



# **2012 NAMIBIA LABOUR FORCE SURVEY (NLFS)**

## **INTERVIEWER'S INSTRUCTION MANUAL**

**OCTOBER 2012**

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# CHAPTER 1

## 1.1 INTRODUCTION

The Namibia Labour Force Survey (NLFS) 2012 is the sixth post-independence survey although the NLFS 1991 was not that comprehensive as the other five (5). It will be conducted by the Namibia Statistics Agency (NSA) in collaboration with the Ministry of Labour and Social Welfare (MLSW). This survey will provide a wealth of information on the state of labour force in the country. The survey will be conducted nationwide and will cover all the thirteen administrative regions. The statistics from the survey will be presented at:

- i) National level
- ii) Regional level and,
- iii) Urban/rural level

The data collection exercise of the NLFS 2012 will be undertaken as from the **15<sup>th</sup> of October 2012**. This survey is an important component of the National Household Survey Programme (NHSP).

The survey will be conducted nation-wide and will cover the thirteen regions. It will gather statistical data on employment trends and other socio-economic characteristics of the population, which will be presented by:

- (a) Regions
- (b) Urban/rural parts of country
- (c) Socio-economic groups of the population

A representative sample of about **506 PSUs**, giving about **9,108 households** will be selected through a two stage sample design. The reference night for the survey will be the night of Sunday, **14<sup>th</sup> October 2012** and the data-collection will be carried out for a period of 2 weeks.

The aim of this manual is to guide the interviewer through the different field operations and procedures. In addition, the manual give instructions for completing the questionnaire, sections on the objectives, concepts and definitions as well as the coverage of the survey. Furthermore, there are sections on the interviewer's behaviour and the methods of approach to households and other issues and matters of importance to the interviewer. The contents of this manual should be studied carefully, as it serves as a guideline on how to overcome some difficulties which might arise in the field.

## **1.2 OBJECTIVES OF THE SURVEY**

A survey is a process of collecting, compiling, evaluating, analyzing and publishing or disseminating demographic, economic, social and housing data, at a specific time from a representative sampled population in a country or geographic area.

The NLFS 2012 will provide employment and other basic data required for policy making at national and regional levels as well as for different sectors.

There are two main objectives for a Labour force survey:

- To measure the extent of available and unused Labour time and human resources for the purpose of macro-economic monitoring and human resources development planning.
- To measure the relationships between employment, and other socio-economic Characteristics for purposes of formulating and monitoring employment policies and programmes income generating and monitoring schemes, vocational training and other similar programmes.

More specific data from such a survey provide:

1. Basic information of the size and structure of a country's work force.
2. Basic elements for measuring the labour supply as well as its input and the extent to which the available human resources are utilized in the production process of the economy. Labour supply refers to the population who are involved in the production of goods and services; the amount of time the population works or is available for work; the intensity of work; and the level of training and the skill of the population. Labour input is related to the labour supply and refers to the actual utilization of the available labour – number of workers at work, their actual time input, productivity and use of skills.
3. An essential basis for the design and evaluation of overall government programmes geared to employment creation and promotion as well as the assessment of the social effects of government employment policies
4. A major element in the formulation and evaluation of government policies on income generation and maintenance, poverty alleviation and income redistribution; assessment of structural adjustment policies on the employment and income situation of the working population and its sub-groups.
5. A retrospective basis for projections of the economically active population and its components for socio-economic planning.
6. A basis for research in many areas ranging from testing labour market segmentation theories to formulating demographic models.
7. To the public, information on the employment situation of the country, and even gender-based discrimination, and other Labour related issues. When properly disaggregated by geographic area, the data may provide information on the situation in local labour markets especially on the number of persons available in specific occupation categories.
8. To the business community useful indicators on the educational level of the labour force.

### 1.2.1 LEGAL PROVISIONS

**The Statistics Act No. 9 of 2011** entrusts the Namibia Statistics Agency (NSA) with legal power to conduct the surveys including the NLFS 2012. The Act empowers the Labour Force Survey (LFS) officials to enter households at reasonable hours for the purposes of data collection.

The NLFS has been used as a means of collecting information on the labour force characteristics for the Namibian population. The dynamic nature of the labour market calls for regular conduct of surveys to keep pace with labour market developments.

It is expected from the interviewers not to reveal or discuss any information collected with unauthorized persons. To ensure this secrecy all the interviewers and other staff are required to take the **Oath of Secrecy**. It is demanded that all LFS officials not to reveal or discuss any information collected with unauthorized persons. Thus all the information will be treated with utmost **confidentiality**.

The law provides for penalties for the contravention of any of the provisions of the regulation.

### 1.2.2 POPULATION

Group or units defined according to the aims of a survey is referred to as the “population”. The objective of this survey is to collect reliable data on the labour force characteristics of the people from all selected private households. Here the final unit of data collection is the private household.

Hence the “population” in this survey is all private households.

### 1.3 THE SAMPLE

A part of a population selected in the belief that it will be **representative** of the whole population is referred to as a **sample**. If the units of the population are exactly similar to each other then one of them can represent the population.

This is carried out with a notion that the features of the selected population are exactly similar to those not selected within a particular selected primary sampling unit.

If the units of the population are somewhat dissimilar units and are not well mixed, a small number of these units may not be representative of the entire group.

It will clearly not be representative, if units of a particular type are chosen deliberately to the exclusion of other types, or if the process of selection is such that certain types of units are favored at the expense of others. In many cases, the purposes for which the information is required are adequately served if only a portion of the units is covered. But because of the dissimilarity of the different units neither haphazard nor casual selection nor less deliberate selection, can be expected to provide a representative number of units.

Therefore, a rigorous process of selection has to be used to obtain a representative number of units or a sample.

### 1.4 RANDOM SAMPLE OR PROBABILITY SAMPLE

Random sample or probability sample is a sample drawn in such a manner that each household unit in the country has a predetermined chance of selection or predetermined probability of selection.

The selection may be one by one, or in a group or groups, with equal chance (probability) or unequal chance (probability), in one stage or through a hierarchy of stages but what is crucial is that a method based on chance must be used in executing the selection.

Once a sample is selected in this manner, actual data collection should be confined to these units. **Under no circumstances the units thus selected should be changed haphazardly.**

#### **1.4.1 SAMPLE SURVEY**

Basically there are two different approaches in the collection of data from households.

##### ***Collect data from all the units of households (Census)***

This method is known as Census and is used in Population and Housing Census, Agricultural Census and Industrial Censuses. In this approach the scale of operation is large, hence it is expensive, takes lot of time, difficult to control and if not controlled properly will introduce a lot of errors (Non sampling errors) which will lower the quality of data.

##### ***Collect data from a sample (Sample survey).***

This method is known as a sample survey and is used more frequently than the Census. When the final unit of enumeration is the household then such sample surveys are called household surveys. ***Therefore, the NLFS 2012 is thus a household survey.***

##### **Advantages of a sample survey**

Properly designed sample surveys usually provide the required information:

- In less time
- At lower costs
- With better quality (smaller non-sampling errors) than a Census. Scale of operation is small because of the smaller number of units visited hence is more amenable to control thus reducing the errors. Also a lesser number of interviewers are needed for the survey than the Census hence it is possible to train the interviewers more intensively and will be in a better position to execute their tasks with more efficiency.



There are of course problems related to sample surveys, which, if not properly controlled, will negatively affect the survey results. One of these is the **quality of the interviewers' work**. If the interviewers are not well trained and they do not execute their duties to the required standards, non-sampling errors will occur which are very difficult to control. Therefore, it is imperative that the interviewers should know their duties, what to do and what not to do before they go into the field. During the planning stages of the survey and in training sessions all the aspects involved should be clarified to the fullest to avoid confusion in the field. ***Thus the full participation and commitment of interviewers during training is of utmost importance.***

However, if all these aspects and issues are well taken into consideration by the planners of the survey and if the interviewers put in their dedicated effort, then the sample surveys will always yield good results.

#### **1.4.2 ACCURACY OF SURVEY DATA**

The objective of a sample survey is to make estimates of certain values for a population using observations from the selected sample units of that population. This population in terms of the NLFS 2012 is the private households.

The accuracy of survey estimates is generally taken to mean the closeness of that estimate to the exact or true value. The true value, which is mostly unknown, is the value that would be obtained, if data could be collected and processed without any errors for all of the units in the population. The error of a particular survey estimate is the difference between that estimate and the true value of the quantity being estimated.

This error can mainly be divided into two groups of errors: **Sampling errors and non-sampling errors.**

### **Sampling errors:**

Sampling errors arise from the fact that the observations are confined to a sample of the population rather than the whole population. The sampling errors can be minimized within the given budget if a suitable design is adopted and this error can always be calculated if a probability sample is used.

### **Non-sampling errors:**

Apart from the sampling errors, non-sampling errors can arise at every stage during a survey operation. Unlike the sampling errors these non-sampling errors cannot be measured. We can only guess or feel about them. **It is vitally important that these errors are controlled.** If not properly controlled, the whole survey results may not be of any use. Hence everyone involved in the survey should clearly know what he or she is supposed to do and do that very carefully and correctly.

Two important types of non-sampling errors which the supervisors and the interviewers should know about are:

1. **Non-response errors, and**
2. **Response errors**

### **Non-response errors:**

Non-response results from failure to obtain observations on some units selected for the sample. Non-response may be total or partial.

Total non-response refers to the failure to collect any survey data from a sample unit due to refusal, failure to find respondents at home or business site, loss of questionnaires etc.

Partial or item non-response occurs when a unit fails or refuses to provide some specific items of information or the interviewer fails to ask the question or to record the answer.

### **Control of non-response errors:**

#### **a) Contacting respondents**

The interviewer should be able to make calls at sample units at times when respondents are likely to be at home.

#### **b) Obtaining co-operation of the respondents**

This depends on several factors. These are, the way in which the interviewers introduce themselves, the identification card they carry, what they say about the survey and the courtesy they show to the respondents. It can also be an important factor to gain the permission of local officials to proceed with survey work in their areas, and to obtain their help in gaining co-operation of sample units/households.

### **Interviewer's training**

In personal interview surveys, the interviewer is bound to play an important role to maximize response. If you encounter any problem in the field, you can use this instruction manual to come up with a suitable solution. Also always bear in mind that your Supervisor is ready at all times to give you all the support you may require.

The recommended way of dealing with non-response during the data collection phase of the survey is to make a thorough effort to obtain response from all or nearly all of the units sampled. If no acceptable respondent is available when a unit is first visited, a call back should be planned. If possible interviewers should ask neighbors when the occupants are likely to be at home. You should always try to complete the questionnaires for all the selected households as far as possible. Non-response may produce a serious bias to the final estimate. So, you should try to minimize the non-response rate as far as possible.

## **Response errors**

Response errors also occur in the data collection phase of a survey. The sources of response errors are:

a) **Inability of respondents to provide the desired information.**

Respondents' social background and level of education are main factors in this respect. Part of this may be due to recall errors, e.g. age in completed years, names of household members etc.

b) **Sometimes respondents purposely report certain information incorrectly, e.g.**

Income

c) **Interviewers can also be a source of error by:**

- failing to put the questions clearly and correctly
- influencing respondents to answer incorrectly
- mis-recording correct responses

### **1.4.3 SAMPLE DESIGN**

In the case of large-scale household surveys the final unit of enumeration is the household. To select a sample of households from all households in the whole country, lists of households for the whole country are required. But in developing countries like Namibia such lists are not available. In countries where household lists are not available, two stage sample designs are used to overcome this difficulty. In the two stage sample designs the final unit is selected in two stages.

#### **First Stage - *Selection of geographical areas***

To do this, lists of such areas should be available for the whole country.

Once a Population and Housing Census is carried out, such lists are available in the form of enumeration areas. Number of households and the population in each of the enumeration areas are known after the Census. These lists of geographical areas arranged

according to the regions are generally referred as the Sampling Frame. A predetermined number of geographical areas will be selected randomly from these lists. This is the first stage selection.

### **Second stage *Selection of households***

All the households in each of the selected areas will be listed to prepare a current list of households. A sample of households to represent the population of households in all areas will be selected randomly from each of the areas listed.

The geographical areas in the sampling frame are named as Primary Sampling Units (PSU's). The second stage unit, which is the household, is called the Secondary Sampling Unit (SSU).

### **Sample size for the Survey**

A sample of **506 PSUs** will be selected countrywide during the first phase of the survey. Each PSU thus selected will be listed to prepare the list of households within the PSU. Using this list a sample of **18 households**, also referred as the Secondary Sampling Unit (SSU), will be selected for the second phase. Therefore the sample for the country is **9,108 (506 X 18)** households.

### **Method of selection**

The PSU are selected in the first stage using PPS (probability proportional to size) selection procedure where the size measure is the number of households at the time of Census. The SSUs (households) will be selected in the second stage with a fixed equal probability using a systematic random sampling procedure.

## 1.5 WORKING CONDITIONS DURING THE SURVEY

Once you are signatory to the contract of employment, it means that you have agreed to the conditions and the regulations governing the survey. You will abide by these regulations all the time while you are under contract. The following survey regulations have to be observed and these regulations will be strictly enforced.

Your presence, active-participation and devoted co-operation are absolutely vital for the successful completion of the fieldwork. The necessary information, training, equipment, survey materials and other logistical support will be provided to you by the Head Office to enable you to accomplish the tasks as stated earlier.

- **Collective responsibility and attendance.** The survey machinery consists of various components and each component is vital for the success of the survey. Your presence is required every day of fieldwork.
- **Absenteeism.** Any person who is absent from duty during any part of training or fieldwork without prior approval from the team supervisor or regional supervisor will face severe disciplinary action.
- **Competence and hard work.** Maintaining your position as an interviewer or team supervisor is based on your competence and hard work. Therefore, your performance and ability must be high both during training and fieldwork.
- **Exemplary behaviour.** The interviewer represents the NSA; therefore, his/her conduct throughout the training and fieldwork must be professional and good in the eyes of the public. Always be aware of the fact that we are only able to do our work with the goodwill and co-operation of the public. Anyone found to be aggressive, abrupt or disrespectful to the respondents in the field would face stiff disciplinary action.

- **Familiarity with survey objectives.** All field staff should be well acquainted with the objectives of the survey and the Statistics Act so that any query from the respondents could be easily clarified.
- **Co-operation with community leaders.** All field staff should maintain a very good relationship with the local officers of the respective areas such as Chief Regional officers, Governors, Town Clerks, Headmen, Councilors, etc.
- **Co-operation with other colleagues.** For the survey to succeed, the head office staff, supervisors and interviewers must work closely together sharing difficulties, co-operating and supporting one another. The tasks will be assigned in a manner that enhances the co-operation and goodwill of regional teams. Any member of the field staff who creates a disruptive influence on others will be dealt with severely.
- **High-quality service.** Interviewers should take all steps to provide high quality data from the field.
- **Use of alcohol.** Use of alcohol during working hours and during interviews with the respondents will be dealt with stiff disciplinary action or dismissal.

It is absolutely essential that data gathered during fieldwork is both accurate and valid. To control inaccurate or invalid data, regular spot checks will be conducted. Interviewers and/or Supervisors may be dismissed any time during fieldwork if their performance is considered inadequate for the high quality data and decent behavior required for the survey.

## 1.6 INTERVIEWER'S ROLE IN THE SURVEY

The interviewer plays a very important and active role in the survey because the reliability of the data collected depends on their accuracy. Data accuracy is enhanced with proper checking of every questionnaire. Second to respondents, the interviewers are the most important persons (VIPs). Cooperation and confidence of the respondents should be gained and maintained earnestly in order to persuade them to answer the questions willingly.

The interview is an interactive process between two parties. This process can be divided into three main phases:

- the introduction phase
- the interviewing phase, and
- the closing phase

During these phases, the interviewer has to act in different ways. In other words, the interviewer plays two different roles. There is a **formal role** and an **informal role**.

The **informal role** is used when the goal is to create a good atmosphere for communicating with the respondent. This role is mostly used during the introduction phase and the closing phase of the interview. During the introduction phase, it is important that the interviewer helps the respondent(s) to feel relaxed. To be selected for interview is, mostly a completely new situation for the respondents. They may have expectations or anxiety that this situation will be embarrassing or that they will not be able to answer the questions. Therefore, the interviewer has to help the respondents to feel relaxed and at ease in this new unknown situation.

During the **closing phase**, it is very important that the interviewer uses the informal role. It is very common that the respondent tells other people about his/her experience of the interview. You must always remember that the respondent's impression of your visit is the base for NSA's future successful data collection exercises. Look upon yourself as an ambassador of NSA and discharge your duties accordingly.



The **formal role** is mostly used during the **interviewing phase**. The interviewer has to, as strictly as possible, follow the instructions and ask the questions as they are phrased in the questionnaire. The interviewer may use the mixture of these two roles, depending on the type of questions to be asked. The questions can be classified in three main types:

- questions on **facts**
- questions on **attitudes or opinions**, and
- questions on **knowledge**

When asking questions on facts, the interviewer is expected to *probe* to get all information needed. When an interviewer asks questions on attitudes/opinions or knowledge it is absolutely forbidden to give explanations or to rephrase the question.

### **Asking questions and probing**

When conducting the interview, follow the order on the questionnaire and ask the questions exactly as they are in the questionnaire. Speak clearly for the respondent to have no difficulty in hearing and understanding and, at times, you may have to repeat the question.

It is also imperative that the interviewer uses the informal role when he/she sees that the respondent has lost concentration. In this case, it can be useful to start some small conversation and thereafter continue with the interview. As an interviewer, you have to make a good balance of the formal and informal roles to allow the interview to flow smoothly.

A skilled interviewer can influence the respondents to provide accurate responses. The non-sampling errors as discussed earlier do occur during the data collection phase. These can be controlled to a considerable minimum by having thoroughly trained, committed and disciplined teams of interviewers and supervisors, thereby, improving the accuracy of final estimates. **You should have a good knowledge of survey concepts, definitions and the instructions for completing the questionnaire.**

Bear the following points in mind when dealing with the respondents.

- **Giving a good impression.** Always do your best to make the respondents feel at home and relaxed when you interview them. With a few well-chosen words, you can put your respondent in the right frame of mind for the interview. A good introduction of yourself, the purpose of your visit and what sort of cooperation you expect from the respondent should all be briefly articulated.
- **Adopting a positive approach.** Do not approach the respondents in an apologetic manner by using phrases like “Are you busy? Would you spare a few minutes? Or “Would you mind answering some questions? Such an approach obviously invites refusal. Rather request the respondent that you would like to talk to, and ask him/her some questions.
- **Stressing the confidentiality of the information.** It is essential to stress the confidentiality of the information that the respondent will supply as stated in Legal Provisions of the survey. You should never mention other interviews or show completed questionnaires to other interviewers or supervisors in front of the respondent or any other person.
- **Frankness.** You should be open and friendly to the respondent and be able to answer all questions from the respondent within the parameters of the survey operational rules
- **Pre-empting the respondents.** Never suggest answers to the respondent, e.g. I suppose you mean that .....” “Is that right?” Rather, probe in such a manner that the respondent comes up with the relevant answer. Avoid changing the wording or sequence of the questions from those in the questionnaire.
- **Treating hesitating respondent tactfully.** A respondent may simply say, “I don’t know” or may give an irrelevant answer; act bored or detached or may contradict him/her or partially or completely refuse to answer. Try to gain the interest of the respondent by spending some time chatting to him/her about things that are not related to the survey (but don’t over do it!) Avoid interrupting the respondent or showing signs of rudeness when the respondent has given an irrelevant or elaborated answer. Listen to what he/she has to say and gently steer him/her back to the original question.
- **Allowing the interview to flow.** You should not hurry the interview. Hurrying the interview can affect the quality of the data. Remember also that the differences between you and the respondent can influence the interview negatively.

## 1.7 FIELD OPERATIONAL ISSUES

It is imperative that interviewers should have a clear picture of the proposed field organization. The following procedures are designed for the field operation and you should understand each point mentioned in this section.

### Field Operational issues

It is of paramount importance that the interviewer masters all the field operational issues as spelt below.

- The field staff is divided into teams of 2 interviewers and 1 supervisor per team. No of teams will depend on the workload of the region. Teams within the region will be given a number (team 1, team 2. etc)
- Each team is allocated 5 or 6 PSU's depending on the workloads and logistical reasons.
- Listing and data collection operations will be done in 2 phases. The team supervisors with two interviewers in each team will do the listing of each PSU to prepare the list of households as explained below.
- From the list of households in selected PSUs (Form L), **18** households will be selected in the form of a systematic sample by the Regional Supervisor.
- The Supervisor will supply you with the **FORM SH: SAMPLE HOUSEHOLDS** for PSUs and the necessary materials. He/She will also direct you to the selected households. If you cannot find the location of the selected household inform the supervisor and seek his help immediately.
- Each interviewer is responsible for interviewing his/her households during the assigned time. You are required to complete at least **5 questionnaires** per day.

- After completing a questionnaire carry out all the necessary checks immediately.
- You should be ready to hand over the checked questionnaires to the Supervisor on day to day basis.
- The Supervisor will check the questionnaires and if he finds out any errors or omissions then the questionnaire will be handed back to you. It is your responsibility to go back to the household to collect the correct information so that the questionnaire can be rectified.
- Once the work of a PSU is completed the checked questionnaires are handed over immediately to the editing and coding team in the centre by the Supervisor. This team will carry out the edit checks as well as the coding of the questionnaires and if they find out any errors then such questionnaires will be returned to the Supervisor. The Supervisor and the interviewers who completed the questionnaires have to go back to the household to get the correct information.
- After all these corrections and the final editing and coding, the bunch of questionnaires will be taken over by the Regional Supervisor who will also check them thoroughly before dispatching them to the head office.

When you visit the household for the data collection you may come across different situations where the household cannot be contacted. In such instances, follow the under mentioned guidelines.

- If you cannot find any person in the household you must try to get information on when they will be back so you can return to the household and conduct the interview as soon as possible. It may be good to leave a message indicating the purpose of your visit and that you are going to come back at a certain time.

- In certain cases when you go for interview you may not be able to identify the selected household because the household has moved from the original location ***temporarily or permanently.*** These cases should be brought to the attention of the supervisor immediately.
- If the selected household has moved temporarily away, you must try to get information on when they are likely to be back so that you can return to the household and conduct the interview as soon as possible.
- If the household has moved permanently away, then the dwelling unit, which this household was occupying, may be demolished, vacant, or occupied by another household. In this situation, you will have to find out whether the **selected household has moved to within or outside the PSU.** If moved within the PSU or outside but closer follow the household and continue with the interview.
- If it has moved outside the PSU but far away, complete the response category and retain the form among others in possession. This is crucial in the determination of the response and non response rate of the data collection exercise.

### **1.7.1 Households in the surrounding PSUs should not be included in the PSU which is being interviewed (Duplication).**

To avoid this, the **boundaries** of the PSU should be clearly known.

Identification information of the PSU, the map, description of the boundary of the PSU and the locality list of the PSU, will be supplied. These documents will help you to identify the boundaries of the PSU concerned. In addition the assistance of town clerks, headmen/sub headmen in the respective areas concerned will be available. This assistance will be quite important especially in communal areas and it has to be arranged with them so that they will be available when the interview exercise is carried out.

### **Urban areas**

Identification of the boundaries in urban PSUs will be relatively easy. The map, description of the boundary such as street names will guide you through the PSU.

### **Commercial farming areas**

Identifying the boundaries of PSUs in commercial farming areas will also be relatively easy since these boundaries are consistent with the farm boundaries. By using the maps and the locality list which will include the farm names the boundary can be identified.

### **Other rural areas**

Freshly prepared sketch maps will be used in these areas. These maps will include reference points such as schools, churches and roads etc.; also along the boundary of the PSU some of the households to be included and the households to be excluded will be shown.

#### **1.7.2 All selected households within a PSU should be interviewed without omission.**

Supervisors/interviewers should follow a systematic route within the PSU depending on the type of area (urban, commercial farming or other rural) to cover all the households (defined below) without missing any of them. You should choose a convenient point to start the interview process.

Also you should make it a point to meet responsible person of the area such as headman, councilor, and pastor of the church etc. who can help you to plan your route so that you will not miss any household in the area

### **Urban areas**

Since you have fair knowledge about the PSU after having identified its boundaries you can start the interview from a convenient point and follow the streets and lanes until all selected households in the PSU are covered.

**Commercial farming areas**

The boundaries of farms within the PSU, were already identified by the supervisor who will guide you through them. Visit all the selected households in these farms starting from a convenient point. You may have to get help of the farmer himself or some responsible person within the farm to locate certain households selected for interview.

**Other rural areas**

In these areas you may find selected households in clusters dwelling units in some parts of the PSU, this will simplify the identification of households and thus their coverage. If you cannot locate any selected household contact your supervisor or the responsible person for that area such as headman or any other traditional leader in the area.

**1.8 CONCEPTS AND DEFINITIONS**

The supervisor will provide you with the list of households selected for the interview. It is imperative for you to plan the coverage of all the selected households by choosing a route that will ensure total coverage. Before starting with the actual interview, it is important to master the definitions of the basic terms used in the exercise.

Selected households can be approached only through the dwelling units, which may be a building or a part of a building or a group of buildings. Hence, in the attempt to locate households you should visit all the buildings within the PSU irrespective of their physical condition.

All buildings can be classified into;

- (i) Dwelling units
- (ii) Living quarters other than dwelling units (institutions)
- (iii) Non-dwelling units

**Dwelling unit**

This is a building/structure where households live and is a place of residence. Sometimes if a household occupy more than one building/structure they all considered as one dwelling unit for the purpose of this way.

**This survey is confined to private households living in dwelling units only.**

**Institutional households**

An institution is defined as living quarters in which occupants live together for disciplinary, health, educational, occupational or military or other reasons.

Examples of inmates in institutions are prisoners in prisons, patients in hospitals, students in hostels, guests in hotels, nuns in convents, soldiers and policemen/women in barracks etc.

*These individuals are excluded from the survey.*

**Non-dwelling unit**

Every building or part of a building which is not used as a place of residence falls under this category, e.g. offices, petrol filling stations, shops, schools, churches etc.

*But within the compound of institutions and Non-dwelling units there might be dwelling units with private households such as caretakers, guards etc. It is therefore of utmost importance to visit these units in search for private households.*

**Homestead/compound**

It is an isolated compound with one or more structures, and usually inhabited by one or more households. In most cases, homesteads will be surrounded by fences, hedges, wall etc. A homestead may contain a traditional dwelling or a group of traditional dwellings. A traditional dwelling will thus be considered a homestead .However, a wall/fence or hedge need not necessarily surround a homestead. For instance, boy's quarters, garage, kitchen etc. may be part of



a homestead whether or not they are surrounded by a fence/wall, etc. During interviews, you will visit homesteads and identify the structures, dwelling units and households in homesteads.

## **Households**

Households occupy dwelling units, which may be a building or a part of a building or a group of buildings regardless of its/their physical condition. Buildings can be classified into dwelling units, living quarters other than dwelling units (institutions) and non-housing units.

Household consists of **one or more person (s), related or unrelated** who live together having a community of life with common catering arrangements (**cook and eat together**) and are answerable to the same **head of household**. Households can occupy one structure, more than one structure or a part of a structure.

A person who lives alone and caters for herself/himself forms a one person household.

### **The following examples should guide you in deciding who should form a household**

#### **Persons who belong to the same household**

- (i) A domestic servant who lives in the same house (or servant's quarters of the house) and is provided at least one main meal a day by the main household is part of the main household.
- (ii) Two unrelated persons living together in the same house and having the same catering arrangements (i.e. pooling their resources together for the preparation of meals belong to the same household.
- (iii) A lodger or boarder who lives with the main household in the same house and is provided meals by the main household belongs to the main household.

#### **Persons who belong to separate households:**

- (i) Domestic servants living in the same house or servant's quarters, but who make their own eating arrangements belong to separate household.

- (ii) Two related or unrelated persons who live in the same house but maintain separate eating arrangements belong to separate households.
- (iii) A lodger who has separate eating arrangements from that of his/her landlady/landlord belongs to a separate household.

**NOTE: Domestic servants who work during daytime even for a few days and go back to their own homes after work should only be included in their own households.**

### **Head of household**

The **head of household** is the person of either sex who is looked upon by the other members of household as their **leader or main decision-maker**. If he/she is absent, the **next** responsible adult member should be entered as head.

### **Locality**

For the purpose of the labour force, a locality is defined as a distinct population cluster, irrespective of size, in which people live and which has a name or locally recognized status.

## CHAPTER 2

### 2.1 INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

The previous chapter of this manual deal with field operational issues in general. The aims and objectives of the survey have also been discussed. This chapter will provide detailed instructions for completing the questionnaire. The questionnaire is the means of collecting all the required information about the labour force, including certain socio-economic characteristics of the population.

The questionnaire is directed to the head of the household who should be the **Primary respondent**. If the head of the household is not available, find out if there is any other responsible person who knows household members very well otherwise ask when he/she will be back and continuously make spot checks till you locate him/her for the interview.

In general, the questionnaire is as follow:

**Part A:** Identification particulars of household

**Part B:** Information on **all members** of household

**Part C:** **Education** questions for those **aged 6 years and above**

**Part D:** **Employment** and **labour** questions for persons **8 years and above during the last 7 days** (currently economically active or labour force)

**Part E:** **Employed** (for those who have worked the last 7 days or who had a job to return to but did not work coded 1 in D1 to D9)

**Part F:** **Hours worked** (for those who have worked the last seven days or who did not work but have a job to return to)

**Part G:**        **Employees** (who have worked the last seven days or who did not work but have a job to return to)

**Part H:**        **Employers, Own Account Workers** (who have worked the last seven days or who did not work but have a business to return to)

**Part I:**        **Unemployed** (who have not worked the last 7 days, had no job and were available to work coded 2 in D9)

**Part J:**        **Housing conditions** (this section is only for the head of the household or main respondent)

**Part K:**        **Control Section**

The questionnaire should be completed according to the above given order that is parts A to K.

## 2.2 GENERAL PROCEDURES FOR COMPLETING THE QUESTIONNAIRE

To be able to undertake the duties of a supervisor or an interviewer, you must understand:


- *How to fill the questionnaire correctly;*
- *How to ask questions correctly;*
- *What information the question is attempting to collect, and*

*Follow any special instructions or definitions in the questionnaire and make sure that you complete the questionnaire yourself and keep it clean!*

NLFS adopted the scanning technology as used in the Census 2011 and other surveys for the data capturing and processing. The scanning technology is used for entering the information from the questionnaires into computer media transforming the information into data.

Hence, it's very crucial that information is recorded correctly and numbers should be written distinctly from each other.

### 2.2.1 MARKING TECHNIQUES AND CODING OF ANSWERS

- Use the pencil, which has been issued to you. The pencil should neither be very soft nor very hard. Your markings/recordings should be distinct but still possible to erase, if necessary. Fill in the questionnaire using a **pencil**.
- **The mark must be within the box. If it crosses the borders of the box and touches an adjacent box, it will not be possible for the scanner to interpret it correctly.**
- The mark **MUST** be a cross mark as illustrated , to avoid any confusion.
- If you have to correct a marked response, shade the wrong mark very carefully and mark the correct response.
- If you have to correct an answer which is written, erase it very carefully/neatly and write the correct answer.

## 2.2.2 RULES FOR RECORDING NUMBERS

Record your numbers carefully and distinctly in order for the scanner software to interpret the numbers.

The following is recommended way of writing numbers:

0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---

Take Note

- 0 must be closed on top - or else it can be misinterpreted for a 6

E.G

The screenshot shows a complex data entry form with many fields. A handwritten '0' is visible in one of the fields. A callout box with the text 'Correct numbers 0, 0' points to the handwritten '0'.

Software interpreted "0" as "6"

Status: Uninterpretable

60

OK

Cancel

- 1 should not have hooks put to it - or else it can be misinterpreted for a 7. It is better if it is just a line.
- 2 should not be too artistically written
- 4 must NOT look like a 9. Do not close it on top

E.G

Software interpreted “9” as “4”

- 6 should have the circle closed
- 7 should not have any cross. E.g.
- 8 should have both circles closed
- 9 should have the circle closed
- Write the figures within the box without them touching or crossing the borders
- When multiple digits, write them separate from each other
- Do not write the figures sideways or diagonally
- Never add any text, commas, dots, apostrophes, dollar signs or anything else. The format must always be a whole number

- **For official use.** There are code boxes in the questionnaire to be used by head office staff to code some of the answers. Do not write anything in such boxes/spaces.

### 2.2.3 RECORDING RESPONSES

- When recording answers use only the spaces provided in the questionnaire. For explanation or specifications please make use the comment box at the back of the questionnaire.
- The recording of answers on the questionnaire should be done using *pencils*.
- Where a number of columns for an individual do not apply, leave that space/cell or row blank for that column.
- Nine (9) will be used where the response is not known. The appropriate number of nines should be entered depending on the number of digits allowed for the response, e.g. if only one digit has been allowed, then a "9" will be entered; for two digits, "99" will be entered.

### 2.2.4 CORRECTING MISTAKES

1. If you make a mistake in entering an answer or the respondent changes response, erase the incorrect response and enter the correct one. Make sure that all entries or responses are clearly seen and readable by your supervisor.
2. If you make several mistakes for one person in the household, cross out the whole row neatly with a single line and record the entire information using a new row.
3. If you make a mistake involving a whole household, draw two diagonal lines across the questionnaire and write 'SPOILT' inside the lines. The spoilt questionnaire should not be removed from the booklet but handed in together with the rest of the correctly completed questionnaires.
4. If you make a mistake on the mark boxes, please SHADE the whole box to indicate that it has been cancelled out.

E.G 



### **2.2.5 HANDLING OF THE QUESTIONNAIRE**

- a) When handling completed or unused questionnaire, please keep them as flat as possible in the census bag without any folds of any kind
- b) Please do not crease, staple, punch questionnaires or stick any objects to them
- c) Keep all questionnaires away from any contamination such as dust, food, and drinks.

It is important to record the answers neatly. Write legibly where you are required to write. This recording, if done properly, will simplify the work of other persons, for example supervisors checking your work and data entry personnel.

#### **The code lists are as follows:**

- Code list 1: Citizenship
- Code list 2: Region
- Code list 3: Constituency and Locality
- Code list 4: Education Attainment
- Code list 5: Languages
- Code list 6: Occupation
- Code list 7: Industry

## **2.3 HOW TO RECORD ENTRIES ON THE QUESTIONNAIRE**

The front page has to be completed by writing the region, constituency and the PSU no (9 digits) as on the map. *Before beginning the interview, fill in the identification information, Part A as explained earlier, except for the Response Category column.*

### **PART A: IDENTIFICATION**

Before beginning an interview, fill in the identification on the first page of the questionnaire, part A. The information to be filled in this section is for the identification of each household selected for the survey and can be transferred from Form SH: Sample Households for PSU.

#### **Region**

There are thirteen (13) regions, write down the region name and the appropriate two digit code for each region should be entered. See code list 2.

#### **Constituency Code**

Write down the appropriate two digit code for each constituency. See code list 3

#### **Rural (R) /Urban (U) Classification**

Give the code for the rural/urban classification from FORM SH

#### **DU Number**

Write down the appropriate number as indicated in Form SH

#### **Sample PSU Number**

Your supervisor will supply you with a unique three-digit number for each PSU that you should enter here.

#### **Sample Household Number**

The sample number refers to the number of the selected household in the "PSUs" Sample number in FORM SH – ranging from 01 to 18.

## Response Category

The response category relates to the completeness of the questionnaire, i.e. whether it is fully completed, partially complete. **This should be filled in by the supervisor** after checking the questionnaire for completeness. Insert one code out of the following response codes:

1. ***Completed***

Code “1” is to be entered when all questions in the questionnaire are fully and correctly answered and entered in the questionnaire. Together with the interviewer, the supervisor should make follow ups and attend to all identified errors and missing information before declaring the questionnaire complete.

2. ***Partially completed.***

Enter code “2” for a questionnaire that is not completed in full, i.e. some questions in the questionnaire is left unanswered by the respondent. This usually results when the respondent was not present during the interview and information will have to be supplied on his/her behalf. The interviewer should make every follow up effort with the assistance of the supervisor. ***It should really be established that the missing information could not be obtained by all means before declaring the questionnaire partially complete!***

3. ***Refusal***

Code “3” is to be entered for questionnaires that are incomplete due to refusal. The interviewer and the supervisor should try to persuade the respondent about the necessity of providing information and the confidentiality of the information thus provided.

4. ***Non contact***

Enter code “4” for the questionnaire that is incomplete because the respondent could not be located. Ensure that this questionnaire is kept among the completed questionnaires to be handed to the supervisor.

5 ***Other***

## **PART B: FOR ALL PERSONS**

Information in this part relates to **all the members** of the household and provides information on the household composition.

The purpose of this section is:

- To identify the household members eligible to the interview and to give the structure for the interview
- To list all members of the household and
- To identify the head of the household

Always bear in mind that the survey covers all members of the household who **were present on the night of October 14, 2012.**

### **Remember:**

**A private household consists of one or more persons, related or unrelated, who live together in one or part of one or more than one structure and have common catering arrangements**

**Column B1: You must number all the people who spent the reference night at this household. Remember to use a new questionnaire if there are more than 8 household members at this household.**

### **Column B2: Who stayed the night of 14 October in this household?**

In general, a household consists of a man, his wife and their children with or without other relatives, domestic servants, boarders and lodgers.

A person who lives alone and caters for herself/himself forms a one-person household.

The main unit of the survey is the household as defined in the preceding sections. A family might be a part of a household, the same group of individuals as a household or a larger group of individuals. In this survey the target is the household and not the family.

**Name of the head of household**

**The head of household is the person of either sex who is looked upon by the other members of the household as their leader or main decision maker.** If he/she is absent, the next responsible adult member should be entered as head.

The name of the **head of household** shall be entered on **Row 1** as **Person Number 01**. Persons in the household to be listed are defined as those individuals (one or more persons), related or unrelated who live together in one or part of one or more than one structure and have common catering arrangements, i.e. a group of people who normally live and eat together – whether or not related by blood or marriage.

**The people to be listed are the persons whom the head of household considers to be part of the household and were present on the night of Sunday, October 14, 2012.**

**The following two exceptions are to be listed:**

**Persons who are usual members of the household, but were traveling the entire night of October 14 and persons, who spent the night of October 14 at work, should be listed, if they came back to the household on the following morning of October 14.**

List the names and surnames of all persons who were members of the household on the night of **October 14, 2012**. Always enter the **person** who was **heading the household as person number one**.

The order of the listing should be as follows:

- Head of household,
- Spouse,
- Unmarried children
- Married children, their spouses and children
- Relatives of head/spouse
- Non-relatives

**In situations where a man has more than one wife list the first wife with her children, followed by the second wife and her children, etc.**

For babies who have not yet been named, write “Baby of (mother’s or father’s name) in the space for name before person number.

Write both the first names and the surnames but where members of the household have **the same surname, the first names and the first letter of the surname can be used for the members other than the head.** This is illustrated in the following example with the following members – Arnold Ngeama, Anna Ngeama, Betty Ngeama, Matty Ngeama, and Baby:

Arnold Ngeama

Anna N

Betty N

Matty N

Baby of Betty

In case where a respondent refuses to give the first name, explain that the name is used only in relation to subsequent information. State that publication of information will only be in statistical form and at no time will names be published. The names are entered on the questionnaires but will not be data captured and analyzed.

When you have entered all the names: check the above information by reading out the names you have written down and then by asking the head of household if the list is correct and complete. At this stage probing and observation is essential especially where you feel someone who is physically present at the time of interview has been left out, e.g. a servant, baby etc.

**It is important that everybody is listed!**

Now you can start asking the questions for each member of the household. You should finalize one group of questions for all household members before proceeding to the next group of questions.

**Column B3: What is (Name)’s relationship to the head of the household?**

The purpose of this question is to collect information on the composition/structure of the household. The codes for the categories are:

- 1 Head
- 2 Spouse
- 3 Son/Daughter
- 4 Son/daughter in law
- 5 Grandson/daughter
- 6 Father/Mother
- 7 Other relative
- 8 Other non-relative
- 9 Don’t know

Cross the appropriate answer. Nieces, nephews, will be included under “Other relative” category. Adopted and stepchildren to the head of household/spouse will be recorded under “Son/Daughter”.

**Where several persons whom are not related by blood or marriage constitute a household, code one of them as head and the rest as “other non relative”.**

**Column B4: Is (Name) the usual head of this household?**

**This question seeks to identify the status of the head of the household, i.e either usual or temporal (standing in).**

Cross the correct response, i.e. either “1” for yes or “2” for no.

**Column B5: Is (Name) female or male?**

Cross the correct response, i.e. either “1” for female or “2” for male. If the person is around, you can observe the sex without necessarily asking the question but avoid inferring the sex of the

person from names as there are those used by both sexes. In the case of young children, you should not assume their sex by their appearance, e.g. dress.

**Columns B6: How old was (Name) at his/her last birthday?**

Entries should be made in completed years in column B6 as follows:

- “00” for children less than a year
- actual age for other respondents
- “99” for don’t known (very limited cases)

For person **older than 95 years**, write down 95, which means 95 or older. **Remember, 96, 97 and 98 should not be written here.**

If the age is not known, probe to try to estimate age. This is time consuming and sometimes tedious. But it is important to take time to try to get the best possible information. If probing does not help, you may have to estimate the age as a last resort when all other efforts failed. The use of the code “99”, i.e. not known, is discouraged.

Most persons in Namibia either know their ages or dates of birth or have documents which show their dates of birth. If you have any doubts on the reported age, probe further. You can, e.g. use the ages of other persons in the household to estimate the age. A mother shall be at least 12 years older than her oldest child.

**Column B7: What is (Name)’s citizenship?**

The information required is **the country** of which the **respondent is a legal citizen**, either **by birth or by naturalization**. Do not deduce someone’s citizen from the language an individual speaks or from the country of birth. Record what the respondents tell you.

Cross the appropriate code given. For don’t know, use “99”.

**Column B8: Does (Name) receive/expect to receive any payment in the form of a grant/pension?**

The question seeks to ascertain whether individual household members have access to payments mainly for old age, disability, orphanage and other purpose aimed at receiving financial support. This payment can either be from government or private institutions.



The following are response categories;

01. **Old age pension:** refers to the grants for the elderly aged 60 years and above
02. **War veterans/ex-combatants grant:** refers to grants for people who were members of the liberation force for Namibia before 1990
03. **Disability grant for adults (over 16 years):** refers to grants for disabled persons aged 16 years and above
04. **Child Maintenance grants:** refers to child support grants from their biological parents
05. **Foster care grant:** refers to child support grants given by the state to a foster (adopting) parent(s) as compensation for expenses for their services over the child. This is done on a temporary base as they will only look after the child for a specified period of time.
06. **Special maintenance grant for disable children (16 years and less):** refers to grants for disabled persons aged 16 years and less
07. **From workmen's compensation unemployment insurance, social security, MVA and similar funds** refers to the work-related employee or specific persons insurance benefits after a given situation.
08. **Other grants** includes grants that are not mentioned above
09. **None** means that a member of the household does not **expect** or **receive** any grant/pension

*Note: grant refers to financial support given to individual without prior contributions to any fund, while pension refers to financial support given to individuals who contributed to a pension fund while employed e.g. old age pension.*

#### **Column B9: What is (name)'s marital status?**

People who live together as husband and wife and who so regard themselves as husband and wife, should be recorded as married. **If a person has been widowed but has since re-married or is living in a consensual union, s/he should be recorded according to the current marital status.** The same applies for a person who was once divorced but has since entered into another union. Thus, it is **the respondent** who **defines his/her marital status.**

The relevant codes to be entered for the various categories are:

1. **Never married:** "Never married" is not equivalent to "single" as the latter includes those who have never been married and those who have been married but are currently divorced/separated or widowed. "Never married" strictly refers to those who have never entered into any marital union.
2. **Married with certificate:** For those currently married under this group, you have to ask if there is a certificate of marriage and record them as married with a certificate. The answer must be accepted as given by the respondent and not to question the legal aspect of the marital status. Accordingly, a person shall be classified as "married" if currently married under the legal system or according to the customs of local area.

3. **Married, traditionally:** Those who are married **traditionally**, i.e only customary, record them as married traditionally.
4. **Consensual union:** A person should be classified as “Consensual union” If living together with a person of the opposite sex as husband and wife without any legal or customary ceremony.
5. **Divorced:** A person who is having the legal dissolution of a marriage by a court or other competent body
6. **Separated:** A person who did not go through the court or other formalities to end their marriage and no more live with their partners.
7. **Widowed:** These are persons whose spouses are no longer alive.
9. **Don’t know:** This applies only if the marital status of the respondent is not known. However, use of this code is discouraged.

**You have now completed the questions which are applicable to all the household members. For the next section, children under 6 years of age should not be asked any of the questions.**

## **PART C (EDUCATION): For persons aged 6 years and above.**

**Part C deals with education questions.** These questions shall be asked to all those who are aged 6 years and above, as recorded in column B6. For children, less than 6 years, part C up to part I should be left blank.

### **Column C1: What is (name)'s schooling status?**

The purpose of this question is to establish the level of school enrolment.

”School / college attendance” refers to any regular educational institutional, public or private, for systematic instruction at any level of education. Examples of educational institutions are primary schools, secondary school, technical schools, agricultural institutions and universities. **The attendance shall have been full time participation. Adult or vocational training are not to be classified as school attendance.** Cross the appropriate answer.

The response categories are:

1. **Never attended:** is for those, who have never been at any formal educational institution at all. Therefore, under C2 you will just write “none”. Then in C3 appropriate code will be “95” from the code list No 4..
2. **At school (full-time):** refers to all persons who are still attending formal educational institutions and **include** those who are **temporary absent from school or those on holiday**.
3. **Left school:** refers to those who once attended formal school but have left or completed their cycle and are no longer attending school.
4. **Part Time:** refers to all those who are attending classes in the evenings and/or during vacation at institutions like Unam, Polytechnic, IUM and others. These people may be employed, unemployed or economically inactive.
5. **Distance learning:** refers to all those who are studying mainly through correspondence with institutions like Unisa, Damelin and others. These people may be employed, unemployed or economically inactive.
9. **Don't know:** if the respondent does not know and this response should be a last resort after probing.

**Column C2: What is (Name)’s highest grade/standard/level of education (Name) has completed?**

Check age in column B6 for consistency, particularly for children to avoid inconsistencies.

The purpose of this question is to establish the respondent’s highest level of education attained (completed) and also to produce a “proxy” and check for the literacy question.

It should be emphasized that the **full grade or standard must have been completed, meaning that all final examinations for that grade were taken even though were not necessarily passed.**

For example, the current grade /standard a person is in ,is not yet completed and therefore cannot be taken as the highest grade/standard completed, e.g. a person presently in standard 4, has completed standard 3.

For people who never attended school, you must write NONE or NEVER ATTENDED SCHOOL, and they will be coded “95” in C3. People who do not know their school status, you must write DO NOT KNOW and they will be coded “99” in C3.

**Column C3: For office use only (Highest Grade Code)**

Coder/Editor will enter an appropriate code from code list 4.

As explain earlier, for don’t known use code “99”, for those who are currently in Grade 1, write code “10”, for those in pre-school write code “00” and code “95” should be used for persons who ‘NEVER ATTENDED’ school.

**Column C4: Name utmost two languages (name) speak best with understanding?**

The languages in which a person can communicate may be an advantage for employment opportunities. Write at most two main languages using the languages.

**Note that the respondents must be able to speak and communicate in the language with understanding. It is not enough to know only a few words.**

Write down the two BEST languages that the respondent can speak best with understanding.

**Column C5: For office use only (Language Code)**

Coder/Editor will enter the relevant language code from code list 5. Code ‘00’ for persons who cannot speak, those persons who are mute.

**Column C6: Name utmost two languages (name) can write in?**

The purpose of these questions is to measure the level of literacy. Literacy means the ability to write and read in any language with understanding. A person who can only write his/her name or who can read but not write is illiterate, i.e. not literate.

Here, it is assumed that a person who can write can also read. Write the first two languages that the respondent can write and if the person cannot write in any language, write NONE.

Note that some persons who are visually impaired can also write. They can read and write braille. **Braille** is a writing system which enables blind and partially sighted people to read and write through touch. Thus, the languages they can write in should be indicated.

In addition, there are those who cannot speak nor hear but can read and write. Indicate the language into which they can write in with understanding.

**Column C7: For office use only (Language Code)**

Coder/Editor will enter the relevant language code from code list 5. Code “00” is for those who cannot write with understanding.

## **PART D (CURRENT ACTIVITIES): For persons aged 8 years and above**

This section deals with labour force questions. **Please note that only persons aged 8 years or more should be asked these questions.** These persons should be identified from column B6 in part B.

### **Detailed definitions of those who are regarded as have worked are given below:**

- (a) *All persons aged 8 years and above who were in paid employment during the 7 days before the reference night irrespective of how much they were paid.*
- (b) *All persons aged 8 years and above who worked **at least for one hour** during the 7 days preceding the reference night.*
- (c) *All self employed persons who during the 7 days prior to the reference night did some work. These are persons who are in business themselves and include farmers, both subsistence and commercial, shop owners (including cuca shops), basket weavers, traditional beer-makers etc. Those who sell fruits, vegetables by roadside or under trees, roadside barbers, women who farm on their own or farm with their husbands in communal land are also included in this category.*
- (d) *Persons aged 8 years and above who worked for family member or relative without pay. Children who looked after live stocks for their parents or other relatives or worked in the parents farms without pay are the examples of such persons. These persons are usually referred to as **unpaid family workers**.*
- (e) *Farmers, hunters, honey harvesters, fishermen (or fisherwomen), who farmed, hunted or fished for their own or household consumption, if this production makes up substantial contribution to the total food consumption of the household, should be regarded as having worked. Women who grow Mahangu for their household consumption are also included in this category.*
- (f) *Apprentices who received pay in cash or in kind.*
- (g) *Persons engaged in household duties but were at the same time in some form of paid or self-employment. For example, persons who in addition to the household duties engaged in any of the following activities during 7 days before the interview should be considered as having worked.*
  - *Persons who collect wood and sell part of it*
  - *Persons who make and sells traditional beer*
  - *Persons who milk cattle and sell part of the milk*
  - *Persons who weave baskets and sell them*
- (h) *Students, who while studying, were at the same time in paid or self employment.*

**Column D1–D8: During the last 7 days did you work for at least one hour for pay, profit or family gain?**

The questions seek information to determine the currently economically active population. In this case the reference period is **the last 7 days to the interview day**. In other words, the reference period is not fixed but floating. The reference period is short enough for the respondent to recall well all economic activities done that week preceding the interview day. The respondent will answer either “yes” or “no” and you should cross the appropriate code accordingly. For those persons who answered “**YES**” i.e. code “1” to any of these questions, it already gives an indication that there were some work done.

**Column D1: In the last seven days, did you do any work for pay, profit or any payment in kind (including paid domestic work) for at least one hour?**

- 1 = YES
- 2 = NO

This question tries to filter out whether there was any economic activity that was carried out by the respondent during the last seven days preceding the interview. This activity could have been for pay (cash or in kind), profit.

**Column D2: In the last seven days, did you run or do any kind of business, big or small, for yourself or with one or more partners for at least one hour?**

- 1 = YES
- 2 = NO

This question tries to filter out whether there was any economic activity that was carried out by the respondent during the last seven days preceding the interview. This could have been a business for self, with partners or even with family members.

**Column D3: In the last seven days, did you help without being paid in any kind of business run by your household, for at least one hour?**

- 1 = YES
- 2 = NO

This question tries to filter out whether there was any economic activity that was carried out by the respondent during the last seven days preceding the interview. This could have been a work done without payment, which might be the family or self business.

**Column D4: In the last seven days, did you do any work for your own or household's farm/plot, food garden or cattle post, Kraal or help in growing farm produce, in looking after animals for the HH's own consumption, for at least one hour?**

1 = YES

2 = NO

This question tries to filter out whether there was any economic activity that was carried out by the respondent during the last seven days preceding the interview. These are activities which might be viewed as for household consumption only, but can be of economic value. Therefore, an interviewer has to probe for more in these activities.

**Column D5: In the last seven days, did you fetch water or collect wood/dung for household sale for at least one hour?**

1 = YES

2 = NO

This question tries to filter out whether there was any economic activity that was carried out by the respondent during the last seven days preceding the interview. These are activities which might be viewed as none economic, but HHs could be generating income for livelihood. Therefore, it is of paramount to measure them.

**Column D6: In the last seven days, did you produce any other goods for household use for at least one hour?**

1 = YES

2 = NO

This question tries to filter out whether there was any economic activity that was carried out by the respondent during the last seven days preceding the interview. Any goods produced by the HH should be noted in order to evaluate their significance to and contribution to the livelihood of that HH.

**Column D7: In the last seven days, did you do any construction or major repair work on your own home, plot, cattle post or business or those of the household for at least one hour?**

1 = YES

2 = NO

This question tries to filter out whether there was any economic activity that was carried out by the respondent during the last seven days preceding the interview. These major repairs done either at home, plot, cattle post, or even at the business by HH member could have been outsourced and be paid for, therefore, it's magnitude should be recognized and recorded as such.



**Column D8: In the last seven days, did you catch any fish, prawns, shells, wild animals or other food for household consumption, for at least one hour?**

1 = YES

2 = NO

This question tries to filter out whether there was any economic activity that was carried out by the respondent during the last seven days preceding the interview. As it is well known that catching fish or prawns or even hunting for household consumption contribute enormously to the livelihood of many HHs, therefore should be measured and be recorded.

**If anyone coded “Yes” in D1 to D8, go to part E1. Thus, only people who answered “No” from D1 to D8 should proceed to D9.**

**Column D9: Even though (Name) did not do any kind of work in the last seven days, does he/she have a job, business, or other economic or farming activity that he/she will definitely return to?**

1 = YES

2 = NO

The purpose of this question is to filter out all the employed persons including those persons who may be temporarily absent/away from work, for one reason or another, during the last 7 days preceding the interview. If YES, then ask D10 and D11 to determine the reason for absence as well as whether there was wage or salary paid while they were absent. If NO, then leave out D10 and D11 and go to section I for unemployed people. If no probe more proceeding to section I.

**Column D10: Why did (name) not work during the last seven days?**

This question intends to find out the reasons why workers were temporary absent from their work during the last 7 days. Possible answers are provided below. There may be more than one reason, but you should record only the main one, i.e. only one code should be crossed. Category “11”, other, specify” is for those answers which do not fall under any of the possible answers provided and the interviewer must clearly write down the reason as given by the respondent.

- (a) *Included in this category are persons who have a job, business or a farm, but were temporarily not at work during the 7 days before the reference night for any specific reason. Thus a farmer who did not go to his/her farm during the reference period because of drought, or sickness should be classified under this category. Persons in the fishing industry who did not work because of the slack season, but who have assurance to go back to work also fall under this category.*
- (b) *Persons who were temporarily absent from their main job before the reference night because of maternity leave, reduction in economic activity, shortage of raw materials, mechanical or electrical breakdowns should be included in this category, provided that*

*they have an assurance of returning to work after short absence, or following the end of the contingency.*

The possible answers are:

01. **Sick, injury:** The person did not work because of sickness or injury
02. **Maternity, parental leave:** Time taken off for pregnant females to give birth or to attend to own children.
03. **Holiday, vacation:** Allows employees to have some rest from their working environment.
04. **Educational leave:** Given when a person needs to write exams/tests or attend a course or training.
05. **Strike, lockout:** A **lockout** is a temporary work stoppage or denial of employment during a labor dispute initiated by the management of a company. This is different from a strike, in which employees refuse to work.
06. **Temporary lay-off:** If the employer doesn't have enough work, they may tell employees to stay home for a short-term and they may be called back anytime.
07. **Reduction in economic activity at place of work:** When economic activity is high, more production happens overall, and more people are needed to produce the higher amount of goods or services. And when economic activity is low, firms reduce their workforce or working hours since only few activities are taking place.
08. **Temporary reorganization, suspension of work:** The respondent may have been absent due to the company's renovation, have to be deploy somewhere else, she/he was suspended from work, etc.
09. **Personal, family responsibilities (other than maternity, parental leave):** A person did not work because they were attending personal or family responsibilities.
10. **Off season:** Time of year when a particular activity or production is not engaged in or taking place.
11. **Other, specify:** For explanation or specifications please make use the comment box at the back of the questionnaire. Remember to make reference to person number and column number.
99. **Don't know:** if the respondent does not know and this response should be a last resort after probing.

**Column D11: Was (name) being paid or did his/her business/farm continued to operate despite being absent from work during the past 7 days?**

This question seeks to determine if the respondent were in formal job attachment. A person is in formal job if they have:

- a) Assurance of return to work for the same employer **AND**
- b) They are in receipt of all or significant part of wages/salary **OR**
- c) Their total duration of absence does not exceed a limit as per national circumstances.

There are two possible answers: code "1" for "yes"; code "2" for "no."

**PART E (EMPLOYED):** For all persons who have worked for at least one hour during the last 7 days or those who is having a job, business or a holding a subsistence farming which they would return to.

These are persons coded "1" in either column D1 to D8, as well as those coded 1 in D9.

**Remember to transfer person numbers of these persons before you start with questions in Section E.**

**Column E1: Have (Name) changed jobs before in the last 12 months?**

**1 = YES**

**2 = NO**

This question seeks to understand the trend of the employed people with regard to previous employment and or those who have not changed any job. If the respondent answers "No" to this question, skip E2, E3, E4, E5, E6, E7 and E8, since these questions are trying to determine the previous occupation and industry of the respondent. Go to E9 if the answer is 'No'. Otherwise, proceed if the answer is Yes.

**Column E2: What kind of work did (Name) do in his/her Previous job?**

The information given in this question will assist in coding the right occupation of the respondent. The Code list 6 for occupation from The **Namibian Standard Classification of Occupations** will be used. The editor/coder will use four digits for the occupation. The code will be entered in column E4.

It is important that the interviewer fill clear description of work including the job title of the respondent, e.g. domestic worker, shorthand typist, wood carpenter motor vehicle mechanic, panel beating foreman, etc. Avoid unclear descriptions such as operator, foreman, driver, etc.

**Column E3: What were (name) main duties at his/her previous work?**

The main duties at work should also be written down. The information given in E2 may not be enough to get the right occupation for the respondent as described in the Namibian Standard Classification of Occupation. The information provided in both columns E2 and E3 will assist in identifying the correct occupation. For instance, the respondent may give teaching as his/her work in E2 but that is not enough to give the right occupation because there are different types of teachers, for example a kindergarten Teacher, a primary school teacher, secondary, college teacher, etc. Similarly, the respondent may give engineering as his/her work more clearly by giving his/her duties as there are many types of engineering, e.g. electrical, mechanical etc.

**Column E4: For office use (occupation code)**

The code book with codes for different occupations will be provided and the right and corresponding code should be selected. The editor/coder is responsible for entering the information.

**Column E5: What kind of activity was carried out at his/her previous work place?**

Activity refers to the **type of business or function or work** carried out at the respondents' previous work place. The information in this question will help to classify the person's previous workplace into the **right industry**. The interviewer must record the type of activities, which are taking place at the respondent's previous work place as given by the respondent.

**A person whose employed in a private household, like a domestic worker, they should be recorded "Private Household".**

**Column E6: What were the main goods or services produced at his/her previous work place?**

The type of activities alone is not sufficient for the classification of proper industry; therefore the **type of products** produced or services offered are very crucial in determining the **type of industry**. The interviewer should clearly record this information.

**Note: A driver employed in a place where main activity is education, write education services and not transport. A person who is employed in a hospital, write health services or medical services. For a cleaner employed by a cleaning company, but working in a hospital, write cleaning services.**

**A person whose employed in a private household, like a domestic worker, they should be recorded "Private Household".**

**Column E7: For office use (Industry code)**

The code book with codes for different industry will be provided and the right and corresponding code should be selected. The editor/coder is responsible for entering the information.

**Column E8: Name town /locality where you worked before (if outside Namibia write name of the country)?**

This question seeks to establish the trend of the employed people with regard to their movement between different geographic areas within the country as well as outside.

You must write down the **region, constituency and locality** name where the person was employed before/previously. If the person was employed outside Namibia, just write the country not the town.

If Mr. Sanda was employed as a Statistician previously in Rundu, Kavango region, you must write Rundu.

If Mr. Sanda was employed as a Statistician previously in Kimberley in Northern Cape, you must write South Africa.

**Column E9: What kind of work did (name) do in his/her current main job during the last seven days?**

The occupation/job title of the person should also be written down. This should be completed like E2 but for the current job.

**Column E10: What are (name) main duties at current work?**

The main duties at work should also be written down. This should be completed like E3 but for the current job.

**Column E11: For office use only (Occupation Code)**

The editor/coder is responsible for entering the information.

**Column E12: Did you work full time or par time in this job?**

It is very important to know workers who are working full time or part time.

A part-time worker is someone who works fewer hours than a full-time worker. There is no specific number of hours that makes someone full or part-time, but a full-time worker will usually work 35 hours or more a week. Probe more to determine the status.

Cross appropriately the correct answer, if it is full time code “1” and if it is part time code “2”.

**Column E13: What kind of activities are carried out at your current work place?**

The main activities at work should also be written down. This should be completed like in E5 but for the current job.

**Column E14: What are the main products produced or services offered at your current work place?**

The type of products produced or services offered should also be written down. This should be completed like E6 but for the current job.

**Column E15: For office use only (Industrial Code)**

This column is for coders to fill in the right code for the industry described in column E12 and E13. The editor/coder is responsible for entering the information.

**Column E16: In (Name)’s main job, did he/she work as ...?**

This question is to collect information on the employment status. Different employment statuses are given. The interviewer should cross the corresponding code of the respondent’s status.

All employed persons of either sex, aged 8 years and above, should be classified in one of the categories:

1. **Subsistence / communal farmer (with paid Employees).** A person who, for at least one hour during the reference period, worked or had his/her own subsistence or communal farm and hired one or more employees.
2. **Subsistence / communal farmer (without paid employees):** A person who for at least one hour during the reference period, operated his/her own subsistence or communal farm without paid employees. And worked for own consumption or profit. These are people who are in crop farming (mahangu, maize, etc.), animal rearing (cattle, goats) or poultry.
3. **Other employer (with paid employees):** A person who, for at least one hour during the reference period, operated his/her own economic enterprise or engaged independently in a profession or trade, and hired one or more employees e.g. a person who operate a motor vehicle repair garage with a few employees, a commercial farmer with paid employees, etc.
4. **Other own account worker (without paid employees):** Own account workers are those who, for at least one hour during the reference period, operated their own enterprise, e.g. farmer, carpenter, etc., without paid employees and worked for own consumption or profit. This also includes persons in own business such as basket weavers, traditional beer makers, etc. Persons who were selling fruits or vegetables under trees are also included in this category.
5. **Employee (domestic worker):** A person who, for at least one hour during the reference period worked as a domestic worker (cleaning, cooking, washing, ironing, looking after children, gardening, etc.) in a private household and was paid a wage, salary or in kind by the employer.
6. **Other employee:** A person who, for at least one hour during the reference period worked for pay in government or private employer.
7. **Unpaid family worker (subsistence / communal):** Unpaid family workers refer to those members of the household who are related to the head of the household and who, for **at least one hour** during the reference period, worked **without pay or profit** in the subsistence / communal farms owned by the household.
8. **Other unpaid family worker:** Unpaid family workers refers to those members of the household who are related to the head of the household and who, for **at least one hour** during the references period , worked in the enterprise operated by the household **without pay or profit**.
9. **Other, specify**  
Cross code 09 and write specification in the comment box at the back of the questionnaire. Remember to make reference to person number and column number.
99. **Don't know:** For those who does not know their employment status.

We consider **activities** more than the geographical areas where the respondents are located.

For example, If Mr. Kamuhanga is staying in a Resettlement farm and he was involved in subsistence activities with paid employees, we record Mr. Kamuhanga under code “1”.

But, if Mr. Kamuhanga was involved in profit-making activities, we record him under code “3”.

#### **Column E17: Is (Name)’s place of work a....?**

This question seeks to identify in which entity/business the respondent is employed. These are main categories which employs most of the workers in the country.

##### **Cross one of the response categories:**

1. **Government:** The governing body of a nation or state.
2. **Parastatal:** is a company or agency owned or controlled by a government; either wholly or partly , like Namibia Statistics Agency (NSA), Telecom Namibia, Namibian broadcasting Corporation (NBC), etc
3. **Private Enterprise (Formal):** Business or industry that is managed by independent companies or private individuals rather than by the state. This is businesses that are registered officially, such as CC's PTY's etc.
4. **Private Enterprise (Informal):** Business or industry that is managed by independent companies or private individuals rather than by the state. This would be businesses that are not registered officially, that are operating illegal.
5. **Non-Profit Organization (NGO):** Any corporation, trust, association or other organization that is operated primarily for service, charitable, scientific, educational or other similar purposes; is not organized for profit; and uses its net proceeds to maintain, improve and/or expand its operations.
6. **Cooperative:** A farm, business, or other organization that is owned and run jointly by its members, who share the profits or benefits.
7. **Private household (farm):** Individual or household members running a farm for profits or benefits.
8. **Private household (Non-farm):** Individual or household members running a business or employment. For example, a domestic worker recruited by a household in town.  
**Other Reason, Specify:** Cross code 09 and write specification in the comment box at the back of the questionnaire. Remember to make reference to person number and column number.
99. **Don’t know:** If the respondent does not know the household member’s work place.

#### **Column E18: How many people including yourself work in your workplace?**

This question seeks to identify the **number of persons working** at the different workplaces; it aims at measuring the **size of the workforce by the number** of employees. Record the corresponding response category as given by the respondent.

**Column E19: Which of the following does your employer provide to you?**

This question seeks to identify the type of benefits provided to employees by their employers and it should be completed ONLY if coded 5 or 6 in E16. Employers provide different benefits, like accommodation or clothes and allowances (monetary). If the employer provides money for accommodation for example, then that is a benefit for that employee since its added to his/her gross salary. More than one response is possible since more benefits can be provided.

The response categories are to be read out to the respondents.

1. FOOD
2. ACCOMMODATION
3. CLOTHES
4. TRANSPORT
5. PENSION SCHEMES
6. OTHER, SPECIFY
7. NONE

E20 should be completed ONLY if coded 1-6 in E19, otherwise go to E22.

**Column E20: Does your employer deduct for any of the items provided?**

This question aims at establishing whether employers are deducting money for the benefits they provide to their employees and the amount deducted. **The interviewer is expected to READ OUT the benefits provided, those ones chosen in E19.**

If coded 2 or 9, go to E22, otherwise proceed if coded 1.

**Column E21: How much is deducted?**

This question seeks to know how much amount is deducted for the benefits that the employees are getting. The amount should be recorded **monthly** and in Namibian Dollars (N\$). Eg. If the respondent gets paid hourly, the respondent's wage/salary should be multiplied by number of hours worked in a month.

**E21 should be answer ONLY if coded 1 in E20.**

**Column E22: Does (Name) have a second main job?**

This question is to filter people who have more than one job, to find their characteristics.

Second Main job refers to any other job/business that a person is doing to receive extra income. it doesn't depend on how much you earn or the income you get from that job. Second main job is determined by the time criteria.

**If coded 2 or 9, go to E30.**



**Columns E23 to E29:** These columns apply to those persons who have got more than one job. These columns are to be completed in the same way as columns E9 to E16, But for the SECOND MAIN job.

**Column E30: What steps did (Name) take to find the current job?**

There are many ways a person can use to look for a job. Given are 8 possible response categories. The respondent should state the main step how s/he got his/her current job. You should not read or state these categories to him/her. It is not possible to have more than one response here unless the respondent has more than 1 job. You should cross the appropriate code for the relevant response.

The response categories are:

- 1 Registration at the Ministry of labour offices
- 2 Registration at other employment agencies
- 3 Direct applications to employers
- 4 Checking at work sites, farms, factory gates, market, or other assembly places
- 5 Placed or answered media advertisements
- 6 Seeking assistance of friends, relatives, colleagues, unions
- 7 Take actions to start business or subsistence farming
- 8 Other, specify

**PART F (HOURS WORKED):** For all persons who have worked the last 7 days or who have a job, business or holding (subsistence farming) but did not work – coded “1” in D1 to D9.

Remember to transfer from Column B1 the names and persons numbers for all those who worked, coded “1” in D1 to D9 before starting with this section.

**For the main job: Column F1to F8**

**How many hours do you usually work on each day in your MAIN job?**

Usual hours refer to the hours that the respondent usually works on each day in his / her main job.

Record the usual hours in the first row, you must ALWAYS round off to the nearest hour. If the person worked 1 hour and 30 minutes, record 2 hours. If the person worked 5 hours and 15 minutes, record 5 hours only.

Please note there is a distinction between operational hours for the establishment and the hours worked by individuals. For example, a security company may operate for 24 hours while its employees work in shifts of say 12 hours per day. If an employee works for more than 12 hours please probe further for clarity and thereafter put note at the bottom or front page of the questionnaire, by indicating the person number and column number.

Those people who have been absent at their work or on leave, you must record their USUAL hours only, and NOT their actual hours, since they didn't work.

Note that for F8, it is the sum of all hours worked during the last seven days, i.e.  $F8=F1+F2+F3+F4+F5+F6+F7$

**Actual hours**

**How many hours, (including overtime but excluding meal breaks, hours paid for but not worked and time spent on travel from home to work and vice versa) did you work on each day in your main job in the last 7 days?**

Actual hours are only for those who worked, coded 1 in D1 – D8. Complete columns F1 to F8 for those persons who have actually worked. Record the actual hours worked for each day in the second row and ALWAYS round off to the nearest hour.

Note that for F8, it is the sum of all hours worked during the seven days, i.e.  $F8=F1+F2+F3+F4+F5+F6+F7$

**Columns F9 to F16:** These columns apply to those persons who have got more than one job. These columns are to be completed in the same way as columns F1 to F8, but for the **SECOND MAIN** job.

**Columns F17: Total hours worked**

**Total usual hours**

You should add the **total usual hours** of the main job (first row column F8) to the **total usual hours** of all other jobs (first row column F16) for each respondent and record this sum in this column i.e.

**F17=first row (F8+F16)**

You should add the **total actual hours** of the main job (second row column F8) to the **total actual hours** for other jobs (second row column F16) for each respondent and record this sum on this column, i.e.

**F17= second row (F8 +F16)**

**Column F18: Would you have preferred to work for more hours during the last 7 days?**

The purpose of this question is to find out whether the respondent was willing to work more hours during the reference period. The information provided in this question would determine whether the person is under- employed or not.

The respondent will answer either “yes”, “no” or “Don’t know” in case the individual is not there and you should cross the appropriate code accordingly. For those persons who answer “yes” (code “1”) to this question, the interviewer should proceed, otherwise, the interviewer should go to F21.

**Column F19: Where would you have preferred to work?**

**This question is only applicable to those who have answered “yes” in column F18.**

This question seeks to know where the person is willing to work more hours if provided. Interviewer has to read out the responses to the respondent.

Cross the appropriate code

- 1 At present job
- 2 Other job in addition to the present job
- 3 Other job with more hours to replace the present one

**Column F20: How many hours would you have preferred to work during the last 7 days?**

**This question is only applicable to those who have answered “yes” in column F18.**

Enter the total number of hours for those persons who answered “yes” in F18. Remember to round off to the nearest hour.

**Column F21: Could you have worked more hours during the last 7 days?**

Similarly, this question seeks additional information on underemployment. However, it is not the same as that in column F18. A person could have worked for more hours if he/she wanted, but may have preferred not to. This question will establish whether the respondent was available or ready to work for more hours during the last 7 days

**Column F22: Did you look for additional work during the last 7 days?**

The question seeks further information on underemployment. This is to find out whether the respondent made efforts to look for additional work despite being employed during the last 7 days. Cross code 1 for “Yes” or code 2 “No”.

Note that this is the last question on employment.

**PART G (EMPLOYEES):** For those who have worked the last 7 days or who did not work but have a job to return to, Coded 1 in any one of D1 to D9, remember that section D filters out all the categories of the employed (Employees, Employers, Own account workers or other if any).

The questions in this section are to be answered by employees coded 05 or 06 in E16 only.

**Column G1: Are you registered with Social Security Commission?**

This question aims to establish whether the employee is receiving any social benefit. The response categories are listed below:

- 1 Yes
- 2 No

Cross 1 for “yes” or 2 for “no”. If coded 2, you must go to G3, otherwise proceed to G2.

**Column G2: Does your employer deduct Social Security from your salary/wage?**

This question aims to establish whether the employee is paying for Social security. The response categories are listed below:

- 1 Yes
- 2 No
- 9 Don’t know

Cross 1 for “yes”, 2 for “no” or 9 for “don’t know”.

**Column G3: Do you benefit from paid annual leave or compensation for unused leave?**

This question seek information on whether the employee is entitled to paid annual leave or receive any compensation for the leave days he/she did not use. Cross 1 for “yes”, 2 for “no” or 9 for “don’t know”. If coded 2 or 9, you must go to G5, otherwise proceed to G4.

**Column G4: Which of the following leave do you benefit from?**

The purpose of this question is to find out which of the following leaves does the employee benefit from.

Possible response categories are:

- 1. SICK
- 2. MATERNITY
- 3. VACATION
- 4. COMPASSIONATE
- 5. STUDY
- 6. OTHER, SPECIFY
- 9. DON’T KNOW

**Column G5: Have you been employed on the basis of....?**

The question seeks information on the contract of employment, whether there was any contract between the employer and the employee. One of the response categories below should be crossed;

- 1 A WRITTEN CONTRACT
- 2 A VERBAL AGREEMENT

**Column G6: Is the contract or agreement of a....?**

This question seeks information on the nature of the contract or agreement  
Response categories are listed below

**1 Limited duration**

The contract of employment is limited to a certain duration e.g. six months. A seasonal employee is hired for a limited time because the work is only necessary for a certain season.

**2 Permanent nature**

A permanent contract is one with no defined termination date (other than retirement) under which all conditions of employment are offered as specified in the letter of appointment and written particulars of terms of appointment.

**3 Unspecified duration**

A contract of unspecified duration does not have an expiry date. It expires when the employer informs the employee of their likely conclusion.

If coded 2 or 3 in G6, you must go to G8.

**Column G7: What is the duration of your contract or agreement?**

The question seeks more information on the duration of contract or agreement that was answered in G6.

Response categories are:

- 1 DAILY CONTRACT/AGREEMENT
- 2 LESS THAN 1 MONTH
- 3 1 TO 2 MONTHS
- 4 3 TO 6 MONTHS
- 5 7 TO 12 MONTHS
- 6 MORE THAN 12 MONTHS
- 9 DON'T KNOW

**Column G8: How long have you been employed in this job?**

This question aims to find out information on how long the respondent has been working in his/her job.

Response categories are:

1. LESS THAN 1 YEAR
2. 1 TO 2 YEARS
3. 3 TO 5 YEARS
4. 6 TO 10 YEARS
5. 11 OR MORE YEARS

**Column G9: Which time period do you get paid in your main job?**

This question aims to find out information on how the respondent has been paid in his/her main job(s).

Response categories are:

1. HOURLY
2. DAILY
3. WEEKLY
4. FORTNIGHTLY
5. MONTHLY

**Column G10: How much is (Name)'s gross income in his/her main job?**

This question seeks to obtain information on the remuneration paid to the respondent in his/her main job. This amount is the income before any deductions. Remember to round off to the nearest units.

**Column G11: Which time period do you get paid in your second main job?**

This question aims to find out information on how the respondent has been paid in his/her second main job. This question is only applicable to the respondent with more than one job.

Response categories are:

1. HOURLY
2. DAILY
3. WEEKLY
6. FORTNIGHTLY
4. MONTHLY

**Column G12: How much is (name)'s gross income in his/her second main job?**

This question is only applicable to the respondent with more than one job. This question seeks to obtain information on the remuneration paid to the respondent in his/her second main job. This amount is the income before any deductions. Remember to round off to the nearest units.

**PART H (EMPLOYERS, OWN ACCOUNT WORKERS): Those who have worked during the last 7 days and coded 01, 02, 03, and 04 in E9.**

**Column H1: Is your business/enterprise registered?**

This question seeks information on whether the business/enterprise is registered. This information will help to determine the formality or informality of the business or enterprise.

1. Yes
2. No
3. In the process of registration

If the response is either 2 or 3, go to H3.

**Column H2: In which of the following is it registered?**

This question is only applicable to those who answered yes in H1. The aim of the question is to identify the **registering authority** with which the enterprise is registered. One of the response categories below should be crossed. More than one response is possible.

1. SOCIAL SECURITY COMMISSION
2. MINISTRY OF TRADE AND INDUSTRY
3. MINISTRY OF FINANCE
4. OTHER, SPECIFY

**Column H3: Does your business keep a complete set of accounts?**

The aim of the question is to establish whether the business/enterprise adopts some common **business principles such as stock taking and bookkeeping**. These are essential for the entrepreneur to keep abreast with all the operations of the business.

1. Yes
2. No

Cross 1 for “yes” or 2 for “no”. If coded 2, you must go to H5, otherwise proceed to H4.

**Column H4: What types of accounts are kept for this business?**

This question is only applicable to those coded 1 in H3. The question aims at finding out the type of information /records about the enterprise’s activities kept by the enterprise in its accounts.

Response categories are:

1. Detailed formal accounts (*means detailed, financial statement and auditing*)
2. Simplified accounting format (*means income and expenditure*)
3. Informal records for personal use
4. Other, specify



**Column H5: Is the business expenditure separate from that of the owner's household?**

Cross either 1 for yes or 2 for no.

Any **expenses** incurred in the ordinary course of **business**. **Business expenses** are deductible and are always netted against **business** income, whereas the household expenditure is deducted from the income meant to be spent for household chores.

**Column H6: How many employees (excluding business partners and unpaid family works) are you employing?**

Write down the number of employees working for the respondent's business/enterprise

**Column H7: In the last calendar month, how much money came into the business through sales or services offered, before any deductions (turnover)?**

Write down the monthly income in N\$ as given by the respondent and remember to round off to the nearest units always.

In business, **revenue** or **turnover** is income that a company receives from its normal business activities, usually from the sale of goods or services to customers before the profit is worked out.

**PART I (UNEMPLOYED): Persons who have not worked the last 7 days, and had no job, business or subsistence farming but were ready to work, coded 2 in D9.**

**Before you start with this section, remember to transfer from section B, column B1 the names and person number for all persons coded 2 in D9.**

**Column I1: Did you look for work or try to start your own business during the last 30 days?**

The purpose of this Question is to give information on the unemployed persons who are seriously or actively looking for employment. Actively looking for work is one of the criteria used to determine unemployment even though this criterion can be relaxed for some reasons. For example, some people may be ready to work but may not be actively looking for work and the reasons may be that they are discouraged / given up after a long time of searching for work and not finding.

Code “1” for yes or “2” for no. If coded “2” go to I5, otherwise proceed.

**Column I2: How did you look for work or try to start your own business during the last 30 days?**

There exist many ways an unemployed person can use to look for a job. Here there are 8 possible response categories. The respondent should state the main means for looking for work. You should not read or state these categories to him/her. It is possible to have more than one response. You should cross the codes for the relevant response categories mentioned by the respondent. More than one response is possible.

The response categories are:

1. REGISTRATION AT THE MINISTRY OF LABOUR OFFICES
2. REGISTRATION AT OTHER EMPLOYMENT AGENCIES
3. DIRECT APPLICATIONS TO EMPLOYERS
4. CHECKING AT WORK SITES, FARMS, FACTORY GATES, MARKET, OR OTHER ASSEMBLY PLACES
5. PLACED OR ANSWERED MEDIA ADVERTISEMENTS
6. SEEKING ASSISTANCE OF FRIENDS, RELATIVES, COLLEAGUES, UNIONS
7. TAKE ACTIONS TO START BUSINESS OR SUBSISTENCE FARMING
8. OTHER, SPECIFY

**Column I3: What sort of job were you looking for or business you tried to start?**

The respondent is required to describe the type of the job he/she is looking for. You should write down the description of the type of work (including the job title if any) as given by the respondent. The information on this question should be sufficient enough to enable the coder to get the right occupation code for the job being sought.

**Column I4: For office use only (Occupation Code)**

This column will be used by the coder to allocate the right occupation code for the job sought by the respondent according to NASCO.

**Column I5: what was the main reason that you didn't look for work or try to start your own business during the last 30 days?**

**The question applies only to those coded "2" in column I1.** Circle the code of the appropriate main reason why the respondent didn't look for work during the last 30 days. Only one **main reason** should be crossed. The various response categories are:

1. Thought no work available
2. Awaiting replies from employers
3. Got tired of seeking work
4. Already found work to start within one month
5. Awaiting busy season
6. lack of resources to start business or subsistence farming
7. Other, specify

**Column I6: If you had been offered a job would you have been ready to work during the last 7 days?**

This question is applicable to those persons who answered no, coded "2" in D9.  
It seeks information on unemployment.

Here there are only two possible answers: code "1" for "yes" and code "2" for "no"

If the answer is "yes" then proceed to I8, otherwise ask the next question.

**Column I7: Since you were not working for pay, profit, or family gain, what were you doing during the last 7 days?**

The question is aimed at collecting information on the activity status of all those persons who neither worked nor were they unemployed during the last 7 days, i.e. all persons aged 8 years and above who have neither worked, nor have a job, business or holding to return to (employment/self-employed), nor were they ready to work if offered a job (unemployed). The possible activity categories are.

**1. Retired**

These are persons who are **retired or pensioned** and **not in any paid or self-employment**. Note that retired persons currently in paid or self-employment should not be included here. Likewise, retired persons who are receiving income from rent or other investments should be coded 06.

## **2. Old age**

These are persons who are **not in any paid or self-employment**, and not working **because of old age**. Note that old persons currently in paid or self-employment should not be included here. Old persons who meet these criteria but they are receiving income from rent or other investments should be coded 06.

## **3. Illness, Disabled**

These are persons, male or female, who were **not working** and were **not available** for work during the last seven days **because of illness, disability or handicap**. Disabled persons looking for work or available for work should not be included here. In the same way, disabled persons who are income recipients should be coded 03 while those receiving pensions 04.

## **4. Homemaker/ Housewife**

All persons, male or female, who are aged 8 years and above, and who, during most of the last 7 days were **wholly engaged in household duties** and were **neither engaged in any paid or self employment nor available or looking for work**

**Remember that homemakers who while doing household activities were also actively looking for work and available for work should be considered as unemployed and not be included here.**

## **5. Student**

This category includes all persons, male and female, aged 8 years and above who, during the last 7 days were **attending school** and who were **not** in any paid employment or enterprise and were not available or ready for work.

## **6. Income recipient**

These are persons, male or female, who were **not in any paid or self-employment** during the most of the last twelve months' period but who **received income from rents or other investments**.

## **7. Other, specify**

For persons not falling into any of the above categories, cross code 07 and explain/specify at the back of the questionnaire in the comment box. Remember to make **reference to Person number and Column number**.

**Note that for all persons coded in this column I7, no further questions should be asked. End interview for these people.**

**Column I8: For how long have you been without work and available for work?**

The respondent should give information on the duration he/she had been **unemployed and available for work. Remember**, this question does not refer to the last 30 days only. You should cross of the appropriate time period of being without work as given below:

1. Less than one month
2. 1 month, but less than 3 months
3. 3 months, but less than 6 months
4. 6 month, but less than 1 year
5. 1 year, but less than 2 years
6. 2 years or more

If coded “5” or “6”, go to **I 18**, otherwise ask the next question.

**Column I9: Have you ever worked before in the last 12 months?**

It is important to find out if unemployed respondent had worked before or not.

If the answer is “yes” coded “1”, proceed to the next column and if the answer is “no” coded ”2”, go to I18.

**Column I10: Name town /locality where you worked before (if outside Namibia write name of the country)?**

This question seeks to establish the trend of the employed people with regard to their movement between different geographic areas within the country as well as outside.

You must write down the **region, constituency and locality** name where the person was employed before/previously. If the person was employed outside Namibia, just write the country not the town.

**Column I 11: What kind of work did you do in the last job?**

This is only for those coded 1 in I9.

The respondent is required to describe the type of work he/she did in his/her last job. The description of work should be in detail to enable the coder to find the correct code for the occupation. You should record the detailed description of the work.

**Column I 12: What were your main duties at this work?**

The main duties at work should also be written down. The information given in I10 alone may not be enough to get the right occupation for the respondent as described in the Namibian Standard Classification of Occupation. The information provided in both columns I 11 and I 12 will assist in identifying the correct occupation code.

**Column I 13: For official use only (Occupation Code)**

This column will be used by the coder to allocate the right occupation code for the job previously done by the respondent.

**Column I 14: What kind of activity was carried out at this work place?**

The interviewer must record the type of activities, which were taking place at the respondent's work place as given by the respondent.

**Column I 15: What were the main products produces or services offered at this work place during the last 7 days?**

The type of activities alone is not sufficient for the classification of proper industry; therefore the **type of products** produced or services offered are very crucial in determining the **type of industry**. The interviewer should clearly record this information.

**Column I 16: For official use only (Industry Code)**

This column will be used by the coder to allocate the right industrial code for the job previously done by the respondent.

**Column I 17: What is the reason that you left your last job?**

The question applies only to those coded "1" in column **I9 ONLY**. Code the appropriate reason why the respondent left his or her previous employment. Only one code should be crossed.

The various response categories are:

1. Retrenched
2. Dismissed
3. Resignation
4. Disabled
5. Sick
6. Closure of company
7. End of temporary activity
8. Retirement or old age
9. Other, specify

### **Column I 18: How do you support yourself?**

This question seeks information on how the respondent supports him/herself since he is not working. More than one response is possible.

The various response categories are:

1. Did odd jobs during the last 7 days
2. Supported by someone in the household
3. Supported by someone outside the household
4. Old age/disability grant
5. Supported by charity, church
6. From savings
7. Child support/foster care grant
8. Income from sale of property
9. Other, specify

Note: If a person is coded 1 in I 17 (did odd jobs during the last week), **YOU MUST PROBE AND FIND OUT IF HE/SHE WORKED MORE THAN 1 (ONE) HOUR.** If it is more than one hour, this means that he/she should be asked questions on employment rather than unemployment. The interviewer should therefore go back to D1 and code this person accordingly.

## **PART J: HOUSING CONDITIONS AND SOURCE OF INCOME**

**The questions in this section are to be answered by the head of the household because they relate to the whole household, and not to individual members.**

### **Column J1: Type of housing unit**

A housing unit is separate and Independent living premises for a household. This can be detached house, a guest flat, a flat in a block of flats, kraal, set of rooms, a mobile house (caravan or tent) or an improvised building. Facilities like kitchen, toilet may or may not be shared. A guest flat on the premises of a detached house occupied by a separate household should be regarded as a separate housing unit. Individual huts group of huts, walled or non-walled, occupied by one household should be regarded as one housing unit.

The various types of housing unit are described below:

#### **1. Detached house**

This is a house on its own and is not attached to any other house. This is a modern town house.

#### **2. Semi-detached house/townhouse**

This is a house which is attached to another house or even other houses. Such a house has its own facilities and a separated entrance

#### **3. Apartment / flat**

This is self contained living premises in buildings usually with 2 or more storeys. The living premises usually have a common entrance way or stairway.

#### **4. Guest flat**

This is self-contained separate living premises, usually an outhouse of a detached house

#### **5. Part commercial / industrial**

This is a housing unit part of which is used for commercial or industrial purposes. For example, a housing unit part of which is used as a bottle store, a supermarket, or a workshop will fall under this category

#### **6. Mobile home (caravan, rent)**

This is any type of housing unit which can be transported, i.e. it is not fixed permanently on the ground

#### **7. Single quarters**

This is a housing unit consisting of a room or a set of rooms with shared toilet and kitchen facilities



### **8. Traditional dwelling**

This is a housing unit constructed in the various traditional styles. It can be a hut or a group of huts walled or non-walled with sticks, poles with or without thatch or grass. Ongandas fall under this category.

### **9. Improvised housing unit (shack)**

This is a housing unit with waste material like card boards, plastic sheets, sacking, flattened empty tins and other materials generally considered unfit for human habitation.

### **10. Other, specify**

A house unit which cannot be classified into any of the above categories, cross 10 and briefly described at the back of the questionnaire in the comment box. Remember to make **reference to the Column number**.

### **Column J2: Tenure or occupancy of housing unit**

- 1. Rented (not tied to the job)** – the tenure status is independent of any household member's job.
- 2. Owner occupied (with mortgage)** –the dwelling unit may be owned by one of the household members who is still paying mortgage on it.
- 3. Owner occupied (without mortgage)** – the house is entirely owned by one of the household members.
- 4. Rent free (not owner occupied)** – the dwelling unit is not owned by any of the household members and is occupied free of rent.
- 5. Provided by employer (public) with pay** – the dwelling unit is provided by the government to one of the household members, even though some rent is paid.
- 6. Provided by the employer (public) without pay** – dwelling unit is provided by the Government to one of the household members, free of charge.
- 7. Provided by employer (private) with pay** – the dwelling unit is provided by the private (non public) employer to one of the household members, even though some rent is paid.
- 8. Provided by the employer (private) without pay** – the dwelling unit is provided by the private (non public) employer to one of the household members, free of charge.
- 9. Other, specify:** For any dwelling unit whose tenure is not amongst the response categories given, cross code “9” and write description at the back of the questionnaire in the comment box. Remember to make **reference to the Column number**.

**Columns J3: What is the household's main source of income?**

**Column J4: What is the household's secondary source of income?**

The questions in these two columns are intended to obtain information on the sources of income, in cash or in kind, for the household. You should note that household members are involved in different types of activities for their living and well-being. When taken together for the whole household, one or two such activities will stand out as being responsible for most of the well-being of the entire household. These questions should be directed to the head of the household who is in the best position to identify the main and secondary sources of income, cash or in kind, for the livelihood of the entire household. The main activities which normally generates income, cash or in kind are provided below.

1. Subsistence farming (crop/ animal)
2. Cash cropping
3. Animal rearing
4. Business activities- non-farming
5. Wages and salaries
6. Pension
7. Cash remittances
8. Other means of income, specify

Using the above list, you should ask the head of the household about the type of activity which is most important (column J3) and then the second most important (column J4 ) for the well-being of the entire household, and the relevant code accordingly. Note that the is NONE in J4 in case the household depends on one activity.

**Column J5: How much do you estimate your household's total disposable income for last month?**

Cross in the appropriate box.

**Column J6: Last month, did your employ a domestic worker or did you have anybody to help you with domestic chores such as cleaning, washing, gardening, etc. on a part time or daily basis ?**

If '1' proceed to J7 or else end the interview.

**Column J8: How many persons did you employ as domestic worker in the last month?**

Write down the number of domestic workers employed on a full time and part time accordingly. If it was 3 only on full time for example, write 03 at full time and 00 on part time.

*Go through your questionnaire to make sure you did not omit any relevant question before you leave the household.*

*Complete the first column of section K and thank the household members for their co-operation before you proceed to the next household.*

**Part K (Control section): Enumeration and administrative details**

Enter the following information:

- Number of questionnaire used in the household
- Number of persons enumerated in the household
- Date of starting the interview
- Date of interview completed
- Name of the interviewer
- Write down any comment you have on the interview

***-Deliver all your materials to your team supervisor***

**To all National and Regional supervisors  
Namibia Labour Force Survey 2012**

**16<sup>th</sup> October 2012**

## **Additional Instructions sheet No 1**

During the interviewers training sessions conducted at different venues some issues which were not very clear with regard to filling up of the questionnaire were observed. This additional instruction sheet addresses those issues which were raised during such training sessions.

1. Response category – Partially completed  
When filling up the final result code the category partially completed should be entered only when an applicable complete section or more are missing. If few questions are missing within a section then they are treated as missing values and questionnaires with such cases should be treated as completed in the result code.
2. Part F (F1 to F7 or F9 to F15) Hours worked  
A person who worked for a certain number of days but with less than 30 minutes for each day the entries in the Part F should be as follows.  
Add up the minutes for each day and convert to hours and minutes. Then round according to the instructions in the manual.

### **Examples**

1. Monday (25mts), Wednesday (20 mts), Thursday (20mts), Saturday (20 mts)  
Total mts = 25 + 20 + 20 + 20 = 85 mts = 1 hour + 25 mts = 1 hour
2. Monday (25mts), Wednesday (25 mts), Thursday (25mts), Friday (25 mts)  
Total mts = 25 + 25 + 25 + 25 = 100 mts = 1 hour + 40 mts = 2 hours

Enter these hours in the column for the last day worked. For the 1<sup>st</sup> example enter 1 hour on Saturday and for the second example 2hrs on Friday. Enter zeros for the remaining days which are blank.

In all other cases follow the instructions as given in the manual.

### **Examples**

1. Monday (35 mts), Tuesday (40 mts), Friday (20 mts) = 1 hr for Monday, 1 hr for Tuesday and 0 hrs for Friday
2. Tuesday (1hr and 30mts), Thursday (2 hrs 20 mts), Friday (40 mts) = 2hrs for Tuesday, 2 hrs for Thursday and 1 hr for Friday.

In each case enter zeros for the remaining days which are blank

### **Board of Directors**

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### 3. Part E (E 30)

In this question multiple answers are possible only for the respondents who had more than one job. If the respondent has only one job then there should be only one response for this question.

### 4. Interviewer number and the Supervisor number

Team Supervisors and interviewers need to enter their names and a number in the boxes provided on the front page of the questionnaire. But no numbers had been allocated to the interviewers and the supervisors yet. Hence the regional supervisors need to allocate a number for each of the interviewers and team supervisors as given below. A range of numbers is allocated for each region. Please use the numbers from the starting number of the range. Also provide a list of names with the allocated numbers to the head office along with the other materials.

	INT s	SUP
Caprivi	001 – 049	600 - 619
Erongo	050 – 099	620 - 639
Hardap	100 – 149	640 - 659
Karas	150 – 199	660 - 679
Khomas	200 – 249	680 - 699
Kunene	250 – 299	700 - 719
Ohangwena	300 - 349	720 - 739
Omaheke	350 – 399	740 - 759
Omusati	400 – 449	760 - 779
Oshana	450 – 499	780 - 799
Oshikoto	500 – 549	800 - 819
Otjozondjupa	550 - 599	820 – 839

Allocate the following numbers to the coders. If they have to interview then they can use these numbers to be entered in the questionnaire.

Region	No of coders	Range of numbers
Caprivi	3	900 - 903
Erongo	5	904 - 909
Hardap	3	910 - 913
Karas	3	914 - 917
Kavango	4	918 - 922
Khomas	7	923 – 930
Kunene	3	931 – 934
Ohangwena	5	935 - 940
Omaheke	2	941 - 943
Omusati	5	944 - 949
Oshana	4	950 - 954
Oshikoto	4	955 - 959
Otjozondjupa	4	960 - 964

If you have allocated some numbers already then please change those numbers as per the above list.

**To all National and Regional supervisors  
Namibia Labour Force Survey 2012**

**24<sup>th</sup> October 2012**

## **Additional Instructions sheet No 2**

It has been observed that in some regions the activities carried out purely for own consumption is considered as an economic activity. Your attention is drawn to Page 45 of the Interviewer's instruction manual Part D (Current activities) under sub section (g) where certain activities were considered as work only if a part is sold. These include collection of wood, making traditional beer, milking the cattle and weaving the baskets etc for own consumption. They will be considered as work only if a part is sold additional to the own consumption. In the questionnaire also Under D5 the collection of wood/dung and water is considered as an economic activity only if it is sold.

Hence all such activities done for own consumption should be considered as work only if a part of it is sold.

One example is the pounding of mahangu to prepare flour for cooking. This should not be considered as work if it is carried out only for the own consumption.

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