-678-679-680-681-682-683-684-685-686-687-688-689-690-691-692-693-694-695-696-697-698-699-700-701-702-703-704-705-706-707-708-709-710-711-712-713-714-715-716-717-718-719-720-721-722-723-724-725-726-727-728-729-730-731-732-733-734-735-736-737-738-739-740-741-742-743-744-745-746-747-748-749-750-751-752-753-754-755-756-757-758-759-760-761-762-763-764-765-766-767-768-769-770-771-772-773-774-775-776-777-778-779-780-781-782-783-784-785-786-787-788-789-790-791-792-793-794-795-796-797-798-799-800-801-802-803-804-805-806-807-808-809-810-811-812-813-814-815-816-817-818-819-820-821-822-823-824-825-826-827-828-829-830-831-832-833-834-835-836-837-838-839-840-841-842-843-844-845-846-847-848-849-850-851-852-853-854-855-856-857-858-859-860-861-862-863-864-865-866-867-868-869-870-871-872-873-874-875-876-877-878-879-880-881-882-883-884-885-886-887-888-889-890-891-892-893-894-895-896-897-898-899-900-901-902-903-904-905-906-907-908-909-910-911-912-913-914-915-916-917-918-919-920-921-922-923-924-925-926-927-928-929-930-931-932-933-934-935-936-937-938-939-940-941-942-943-944-945-946-947-948-949-950-951-952-953-954-955-956-957-958-959-960-961-962-963-964-965-966-967-968-969-970-971-972-973-974-975-976-977-978-979-980-981-982-983-984-985-986-987-988-989-990-991-992-993-994-995-996-997-998-999-1000-1001-1002-1003-1004-1005-1006-1007-1008-1009-1010-1011-1012-1013-1014-1015-1016-1017-1018-1019-1020-1021-1022-1023-1024-1025-1026-1027-1028-1029-1030-1031-1032-1033-1034-1035-1036-1037-1038-

[illegible]

### Date of Round Two

Before leaving, you must thank all the members of the household who took part in the interview and fix a date for the Round Two interview in two weeks' time. You should start by proposing a date in exactly two weeks. If this is not acceptable, suggest a date during the week set for the Round Two interviews for the cluster. When a date has been agreed upon, you should write it on the Survey Information Sheet, in the box called Round Two of the Survey, PROPOSED DATE.

### AFTER THE INTERVIEW

After each visit to the household, you must fill out the SUMMARY OF SURVEY RESULTS on the second page of the questionnaire.

For each visit and each section of Rounds One and Two, you should show the date on which you asked the questions and the result. COMPLETE means that all the questions were asked of all the persons concerned.

PARTIAL means that certain questions were not asked, or that the questions were not asked of all the appropriate persons, for instance, if some persons were not available.

NOT RELEVANT means that the household should not be surveyed for that section. This can happen in only three sections: Section 9 (if the household is not engaged in any agro-pastoral activities); Section 10 (if the household members do not engage in any non-farm self-employment); and Section 13 (if there is no woman aged 15 or over in the household).

Do not write in the columns reserved for the supervisor and the data entry operator.

You must also fill out the OBSERVATIONS sheet on the third page of the questionnaire. You should indicate on this page how far the respondents were willing to cooperate, the problems they had in answering any of the questions, any unfavorable circumstances, and any other comments you may wish to make for the benefit of the supervisor. You should write down these comments immediately after the interview, but never in the presence of the respondents.

### CONDUCT OF THE INTERVIEWER

The interviewer must scrupulously observe the following rules:

- \* He must be courteous towards everyone (the respondent and his family and friends, the supervisor, the other members of the team and anyone else involved). His behavior can have an enormous influence on the opinions of people in the localities covered by the survey as to the value of the whole operation.
- \* He must avoid disturbing or upsetting anyone by his behavior.

- \* He must be properly dressed, so that the respondent will be inclined to trust him, as a reliable and responsible person.
- \* He must arrive at the stated time, and never keep the respondent waiting.
- \* He must exercise patience and tact in conducting the interview, to avoid antagonizing the respondent or leading him to give answers that are not in conformity with the facts.

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PART II. THE QUESTIONNAIRE

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SUMMARY OF SECTIONS AND RESPONDENTS

The questionnaire on households consists of 15 sections, each with a number of sub-sections or "parts". Sections 1 - 8 are to be filled out during Round One and sections 9 - 15 during Round Two. The persons who are supposed to answer the questions are not the same for each section.

The following sections are asked during Round One:

1. Household composition identifies those persons considered as household members and collects demographic data about all these persons and about all visitors to the household. The questions in this section are to be asked of the head of household or to some other person who can supply the necessary information.
2. Housing. This section is designed to identify all the buildings occupied by the household and estimate the household's housing costs. The respondent should be the same as for Section 1.
3. Education. This section contains questions about the years of formal schooling and education expenses for all household members aged 5 years and over as well as for children of household members who are living elsewhere. The respondent should be the same person who answered Section 1.
4. Health. This section contains questions on the use of health services during the past four weeks by all members of the household. Each member must reply for himself, except the children, for whom the parents may reply.
5. Occupations. This section assembles information on the main and secondary jobs of all members of the household aged 7 or more during two periods--the past 7 days and the past 12 months. Each person should answer for himself.
6. Migration. This section contains questions about moves to be asked of each member of the household aged 15 or more.
7. Respondents for Round Two. Here are identified the people who are to be interviewed in Round Two. The respondent is the person best informed of the occupations of members of the household.
8. Characteristics of Housing. For this last section of the questionnaire for Round One, the interviewer measures the dwelling with a measuring tape.

Round Two, which takes place two weeks later, contains the following sections:



9. Agro-pastoral Activities. Here information is requested regarding production and expenditure relating to the household's agricultural and stockraising activities. The respondent should be the person best informed about the household's agricultural activities, already identified in Section 7 of Round One.

10. Non-farm Self-employment. This section covers data on from one to three non-farming activities run by members of the household. The respondents should be the persons best informed on each of the businesses (trades, industries, professions, or other non-farming activities). These persons will already have been identified in Round One, Section 7.

11. Expenditures and Inventory of Durable Goods. This section contains questions on daily and annual outlays on non-food goods, as well as the durable goods owned by members of the household. The respondent will be the person best informed about these outlays; he will have been identified in Round One.

12. Food Expenses and Consumption of Home Production. This section, for which the questions will be asked of the best informed member of the household, covers expenditures on food and the value of food items produced and consumed by the household.

13. Fertility. This section contains questions on all the children that the respondent has produced throughout her life. The respondent will be someone aged 15 or more who was chosen at random in Round One.

14. Other Income. Here you are collecting information on all the income accruing to members of the household other than from paid employment, agro-pastoral activities, or non-farm self-employment, which have already been covered. The respondent will be the best informed person, who will have been identified in Round One.

15. Credit and Savings. The purpose of this last section is to gather information on the loans made or contracted by the household and not yet repaid, as well as on the savings accumulated by each of the members of the household. The respondent will be the same person as for Section 14.

GENERAL INSTRUCTIONS FOR FILLING OUT THE QUESTIONNAIRE

There are a number of basic principles that the interviewer should observe throughout the questionnaire.

1. You must always read the questions just as they are written in the questionnaire. After reading a question once in a clear and comprehensible manner, you should await the reply. If the respondent does not answer in a reasonable time, he has probably 1) not heard the question; or 2) not understood the question; or 3) does not know the answer. In any case, if there is no answer, you must repeat the question. If there is still no reply, you must ask whether the question has been understood. If the answer is 'No', you may reword the question. If the difficulty lies in finding the right answer, you should help the respondent to consider his reply.

2. Anything written in capital letters is an instruction to the interviewer and not a question to be put to the respondent. Everything in lower case should be read out in full to the respondent.

For example:

- a) "MAKE A LIST OF ALL THE CHILDREN UNDER 25 YEARS OF AGE WHO DO NOT LIVE IN THE HOUSEHOLD."

This is an instruction not to be read out.

- b) "IS THIS DWELLING PART OF A COMPOUND?"

YES...1  
NO....2

This question is not to be read to the respondent;  
it requires an observation by the interviewer.

- c) "What is the main source of water used by your family for laundry and bathing?"

OUTSIDE FAUCET.....1  
WELL WITH PUMP.....2  
WELL WITHOUT PUMP.....3  
RIVER, LAKE, SPRING, MARSH....4  
RAINWATER.....5  
WATER TRUCK.....6  
OTHER (SPECIFY).....7

--

This question must be read to the respondent, and the interviewer will note the answer. He will not read out the answers because they are in capitals.

d) "Was the place where you lived before coming here..."

A large town.....1  
A small town.....2  
A large village...,.....3  
A small village.....4  
A campsite.....5  
None of these?".....6

In this case, the interviewer would read out both the question and answers because everything is written in lower case letters.

3. The questionnaire is precoded throughout except for a dozen or so questions that will be coded in the office by the supervisors. You must write the code corresponding to the answer given by the respondent in the appropriate box. If the answer is an amount or a figure, write the amount in the box. Here are two examples:

a) Question: "How did you get the fertilizer?"

PRIVATE.....1	SAPH.....6
SODEPALM.....2	CIDT.....7
SATMACI.....3	BNDA.....8
CCP.....4	COOP.....9
SOGB.....5	OTHER PUBLIC.10

Reply: "From the BNDA."

You will write the figure "8" in the box alongside.

b) Question: "How many hectares of land have the members of your household used altogether during the past 12 months?"

HECTARES:

Reply: "Fourteen hectares." Write this figure in the box on the right.

c) In the following example, the answer will be coded in the office. You have only to write down the answer.

"What different trades, businesses, industries, services, or professions were owned or managed by the members of your household during the past 12 months?"

1. MASONRY

OFFICE  
USE:

2. PAGNE TRADE

OFFICE  
USE:

4. The skip patterns for moving from one question to the next are shown in three different ways:

- a) If there are no instructions, go on to the next question.

"7. Is this institution public or private?"

PUBLIC....1  
PRIVATE...2

Whatever the answer, go on to Question 8, the next question.

- b) An arrow (>) after a reply shows the next question to be asked.

"9. Have you received or will you receive money for this work?"

YES....1  
NO.....2 (►11)

If the respondent says "Yes", write 1 in the box and go to Question 10, the next question. If the respondent says "No", write 2 in the box and go to Question 11.

- c) An arrow followed by an instruction in a rectangle means that, whatever the reply, you must go on to the question or person shown.

"How much have you paid or will you pay for all these visits during the past 12 months?"

AMOUNT:

► NEXT PERSON

In this example, whatever the answer to the question, you must go on to the next person.

5. You will often have to insert the name of a person, thing, or animal into a question. This is indicated by the sign: ...[ ]...

- a) Question: "What source of drinking water does your household use?"

INSIDE TAP.....1  
WATER SELLER.....2  
OUTSIDE TAP.....3  
WELL WITH PUMP.....4  
WELL WITHOUT PUMP.....5  
RIVER, LAKE, SPRING, MARSH....6  
RAIN WATER.....7  
WATER TRUCK.....8

3

Reply: "Outside tap".

Next question: "Is this ...[SOURCE OF WATER]... used only by your household, or by other households as well?"

You must replace the words in the square brackets by the words "Outside Tap", so that the question reads "Is this outside tap used only by your household or by other households as well?"

- b) In the section on agro-pastoral activities there is a list of the types of animals kept by members of the household, including cattle, sheep, goats, etc. For each type of animal the following question must be asked:

"How many ...[ ]... do they have now?"

You must ask this question several times, each time using a different animal name.

"How many cattle do they have now?"

"How many sheep do they have now?" etc...

6. If the reply by the respondent does not fit in the list of replies with prepared code numbers, you must use the code number for OTHER. In that case, you will often be asked to give details.

- a) Question: "Who was consulted first?"

DOCTOR.....1  
NURSE.....2  
PHARMACIST....3  
MIDWIFE.....4  
HEALER.....5  
OTHER.....6  
(Specify: MEDICAL AIDE )

6

Reply: "Medical Aide".

You must put 6 in the box and write MEDICAL AIDE on the line.

b) Question: "Why did you leave your place of birth?"

WORK FOR SELF OR FAMILY.....1  
MARRIAGE.....2  
SCHOOL.....3  
OTHER.....4

4
---

Reply: "There was a flood and the whole village was destroyed"

In this case, all you need do is to write 4 in the box because there is no instruction to specify.

7. When you need to write the name of a person, place or thing, always write very legibly in capital letters.

- a) This instruction is particularly important for the household roster, because the names have to be put into the computer.
- b) It is also important to write clearly in capitals when the coding will done in the office. If the reply is not legible, the supervisor cannot code it.

SECTION 1. PART A. HOUSEHOLD		SECTION 5. PART C. SECONDARY JOB DURING THE PAS					
NAME		1 Please describe the work to which you devoted most time, after your main job during the past 7 days. What did the work consist of?		2 What kind of trade, industry or business is it connected with?		3 For how many days per week do you do this work?	
A	B	DESCRIPTION	CODE	TYPE	CODE		
X	44	BAMBA OUMAR	01 01	W.C.		PLUMBING	
X	30	KONE MARIAM	02 02	VENDOR		PANCAKE TRADE	
		BAMBA SALIF	03 03				
X	4	BAMBA SIRA	04 04				
X	24	BAMBA KARIM	05 05	BLUE COLAR		PALM INDUSTRY	
		KEITA DOGOMI	06 06				

8. When dealing with distances, if there is no other instruction, round off the reply. Thus,

0.00 to 0.49 km = 0 km

0.50 to 1.49 km = 1 km

1.50 to 2.49 km = 2 km, etc.

9. You must do your best to avoid the reply "I don't know" by helping the respondent to consider his answer. In this manual there are many examples of questions that can be asked to help the respondent estimate the area of fields, income, the quantity of crops sold, etc. Nevertheless, it does happen that, even with the help of the interviewer, the respondent cannot give an answer. In that case, write "SP" in capital letters in the box reserved for the answer. There should be few such cases. All SPs will be reviewed by the supervisor.

### DATA ENTRY CONSIDERATIONS

Data will be entered directly from the questionnaire. Everything that you write on the questionnaire will be entered in the computer. You must therefore write only information that is to be entered. In particular, you may not use the sheets for writing notes or computations unless a space is specially provided.

1. Write legibly in pencil, without crossing out or overwriting. If you make a mistake, erase it completely and write the correct reply.
2. Write in capital letters and use arabic numerals. For instance, you should write "1", not "I", and "4", not "IV". Abidjan must be written "ABIDJAN", Kouadio as "KOUADIO", and the word farmer as "FARMER".
3. Never go beyond the space allotted for a question, even when the next space is not used.
4. In writing amounts and other figures, always separate each group of three figures with a decimal point, starting from the right For instance, one hundred thousand must be written as 100.000; not as 100000 or as 100 000.
5. For questions to which the reply is a quantity, write only the numeral in the appropriate box, without the unit of measurement. For instance:

- |    |           |   |
|----|-----------|---|
| a) | Question: | What is the value of these goods and services?" |
|    | Answer:   | "Twenty thousand francs."                       |
|    | Write:    | "20,000", not "20,000 F."                       |
| b) | Question: | "How far is ...[NAME'S]... school?" KILOMETERS  |
|    | Reply:    | "Three kilometers."                             |
|    | Write:    | "3", not "3 KM".                                |

If a reply to a question specifically calls for a unit of measurement, the code for the unit will be shown in the appropriate box.



## 1. HOUSEHOLD COMPOSITION

### PURPOSE

This section has two main purposes:

- 1) It identifies every person who will be considered a member of the household;
- 2) It provides basic demographic data, such as age, sex, and marital status of everyone having spent the night preceding the interview under the same roof, regardless of age or occupation.

The Household Roster must be completed with the very greatest attention to detail; if it is filled out carelessly, the survey is bound to be a failure.

### RESPONDENT

For the Household Roster, the respondent should preferably be the head of household. If he/she is away or will be away, a 'principal respondent' may answer for him/her. The person selected must be a member of the household and capable of giving all the necessary information on all household members. You must ask questions to discover who this person is. Other members of the household can help to answer questions by adding information or details, especially when the questions are about them.

### DEFINITIONS

For the purposes of the survey, a household has been defined as a group of people who have usually slept in the same dwelling and taken their meals together during at least three (3) of the twelve (12) months preceding the interview. There are four special cases:

- (1) paying guests, renters and domestics (maids, housekeepers) sleeping under the same roof and sharing meals are not members of the household;
- (2) people who have died during the past twelve (12) months are not counted as members of the household, even if they lived with it for more than three (3) months;
- (3) newborn infants aged less than three (3) months are always part of the household;
- (4) The person identified as the head of household is to be considered a member of the household, even if he has not lived with it for three (3) months or more.

There are different types of household:

- \* a household consisting of a head, his wives and children, his father, nephew, and other persons, whether blood relations or not, who have slept in the same dwelling and taken their meals together for three of the twelve months preceding the interview;
- \* a household consisting of a single adult;
- \* a household consisting of a couple or several couples, with or without children.

The HEAD OF HOUSEHOLD will be identified by the household members themselves. He is the person who is named in reply to the question "Who is the head of this household?" Most often, but not always, it will be the person who is the main provider and who is familiar with all the activities and occupations of household members. The head of household can be male or female.

The DWELLING is the whole group of structures (rooms or buildings), separate or contiguous, occupied by the members of the household. It can be:

- \* a stand-alone hut or house;
- \* part of a hut or house;
- \* a group of huts or houses in a compound or yard;
- \* an apartment in a building;
- \* part of an apartment;
- \* a duplex apartment;
- \* part of a duplex.

A PAYING GUEST is someone who pays for board and lodging. If a paying guest lives with the household being interviewed, he is not part of that household; he is considered as a separate household of a single person.

## INSTRUCTIONS

### PART A. Household Roster

The roster must be filled out with the greatest care. There are three steps in this operation:

#### First Step: Questions 1 to 3

The respondent is asked to give you the names of all the people who normally sleep in the dwelling and take their meals together. The order in which people are to be recorded is laid down in the instructions above the table:

- \* The first person must be the head of household, even if he is not the respondent and even if he is absent;
- \* Next come the members of his immediate family (wives and children) who sleep in the dwelling and take their meals together;
- \* Other persons related to the head of household and his/her husband/wife who sleep in the dwelling and take their meals together;
- \* Unrelated persons who sleep in the dwelling and take their meals with the household;
- \* Last are those people who have slept under the same roof during the night preceding the interview, even if they do not normally live with the household.

Against each name you must show the sex of the person and his/her relationship to the head of household.

Second Step: Questions 4 to 14

Now ask questions 4 to 14 about each of the people on the list from the first question. You must get to question 14 each time before going on to the next person on the list.

Questions 4 to 6. Age and exact date of birth are among the most important pieces of information for the survey. If the exact date of birth can be determined from official documents, such as a birth certificate, affidavit of birth, national identity card or passport (Question 4), it is this date that must go in the answer to Question 5. You must then calculate the respondent's age and get confirmation from him/her before writing it in Question 6.



If the respondent has none of the papers mentioned in Question 4, ask his/her age and put the reply as the answer to Question 6.

AGE is to be recorded in years for persons aged five (5) or more, and in years and months for those under five (Question 6). The age is that on the day of the interview. If, for instance, the respondent's eighteenth birthday falls the following day, you must enter 17 as the answer. If the respondent does not know his age, you must make an estimate by reference to the events that have taken place in his life or that of the community, (village, town, department) or the world, such as the independence of Ivory Coast, world wars, or the abolition of forced labor.

Question 7. PRESENT MARITAL STATUS applies to the day of the interview. You must read out each category to the respondent; otherwise, he will reply, for example, that he is a bachelor instead of divorced or separated. MARRIED includes all types of marriage, e.g. civil, traditional, or common law (a couple living together, several wives).

Question 9. If the name of the husband or wife is listed in in Question 1, enter their identification code in Question 9. These codes are located to the right of the list of names, between Questions 1 and 2. Each person on the list has a unique two-digit code number that will apply to him throughout the questionnaire. If a man has several wives, record the code number for the first one.

Question 10. Enter the department of birth if the respondent was born in Ivory Coast, the country if born abroad.

Question 11. If the respondent has changed nationality, PRESENT NATIONALITY refers to the current one.

Question 13. Be careful to obtain the exact number of months; it is from this answer that the members of the household are identified for the entire survey.

Question 14. Each person should be classified before going on to the next person. To classify each person, refer to the answer to Question 13.

- \* Anybody for whom the answer is 0 to 9 months (that is, who gets codes 0, 1, 2, 3, 4, 5, 6, 7, 8 or 9) is a member of the household, except for domestics (see Question 3, code 11) and paying guests (see Question 3, code 12);

COMPLETING THE HOUSEHOLD ROSTER, SECOND STEP.

SECTION 1. PART A. HOUSEHOLD ROSTER		FOR EACH PERSON LISTED IN QUESTION 1, ASK QUESTIONS 4-14.														
A	B	NAME	2 SEX	3 RELATIONSHIP TO HEAD OF THE HOUSEHOLD	4 Can you show me a birth certificate or passport for this person?	5 COPY THE DATE OF BIRTH	6 How old is this person now?	7 What is the present marital status of this person?	8 Does this person live in this house?	9 COPY THE IDENTIFICATION CODE OF THE PERSON	10 In what Department was this person born?	11 What is his/her present nationality?	12 Did he/she ever live in another country?	13 For how many months in the past 12 months has he/she not slept or been in his/her home?	14 HOUSEHOLD MEMBER?	
																15
		BAMBA OUMAR	01	1		1	5	9	40	44	1					
		KONE MARIAM	02	2		2		30								
		BAMBA SALIF	03	3		2		10								
		BAMBA SIRA	04	2		1	12	6	80	4						
		BAMBA KARIM	05	1		1	4	2	60	24						
		KEITA DOUGNI	06	2		2			16							
		KOUADIO PAUL	07	1		1	20	11	44	40						

- \* Among those who receive codes 10, 11, or 12, the only persons who are members of the household are the head of household and infants less than 3 months old (see Question 6);
- \* Anyone else whose code number in reply to Question 13 is 10, 11, or 12 is not a member of the household.

PUT 1 FOR MEMBERS OF THE HOUSEHOLD, 2 FOR NON-MEMBERS. Then go to the next person on your list, and ask Questions 4 to 14.

Third Step: Columns A and B and the Household Card

When you have completed Questions 4 to 14 for everyone on the list, in Column A (on the left of the sheet) place a cross against the name of each person who received code 1 in Question 14, that is, for all household members.

Then, in Column B copy the age in completed years of each person for whom you have placed a cross in Column A, that is, for all household members. If someone is 4 years 6 months old, write 4 years. If a child less than one year old, write 0.

Leave Columns A and B blank for everyone who is not a member of the household in answer to Question 14.

When you have completed Columns A and B, copy all the names with a cross against them on to the HOUSEHOLD CARD. Read out all the names on this list to the respondent and explain to him that for this survey it is those persons on whom information is required when you ask about members of his household. Give this list to the respondent and tell him to keep it for Round Two.

Part B. Information on Parents of Household Members

The questions in Part B are asked only about household members, meaning those with a cross against their name in Column A. Complete Questions 1 to 16 for each person before going to the next person.

Questions 2 and 10. The IDENTIFICATION CODE is in the column to the right of the person's name.

Questions 5 and 13. The HIGHEST GRADE COMPLETED means the last grade actually finished, not the last grade attended.

Question 9. The NATURAL MOTHER is the woman who gave birth to the person in question.

COMPLETING THE HOUSEHOLD ROSTER, THIRD STEP.

SECTION 1. PART A. HOUSEHOLD ROSTER		FOR EACH PERSON LISTED IN QUESTION 1, ASK QUESTIONS 4-14.														
A	B	NAME	1 SEX MALE...1 FEMALE...2	2 RELATIONSHIP TO THE HEAD OF THE HOUSEHOLD 1. HEAD OF HOUSEHOLD 2. SPOUSE 3. SON OR DAUGHTER 4. OTHER RELATIVE 5. OTHER PERSON 6. OTHER PERSON NOT RELATED 7. OTHER PERSON NOT RELATED 8. OTHER PERSON NOT RELATED 9. OTHER PERSON NOT RELATED 10. OTHER PERSON NOT RELATED 11. OTHER PERSON NOT RELATED 12. OTHER PERSON NOT RELATED 13. OTHER PERSON NOT RELATED	3 Can you show me a birth certificate, passport, or other document for this person? YES...1 NO...2	4 How old (age) is this person? YEARS... MONTHS... DAY... MONTH... YEAR... IF (12) YEARS OR OVER, INDICATE YEAR... IF (12) YEARS OR OVER, INDICATE MONTH... IF (12) YEARS OR OVER, INDICATE DAY...	5 What is the present marital status of this person? 1. MARRIED 2. DIVORCED 3. SEPARATED 4. WIDOWED 5. NEVER MARRIED READ TO RESPONDENT: MARRIED...1 DIVORCED...2 SEPARATED...3 WIDOWED...4 NEVER MARRIED...5	6 Does this person live with you? YES...1 NO...2	7 What is the name of the person's spouse? IF MORE THAN ONE, GIVE THE NAME OF THE FIRST	8 In what Department was this person born? DEPARTMENT IF IN COUNTRY OF BORN	9 What is the person's present nationality? 1. YOUR-... 2. ... 3. ... 4. ... 5. ... 6. ... 7. ... 8. ... 9. ... 10. ... 11. ... 12. ... 13. ... 14. ... 15. ... 16. ... 17. ... 18. ... 19. ... 20. ... 21. ... 22. ... 23. ... 24. ... 25. ... 26. ... 27. ... 28. ... 29. ... 30. ... 31. ... 32. ... 33. ... 34. ... 35. ... 36. ... 37. ... 38. ... 39. ... 40. ... 41. ... 42. ... 43. ... 44. ... 45. ... 46. ... 47. ... 48. ... 49. ... 50. ... 51. ... 52. ... 53. ... 54. ... 55. ... 56. ... 57. ... 58. ... 59. ... 60. ... 61. ... 62. ... 63. ... 64. ... 65. ... 66. ... 67. ... 68. ... 69. ... 70. ... 71. ... 72. ... 73. ... 74. ... 75. ... 76. ... 77. ... 78. ... 79. ... 80. ... 81. ... 82. ... 83. ... 84. ... 85. ... 86. ... 87. ... 88. ... 89. ... 90. ... 91. ... 92. ... 93. ... 94. ... 95. ... 96. ... 97. ... 98. ... 99. ... 100. ...	10 For how many months has this person been in the household (or has he/she not)? MONTHS... YEAR... MONTH...	11 CHECK THE CRITERIA ABOVE YES...1 NO...2			
														X 44		BAMBA OUMAR
X 30		KONE MARIAM	02	2	2			30		1	01	TOUBA	1	1	0	1
		BAMBA SALIF	03	1	3			10				BOUAKE	1	1	10	2
X 4		BAMBA SIRA	04	2	3	1	12	6	80	4	6	TOUBA	1	1	0	1
X 24		BAMBA KARIM	05	1	5	1	4	2	60	24		TOUBA	1	2	2	1
		KEITA DOGONI	06	2	12	2			16			DIVO	3	1	0	2
X 40		KOUADIO PAUL	07	1	13	1	20	11	44	40	3	ABIDJAN	1	1	3	1



## 2. HOUSING

### PURPOSE

The purpose of the section on housing is twofold: (1) to characterise the type of dwelling occupied by the household, and (2) to find out what the household spends on housing, including rent, water, electricity and other expenses.

### RESPONDENT

The respondent for this section is the head of household or, if he is absent, the principal respondent.

### DEFINITIONS

By DWELLING we mean here all the 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, a duplex, several one-room apartments in a courtyard, or any other type of dwelling.

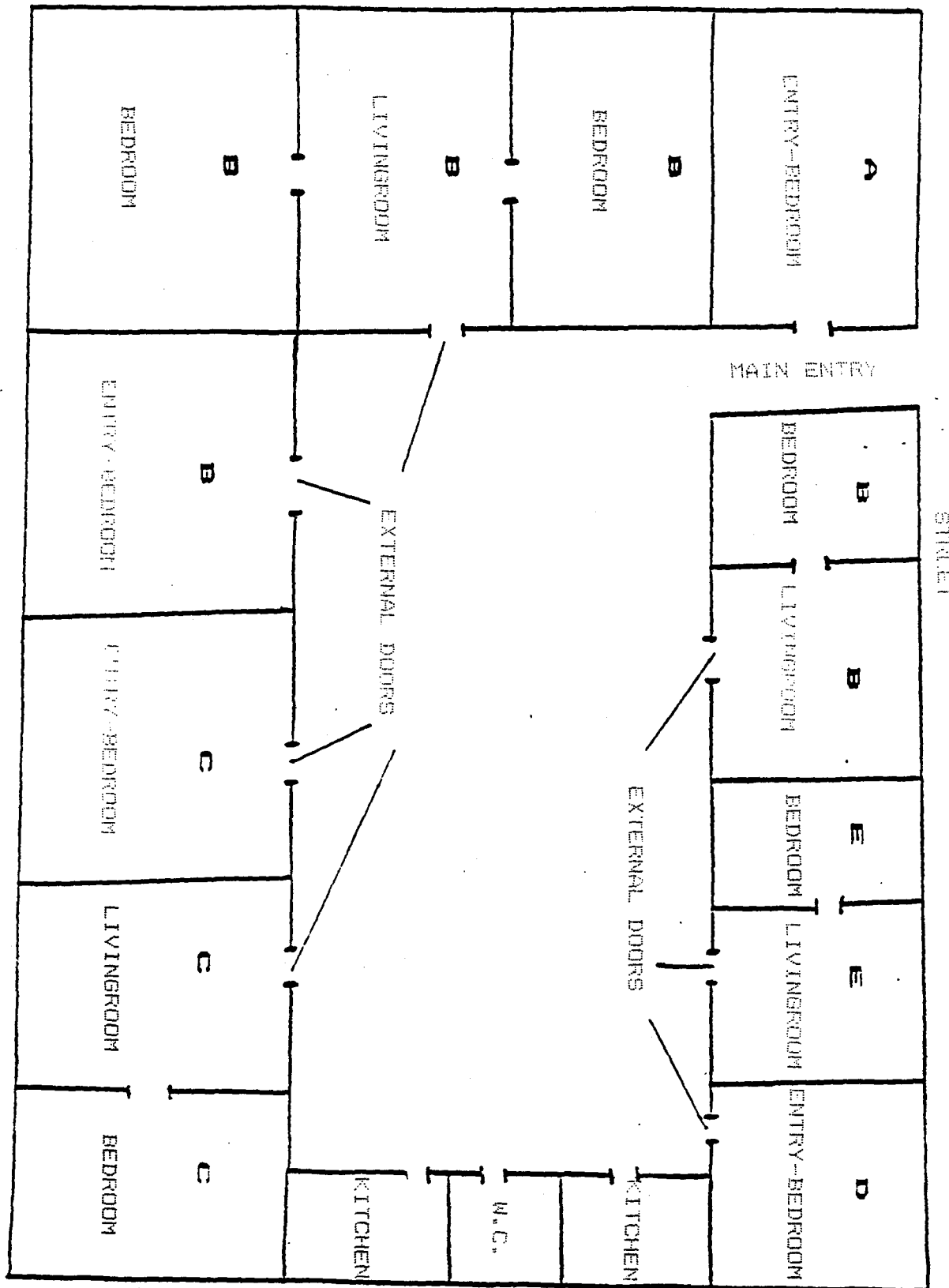
An APARTMENT is a dwelling consisting of one or more rooms either in a multi-storey building ("vertical apartments") or in a single storey building in a courtyard, joined to other apartments ("horizontal" apartments).

A COMPOUND is composed of a number of huts or houses, sometimes surrounded by a fence or wall, occupied by one household or several households. Compounds found in urban areas generally consist of side-by-side apartments occupied by one or more households round a central COURTYARD. Households living in a courtyard often share one main entrance to the street.

An OUTSIDE DOOR is a door leading outside the dwelling, for instance into a courtyard or onto an outside patio. A door between a sitting room and a bedroom is not an outside door.

Example: The sketch on the following page shows a courtyard of horizontal apartments occupied by five households in an urban area. Household A lives in a one-room apartment with its own outside door (entree-coucher). The next household (B) occupies a dwelling consisting of a living room and two bedrooms and a separate one-room apartment (entree-coucher) on one side of the courtyard and a living room and bedroom on the other side. Household B occupies six rooms in all, with three outside doors. Household C has a one-room apartment, a bedroom and a living room, making a total of three rooms, with two outside doors. Household D lives in a one-room apartment with an outside door. The last household (E) occupies a living room and bedroom (two rooms), with only one outside door. There is a total of eight outside doors giving onto the courtyard. The WCs., washrooms, shower rooms, patios, hallways, and kitchens are not counted as rooms.

SKETCH OF A COURTYARD



## INSTRUCTIONS

To avoid interruptions during the interview, ask respondents who have electricity and running water in their dwellings for their most recent electricity and water bills before starting the section.

### Part A. Type of Dwelling

Questions 1-7. These questions written in upper case are to be filled out by the interviewer while the respondent is showing him the different rooms and buildings occupied by the household. The questions are not to be asked of the respondent.

Question 8. Bathrooms, WCs, shower rooms, hallways, balconies, patios, and kitchens are not to be counted as rooms.

Question 9. BUSINESS PREMISES means any part of the dwelling occupied by the household that is set up as a workshop for work done by a household member.

### Part B. Housing Expenses

Question 5. Sometimes you may find a household that rents its dwelling not in money but in goods or services to the owner. Some tenants, for instance, receive housing in exchange for unpaid work performed for the owner or for a share of their crops.

Question 9. A MORTGAGE is a loan of money to be repaid within a fixed time and secured by the pledging of property or goods belonging to the borrower. If the loan is not repaid when due, the lender can take possession of the pledged property or goods. Mortgages are often contracted to finance the purchase of a house or a car or some other large piece of equipment.

Question 12. A WATER VENDOR is someone who has running water in his/her home and sells water to other people.

Question 14. If the household shares a water meter with other households you should ask how much the household being surveyed paid as its share.

Questions 16 and 19. "Used by your household only" means that the source of supply is normally used only by that household.

Question 20. "Collected by a garbage truck" includes the dumping of trash in a common bin that is emptied periodically.

Question 21. A FLUSH TOILET is one equipped with a water tank to flush away waste. The tank may be placed above and worked with a cord that is pulled or at the same level and worked by pulling a handle. A PIT LATRINE is a hole dug in the ground for use as a toilet.

### 3. EDUCATION

#### PURPOSE

The aim of this section is to measure the level of schooling of all household members aged five years and over, and of any other children of household members who are not living with them. It also measures how much was spent on education of household members during the past twelve months.

#### RESPONDENT

The respondent for this section should be the same as the person answering the questions for the Household Roster. The questions cover all household members aged five years and over. These persons are identified on the household roster by a cross in Column A and by their age (over five years) in Column B.

The same respondent should answer the second part of the section. The questions in this part are not to be asked about all household members but only about other children who do not live in the household.

#### DEFINITIONS

SCHOOLING includes attendance at a primary or secondary school, technical or professional training or an apprenticeship. Attendance at a Koranic school, for no matter how many years, is not to be included.

#### INSTRUCTIONS

Ask all the questions in Part A for all household members aged five years and over before going on to Part B.

#### Part A. Schooling

Question 7. The LAST GRADE COMPLETED is the last full grade completed, not the one attended during the current school year. For instance, if the person is now in CM2, the last grade completed will be CM1.

The codes for the answers are as follows:

JE	Kindergarten and preschool classes
CP1	Primary school, grade 1 (etc)
6E	Sixième
5E	Cinquième
4E	Quatrième
3E	Troisième
2E	Seconde
1RE	Première
TER	Terminale
U1	First year of university
U2	Second year of university (etc)

Question 8. TECHNICAL AND PROFESSIONAL TRAINING includes, for example, courses in accounting, secretarial courses, training in the School of Statistics, medical school, etc.

Question 10. A TECHNICAL OR PROFESSIONAL DIPLOMA refers to a diploma received for the above types of training, for example, a certificate of professional studies, a diploma in statistics, a state registered nurse's certificate, etc. All these kinds of diploma should be given Code 9. Code 10 ("other") is for all other kinds of diploma not included in the list. No explanation need be added for Code 10.

Question 11. LAST SCHOOL ATTENDED may be the school currently attended or the school most recently attended by the person, even if the year was not completed.

Question 12. STUDIES here means courses at primary or secondary school, university, a technical or professional training center, or a literacy program. If this question is being asked during the summer school vacation, the answer will be "No".

Questions 14 and 17. AT HOME means in the dwelling of the household being surveyed.

Question 15. This question is intended to find out for how many hours the person was actually in class, not the official timetable of classes.

Question 18. This question is intended to cover all the expenditures made by the household members for children living in the household and attending school during the past 12 months. These expenditures may include those for the current school year and also for the previous school year, provided they fall within the past 12 months. For instance, if the interview takes place in January 1985, the school expenses for the first term of the current school year will be included, together with those for the last six months of the previous school year.

Sometimes the respondents have difficulty in remembering expenditure made 12 months before. In that case, ask the respondent to give you approximate figures. For example, you can ask him whether the amount was between 5,000 F and 10,000 F, or between 3,000 F and 5,000 F, and so on. If the respondent cannot remember the amounts under each category but only a total amount, note this in Column 18G.

Question 20. The value of scholarships during the past 12 months may include part of one or of two school years. If during the last school year, the student in question received a scholarship but is not receiving one for the current school year, ask how much the monthly scholarship payments were and the number of months in the past 12 months that the scholarship was received and calculate the total.

If during the past 12 months the person had two scholarships for different amounts, the total amount received from each must be calculated, taking into account the number of months in each case. For instance, you may be asking the questions in January 1985 about a student who is enrolled in the first year of university. You want to know the value of all the scholarships he received since January 1984. In the last two terms of his senior year at high school, he received 24,000 F. In addition, during his first year at the university he received 40,000 F per month for 5 months, making a total of 120,000 F. Therefore, during the past 12 months the student received 144,000 F.

Question 22. This refers to the distance between the household's dwelling and the school attended by the student in question.

#### Part B. Education of children residing elsewhere

Make a list of all children under 30 years of age who are not living in the household before asking questions 4 - 11. The codes for grades attended are the same as for question 7 in Part A.

### 4. HEALTH

#### PURPOSE

The information gathered in the Health section will be used to measure the costs and the use made of the different kinds of health services and facilities. Questions 1-16 are concerned with all the consultations and expenses relating to an illness during the past four weeks. Questions 17 and 18 are aimed at discovering the use made of preventive services during the past 12 months.

#### RESPONDENT

Each member of the household should be questioned; the parents can answer for young children.

#### DEFINITIONS

TO CONSULT a health practitioner means being examined by a doctor, nurse, pharmacist, midwife, healer or other health practitioner to discover what illness the person is suffering from in order to receive treatment. The CONSULTATION is the visit made for the purpose of being examined.

HOSPITALIZATION means staying in a health facility (hospital, dispensary, clinic, etc.) for at least one night for treatment.

VACCINATION is the act of injecting a healthy person with a vaccine to protect him/her from an illness or disease. For instance, to protect someone against smallpox, anti-smallpox vaccines are given. Note that vaccination is different from an injection a nurse gives to a patient to treat an illness.

## INSTRUCTIONS

All the questions must be asked of one person on the list before going on to another person.

Questions 1 and 2. If the person says that he or she has had several illnesses during the period, write down only the most recent illness or injury.

Question 3. USUAL ACTIVITIES means the work or duties that are performed regularly. The number of days stated by the respondent in answering question 3 may be greater than in the answer to question 2. For example, the respondent states that he had the illness for 4 days (question 2), but he did not work for 7 days because of this illness (question 3).

Question 5. The purpose of this question is to identify the person first consulted for the illness or injury, even if several persons were consulted altogether and the first was not the one who cured the condition.

Questions 11, 14 and 16. Question 11 covers only the cost of the consultations; the cost of medicines and any payment for hospitalization must not be included. Question 14 is concerned only with hospitalization costs; the cost of consultations and medicines is not to be included. Question 16 covers only the cost of medicines; the amount paid for consultations and that for hospitalization must not be included.

Occasionally the hospital bill includes the cost of consultations and medicines, or medicines are included in the bill for a consultation, and the respondents are unable to distinguish between the different costs. In that case, the interviewer may write down the total amount in answer to one of the questions. He must not write down the same amount for all three questions, since this would have the effect of doubling or even tripling the expenses actually incurred.

Question 17. If the respondent is a man, leave "maternal and child care (PMI)" out of the question.

## 5. ECONOMIC ACTIVITIES

### PURPOSE

This section is of prime importance since it includes a key element in the survey: household income. The questions reveal the various incomes of the household members actually contributing to household expenses. It is necessary to emphasize that all answers will be treated as confidential. The interviewer can also ask the respondent to write down the amount on a piece of paper if he does not want to say it aloud.

Apart from income, the section is designed to find out about the respondents' employment and working conditions, and also how the respondents spend their time.

## RESPONDENT

This section is concerned with all household members aged 7 years and over, that is, all those with a cross against their names in Column A of the household roster and whose age as shown in Column B is 7 years or more.

The interviewer must find each person so that he or she can answer the questions personally. If the children are not present, someone else can answer in their place (e.g., the parents). If any adult household members (15 years old and over) are absent, the interviewer must proceed with the interview for all those who are present, and come back, after asking when they will be there, to interview the others.

## DEFINITIONS

MAIN JOB is the work on which most time is spent, when the person concerned has several tasks to perform. For instance, the main job during the past 12 months of a farmer who often goes fishing during the rainy season is farming.

SECONDARY JOB is the work to which most time is devoted after the main job. In the example above, fishing would be the secondary job of the farmer during the past 12 months.

INDEPENDENT WORK (self-employment) is the work done for the person's own account: he/she pays all the expenses and controls all the income. Examples are: a planter, a trader or a fisherman.

REMUNERATION means the payment in money, goods or services for a service rendered.

A FAMILY WORKER is a person who helps in a family-run enterprise, farming or non-farm. He/she may or may not receive remuneration for this work.

A BUSINESS may be some kind of trade (selling bananas, attieke or various types of goods), or a profession (doctor, lawyer), or an industrial activity (fishing, manufacturing).

The PAST 12 MONTHS refers to the period of 12 consecutive months just before the interview. During the interview, however, the interviewer should be specific; for example, if the interview takes place on December 5, 1985, we are speaking of the time since December 5, 1984.

The PAST 7 DAYS refers to the seven days immediately preceding the interview, and not the previous week: for example, if the interview takes place on Tuesday, December 17, the interviewer must specify that it is the period from Tuesday, December 10 to Tuesday, December 17 with which he is concerned.



## INSTRUCTIONS

The whole section must be completed for each person before going on to the next person. It is very important to be sure that you are following the same line from one page to the next, since there are a lot of pages. To make it easier, the sets of three lines are alternately blank and dotted in black. The identification codes are also repeated from one page to the next. Special care must be taken to follow the skip pattern correctly; a mistake will lead to asking unnecessary and irrelevant questions, and will make the interviewer's task harder.

### Part A. Time Use

Question 1. This question must be filled out. It shows whether the answers were in fact given by the person concerned (Code 1) or not (Code 2).

Questions 2-7. These questions refer to any kind of work performed for a person who is not a household member (questions 2 and 3), an agricultural activity carried on by the household (questions 4 and 5) or a non-farm independent activity carried on by the household (questions 6 and 7).

Question 8. The interviewer must look at the answers to questions 2, 4 and 6:

- If one of the answers is "Yes" (Code 1), he writes down "1" and goes to Part B on the next page.
- If all the answers are negative (Code 2), he writes down "2" and goes to question 9.

Question 11. This question is concerned with different ways of looking for employment during the past 7 days. OMOCI is the Office de la Main d'Oeuvre de Cote d'Ivoire (Ivory Coast Labor Office). FAMILY CONNECTIONS refer to contacts initiated by members of the family (uncle, cousin, father, etc.). INTERMEDIARIES means other persons contacted outside the family (an acquaintance in a business, etc.) APPLIED IN PERSON means that the person involved went to see the head of personnel, the managing director or some other person in charge of recruitment. WRITTEN APPLICATION refers to written requests for employment addressed to recruitment officers. OTHER METHODS means any method of seeking employment other than the above.

Question 12. It is not necessary to specify "Other reasons" (Code 13).

Question 13. The interviewer should look at the answers to questions 3, 5, and 7:

- If one of the answers is "Yes" (Code 1) or a blank, he should write "1" and go to Part E.
- If all the answers are negative (Code 2), he should write "2" and go to Part H.

Part B. Main job during the past 7 days

Questions 1 and 2. The interviewer must write down what the respondent tells him. Question 1 asks for a precise description of the work done, while question 2 is concerned with the type or kind of work. For example, for a person who was helping his brother work his field, the answer to question 1 would be "farmer" and the answer to question 2 "agriculture". The columns for codes are to be filled out by the supervisor only.

Questions 4, 5 and 6. These refer to the number of days (question 4), hours (question 5) or weeks (question 6), during which the respondent actually worked, but not his regular work timetable.

Question 14. The distance must be given in kilometers. If it is less than 500 meters, write "0".

Questions 19, 20 and 21. A BONUS is a sum of money paid to a wage-earner in addition to his regular wage to compensate him for certain expenses (travel allowance) or to give him an incentive to increase the production, output or profitability of the enterprise. A GRATUITY is a sum paid to someone in addition to his/her regular remuneration. ALLOWANCES (BENEFITS) are payments stipulated by law: social security benefits, workmen's compensation, and family allowances (CNPS). A REWARD is a favor or gift bestowed in recognition of a service or act of kindness.

Question 24. A SUBSIDY is a sum paid or a service provided either free or at a reduced price by the state (government housing, for example) or by a state enterprise (S.O.T.R.A bus vouchers).

Question 32. The aim is to find out the exact number of people working at the respondent's place of work, including himself. If he cannot say exactly, he can be helped in making an estimate: e.g. between 50 and 100, nearly 100, and so on.

Question 34. The LEGAL MINIMUM WAGE (SMIG) is the lowest wage that can legally be paid to employees in certain enterprises.

Question 38. A RETIREMENT PENSION is the sum of money paid at regular intervals to the beneficiaries of retirement pension or disability insurance schemes: e.g. service pension (government employees), veteran's pension (paid to a disabled veteran to widows of war victims).

Question 40. SOCIAL SECURITY BENEFITS means payments stipulated by law, for example, family allowances paid by the Caisse Nationale de Prevoyance Sociale (CNPS - National Social Security Fund).

Part C. Secondary job during the past 7 days

For an explanation of most of these questions, refer to the same questions in Part B.

Part D. Search for additional employment

Question 1. ADDITIONAL EMPLOYMENT refers to any extra work sought in addition to the work already being done.

Question 2. See question 11, Part A.

Question 5. The interviewer should read out the answers shown in lower case. If the respondent says that he is looking for both kinds of work, check Code 3.

Part E. Main job during the past 12 months.

Questions 1 and 2. The interviewer must ask these questions even if the work done is the same as during the past 7 days.

Question 3. If the interviewer has any doubts about the answer, he should check by referring to Parts B and C.

For the other questions, refer to Part B.

Part F. Employment history

Questions 1-3. The aim is to find out what the respondent did most of the time immediately before beginning his main job of the past 12 months. For instance, the respondent may have worked as a joiner before being a farm worker, or a farm worker before becoming a trader. "Housewife" is not a recognized employment category; if the person says that she has only performed unpaid household tasks, the answer to question 1 should be: "not employed" (Code 3).

Part G. Secondary job during the past 12 months

Refer to the instructions for Part B. For question 3, refer to question 3, Part E.

Part H. Other activities

Question 1. The interviewer must read out the whole list of activities, even if the respondent is a man.

Questions 2 and 3. The questions refer to the number of days and hours during which the respondent was actually engaged in these tasks during the past 7 days, not his regular work timetable.

Question 6. These PERIODS are the intervals of varying lengths of time during which the respondent was without paid work. For instance, the respondent might have been without paid work from June to July and again during the month of November, only starting employment in an enterprise in December. He would thus have had two periods without work.

## 6. MIGRATION

### RESPONDENT

This section is addressed to all household members 15 years of age and over. If the person in question is not available, another household member who is well-informed can give the information in his/her place.

### INSTRUCTIONS

Questions 1 to 10 must be asked of each person concerned before going on to the next.

Question 4. If the respondent does not know at what age he left his place of birth, the interviewer must help him to think about it, for instance, by reference to other household members who have birth certificates or to national or regional events.

Question 8. This question is to be coded in the office; do not write in the box for the code.

Question 10. An individual who was born in Dabou, moved to Toupah at the age of 5, back to Dabou at age 12 and to Abidjan at age 20 (present place of residence) has changed his/her residence three times in his/her lifetime: Dabou to Toupah (once); Toupah to Dabou (twice); Dabou to Abidjan (three times).

## 7. RESPONDENTS FOR ROUND TWO

### PURPOSE

The Purpose of this section is to identify the members of the household to be interviewed during Round Two.

### RESPONDENT

This should be the person best informed of the activities of the household members.

## DEFINITIONS

AGRO-PASTORAL ACTIVITIES are activities relating to both agriculture and stockraising.

BUSINESSES here means only non-farming businesses carried on by the household: a shop or industrial activity (including fishing) or a profession. Individuals selling their agricultural products (processed or unprocessed) should not be included. A woman who buys milk to make yogurt should be considered as the owner of an enterprise. The same applies to a woman who sells attieke made from cassava that she purchases. But the woman that sells attieke made from cassava that she grows herself should be excluded.

## INSTRUCTIONS

The IDENTIFICATION CODES can be found in all cases on the Household Roster.

Question 4. All non-farm businesses will be coded in the office. If there are more than five enterprises, ask the respondent which are the five most important, that is, those that bring in most money for the household.

Question 7. If there are more than 3 enterprises, ask the respondent which are the 3 most important, that is, those that bring in most money for the household.

SECTION 7: Questions 3-7.

3. During the past 12 months, has any member of your household worked for himself other than on a farm or raising animals? For example, has anyone operated his/her own business, trade or industry, engaged in an independent profession, or worked as an independent fisherman or artisan?

VERIFY WITH SECTION 5.

YES.....1

NO.....2 (► 8 NEXT PAGE)

1

4	5
What different trades, businesses, industries, services or professions, were owned or managed by members of your family during the past 12 months (since.....)? MAKE A COMPLETE LIST BEFORE GOING TO 5.	Who is the person who knows most about the expenses and income of .....(NAME OF BUSINESS, ENTERPRISE, ETC.....)? NAME ID CODE
1 PLUMBING	BAMBA OUMAR 01
2 SHOP	BAMBA OUMAR 01
3 PANCAKE TRADE	KONE MARIAM 02
4 CARPENTER	BAMBA OUMAR 01
5	

6. ARE THERE MORE THAN 3 BUSINESSES, ENTERPRISES, ETC?

YES.....1 (► 7 NEXT PAGE)

NO.....2 (► 8 NEXT PAGE)

1

7. Among these trades, industries, and businesses, which are the most important for the household?  
WRITE THE ORDER NUMBER OF THE THREE MOST IMPORTANT.

4

2

3

Question 10. To select the woman (15 years of age or more) to answer the questions on fertility in Round Two, you should use the label which is stuck on below question 10 to make a random choice. Read the first line of the label until you come to the ID code of a female member of the household, aged 15 years or more, on the household roster. Cross out each code number on the label that does not apply. If you do not find an appropriate identification code in the first line, go on to the second line on the label. When you find a valid number, circle it and copy the name and identification code of the woman.

10. TO CHOOSE A WOMAN AT RANDOM TO ANSWER THE QUESTIONS ON FERTILITY IN THE SECOND ROUND OF THE SURVEY:

READ THE FIRST LINE OF THE STICKER BELOW UNTIL YOU COME TO THE ID CODE OF A WOMAN BELONGING TO THE HOUSEHOLD AND AGED 15 OR OLDER IN THE HOUSEHOLD ROSTER. CROSS OUT EACH REJECTED ID CODE ON THE STICKER. IF THERE IS NO VALID ID CODE IN THE FIRST LINE, GO TO THE SECOND. WHEN A VALID ID CODE IS FOUND, CIRCLE IT.

~~XXXXXX~~  
~~X~~ 02 16 17 04 01 05 09 11 14



WRITE THE NAME AND ID CODE OF THE WOMAN SELECTED:

NAME: KONE MARIAM ID CODE: 02

## 8. CHARACTERISTICS OF HOUSING

### DEFINITIONS

The dwelling includes the various separate structures or living spaces occupied by the members of a household. These may consist of a room inside a house, a house, a group of houses, an apartment, a villa, a studio, a multi-storey house, a hut or group of huts.

### THE SKETCH

A detailed sketch must be drawn of all the separate structures or apartments occupied by household members, showing the dimensions of each.

These dimensions may be the length and breadth if the building is rectangular or square or the circumference (periphery) or diameter if it is round. It may also be a polygon (with more than four sides). In that case, all the sides must be measured.

### HOW TO MEASURE THE DWELLING

You will need help from someone, preferably a member of the household that is being surveyed. This person should hold the end of the tape-measure from which the numbers start and go to one end of the building, taking care to place the zero mark of the tape exactly on the end of the building.

The measurements can be taken either inside or outside the building. Experience has shown that if the measuring is done outside, there will be no objections on the part of the respondents. An attempt to measure the inside is more likely to meet with a refusal. Measurements should only be taken inside, therefore, when it is impossible to do it on the outside.

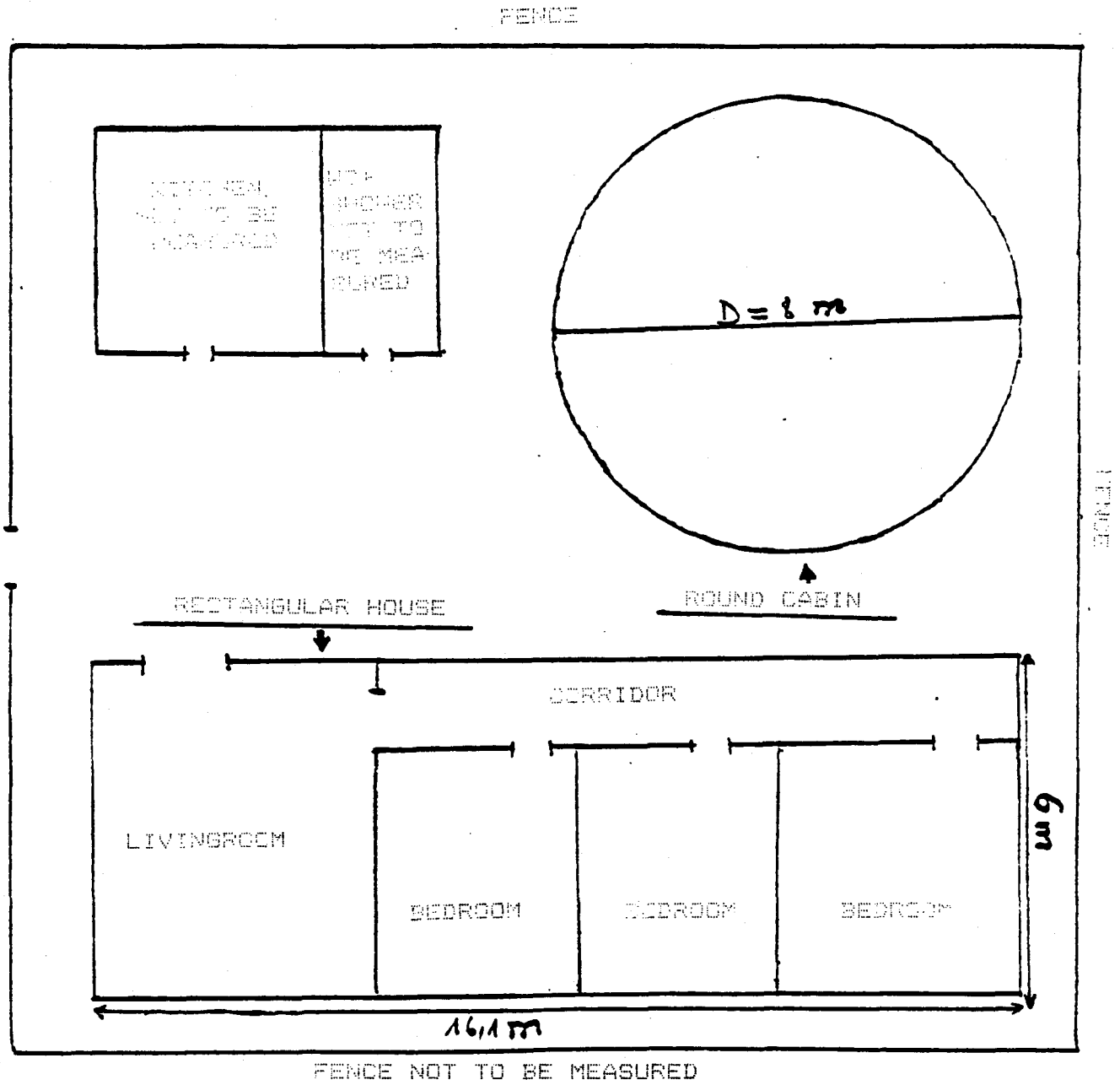
If you have to make measurements inside, to avoid upsetting the household you can ask the person who is helping you to go to the far end of the wall inside while you yourself stay at the outside end.

You should also explain to household members who are upset that these measurements are very important since they make it possible to calculate the size of the living space occupied by the household and that this is one way of measuring the standard of living. Let them know also that you are bound by the secrecy governing statistical surveys and that all the information collected will remain strictly confidential.

Questions 2, 4, 5 and 6. If the exterior walls are composed of a number of different materials, for instance, part of a wall is of bamboo and another part is made of earth, choose the predominant material to record.



SKETCH OF A COMPOUND



## SECTION 9. AGRO-PASTORAL ACTIVITIES

### PURPOSE

The purpose of this section is to collect data on the household's expenses and income arising from farming and stockraising activities. At the same time it seeks to obtain information on agricultural production and technology.

### RESPONDENT

The respondent is the person best-informed about the agricultural activities of the household; this person was selected in section 7 during Round One. His or her name will already have been written on the questionnaire by the supervisor. If the person in question is not present during your first visit to the household, you must arrange to return at a time when he/she will be there.

### DEFINITIONS

AGRO-PASTORAL ACTIVITIES include agricultural production, stockraising and the processing of agricultural and animal products by the household to which these products belong.

### INSTRUCTIONS

This section is divided into 11 parts. You must complete each part before going on to the next.

The respondent is frequently asked to estimate crop area and the quantity of the harvested crop sold. If he has difficulty in estimating these figures, you can help him in the following ways:

- \* If he says that he has no idea of the total area planted to all crops ask him whether he knows the area of his export crops, such as coffee and cocoa, and then ask him whether the remainder of the planted area is as large, larger or smaller. In this way you can lead him to make an estimate of the total area.
- \* You can help him to estimate the size of his cassava fields in the same way, by reference to the area of his coffee or cotton fields.
- \* If the respondent only knows the size of his fields in the local units of measurement, ask him how many of these units equal one hectare and convert the figures into hectares yourself.
- \* If he has no idea of the amount of his crops that he has sold (this may easily be the case, for instance, for small quantities of cassava sold from time to time), you can ask him about how much was sold each time and then how often he sold cassava during the past 12 months (once a week? during which months? and so on). You will thus be able to calculate the number of basins (or similar measures) sold in the past 12 months.

Part A. Land

Question 2. The area of crops not yet in production should also be included.

Question 3. FALLOW LAND is land that is left unplanted for several years to allow it to regain its fertility.

Question 4. Land belonging to a LAND DEVELOPMENT PLAN includes, for example, land set aside as a reserve, forest reserves, land owned by the state or a state enterprise for the purpose of reforestation or planting of rubber trees.

Question 5. GVC means Groupement a Vocation Cooperative (Cooperative Association).

Question 6. Having the "right" to sell is not to be confused with "wanting" to sell. The purpose of the question is to find out whether a member of the household can or cannot sell part of the household's land in case of need.

Question 11. Questions 6 and 11 must not be confused. If the answer to question 6 is "No", the answer to question 11 may still be "Yes", since land can be conveyed or transferred for a period of time only, while a sale is final.

Part B. Crops

Question 1 should be asked for all the crops listed on both pages before going on to questions 2 - 11. After that, questions 2 - 11 should be put for each crop to which the answer to question 1 was affirmative, completing all these questions for each crop before going on to the next.

The codes for the units of quantity and crops will be found on the right side of each page. HIVE is used here to describe the practice of hanging a large quantity of maize in a tree as a method of keeping it.

Question 2. If a crop has been harvested twice during the year, the acreage should be counted only once. For example, if 2 hectares of rice was harvested twice during the year, the answer is still 2 hectares.

Question 3. NOT YET IN PRODUCTION means never having produced a harvest of this crop. The arrows in some boxes indicate that this question should be skipped for these crops and that the interviewer should go directly to question 4.

Question 4. For instance, if the person sold 10 sacks of cocoa, write 10 in the QUANTITY column and 3 in the UNIT column. For 6 bales of cotton, write 6 in the QUANTITY column and 4 in the UNIT column. If all the 6 bales of cotton were sold for 60,000 F, write "60,000" in the AMOUNT column and 4 in the UNIT column. Code 17 (TOTAL) for units of quantity is not valid for this question.

Question 5. To continue with the same examples, if the cocoa was sold for 33,000 F per sack, write "33,000" in the AMOUNT column and "3" in the UNIT column. If all six bales of cotton were sold for 60,000 F, put "60,000" in the AMOUNT column and "17" (TOTAL) in the UNIT column.

Do not suggest any prices to the respondent. Even if you know that the official price for cocoa is 330 F per kilogram, for example, and the respondent says that he sold it for 325 F, you must write down his answer without question or comment.

Questions 10 and 11. People often grow several different crops side by side on the same piece of land. For instance, a field of coffee may have cocoa and fruit trees on it as well. In that case, on the line for cocoa under question 11, you write "02" in the FIRST CROP column (for COFFEE) and "07" in the SECOND CROP column (for FRUIT TREES). Then, on the line for coffee, under the same question 11, write "01" in the FIRST CROP column (for COCOA) and "07" in the SECOND CROP column (FOR FRUIT TREES). Lastly, on the line for fruit trees, still under question 11, you write "01" in the FIRST CROP column (for COCOA) and "02" in the SECOND CROP column (for COFFEE).

[illegible]

The order in which the two crops are recorded under question 11 does not matter; in the example above, on the line for cocoa the code for coffee could be marked in the FIRST CROP or the SECOND CROP column, and the same for the code for fruit trees. What is important is that both crops should be shown under question 11.

If only one other crop is grown intermixed with the crop about which the question is asked, only the FIRST CROP column should be filled in. If more than two crops are being grown in the same fields at the same time, the two most important should be shown in these columns.

#### Part C. Age of tree crops

Use Part B to answer questions 1 and 2 yourself; they are instructions addressed to you. The codes for tree crops are shown at the right of the page. Only these crops are to be mentioned in this Part C. You may add more lines if there are more than four tree crops. Copy all the tree crops grown by the household under question 2 before going on to questions 3 - 5.

If the respondent does not understand the idea of "proportion" of his plantings, you can help him to think about it in at least these two ways:

- \* If he knows the total number of trees or plants and the number to be put down under each of the questions (3, 4 and 5), you can write the proportion, using these figures. For instance, if he has 432 cocoa trees, of which 103 are too young to produce, write "103/432" as the answer to question 3.
- \* You can also ask him, if one was to divide his field into a number of parts (3, 4, 5 and so on), how many parts would be occupied by plants too young to produce, how many by plants in full production and how many by plants that are near the end of productive life. Write the number indicated by the respondent above the total number of parts.

#### Part D. Farm inputs

FARM INPUTS means all the products, materials and labor that go into cultivation of a crop, in order to increase production. For instance, supplementary labor, fertilizers and insecticides.

The different tables in this section should only be filled out if the answer to questions 1, 7, 13, 18, 24, 28, 34, 44, 48, 52 and 55 is affirmative. Then, make a list of all the crops mentioned by the respondent before going on to the following questions. Each crop must be given its code (see the table of crop codes at the right of the page).

SECTION 2. PART 1. FARM INPUTS

Has your household bought seeds or plants during the past 12 months?

YES...1

NO...2 (17)

2

2	3	4	5	6
For which crops? LIST THE CROPS WITH THEIR CODES. LIST ALL CROPS BEFORE GOING TO 3-6.	How much was spent for seeds or young plants for ... 1... in the past 12 months?	Have you already harvested the fields for which you bought these seeds/plants? YES...1 NO...2	How did you obtain the seeds or plants? PRIVATELY...1 CODEPALM...2 SATHACT...3 SOGS...4 SAPH...5 CIDI...6 BND...7 COOPERATIVE...8 OTHER PUBLIC AGENCY...9	Did you obtain the seeds or plants on credit? YES...1 NO...2
CODE	AMOUNT			
	01			
	02			
	03			
	04			

▶ NEXT  
CROP

Has your household used fertilizer during the past 12 months?

YES...1

NO...2 (13)

1

8	9	10	11	12
For which crops? LIST THE CROPS WITH THEIR CODES. LIST ALL CROPS BEFORE GOING TO 9-12.	How much was spent for fertilizer for ... 1... in the last 12 months? IF NOTHING, WRITE ZERO	Have you already harvested the fields on which you used fertilizer? YES...1 NO...2	How did you obtain the fertilizer? PRIVATELY...1 CODEPALM...2 SATHACT...3 SOGS...4 SAPH...5 CIDI...6 BND...7 COOPERATIVE...8 OTHER PUBLIC AGENCY...9	Did you get the fertilizer on credit? YES...1 NO...2
CODE	AMOUNT			
COTTON 11	35.000	2	7	1
PEANUT 12	12.000	1	8	2
BIRD SEED 22	10.000	1	8	2

▶ NEXT  
CROP

13. Has your household used organic manure during the past 12 months?

YES...1

NO...2 (18)

2

14	15	16	17
For which crops? LIST THE CROPS WITH THEIR CODES. LIST ALL CROPS BEFORE GOING TO 15-17.	How much was spent for organic manure for ... 1... during the past 12 months? IF NOTHING, WRITE ZERO.	Have you already harvested the fields on which you used the manure? YES...1 NO...2	Where did you obtain the manure? PRIVATELY...1 CODEPALM...2 SATHACT...3 SOGS...4 SAPH...5 CIDI...6 BND...7 COOPERATIVE...8 OTHER PUBLIC AGENCY...9
CODE	AMOUNT		
	01		
	02		
	03		
	04		

▶ NEXT  
CROP

▶ 18, NEXT PAGE

CROP	CODES:
COTTON	11
PEANUT	12
BIRD SEED	22
BANANA	23
FRUIT TREES	24
WATERMELON	25
MELON	26
GUAVA	27
ORANGE	28
LEMON	29
CITRUS	30
CASSAVA	31
YAM	32
TARO	33
SWEET POTATO	34
POTATO	35
RICE	36
MILLET	37
SORGHUM	38
MAIZE	39
BARLEY	40
WHEAT	41

Questions 5, 11, 17, 22, 27, 32 and 37. PRIVATE means an individual who does not work for the government or from an agency which is not managed or owned by the state. For instance, a trader, a household member or a neighbour who is not a government sales agent.

SODEPALM is the Societe d'Etat pour la Plantation de Palmier a Huile (National Oil Palm Company).

SOGB is the Societe de Caoutchouc de Grand-Bereby (Grand-Bereby Rubber Company).

SAPH is the Societe Africaine de Plantation d'Hevea (African Rubber Plantation Company).

CIDI is the Compagnie Ivoirienne pour le Developpement Textile (Ivory Coast Textile Development Company).

BNDA is the Banque Nationale pour le Developpement Agricole (National Agricultural Development Bank).

SATMACI is the Societe d'Assistance Technique pour la Modernisation de l'Agriculture en Cote d'Ivoire (Company for Technical Assistance for Modernization of Agriculture in Ivory Coast).

A COOPERATIVE is an association of persons with common interests who work their fields or sell their agricultural products together, and who all have an equal say in management. The profits are divided proportionately among the members of the association. An example is a GVC (Groupement a Vocation Cooperative - Cooperative Association).

Question 13. ORGANIC FERTILIZER may be manure, that is, animal droppings collected and used as fertilizer for the crops, or dead leaves or grasses dug into the soil to increase its fertility.

Question 43. A MAN-DAY is the work that can be done by one person in one day. The number of man-days is found by multiplying the number of days by the number of persons. For example, if four people work for three days, they have done  $4 \times 3 = 12$  man-days. If two people work for three days and then another person works for two days, they will have done  $2 \times 3 = 6$ , plus  $1 \times 2 = 2$ , or 8 man-days altogether.

Question 44. SHARE-CROPPING refers to a type of rural lease under which the farmer cultivates land belonging to a landowner and in return for the right to cultivate it, gives part of his harvest to the owner. The farmer who has this type of lease is called a SHARE-CROPPER.

Question 55. An AGRICULTURAL EXTENSION WORKER is someone with agricultural training whose duty is to show the farmers how to improve their yields, for instance by using fertilizer or insecticides, or by other methods.



Part E. Transformation of home-grown crops

The purpose of this part is to measure the income and expenses of the household arising from the processing of their own crops for sale. Processing of crops other than those grown by the household should not be taken into account here. For example, making attieke for sale from cassava grown by the household should be included but not processing of cassava bought in the market for sale.

As in the other parts of the section, question 2 must be asked for all the items on the list before going on to questions 3 - 7. All the questions must be asked for one crop before going on to another.

Part F. Livestock

Question 2 must be asked for all the animals listed and a cross marked in the box for the answer before going on to questions 3 - 14.

Part G. Animal Products

The purpose of this part is to measure income derived from the sale or processing of animal products. As in Part E, only income from the sale of products derived from livestock raised by the household should be taken into account. For example, the sale of yogurt prepared from milk from the household cows is to be included, but not the sale of yogurt prepared from milk bought in the market.

Question 2 must be asked for all the products listed before going on to question 3.

TANNED HIDES means natural raw animal hides and skins made into leather through the action of tannin or other products.

Part H. Mutual aid for Livestock

For the definition of MAN-DAYS, see Part D of this section.

Part I. Livestock expenditures

Question 1 must be asked for all the types of expenditure on the list before going on to questions 2 and 3.

Question 1. FEED means grass, straw, hay etc. used to feed and care for the animals.

COMMISSION ON THE SALE OF ANIMALS is the percentage of the sale price given to a person engaged in selling animals. For example, a commission of 12 % may be offered on the sale of a bullock worth 100,000 F to someone who carries out the negotiations for the sale. The commission would be  $12\% \times 100,000 = 12,000$  F.

COMPENSATION FOR DAMAGE CAUSED BY ANIMALS refers to compensation in the form of money or goods to a person whose plantings have been destroyed by animals belonging to the household.

Question 3. SODEPRA is the Societe pour le Developpement des Productions Animales (Animal Production Development Company).

#### Part J. Hand tools

Write down the number of tools of each type owned by the household in the box beside each type.

#### Part K. Farm equipment

Ask question 1 for all the types of equipment listed and put a cross in the appropriate box for each answer before going on to question 2. Ask questions 2 - 11 for each type of equipment for which the answer was affirmative.

A SPRAYER is an apparatus that sends out a jet of liquid in very small drops.

A FOGGER (ATOMIZER) is an apparatus that sends out a spray of very fine liquid particles.

A DRAFT BULLOCK is a bullock used for pulling a plough or other farm equipment.

## SECTION 10. NON-FARM SELF-EMPLOYMENT

### PURPOSE

This section is designed to obtain information (expenditures, capital and durable goods) on the various businesses, industries, enterprises, and professional and other activities in which the members of the household are engaged for their own account.

### DEFINITIONS

A BUSINESS may be some kind of trade (in food, clothes or various articles), or a professional activity (as a private doctor or lawyer, for instance), or a store, a carpenter's or cabinet maker's shop, etc.

SELF-EMPLOYMENT means an activity carried on independently, in which the person engaged in it assumes all the responsibilities involved.

### RESPONDENT

The respondent should be the person best-informed about each business. These persons were identified in the course of Round One and their names and the names of their businesses should already have been written in by the supervisor. The interviewer should begin with the business listed first. If the appropriate respondent is not available, he should ask for the respondent for the second and then for the third business. The interviewer should make another appointment to see any of the respondents who are not available.

### INSTRUCTIONS

All the questions in the section (Parts A, B and C) should be completed for each business before going on to the next one.

#### Part A. Information

Questions 1 and 2. These columns are to be filled out by the supervisor only. The interviewer will therefore find that they are already completed. He should start with question 3.

Question 6. If the respondent cannot give an answer in percent but can state that half (or one third) belongs to him, the interviewer should translate the answer into percentages (50 per cent for half, 33 per cent for one third, and so on).

Question 7. This covers all persons who work or help in the business, whether as paid employees or as family helpers.

Questions 8 and 9. The aim is to find out how many people were actually paid for working or helping in the business.

Question 13. RETIREMENT PENSION means the allowance paid by the state or a business to a person with a certain number of years service, in accordance with the law (See Section 5, Part B).

Question 14. The LEGAL MINIMUM WAGE RATE (SMIG) is the lowest wage paid to a wage earner (See Section 5, Part B).

Question 19. This question is concerned only with receipts and not with profit. For example, in the case of a woman who sells pagnes, the interviewer should ask her to state the amount she received from her customers.

Questions 22 and 23. To use the same example, the woman who sells the pagnes may have taken one of them to make herself a dress. It is the value of this type of home consumption with which question 23 is concerned.

#### Part B. Expenditures.

Question 1. The interviewer must ask this question for each type of expenditure listed before going on to questions 2 - 4.

ARTICLES FOR RESALE means goods purchased by the enterprise that have been or will be sold again.

Question 3. This refers to the frequency with which the expenditures are made. For example, if wages are paid at the end of every month, you put "1" in the column headed TIMES and "5" (the code for month) in the column headed TIME UNIT.

#### Part C. Capital and inventory

Question 1. BUILDINGS can refer, for example, to a workshop, a shed, a store or any other kind of building. TOOLS can be saws, hammers, pliers, pincers, etc. EQUIPMENT can be boats, sprayers, cameras, flat irons, fishing nets, traps, etc. MACHINES can be sewing, calculating, washing, copying machines, etc.

## SECTION 11. EXPENDITURES AND INVENTORY OF DURABLE GOODS

### PURPOSE

The purpose of this section is to collect data on all expenditures by the household, other than on food. It covers all expenditures since the interviewer's previous visit and during the past 12 months. This section also compiles a list of durable goods owned by the household.

### RESPONDENT

The respondent for this section should be the person identified in Section 7 of Round One. If this person is not there at the time of your interview with the household, you must arrange to go back to see him/her.

### DEFINITIONS

TONTINE refers to an agreement between two or more persons to contribute equally to make up an agreed sum (for instance, each participant gives 10,000 F each month), the total amount being handed over to each participant in turn, for example, at the end of each month. Expenditure for the tontine therefore means the sum of money paid by a participant.

EXPENSES FOR REMITTANCES refers to assistance in the form of money or goods sent by household members to children, relatives or other persons living elsewhere. For example, a member of the household may be sending money to a brother living somewhere else to help pay for his education. Sometimes, you may find households in the villages who are sending sacks of rice or other harvested crops to relatives living in town. The person sending this assistance must be a household member and the person receiving it must be someone who does not belong to the household being surveyed.

### INSTRUCTIONS

#### Part A. Daily expenses

Ask the first question for all the goods listed before going on to question 2. Put a cross in the appropriate box for the answer given. Ask question 2 for every item with an affirmative answer. The blank space at the right of the page is to be used for the calculations for Parts A and B.

The LAST VISIT means the visit you made to the household during Round One.

#### Part B. Annual expenses

Ask Question 1 for all the goods listed before going on to Questions 2-4. (The list is continued on the right hand side of the page.) Ask last the question about any money losses by household members during the past 12 months.

Note: In Question 1, the intention in items 130, 131 and 132 is to find out whether the household members have purchased KITCHEN APPLIANCES, FURNITURE and LINEN. Respondents tend to forget the question and to answer "Yes" if they own these things. To avoid this confusion, you should repeat the question frequently, emphasizing that all you are asking is whether the household made expenditures for these goods during the past 12 months.

Part C. Inventory of durable goods

First ask the respondent whether a household member has each of the items mentioned in the list to the left. Then ask Question 1 for each item before going on to Questions 2-4.

Question 1. Write the last two figures of the year given by the respondent. For example, if the item has been owned since 1975, write "75".

Question 3. If the item was received as a gift or in exchange for something, show the value when it was acquired.

Part D . Expenses for remittances

Make a list of all the persons named in Question 2 before going on to Questions 3-7. If the respondent refuses to give names, number the people (first person, second person, etc.). Then ask Questions 3-7 for each person on the list before going on to the next person.

SECTION 11. PART D. INVENTORY OF DURABLE GOODS

INSTRUCTIONS:

FOR EACH ITEM IN THE LIST BELOW,  
ASK THE FOLLOWING QUESTION:

Do the members of your household have  
this type of goods?

PUT A CROSS IN THE APPROPRIATE BOX FOR EACH  
ITEM. GO TO THE NEXT ITEM. FINALLY, ITEM  
FOR WHICH THE ANSWER IS YES, ASK QUESTION 1.

Do the members of your household have.....

ITEM	CODE	YES	NO
Sewing machines?	201	X	
Gas stoves?	202		X
Refrigerators?	203		X
Air conditioners?	204		X
Fans?	205		X
Radios?	206	X	
Radio/cassettes players?	207		X
Phonographs?	208		X
Stereo equipment?	209		X
TV sets?	210		X
Bicycles?	211	X	
Motorcycles?	212		X
Cars, other vehicles?	213		X

1. Please describe all the \_\_\_\_\_ owned by members of your household.

2. WRITE THE ITEM AND DESCRIPTION (MAKE, COLOR, ETC.) FOR EACH OF THE GOODS. COPY THE CODE AND GO ON TO THE NEXT ITEM IN THE LIST. IF THE ANSWER WAS YES.

3. ASK QUESTION 1 FOR ALL GOODS BEFORE GOING TO 2-4.

4. What was the price of this item when you acquired it?

5. How much did you pay for this item?

6. If you wanted to sell this item now, how much would you receive?

7. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

8. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

9. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

10. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

11. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

12. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

13. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

14. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

15. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

16. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

17. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

18. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

19. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

20. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

21. IF IT WAS A GIFT, AN INHERITANCE, ETC., HOW DID YOU ACQUIRE IT?

1	SEWING MACHINE	SINGER	201	80	100.000	75.000
2	RADIO	SMALL	206	75	12.500	3.000
3	RADIO	BIG	206	78	17.000	5.000
4	BICYCLE	GITAINE	211	84	125.000	100.000
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						

PART D

## SECTION 12. FOOD EXPENSES AND CONSUMPTION OF HOME PRODUCTION

### PURPOSE

The aim of this section is to determine the amount spent for food and to estimate the value of home production consumed by the household.

### RESPONDENT

The respondent is the person identified in Section 7 of Round One as the one best informed about food expenditures.

### DEFINITIONS

SINCE MY LAST VISIT means since the last visit of the interviewer to the household during Round One. In theory this period is two weeks; but, as this is not always the case, you must emphasize the time that has elapsed since Round One. NOTE: If you make several visits during Round Two (to ask questions of respondents who are not available the first time), you must make it clear that you are asking for information on food expenditure and consumption since the Round One visit, not since the previous Round Two visit.

OULEOULE is a type of flat white bean sometimes also called "were were".

NERE is a paste used to give flavor to sauces.

### INSTRUCTIONS

#### Part A. Food Expenses

Ask Question 1 for the whole list of food items (even if this runs on to the next page) before going on to the next questions. The following questions are asked only for the food items for which the answer was "YES" in reply to Question 1.

Question 3. This question refers to the total amount spent on a given food item since the Round One visit. So, if the item has been bought several times in the interval, you must add up the individual amounts.

Question 4. It may happen that some food items are not bought in each month throughout the year: the household may have its own crop that it eats during part of the year, or the item may not be available in the market at certain times. In Question 4 you need to ascertain the number of months out of the past twelve in which the item was bought. For instance, if a household bought maize in January, February, March, April, and May, you should write "5" as the answer.



### Part B. Consumption of Home Production

Question 2. Ask the question for all food items on the page and put a cross in the appropriate box before going on to Question 3. Ask Questions 3-5 for all items with an affirmative answer to Question 2.

Question 4. The codes for the time periods are shown at the bottom of the page. If the respondent says that the household eats something twice a week, write "2" in the first column of Question 4 and "4" (the code number for week) in the second column.

### SECTION 13. FERTILITY

#### PURPOSE

The purpose of this section is to ascertain the number of pregnancies and children that the selected woman has had during her lifetime, and to determine the mortality rate. It also asks whether the woman used public maternity services for her last childbirth.

#### RESPONDENT

The respondent is the female selected at random in Section 7. Her name and identification code will have been written on the questionnaire by the supervisor. This woman, and only this woman, is always the subject of this section. She must never be replaced by another woman. If after several visits to the household, this person is still not available, you may ask another woman who is well informed about the pregnancies and children of the selected woman to respond for her.

#### DEFINITIONS

A LIVE BIRTH is one in which the newborn infant showed signs of life (by crying or breathing) even if it died shortly afterwards.

A STILLBORN INFANT is one that showed no signs of life. It neither breathed nor cried.

A MISCARRIAGE is a spontaneous abortion between the first and sixth months of pregnancy.

#### INSTRUCTIONS

Question 2. The object of this question is to find out whether the woman has ever had a live birth. Stillborn children are not to be counted.

Questions 3 to 10. This time you should not get answers to Question 3 for all the children concerned before going on to the next question; on the contrary, you must ask Questions 3-10 for each child before going to the next. Make it quite clear to the respondent that she should only talk about her own

children. You must also make sure that the respondent understands that her replies will be kept confidential; a woman who has an adopted child may wish to conceal it so that the child will not know. This only underlines how important it is for you to try to have a conversation with the identified female without anyone else being present.

Question 3. If a child died before being given a name, write "NO NAME". If there were twins, write the details for each of them on separate lines.

Question 4. If the child is a member of the household and its birth date is shown on the Household Roster, copy the date. There is no need to ask the question again.

If the mother does not remember the date of birth of the child, ask her the current age of the child, or alternatively ask how old she herself was when she had the child, then subtract that age from the respondent's present age and calculate the date of birth. You can also help the woman to remember by discussing local, regional or national events that occurred during her pregnancy.

Question 9. Try to obtain the age of the child at death, expressed in years and months if the child died within the first two years, or in years alone if it lived for more than two years.

If a child only lived for a very short time, so that its life was measured in days or weeks, convert the period into months before writing the answer in the questionnaire. If the child lived less than two weeks (less than 15 days), insert "0" in the space for months and years. If a child died before reaching the age of one, write the number of months in the month space and "0" in the year space.

Questions 10 and 11. Women will sometimes forget to mention a dead child or a child living elsewhere. These questions are designed to overcome this sort of omission.

Question 15. A MIDWIFE is someone with training and a diploma entitling her to offer pre-natal and post natal care and to do everything necessary at childbirth. A PRACTICAL MIDWIFE is a woman with some unofficial training who can look after straightforward births, but who does not have sufficient experience to give any other form of assistance. A TRADITIONAL BIRTH ATTENDANT is someone who has never had any training in childbirth, but who has plenty of practical experience.

## SECTION 14. OTHER INCOME

### PURPOSE

The aim of this section is to account for all income of members of the household other than that from paid employment (covered by Section 5), agricultural activities (Section 9), and non-farm self-employment (Section 10).

### DEFINITIONS

UNEMPLOYMENT INSURANCE is the amount deducted from the wages of employees or workers which is returned to them if they are unemployed.

DIVIDENDS are the returns on shares that the household has bought or resold.

TONTINE INCOME (See Section 11) is money that the household receives from the tontine.

INCOME FROM REMITTANCES represents regular or irregular contributions in the form of money or goods received by household members from persons who are not household members and live elsewhere. For example, money sent by a relative who lives in France or in another part of Ivory Coast, food received by a family living in Abidjan from relatives living in the country, and money sent by a relative living elsewhere to pay for the education of a household member, all come under this heading.

### RESPONDENT

The respondent is the person best informed about other income of household members. This person will have been identified in Round One and his/her name will have been written on the questionnaire by the supervisor.

### INSTRUCTIONS

#### Part A. Miscellaneous Income

Question 1. Ask this question for all sources of income on the list before going to Question 2.

Income from leasing or selling LAND, EQUIPMENT, or BUILDINGS means income from all those assets belonging to household members or to businesses or farms belonging to household members.

#### Part B. Income from Remittances

Question 2. Make a list of all the names concerned before going on to Questions 3-7. If the respondent refuses to give the names, number the people (first person, second person, etc).

## SECTION 15. CREDIT AND SAVINGS

### PURPOSE

The aim of this section is to evaluate the indebtedness and savings of the household.

### RESPONDENT

The respondent should be the person who is best informed of the household's borrowing and saving; he should be the same person who answered the questions in Section 14. There is therefore no space for the name of the respondent in this section.

### DEFINITIONS

In this section information is collected only on money lent and borrowed by household members THAT HAS NOT BEEN REPAID at the time of the interview. You should therefore not record information regarding loans that have been completely paid off during the preceding month, or even the preceding day.

LENDING is the act of passing money to someone who must repay it. The act of receiving money from someone to whom it must be repaid is BORROWING. A person who lends money to another is called the LENDER. A person who must pay the money back is a BORROWER.

### INSTRUCTIONS

Because of the delicate nature of the topic, you must do your best to ensure that the respondent has confidence in you. You should therefore hold the interview without anyone else being present.

#### Part A. Lending and Borrowing

Questions 2 and 4. In Question 2, add up all the amounts owed to household members by others on the day of the interview; for Question 4, add up all the amounts that household members owe to others on the same day. You may use the space set aside on the right of the page for your calculations.

#### Part B. Loans Contracted

Ask Questions 1 and 3 and fill in the replies to Question 2 for all persons, banks, cooperatives, etc., to whom household members owe money before going on to Questions 4-15.

Question 1. The respondent need not give the name of persons to whom he/she owes money. If the respondent seems distrustful, put "first person", "second person", etc.

Question 2. This is an instruction to the interviewer, not a question to be put to the respondent. A PRIVATE PERSON is someone who is not representing a bank (public or private), cooperative, or other institution. Friends, neighbors, and village moneylenders are usually private persons. A PUBLIC BANK is a bank run by the state, such as the BNDA and the Caisse Autonome d'Amortissement.

Question 3. Enter the number of the loan from each person or agency. If more than one loan was contracted from the same source, complete a line for each and number them in Question 3 (1,2,3, etc.). If only one was contracted, write 1.

For example, the respondent has contracted two loans from the BNDA, one for 500,000 F the other for 1,500,000 F. A private person lent him 50,000 F when school opened. [Enter 1 for the first BNDA loan, 2 for the second, and 1 for the single loan from the private person.]

Question 6. Often rates of interest are fixed by the bank; but in the villages the custom is to ask for a certain amount in return for a given loan. If the respondent states that he returned a fixed amount, enter "2" and go on to Question 8.

Question 10. To give something as COLLATERAL is the same as to offer something (Jewellery, house, land) as a guarantee that a loan will be repaid. If the borrower is unable to repay, the lender may take the guarantee.

Question 13. If the date for paying off has passed, write "SP" in both columns.

### Part C. Savings

Question 2. SAVINGS ACCOUNTS are accounts on which the holders receive interest.

The RURAL SAVINGS FUND (CREP) is a local fund into which the villagers themselves pay certain amounts in order to make them available as loans to others (with interest).

OTHER BANK ACCOUNTS cover current accounts on which interest is not paid unless the amount deposited exceeds a certain minimum.

BONDS represent loans made by private persons to companies, firms, etc., which undertake to pay a certain fixed amount annually regardless of the financial status of the company or firm.

A SHARE represents an amount of capital in a firm or company subscribed by a private or juridical person (company). At the end of each financial year the shareholder may receive dividends proportional to the profits of the company invested in.

## PERMANENT HOUSEHOLD SURVEY

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### ADDENDUM TO THE INTERVIEWER'S MANUAL

19 March 1985

#### Interview Procedures

1. The interviewer should frequently remind the respondent of the purpose of the survey and that the data obtained will be kept confidential, particularly at the beginning of each round. As several people are interviewed in each round, these reminders must be given to each of them in turn. You must also ensure that the interpreters understand the confidential nature of the interviews. If you are accompanied by a supervisor or a member of the Advisory Team, you should introduce them at the beginning of the interview. Explanations play a great part in the willingness of people to reply to questions.
2. The most important task of the interviewer is to read the questions exactly as they are written in the questionnaire.
3. In Sections 4, 5, and 6 of the questionnaire, each household member concerned must answer for him/herself. Parents or other adults may answer for children (under 15) who are not present. If an adult is not available at the first visit, you must return for an interview another day. Only if someone will not be available at all during the two weeks that the team will be in the village is it permissible to accept answers from someone else in their place. These cases, which should be very few, must be mentioned in your notes.
4. If an interview lasts too long for a respondent (more than two hours) and the he/she is tired, the interviewer should reschedule the rest of the interview for another day or time. When respondents are tired the quality of their answers declines.

#### The Household Roster

1. The interviewer must take the names of persons on the household roster in the proper order (that is, each wife followed by her children, etc). Once the list is complete, you must ask Questions 4-14 about everyone on the list even if you find at a given moment that someone ought not to be included. People who are not household members are identified in Question 14 by code 2; do not delete the lines referring to them.
2. According to the instructions in the Interviewer's Manual, children of household members aged under 3 months are considered to be household members. Consider these three examples:

\* In the first household you come across a child aged one month who has lived and taken his meals with the household since he was born. In Question 13

the answer is 11 months, because before he/she was born he/she neither lived nor took his/her meals with the household. Nevertheless, the child is considered to be a member of the household because he/she is under three months old and is the child of a household member.

\* In the second household you find that the wife of the head of household has given birth to a child in her parents' village. The child is two months old, and the mother and child are still staying with the child's grandparents. The wife is a household member because she has been absent for only three months during the past twelve. The child, who was absent for twelve months out of twelve, is nevertheless a member of the household because he/she is under 3 months old and the child of a household member.

\* In the third household you discover that the wife of the head of household has given birth in her parents' village five months ago and that neither she nor her child have returned to the household. The mother is a household member because she has only been absent for five months out of the past twelve. The child is not a household member because he/she is more than three months old and has neither lived nor taken his/her meals with the household during any of the past twelve months.

3. In Section 1B, Information on the Parents of Household Members, Questions 8 and 16, the code 3 -- NA -- is a mistake and should be dropped. If the person concerned is under 10 years old, do not ask the question.

### Housing

1. The questions in Section 2A on the type of housing, the number of rooms, etc., refer to the dwelling occupied by the household at the time of the interview. Do not count dwellings belonging to the household that have been rented out, or second homes.

### Education

1. You must help the respondent to think about the amount of money spent on each item in Question 18. If nothing has been spent, write "0". If the respondent only knows the total, enter it under the heading "Other". Put "0" under the headings where nothing has been spent and "SP" under the headings for which the respondent does not know the exact amount.

Here is an example. The household spent 400 F for the parent association, 5,000 F for transportation to school, and nothing for board or lodging. For the remainder (uniforms, books, school supplies, fees, and other expenses) the outlay was 35,000 F but the respondent does not know how to break down the amount among the various headings. Here is what you should write:

Parent association fee	400
Uniforms and sports clothes	SP
Books and school supplies	SP
Transportation	5,000
Cafeteria, board and lodging	0
Tuition and registration fees	SP
Other	35,000

Never include under "Other" anything that has already been covered under another heading.

#### Economic Activities

1. In Sections 5B and 5C, Questions 10 and 9, respectively, are designed to ascertain the earnings of the respondent from both primary and secondary jobs for the past seven days. The purpose is to discover what he normally earns for his work, not what he was actually paid during the past 7 days.

For instance, one of the household members worked mainly as a farmer during the past seven days. He did not receive anything during that time, but in the past twelve months he made 385,000 F. The answer to Question 10 in Section 5B is 385,000 F per year. Another household member has been working for most of the time during the past 7 days as a training officer for the SATMACI. He earns 150,000 F per month, and this is the answer that should be put down as the reply to Question 10 for him.

#### Migration

1. For Question 10 "How many times in your life have you changed your town or village of residence?" you should enter all moves for three months or more. Consider the case of someone who was born at Divo, left Divo for the first time to go to secondary school in Korhogo, and now lives in Abidjan. While at school in Korhogo, he spent three months every summer in Divo and he was at school for three years. He changed his town or village seven times: Divo-Korhogo (once for going to school); Korhogo-Divo-Korhogo-Divo-Korhogo-Divo (five times during his years at school); and Divo-Abidjan (once after school).

2. In Question 6 the word "here" should be deleted. The question should be: "How long have you lived at [PRESENT PLACE OF RESIDENCE]?" If the household member is not currently with the household -- if he/she is in school in Korhogo at the time of the interview, for example -- the answer to the question should indicate where he/she is living at the moment.

#### Respondents for Round Two

1. The person selected to answer Question 12 should be the person who actually does the shopping, not the person who merely provides the money. In most cases this person will be a household member, but sometimes a maid will be the best informed. In this case, you should use the maid as the respondent, even if she is not a household member.



2. The sale of agricultural produce grown or raised by the household should not be included in the answers to Questions 3, 4 and 5. Only include non-farm self-employment.

#### Agro-pastoral Activities

1. Question 5 in Section 9A refers to the number of hectares of crops that are sold to a cooperative.

2. At the end of Question 52, Section 9D, add the words "for household consumption". The question should read "At the present time are you storing any of your crops for household consumption?"

3. In Section 9F Questions 9-11 refer to animals bought for raising, not to those bought for eating at the evening meal. Question 13 refers to animals raised by the household then consumed.

#### Expenditures and Inventory of Durable Goods

1. In Section 11B, the amount spent in the past 12 months (Question 4) should include anything spent since the last visit (Question 3).

2. To avoid double counting in Section 11B, always write the expenditure against the line for the item purchased. For instance, a pagne bought as a gift should be shown against "pagnes" and not against "gift". Similarly, drinks bought for a wedding should be shown against "drinks" in Section 12A, not against "weddings" in Section 11B.

3. Put expenditures on tailors against "Other expenses" in Section 11B.

4. In Section 11C, enter all the items on the list in the possession of the household, even if they are somewhere else. Do not enter items (e.g.; videos) that are not on the list.

#### Food Expenses

1. Add tea and coffee as examples of non-alcoholic beverages.

2. Put expenditures on dairy products (milk, yogourt, etc.) against "Other food expenses".

#### Fertility

1. For Questions 23 and 24 (age at marriage and date of marriage) put down the answers given by the respondent, even if they do not agree. Do not try to establish the date of marriage on the basis of the date of birth and the age at marriage.