

# **NEPAL LABOUR FORCE SURVEY 2007-08**

## **INTERVIEWERS' MANUAL**

GOVERNMENT OF NEPAL  
**CENTRAL BUREAU OF STATISTICS**  
Household Survey Section

2008

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# INTRODUCTION

This manual is prepared as a basic reference guide for interviewers working on the Nepal Labour Force Survey 2007-08 (NLFS-II). Part 1 of the manual (*Field Operations*) contains general information on how to carry out the survey. It covers the following topics:

1. An overview of the Nepal Labour Force Survey 2007-08 (NLFS-II);
2. A description of the interviewers' job;
3. Organization of the fieldwork;
4. General instructions on how to fill out the questionnaire; and
5. Definitions of key words and concepts.

Part 2 of the manual provides the instructions on how to list the households in the listing form. The instructions are given to fill up the PSU Code, Season, District, VDC/Municipality, Ward Number and Subward Number on cover page of listing form. Further the procedure on how to segment the ward, method of listing all the households and selection procedure of 20 households are given in detail.

Similarly Part 3 of the manual (*The NLFS- II Questionnaire*) contains detailed instructions on how to fill out the questionnaire. For each section, the manual indicates the purpose of the section and the information to be collected, identifies the household members who should be the respondents, and gives specific instructions for each question.

# **PART 1: FIELD OPERATIONS**

## **1. OVERVIEW OF THE SURVEY**

### **1.1 OBJECTIVES OF THE NEPAL LABOUR FORCE SURVEY - II**

The main objective of the Nepal Labour Force Survey 2007-08 (NLFS-II) is to collect information from members of Nepalese households about their economic activities. As a result of the survey, a detailed set of comprehensive statistics will be available on employment, unemployment and underemployment, which will be valuable for manpower and economic development and planning. Furthermore, few statistics on household characteristics, migration and absent population will also be explored, which explains pattern of urban/rural migration and population residing abroad for employment with remittance receiving in the country. Although Nepal Labour Force Survey 1998/99 is a benchmark survey and other surveys had collected some labour force statistics, the NLFS-II is the second round survey in Nepal to focus exclusively on this topic including few additional questions. The NLFS-II is being carried out with the technical support from the International Labour Organization (ILO), which is the international body with particular responsibilities in the area of labour and employment statistics.

The results of the survey will provide information needed for skill development and planning, for employment generation, for improving the status of women and children, for assessing the role and importance of the informal sector, and for identifying the number and characteristics of the unemployed and underemployed in Nepal. It will also accompany the information for planning and managing the migration within various sectors, improving and institutionalizing foreign employment opportunity and some extent for the household information related to gauge the MDG indicators like drinking water, cooking and lighting fuels, toilet facilities and household amenities.

### **1.2 LEGAL STATUS OF THE SURVEY**

The survey will be conducted under the authority of the Statistics Act 2015 BS. The information obtained from household members under this Act is **STRICTLY CONFIDENTIAL**. Under no circumstances will any identifiable information be released to anyone. Only information in statistical form, such as tables, will be released, so it will be impossible to identify the information for any individual. Some respondents might be worried that their data might be released to the taxation or other authorities; please reassure them that this will never happen. Please be extremely careful not to discuss any information you collect in this survey with anyone outside the survey team, and do not show the completed forms to anyone who is not authorised to see them.

## 1.3 METHODOLOGY OF THE SURVEY

### Sample design

The sample size for the NLFS-II is 16,000 households. Half of the sample is being allocated to urban areas, and half to rural areas, because of the importance of getting good estimates of economic activity for each of these areas. Urban areas are stratified into three strata as Urban Kathmandu Valley, Other Urban Hills and Urban Tarai, and rural areas are stratified into Rural Mountains, Rural Hills and Rural Tarai respectively. The sample size of 400 PSUs in each urban and rural area will be proportionately distributed within their respective strata. In both urban and rural areas the sample will be spread out evenly over the three main seasons of the year (rainy season, winter season, and dry season), so as to cover seasonal variations in economic activity. The sample is not large enough to allow separate analysis of the results for each district, but results will be given for various groupings of the 15 eco-development regions (five development regions covering three ecological belts).

The primary sampling unit is the ward and sub ward. Within each stratum, wards have been selected on the basis of their size; the likelihood that a ward is selected is proportional to the number of households living in that ward. Within each ward, 20 households will be selected and interviewed. In this way, data will be collected from 800 wards around the country; 400 of them in urban areas and 400 in rural areas. This means that in each season of the year at least 133 urban wards and 133 rural wards will be visited.

### Field organization

The data will be collected by 20 field teams, each responsible for a designated area of the country. After the wards are selected, they will be located on a map and assigned to the teams, so as to balance workloads and travel time across the teams. Each team consists of a supervisor and three interviewers. The teams will survey households in each of the three seasons of the year.

### Content and design of the survey

Within each ward or sub-ward that you visit, the first part of the survey will involve making a complete list of all the households living in the area. Once this list has been prepared, your supervisor will identify the 20 households, which you are to cover in the survey. The second part of the survey will involve visiting each of the selected households, to collect basic information about all the people living there, and to collect more detailed information on the economic activities of all usual residents aged 5 years or more.

### Structure of the interviews

Each ward will be visited only once. However, the selected households within the ward could be visited more than once, in those cases where there are unanswered questions or mistakes which need a follow-up. The duration of the interview will vary greatly from household to household depending on the number of persons in the household and how many different kinds of economic activity they are undertaking. In general, the larger the household, the more people you will have to interview, the more activities there will be to cover and the longer it will take you to complete an interview. On average, the interview will probably take about an hour and a half.

### Field teams

At the field level, staff from central and district offices of CBS will be recruited. The supervisor's job is to oversee, co-ordinate, monitor and, where necessary, correct the work of the interviewers. The interviewer will be responsible for listing the households in each area visited, and for collecting the data from the household respondents using the NLFS -II questionnaire.

## **2. THE INTERVIEWER'S JOB**

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

### **2.1 RELATIONSHIP WITH YOUR SUPERVISOR**

The field supervisor is the main link between the field teams and the central NLFS team at CBS headquarters in Kathmandu; he/she represents the central NLFS team in the field. The supervisor has the following major tasks to accomplish in the field:

1. The supervisor will be in charge of the operation of listing all households in the selected area. Any doubts about the listing exercise should be referred to the supervisor.
2. Using standard sampling techniques, the supervisor will select and identify the households to be interviewed in the ward. He/she will then assign interviewers to interview members of the household, and will provide them with questionnaires and other materials.
3. The supervisor will examine all the filled-in questionnaires. He/she will also verify that each interview has been carried out correctly and that the questionnaires are complete.
4. The supervisor will keep the central office in Kathmandu informed about your performance in the field. He/she will make regular evaluations of your work, including your behaviour and presentation during interviews, the quality of the interviews, and your working relationship with the supervisor and other team members.
5. The supervisor will help you to solve any problems you encounter during your work. You must keep him or her informed of any and all difficulties or problems that you encounter. When in doubt, always consult your supervisor.

### **2.2 HOUSEHOLD LISTING**

On the first day that you arrive in a rural ward, the supervisor, accompanied by the interviewers, will visit the ward or VDC chairman and other distinguished villagers to explain the purpose of the survey, introduce the members of the team, and discuss the survey programme. In urban areas, this procedure will usually not be necessary.



For each village or urban area, you must prepare a list of the households in the area by listing all the households within the boundary of the selected area. You should find the boundaries of the selected ward or sub-ward by contacting local knowledgeable people in the area. The listing of households must be done on the special household listing form, which provides space for listing up to 400 households. Be sure to fill in all the information on the front page of the listing form, so that there is a clear identification of the area being covered.

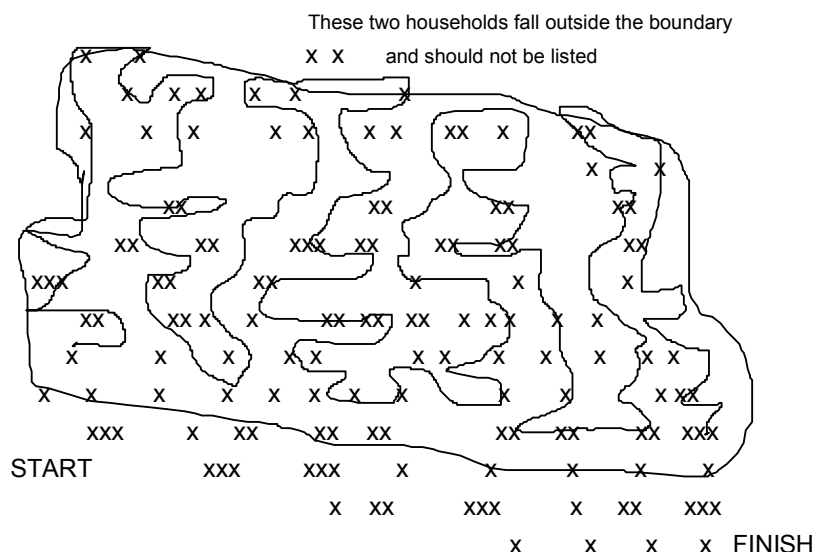
Usually each area you have been given will contain fewer than 400 households; in the case of large wards, this has been achieved by splitting up the ward into smaller sub-wards, and giving you a sub-ward to cover. Where this happens, the number of the selected sub-ward will be shown on the supervisor's field sheet, and a map will be provided to help you identify the boundaries of the selected area. You will then be required to cover only the sub-ward, and not the whole ward.

Special action must be taken if you find that the ward assigned to you has 400 or more households. In this case you will be required to list only part of the area. This process of splitting up a ward is called segmentation, and your supervisor will explain the procedure to be followed.

The listing sheet contains space for the name of the locality (i.e. tole) in which the household lives, the name of the household head, the nickname of the household head (in rural areas) or the physical address (in urban areas), and the number of persons usually residing in the household. Take great care to list all households which come within the boundary. Do not list any households which fall just outside the boundary of the area. The listing should be done in a systematic manner, working around the selected area, so as not to miss any households. The figure below shows you how you should list households within an area. List the households in order on the listing sheet, starting with the first household on line 1, and not leaving any lines blank; in this way, the serial number of the last household on the list will indicate the total number of households in the selected area. Do not write anything in the last column on the listing sheet; this column will be used later by your supervisor to identify the 20 households selected for interview.

Once you are certain that you have listed all the households within the boundary, give the list to your supervisor, who will check it and then select the households for you to interview, using standard sampling techniques.

### Example of a how to do the listing operation



In order to list the households correctly, you need to be familiar with the definitions of the terms “household” and “household head”. These are given in full at the beginning of section 5 of this instruction manual. Here we simply need to emphasize four points:

- (a) Only private households are being covered in this survey. Do not list buildings which contain just institutions such as schools, hospitals, etc.
- (b) A household is a group of people who normally live together and eat together.
- (c) Diplomatic households are excluded from this survey and should not be listed. But all non-diplomatic households are to be covered, including expatriate (foreign) households resident in Nepal.
- (d) For this survey we are counting servants and paid domestic employees as part of the household, not as separate households.

## 2.3 INTERVIEWING HOUSEHOLD MEMBERS

When you are interviewing you must follow the instructions in this manual. Keep in mind the following three general rules:

1. Read the questions exactly as they appear in the questionnaire. Do not shorten or change the wording of questions. Do not interpret a question for the respondent unless he or she is unable to understand the question as stated.
2. Personal information about a particular individual should be asked personally. In general, you should discourage other members of the household from giving personal information regarding other individuals. You should always try to interview the relevant person. Politely discourage people from giving

information on other people unless it is impossible to interview the relevant person, or you are convinced that the person whom you are interviewing is the best informed about other members of the household.

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

### **3. GENERAL ORGANIZATION OF FIELDWORK**

Each team will visit the selected PSU (ward/subward) for about four days. You will use the local public transport. In hilly and mountainous areas, it is usually necessary to walk for substantial distances from one ward to the next. So the number of wards to be covered by your team has been assigned according to your likely travel time.

The first two days will need to be spent on the listing exercise. In each ward, 20 households will then be selected for interview. Teams will split up to complete the interviews in the 20 households. In this way it will be possible to complete about ten interviews a day, and do all the interviews in the ward in about two days.

Sometimes it may be necessary to work during the early mornings and in the evenings. In all cases you will have to adapt yourself to the schedule of your respondents. During certain times of the year farmers have reasonable amounts of free time to answer your questions. At other times of the year, they are very busy and you will have to interview them at the most convenient time for them. In urban areas, you may have to perform most of the interviewing work during morning and evening hours or on Saturdays when your respondents will have some free time.

For the listing work and for filling in the questionnaire you will need to carry the following materials. It is your responsibility to make sure that you have all these materials with you during all interviews:

1. Interviewer manual,
2. A calculator,
3. A writing pad,
4. Your identification card,
5. Lead pencils with erasers,
6. A blue ball-point pen for correction.

#### **3.1 INTERVIEWING PROCEDURES**

You will have to make contact with the households who are selected in the survey. During the first visit to the household, you will introduce yourself, explain the purpose of the survey, and make the household aware that information will be collected from 20 households in the ward.

When you first enter a household, the first thing you should do is to greet everyone, introduce yourself, and say that you are working for the Central Bureau of Statistics (CBS) under the National Planning Commission. Show your identification card, and ask to speak to the head of the household (or, if that person is not at home, some other senior household member). If no suitable person is available, find out when they are likely to be available, and return at that time. Explain that the CBS is conducting a second

Labour Force Survey in Nepal. The purpose of the survey is to gain information that will help government to better plan development programmes and projects. Tell them that:

1. Their village and household were selected at random. Other villages and their residents had an equal chance of being selected;
2. Because of the scientific selection process, we cannot substitute another household for their selected household;
3. The survey collects information on the economic activities of household members.
4. The information collected is confidential and is not used for any other purposes.

Obtain the consent and agreement of the household to participate, and make an appointment to visit them for the interview.

### 3.2 THE INTERVIEW

Listed below are some general rules to be followed when you conduct an interview.

#### Maintain good conduct

1. Be courteous towards everyone. Treat other team members and all household members with respect. Your behaviour can have an enormous influence on the opinions of the people in areas where you work. Whether your respondents take the survey as worthwhile or worthless depends heavily on the behaviour of the field staff.
2. Avoid behavior that people find disturbing and upsetting.
3. Be properly dressed. Respondents are more likely to trust you if you dress properly.
4. Exercise patience and tact during the interview. Avoid circumstances, which make the respondent angry.

#### Explain the guidelines for answering questions

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

1. It is important that you answer as accurately as you can.
2. When a question is asked for getting information over a longer period of time, like the last month, take your time to think and recall before answering. Accuracy of the answer is more important than speed.
3. Please interrupt any time a question is unclear, and ask me to repeat or explain.

#### Ask questions just as they are written in the questionnaire

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

After you have read the question clearly and carefully, wait for a response. If the respondent does not respond, then there could be several possibilities: the respondent has not heard the question, does not

know the answer, does not wish to answer, or does not understand the question. In such a situation, you may repeat the question and/or emphasize that no answer will be revealed to others. You may ask if the question was understood.

#### Maintain a neutral attitude

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

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

#### Probe and help the respondents to recall

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

#### Conduct the interviews in private

In principle, all questions should be asked to the respondent in total privacy. This prevents embarrassment and helps to ensure that the respondent answers all the questions free and frankly. In practice, particularly in a village, it is often difficult to prevent the presence of neighbours and other relatives during the interview.

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

You should use your own discretion as to the reliability and accuracy of reporting by someone other than the person involved. For instance, a wife will probably know where her husband works and what he does there, but she may not know his actual hours of work last week. You should also be careful when collecting information about children. Many parents may prefer to answer on behalf of their child, but some may not know the details of their hours of work, etc, and more reliable data can usually be obtained if the child answers alone.

#### Confirm other appointment times

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

Thank the household for their time and co-operation

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

### 3.3 CHECKING THE COMPLETED QUESTIONNAIRES

When you have finished an interview, you must immediately go through the forms question by question and make sure that all sections have been filled out correctly and legibly. In addition, If you discover that any section or question has not been completed, you must return to the household to obtain the missing data. This must be done before you leave the ward.

You will be required to enter codes for the responses to the questions on formal vocational/professional training, and occupation and industry. Because of the complexity of these topics, all the coding for these questions will be done carefully and coding of these should check by supervisors in the field later. But you must make sure that you have collected adequate information to enable this coding to be verified.

### 3.4 RECHECKING THE QUESTIONNAIRES

Once you have completed and checked the questionnaire, the supervisor will check it again. The supervisor will discuss any remaining problems with you. If there are unresolved problems, you will have to go back to the household and ask the relevant questions again. You will then write the new answers alongside the old ones, distinctly using a blue ball-point pen. Do not erase the old answers. Never change data in a questionnaire without re-asking the question.

## **4. GENERAL INSTRUCTIONS ON HOW TO FILL OUT THE QUESTIONNAIRES**

### **4.1 ORGANIZATION OF THE QUESTIONNAIRE**

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

The questionnaire composed of eight sections except cover page. The different sections of the questionnaire apply to different groups of household members. Section 1 will apply for all the selected households. Section 2 is for all household members. However, Questions 9 to 16 only of Section 2 apply to all household members. Further Questions 17 to 25 will apply to all those who are members of household eventually children. No further questions are asked for children under five years of age, but all other household members are asked questions 26 to 110, and those aged 14 or over are also asked questions 31 to 35. Section 3 (Current Activities) applies to all households members aged 5 and over, while Section 4 (Unemployment) applies only to those who did not work in the last seven days and did not had job or business to return to work (as determined in Section 3). Section 5 (Activity in the last 12 months) again applies to all household members aged 5 and over, while Section 6 (Past Employment Record) only applies to those who did not work at all over the last 12 months (as determined in Section 5). After collecting information on economic activities, section 7 has employed for screening those household members, who are reported their members outside the households. In addition, section 8 apply to household head and collects information on remittances from other persons except who were absent from households.

### **4.2 INSTRUCTIONS ON HOW TO FILL OUT THE QUESTIONNAIRE**

#### Always fill in the questionnaire during the interview

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

#### Asking questions

After you have established (at Question 16) who are the eligible members of the household for interview, it is best to work across the page, rather than down, first asking all questions to the head of household, and then proceeding to the next eligible person. In this way, you can build up a clear picture of one person's working activities, which will help to ensure that the information recorded on the questionnaire is complete and accurate. It will also help to ensure more privacy for the interview. You can explain that you will come to the other members of the household when you have finished interviewing this person.

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

1. Text that is written in italics (e.g., *Interviewer*) is not a question but an instruction for you. It should not be read aloud to the respondent, because this instruction is given for your convenience. An example of such an instruction is given in Question 15 of Section 2.

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

For example: "What is the highest level [name] has completed?" (Question 30)

3. The space provided within parentheses for name "[Name]" indicates that the information is required for the particular person about whom the question is asked.

For example: "Can ... [NAME]... read?" (Question 26)

Normally, you will be talking directly to the person to whom the question applies, and you should use "you".

"Can you read?" (Question 26)

In other cases, where you are not talking directly to the person, you will have to supply the name of each household member when asking the question. For instance, if there is a son named Pawan in the household, and you are asking the head of household for information about this person, you would ask:

"Can Pawan read?"

### Coding answers

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

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

For example:

"What was the main sort of work ... [NAME]... did in the last 7 days?" [Q.41]

Here, you will write out the type of work [i.e. occupation] which the person did.

How much did [name] earn last week from his/her main work? [Q. 54a]

Here, you would write in numbers the amount of Rupees earned in the last week.

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

For example:

For how long has [Name] been doing this sort of work? [Q. 42]

Less than 1 year .....1

1 to less than 5 years.....2

5 to less than 10 years.....3

10 years or more .....4



Here, if the respondent has been working since last 3 years then you should write "2" in the box.

3. Where the answer given by the respondent does not fit into one of the codes shown, there is sometimes a final category, marked: Others (specify). If this is the code which applies to the person, write down the number of the code and also record the reply given by the respondent, so that it can later be checked by supervisors as well as at headquarter and perhaps a new code added for an important group of answers.

### Skip patterns

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

1. Arrows indicate that some questions have to be skipped because they do not apply to the respondents. In other words, these arrows direct the respondent to move to subsequent questions.

For example:

"Q31. Has [name] received any formal vocational/professional training?

Yes ..... 1

No.....2 (→ 34)"

Here, the arrow is used to skip from one question to another. It indicates that, if the response is "No", the next question to be asked is Question 34; Questions 32 and 33 should not be asked. If instead the response is "Yes", there is no need to skip, and the next question (Question 32) should be asked.

2. Arrows inside boxes are used to indicate unconditional skips, that is, skips that always apply, no matter what answer the respondent gives.

For example:

"Q81. Did [Name] look for more work in other ways during the last 30 days? "

Yes .....1

No.....2

→ 83

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

### Data entry considerations

The information that you record in the questionnaire will be entered directly into the computer from the questionnaire (except for the names and addresses of respondents, which will be treated with the strictest confidentiality and not entered into the computer). To minimize mistakes and maximize accuracy, follow these rules:

1. Write all details (description of training, description of main sort of work done, description of goods and services produced at place, hours worked, etc.) clearly and legibly. Remember that this has to be coded and entered onto the computer by someone at head office, and that they will need to be able to read easily what you have written.
2. Write answers to questions in the boxes or columns of the questionnaire. Make sure you keep your answer within the space provided.
3. Never go beyond the space allotted for the answer to a question. If you think that some explanation is required for an unusual job or if you are not sure how to deal with a particular situation, write notes at the foot of the page but well away from the boxes.
4. Write legibly with pencil in the questionnaire, without crossing out or overwriting a letter or a number. If you make a mistake and have to correct an entry, do not use an eraser. Put a cross or line through the mistake and write the correct answer alongside.
5. Although you may correct minor errors after having written down the answers badly, you must never make any other changes in the completed questionnaire without asking the respondent. Neither may you copy the information you have collected onto a new questionnaire.
6. Write numbers only in Western script. Do not use Nepali numbers. If you mix the two there will be a lot of confusion.

## **5. DEFINITIONS OF KEY WORDS AND CONCEPTS**

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

### **5.1 Household**

A household is a group of people who normally live together and eat their meals together. For the purposes of this survey, “normally” is taken to mean that the person concerned has lived in the household for at least 6 of the past 12 months. Thus, the members of the household are identified on the basis of their “usual place of residence”. (Note: A person living alone and making his or her own meal arrangements counts as a separate household.)

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

1. The following categories of persons are treated as household members even though they have lived less than six months in the household during past 12 months:
  - (i) infants who are less than 6 months old,
  - (ii) a newly married couple who have been living together for less than 6 months, and
  - (iii) persons living together for less than 6 months but who are expected to live in the household permanently (or for long duration).
2. Lodgers or other permanent residents who live and take their meals with the household are to be counted as household members, even though they may have no blood relationship with the household head.
3. Servants or other paid domestic employees should be counted as part of the household.
4. People who have lived in the household for more than six months of the past 12 months but have permanently left the household (e.g. separated or dead) are not considered members of the household for our purposes.

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

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

## 5.2 Head of household

The head of the household is the person who manages the income earned and expenses incurred by the household and who is the most knowledgeable person concerning other members of the household. The head of the household should be usually living in the household and may be either male or female. It is noted that children (aged less than 10 years) couldn't be the head of the household. If the head of the household (he or she) is not present or available (for example, he or she may be living abroad temporarily), an alternative "head" must be selected in consultation with senior household members. The following criteria can be taken into account (in priority order) in helping you to decide who is the head of household:

- (a) the household member who is accepted as the head by other household members;
- (b) the household member who is legally responsible for the dwelling (owner or lease holder);
- (c) the household member who is the main income earner;
- (d) the household member who does most of the household shopping;
- (e) the oldest household member.

## 5.3 Economic activity

The concept of "economic activity" is a complex one which must be understood if it is to be used properly in the Labour Force Survey. In a population census 2001, the concept also defined with depth and precision. However, in a labour force survey it is not only possible but essential to ensure that the concept is adequately measured. The questionnaire asks the respondent whether he/she did any work in the last 7 days and in the last 12 months. To get an idea of the range of activities, which count as "work" for the purposes of this survey, you should study carefully the list of activities shown in Question 16, and particularly the details given in the footnote to that question. All the activities shown in Question 36 count as "work". In contrast, the activities shown in Question 37 (and all of which are done without pay for the household) do not count as "work" for the purposes of this survey.

To enable you to identify whether or not someone has engaged in a work activity, here are some examples of economic activities. These activities are grouped up along the same lines as the different groupings shown in Question 36:

### **Wage employed:**

Those persons are included in the categories, who are working for wage and salary in different sector, Such as factories, enterprises, agricultural farm, shop, Civil servant, hotel and restaurant, transport and communication etc. In addition, politicians, doctors and advocates are also falls under this category, if they are receiving remuneration for operating work

A. In Agriculture: Workers employed in farms, forestry and fishery, and other agricultural economic units engaged in the production of agricultural goods. Example agricultural labours for ploughing, planting and harvesting crops, fisherman etc,

B. In non-agriculture: Workers employed in factories, business enterprises, shops, service undertakings, and other economic units engaged in the production of goods and services intended for sale on the market. It also included employees of government and other social and cultural institutions, hotels, restaurants, transport and communication. Politicians who get remuneration, lawyers, doctors, shopkeepers etc.

**Self-employed:** Managing one's own business even though not involved in producing the output.

**C. Trade and business:** Managing one's own business and trade even though not involved in producing the output.

**D. Agriculture:** Growing or gathering field crops, fruits and vegetables, producing eggs, milk and food. Hunting animals and birds, catching fish, crabs and shellfish. Gathering of berries or other uncultivated crops. Burning charcoal.

**E. Milling and other food processing:** Threshing and milling grain, making butter, ghee and cheese, slaughtering livestock, curing hides and skins, preserving meat and fish. Making beer and alcohol.

**F. Handicrafts:** Collecting thatching and weaving materials, making mats, weaving baskets and mats, making clay pots, weaving cloth, dressmaking and tailoring, making furniture.

**G. Construction and major repairs:** Construction of a dwelling, farm buildings, clearing land for construction, construction of a second floor, or the major renovation of a dwelling, private roads, wells and other private facilities.

**H. Fetching water**

**I. Collecting firewood:** Cutting or collecting firewood.

**J. Other work activities:** Bonded labourer (i.e. work for an employer, a landlord or money lender to meet an obligation - usually a debt - without pay or with less than normal pay until the obligation has been settled), activities of a member of a religious order such as a monk or a priest, cooking food for labourers working on one's farm when food is provided as part of labourers' wages.

## 5.4 Reference period

Many questions in the NLFS ask respondents to recall whether, or how often, they have done any work during a given time period. This given period of time is called the "reference period", or "recall period".

The NLFS uses the following reference periods:

- the past 7 days preceding the time of the interview;
- the past 30 days preceding the time of the interview;
- the past 12 months preceding the time of the interview.

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

Suppose the interview takes place on Thursday 11 June 2007. The reference periods used in the interview would be as follows:

Reference period	Period covered
"past 7 days"	from Thursday 5 June to Wednesday 11 June 2008 (i.e. the 7 days before the interview)
"past 30 days"	from 12 May to 10 June 2008 (i.e. the 30 days before the interview)
"past 12 months"	from 1 June 2007 to 31 May 2008 (i.e. 12 completed months before the interview)

## 5.5 Current economic activity status

“Current economic activity status” was adopted as the international standard to cover economic activity over a short period of time such as one week. A person aged 5 or more may be classified as to whether he/she is “currently employed”, “currently unemployed” or “currently inactive” during the survey week. The population, which is currently employed together with the population, which is currently unemployed, comprises the currently economically active population, also called the labour force.

## 5.6 Currently employed

A person who is “currently employed” :

either (a) is actually engaged in economic activity (as defined above) in the reference week;

or (b) had a job or business but did not work during the reference week.

This second group can include people who think that they have a job but only have a marginal attachment to the labour force. The NLFS asks specific questions to try to identify the extent of the person’s attachment to a job/business (including whether the person is away from work for more than two months, and whether the person is being paid while absent).

The “currently employed” group is defined to include those who were absent for less than two months, as well as those who were absent for two months or more but who were paid throughout their period of absence.

The “currently employed” group can be further sub-classified as either “fully employed” or “visibly under-employed”.

## 5.7 Fully employed

The “fully employed” group comprise those who:

either (a) worked a full ‘normal’ number of hours or more in the reference week. In the NLFS, this is taken to be 40 hours or more;

or (b) worked less than 40 hours in the reference week, but were not available to work more;

or (c) worked less than 40 hours in the reference week, who stated that they were available to work more, but did not for voluntary (i.e. non-economic) reasons (including studies, home duties, illness, vacation, etc.).

The questionnaire asks under-employment questions of all employed people who worked less than 40 hours in the last seven days.

## 5.8 Visibly under-employed

The “visibly under-employed” comprise those who worked less than 40 hours in the reference week, were available to work more, and did not for involuntary (i.e. economic) reasons (including insufficient work, lack of finance, machinery breakdown, etc.).

## 5.9 Currently unemployed

The “currently unemployed” comprise those people who did not have a job or business or were not employed (as defined above), and who:

either (a) looked for work in the last 30 days before the interview;

or (b) did not look for work in the last 30 days, but were available to work and did not look for work because they thought no work was available, or they were waiting the results of previous enquiries, or waiting to start work, or considered that it was the off-season for fishing or agriculture.

## 5.10 Currently inactive

Finally, the “currently inactive” comprise all those who were not currently employed or currently unemployed as defined above. It therefore includes those who are studying, doing housework, etc., who are not employed and not unemployed. It also includes selected marginal groups such as those who thought they had a job or business, but have been unpaid for two months or more, and who say that they are not available for work, or who have not looked for work because they are unavailable for work.

## 5.11 Usual economic activity

“Usual economic activity status” is another concept used in the international standards. It refers to a person’s status over a long period of time such as a year. Whereas the “current activity” concept is affected by seasonality (for instance due to changes in the amount of economic activity in the different agricultural seasons), the “usual status” concept avoids the effects of any seasonality.

The “usual economic activity” concept is used to classify the population over a certain age (in this case five years and over) into whether they are “usually active” or “usually inactive”. A person is considered to be “usually active” if the periods of time that he/she has either been working or been available for work taken together during the last 12 months are greater than (or equal to) the periods of time that the person has not been working or available for work.

For convenience in this survey, every month has been treated as though it had exactly 30 days, so that a year is taken as having 12 months. If the sum of the “employed” months and the “unemployed” months is

greater than or equal to 6, then the person is classified as “economically active”. The “usually economically active” group can be further subdivided into the “usually employed” and the “usually unemployed”, depending on whether or not the employed periods amounted to more than the unemployed periods.

A person is “usually inactive” if the periods in which he/she worked or was available for work amounted to less than 6 months in the last 12 months. This group may be further classified as to whether the person was a student, home worker, pensioner, disabled, and so on.

## 5.12 Informal sector

The NLFS will assist in identifying employment in the informal sector, as well as the extent to which under-employment and unemployment are associated with the informal sector. In line with the new international standards, those working in the informal sector will be determined on the basis of the following criteria:

- (a) Whether the enterprise where the person works is a private sector business operated by a household (which might be the selected household or another household).

*Government organisations, parastatal bodies, co-operatives, incorporated private businesses and quasi-corporate private businesses will be considered to be part of the formal sector.*

- (b) The employment size of the enterprise. Informal sector enterprises are generally small. The international standards distinguish household enterprises with no regular paid employees from other enterprises, but accept that some countries may wish to include household enterprises with a small number of employees. In the NLFS, we consider household enterprises with less than 10 paid employees as being part of the informal sector. Those with 10 or more paid employees are considered to be part of the formal sector.

A useful additional characteristic (which is not part of the definition of the informal sector, but which gives supplementary information) is the location of the enterprise. Informal sector enterprises may be more likely to operate from the entrepreneur’s home, from a market stall, or from some temporary location. Therefore the location of the enterprise is asked in the NLFS.

In summary, the “informal sector” is defined as employment in household-operated enterprises (unregistered private sector) with less than 10 paid employees. The “formal sector” comprises employment in Government and parastatal bodies, co-operatives, incorporated enterprises, quasi-corporate enterprises, and enterprises operated by a household with 10 or more regular paid employees.

## 5.13 Employment status/sector

The latest international standard classification of employment status recommends the following classification: employees, employers, own account workers, members of producers’ co-operatives, contributing family workers, and workers not classifiable by status. A distinction is also made between paid employees and the self-employed. Perhaps the main distinction between these two groups is that persons in paid employment are typically remunerated by wages and salaries, but may be paid by commission from sales, by piece-rates, bonuses or in-kind payments such as food, housing or training.



Self-employed jobs, on the other hand, are those jobs where the remuneration is directly dependent upon profits (or the potential for profits) derived from the goods and services produced.

## 5.14 Earnings

The concept of income can be quite complex. For the purposes of the NLFS, we are collecting only income from wage and salary employment by paid employees with regular hours of work last week. All other forms of income (remittances, rental income, bank interest, etc.) received by the paid employee are excluded. The income of other types of employed people (especially businessmen and co-operative members) is also excluded.

Wage and salary earnings can be of two types: in cash or in kind. Earnings paid in cash, cheque or direct bank deposit is “cash” earnings. Earnings in kind include the regular supply of food, clothing, housing, water, electricity, fuel, transport, etc. on a free or subsidized basis. Non-regular earnings such as gifts in cash or kind, and bonuses, are excluded. Earnings should be recorded gross, that is before the deduction of tax, social security, pension payments, etc.

## PART 2: METHOD OF LISTING HOUSEHOLDS

Central Bureau of Statistics (CBS) conducted Nepal Labour Force Survey (NLFS-I) at first time in 1998-1999. The second round of Nepal Labour Force Survey 2007-08 (NLFS-II) is conducting to follow up the first Nepal Labour Force Survey (NLFS-I). There are 800 primary sampling units (PSU) selected from the entire country i.e. 400 PSUs from urban and 400 from rural area. The listing of households in the selected PSU is the first stage of the survey. The detailed information are collected during the listing of households such as name of the locality (i.e. tole) in which the household lives, block number (urban areas), nickname of household's head, number of family members residing in the household, gender wise population of absentees etc.

### **Purpose:**

The main objective of household listing in the selected PSU is to prepare a sample frame for further selecting 20 households for interview. The systematic sampling technique will be applied to select households in each PSU.

### **Household:**

A household is a group of people who normally live together, eat their meals together with under the same income expenditure account. The entire household member designates a head of the household, who manage affairs of the household. There might have a group of member even though they may have no blood relationship with either the household head or member in the households. (See for details Part 1: Section 5.1).

*Note: A group of people also residing in hostel of school/college, army camp, hospital, prison, and various rehabilitation centres are also said to be households and considered as institutional households. These households are not covered in this survey and do not list such buildings which contain just institutions such as schools, hospitals, etc.*

### **Household head:**

The head of the household is the person who manages the income earned and expenses incurred by the household and who is the most knowledgeable person concerning other members of the household. The head of the household should be usually living in the household and may be either male or female. It is noted that children (aged less than 10 years) couldn't be the head of the household. (See for details Part 1: Section 5.2).

### **Primary Sampling Unit (PSU):**

Basically, the PSU (Primary sampling unit) said to be the selected wards in the country. For easily operation of survey works, generally each area (PSU) will contains fewer than 400 households. In the case of larger wards more than 400 households, this has been achieved by splitting up the ward into smaller sub-wards. Similarly, small wards of less than 20 households are subjected to grouping of nearest

adjacent ward. Therefore, a primary sampling unit is a ward or subward or segment of a ward or a group of wards.

## **COVER PAGE**

### **PSU CODE:**

PSU CODE is very important information, and it is the first thing to be filled in on the listing form. You need to write psu code in legible and clear manner in the given appropriate box. You will be provided with a list showing the PSU codes for each area from Household Survey Section.

### **Season:**

In this survey, 12 months are divided into three seasons. In which seasons you are collecting data must be fulfil season's code in appropriate box. Enumerators should be known that which month belongs to in which seasons, which is describe in the instruction to filling cover page of questionnaire of this instruction manual.

### **District:**

Write the name of the district in words and the district code given at the back page of the questionnaire in annex 4

### **VDC/Municipality:**

Write the name of the Village Development Committee or Municipality of which the selected ward or sub ward belongs in the listing form. If the selected ward is from Municipality then write code "1" and Village Development Committee then supply code "2" in the appropriate box situated n the right side of cover page in the listing form.

### **Ward:**

There are exactly nine wards in each VDC, and between 1 and 35 wards in each municipality depending upon the population of the municipality. Write the appropriate ward number of which lising operation is under taking. If primary sampling unit is formed from 2 or more than 2 wards then write one of the ward number in the given box and other ward number shoul write just right outside the box.

### **Sub-ward:**

Most of the Municipality's ward as well as larger wards in the VDC' based on population have been spiltted into segment or subward to easily under take survey operation for data collection work. Write subward number in the appropriate box of which sub ward the listing operation is carrying out. If there is not formed subward in the selected ward then should write "00". The number of subward will be provided by headquater office and made available through supervisors.

### **Total Households from sample frame:**

Write number of households of the selected ward/subward in the related box, which will be made available from Central Bureau of Statistics.

**Total Households based on listing:**

Write number of households of the selected ward/subward after completing listing in the related box.

**Segmentation of ward (for supervisors only):**

Generally, each selected area will have contained fewer than 400 households. Sometimes it may exceed more than 400 households in the particular ward. In that case, the listing operation may have difficult to complete in the scheduled time. The survey has planned in such a way that supervisors don't need to further split the selected ward during the field work. Due to extensive cartographic work has been carried out prior to launch fieldwork from headquarter. However you may find any such ward, which has unexpectedly more than 400 households. In this case you have informed to headquarter and under take special action for further segmentation of large ward as based on provided instruction. If you need to have perform segmentation then it has been anticipated that the segments would have been of roughly equal size and might to have less than 300 households in each segment. After segmentation, you need to scratch the maps clearly and describe the boundary of each segment in legibly as well as concisely manner. The boundary of each segment should be assigned as a basis of permanent construction and natural signs of streams, rivers etc. In later, it will be convenient to reach either alone or by guidance of local person on the particular segment with the help of maps and boundary as described by supervisor. Now, you will require of preparing two copies of maps and boundary description and submitting a copy of map and description of boundary to central office and keeping regular contact to central office. The selection of segment will be carried out in central office and information should be given for listing in the particular segment.

**No. of segmented ward/subward:**

Write the total number of subwards/segments splitted by supervisors in relevant box.

**Selected subward number from random no.:**

Write the serial number of subward/segment in the relevant box, which is selected by randomly from central office and available to supervisor.

**No. of households from listing:**

Write total households in the appropriate box after completing listing in the selected ward\subward.

***Method for selecting 20 households in the ward\subward:***

**No. of households from listing (N):**

Write the last serial number of household in the selected ward\subward from column 2 of listing form in this box.

**No. of households to be selected (n):**

Write 20 for each selected PSU in the box, which should select from listing form of ward/subward

**Sampling Interval (I):**

The sampling interval (I) is the number getting after dividing the total households (N) by the number of households should be selected (n). You should take the sampling interval up to two digits after decimal.

$$I = \frac{N}{n}$$

**Example:**

Given,

Total households (N) = 375  
Households to select (n) = 20  
Sampling Interval (I) = ?

$$\text{Sampling Interval (I)} = \frac{\text{Total households}}{\text{Households to select}} = \frac{375}{20} = 18.75$$

**Random number (R):**

Random number ( R ) should be chosen from available random number table. The sampling interval (I) is kept in the first column of random number table and other columns contain random numbers. The random number is the first number, which is the absolute integer value of sampling interval that falls in that column. Thus the random number is the first selected household. For example, If the sampling interval is 18.75 as calculated above then absolute integer of sampling interval is 18 to select random number. If the first random number is 4 in the row of the random number table then choose that random number, which is the serial number of the first selected household. Circle the random number, which is used and do not use again. If the sampling interval 18 comes again then choose the second random number in the same row, due to first random has been circled and already used. Thus the second random number is also circled. If the random number of second column in the same row is 11 then it will be the number of first selected household for that PSU.

**First selection (A):**

The first selected random number is the first selected households as mentioned above.

First selection (A) = Random number ( R )

A = R
-------

**Serial Number of selected households:**

First selected household serial number ( $H_1$ )	=	R	=	A1
Second selected household serial number ( $H_2$ )	=	$A1 + I$	=	A2
Third selected household serial number ( $H_3$ )	=	$A2 + I$	=	A3
Fourth selected household serial number ( $H_4$ )	=	$A3 + I$	=	A4
	=			
	=			
	=			
	=			
	=			
	=			
	=			
Last selected household serial number ( $H_{20}$ )	=	$A_{19} + I$		



### ***Random Number Table***

Sample Interval	Random Numbers circle of each Numbers as it is used											
2	1	2	2	1	1	2	1	1	1	2	1	1
3	2	3	2	2	2	1	2	2	1	3	3	1
4	2	2	2	2	1	2	2	3	1	2	2	2
5	4	4	4	5	4	3	3	5	3	2	3	2
6	4	6	1	2	4	1	1	3	5	3	2	1
7	3	1	3	7	4	4	6	3	2	5	5	6
8	5	2	5	3	8	2	3	1	7	1	4	2
9	9	5	2	9	1	8	4	6	1	4	9	8
10	5	6	4	10	5	3	10	7	1	5	6	2
11	9	2	3	5	1	7	11	3	6	3	6	10
12	5	4	2	7	3	6	9	4	6	11	4	1
13	3	3	12	3	3	13	11	12	10	2	9	1
14	1	1	1	8	11	10	1	8	7	1	4	3
15	13	9	13	12	2	10	7	14	6	2	11	13
16	14	8	15	11	11	13	7	1	12	12	9	13
17	10	4	17	5	7	15	8	9	11	8	10	10
18	4	11	1	16	6	3	18	9	15	15	1	8
19	11	16	12	15	3	9	15	16	8	19	17	3
20	5	11	8	7	20	18	10	16	12	17	10	4
21	13	1	9	7	9	1	18	2	12	20	17	13
22	9	16	6	8	13	18	13	17	14	10	7	17
23	3	20	18	13	10	21	3	3	2	19	14	13
24	20	21	4	15	3	2	6	15	15	13	24	14
25	13	19	16	24	11	14	11	7	9	3	22	2
26	2	17	25	4	10	13	14	23	13	20	6	21
27	12	21	17	16	2	9	16	13	13	21	18	25
28	24	12	2	10	9	3	9	10	10	4	11	16
29	8	12	12	1	12	22	10	3	26	26	29	3
30	3	24	1	23	17	6	18	30	28	25	20	1

**Example:**

Find out the serial number of households for selecteion			
Total households given (N) = 375, Households to be select (n) = 20			
Sampling Interval (I) = $375 \div 20 = 18.75$ First selection (A) = 4			
	$H_{20}$		Serial No of selected househol ds
First selected household serial number (H <sub>1</sub> )	$R = A_1$	4	4
Second selected household serial number (H <sub>2</sub> )	$A_2 = A_1 + I$	$4 + 18.75 = 22.75$	23
Third selected household serial number (H <sub>3</sub> )	$A_3 = A_2 + I$	$22.75 + 18.75 = 41.5$	42
Fourth selected household serial number (H <sub>4</sub> )	$A_4 = A_3 + I$	$41.5 + 18.75 = 60.25$	60
Fifth selected household serial number (H <sub>5</sub> )	$A_5 = A_4 + I$	$60.25 + 18.75 = 79$	79
Sixth selected household serial number (H <sub>6</sub> )	$A_6 = A_5 + I$	$79 + 18.75 = 97.75$	98
Seventh selected household serial number (H <sub>7</sub> )	$A_7 = A_6 + I$	$97.75 + 18.75 = 116.5$	117
Eighth selected household serial number (H <sub>8</sub> )	$A_8 = A_7 + I$	$116.5 + 18.75 = 135.25$	135
Ninth selected household serial number (H <sub>9</sub> )	$A_9 = A_8 + I$	$135.25 + 18.75 = 154$	154
Tenth selected household serial number (H <sub>10</sub> )	$A_{10} = A_9 + I$	$154 + 18.75 = 172.75$	173
Eleventh selected household serial number (H <sub>11</sub> )	$A_{11} = A_{10} + I$	$172.75 + 18.75 = 191.5$	192
Twelfth selected household serial number (H <sub>12</sub> )	$A_{12} = A_{11} + I$	$191.5 + 18.75 = 210.25$	210
Thirteenth selected household serial number (H <sub>13</sub> )	$A_{13} = A_{12} + I$	$210.25 + 18.75 = 229$	229
Fourteenth selected household serial number (H <sub>14</sub> )	$A_{14} = A_{13} + I$	$229 + 18.75 = 247.75$	248
Fifteenth selected household serial number (H <sub>15</sub> )	$A_{15} = A_{14} + I$	$247.75 + 18.75 = 266.5$	267
Sixteenth selected household serial number (H <sub>16</sub> )	$A_{16} = A_{15} + I$	$266.5 + 18.75 = 285.25$	285
Seventeenth selected household serial number (H <sub>17</sub> )	$A_{17} = A_{16} + I$	$285.25 + 18.75 = 304$	304
Eighteenth selected household serial number (H <sub>18</sub> )	$A_{18} = A_{17} + I$	$304 + 18.75 = 322.75$	323
Nineteenth selected household serial number (H <sub>19</sub> )	$A_{19} = A_{18} + I$	$322.75 + 18.75 = 341.5$	342
Twentieth selected household serial number (H <sub>20</sub> )	$A_{20} = A_{19} + I$	$341.5 + 18.75 = 360.25$	360

**Internal Page (method of listing households):**

The main aim of this listing form is to prepare a complete list of residing households. You require to finding out the boundary of PSU prior to under take listing oof households. If the PSu is subward or segment then find out the boundary based on the map and description of boundary, which was provided from central office. Thus finding the boundaries of selected PSU, should be started to list the households from the direction of east and north. Remember that any household could not be either left or repeated in the listing in that PSU.

**Serial Number of Dwelling (1):**

Write the continuous serial number of dwelling starting from 1, where the person residing in the dwelling without repeating any dwelling.

**Serial Number of Household (2):**

Write the serial number of household in column 2 that whatever the serial number occur during the listing of households. Remember that there might have more than one households residing in a single dwelling. If there is more than one household in the same dwelling then the serial number of dwelling will be the same and serial number of households will be added. Serial number of households and dwelling might be different during listing. Further, the serial number of households must be greater than the serial number of dwelling rather than smaller.

**Name of Tole/ Locality (3):**

Write the name of the village or Tole or Locality where the household situated. Here write not only the name of village but also name of tole in that village. For example, Do not write Naya Banewar only but also write there name of small tole such as thapagaon, CDO tole etc. under the Naya Banewar.

**Block Number (4):**

In urban areas, block number of dwelling has been assigned by metropolitan, sub metropolitan and municipality. Write this number in this column. It will be convenient to find out the dwelling for data collection with help of that block number.

**Name of the household head (5):**

Write the name of household head and their caste/ethnicity in this column in legibly and clearly.

**Nickname of the household head (6):**

Write the nickname of household's head clearly rather than real name in this column. Remember that there may be the same name of different persons in the village. But a person might be recognized and popular from his/her nickname rather than real name. Therefore write here nickname of the household head as recognize in the village.

**Total HH members (usual residents) (7):**

Write the total number of household member usually residing in the households as explained in definition of household.

**Total absent members (8-10):**

Absentees are those persons, who are absent at least 6 months or above in the interviewing households or currently absent for a long time of 6 months or above. Here absentees are considered as those who are not separated and expected to live in the same households after returned. Those persons are not treated to be absentees, who are absent for pilgrims, or went for treatments, trade and business, tourist and traveller for less than for 6 months during past 12 months. These persons are treated as member rather than absentees. If they lived in a family and just separated out then should treated as separate household member.

Write how many persons are absent from the interviewing households in appropriate column as separating male female and total absent population.

*Note: Here absentees are considered that they absent from households and living either in the country or foreign country.*

**Total absentees for foreign country (11-13):**

Write the total population of male, female and total in the appropriate column separately, who are absent in the households and went for foreign country only. The foreign absentees are the subset of absentees from households. The foreign absentees figure should be either less or equal to total absentees from households.

**Identification number for selected households (14):**

The selection of 20 households will be carried out through the systematic sampling procedure by supervisors after completing a list of households in the selected ward/subward. The numbering of the first selected households will be supplied "1" and accordingly the last number should be "20". Write this ID number in the "selected household ID No." situated on the front page of the questionnaire during interviewing of selected households. As given in the example, the selected household ID No. will be assign as 1 for the serial number "4" of household, 2 for 23, 3 for 42 and similarly 20 ID No. for 360.

## PART 3: THE NLFS-II QUESTIONNAIRE

### COVER PAGE

The section on the cover page of the survey questionnaire is the most important part of the questionnaire, and it should be filled out with the greatest attention before any of the other information in the household questionnaire is collected. In order to do this correctly, you must have a clear view of the NLFS definition of household and household head (see definitions in sections 5.1 and 5.2 of Part 1). It is important that the interviewer first inquire about who the head of the household is, and verify that this person has been present in the household for at least 6 of the past 12 months. This cover page contains much useful information to be collected by interviewers themselves in the field and which is very useful at the time of data analysis. Some of the information can be copied directly from the supervisor's sheet showing the areas being covered in the survey.

Season: In this survey, 12 months are divided into three seasons. In which seasons you are collecting data must be fulfilled season's code in appropriate box. Enumerators should be known that which month belongs to in which seasons. This is given below:

code	Season	Months
1	Rainy	Mid-May to Mid-September
2	Winter	Mid-September to Mid-January
3	Dry	Mid-January to Mid-May

PSU CODE: This is very important information, and it is the first thing to be filled in on the questionnaire. You will be provided with a list showing the PSU (ward/sub ward) codes for each area you visit. In this survey 4 digits PSU code will be provided which is started from 1001 to 1800.

Selected HH ID No.: This household number is also very important, and this number will be given to you by your supervisor in the field. It is the ID number of the selected household (between 1 and 20), taken from the last column on the listing sheet; it is not the serial number of the household shown in the second column on the listing sheet. If the household you are visiting is numbered 5, write this as 05.

District: Write the name of the district in words and the district code given at the back page of the questionnaire in annex 4. For example: District: Jumla 63

VDC/Municipality: Write the name of the Village Development Committee or Municipality of which the selected ward or sub ward belongs.

Ward/Sub-ward: There are exactly nine wards in each VDC, and between 1 and 35 wards in each municipality depending upon the geographical area and population of the municipality. Most of the urban wards, as well as a few large VDC wards, have been split into a number of smaller sub wards to make the listing work easier. Write the number of the ward in the first two boxes, (01 to 09 for VDCs and 01 to 35 for municipalities). Then enter the number of the sub ward (01 etc.) in the third and fourth boxes. If sub wards have not been created, enter 00. These numbers will be supplied to you by headquarters.

Tole/ Locality: Write the name of the village or Tole or Locality where the household lives, by asking local people or household members.

For example: Village/Tole/Locality: Kholigaon, or Bansdabara, or Baluwa

Name of the household head: Write the name of household head in legible and clear. The head of the household is the person who manages the income earned and expenses incurred by the household. The head of the household may either male or female. For a full definition of “household head”, see section 5.2 in Part 1.

Religion of household head: Write the religion of the household head in words and then write the appropriate code from the list provided at the back of the questionnaire in Annex 7. For example: write "Hindu" and code Hindu as "1" ..... if the household head is Hindu.

Total HH members (usual residents): This item must be filled in after question 16 has been asked for all people in the household. Only those people coded 1 in question 16 are counted as members of the household. If there are eight household members, write the number as “08”.

Total HH members 5 years and above (usual residents): Again, this item must be filled in only after question 16 has been asked for all people in the household. Write the total number of household members aged 5 and above. This number corresponds to the number of ticks in column A on the flap at the back of the questionnaire.

Team Number: There are 20 teams assigned for conducting survey. Each team has been given a number. Write team number in the appropriate box.

Date of interview: The exact date of interview should be written in the format shown (first the day, then the month, and then the year), using the Nepali calendar.

Interviewer's Name: Write your name here and your interviewer code number, which you will have been given in advance. Then put your signature just below your name. Later the supervisor and data entry operator will enter their details as well.

## **HOUSEHOLD ROSTER**

This section on the flap at the back of the questionnaire must be filled out with the greatest of care. In order to do so, you must have a clear understanding of the NLFS definition of a household (see section 5.1 of Part 1) and the guidelines for identifying household members. In addition, you must probe carefully to ensure that all persons in the household are listed in the flap on the last page.

This section should be filled in before any of the other information in the household questionnaire is collected. In some instances, particularly in urban areas, the head of household may not be available to provide the information on household members for this section. When this happens, it is in general not desirable to delay filling out the household list until you could speak to the head of the household, since this may cause overall delays in collecting the remaining information for the household. When the head is not available, you should collect the information from one of the other knowledgeable members of the household (e.g. the spouse of the head). If this section is filled out with the help of one of the members other than the household head, it should be verified with the other members of the household to ensure that all members have been listed. If the list is filled out in this way, verify it again with the head of household at a later time. Filling out the household list is a good way to introduce yourself to the household and to schedule additional visits with specific household members.

Before filling this section, it is important that you first inquire about who the head of household is, and verify that this person has been present in the household for at least 6 of the past 12 months. In some cases, the household may name an individual as the head who does not fulfil the survey's criteria for being the head (see Section 5.2 of Part 1). For instance, the household may name a member who works in another city or country. In this case, the interviewer should look for another person who, in the absence of the person considered to be the head, manages the affairs of the household, and designate this person to be the head.

It is very important to determine the head of household before starting the interview, because this person's name should be written in the first row of the household list. The right hand column of the Household List is labelled ID Code. Each row in the grid below the label is assigned a number from 1 to 15. The identification code assigned to each member of the household is determined by the row in which the person's name is entered in this section. As the name of the head of household is always to be written in the first row, this person is assigned ID Code 1. If, for instance, the name of the spouse of the household head is written in the second row, this person is assigned ID Code 2, the person in row 3 is assigned Code 3, and so on. The ID Code is extremely important, as it allows the information gathered in the various sections of the questionnaire that pertains to the same household member to be matched together. If a person is assigned ID Code 5 in this section, then in all other sections of the questionnaire where information is collected for individual household members, the information for this particular person should always be entered in the row corresponding to ID Code 5. All sections (except Cover page, Household Information and Absentees Information) of the questionnaire contain 15 numbered rows, and the information recorded in each row corresponds to the household member listed in the same row in the household list on the back flap. Every second row in these sections has been lightly shaded so as to aid the interviewer in entering the information for a particular member in the correct row.

After you have explained the survey and its purpose, tell the head of household that you would like to make a complete list of all persons who normally live and eat their meals together in this dwelling. The list of household members is printed on the fold-out section of the back page of the questionnaire, so that it will allow you to see the list of household members when you are working in any section of the questionnaire. Remember to fold this back in when you are transporting the questionnaire so that it does not tear off.

Try to list the household members so that, after the head of household and spouse, their children and children-in-law are listed by age, eldest to youngest, followed by the parents of the household head and other household members. In generally, you should be prepared household list as follows:

1. Household head
2. Spouse of household head
3. Son and son in law and their children
4. Father and mother
5. Brother and brother in law and their children
6. Sisters

If a household contains more than 15 members, you will need to use two questionnaires. After listing the first 15 people on the first questionnaire, mark "Part 1 of 2" clearly on the Household List page and on the front of the questionnaire. Then take a second questionnaire, and mark it "Part 2 of 2" on the Household List page and on the front of the questionnaire. Use this second questionnaire to complete the recording of the household members, and later for interviewing the appropriate persons whose names are on the second questionnaire. On the second questionnaire, fill in the PSU code and HH number at the top of the cover page, but leave all the rest of the page blank, since this information will already be shown on the first questionnaire. Do not forget to renumber all the ID numbers on every page of the second questionnaire so that they go from 16 up as far as the total number of people in the household. For instance, for a large household containing 20 people, the first five ID numbers on every page of the second questionnaire should be changed; instead of being 1 to 5, they should be 16 to 20.

To ensure that everyone living in the household has been listed, probe by asking the following questions:

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

After Questions 9 to 16 has been completed for a particular person, ask these questions again for the next person on the list. Once this information has been collected for all persons listed in the flap at the back of the questionnaire, fill out Column A and Column B on the far left side of the flap according to the following instructions.

**Column A:** Under Column A put a tick ( ✓ ) next to the names of all persons who are classified as household members (coded "1" in Question 16) and aged 5 years and over.



**Column B:** Enter the age in completed years (see Q.10) of all persons with a tick in Column A (i.e. for all household members aged 5 years and over).

These columns are very important. The column A identifies who in the list of individuals is eligible to take part in the survey (because he or she is a member of the household and is aged 5 or over). Column B shows their age in completed years. Everyone with a tick in column A must be included in the survey.

## **SECTION 1. HOUSEHOLD INFORMATION**

**Purpose:** This section intends to know whether the household has the basic facilities. These questions are not directly related to the labour force survey, however they will provide household characteristics that can be tabulated in reference to the labour force information. Further this aims to include some of the major MDG indicators to be captured in such a large sample survey to update the latest information. In this household information, ownership of the dwelling, sources of drinking water, energy consumption, sanitation, household amenities and household's land ownership and holdings are collected.

### ***Question 1. What is the type of tenancy of the dwelling occupied by your household?***

This question asks whether the dwelling used by the household is their own or not. DWELLING means the building, or group of buildings, in which the household lives. The dwelling may be a hut, a group of huts, a single house, a group of houses, a villa, an apartment, several one-room apartments. The ownership of dwelling means either the legal rights or registration. The ownership of dwelling consists of three categories. If the household owns the dwelling, write code 1, if the household is rented write code 2 and if the dwelling is provided free of charge by relatives/landlord/employer or squatting, write code 3 and specify the status of dwelling.

**OWNED:** The dwelling owned by household with having either legal ownership or registered on household members.

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

**OTHERS:** means that the household is not paying rent, either cash or in-kind, for the use of the house. It may provided free of charge by relatives, landlord or employer. It also included those dwelling (squatting) where the household lives in a place without the express permission of the owner and without paying the rent.

### ***Question 2: What is the main source of drinking water for your household?***

This question asks the main source of drinking water of the household. Do not include the source used for cattle or used for other purpose like washing clothes and used in kitchen garden. The sources of drinking water varies on different places and also different for different seasons. The sources of drinking water should identify based on usually collected for drinking and cooking purpose.

**PIPED WATER:** If the household used the water from private or public pipes then write code "1". It is included both personal and public piped water supply.

**HAND PUMP/BORING:** If the household used the water for drinking and cooking from both tubewell, roar pump and boring then write code "2". It covered both deep and shallow boring.

**WELL:** If the household collected water from both covered by lid and uncovered well then write code "3".

**SPOUT/SPRING WATER:** If the households used water from either spout or spring then supply code "4".

**OTHER WATER SOURCE:** If the households used water from other sources like river, stream, lakes, rain water, etc. then supply code "5" and need to specify other source.

### **Question 3: Which fuel is most often used by your household for cooking?**

The question aims to identify the main fuel used for cooking and heating space in the household. Firewood, kerosene, diesel, petrol, coal are the example of the fuel. Ask the main fuel mostly used for cooking and picked out from the options given.

**WOOD/FIREWOOD:** If household used any types of either wood or firewood generally to cook and heat the space then write code "1".

**DUNG/GUTHA:** If households used dry dung or guitha or collected dry dung from field or dry form of mixing of dung and straw for cooking then picked up code "2".

**LEAVES/RUBBISH/STRAW/THATCH:** If household used leaves or rubbishes or straw or thatches for cooking then write code "3".

**LP GAS:** If household used liquid petroleum (LP) gas for cooking then write code "4".

**KEROSENE:** If household used kerosene oil in the stoves for cooking then write code "5".

**BIO-GAS:** If household used generated bio-gas from dung of livestock for cooking then write code "6".

**OTHERS:** If household used others than mentioned the above fuel for cooking then write code "7" and clearly specify it. It covers natural gas, charcoal, briquettes etc.

### **Question 4: What is the main source of lighting for your household?**

The main aim of the question is to find out the main source of lighting in the household. There are three main sources of lighting categorized in the question. Write appropriate code as mentioned in the option after asking with respondent. If household is using electricity for lighting purpose then write code "1". If the electricity is generated in the households from petroleum products through power generator, name that petroleum product (Diesel, kerosene, petrol), not the electricity for lighting and write the code "2". Further if household is using Solar, Bio-gas, Diyalo, Jharro for lighting then write code "3" and clearly specify it.

### **Question 5: What type of toilet is used by your household?**

The question asks to identify the type of toilet used by households. The toilet may be situated either in the dwelling or outside the dwelling in own compound area. The toilet is also called latrine, rest room based on the places. The type of toilet depends upon the facility it has. Ask this question and pick up appropriate code as mentioned in the option.

**TOILET WITH FLUSH (CONNECTED TO MUNICIPAL SEWER):** If the toilet used by the household can be equipped to flush away waste by mechanically or manually by using bucket or pitcher etc. and the outlet is joined to the municipal sewer, pick up the code 1.

TOILET WITH FLUSH (CONNECTED TO SEPTIC TANK): Same as above but outlet is connected to septic tank, where waste is flushed into a septic tank then choose code "2".

TOILET NON-FLUSH: This type of toilet is non-flush toilet or ordinary one and situated outside the dwelling. If household used this type of toilet then should be coded as "3".

COMMUNAL LATRINE: If there is a common toilet in the community, where several households are sharing and whatever the facility is situated, choose the code of communal toilet "4".

NO TOILET: if none of them were available in the household and household members empty their bowels to the jungle or riverbank, etc., choose a toilet "5" as the option.

**Question 6: Which of the following facilities are available in your household?**

This question asks whether the household possesses the given facilities in the household. The facilities are related to communication such as Radio, Television, Telephone, Mobile and computer. If the facility is available with either working condition or making working after simple repairs, then write code "1" and then allocate the number of that facility to the next column. If the facility is not available, write code "2" and go to the next facility. Radio includes cassette player or any other equipment having facility of radio. Television covers both black and white and colour. Please ask for both landline and cellular mobile phones. Computer includes desktop, laptop and palmtop computer.

**Question 7: Do you own any agricultural land, including land operated by yourself, or operate land owned by others?**

This question collects information whether household has the land operated by oneself or operate land owned by others for agriculture. The agriculture consists of production of crops, rearing livestock, poultry, bee keeping, fishery and those land used for grass production and plantation for forest. If the household operated the agricultural land, it may be either own household's own or may be rented in then write code yes "1". If answer is no then go to question 9.

**Question 8: What is the total area of agricultural land owned or operated?**

This question inquires the area of the agricultural land by their status of ownership. There are three categories of agriculture land operation. The question 8.1 is related with agriculture land operated own agriculture land. Whether, 8.2 related to operated agriculture land by household owned by other. Lastly, question 8.3 concerned with own land but operated by other households. If the household has above land then write code "1" for yes otherwise "2" for no in first column. Please write the area code 1 for Ropani units and 2 for Bigha Units in the second column. From the third column, write the area in three columns in Ropani, Aana and Paisa respectively for Ropani Units and Bigha, Kaththha, and Dhur respectively for Bigha units.

1 Ropani=16 Aana      1 Aana=4 Paisa  
1Bigha=20 Kaththha    1 Kaththha=20 Dhur

Example: If the respondent operated own land with area of 1 Ropani and 3 Paisa then record "1" under the heading of area code in second column, 0 in third for Ropani and 3 in last column for Paisa.

## **SECTION 2. GENERAL INFORMATION**

**Purpose:** This section has four main purposes.

- To identify all persons who are usual members of the household.
- To collect basic demographic information (i.e. age, sex, relationship of members to the household head, marital status, and nationality of individuals); the age information will allow you to identify those aged 5 and over, who are the ones eligible for this survey.
- To collect information of life time migration and last migration of all person aged 5 and more.
- To collect information on: (i) literacy of eligible household members of age 5 and over (i.e. those members of the household who can read and write); (ii) educational attainment of each person (i.e. the highest level of schooling); and (iii) formal vocational/professional training received by members of the household and their main subject of training and also find out the demand of formal vocational/professional training.

**Respondent:** The respondent for this section (or at least for the first part (section 1) of it up to and including question 9 -16) should be the household head and question 17 to question 30 should be asked all family member aged 5 and over but from question 32 to question 35 should be asked aged 14 and over. The head of household will be identified on the cover page of the questionnaire. Once the membership of the household is established, and those aged 5 or over identified, you should start interviewing each respondent in turn, starting with the head of household.

### **Question 9: What is the sex of [Name]?**

Include in the flap the names of any additional persons revealed by these questions. While writing down the name of each person, fill in Question 9 on sex. If a person is male then write code "1" otherwise "2" for female.

### **Question 10: How old is [Name]?**

After completing Question 9, write the respondent's AGE in completed years on the day of the interview. For instance, if the person is aged 4 years and 8 months, write 4 years. If the respondent does not know his/her age, you must make an effort to estimate his/her age by using events in his/her life or community as benchmarks. If you have been provided with a Calendar of Major Events, respondents who have difficulty in remembering their age might find it helpful to consult this calendar so as to relate the time of their birth to some major event in the past (for instance, the Earthquake of 1990, Revolution of 2007, year 2017, year 2036, Popular Movement of 2046, National Referendum Year 2048, National Census Year 2048, National Population Census 2001 and other similar events).

### **Questions 11: What is [Name's] Caste/Ethnicity?**

The question is related with caste/ethnicity as classified from Hinduism. There are various caste/ethnic group having own separate mother tongue and culture. For example: Brahmin, Chhetri, Kami, Rajput,

Kayastha, Marwadi are said to be caste, whereas Bhote, Limbu, Tamang, Thami are ethnicity. Write down the caste\ethnicity of the household member in words and then use one of the codes provided at the back of the questionnaire in Annex 5. For example:

write "Chhetri" and code Chhetri as 01 ..... if the respondent is Chhetri  
write "Brahmin" and code Brahmin as 02 ..... if the respondent is Brahmin

**Questions 12: What is the relationship of [Name] to the head of household?**

In this Question 12 be careful to obtain the relationship of the person to the household head. Pay attention particularly when the person speaking to you is not the head of household. The respondent in this case will often give the relationship of the person in question to him or herself and not to the head of household. Therefore, reconfirm that the relationship is to the head of the household. In coding the relationship, make sure that the person with the ID code 1 has relationship code 1 (i.e. they must be the head of the household) and no one else in the household should have code 1 for relationship. In other words, there can be only head of household, and that should be the person with ID code 1.

**Questions 13: What is the present marital status of [Name]?**

In asking about marital status, it should be noted that the question only applies to those aged 10 years or over. For those under 10, the question will be left blank. There are various categories to separate out the marital status of household members.

**Unmarried:** A person who is never married.

**Married:** a person, who was married legally, or religious obligations and live together as a husband and wife.

**Widow/Widower:** A person whose spouse were died and still not remarried.

**Separated:** Those spouses, who are not divorced legally or religiously but they are living separately. A separated person can remarry or reunite and live together with the (former) spouse. In this case, the person (who is now remarried or reunited) does not belong to this category.

**Divorced:** A person who divorced legally or religiously of his/her spouse. S/he should not be remarried.

**Question 14: What is the citizenship of [Name]?**

This question asked about nationality of respondent. It is not necessary s/he got citizenship. If s/he is eligible candidate to get citizenship of Nepalese then write code "1". Similarly, If a person is eligible candidate able to utilize rights of India then write code "2" and so on.

**Question 15: During the last 12 months, how many months did [Name] live here?**

Write in the number of months during the last 12 months that each person has lived in the household. If the person has been away intermittently, estimate the total time they have been here. If the person has

always been present during the last 12 months, write “12”. Record the answer as a whole number; do not show fractions of a month.

**Question 16: According to the criteria, is [Name] a member of the household?**

Classify each person listed in the flap at the back of questionnaire according to the criteria (Part 1, Section 5.1) specified for household membership in the survey. At the same time you can fill in the boxes at the bottom of the cover page. First, you are asked to record the total number of household members; this will correspond to the number of people marked with a code 1 in reply to question 16. Then you are asked to write down the total number of household members aged 5 and over; this will correspond to the number of ticks shown in column A of the flap.

**Question 17: Was [Name] born in this VDC/ Municipality?**

The purpose of this question is to find out whether the respondent is lifetime migrants or not. In this question, it should be asked where s/he was born. If s/he was born in same selected village development committee/municipality, write code "1" then go to question 21. If a person born in the other VDC/municipality in the same district or other district or foreign country rather the selected VDC/municipality then write code "2". Where as municipalities refer to metropolitan city, sub metropolitan city and municipalities. In the case of urban and rural areas, it should be taken the same as at the time of born.

**Question 18: Where was [Name] born?**

**(Ask only code "2" in Question 17)**

The question aims to find out the place of birth that people might have migrated from either other district or urban/rural or foreign country. Ask the respondent about his/her birth place and write district name with supplying appropriate code as mentioned in the Annex-4. If a boundary of district has been changed then choose the code of present district where the birth place situated. If a respondent born in foreign country then write name of country clearly and choose code from annex and skip to Q. 20. Do not ask this question whose code is 1 on question 17. In the case of urban and rural areas, it should be taken the same as at the time of migration. Use the code of district, which is given in the last page of questionnaire (Annex-4).

**Question 19: Was the birth place of [Name] then an urban or rural area?**

The question aims to find out the birth place reported in Q. 18 whether urban or rural areas from which person migrated to other places. Ask the respondent about the urban and rural areas of birth place at that time and choose appropriate code. Take care to identify the urban and rural, it should be considered the same as at the time of birth.

**Question 20: What is the main reason for [Name] to leave birth place?**

Main purpose of this question is to find out the various important reasons of migration to this place. In this question one should be careful to record the reason of migration is different at the time of migration and now so that ask about main reason of leaving the birth place at the migrated time. There are various reasons for migration, which are described below:



**Marriage:** If a respondent migrated due to marriage then code the cause of migration as marriage.

**Other family reason:** Those respondent who is migrated as dependent member such as children, wife etc.

**Better salary/wages:** those respondents fall in this category, which are migrated by the reason of better salary or wage. (like a transfer of service holder).

**Start new job/business:** those respondents, who are migrated either to start new job/service by receiving new appointment, or for operating own business and agriculture. Remember his/her main aim should be to conduct own business due to migration. It is not concerned to whatever he/her is doing now.

**Transfer by employer:** Those respondents, who are migrated due to transfer by employer during his/her job/service and settled down there.

**Study/Training:** If a person who is migrated due to study or for training purpose, write this code.

**Looking for work:** If a person who is migrated for looking any type of job or work then write this code.

**Easier lifestyle:** Those persons who were migrated to search for bearing comfortable life with various available facilities or easy lifestyle.

**Natural disaster:** Natural disaster refers to flood, land slide, fair, earth quick etc. For that person who was migrated due to these causes write this code.

**Political conflict:** That person who is migrated due to the political abnormalities in the country.

**Others:** Any causes which do not fall in any one of the above categories between codes 1 to 10. For example: refugees out of camp.

**Question 21: Was [Name's] last usual place of residence before this one in the same VDC/ Municipality?**

This question intends to find out the periodic migration that respondents might have migrated often various places after his/her birth place. It captures the last place of migration of the migrants is same VDC/Municipality with usual the place of residence. If it is same VDC/Municipality from last migration then code "1" and skip to Q.26 otherwise ask continue.

**Question 22: What was [Name's] last usual place of residence before this one?**  
**(Ask only code "2" in Question 21)**

This question seeks to identify the district of place from which the respondents are migrated to this place. It means record the appropriate district of migrants before the interviewing district. If the respondent has last place of migration to this place is foreign country then choose the country form Annex 4 and write code and skip to Q.24.

**Question 23: Was it then an urban or rural area?**

The question aims to find out the last migrated place reported in Q. 22 whether that was urban or rural areas at the time of migration. Ask the respondent about the urban and rural areas at the time of migration and choose appropriate code. Take care to identify the urban and rural areas; it should be considered the same as at the time of migration.

**Question 24: How many years ago did [Name] move last time to this place?**

This question seeks to find out the period or time in the year that how long the person migrated in the usual place of residence. If a person is migrated more than once then ask only about the last migration. Migrated time duration of the respondent is less than one year (up to 11 month 29 days) write 0 year in this column. Where as duration is more or equal to 15 years then write 15.

**Question 25: What is the main reason for [Name] to migrate here?**

The instruction of this question is similar to Q. 20. However it is related with the main reasons of migration to this place.

<b>Question 26 to 110: Respondents are household members of aged 5 years and more.</b>
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**Question 26: Can [Name] read?**

Ask whether the person can read (in any language). Being able to read means that the person can read a simple story written in any one language. If the person can read, use code 1. If they cannot, read code 2 and go to question 28 (since it is fair to assume that if a person cannot read, they also cannot write).

**Question 27: Can [Name] write?**

For those who can read, ask whether the person can write (in any language). Being able to write means that they are able to write a simple letter in any language.

**Question 28: Is [Name] currently attending school/ college?**

This question is related to status of currently attending school and applies only aged 5 to 40 years. Code "1" is for those individuals who are currently attending school. Students who are not attending school as such, but are preparing to take examinations (e.g. SLC) privately are to be included here (Code "1"). Also use code 1 if the person is normally at school, but is now on vacation. For those coded 1, skip question 30 otherwise go to question 29. Code "2" is for those individuals who are not currently attending school. Remember to write "-" in this question, whose age are more than 40 years.

**Question 29: Has [Name] ever attended school /college?**

This question is only for those who are shown as code 2 in question 28. It is related to past enrolment status of respondents who are presently not currently attending school. If the respondent attended

school/college in the past then code "1" and continue other questions. Otherwise if respondents were not attended in the past then code "2" and skip to Question 31.

**Question 30: What is the highest level of education that [Name] completed?**

The highest class, which the respondent finished, is to be recorded here, using the education codes provided at last page of questionnaire (Annex-6). Note that the question refers to 'completed'. Thus, a person who attended class 6 but never completed that level should be coded as 5. If the person cannot be coded into any given code, use code 16 for literate. If any student completed the TSLC or sub-overseer from CTEVT then it should be coded as a SLC code. Similarly s/he is completed overseer than code as 12 passed.

<b>Question 31 to 35: Ask only the respondents of aged 14 years and above.</b>
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**Question 31: Has [Name] received any formal vocational/ professional training?**

The question relates to formal professional or vocational training received after the person's general education finished. Do not count on-the-job training. Count only formal courses followed at technical colleges, universities and other formal training institutions (CTEVT, different type of computer training institute, etc). This question does not cover traditional skill transfer. If a person has not received any formal vocational/professional training, use code "2" and skip to question 34.

**Question 32: What was the main subject of the training?**

If the person has code "1" in question 31, ask this question 32: "What was the main subject of training?". If the person received more than one set of formal training, give details of the main subject of training received at the main training. Try to give as precise detail as possible about the nature of the training and use the training code which is given in annex - 3 of the questionnaire.

**Question 33: How many months did it take to complete this training?**

This question seeks to find the length of the training in month that respondent completed the training course reported in Q. 33. If the course of training was followed only on a part-time basis, you will need to convert this into its full-time equivalent. If the length of training is less than a month then report as zero months.

**Question 34: Does [Name] want to receive any (additional) vocational/ professional training?**

This question is concerned about to seek the demand or curiosity of respondents to have interest of formal professional or vocational training. It is only asked about whether s/he is interested to get any formal professional or vocational training. If s/he does not have interests then go to question 36.

**Question 35: What type of training does [Name] want to receive mainly?**

If a person has code "1" in question 34, ask this question. It asks what type of formal professional or vocational training s/he is interested to receive. If the person wants to take formal training, write details of

the main subject of training. Try to give as precise as detail as possible about the nature of the training and use the training code, which is given in the annex-3 of the questionnaire.

### **SECTION 3. CURRENT ACTIVITIES**

**Purpose:** The purpose of the first part of this section is to get a complete picture of the time spent by each person on various activities over the last seven days. The aim is to distinguish clearly between those activities which count as “work” (which are covered in question 36) and other non economic activities (covered in question 37). While these other activities often make an important contribution to the life of the household, they do not count as “work” under the System of National Accounts. This distinction between work and non-work activities is very important throughout the rest of the questionnaire. After question 37, all the later questions relate only to work activities, i.e. the type of activities which are covered in question 36.

The rest of the section deals with the main and secondary “work” done in the last seven days. If the person worked for less than 40 hours in the week, information is also collected about the reasons for underemployment.

**Respondents:** This section is administered to all household members aged five years and over (i.e. all those with a tick in column A on the flap).

#### **Question 36: During the last 7 days, did [Name] do any of the following WORK activities?**

This question aims to identify whether during the last 7 days the respondent did any of the economic activities shown in the question and, if they did, how many hours they spent for doing each activity. A more exact description of each activity is provided in the footnotes in the question. For an activity to count as work, the person must have done the activity for a total period of at least one hour in the past week. The first two columns relate to wage employed jobs: column A is in agriculture and column B in non-agriculture. Column C and D are for recording time spent in any other self employed activities outside the home such as trade/business and agriculture respectively. Columns E to J are for recording time spent on home-based work activities. It is important to note that even activities such as looking after animals, fetching water, and collecting firewood, count as work. Record the total hours of work in the last column (Q36T) and verify it by adding the hours spend in all activities (A to J).

The different work activities are covered by this question and listed from the column A to J and the details are as follows:

#### **Wage employed job**

A. Agriculture: Working for wage or salary, or payment in cash or kind (e.g. food, clothes) in agriculture sector.

B. Non agriculture: Working for wage or salary, or payment in cash or kind (e.g. food, clothes) in non-agriculture sector.

### **Self employed activities**

- C. Trade/Business: Retail shop, street or market trader, other trading activity, transporting products to market for sale, operating taxi, tempo service, tuition, couching, etc.
- D. Agriculture: Planting, weeding, harvesting, keeping birds/pests away from crops, carrying crops to/from storage, herding, looking after animals, poultry farming, etc.
- E. Milling and food processing: Milling rice, maize, etc., any other processing of food (except cooking for household use only).
- F. Handicrafts, Tailoring: Tailoring, dress making, weaving, making handicrafts, etc.
- G. Construction and major repairs: Construction and major repair of houses, farm buildings, fences, boats, construction works done through volunteer labour (road, bridge, building, etc.).
- H. Fetching water.
- I. Collecting firewood, cow dung.
- J. Other work activities: Any other home-based economic activities which are not covered in column A to I.

**Q36T. Total hour: write the total hour by adding the hour recorded in column A to J.**

### **Question 37: During the last 7 days, did (Name) do any of the following activities WITHOUT PAY FOR YOUR HOUSEHOLD/COMMUNITY?**

This question collects information on time spent on other non economic activities which are important for the well-being of the household. First ask the person whether, during the last 7 days, they did any of the activities as shown on the questionnaire. Starting from the left hand side, record how many hours the person spent doing each activity during the last 7 days.

Note that any time spent on an activity must have been spent for the benefit of the household, not for commercial purposes. For instance, if someone makes clothes and then sells them, that is an economic activity which should have already been included in Question 36. Similarly, if someone cooks food for non-household members working on the household's farm, that counts as an economic activity and should have been included earlier. Only 'non-work' activities performed for the benefit of the household and its members should be recorded here in answer to Question 37.

Try to get as accurate an estimate as possible of time spent. We want actual time spent in the last 7 days, not the usual time spent on these activities. It may well be necessary to add up the length of time spent each day on an activity, in order to arrive at the total time spent on the activity in the last 7 days. Do not double-count time spent. For instance, if a person cooks the food while looking after a baby, count this as time spent cooking food, since this comes first in the questionnaire. Write the total actual hours spend for non economic activities on column **Q37G** by adding recorded hours on column A to G. The total hours spend on economic activities on Q36 of previous page should be copied in column **Q36T**. The total hours spend on economic and non economic activities during past 7 days from Q36T and Q37T should be added and written in CAT (Q36T + Q37T) column. The number of hours written in CAT column should be less than the total number of hours in 7 days i.e. 168 hours.

**Questions 38 to 40**

*These questions attempt to identify those people who are not currently working but who have a strong attachment to a job. These questions are only asked to those people who reported that they did not do any economic activities in the last week (i.e. the total hours in answer to Question 36 was zero); if the total in Question 36 is not zero, you should skip straight to Question 41.*

**Question 38: Even though [Name] did not work in the last 7 days, does [Name] have a job or business to which he/she will return to work?**

Question 38 asks whether the person has a job or business to which they will return to work. If the answer is “yes” write code “1” and ask other questions respectively. Those who answers “no” are considered not to be currently employed, and you skip to Question 76 or those who are not currently working and has no job or business to which they will return to work are considered currently not employed and asked directly question 76.

**Question 39: Is [Name] receiving any pay (in cash or kind) or other returns from a job or business while not at work?**

If the people say yes in question 38, question 39 asks whether they are receiving any pay or returns while they are not at work. If they are receiving something, they are counted as being currently employed, and you skip to Question 41.

**Question 40: How long has [Name] been away from the job or business without pay?**

If they are currently not working and not receiving anything from the job or business to which they return to work, Question 40 asks how long they have been away from the job or business without pay. Those who report that they have been away from work without pay for two months or more are not considered to be currently employed and are asked no further questions on this topic. For them you skip to Question 76.

**Question 41: What was the main sort of work [Name] did in the last 7 days?**

**Occupation:** For those who did some work in the last 7 days or who still had a job attachment, write a description of the tasks and duties performed in the main work. If a respondent did more than one sort of work during the last 7 days, count as the main work the one on which he/she spent most time. Examples of occupations are: selling clothing, weeding of rice paddy, operating forklift truck etc. The description of the work should be clear and short. If there is not enough space to describe the work clearly, continue the description at the foot of the page. You must be sure to give enough information to enable this coding to be done accurately.

After writing the description of work, you need to code the occupation in the NSCO column for each person according to the nature of the work performed by them. The detailed code of occupation is given in Annex 2 at the last of the questionnaire. Example, if a person is teaching in the primary level and he is trained teacher then his/her NSCO code should be 233. Similarly if a person is teaching in the primary level and he is not trained teacher then his/her NSCO code should be 331. Other some examples are as follows:

Description of work	NSCO Code
Firewood collection, fetching water, garbage collector, sweeper(street)	916
Guintha maker, doko, dalo, rope, sukul-gundri, paper, furniture/wicker maker etc.	742
Food processing (grinding or processing worker, picker worker, local beer or rakshi maker, gur maker etc.)	741
Handicraft workers in wood, textile, leather and related materials (stone/wooden handicraft workers, tapari-duna maker, textile/lather handicraft worker, etc.)	733
Subsistence agricultural and fishery workers	621
Agriculture, fishery and related labourers	921
Housekeeping and restaurant services workers	512
Bricklayer and stone man, Carpenters and joiners, finisher-cement, placer-concrete etc.	712
Wholesale and retail salesperson, demonstrator, good packaging workers	522
Statistical, mathematical and related associate professionals	343

**Question 42: For how long has [Name] been doing this sort of work?**

Ask the complete number of years for the length of time that the person has been doing this sort of work. When counting the number of years that the person has been doing this sort of work, include all the years doing this sort of work, both for this employer and for any other employer (if any). For instance, if the person has done this sort of work for four years for their present employer, and they did similar work for two years for a previous employer, this makes a total of six years, for which the appropriate code should be "3". If the person has been doing this sort of work less than 1 year then write code "1" for less than 1 year.

**Question 43: What is the main goods or service produced at the place where [Name] works**

**Industry:** Here, write down in a few words the main activity of the farm, business or organization where the respondent was working during the last 7 days. You should also mention the description of industrial sector where the respondent was working during last 7 days and write its NSIC code in preceding column. It is not the same as "occupation". For instance, a truck driver working for a hotel would have an occupation of truck driver (NSCO code 832) and an industry of Hotel and Restaurant (NSIC code 55). Only in the case of a one-person business enterprise are the descriptions of occupation and industry likely to be the same. You must be sure to give enough information to verify this coding to be done accurately. The detailed coding of industry is given in Annex 1 at the end of the questionnaire.

**Question 44: How is/was [Name] involved in this main job?**

This question identifies the status of the respondent in the main job which they mentioned in Question 41. Here, you have to classify the status of employment into one of the following five categories:

**Paid employee:**



A person who works for the Government, or a public or private employer, and who receives remuneration in wages, salary, commission, tips, piece-rates or pay in cash or in-kind, regardless of the employer's profit or loss.

**Operating own business or farm with regular paid employees:**

A person who operates his/her own economic enterprise or is engaged independently in a profession or trade, and hires one or more regular paid employees (not counting unpaid apprentices, casual labourers and unpaid family workers). Employers fall in this category. Write code "2" for this category and skip to question 50.

**Operating own business or farm without regular paid employees:**

A person who operates his/her own economic enterprise or is engaged independently in a profession or trade. They may employ casual workers or unpaid employees, but they hire no regular paid employees. These are own-account workers. Write code "3" for this category and skip to question 51.

**Contributing family member without pay:**

A person who works without pay in an economic enterprise and operated by a related person living in the same household. Write code "4" for this category and skip to question 50.

**Others (specify):**

A person who is not classified by status; an experienced worker whose status is unknown or inadequately described. Write code "5" for this category and specify clearly then skip to question 50.

**Question 45: What is/was the basis for [Name's] employment?**

This question should be asked to those persons who are paid employees in question 44. In this question, you should specify the basis of employment for the respondent i.e. either permanent or contract or piece rate. Permanent refers to the period of employment unspecified and having written agreement under certain legal provision. Contract is for limited period of employment. Piece-rate refers to the fixed amount of payment and time for certain volume of work.

**Question 46: What is the duration of contract?**

The duration of the employment for contract/agreement and piece rate is to be asked for those having option 2 or 3 in question 45 and you have to choose the correct option here. If the respondent is working in daily basis, write code "1". Daily basis refers to respondent should get daily permission for doing work from the employer. Generally agricultural and construction labourers are doing work on daily basis. Further, the employee gets remuneration on daily basis according to attendance but he/she has the job contract for one year or 6 months. In this situation the duration of employment should be one year or 6 months. For example, part time teachers who gets remuneration on daily basis according to attendance but they have one year job contract. Write code "6" for this.

**Question 47: Does [Name's] employer pay social security contribution for [Name]?**

Social security contribution refers to the facilities to the employee likes pension, provident fund, civil saving fund, insurance, employee welfare fund etc. provided by the employer. If the employer manages any fund for welfare of employee without any extra contribution of employee, it is also refers to social security

contribution fund. You need to probe whether the employee have this facility or not. Do not include leave facilities here.

**Question 48: Does [Name] benefit from paid leave or get compensation for unused leave?**

Paid leaves refer to sick leave, home leave, casual and festival leave, maternity leave, obsequies leave, etc. Compensation of the saved leaves means whether the employee gets the equivalent amount of money proportionately for mentioned leave. You need to probe whether the employee have this facility or not and write appropriate code.

**Question 49: Where is/was [Name] working?**

This question should ask only for paid employees. This question aims to classify the employment sector where the respondent is working.

**Government service:**

Any organizations operated by the Government to serve the people. Employees are paid by the Government. For instance, Ministries, Departments, District Government offices, Public schools, Hospitals or Health posts, and Post offices etc.

**Financial public corporation:**

Any organization financed by Government or the public which provides financial services under a certain Act. For instance, Nepal Rastra Bank, Nepal Bank Limited, Rastriya Banijya Bank, Agriculture Development Bank, National insurance company, Rural Development Bank, Nepal Industrial Development Corporation, etc.

**Non-financial public corporation:**

Any organization financed by Government or the public which produces non-financial services and goods under a certain Act. For instance, National trading, Food Corporation, Nepal oil corporation, Nepal airlines, Salt trading, Telecommunication, Hetauda cement factory, Electricity Authority, etc.

**Non-government organization (NGO or INGO):**

Any non government and non public intutional organization registered under certain act or rules and operated by a group of people independently. For instances Maiti Nepal, New era, International non-government organization etc.

**Private registered financial company:**

Any financial business or enterprise registered under certain rules or Company Acts and operated by persons independently. For instances, Finance companies, Private Banks, Private insurance etc.

**Private registered non-financial company:**

Any non-financial business or enterprise registered under certain rules or Company Acts and operated by persons independently. For instances, Surya Tobacco, Nepal Battery Company, Nepal Lever, etc.

**Private unregistered organisation:**

These businesses (taxis, shops, etc.) may be registered to operate under industrial licences, but they are not registered under Company Acts. For instances, retail shops, shop on the road side etc.

**Others (specify):**

Any sector which does not fall in one of the categories shown above then specify clearly.

In the case of those coded as 1 to 4 (i.e. working in government service or public corporations or NGOs/INGOs) you should skip to Question 53. For those coded 5 or 6 (i.e. working in a private registered company) skip to Question 52. For those coded 7 and 8, continue with the next question.

Questions 50 and 51 are designed to collect information about those working in the informal sector. Those working in government, public corporations, NGOs/INGOs or private registered companies are not asked these two questions.

**Question 50: How many regular paid employees are/were employed in this business where [Name] works/worked?**

This question should be asked to those having coded "7" and "8" in question 49. Ask how many regular paid employees work in the business where the person works. Include the person being interviewed if they are a regular paid employee. Exclude unpaid apprentices, casual labourers and unpaid family workers. If they reply is 10 or more paid employees, then skip to Question 52, since a business with 10 or more regular paid employees does not count as part of the informal sector (see definition of informal sector given in section 5.12 of Part 1).

**Question 51: Where this enterprise/ business/farm is/was located?**

In the case of businesses with less than 10 regular paid employees, it is necessary to know the type of place where the business is located. The enterprise, business or farm is generally located in your home/farm, or some other building/farm, or at fixed stall (roadside, market). If the reply does not fit easily into one of the first three codes, use code 4. Possible examples of code 4 are:

a tailor who goes from house to house but has no shop and does not work in his home;  
a vendor who sells in the streets, but not from a fixed stall; a taxi driver; and a street hawker.

**Questions 52 to 55b are only for paid employees (i.e. Q44=1), otherwise skip to 56**

**Question 52: What is the basis that [Name] is/was paid?**

This question is asked so as to distinguish between those people who paid on the basis of time worked and those who are paid on a piece-rate basis (for example, by item produced or task performed). This question is not asked for those paid employees working in government or in public corporations, since it is assumed they are paid on a time basis. In the case of those paid on a piece-rate basis, skip the next question and go to Question 54a. If some one paid on the basis of time (i.e. hour, day, week or month) then it is known as "contract". Where as if someone paid on the basis of item produced or task performed then it is known as "piece-rate" basis.

**Question 53: What is the periodicity of the payment at his/her main work?**

Here you have to identify the periodicity of payment for the person's main work. The periodicity of payment covers daily, weekly, monthly and other. In other periodicity of payment category should contained half of monthly, hourly. If the usual period of payment is not a day, a week, or a month, use code 4 and need to specify. If the periodicity is monthly of code "3", skip to Question 55a after answering this question.

**Question 54a: How much did [Name] earn last week from his/her main work? (in cash)**

This question aims to collect details of the income in cash earned by the worker in doing their main work. In this column, write the total amount that a respondent earned last week in cash from his/her main work. The amount should be given gross that is before any deductions are made by the employer (for tax, social security, pension, etc.).

**Question 54b: How much did [Name] earn last week from his/her main work? (in-kind)**

This question seeks to find out that how much earning in kind received by worker rather than cash. In this question, write the value of in-kind payments received in the last 7 days by the worker. This should include the value of any meals that the worker was provided with by the employer or other such daily in-kind payments. The worker may have received a single in-kind payment, for instance clothes or other such goods, at the end of his/her work over a number of days. In this case, you have to estimate the value of the in-kind payment for the last 7 days. The amount recorded in this question should not include any of the cash payments (per week) already reported in the question 54a. The value of in-kind payments is the monetary value of the goods received. It is the amount it would cost to buy these goods in the market place.

If weekly cash earnings and any payments in kind are given in Question 54a and 54b, it is not necessary to show monthly earnings in Questions 55a and 55b as well, so skip to Question 56.

**Question 55a: How much did [Name] earn last month from his/her main work? (in cash)**

This question collects the same information as in Question 54a, but covering a month rather than 7 days, daily, weekly. The instruction for this question is therefore the same as that for Question 54a except for the difference in periodicity of payment. Regular employees, for instance civil servants, are paid every month. Include all the various benefits received in addition to the basic gross pay, for instance transport, housing, or other allowances. Estimate the cash value of these benefits per month and record in this column.

**Question 55b: How much did [Name] earn last month from his/her main work? (in-kinds)**

This question aims to record the monetary value of in kind receiving by workers in the last week rather than cash. If the organization provides free transportation, clothing, housing, or other benefits in-kind, rather than as a cash subsidy for work of a person, estimate their value per month based on what it would cost the person to obtain these benefits if they were not provided free of charge. Record the estimate of these in-kind payments per month in this column.

### **Questions 56 to 59**

Second jobs: Questions 56 to 59 collect information about any second job that the person may have had in the last week.

#### **Question 56: Did [Name] also do any other work within the last 7 days?**

This question aims to seek whether the person also did any other work in the last seven days, apart from their main job. If the person says that they had a second job, then write code "1". Otherwise, if the person did not do any other work apart from their main job, record as code '2' and skip to question 60.

#### **Question 57: What sort of secondary work did [Name] do in the last 7 days?**

The instruction for this question is the same as for Question 41. However, it is explained again here for your convenience.

For those who did some work other than main work in the last 7 days or who had a job attachment, write a description of the tasks and duties performed in the main work. If a respondent did more than one sort of work during the last 7 days, count as the secondary work. If a respondent did more than one sort of secondary work during the last 7 days, count as the secondary work that one on which he/she spent most of the time. Examples of occupations are: selling clothing, weeding of rice paddy, operating forklift truck etc. The description of the work should be clear and short. If there is not enough space to describe the work clearly, continue the description at the foot of the page. You must be sure to give enough information to verify this coding to be done accurately.

After writing the description of work, write the code of occupation in the NSCO column for each person according to nature of the work performed by them. The detailed code of occupation is given in Annex 2 at the last of the questionnaire. Example, if a person is teaching in the primary level and he is trained teacher than his NSCO code should be 233. Similarly if a person is teaching in the primary level and he is not trained teacher than his NSCO code should be 331.

#### **Question 58: What is the main goods or service produced at the place where [Name] works in this secondary job?**

The instruction for this question is the same as for Question 43. However, it is related with secondary job and explained here for easily access of the manual.

Here, write down in a few words the main activity of the farm, business or organization where the respondent was working as secondary job during the last 7 days. You can also mention the description of industrial sector where the respondent was working as secondary job during last 7 days and write its NSIC code in preceding column. It is not the same as "occupation". For instance, a truck driver working for a hotel would have an occupation of truck driver (NSCO code 832) and an industry of Hotel and Restaurant (NSIC code 55). Only in the case of a one-person business enterprise are the descriptions of occupation and industry likely to be the same. The detailed coding of industry is given in Annex 1 at the last of the questionnaire.

**Question 59: How is/was [Name] involved in this secondary job?**

The instruction for this question is the same as for Question 44, though there are no filters on the various codes. After recording the appropriate code, move to the next question.

Identify the status of the respondent in the secondary job, which they mentioned in Question 57. Here, you have to classify the status in employment into one of the following five categories:

**Paid employee:**

A person who works for the Government, or a public or private employer, and who receives remuneration in wages, salary, commission, tips, piece-rates or pay in cash or in-kind, regardless of the employer's profit or loss.

**Operating own business or farm with regular paid employees:**

A person who operates his/her own economic enterprise or is engaged independently in a profession or trade, and hires one or more regular paid employees (not counting unpaid apprentices, casual labourers and unpaid family workers). Employers fall in this category. Write code "2" for this category.

**Operating own business or farm without regular paid employees:**

A person who operates his/her own economic enterprise or is engaged independently in a profession or trade. They may employ casual workers or unpaid employees, but they hire no regular paid employees. These are own-account workers. Write code "3" for this category.

**Contributing family member without pay:**

A person who works without pay in an economic enterprise and operated by a related person living in the same household. Write code "4" for this category.

**Others:**

A person who is not classified by status; an experienced worker whose status is unknown or inadequately described. Write code "5" for this category and specify the status of involvement in the secondary work.

**Question 60 to 67**

These questions ask about the number of usual hours worked in a week (usual work in typical week) and number of actual hours worked in last week (7 days). If respondent works more hours in last week comparing to usual work, the reason of more working should be asked. For example, a government employee usually works 40 hours a week but in the last week he was in leave on government office and worked 55 hours in actual main job than the reason for working more hours should be asked in question 67.

**Question 60: How many hours does [Name] USUALLY work per week? (main activity)**

This question collects information on the main usual work in a typical week. Record the number of USUAL hours worked in a week (7 days) in main job in this question. It is not necessary that the hours reported in this question should be equal to hours mention in question Q36T. The hour spent on main usual activity per week is also not necessarily equal to 40 hours.

**Question 61: How many hours does [Name] USUALLY work per week? (other activities)**

This question collects information on the other usual activities in a typical week. Record the total number of hours spent in a week (7 days) for doing all other usual activities, apart from their main job.

**Question 62: How many hours does [Name] USUALLY work per week? (usual total)**

Write the total hours spend in usual activity by adding hours spend in main usual activity (question 60) and all other usual activities (question 61).

**Question 63: How many hours did [Name] ACTUALLY work last week? (main activity)**

This question asks the number of ACTUAL hours worked in last week (7 days) in the main job. This question is related to question 36, where hours collected by only activities rather than by separating main job and others job.

**Question 64: How many hours did [Name] ACTUALLY work last week? (other activities)**

This question asks the number of hours actually spend in last week (7 days) in all other activities, apart from their the main job.

**Question 65: How many hours does [Name] ACTUALLY work last week? (current total)**

Write the total hours spend in current activity by adding hours actually spend on main activity (question 63) and all other activities (question 64) in last week. Total hour reported in this question must be equal to total hour reported in Q36T of question 36. Compare the total hours in these two questions are equal or not. If the hour reported in Q36T of 36 and 65 are not equal then again ask to respondent to verify the correct answers.

**Question 66: Write after subtracting Q60 from Q63.**

This question measures the difference of the time spent on work during the last week and typical week (usual week). If the respondent works more hours in the last than usual week, the reason of working more hours is to be found. Otherwise, skip to question 68.

**Question 67: What is the main reason that [Name] worked more hours in last week?**

If the respondent works more hours during the last week compared to the usual week, the reason of working more hours has to be picked from the option.

**To have a higher income:**

If the respondent works more hours during the last week compare to usual week for the purpose of higher income, write code 1.



**Exceptionally high workload that week:**

If the respondent had worked more hours because of the last week was abnormal in the sense. For example plantation of paddy and crop harvesting time for farmer, shopkeeper in festival time etc., write code 2.

**Variable in timetable:**

If the respondent works more hours due to result of variable time table in the office for example doctor, nurse, security persons etc. code it as 3.

**Other (specify):**

Other reason which is not covered from code 1 to 3 should be coded as 4 and should describe the reason for working more hours in the last week. .

## SECTION 5. UNDEREMPLOYMENT

### Questions 68 to 75

Underemployment: These questions are related with underemployment. If the person works less than 40 hour in last week s/he is considered as being underemployed and attempt to find out why the person did not work more hours in the past week, and whether they would like to have done so. These questions should only be answered for those people who worked less than 40 hours in the last week. If the person worked at least 40 hours in the last week, they are considered as being fully employed; in this case put '-' in answer to Question 68 and skip to Question 85.

#### Question 68: Why didn't [Name] work more hours in last 7 days?

This question aims to find out the exact reason why the respondent did not work more hours in the last 7 days. In general, there are two possible reasons for not working more hours: involuntary and voluntary.

**Involuntary** reasons are where the person would like to work more hours, but is prevented from doing so for economic reasons. Examples of involuntary reasons are shown on the questionnaire as:

Cannot find more work, lack of business	1
Lack of finance, raw materials	2
Machinery, electrical, other breakdown	3
Off season inactivity	4
Industrial dispute (strike, laid off)	5
Other involuntary	6

If the person gives an involuntary reason which cannot be entered as one of the codes 1 to 5, enter it as code 6 and specify clearly.

In the case of involuntary reasons, the person is regarded as being under-employed. They would like to work more hours, but are unable to do so for reasons outside their control. For people who give an involuntary reason for not working more hours, code the reason and then move on to the next and subsequent questions, which are trying to find out about any action they may have taken to secure more employment.

**Voluntary** reasons are where the person does not want to work more hours, for personal or other reasons. In general these reasons are social rather than an economic. Examples of voluntary reasons are shown on the questionnaire as:

Have sufficient work	7
Household duties	8
Student, unpaid training	9
Illness, disability	10
Vacation, family reason	11
Pregnant	12
Other voluntary	13

In some cases, where the person has a full-time job in which they work just under 40 hours a week, they will say that they have sufficient work already. If a person gives this response, code them as 7 ("Have sufficient work"). In this situation, he is considered as being fully employed however they have worked less than 40 hours in the week.

Further if the person gives a voluntary reason for not working more hours, which cannot be coded in one of the codes 7 to 12, enter it as code 13 and specify the voluntary reason.

In the case of voluntary reasons, the people are not regarded as under-employed, and no more questions are asked in this section. Skip to Question 85.

**Question 69: How many more hours did [Name] want to work in the last 7 days?**

This question is related for those persons who were under-employed (i.e. those who wanted to work more hours, but could not for involuntary reasons). The question seeks details of the exact number of extra hours that the respondent wanted to work in the last 7 days. The response should relate to the extra hours they wanted to work, on top of the hours actually worked last week. If a person says that they did not want to work any more hours, this suggests a mis-coding at the previous question, and you should go back to check that you have given the person the correct code in the previous question 68.

**Questions 70 to 74**

**Question 70: Did [Name] apply to any employers in the last 30 days?**

**Question 71: Did [Name] ask friends or relatives about finding additional work in the last 30 days?**

**Question 72: Did [Name] take action to start own business in the last 30 days?**

**Question 73: Did [Name] look for more work in other ways in the last 30 days?**

**Question 74: How long has [Name] been available for more work?**

These five questions are concerned with the efforts that a person made to look for work in the last 30 days. The period of time used for these questions is 30 days, not 7 days, because it may take some time to search out a job. In answer to question 70, if the person has not looked for more work in the last 30 days, use code 2 and skip to Question 75.

For those who did look for more work in the last 30 days, Questions 71, 72, 73 and 74 should ask about different aspects of their search: whether the person applied to prospective employers; whether they asked friends and relatives for help in finding work; whether they took action to start their own business; and whether they looked for work in other ways.

**Question 75: How long has [Name] been available for more work?**

This question seeks information on how long the person has been available for more work for those who were underemployed. If the person gives answer in year then convert into months and write in this column. If a person gives answer for available of work less than a month then needs to write '0', and then skip to Question 85.

## **SECTION 4. UNEMPLOYMENT**

**Purpose:** This section applies to those who did no work in the last 7 days, who did not have a job to which they will return to work and who away for two months or more from their own job or business without pay and its purpose is to find out whether these people are currently unemployed or currently inactive.

### **Question 76: Was [Name] available to work during the last 7 days?**

This question is used to filter out those who are currently available for work. If a person didn't available for work in last week then they are definitely inactive and, after obtaining a code 2 for this group, you move straight to Question 84 to establish their reason for inactivity during the last week.

### **Question 77: Did [Name] look for work during the last 30 days?**

Identifying the availability of a person for work in the question 76, then asks whether they looked for work in the last 30 days. If they did code "1", they are subject to ask about the various efforts to search work. If they did code "2", then skip straight to Question 82 for this group and a further question is needed to establish whether they count as being currently unemployed.

### **Questions 78 to 81**

**Question 78: Did [Name] apply to any employers during the last 30 days?**

**Question 79: Did [Name] ask friends or relatives about finding work during the last 30 days?**

**Question 80: Did [Name] take action to start own business during the last 30 days?**

**Question 81: Did [Name] look for more work in other ways during the last 30 days?**

These questions are identical to question 71 to 74, which were asked for the under-employed that a person made efforts to look for work in the last 30 days. The reference period used for these questions is 30 days, not 7 days, because it may take some time to search out a job. For those who did look for more work in the last 30 days, Questions 78, 79, 80 and 81 ask about different aspects of their search: whether the person applied to prospective employers; whether they asked friends and relatives for help in finding work; whether they took action to start their own business; and whether they looked for work in other ways. After asking Question 81, skip to Question 83 for finding the period in month available for work.

### **Question 82: Why didn't [Name] look for work in the last 30 days?**

This question is asked only those people who reported code "2" in question 76 that means who did not look for work in the last 30 days. If any person report the reason for not working are as thought no work available, awaiting reply to earlier enquiries, waiting to start arranged job/business and off season that means the first four codes will indicate that the person counts as being currently unemployed, but code 5 ("not available") has been included as a double-check in case Question 76 had been incorrectly answered as "yes" when it should have been "no". If this code is used, you should then skip to Question 84, since the person will count as currently inactive. If the person's response does not fall easily into one of the first five codes, use code 6 with specification in this column and than ask question 83.

**Question 83: How long has [Name] been available for work?**

This question aims to find out on how long people have been unemployed. You need to write in number of months for available of work, if a person responds availability of work in year. If a person's answer for availability of work less than a month, then write '0' month. After asking this question, skip to question 85.

**Question 84: What was the reason that [Name] was not available for work in the last 7 days?**

This question is used for classifying the reasons for unavailable for work during last week of their currently inactive population. If the reply given to the question does not fit into one of the first four codes shown, use code "5" other reason for inactivity and explain clearly.

## **SECTION 5. ACTIVITY IN LAST 12 MONTHS**

**Purpose:** This section collects information on work activities during the last 12 months. Data collected in this section will be used to identify the usually active and the usually inactive population. Usual activity is measured in relation to a long reference period of a year. This section is also used to collect information on the main work done in the last 12 months. The concept of usual economic activity is discussed in section 5.11 of Part 1.

**Question 85: During the last 12 months, how many months did [Name] work?**

This question aims to find out the number of months worked during the last year by each person. A day will count as a working day if the person did at least one hour of 'work' on that day. If a person work at least 15 days of the month then that month is considered as working month. For convenience, each month is taken as having exactly 30 days. Make sure that the respondent is including all their economic activities, not just the main one. Remember that all the activities shown in Question 36 count as work, including activities such as collecting firewood, fetching water, and herding animals.

**Question 86: On the months [Name] was not working during the last 12 months, how many months was [Name] available for work?**

This question aims to identify the total number of months in the past 12 months that a respondent was not working but was available for work. If a person works less than 15 days of the month then that person may available for work for more days. The expression "available for work" means that, given a work opportunity, a person would be able to have ready to work. Excluded are those days when the person cannot take up work because of factors such as family responsibilities, illness or disability, commitments for volunteer community services, or because they are studying at that time. If number of days available for work is more than the number of days that a person worked then should consider that month as person available for work. Count the number of month that a person is available for work and write in column of this question.

**Question 87: During the last 12 months, how many months was [Name] not working and not available for work?**

This question is related to write the total number of months that a respondent was neither working nor available for work. This means the sum of the question 85, 86 and 87 should be 12 months. If it is not equal to 12 month you should be asked again carefully to respondent for answer to these questions.

**Question 88: Write the total months of Question No. 85 and 86.**

Here you are required to sum the number of months reported in Questions 85 and 86. If the sum is greater than or equal to 6 months, skip to Question 90. Similarly if the sum is less than 6 months, should be asked question 89 to identify the reason of neither working nor available of 6 months or more.

**Question 89: What was the reason that [Name] was not available for work most of the year?**

This question asks for the main reason why the person was not available and not searching for work during most of the month in the last year. Code one to the eight categories are shown. These codes are in order of preference. Thus, if a person considers that they have two equally important reasons for their non-availability, code only the first one that appears on the list. For instance, if a person says that they were not available for work because they did household duties and attended school, give this person a code 1 (attended school) because this code comes before code 2 (household duties) on the questionnaire.

1.	Attending school:	A person who attends any regular educational institution, public or private, for systematic instruction at any level of education
2.	Household duties:	A person who is engaged in household duties in their own home. For example: housewife or other relative responsible for the care of home, children and elders.
3.	Disabled:	A person who is not physically able to perform work. For example, due to blindness, lameness, or handicap.
4.	Income recipient:	A person who receives income from property or investments, interest, rents, royalties, or pension from former activities.
5.	Too old/sick:	A person who is either too old or too sick to work.
6.	Retired:	A person who retired from former activities or occupation.
7.	Pregnant/delivery:	A woman who has been pregnant.
8.	Others:	A person who is receiving public aid or private support, and all other persons not falling into any of the above categories, such as children not attending school. Specify the reason that the person falls in this category.

**Question 90: What was the main sort of work [Name] did in the last 12 months?**

The instructions are the same as for Question 41. If a respondent had previously said that they did not do any work last year (that is, Question 85 was coded "0"), you should write "did not work" in this column and skip to Question 103.

**Question 91: Was this work the same as your main activity in the last 7 days?**

This question is to check whether the work described in answer to Question 90 is the same as the main activity of the last 7 days (see Question 41). If it is, there is no need to ask further questions about the main activity in the last 12 months, and the interview with this person can end at this point. If it is not the same work, use code "2" and continue with the next question, so as to collect details on the work done.

**Question 92: For how long has [Name] been/was [Name] doing this sort of work?**

If the main activity of the person for last 7 days and past 12 months are different then write the code for period that the person working this main activity of question 90. When counting the number of years that the person has been doing this sort of work, include all the years doing this sort of work, both for this employer and for any other employer (if any). For instance, if the person has done this sort of work for four years for their present employer, and he/she did similar work for two years for a previous employer, this makes a total of six years, which should be coded as "3".

**Question 93: What is the main goods or service produced at the place where [Name] works?**

Instruction is same as for Question 43.

**Question 94: How is/was [Name] involved in this main job?**

Instruction is same as for Question 44. If the response is code "1" (paid employee) continue to Question 95. If the response is code "3" (operating own business or farm without regular paid employees) skip to Question 102. For the other codes, skip to Question 101.

**Question 95: What is the basis for [Name] employment?**

This question asked the basis of employment for only to paid employees. The instruction of this question is same as the conditions of payment for Question 45. In the case of person with permanent nature work skip to Question 99 else continue asking.

**Question 96: What is the duration of [Name's] contract?**

If a person is not permanent employee then this question should ask the duration of contract for his main activity. Write the code for suitable duration of contract of employee. The instruction of conditions of contract is same as for Question 46.

**Question 97: Does [Name's] employer pay social security contribution for [Name]?**

This question intends to know whether employee get any social security fund from his/her employer. The form of social secure fund may be provident fund, citizen investment fund other type of secure fund operated by employee and so on.

**Question 98: Does [Name] benefit from paid leave or get compensation for unused leave?**

This question intends to know whether the employee get any sort of paid leave. Here leave of employee does not mean holidays like Saturday or Sunday. Employee's paid leave refers that the leave given for sick-leave, festival-leave, home-leave, pregnant-leave and so on. Compensation of the saved leaves means whether the employee gets the equivalent amount of money proportionately for saved leave. You need to probe whether the employee have this facility or not and write appropriate code

**Question 99: What is/was the periodicity of the payment?**

This question tried to identify the periodicity of payment for the person's work. The period of payment are considered as a day, a week, or a month and others. In others categories it may be hourly, half monthly payment.

**Question 100: Where is/was [Name] working?**

The instruction is same as for Question 49. In the case of those coded 1 to 6, (i.e. those with main employment in the government service, In financial public corporation, In non-financial public corporation,



In NGOs/INGOs, In private registered financial company and In private registered non-financial company) the interview with this person ends at this point. For those coded 7 or 8, move to the next question.

**Question 101: How many regular paid employees are/were employed in this business where [Name] works/worked?**

The instruction is same as for Question 50. If the person reports code "4" (there are 10 or more regular paid employees at their place of work) this does not count as being in the informal sector and the interview ends at this point.

**Question 102: Where is/was this enterprise/business/farm located?**

The instruction is same as for Question 51. For everyone answering this question, the interview with this respondent finishes at this point.

## **SECTION 6. PAST EMPLOYMENT RECORD**

**Purpose:** This section is designed to collect information about the past employment record (if any) of those who did not work at all in the last 12 months. Only those with a zero in Question 85 will answer these questions.

### **Question 103: Has [Name] ever worked in the past?**

This question asks whether the person ever worked in the past. If they did not, the interview with this person ends at this point. Otherwise continue.

### **Question 104: What was the last sort of work which [Name] did?**

The instruction is same as for Question 41.

### **Question 105: What was the main goods or service produced at the place where [Name] worked?**

The instruction is same as for Question 43.

### **Question 106: For how long did [Name] work in the last job?**

The instruction is same as for Question 42.

### **Question 107: When did [Name] stop working in this job?**

This question finds out how long ago they stopped working. It therefore shows the length of time the person has been unemployed or inactive. Write the answer in number of months.

### **Question 108: How was [Name] involved in that main job?**

The condition of involvement in the main job is same as question 44 and the instruction is also same. If code "2", "3", "4" and "5" reported you should be asked question 110.

### **Question 109: Where was [Name] working?**

The instruction is same as for Question 49.

### **Question 110: What was the reason for leaving the previous work?**

This question aims to find out the reason why the person left his/her previous work. This is an important question, because the answers of it may help to shed light on how people move from a state of having work to not having work. Code the main reason given by the respondent. If the person's reason does not fit into one of the first seven codes, use code "8" and should be specified clearly. The interview with this respondent ends here.

## **SECTION 7. ABSENTEES INFORMATION**

**Purpose:** This section intends to know whether the household member had been living different place within Nepal or to other country from the usual place of residence. The available data from this section will help to analyse how many persons were leaving home and residing either within the country or in foreign country. This section collects detailed information of absentees such as sex, age, education status, occupation along with whether they are sending remittance (cash/in-kind).

### **Question 111: Are any persons away (absent) from your household?**

This question will set whether any member of the household is absent. If any member of the household is absent for more than 6 month or s/he is just absent but will not be returned for more than 6 month are considered as a absent member. Note that if any household member is absent for less than 6 month for purpose of pilgrims, treatment, tour, business etc, are not treated as absentees. They should be treated as household members.

Here absentees member means those member who are not separated from this household and if he/she will come back then again join to the same household. If a person is household member in the past however he/she has settled different household then do not count that member as absentee population. Similarly if any person is not member of this household then does not count him/her as absentee even they are bound with relationship.

If the household has any absentee write code "1" and report total number of absentee in given box and should be collect other detailed information for each absentee. If that household has no absentee then write code "2" and skip to question 122.

### **Question 112: List the name of all the persons away (absent) from the household.**

In this question list the name of absent person from interviewing household.

### **Question 113: What is the sex of [Name]?**

In this question identify the sex of absent person and write appropriate code.

### **Question 114: What was the age of [Name] at the time of leaving home?**

This question seeks to find out the age of absentee person and record in complete years when he/she had left home.

### **Question 115: What is the relationship of [Name] to the household head?**

In this Question obtain the relationship of the absentee's to the household head carefully. Pay attention particularly when the person speaking to you is not the head of household. The respondent in this case will often give the relationship of the absentees in question to him or herself and not to the head of household.

Therefore, reconfirm that the relationship is to the head of the household. Use the relationship code from question 12.

**Question 116: What was the highest level of education that [Name] completed at the time of leaving home?**

In this question record the education level of absentee person when s/he had left home. Write the higher level education code that the person had completed at the time of leaving home. For example the absentees who pass the SLC at the time of leaving but now s/he is completed BA. In this case you should be write code "11" instead of code "13" because he s/he has passed only SLC.at the time of leaving home.

**Question 117: What is the duration of [Name's] absence?**

This question collects the duration of absent from the household. Here you have to specify the duration of absent in month. Hence if someone says period in year then convert year into months by multiplying 12. The duration of left home is 15 days or more then consider as a month otherwise consider as a "0" month.

**Question 118: Where is [Name] living now?**

In this question identify the place where absentee's person is currently living either within the country or outside the country. If a person is living in other district within the country then write the district code, if it is foreign country then write the code of that country. The codes of foreign countries are included within the district code in annex 4. If any household member does not know the place, where the absentee is currently living then write the code "00" in this column.

**Question 119: What is [Name's] occupation over there?**

The instruction is same as for Question 41. In some cases household members may know the place where absentee's person is residing and they may not know what occupation he/she is currently doing. Then write the code "000" for the main occupation of absent person.

**Question 120: Did your household receive any money or goods from [Name] during the past 12 months?**

In this question specify whether the any household member is receiving remittance from the absentee person in cash or in-kind. If absentee person sent remittance to any household member then ask the amount of remittance in next question if not end for asking further question about that person.

**Question 121a and 121b: How much amount did your household receive during past 12 months?**

In this question record the amount of remittance received by all household members sent by individual absentee person within past 12 months. In the case of cash remittance received write in question 121a. Similarly, for remittance in in-kind, you have to ask the value of remittance received in in-kind within previous 12 months and will be written in question 121b.

## **SECTION 8. REMITTANCE RECEIVED FROM OTHER PEOPLE**

**Purpose:** This section intends to know whether any member of the household had been received remittance (cash/in-kind) from others people who is not treated as absentees from other country or within Nepal. This section also collects the detailed information about sex, age, education status, occupation of remittance sender and whether they are using that remittance (cash/in-kind).

**Question 122:** During the past 12 months does your household receive any money or goods from the source other than the person absent from your household?

This question asks the household whether receiving any remittance from other person than the person absent from his/her household during the past 12 month. Here the other person refers to the person that who is not defined as a household member, they may be relatives or non relatives. For example separated member, left household due to married, own family member but not defined as household member.

If the household has receiving any remittance from other than absentees then write code “1” and report total number of remittance sender in given box and should be collect other information for each remittance sender. If the household has not receiving any remittance from other person than absentee write code “2” and then end interview at this point.

**Question 123:** List the name of all the remittance senders other than the absentees of the household.

In this question list the name of remittance sender.

**Question 124:** What is the sex of [Name]?

In this question identify the sex of remittance sender and write appropriate code.

**Question 125:** What is the age of [Name]?

In this question, record the current age in complete years of remittance sender.

**Question 126:** What is the relationship of [Name] to the household head?

In this Question obtain carefully the relationship of remittance sender to the household head. Pay attention particularly when the person speaking to you is not the head of household. The respondent in this case will often give the relationship of the remittance sender in this question to him or herself and not to the head of household. Therefore, reconfirm that the relationship is to the head of the household. Use the relationship code from question 12.

**Question 127:** What is the highest level of education that [Name] completed?

The question asks to collect highest education level that remittance sender completed. Use the code of education from Annex - 6.

**Question 128: Where is [Name] living now?**

In this question choose the place where remittance sender is currently living either within the country or foreign country. If a person is in different district or place within the country write the district code, if in foreign country then write the code of that country. The codes of foreign countries are included within the district code in Annex-4. If any of the household member could not know where the remittance sender is currently living then write the code "00".

**Question 129: What is [Name's] occupation over there?**

The instruction is same as for Question 41. In some cases household members may know the place where remittance sender is residing and what occupation he/she is currently doing. In such cases if household members could not respond about the main occupation of remittance sender then write the code "000".

**Question 130a and 130b: How much amount did your household receive during past 12 months?**

In this question record the amount of remittance received by all household members within past 12 months. If household member received remittance in cash write in question 130a. Similarly, for remittance in in-kind then you have to ask the respondent to estimate the value of remittance received in in-kind within previous 12 months and will be written in question 130b.