

1. 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.

2. 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 and child's labour participation in the labour force. It will also reveal the labour situation especially the young generation entering into labour market and unemployment problem.
6. Child Labour Statistics

3. Coverage

The survey covers all 20 Dzongkhags in the kingdom. From a sample of 12,000 households of which 3000 households will be interviewed in rural and 9000 households in urban areas.

4. Sample Design

A stratified two-stage sampling is adopted for the survey. The primary and secondary sampling unit is blocks for urban (towns) areas and chiwogs for rural areas and households respectively. The total number of sample households is 12,000, of these, 9000 households constitute the urban households and the remaining 3000 households are from the rural households.

Urban areas are defined to include all the Dzongkhags headquarter towns, satellite towns identified by the Department of Urban Development and two Dungkhaq headquarter towns, namely Phuentsholing and Gelephuq towns. Urban areas are divided into blocks, the total number of blocks in all towns is 281.

In the **Rural areas**, the survey will cover a sample of 200 chiwogs and 3000 sample households.

The table below shows the distribution of the sample:

Type of area	Total	Sample	
	Total number of blocks/chiwogs	Blocks/Chiwogs	Households
Urban	281	254	9000
Rural	1906	200	3000
Total	-	-	12000

5. Selection of Blocks/Chiwogs

Using the latest population and housing census 2005 information, the sample frame has been developed for the urban and rural areas separately. The selection of primary sampling unit has been carried out in the office. The lists of sample blocks/chiwogs are enclosed here in the supervisor's manual for supervisor references. Probability proportional to size (PPS) was adopted for the selection of blocks/chiwogs. A fixed sample of 15 households is to be selected from each of the selected block/chiwog.

6. Selection of households in sample Block/Chiwog

A new listing of households will be made for every sample block and chiwog to serve as the sampling frame. In the case of the urban areas, you are provided a block map for the selected blocks showing distinctive features like; Dzong, streams, roads, hospital, chorten, schools, footpath, buildings, etc. With the help of this map you are supposed to prepare a fresh list for all the households within the selected blocks. Please make sure that the list of households obtained during the survey should be approximately equal to the census households. A listing form viz; **FORM LFS 2** for the sample block is attached herewith in the supervisor's manual.

In the rural areas, you are supposed to contact the Gup or Gup's clerk first and then if possible prepare the list of households with the help of the head of the chupons under the Gewog. While preparing the households list please refer to the definition of household. A listing form namely; **FORM LFS 3** is provided in the manual, use this form to list down all the households in the selected chiwog, list down the name of the household heads by village.

Suppose, in town A you have selected block 3 and the total households in block 3 was 152 households during fresh household listing. Now to find the skip interval for household selection, follow the same procedure as laid down in the example given below:

EXAMPLE

Suppose in sample block 3, total number of households = 152

Skip interval = $152/15 = 10.1$

Random start (RS) should be ≥ 001 and ≤ 152

The random start (RS) should be 001 – 152 and suppose say RS = 003

1st selected household = household serial number 3

2nd selected household = $3 + 10.1 = 13.1 = 13$ hh serial no.

3rd selected household = $13.1 + 10.1 = 23.2 = 23$ hh serial no.

4th selected household = $23.2 + 10.1 = 33.3 = 33$ hh serial no.

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14th selected household = household serial number 134 hh serial no.

15th selected household = household serial number 144 hh serial no.

To check your selection is correct you add last number that is 144.4 to skip interval 10.1 and it crosses to total households 154.5 which is 155 and this is more than the total number of households in sample block 3. Now you subtract 152 from 155. You can see that it comes to household serial number 3 and this was your first sample households already selected.

The same procedure will be applied for selection of households in all sample blocks/chiwogs.

After completion of household selection, then copy all the selected households onto the **FORM LFS 1 (Sample Selection List)**

7. Role and responsibilities of supervisor

a) The supervisors have several general duties:

- . Supervising the team's activities in the local area where they are working.
- . Coordinating and monitoring the activities of the interviewers at the selected households.
- . Monitoring, checking and assessing the quality of the interviewers work, and the quality of the data on collected questionnaires.
- . Maintaining contact with headquarters, receiving supervisory visits from headquarters staff, and reporting on the performance of their team.

b) The specific duties of supervisors are as follows:

- . Meeting with local officials and explain the purpose (objective) of the survey.
- . Household listing and selecting the households to be interviewed.
- . Providing interviewers with questionnaires.

- . Assigning tasks to the team, including the timetabling of appointments with households.
- . Supervising the fieldwork.
- . Checking that questionnaires have been completed satisfactorily

8. Assigning work to the enumerators

Once you have selected the households for interview, you can allocate the number of households to the enumerators depending upon the distance of the households. For a long travel distance, fewer households should be given and more households for the shorter distance. In this way, the workload may be balanced among the interviewers This is particularly important in the rural areas. Also make sure that the enumerator visits the selected household.

9. Dealing with non-response; absentee and refusal households

Normally households are very cooperative in this type of survey, but there are extreme cases where it is difficult or impossible to gain cooperation. In such a situation, you should provide support and encouragement to your team so that they do not become upset if they encounter difficulties with a particular household. The following situations might arise.

Absent households - Wherever possible, the interviewer should try to interview the head of household. In some cases, even after repeated visits made, it may not be possible to find the

person you want. In case no members can be found even after visiting three times, the person/household will be recorded as a non-response. However, you should write down the full details of the non-response on the cover of the household questionnaire in case of household head or any household members cannot be found in the sample household.

Refusals - In rare cases, you may come across a household that refuses to cooperate with the survey, or refuses to answer certain questions. To avoid the risk of getting refusals the supervisor must instruct the enumerator to do the following. The interviewer must give a good explanation before interviewing/testing the respondents about the purpose of the survey, and must offer reassurance to the household about the confidentiality of the data collected. It is important to emphasize that all data collected in the survey will be used for future planning for the welfare of the people and data will not be used for taxing and other form of reviewing individual income etc. You may also make sure to convince that any publication of survey data will be in the form of tables and statistical analysis and it will be impossible to identify any individual household / person. There may be a partial refusal. In this case, the interviewer should stop the interview at this stage and try to find a more convenient time to come and complete the interview.

10. Monitoring and assisting the interviewer

The supervisor should at least observe one interview each in urban and rural areas. The purpose of being present during the interview is to evaluate the methods used by the interviewer and give suggestions to improve the performance. Care should be taken to avoid misunderstanding between the interviewer and the respondent. First you should introduce yourself to the respondent at the beginning so that they will know what your role is in the survey. You should not intervene at all during the interview but should have a quiet word with the interviewer once you have left the household. While pointing out the mistakes that the interviewer might have made, you should also not forget to offer praise for his work that were done properly. You should pay attention not just to the interviewer but also to the respondent so that you can be able to assess how the interview has gone and what effect the interview has had on the respondent. The lesson learned may be helpful for the future. Special attention should be paid to whether the questions worked well, whether it is understood without difficulty, whether the concepts and definitions appeared to be clear to them and whether there were any sensitive questions that the respondent was unwilling to answer.

11. Checking questionnaires

The supervisor should make sure that the enumerators check the questionnaire for completeness before leaving the household and further checks at the end of the day before passing the questionnaire to you. The supervisor should go through the questionnaire carefully, and make sure that there are no errors. You should also be on a particular lookout for possible mistakes where the interviewer might have misunderstood what information was being requested for a particular question. If the enumerator has this sort of misunderstanding the same error is likely to occur in all the households / individual that the enumerator works on. .

12. Return of questionnaire

When your team completes all the work in a particular area you should collect together all the questionnaires and make sure that there is correct number of household questionnaires. The questionnaire should be fastened wrapped with a piece of cloth (provided) and submit to the Department of Employment, Ministry of Labour and Human Resource, Thimphu.

13. Maintaining contact with headquarters

It is important that you maintain good contact with the Department of Employment about the progress of your survey atleast once a week. This will also provide the opportunity for the headquarters to advise you of the timing of any field visits by HQ staff.