I. Back ground

In the economic planning of a nation, population plays the twin roles of both consumers and producers. The function of the economically active population is to produce goods and services needed to satisfy the requirements of the whole population. The entire population, right from a newborn child to an old person, is consumer and only a certain segment of the population takes part in production. Very young children and the very old persons are consumers only and grouped as inactive population. The study of economically active population is important for Economists, Administrators, Planners and Policy-makers. The economic development of the nation depends on the size, nature and quality of the labour force. And for any economic planning, it is necessary to know the following:

(a)   The percentage of population is economically active (disaggregated by various age groups?
(b)   The average length of the working age of the population
(c)   The distribution of labour in different industries by occupational categories etc.

II. Objective

The objective of Labour Force Survey is mainly to obtain information pertaining to the following:

1.   Percentage of economically active population

2.   Labour Force participation rate

3.   Status of active population (employed + unemployed).

4.   The labour force segregated by age group, sex, level of education, nationality, marital status, area of residence, industrial and occupational classification, hours of work, etc.

5.   The survey will also provide information on main and subsidiary economic activities and also the impact of women's participation in the labour force. It will also reveal the labour situation especially the young generation entering into labour market and unemployment problem.

III. Coverage

The survey covers all 20 Dzongkhags in the kingdom. From a sample of 200 chiwogs and 254 blocks, 12,000 households will be interviewed**.**

IV. Concepts and Definitions

Following are the key concepts and definitions used in this Labour Force Survey, 2010:

1. Reference period

Last one week prior to the date of enumeration has been used as the reference period for work activities.

2. Work

According to ILO standards and United Nations 1993 System of National Accounts, work includes any kind of work or business such as collecting water or firewood, cow herding, tailoring or making mates, etc. for the households.

Examples of activities which are counted as a work

Activities counted as work

1. Growing or gathering crops from the field viz. fruits and vegetables, producing eggs, milk and food, cow herding, etc.
2. Milling and other food processing, milling grains, making butter and cheese, preparing local wine for commercial purposes, etc.
3. Yarning and weaving clothes, making baskets and mats, tailoring, and making furniture.
4. Construction of house/buildings, renovation of private roads and other private facilities.
5. Fetching water, cutting or collecting firewood.
6. Activities of a religious order such as a Rimdro, Rituals etc.

Activities not counted as work

a. Unpaid family member (Preparing and serving meals in one's own household, baby-sitting, training & instructing children, transporting household members/goods**,** repairing household durables, vehicles or other goods, etc.)

3. Study

Includes, those who are presently school going children, monks residing in the Dratshangs and Shedras and also those undergoing higher studies (Post Graduation, Ph.D, etc.).

4. Occupation

Occupation is the type of work, trade or profession performed by the person during the reference period.

5. Industry

The term industry is used to refer the activity of the establishment in which the employed person worked during the reference period.

6. Nature of Employment

Nature of Employment or Employment Status comprises the following codes:

1. Regular Paid employee
2. Casual paid employee
3. Unpaid family worker
4. Own account worker/Self-employed
5. Employer

6.1.   Regular Paid employee: A person who performed some work, during the reference period, for monthly salary, in cash or in kind.

6.2.   Casual paid employee: A person who works as and when they find the job for which they get paid either in cash or in kind. Example: Gomchen who have performed rituals during the reference period, Lhadrip, etc.

6.3.   Unpaid family worker: A person who helps in running household or an economic activity operated by a member of his or her family without payment of wages or salary (e.g. wife who helps her husband in apple farm or in cultivation of rice, daughter who helps in hand-loom weaving, etc.)

6.4.   Own account worker/Self-employment: A person who operates his own enterprise(e.g. a fruit seller who does his business, petty-trader, advocate who practices independently, a farmer growing apple in his own land etc.) and who neither employs anybody to operate his enterprise nor employed by anybody. In some cases, self-employed person will not have an established business even though he/she may form a small business based on the arising needs of the clients.

6.5.   Employer: A person who employs at least one person in his enterprise directly or through another person whom he pays in cash or in kind.

7. Employed

If a person has performed some work in cash or in kind, during the reference period for at least one hour or he/she has a job or business formally attached but temporarily absent from the work and going to resume the work.

8. Unemployed

Unemployment is based on three categories which are to be followed simultaneously. They are; 'willingness to work', 'available for work', and 'seeking for work'.

Unemployed are those people who did not have a job or business or were not employed and performed one of the followings:

- Either who have looked for work during the last one month prior to the date of interview.
- Or they did not look for work during the last one month but they were available for work.
- They did not look for work because they thought that no work was available, or they were waiting for the results, or waiting to start work.

9. Earnings

It refers to the major or the main source of income through which the person earns a livelihood viz. wage, salary, bonuses, incentives and tips etc.

10. Household

Household is defined as a group of people who live together under one roof and eat their meals together from the same kitchen irrespective of relationship. A single person who makes his or her own food arrangements is counted as a separate household (one member household).

Who to include in the household member;

1. Those usually reside in the household and are present on the day of interview.
2. Those who usually reside in the household but are temporarily away from the household from the day of interview for less than six months (Excluding serial no. 3, since they had been away until the date of interview).

3. Those persons registered in the households but lives elsewhere, on labour work, studying including students & monks and also all military personnel who reside in the barracks.

12. Migration

The movement of people across a specific boundary for the purpose of establishing a new residence. Two types of migration are:

1. International migration (movement between countries - Emigration)
2. Internal migration (movement within the country - Immigration).

V. GENERAL INSTRUCTIONS

This manual consists of principles, methods, concepts & definitions and also advices in filling the questionnaires during the survey. The manual is a working guide for the field workers and is necessary for every enumerator to carry it in the field. Although, the supervisors will clarify the doubts, this manual will be the principal guideline in filling up the questionnaires.

a. How to approach respondent & begin interview

- Your conduct toward the respondents is very important. The dress should be neat and proper. Start the interview with proper social etiquette followed by a brief introduction of yourself and the survey objectives.

- Avoid situations that would offend the respondent, which ultimately would compromise the quality of information. The head of the household is always preferred for getting the correct and reliable information and individual for economic characteristics. Revisit is always advisable if the respondent is absent in the first visit. Make an appointment. If unavoidable, interview the elder household member whom we expect to supply the information better than the younger ones.
- All sampling procedures (selection of sample households) will be done by the supervisors. He/she will allocate you the sampled households for interview.
- Ask questions exactly as worded. Follow the **Skip Pattern** and the order questions carefully. Do not probe answers. Never leave questions blank. Enter correct and appropriate code in the space provided.

Note: the survey excludes the following: Institutional buildings such as hospitals, schools, military barracks and all government offices and non-governmental enterprises buildings (workshops etc). Do not list the empty houses and building under construction after identifying that nobody lives in it. However all staff quarters, army family quarters and caretakers of the construction of the above institutions should be included.

VI. QUESTIONNAIRE

Questionnaire has two broad categories;

(i) **Demographic Characteristics:** Information like age, sex, marital status, place of birth and level of education for every household member is recorded.
(ii) **Economic Characteristics:** Information on all economic activities for persons 15 years and above is collected.

Column 2: Household members

List all the members of the household in sequence. Name of the household head should be written first, irrespective of age, then follow the sequence by age in descending order. Name is not necessarily the one given by lama or the one with the civil registration, any pet name or call name can be listed.

Column 3: Sex

Write appropriate code for sex, '1' for male and '2' for female

Column 4: Age

Age can be derived from **LOPTA** of a person. (Refer Annex 1 & 2), convert it to the nearest completed years. For example; a person is 38 years and 8 months old, his/her age is recorded as 38 years. In case of children who have not completed their first birthday, age should be recorded as '00'.

Column 5: Relationship of Household Member to the Household Head

Relationship to the Head of household is categorized into seven groups. Enter the code after verifying the relation to the Head of the household. For example; Mr. Dorji is the son of Mr. Tashi and Mr. Tashi is the Head of the household. The relationship code for Mr. Dorji should be recorded as '3'. The code for Head of the household is always '1'.

Column 6: Marital Status

It refers to the current status (at the time of enumeration).

1. **Never married:** A person who never married in their lives till the date of enumeration.

2. **Married:** A couple living together as husband and wife, legally or accepted socially.

3. **Widowed:** A person whose bond of matrimony has been dissolved by death of his/her spouse.

4. **Divorce:** A person whose bond of matrimony has been dissolved legally and who, therefore, can remarry.

5. **Separated:** Refers to those who have marital disputes, are living separately and have not yet settled the dispute legally or formally. Therefore, married persons currently living separately due to work place, transfers, trainings etc. should be considered as married.

6. **Living Together**: Refers to those living together but not legally married and no children between them.

Column 7: Nationality

It is to identify the persons whether Bhutanese or Non-Bhutanese. Write code '1' for Bhutanese and '2' for non-Bhutanese.

Column 8: Place of birth

Write the correct given code against the Dzongkhag. Some persons might have born in the hospitals or at the places where mothers have been there temporarily and in such cases the place of birth should be recorded where the mother actually resides. Example, a pregnant mother have gone to Buddha Gaya for pilgrimage, in course of time she gave a birth in Buddha Gaya), where should we consider the child's birth place? In such cases, the child's place should not be recorded as outside Bhutan. His/her birth place should be at the place where mother actually live.

Column 9: Migration

This is to check the movement of the people from one place to another, if the answer is 'no' go to column 13, if the answer is 'yes' then continue to next column 10.

Column 11: Reason for Migration

If the answer in column 9 is 'Yes', ask this question in-order to find out the main reasons of their movement. Write the appropriate code.

Column 12: Highest Education grade completed

This is to determine the highest level of education that each individual has completed as of survey period. Enter the appropriate code that the individual have completed. The level 01, 02, 03,…15 is to record the class that a person has actually completed. For example, Karma is presently studying in class 11 in YHSS. His highest education

grade completed is 10. Therefore, write code 10 against his name in column 12. If code '00' skip to column 15.

Column 13: Year of Completion

Write the year of completion of education grade, as reported in column 13.

Column 14: currently attending school/college

Ask whether he/she is currently attending school/college. Write code '1' for yes and '2' for no. For persons aged 10 to 14 go to col. 55.

Column 15: Training

This is to find out whether the person has attended any basic training. Code '1' for yes and go to column 21 if 'no'.

Column 16: Training Field

Write the field of training they acquired (eg. hair dressing, plumbing, tailoring, auto mechanic, paintings, agriculture farming, carpentry, etc.), if one has acquired training more than once, then, record the one with longest duration.

Column 17: Field Code

This column will be filled up in the Office

Column 19: Training Duration

Write the duration of training the person underwent and choose the appropriate code from 1 to 5.

Column 20: Level of Training

Write the appropriate code from 1-7

1. Certificate: A formal training for class X and above with a duration of one to two years.
2. Diploma: A formal training for class X and above with a duration of minimum two years.
3. PG Certificate: A formal training for under graduates with duration of six months.
4. PG Diploma: A formal training for undergraduates with duration of one year.
5. Apprenticeship Training Programme: Training on the job.
6. Short courses with certificate: Any short term training with issuance of certificate.
7. Short courses without certificate: Any short term training without issuance of certificate.

Column 21: Year of training Completed

Record the year of training completed

Column 22: At Work

Ask this question only to persons aged 15 years and above, whether they have worked or not during the reference period. If 'yes' go to column 23 otherwise continue.

Column 23: Not at Work

If 'no' in column 22, ask this question to check whether the persons have job or business even though they were absent from work during the last seven days. If 'no' go to column 39 otherwise continue

Column 24: Labour status

Although he/she worked during the last one week, ask his/her labour status one year ago

Column 25: Main Occupation

This column should be specific as the example provided in the column. Occupation refers to the kind of work performed by a person having more than one job; only the job at which he worked for the greater number of hours during the survey period should be recorded. If the number of working hours for each job was exactly the same, the job which gave him/her highest income should be recorded. If the working hours and income earned from each job were the same, the job for which he had preferences should be recorded. If the respondent could not give his preferences, the job at which he had been working for the longest time should be recorded.

Example 1: If a person says he/she is a health staff, ask the tile of job – gynecologist, surgeon, nurse, x-ray technician, etc. during the reference period.

Example 2: Mr. **A,** has worked on his farm (ploughing and sowing seeds) for the last 4 days and he also worked in cutting wood for 3 days. In this case, Mr. A's main occupation is worked on the farm.

Column 26: Occupation Code

This column will be filled up in the Office.

Column 27: Industry

Industry is the kind of business where persons have worked during the reference period (eg: Construction, Services, Tourism, Bar, Hotel and Restaurant, etc.).

Column 28: Industry Code

This column will be filled up in the Office

Column 29: Enterprise

Write the appropriate code of the type of enterprise that the persons have worked during the reference period. '1' Government, '2' Public Corporation, '3' Private Corporation, '4'Armed Forces, '5' Private Business, ''6' Agriculture Farming, '7' NGO/INGO.

Column 30: Nature of Employment

Write the appropriate code for the nature of the employment column. '1' for regular paid employee, '2'for casual paid employee, '3' for unpaid family worker, '4'for own account worker/self employed '5' for Employer.

Column 31: Working Hours

Write the total number of hours worked in the past week. Number of actual days worked in the past week multiplied by number of hours worked in a day. For those persons who had a job but did not worked during the past one week, the hours worked should be recorded as zero.

Column 32: Write the average monthly earning for doing primary**.** Ask only to regular paid employees)

Column 33: Additional Work

Ask this question whether he/she was looking for additional work for the last seven days. If 'no' go to column 37, otherwise continue.

Column 34: Reason for Additional Job

Write the appropriate code, '1' Want more income, '2' Want more hours of works, '3' Main job doesn't match with qualification/training, '4' Others

Column 35: Other Jobs

Write the total number of other jobs that the person had during the past seven days.

Column 36: Hours Worked

Write the total number of hours worked in the past week. Number of actual days worked in the past week multiplied by number of hours worked in a day.

Column 37: Total Hours

Write the total hours worked for both main and secondary job during the past seven days.

Column 38: More than 48 hours

Ask this question to those persons who have worked more than 48 hours in the past seven days. '1' Wanted more earnings, '2' Requirement of jobs, '3' Exceptional week and '4' Other reasons

Column 39: Monthly Earnings

Ask this question to only paid employees. It refers to total cash earnings during the past one month.

Column 40: Labour Status

Although he/she did not work during the last one week, ask his/her labour status one year ago. Write only one appropriate code namely; 1 – Working, 2- Unemployed, 3 – Out of labour force.

Column 41: Look for Work

Ask this question to those persons who did not work and had no job or business during the past week. If the answer is 'No' go to column 44, otherwise continue.

Column 42: Duration of Seeking Work

Write the appropriate code, '1' Less than one month, '2' One to six months, '3' More than six months.

Column 43: Steps Taken

Write maximum of three codes in the columns provided based on priority and go to column 45.

Column 44: Reasons not looking for work

Write the appropriate code '01 to 12' given

Column 45: Availability

Ask this question whether he/she is available for work or not. If 'No' go to column 49 otherwise continue.

Column 48: Expected Remuneration

Write the expected salary if he/she is offered with the job

Column 49: Reasons for being unemployed

Write the appropriate code, '1 - 11'. If code '01'; go to the next household member.

Column 50: Past Employment

Ask this question if he/she has worked at any time before. If 'No' go to next house hold member otherwise continue.

Column 51: Past Occupation

Write the previous occupation of the job that they were engaged with.

Column 52: Do not fill.

This column is for office use only.

Column 53: Previous Industry

Previous Industry is the kind of place or business where persons have worked before.

Column 54: Do not fill

This column is for office use only.