



**Household Income and Expenditure Survey 2006**

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# **FIELD BOOK FOR SUPERVISORS**

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**Republic of Palau, Statistics Office  
Bureau of Budget and Planning  
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**September – November, 2006**

**Supervisor's Name : .....**

## Instructions to the supervisors

This booklet contains the following information:

- a) A description of the timetable that should be followed for the 3 month enumeration period
- b) A summary list of each of the interviewers you are responsible for and their respective workloads
- c) A set of Supervisor Control Sheets for monitoring the progress of your interviewers
- d) A set of basic checks you need to make at the completion of each 4 week workload

In using this booklet, you need to make yourself as aware as possible of the timetable you need to meet to carry out your duties as a HIES supervisor.

Your next task is to familiarise yourself with each of the workloads for all interviewers under your responsibility, so you can co-ordinate your time appropriately, and meet up with all interviewers as often as possible. This is especially important towards the end of each workload when survey materials need to be returned to the office.

Once familiar with the areas being covered by your interviewers, a large part of your responsibility will be to assist the interviewers identify the dwellings allocated to them each workload. The selection sheets in section (b) will assist with this process.

Supervisor Control Sheets – section (c) – are also provided. Every time you visit an interviewer you are required to record details of the interactions you had with this interviewer in this sheet.

Finally, carry out the set of basic checks outlined in section (d). This is extremely important to help ensure all survey schedules are filled in appropriately and accounted for.

## A. Timetable for next 9 weeks (14 Sep – 15 Nov 2006)

Date	Day	Workload #	Activity
14/09/06	Thursday	1	Visit the 15 selected dwellings and introduce the Survey, fill in household control form and drop off the diary.
15/09/06	Friday	1	
16/09/06	Saturday	1	
17/09/06	Sunday	1	
18/09/06	Monday	1	<p>DIARY TO BE FILLED IN BY HHS, HOUSEHOLD QUESTIONNAIRE FORM, PERSON FORMS INTERVIEWS TO BE CONDUCTED</p> <p>Visit every selected household each day and assist with the Diary filling out.</p> <p>Conduct the Household, Person questionnaires for each selected households at any stage throughout the week</p>
19/09/06	Tuesday	1	
20/09/06	Wednesday	1	
21/09/06	Thursday	1	
22/09/06	Friday	1	
23/09/06	Saturday	1	
24/09/06	Sunday	1	
25/09/06	Monday	1	
26/09/06	Tuesday	1	
27/09/06	Wednesday	1	
28/09/06	Thursday	1	
29/09/06	Friday	1	
30/09/06	Saturday	1	
01/10/06	Sunday	1	
02/10/06	Monday	1	
03/10/06	Tuesday	1	
04/10/06	Wednesday	1	
05/10/06	Thursday	2	Visit the 15 selected dwellings and introduce the Survey, fill in household control form and drop off the diary.
06/10/06	Friday	2	
07/10/06	Saturday	2	
08/10/06	Sunday	2	
09/10/06	Monday	2	<p>DIARY TO BE FILLED IN BY HHS, HOUSEHOLD QUESTIONNAIRE FORM, PERSON FORMS INTERVIEWS TO BE CONDUCTED</p> <p>Visit every selected household each day and assist with the Diary filling out.</p> <p>Conduct the Household, Person questionnaires for each selected households at any stage throughout the week</p>
10/10/06	Tuesday	2	
11/10/06	Wednesday	2	
12/10/06	Thursday	2	
13/10/06	Friday	2	
14/10/06	Saturday	2	
15/10/06	Sunday	2	
16/10/06	Monday	2	
17/10/06	Tuesday	2	
18/10/06	Wednesday	2	
19/10/06	Thursday	2	
20/10/06	Friday	2	
21/10/06	Saturday	2	
22/10/06	Sunday	2	
23/10/06	Monday	2	
24/10/06	Tuesday	2	
25/10/06	Wednesday	2	

26/10/06	Thursday	3	Visit the 15 selected dwellings and introduce the Survey, fill in household control form and drop off the diary.
27/10/06	Friday	3	
28/10/06	Saturday	3	
29/10/06	Sunday	3	
30/10/06	Monday	3	DIARY TO BE FILLED IN BY HHS, HOUSEHOLD QUESTIONNAIRE FORM, PERSON FORMS INTERVIEWS TO BE CONDUCTED  Visit every selected household each day and assist with the Diary filling out.  Conduct the Household, Person questionnaires for each selected households at any stage throughout the week
31/10/06	Tuesday	3	
01/11/06	Wednesday	3	
02/11/06	Thursday	3	
03/11/06	Friday	3	
04/11/06	Saturday	3	
05/11/06	Sunday	3	
06/11/06	Monday	3	
07/11/06	Tuesday	3	
08/11/06	Wednesday	3	
09/11/06	Thursday	3	
10/11/06	Friday	3	
11/11/06	Saturday	3	
12/11/06	Sunday	3	
13/11/06	Monday	3	
14/11/06	Tuesday	3	
15/11/06	Wednesday	3	Go through all household and person questionnaires and make sure everything looks ok Collect all Diaries and forms from the selected households.

## **B. Selection details for each enumerator by workload**

**Interviewer's Name:** .....

**Workload 1**

**Workload 2**

**Workload 3**

## C. Supervisor Control Sheets

Interviewer's Name: .....

Date of Visit	Activities Undertaken (See codes below)	Issues to Address

<i>Activity Code</i>	
1	Assist with dwelling identification
2	Deliver new sets of questionnaire
3	Collect complete set of questionnaires
4	General check of progress for survey work

**Interviewer's Name:** .....

<b>Date of Visit</b>	<b>Activities Undertaken (See codes below)</b>	<b>Issues to Address</b>

<b><i>Activity Code</i></b>	
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<b><i>Activity Code</i></b>	
1	Assist with dwelling identification
2	Deliver new sets of questionnaire
3	Collect complete set of questionnaires
4	General check of progress for survey work

## **D. Things to Check for each Interviewer at the end of each Workload**

At the end of each 3 week workload (see the timetable in section (a) for when this occurs), the supervisor is responsible for visiting each interviewer under their authority and collecting the schedules for the 15 dwellings they were each required to visit. When undertaking this task, the supervisors should make the following checks:

- a) For all 15 dwellings, make sure all forms have been completed and are accounted for in the household envelope. These forms include:
  - i. Household Control Form (HCF)
  - ii. Expenditure Questionnaire
  - iii. Income Questionnaire
  - iv. Diary – Week 1 & 2

The supervisor should then tick each form off on the back of the envelope at the bottom

- b) The envelope (back and front) has been correctly filled in and the household identification code matches up with what is in this field book in section (b).
- c) Check that the enumerators have been filling in their enumerator field books correctly when it comes to the following
  - i. The listing of households in their selected EAs (section “e” of the interviewer fieldbook)
  - ii. The manner in which they had filled out their selection sheets (section “f” of the interviewer fieldbook), for making selections in each of their selected EAs
  - iii. Whether they have been filling in their Interviewer Control Sheets (section “g” of the interviewer fieldbook), for monitoring progress of their work throughout the 4 weeks
- d) Randomly select two household envelopes and go through each form carefully and check the following for each
  - i. Household Control Form
    - The household identification code has been filled in correctly in the top right hand corner, and matches up with what is on the envelope cover;
    - All details for all persons in the household have been filled in; and

- Codes have been entered for each person using the code listing supplied at the end of this field book.

## ii. Expenditure Questionnaire

- The household identification code on the front page has been correctly filled in, and match the envelope cover
- Quickly go through the questionnaire and make sure all sections have been covered
- Make sure the writing you have used in the questionnaire is easy to read (people have to enter this information on the computer)

## iii. Income Questionnaire

- The household identification code on the front page has been correctly filled in, and match the envelope cover
- Quickly go through the questionnaire and make sure all sections have been covered
- Make sure the writing you have used in the questionnaire is easy to read (people have to enter this information on the computer)

## iv. Diary Form

- The household identification code on the front page has been correctly filled in, and match the envelope cover
- Both diaries are accounted for
- Information has been filled in for each day – if not, the circle in the top right hand corner has been ticked.
- The quantity of food which has been bought, combined with consumption of home produce, makes sense for a household of that size
- For rural areas in particular, make sure that in the cases where it is obvious that the household has been relying on consuming home produce, there are lots of entries in Section 2 of the diary.