



Household Income and Expenditure Survey 2006

FIELD BOOK FOR INTERVIEWERS

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Bureau of Budget and Planning
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September – November, 2006

Interviewer's Name :

Instructions to the Interviewer

This booklet contains the following information:

- a) Codes for the Household Control Form.
- b) A description of the timetable that should be followed for the 9 week enumeration period
- c) A list of the dwellings selected for each workload over the course of the fieldwork
- d) A set of Interviewer Control Sheets for monitoring the progress of your workloads
- e) Guidance questions to assist in determining if the household is in scope
- f) Guidance questions to assist in determining the number of households in each selected dwelling
- g) A set of basic checks you need to make at the completion of enumerating each household.

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 interviewer.

Your next task is to familiarise yourself with the selected dwellings you have responsibility for covering which are listed in section (c). Also familiarise yourself with the dates for when you will be required to carry out the survey for each of your workloads. For each workload, 15 dwellings have been selected which should just be for a 3 week period (1 workload). Each enumerator will be responsible for 2-3 workloads.

The next task in using this booklet will be to list each household in the Interviewer Control Sheet for each separate 3-week workload (this should be the equivalent of 15 dwellings). You then need to monitor your workload progress for each of the households in the workload during the 3 weeks, using this sheet.

During the first visit to the household, you will be required to fill out the Household Control Form (HCF). Codes and their descriptions are provided in section (a) of this field book to assist with this task.

Finally, the field book also provides a guide as to what sort of checks you need to make at the completion of enumerating a household – section (g). Follow these instructions very carefully as your performance against these issues will have a large impact on when you receive your pay and whether or not you receive additional pay for a good performance.

It is very important to familiarise yourself with every aspect of this booklet before commencing the field work.

Contact your Supervisor immediately if you are experiencing problems or falling behind schedule

Good Luck

A. Household Control Form Codes

<p>Relationship to Household Head</p> <ol style="list-style-type: none"> 1. Household Head 2. Spouse of Head 3. Son/Daughter to Head 4. Stepson/Stepdaughter 5. Brother/Sister to Head 6. Father/Mother of Head 7. Grandchild of Head 8. Other Relatives 9. Roomer/boarder 10. Domestic Worker 11. Unmarried Partner 12. Other non-relative 	<p>Gender</p> <ol style="list-style-type: none"> 1. Male 2. Female
<p>Ethnicity</p> <ol style="list-style-type: none"> 1. Palauan 2. Carolinian 3. Other Micronesian 4. Filipino 5. Chinese 6. Taiwanese 7. Korean 8. Vietnamese 9. American 10. European 11. Other 	<p>Marital Status</p> <ol style="list-style-type: none"> 1. Now Married 2. Consensually Married 3. Widowed 4. Divorced 5. Separated 6. Never Married
<p>Educational Attainment</p> <ol style="list-style-type: none"> 1. No school completed 2. Primary school completed 3. Secondary school completed 4. High school graduate 5. Some college, but not completed 6. College completed 7. Bachelor's degree 8. Master's degree 9. Professional degree 10. Doctorate degree 	<p>Activity Status</p> <ol style="list-style-type: none"> 1. Working full time – wages and salary 2. Working part time – wages and salary 3. Own business 4. Sell product 5. Own household consumption 6. Unemployed 7. Domestic duties 8. Full time education 9. Others
	<p>Literacy Status</p> <ol style="list-style-type: none"> 1. Can read and write English & Palauan 2. Can read and write English only 3. Can read and write Palauan only 4. Can't read or write English or Palauan
	<p>Internet Usage</p> <ol style="list-style-type: none"> 1. Don't use the internet 2. Use Internet at home 3. Use Internet at work 4. Use Internet at educational institution 5. Use Internet at Public Library 6. Use Internet at Internet Café 7. Use Internet at Friends or Relatives 8. Use Internet elsewhere

Internet Usage and Literacy Questions

Literacy Question:

Question members of household 15 years and over if ever used internet in the last 12 months and which source was most frequently used to access the internet. Use codes provided in Section A to assign appropriate answer both in Expenditure questionnaire and Household Control Form.

Internet Access:

Question members of household 15 years and over the following question: “Can..... read and write simple sentence in Palauan only, English only, both Palauan and English or neither”. Use codes provided in Section A to assign appropriate answers in Household Control Form.

B. Timetable for next 9 Weeks (14 Sept – 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		Go through all household and person questionnaires and make sure everything looks ok. Collect all Diaries and forms from the selected households.
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	Go through all household and person questionnaires and make sure everything looks ok. Collect all Diaries and forms from the selected households.	
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	Go through all household and person questionnaires and make sure everything looks ok Collect all Diaries and forms from the selected households.
14/11/06	Tuesday	3	
15/11/06	Wednesday	3	

C. Selection Details for your Workload

Workload 1

HH IDs	Stratum	State Name	Hamlet	EA	Name	Telephone No	HH Size
10	Koror	Koror	Dngeronger	6032	Loyola Darius	488-	1
19	Koror	Koror	Dngeronger	6032	Rufino Antang	488-6805	2
29	Koror	Koror	Dngeronger	6032	Elobet Ngirakebou	488-2173	2
38	Koror	Koror	Dngeronger	6032	Katsuyoshi Yamanguchi	488-5907	3
48	Koror	Koror	Dngeronger	6032	Sonny Aderiano	488-5730	3
57	Koror	Koror	Dngeronger	6032	Jessica Wally	488-	4
67	Koror	Koror	Dngeronger	6032	Miranda Tutii	488-1167	5
76	Koror	Koror	Dngeronger	6032	Wilhelm Meltel	488-1498	7
86	Koror	Koror	Idid	6039	Moses Bells	488-	0
95	Koror	Koror	Idid	6039	Kathy Philip	488-	1
105	Koror	Koror	Idid	6039	Keringelianged Ultrakl	488-6773	1
114	Koror	Koror	Idid	6039	Fulin Jiang	488-	1
124	Koror	Koror	Idid	6039	Rolly C. Jardenaso (P. Haru Ngirain	488-8715	1
133	Koror	Koror	Idid	6039	Winkler Maech	488-2020	1
143	Koror	Koror	Idid	6039	Chien Lung Chang (Old NECO Bldg)	488-5451	1

Workload 2

HH IDs	Stratum	State Name	Hamlet	EA	Name	Telephone No	HH Size
152	Koror	Koror	Idid	6039	Noli Morin (Cath Miss barracks)	488-2226	1
163	Koror	Koror	Idid	6039	Rosalina Chupungco (Sabina Malso	488-6240	2
173	Koror	Koror	Idid	6039	Vernice Andrew (Alfons Nagata)	488-5904	2
182	Koror	Koror	Idid	6039	Sourafat Uddin (F. Armaluuk's Apt)	488-4401	2
191	Koror	Koror	Idid	6039	Rodolfo Gallegos (P. Haru Ngiraing	488-8109	2
201	Koror	Koror	Idid	6039	Johnny Remoket (Obodei's apt)		2
210	Koror	Koror	Idid	6039	Elizabeth Martinez	488-5056	3
220	Koror	Koror	Idid	6039	Canfield Borja (Obodei's apt)	488-1266	3
228	Koror	Koror	Idid	6039	Jonathan Emul	488-1402	4
237	Koror	Koror	Idid	6039	Joseph Koshiba	488-1960	4
247	Koror	Koror	Idid	6039	Samil Benjamin (Obodei's apt)	488-	4
256	Koror	Koror	Idid	6039	Romy Soriano (F. Armaluuk apt)	488-5084	5
265	Koror	Koror	Idid	6039	Antonia Orrukem	488-1668	5
275	Koror	Koror	Idid	6039	Alonso Joseph	488-1640	6
284	Koror	Koror	Idid	6039	Mathias Akitaya	488-2347	6

Workload 3

HH IDs	Stratum	State Name	Hamlet	EA	Name	Telephone No	HH Size
292	Koror	Koror	Idid	6039	Kirino Nagata	488-3653	7
301	Koror	Koror	Idid	6039	Mylene Tamadong		9
64	Koror	Koror	Iyebukel	6034	Ngiruchelbad Siksei	na	0
	Koror	Koror	Iyebukel	6034	Ferista Ulechong apt	na	0
87	Koror	Koror	Iyebukel	6034	Ferena Ngirngebedangel	na	0
191	Koror	Koror	Iyebukel	6034	Tos (back of Hambret hse)	na	0
	Koror	Koror	Iyebukel	6034	Ferista Ulechong apt	na	0
71	Koror	Koror	Iyebukel	6034	Hambret Senior apt	na	0
215	Koror	Koror	Iyebukel	6034	Peter Tangelbad	na	0
136	Koror	Koror	Iyebukel	6034	Hence Takawo (apt)	na	0
217	Koror	Koror	Iyebukel	6034	Miser Rekemsik apt	na	0
183	Koror	Koror	Iyebukel	6034	Hence Takawo (apt)	na	0
209	Koror	Koror	Iyebukel	6034	Letticia Sicut	488-2416	0
41	Koror	Koror	Iyebukel	6034	Vacant	na	0
220	Koror	Koror	Iyebukel	6034	Minami Ueki apt	na	0

E. Determining if the household is in scope for the survey

It is not desirable to include all households across Palau in scope for the survey. If a household has not been residing in Palau for the last 12 months, and doesn't intend to reside in Palau for the next 12 months, exclude these households from scope of the survey.

In many cases it will not be required that these questions are asked of the household, as it will be obvious that the household has always lived in Palau – this will especially be the case for rural areas. If however it appears that the household has not been residing in Palau for too long then the following questions should be asked:

- a) Has the household been living in Palau for the last 12 months?

If Yes, then proceed with the survey

If No, then ask question (b)

- b) Does the household intend to reside in Palau for the next 12 months?

If Yes, then proceed with the survey

If No, then exclude from scope of the survey

F. Determining the number of households in the dwelling

During the selection stage of the survey, the “dwelling” will be the selection unit. Given the information for the survey will be collected from the “household”, as the enumerator you will need to determine if more than one household resides in the selected dwelling.

It will be rare that more than one household reside in the one dwelling, but it might occur.

A simple definition of a “household” is a group of people who share common finances and generally eat together

A simple definition of a “dwelling” is the physical structure that the household/s live in.

If more than one household is identified as residing in the one household, they need to be enumerated separately. That is, a separate set of questionnaires will be required for each household.

G. Things to Check after Interviewing a Household

After completing all forms for the household (including the diary), the following list of checks should be made at a minimum:

- a) 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
- b) The envelope cover has been correctly filled in and the household identification code matches up with what is in this field book in section (c).
- c) 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
- 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**

- The household identification code on the front page has been correctly filled in, and match the envelope cover
- 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.