



FEDERAL  
GOVERNMENT OF  
NIGERIA

***NIGERIA LIVING STANDARD SURVEY***  
**SEPTEMBER, 2003 TO AUGUST, 2004**

**SUPERVISOR'S INSTRUCTION MANUAL**

HOUSEHOLD  
SURVEY  
DIVISION

FEDERAL OFFICE OF STATISTICS  
ABUJA, NIGERIA

*SEPTEMBER, 2003*

## TABLE OF CONTENT

	<b>PAGE</b>
1. Background	3
2. Objectives of the Survey	3
3. Sample Design	4
4. Survey Period	5
5. Survey Instruments	5
6. Household Questionnaire	5
7. Household Consumption Questionnaire	6
8. Method of Completing Questionnaire	7
9. Organisation of the Survey	9
10. The Project Directorate	9
11. Data Collection and Entry Teams	9
12. Preparation for the Survey	12
13. Arrival in the Community	12
14. Part 2: Field – Operations	13
15. How to replace a Household	14
16. Verifying and Coding the Questionnaire	15
17. Verifying the Completed Questionnaire	15
18. Coding	15
19. Area of Dwelling	15
20. Monitoring Interviews	16
21. Absence of a member of the Team	17
22. Relationship with the Survey Directorate	18
23. Household Expenditure Classification	18
24. Price Questionnaire	20
25. Editing Guideline	21

## **PART 1**

### **1: INTRODUCTION**

#### **1. BACKGROUND**

Despite the successes of the structural adjustment programme being implemented by the Government to strengthen and rehabilitate the economy of Nigeria, there are high social costs. The monitoring and evaluation of these costs on sub-groups of the population are therefore essential for planning suitable compensatory programmes for those adversely affected. This implies that the necessary data must be available for such purposes.

Since the Nigeria Living Standard Survey (NLSS) is an extensive survey and detailed in its coverage of various topics, it serves as a good basis for in-depth analysis of living standards in the country and lends itself to the monitoring, evaluation and analysis of poverty in its various ramifications

Poverty alleviation has been identified as a focal point of government policy and programmes. In addition to poverty alleviation is the issue of labour information systems; particularly on employment, underemployment and unemployment on continuous basis consequent on the Structural Adjustment Programme (SAP) launched as a component of the Economic Recovery Programme (ERP). The emergence of vulnerable groups as a result of the implementation of SAP calls for a clearer identification and composition of these groups, and monitoring of their performance over a period of time.

Existing surveys on employment and earnings do not allow the generation of comprehensive labour market statistics (including trends in unemployment, the number of people looking for work, and the number of self-employed workers) that could provide a monthly or annual snapshot of the activities of the country's population of working age. Policy-makers, business persons, and academic analysts need more expanded information for purposes such as evaluating living standards and conditions of work and the labour force, especially that engaged in the informal sector of the economy.

#### **2. OBJECTIVES OF THE SURVEY**

The survey has the following objectives:

- To provide information on patterns of households consumption and expenditure at a greater level of disaggregation.
- In combination with earlier data from the NLSS to give a database for national and regional planning and for the estimation of consumption as a proportion of household production.
- To give an in-depth enquiry into the structure and distribution of wages and conditions of work of the country's labour force
- To provide comprehensive benchmark data for use in the compilation of current statistics on average earnings, hours of work, and time rates of wages and salaries so as to indicate wage/salary differentials between branches of industry, geographic regions, occupations and the sexes.

To achieve these objectives, in-depth data will be collected on the following key elements:

- \* Demographic Characteristics.
- \* Health and Fertility Behaviour.
- \* Education and Skills /Training.
- \* Employment and Time Use.
- \* Housing and Housing Conditions.
- \* Household Income, Consumption and Expenditure.

Also to be compiled are statistics on:

- i) Establishments by size and type of labour employed;
- ii) Educational background and skills of the labour force;
- iii) Time use, job characteristics, and hours of work, activity status and employment search, employment history;
- iv) Establishment practices with respect to wage/salary, payment schedules, shift operations, payments for overtime, incentive bonuses, and contributions to pension and social security schemes.

The information gathered from this survey would generally aid decision makers in the formulation of economic and social policies by:

- Identifying target groups for government assistance;
- Constructing models to stimulate the impact of the various policy options on individual groups;
- Analysing the impact of decisions that have already been implemented and of the economic situation on living conditions of households; and monitoring and evaluating employment policies and programmes,
- Income-generating and maintenance schemes, vocational training and other similar programmes. The joint measurement of employment and income provides the basis for analysing the adequacy of employment of different categories of workers and the income-generating capacity of employment-related economic hardships.

User agencies such as the National Development Planning Commission, the Ministry of Finance, Ministry of Education, District Assemblies and the general public will greatly benefit from the survey.

### 3. **SAMPLE DESIGN:**

#### 3.1 **NIGERIA LIVING STANDARD SURVEY (NLSS)**

Nigeria has since 1981 developed the National Integrated Survey of Household (NISH) as the main vehicle for running household based surveys in a regular and integrated manner. The current NISH master sample will be used for the year 2003 Nigeria Living Standard Survey (NLSS), Thus, the sample design for this study will be a two stage stratified sample design. The 1<sup>st</sup> stage will be cluster of housing units called Enumeration Area (EA). The 2<sup>nd</sup> stage will be Housing Unit.

#### **Sample Size:**

One hundred and twenty (120) E.As will be selected in 12 replicates in each state from

the NISH master sample frame (i.e replicates 4 - 15). Five (5) HUs will be scientifically selected in each selected E.A for study. One replicate (10 E.As) will be canvassed per month. This implies that fifty (50) HUs will be covered per month or six hundred 600 HUs per state or 22,200 for the country for the 12-month survey period.

#### **Field Work:**

Five (5) housing units will be interviewed every month. The interviewer will visit each household 7 times before the month ends.

#### **Retrieval:**

Records will be sent to zonal offices then the zonal controllers will send his/her zonal records to Lagos. The retrieval of records are done on monthly basis.

#### **Treatment of Non-response;**

- |       |             |   |   |
|-------|-------------|---|---|
| (i)   | Moved-away  | - | Housing units are listed and selected to avoid missing households |
| (ii)  | Disaster    | - | No replacement is made  |
| (iii) | Not-at-home | - | More visits are allowed for but no replacement is to be made.     |
| (iv)  | Refusal     | - | No replacement.   |

#### **4. SURVEY PERIOD**

The survey will be spread over a 12-months period in order to ensure a continuous recording of household consumption and expenditures and changes occurring thereof.

#### **5.0 SURVEY INSTRUMENTS**

1. The Diary
2. Questionnaire Part A: Household Questionnaire.
3. Questionnaire Part B: Household Consumption Questionnaire
4. Interviewer's Manual
5. Supervisor's Manual
6. Price Questionnaire
7. Occupation and Industry Code

#### **6.0 HOUSEHOLD QUESTIONNAIRE**

##### **Introduction:**

Survey Information:

- Questionnaire Identification
- Verification of Questionnaire and records of each of the seven visits by the enumerator and supervisor.
- Summary of Survey Results

##### **6.1 Section 1: Household Roster**

- Listing all members of the household

##### **6.2 Section 2: Education:**

- Part A: General Education
- Part B: Education Career
- Part C: Literacy/Apprenticeship

##### **6.3 Section 3: Health:**

- Part A: Health condition in the past two weeks despondency.

- Part B: Preventive Health, Vaccination in the past 12 months  
 Part C: Postnatal Care  
 Part D: Fertility – Prenatal Care – Contraceptive use.  
 Part E: HIV/AIDS Module (Male & Female)
- 6.4 Section 4: Employment and Time Use:**  
 Part A: Screening Questions and list of occupations in past 12 months  
 Part B: Characteristics of the main occupation.  
 Part C: Secondary Occupation during the past 12 months  
 Part D: Employment Search in the past 12 months  
 Part E: Activity Status and Employment Search in the last 7 days  
 Part F: Housekeeping Respondent: All household members 7-years and older.
- 6.5 Section 5: Migration**
- 6.6 Section 6: Identification of Respondents for sections**
- 6.7 Section 7: Housing**  
 Part A: Type of Dwelling  
 Part B: Occupancy Status of Dwelling  
 Part C: Housing Expenditure  
 Part D: Utilities and Amenities  
 Part E: Physical Characteristics of the Dwelling.
- 6.8 Section 8: Social Capital and Community Participation**
- 7.0 HOUSEHOLD CONSUMPTION QUESTIONNAIRE**
- 7.1 Introduction: Survey Information**
- Questionnaire Identification
  - Verification of Questionnaire and Records of each of the seven visits by enumerators and supervisors.
  - Summary of survey results.
- 7.2 Section 9: Agriculture:**  
 Part A: Agriculture Assets, 1 and Livestock and Equipment  
 Part B: Plot Details  
 Part C: Harvest and Disposal of crops - staple grains, field crops and cash crops.  
 Part C2: Harvest and Disposal of crops – Roots Fruits, vegetables and other crops harvested piecemeal.  
 Part D: Seasonality of sales and purchases including harvest, sales consumption and stocks.  
 Part E: Other agriculture income in cash and kind  
 Part F: Agricultural costs and Expenses  
 Part G: Processing of Agricultural produce respondents: Person responsible for processing  
 Part H: Consumption from own produce
- 7.3 Section 10: Household Expenditure:**

- Part A: Non-Food Expenses
  - A1: Less frequently purchased items
  - A2: Frequently purchased items

Part B: Food Expenses

7.4 **Section 11: Non-Farm Enterprises:**

- Part A: Basic characteristics of Non-farm enterprises.
- Part B1: Expenditure – First Enterprise
- Part B2: Expenditure – Second enterprise
- Part C1: Assets of First-Enterprise
- Part C2: Assets of Second Enterprise
- Part D: Revenue of Enterprise
- Part E: Net Income and Inventory of Enterprises

7.5 **Section 12: Credit, Assets and Savings**

- Part A: Credit
- Part B: Assets and Durable Consumer goods

7.6 **Section 13A-D: Income Transfer and Miscellaneous Income and Expenditure:**

7.7 **Section 13B: Household Income Schedule**

8.1 **METHOD OF COMPLETING THE QUESTIONNAIRES**

You are to make seven visits to the selected households at the interval of four days within a cycle of 30 DAYS. Items to be covered are started with at each visit.

First Visit:

1. Section 1 Roster
2. Section 2 Education
3. Section 5 Migration
4. Section 7 Housing

Second Visit

1. Section 3 Health
2. Section 9H Consumption from Own Production
3. Section 10A2 Non food expenses frequently Purchased Items e.g. medicine, recreation etc.
4. Section 10B Food Expenses
5. Section 13B Household Income Schedule

Third Visit

1. Section 4 Employment and time use
2. Section 9H Consumption from Own Production
3. Section 10A2 Non food expenses frequently Purchased Items e.g. medicine, recreation etc.
4. Section 10B Food expenses
5. Section 13B Household Income Schedule
6. Section 8 Social Capital

Fourth Visit

1. Section 9 Agriculture

- a. Agriculture Assets
  - b. Plot Details
  - c. Harvest & Disposal of Crops
  - d. Seasonability of Sales and Purchases
  - e. Other agric income in cash & kind
  - f. Agricultural costs & expenses
  - g. Processing of Agric Produce
2. Section 9H Consumption from own production
  3. Section 10A2 Non food expenses frequently Purchased Items
  4. Section 10B Food Expenses
  5. Section 11 Non Farm Enterprise
  6. Section 13B Household Income Schedule

Fifth Visit

1. Section 9H Consumption from Own Production
2. Section 10A2 Non food expenses frequently purchased items
3. Section 10B Food Expenses
4. Section 11 Non farm Enterprises
5. Section 13B Household Income Schedule

Sixth Visit

1. Section 9H Consumption from Own Production
2. Section 10A2 Non food expenses frequently Purchased Item
3. Section 10B Food Expenses
4. Section 12 Credit Assets and Durable Consumer Goods
5. Section 13B Household Income Schedule

Seventh Visit

1. Section 9H Consumption from Own Production
2. Section 10A2 Non food expenses frequently Purchased Items
3. Section 10B Food Expenses
4. Section 10A1 Non food expenses less frequently purchased Item.
5. Section 13A Income Transfers and Miscellaneous Income and Expenditures
6. Section 13B Household Income Schedule

## SUMMARY OF VISITS

VISITS	SECTIONS
1 <sup>st</sup>	1, 2, 5, 6, 7,
2 <sup>nd</sup>	3, 9H, 10A2, 10B, 13B
3 <sup>rd</sup>	4, 8, 9H, 10A2, 10B, 13B
4 <sup>th</sup>	9 A-G, 9H, 10A2, 10B, 11, 13B
5 <sup>th</sup>	9H, 10A2, 10B, 11, 13B
6 <sup>th</sup>	9H, 10A2, 10B, 12, 13B,
7 <sup>th</sup>	9H, 10A1, 10A2, 10B, 13A, 13B

***There will be 7 interviewer visits to each household at 4-day intervals in a cycle of 30 days.***

### 8.2. QUESTIONNAIRES

Features of the questionnaire and precautions that have been taken to ensure that good quality data are collected and processed without delay include the following:

- The questionnaire is almost entirely pre-coded. This obviously eliminates the very slow and tedious coding process which is often liable to various types of errors.
- Supervision will be close with one supervisor to a team of four interviewers
- Two types of skips have been used in the questionnaire.
  - Answer specific skips, listed directly under the answer and enclosed within brackets e.g. (>> 6).
  - Skips that apply after a question, regardless of the answer and printed in capitals in a box at the bottom of the question e.g >> PART D



- The Project Directorate will pay periodic surprise visits to the teams in the field.

## 9.0 ORGANISATION OF THE SURVEY

The Nigeria Living Standard Survey is being conducted by a Project Directorate which is assisted by a staff of technical officers, data collection and entry teams.

## 10.0 THE PROJECT DIRECTORATE

The Project Directorate is composed of:

- (i). The Project Technical Coordinator: He is responsible for the administration of the survey; implementation of its broad guidelines, direction of the work of the Directorate; authorising expenditures; and making the necessary contacts for the smooth running of the project. He is generally responsible to the Director General, who is the Project Director for the conduct of the survey.
- (ii). The Survey Manager (Interviews) acts as assistant to the Project Technical Coordinator in the conduct of the survey. He trains interviewers, keeps in touch with the survey teams and sees to it, by frequent visits to the field, that instructions for completing the questionnaires are followed. He must be ready to give prompt and appropriate solutions to any technical or other problems that may arise in the field.

The Project Directorate is assisted by a staff of technical officers. The most senior assists in the administration of the Secretariat while the others are stand-by supervisors.

## 11.0 DATA COLLECTION AND ENTRY TEAMS

The constitution of a team is shown below:

- 1 Supervisor
- 1 Editor
- 2 Interviewers

The Supervisor is the team leader and is responsible for overseeing, monitoring and correcting the work of the interviewers. In addition, you are responsible for managing the team's equipments.

**The interviewers conduct daily interviews with the household.**

## 11.1 INTERVIEWER WORKLOAD

***Each interviewer is expected to complete not less than 4 interviews a day, whether urban or rural. There will be 7 interviewer visits to each household at 4-day intervals in a cycle of 30 days. The last day shall be the 31<sup>st</sup> day of the survey month.***

***A diary of daily consumption and expenditure will be used to support the interviews.*** During the first visit a literate person already identified in each urban household will be trained to record all subsequent expenditures made by the household and to submit the diary to the interviewer on his next visit for entry into the appropriate sections. Where a household has no literate member the supervisor will make daily visits to the household to record all expenditures in the diary meant for the household. Throughout the period of the survey interviewers will work in separate EAs.

## 11.2 THE WORK OF THE SUPERVISOR

### ROLE

As the leader of the data collection and entry team and representative of the Project Directorate in the field, the supervisor plays a key role in the survey.

- He is the channel of communication between the Project Directorate and the data collection and entry team. He ensures that instructions of the Project Directorate are followed and keeps the Directorate informed of any data collection and entry problems.
- He is responsible for the management of the personnel, equipment, vehicle and funds of the team.
- He is responsible for the on-the-job training of the interviewers, and for advising them on how to work more efficiently. He also advises the data entry operator.
- He is also responsible for carrying out checks on the work of the team to ensure that the data are of good quality.

Your role as stipulated calls for a good understanding of the work to be done by each member of the team. In other words, you must be familiar with the content not only of this manual but also of the instruction manuals for the interviewers and data entry operator.

### DUTIES

The most important of the supervisor's responsibilities is to ensure that the quality of the data collected and entered is unquestionable. To this end, a number of specific tasks have been assigned.

- (i) Publicity: You must supervise the delivery of the letters of introduction to the local authorities and chiefs in the rural areas and, to the households in the urban areas. You will introduce the team and explain the purpose of the survey in each selected cluster.
- (ii) Finding The Selected Household: You should help the interviewers find the selected households, using the maps and information established during the pre-survey stage. You should correct the maps where necessary. Also, help the interviewers to persuade reluctant households to participate. For those households which persist in refusing or those which cannot be traced, it is your responsibility to replace these households with others from the list of replacement households.

If the selected household has left the dwelling, and a new household now lives there, then you should select the new household as the replacement household. If the dwelling is now vacant, then you should take the next "replacement" household on your sample list.

- (iii) Verification Of Questionnaires: At the end of every visit, you will have to check that the questionnaires have been correctly completed before the team leaves the field. If necessary, you will have to ask the interviewer to go back to the household to complete the questionnaire.
- (iv) Observing Interviews: At least thrice every cycle during the survey, you must accompany each interviewer to observe his interview techniques.
- (v) Verification of Interview: Every day, you should visit at random, one of the households interviewed on the previous day to ascertain whether the interviewer actually visited the house to conduct an interview.
- (vi) Sending the completed questionnaires to the Data Entry Operator. The first round data cover sections 1-8 and the second covers 8-13. At the end of the third visit, when data in sections 1-6 will have been collected, you should send the completed part of the questionnaire to the Data Entry Operator. And at the end of the cycle (seventh visit) you should send the second part (sections 8-13) of the questionnaire to the Data Entry Operator so that she/he enters the data while you leave the cluster.
- (vii) Checking The Printouts: After data for each round have been entered in the computer, you should compare the printout with the data on the questionnaires. You should also look for any errors made by the interviewer, using tests for coherence in the computer programme. You will have to mark in red ink, on the printout and on the questionnaire all errors detected by the data entry operator so that the interviewer and the data entry operator can clarify these as soon as possible.

In addition, you will be responsible for collecting information on the localities surveyed (community questionnaire) and also supervise or help collect information on prices. You are also responsible for **ALL** the industry codes in the questionnaire. As soon as the interviewer finishes administering a section, you should do the coding before sending the questionnaires to the data entry operator. The various tasks and responsibilities for you are explained in detail in the following sections.

## 12.0 PREPARATION FOR THE SURVEY

Before the arrival of the team in the EA, two tasks should be performed by you, the supervisor:

- ❖ sending out letters to inform the households of the team's date of arrival in the cluster, and
- ❖ preparing the questionnaires for the interviewers.

### 12.1 PUBLICITY

Your duties will vary somewhat according to the area.

In rural areas, that is in EAs consisting of villages, it will be sufficient to send a letter to the chief announcing (to the whole community) the expected arrival dates of the team in the community.

The letter should be sent not less than one week and not more than two weeks before the beginning of the cycle during which the EA is to be enumerated. The time allowed should depend on the distance between the cluster currently being surveyed and the cluster where the announcement is to be made.

In urban areas, letters announcing the visits should be delivered by the interviewers to each household (excluding the five spare households in the sample) one week before the start of a cycle.

## 12.2 PREPARATION OF THE QUESTIONNAIRES

Before the questionnaires are given out to interviewers, you should get them ready by the previous night. This is to be done in two stages:

- (a) Check that the blank questionnaires have no missing pages or sections.
- (b) From the household sample form provided, copy out the following information on to the first page of the questionnaire (Survey Information):

- \* Name and code of the enumeration area.
- \* The house number.
- \* The household number.
- \* The name of the head of household
- \* Address and instructions on how to find the household.

Print the above information legibly in CAPITAL LETTERS and in ink.

Fill in the names of Interviewer and Data Entry Operator at the appropriate place on the questionnaire.

Next, after the first visit to the households, record from section 6 of the questionnaire, the relevant information to the appropriate sections.

## 13.0 ARRIVAL IN THE COMMUNITY

You, the supervisor, together with the rest of the team will arrive in the community the day before the start of the survey. Accompanied by the interviewers, you will visit the chief and other prominent members to explain the purpose of the survey program. The team's arrival in the community would have been known to these people through the letters sent earlier.

### 13.1 EXPLANATION OF THE SURVEY

First, you should introduce yourself and the interviewers.

Next explain that:

- They are conducting a survey of households living in Nigeria (except diplomatic missions) and that the purpose is to find out what present living conditions are like. The survey is thus very important for planning, so that government will know how to improve people's living standards.
- The community and households to be interviewed have been selected at random. Other neighbouring communities and households have also been selected in the same way.
- The survey is not concerned in any way with taxes; all information collected is confidential, subject to the principle of statistical confidentiality.
- The survey will take the form of multiple visits and, in addition, a diary is provided***

*for the purpose of recording daily expenditures of the household.*

## **14.0 PART 2. FIELD-OPERATIONS**

### **14.1 PROBLEMS OF FINDING HOUSEHOLDS OR RESPONDENTS**

It is extremely important that the households interviewed in each EA should be those listed in the file given to the supervisor. Problems that arise most frequently in locating households include:

- Vague information supplied at the pre-survey stage.
- The household has moved to another location or their dwelling has been destroyed or demolished.
- The appropriate respondents for certain sections are unavailable.
- The refusal of a household to take part in the survey or to answer questions in some sections of the questionnaire.

### **14.2 DIFFICULTIES IN FINDING THE SELECTED HOUSEHOLD**

If the interviewer cannot find one of the households, you should go with him to the location and ask neighbours, the chief or district head for information on that household. On the list of households belonging to the sample, there is a description of the head of household, giving his name, age and nationality.

In cases where the interviewer finds a dwelling as previously listed but with different head of household and not the one identified in the pre-survey, the interviewer should ascertain whether it is the same household (the former head absent, for instance) or whether the household previously identified at the address has moved house.

- If it is the same household but with a different head, you should indicate so with the appropriate code.
- If the household identified in the pre-survey has moved house and there is another household in the same dwelling, the interviewer may interview the new household instead. However, before you consent for this interview, he should ascertain by verifying that the previous household identified for the survey has in actuality vacated the dwelling.

. For cases where the dwelling has been destroyed or abandoned you should verify and effect replacement following the rules set out below.

### **14.3 ABSENCE OF THE APPROPRIATE RESPONDENTS**

Some parts of the questionnaire are directed to specific respondents. If a person who is supposed to reply to any part of the questionnaire is unavailable at the interviewer's visit, he should inquire when he may return to interview that person.

### **14.4 REFUSALS**

Interviewers may encounter two different kinds of refusals; a total refusal to take part in the survey, or a refusal to answer questions after the interview has begun. To avoid refusals, the interviewer must be very careful in his first contact with the household.

The following are among the most frequent reasons for refusal to co-operate:

- (i) The respondents fear that any information they may reveal on their incomes will be used for tax purposes. This fear, which is encountered most commonly among the upper income urban households, can be minimised if interviewers stress the following points:

- Any information provided by the household will be kept strictly confidential. That the aggregate information collected from households will enable planners to obtain an over view of the position of households in the country, without revealing anything about any specific households. The secrecy of the data will thus be maintained.
  - The survey should enable planners to devise better policies for improving the standard of living of everyone in Nigeria. Households will thus benefit from providing accurate information for the purpose .
- (ii) The respondents do not wish to have an interviewer in their home for such a long time as the survey period. The best way of coping with this situation, which is also encountered most frequently in urban areas, is for the interviewers to:
- Make sure their personal appearance is impeccable;
  - Show their badges and other identification papers proving that they are FOS staff.
  - Be extremely courteous towards members of the household. (It is essential to follow this precept at all times even when interviewers are not well received) and offer to return at a time or on a day that is more convenient for the household.

If the interviewer cannot persuade the household to co-operate, you must visit the household and try to persuade it to accede. You may ask whether the interviewer has been polite, etc. If the household still refuses to co-operate, a replacement should be formed using the following guidelines set out below.

## **15.0 HOW TO REPLACE A HOUSEHOLD**

In the few instances where it proves impossible to persuade a household to co-operate, you must find a replacement. Note that members of the Project Directorate will closely scrutinize each replacement made.

Each collection team has a file containing sample survey household's forms. These forms have the names and addresses of selected heads of households.

### **Replace only when absolutely necessary**

In general, replacement of households ought to be very rare.

When a household is replaced, enter this fact in the survey information sheet headed 'VERIFICATION OF QUESTIONNAIRE, FIRST VISIT' and proceed to assign the reason for replacement.

For the purpose of making replacements, you should always carry along with you the EA listing being surveyed. Remember that since the survey involves multiple visits, interviewers should always use the reference period "since my last visit".

## **16.0 VERIFYING AND CODING THE QUESTIONNAIRES**

Every morning, in the field, and before leaving the EA, you, the supervisor, should verify that sections of the questionnaires that were worked on during the previous visit were completely

filled out. You should then proceed to code some answers that could not be pre-coded, particularly the industry codes.

## 17.0 VERIFYING THE COMPLETED QUESTIONNAIRES

The purpose of the operation is to ensure that the questionnaires are completely filled out, that is, everyone who was to be interviewed has responded and that every section is completed. Verification must be done as soon as possible and the questionnaire returned to the interviewer without delay. A final verification should be done at the end of the cycle before the questionnaires are handed to the State Officer. Edits should be resolved with the interviewer.

## 18.0 CODING

Most of the responses to the household questionnaire have been pre-coded. There are only a few questions that have to be coded by you in the office. You are responsible for cross checking of the **coding of industries and occupation** as entered by the enumerators before handing over the questionnaires to the data entry operator after the cycle. See code lists for verification and proper entry.

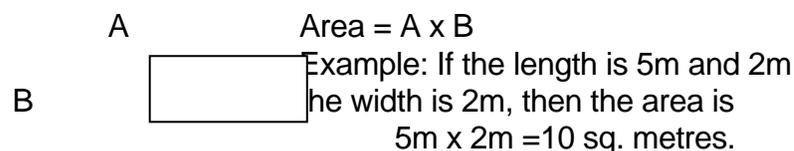
## 19.0 AREA OF DWELLING

In section 6 of the questionnaire, you have to cross check the calculation of the area of the dwelling occupied by the household from the sketch made and calculation done by the interviewer. This is to be done in three steps:

- ❑ Identify the buildings/rooms to be taken into account: the houses, huts and other buildings in which the household members live. (Terraces, balconies, kitchens and separate WCs and shower-rooms should not be included.)
- ❑ Calculate the living area of each building according to the instructions below and write the figure with a red pen on building drawn on the sketch.
- ❑ Add together all measurements and write the total in the box at the bottom of the page.

### Method of calculating the living area

1. For a rectangular house, the area is the length multiplied by the width.



2. For a round house, there are two ways of calculating the area. We prefer that you use the second ("diameter" or "radius") method:

- (a) If you know the circumference, the area is the circumference squared and divided by 13. i.e.  $\text{Area} = C^2/13$

Example: If the circumference is 10m the area is  $(10 \times 10m) / 13 = 7.7$  sq. metres. (Not very precise though).

- (b) If you only know the radius or diameter, the area is the radius squared multiplied by pie. (3.14)

$$\begin{aligned}\text{Radius} &= \text{Diameter divided by 2 (i.e } r = d/2) \\ \text{Area} &= 3.14 \times r^2 \text{ or } 3.14 \times (d/2)^2\end{aligned}$$

Example: If the diameter is 4m then radius is  $4/2\text{m} = 2\text{m}$ .  
Therefore, Area is  $2\text{m} \times 2\text{m} \times 3.14 = 12.57$  sq. metres.  
i.e. approximately 13 sq. metres.

Please use method (b) as it is more exact.

3. Sometimes, you will come across dwellings that are neither square nor rectangular nor round. In that case the supervisor must do his best to find the area by dividing the dwelling into rectangles.

## 20.0 MONITORING INTERVIEWS

You will have to carry out two types of checks on the quality of the interviews:

- You will visit some of the households already surveyed to ascertain whether interviews were conducted.
- You will attend at least three interviews conducted by each interviewer in a cycle.

### 20.1 VERIFICATION OF INTERVIEWS

The first type of check is to be made after all the questionnaires for the previous day have been verified. One of the households interviewed should be selected randomly and revisited to find out whether an interview was actually conducted.

On arriving at the household, you should introduce yourself politely and explain that you are participating in the survey and wish to check whether an interviewer came on the previous day to ask some questions.

***In every cycle, you must attend at least three interviews conducted by each interviewer in order to observe the way he/she asks the questions and to give advice.*** You should remain with the interviewer throughout the whole interview; you should not arrive or leave in the middle.

During the interview, you should not talk to either the interviewer or the respondent. You should tell the interviewer before the interview that he/she should not ask for advice during the interview and that he/she should act as though he were alone. You should always make notes on any questions or concepts that the interviewer has difficulty in asking or understanding and also on all the things he/she does well. Everything must be written down on the spot so that it is not forgotten.

All these comments are to be written on a form provided by the Project Directorate, the main points of which are as follows:

- Comportment of the interviewer. Did she/he greet everyone before beginning the interview? Did he/she introduce him/herself by explaining that he/she is working for the Statistical Service? Did he/she explain the objectives of the survey properly, i.e. how the household was chosen and that the interview would be completely confidential? What personal impression did he/she make? Was he/she polite and patient with the respondents during the interview? Did he/she thank everyone at the end?

- How did he/she ask the questions? Did he/she ask the questions as they appear in the questionnaire? Did he/she try to help the respondent think through the answer when he/she had trouble estimating the land area, for instance? Did he/she accept "I don't know" as an answer without probing? And were the questions interpreted correctly?
- Time spent on the interview. Did he/she avoid gossiping with people while still being very polite? Did he/she ask the questions quickly, without hesitating? It may be worth noting the time at which he/she began each section.
- Impartiality. Did he/she maintain a neutral attitude toward the questions and answers during the interview? Did he/she volunteer an opinion? Did he/she appear surprised or shocked or disapproving about any of the answers? Did he/she suggest answers when asking the question?

Immediately after the interview, you should have a meeting with the interviewer. First you should ask him/her what he/she thought about the interview, where you felt he/she had done well and whether you thought he/she could do something better. After, you should discuss with him/her the things he/she did not mention (the good as well as the bad things).

The notes made by you on all the interviews observed must be kept in the team's files. Remember that you will need all the details to write your field report at the end of each cycle and the end of the survey.

## **21.0 ABSENCE OF A MEMBER OF THE TEAM**

Absence for less than one week

- (i) **By an interviewer:** You must undertake the interview until the interviewer returns. You must also inform the state officer so that arrangements for a possible replacement can be made.
- (ii) **By a supervisor:** Work in the field must continue in the absence of the supervisor. This means that the interviewers should visit the selected households. The state officer must be informed in advance of any absence by the supervisor so that he may take the necessary action if the absence should last for more than a week.

### **Absence for more than one week**

If an interviewer, or the supervisor is likely to be absent for more than one week, the State Officer must be informed immediately for a temporary replacement to be made.

## **22.0 RELATIONSHIP WITH THE SURVEY DIRECTORATE**

### **TECHNICAL RESPONSIBILITY AND MONITORING**

Technical responsibility for the survey rests entirely with the Project Directorate. The Directorate will therefore lay down the general directions of the work and issue instructions for action at the technical level.

During each cycle, a staff member will visit the team in the field from the Directorate who will assure him/herself that procedures are being properly followed. He/she will monitor every aspect of the team's activities, by visiting some of the households that have already been interviewed to go over some parts of the questionnaire and thus check both the quality of the work of the interviewer and of the supervisor.

## 23.0 SUPERVISOR'S REPORT

At the end of each cycle, you should submit, together with the questionnaire a report on the EA surveyed. This report must contain;

- A name and number of the E.A.;
- Household numbers and the date of the data collection of the cycle,
- A description of any difficulties and how they were overcome;
- Numbers of any households that were replaced, if any;
- The numbers of the replacement households, and the reasons for the replacements;
- A note on the quality of the work of each interviewer, his behaviour during the interviews, and his relationship with other team members and his supervisor; and

## RELATIONSHIP WITH THE STATE OFFICER

While you should take instructions from the Project Directorate in so far as technical matters are concerned, you are under the authority of the State Officer, who is the representative of the Director-General.

## 24.0 DATA BOOKLET HOUSEHOLD EXPENDITURE CLASSIFICATION, COMPLETION OF EXPENDITURE SCHEDULE, AND SUMMARY EXPENDITURE

### 1. Expenditure Schedules:

The expenditure schedules are divided into 9 major groups namely:

- (i) Food
- (ii) Drinks and Tobacco
- (iii) Accommodation, Fuel and Light
- (iv) Household Goods
- (v) Clothing
- (vi) Other Purchases
- (vii) Transport
- (viii) Other services, and
- (ix) Monetary Transactions

### 2. Further Explanations on Expenditure Major Groups:

(i) **Food:** Food is divided into 10 sub-groups. Below is the list of the sub-groups with examples of food items under each:

- (1) **Cereals:** e.g. rice, maize, millet, akamu
- (2) **Starchy Food:** e.g. yam tuber, gari, cassava, amala, potatoes
- (3) **Pulse & Nuts:** e.g. beans, groundnut, akara, coconuts, locust beans.
- (4) **Fruits & Vegetables:** e.g. orange, banana, okro, tete
- (5) **Meat:** e.g. beef fresh, beef dried, corned beef, mutton fresh, port fresh;
- (6) **Fish:** e.g. fish fresh, fish iced, sardines;
- (7) **Milk & Dairy Products:** e.g. sour milk; peak milk, eggs
- (8) **Sugar:** e.g. St. Louis sugar
- (9) **Oil & Fat:** e.g. palm-oil, groundnut oil, blue band margarine
- (10) **Others** e.g. ovaltine, milo, Maggie cube, salt, okin biscuits

(ii) **Accommodation, Fuel and Light:**

Under accommodation are to be listed, items the household bought to repair or build a house for its use, apart from items like: rent, water, conservancy, electricity bill, etc. Note that petrol goes into transport schedule and not accommodation, fuel and light schedule, since it is

normally not used for cooking. Matches, kerosene, charcoal, wood, electric materials etc., all go under accommodation fuel and light.

- (iii) **Drinks and Tobacco:** Various brands of drinks, both alcoholic and the non-alcoholic, and the various types of cigarettes.
- (iv) **Households Goods:** Include the followings:
  - (a) Furniture and Linens consist of vono bed, chair, table, cupboard, mat, mattress, floor cover and linens;
  - (b) Crockery and cookware consists of serving drinks dinnerware, flask enamelware, cookware (pot), and bucket (plastic).
  - (c) Appliances/Household ware consist of kerosene stove, gas cooker, refrigerator, electric standing fan, vim, electric pressing iron, charcoal pressing iron, television, set, radio, record, cleaners-brush, cleaning tool-broom, soap bleachers and detergents.
  - (d) Personal items such as toilet roll, electric appliances, cosmetic-lotus, toothpaste. Body soap, jewellery etc.
- (v) **Transport:** It includes, transport fares, various brands of cars, motorcycles, bicycles bought by the households for use; maintenance of cars, motor cycles, bicycles, the spare parts purchased, petrol purchased, etc.
- (vi) **Other Purchases:** The two major categories are:
  - (a) Medical Expenses: include registration fees, other fees, cost of the drugs hospitalization chare, health care, dental care, paramedical expenses etc.
  - (b) Education includes school fees, tuition, books, stationery, school dresses, levies etc.
- (vii) **Clothing:** Apart from ready-made clothes, it includes clothing materials and tailoring charges. It also includes pairs of shoes bough and shoe repairs.
- (viii) **Other Services:** Apart from services in transport, in accommodation (fuel and light) and in clothing schedules, all other types of services go to "Other Services: Schedule. Examples: Entertainment gate fees, payment to porters, radio repairs, T.V. repairs, Grinding of pepper etc.
- (ix) **Monetary Transactions:** This refers to payment, which is not backed with the receipt of goods or services. It includes items like: income tax, donation, maintenance of relatives, contribution to esusu, saving (in the bank), loans given, loans repaid, money lost, etc.

## 25.0 PRICE QUESTIONNAIRE

Ensure that prices are collected using the price questionnaire provided for a market

located in each E.A. interviewed. If there is no market in the E.A. interviewed, the neighbouring E.A. market should be interviewed.

## 26.0 EDITING GUIDELINE

### 1. **Introduction:**

Experience has shown that there are various forms of anomalies in the response to household surveys or inquiries. Such anomalies arise from uncooperative attitude of some respondents, and insufficient briefing, and misunderstanding of the questionnaire by the enumerators, editors and supervisors.

### 2. **Objective of Editing**

- (i) To minimize errors likely to be contained in the information supplied by the households.
- (ii) To ensure that maximum information is obtained from the survey.

### 3. **Coverage:**

The editing procedures apply to all retrieved questionnaires.

### 4. **Methodology:**

Data editing in the field will be done in three stages.

#### (a) **Enumerator:**

At the point of questionnaire retrieval by the enumerators, the enumerators, will promptly review all aspects of the questionnaire and ascertain that all relevant information are not just provided but accurately done using the editing specification provided.

#### (b) **Editor:**

The editor will follow all editing specification.

- (i) make sure all skipping pattern and instructions are strictly followed.
- (ii) All target population are covered by each section.

#### © **Supervisor:**

The supervisor will:

- (i) make a final review/check of all retrieved questionnaires to ascertain that no other error is still contained in them using the editing specification provided.
- (ii) return questionnaire with anomalies to the enumerator for rectification.

### 5. **Editing Specification:**

For uniformity and consistency in checking the following shall be used as working definition.

#### (i) **Omission Error:**

This refers to a situation where information concerning an entry is omitted e.g. amount paid if reported hospitalization.

#### (ii) **Double Entry Error:**

This refers to the recording of more than one items to a question that requires just one response e.g. reporting JSS 3 and SSS 3 for a child currently in secondary.

#### (iii) **Arithmetic Error:**

This refers to any wrong addition, subtraction, multiplication and division of figures e.g. transferring income expenditure from diary record book to consumption questionnaire.

(iv) **Inconsistency Error:**

This refers to any doubtful or questionable piece of information which in some way disagree with or contradict other information about the household members, e.g. child is 15 and mother is 22 years.

(v) **Wrong Entry Error:**

This refers to a situation where the response for question is entered into the column/row of another question. The identification of the respondents should be the same throughout the questionnaire.

## **Section 1: VERIFICATION OF QUESTIONNAIRE**

### **Section 2A: General Education**

- Sect 2a.5 If the respondent declared current grade he/she must declare attending school (Q4)
- Sect 2a.7 If the respondent indicated educational expenses in the past 12 months, he/she must declare having attended school last year (Q4 and Q7-Q14)
- Sect 2a.16 If the respondent declared a scholarship amount ,he/she must declare having received a scholarship (Q16)
- Sect 2a.22 If the respondent declared length of interruption in primary schooling, he/she must declare having interruption in schooling (Q22)
- Sect 2a.28 If the respondent declared having attended secondary school, he/she must declare information relating to secondary school (Q29 and Q30)

### ***Section 3a: Health Condition in the last 2-weeks***

- Sect 3a.1 Information must be present for all household members
- Sect 3a.15 If there is a cost of hospital stay given, there must be a record of illness and consultation Q6, Q7 and Q8
- Sect 3a.6 If respondent declared prenatal care as reason for visits, sex must be female

### ***Section 3B: Vaccination***

- Sect 3b.1 This section must be completed for all members less than 5 years
- Sect 3b.3 Type of vaccination must be given
- Sect 3b.8 If respondent is declared never vaccinated, reason why must be given

### ***Section 3C: Postnatal Care***

- Sect 3c.1 Children less than 60 months must answer this part through their mother (Section 1 Q5)
- Sect 3c.6 If respondent declared breast feeding, the age child was weaned must be declared (Section 3c Q5)
- Sect 3c.6 If respondent declared still breast feeding he/she must not declare age of weaning

### **Section 3d: Fertility - Prenatal Care - Contraceptives**

Sect 3d.1 If a household member is recorded in this section, sex must be female and should be between 15 and 49 years.

Sect 3d.7 If respondent declared number of children, she must declare having been pregnant and having given birth (Q5 and Q6)

### **Section 4a: Occupation in past 12 months**

Sect 4a.1 No answers for members less than 7 years

Sect 4a.5 If type of main occupation given, code must be entered

Sect 4a.6 If type of fourth occupation is given, there must be occupation codes for the first three occupations

Sect 4a.12 Number of weeks of working in the last 12 months must not exceed 52

### **Section 4b: Characteristics of main occupation**

Sect 4b.1 If a main occupation is declared in part a, there must be information in section 4b

Sect 4b.6 If an occupation is declared, an income, whether in kind or cash, must be declared

Sect 4b.33 If respondent declared receiving training then duration of training, timing and person responsible for paying must be declared (Q34-Q36)

### **Section 4c: Secondary occupation in the past 12 months**

Sect 4c.1 The same consistency checks used for main occupation could be used for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> occupation in section 4c, 4d and 4f

### **Section f: Employment Search in the past 12 months**

Sect 4f.1 If number of weeks without work is zero then there must not be information on search for work

Sect 4f.2 Number of weeks without work plus number of weeks worked in the last 12 months should not exceed 52

Sect 4f.4 If respondent declared desire to work in the past 12 months, he/she must declare how many weeks he/she was available for work (Q2)

### **Section G: Activating Status and Employment Search in the last 7 days**

Sect 4g.1 If respondent declared having main activity in the last 7 days, then he/she must declare how many hours worked during the last 7 days (Q3)

- Sect 4g.4 If respondent declared activity looking for work in the past 7 days, there should be a record of the type of employment search. Q5, Q8, Q9, Q11, Q12
- Sect 4g.19 If respondent indicates the lowest wage for which he/she is willing to work, he/she must declare willing to work during the last 7 days (Q13-Q17)

#### **Section 4H: Employment History**

- Sect 4h.1 If occupation and industry codes are entered, they must correspond with codes for main and other occupations
- Sect 4h.2 If respondent declared having an occupation, he/she must declare having worked
- Sect 4h.2 If respondent declared having ever worked for, whom he/she worked must be declared (Q8)

#### **Section 5: Migration**

- Sect 5.1 Household members younger than 15yrs cannot be respondent in this section
- Sect 5.2 If respondent indicated having lived in another village/town, there must be a record of where he lived before coming to the present address (Q4, Q5, Q6)
- Sect 5.10 If respondent declared moving from somewhere else, the reason for moving must be declared
- Sect 5.5 and 6 If the name and code of previous residence is indicated, the respondent should answer Quest 4

#### **Section 6: Respondent for Part B: Consumption**

- 6.1 All ID codes reported in this section should match ID codes roster
- 6.2 Members who owns/operates agric holdings or livestock, his/her ID must be indicated
- 6.4 The IDs of persons purchases must be indicated
- 6.5 If any produce from the holding is processed, ID of the person responsible must be indicated
- 6.9 &10 If an enterprise is indicated, it must be indicated on the list of all household trades and businesses

#### **Section 7a: Type of dwelling and Occupancy Status**

- 7a.1 If household owns dwelling, lives rent-free, it does not pay rent
- 7a.2 If type of previous dwelling is reported, then household must have changed dwelling

in the last 5 years .

### **Section 7b: Housing Expenditure**

- 7b.1 If household pays rent in cash, the amount and time unit for that payment must be reported.
- 7b.2 If household supplies goods and services in exchange for rent, the value and time of unit for that payment must be reported
- 7b.5 All households must indicate expenses for construction, repairs in the last 12 months

### ***Section 7c:Utilities and Amenities***

- 7c.1 If household has outside sources of drinking water, it must indicate the distance to source of drinking
- 7c.4 If the source of lighting is electricity, the billed amount for electricity must be indicated
- 7c.5 If rubbish disposal is collected, the billed amount for rubbish collection must be indicated

### ***Section 9a:Agricultural Assets, Land, Livestock and Equipment***

- 9a.1 Respondents' ID must be the same as indicated in section 6
- 9a.1 If household owns any agricultural land, the land size must be indicated (Q3 & Q4)
- 9a.5 If household indicates the purchase of land during the last 12 months, the value of that purchase must be indicated (Q6)
- 9a.9 If household indicates the sale of land during the last 12 months, the value of that sale must be indicated (Q10)
- 9a.20 If household owns livestock, the livestock present value must be indicated (Q3)
- 9a.24 If household has sold any livestock, the sales quantity and values must be indicated (Q25 & Q26)
- 9a.27 If the household has purchased any livestock, the purchase quantity and value must be indicated (Q28 & Q29)
- 9a.32 If household owns agricultural equipment, the quantity and amount must be indicated (Q34 & Q35)
- 9a.38 If household sold any agricultural equipment, the value must be indicated (Q39)

### ***Section 9b: Plot Details***

- 9b.1 If household owns or cultivate land, plot area must be indicated (Q4)
- 9b.6 If household has the right to sell land, then it must declare owning the land (Q5)
- 9b.12 If crop codes are indicated, household cultivates land (Q11)

**Section 9c:Harvest and Disposal of Crops**

- 9c1.1 The ID of landholder indicated in this section must be same as in section 6
- 9c1.3 If crop is harvested it must have been grown or planted on the farm during the past 12 months (Q2)
- 9c1.4 If the sharecropping quantity given to the landlord is indicated, harvested crop code must be indicated (Q3)
- 9c1.5 If the value of crops is indicated, the main sale outlet must be indicated (Q6)

**Section 9d:Seasonality of Sales and Purchases**

- 9d.1 If a crop was grown, the month of its harvest must be specified (Q2)
- 9d.3 The amount of any crop sold must be specified only if that crop was harvested (Q2)
- 9d.5 If the quantity of any crop in store now is indicated, that crop must have been harvested or bought (Q2)

**Section 9f: Agricultural Costs and Expenses**

- 9f.1 If household indicates itemized crops production expenses, it must indicate their amount
- 9f.3 If household indicates using different ingredients to improve its crop production, it must indicate the source of these

**Section 9g:Processing of Agricultural Products**

- 9g.1 The ID of person responsible in section 9g and section 6 must be identical
- 9g.1 The ID of other household members usually helping in this task should be consistent with ID in roster
- 9g.7 If foods processing labour costs are indicated, then food-processing activities have to be reported (9g.6).
- 9g.10 If any processed food was sold, value and quantity of this must be indicated (Q11 & Q12)
- 9g.13 If any processed food is unsold, its present value has to be indicated (9g.10)

**Section H: Consumption from Own Production**

- 9.h1 If household indicates the own produce of consumes, it must indicates period trough the year that produce was consumed (Q3)

9h.11 If the household indicates the consumption of its own produce, the present value of one unit and the quantity consumed must be indicated (Q10 & Q11)

### ***Section 10: Interview Dates and Respondents***

The ID of the person responsible for purchases must be identical with the one in section 6.

#### ***Section 10A1: Less Frequent Purchased Items (Non-Food Expenses)***

10a.1 If household indicated specific expenses, the amount for these expenses has to be indicated.

#### ***Section 10A2: Frequently Purchased Items (Non-Food Expenses)***

10a.2 Indicate expenses (if any) on the items listed within the month

### **Section 10B2: Food Expenses**

10b.1 Indicate expenses (if any) on the items listed with the month

### ***Section 11A: Non-Farm Enterprises***

11a.1 The ID of person responsible in section 11a must be indicated with the one from section 6.

11a.4 Enterprise has to identify with an industry. Copy from industry code

11a.5 If total number of years of enterprise operation is indicated, the number of months during the 12 months of operation must be indicated

11a.11 The total number of persons working in the enterprise is the sum of household members' (Q12) plus apprentices' (Q14) and the hired labour (Q15)

11a.23 If the amount of the repaid loan is indicated, the amount of the enterprise total borrowing has to be indicated (Q22)

### **Section 11b: Expenditure for the Enterprise**

11b.7 If the amount for specific enterprise expense is specified, the number of times the item was purchased/paid should be indicated (Q6)

### ***Section 11c: Assets of the Enterprises***

11c.2 If enterprise owns assets, their present value must be indicated

11c.3 If the value paid for a specific asset is indicated, how long ago it was obtained must be indicated.

11c.8&9 If the enterprise sold any of its assets during the last 12 months the VALUE and REASON for sale must be indicated

### **Section 11d: Revenue**

11d.1 The revenue of the enterprise covers both the “operating” since last two weeks

### **Section 11e: Net Income and Inventory of Enterprises**

11e.1 If the amount of money from enterprise used for other household purposes is indicated, the time unit indicating the period it was used must be indicated

11e.8 If the net income is used for a purpose other than payments to other households or savings, the amount used must be indicated, and time unit (Q9)

### **Section 12a: credit**

12a.1 If any member of the household owes money or goods, then loan must be listed (Q4-Q8)  
If a loan is listed, the ID's member, the amount and the purpose should be stated.

### **Section 12b: Assets and Durable Consumer Goods**

12b.1 If any household member owns a durable consumer good, its present value must be indicated.

12b.2 If a purchase price of a durable consumer good is indicated, how many years ago it was bought must be indicated.