

**MANUAL of
COMMUNITY QUESTIONNAIRE**

Community questionnaire intends to gather information from head of RT/dusun (or equivalent) about activities in their respective areas. It will also complement and balance information gathered from household sample. Some questions in this questionnaire are not found in household questionnaire since an household may not have adequate information about their neighborhood/community

Community questionnaire is asked to head of RT/dusun (or equivalent). For each EA there will be only one community questionnaire. In this context, a head of RT/dusun will be interviewed both for household and community questionnaire

Procedure to replace respondent head of RT.

If name of head of RT on the list is incorrect (not head of RT) we must not interview him/her either as household or head of RT. For this incorrect name, we could create cover, mark it as "not completed" and exclude him/her from ranking. Next, we must find the correct head of RT. If the correct name is on the list no 1-9 we can make it sample then propose a replacement household to field coordinator. But if it's not on the list, we should make it sample but no replacement household required.

If we are not able to contact head of RT during out time in EA, we will replace it with one of community figures mentioned by respondents in section CR. Pick one figure most frequently mentioned..

As previously explained, if the figure is among sample no 1-9, we must propose a replacement sample to field coordinator but if not then sampel replacement is not required For respondent target, head of RT must not be replaced with other household members (spouse, children, etc.) If target is not interviewed, replace respondent as above procedure.

EXPLANATION TO QUESTIONS

INDONESIA HOUSEHOLD SOCIAL ECONOMY SURVEY questionnaire comprises of 8 sections :

1. Section ID (Identification)
2. Section TS (Transportation)
3. Section SW (Subjective Welfare)
4. Section SR (Source of information)

5. Section UC (Compensation program for fuel-subsidy reduction)
6. Section PP (Program/Activity and Community participation)
7. Section PD (Village/kelurahan representative Board)
8. Section CP (Interviewer's note)

Cover community questionnaire

Most questions here must be filled by enumerator, but some questions are to be filled by editor and supervisor accordingly

NO. EA, 3 digits number, enumerator can copy the provided numbers accordingly

Household ID

Find household ID on the right corner of the page (6 columns). This is household's identification number. A sticker filled with household ID is prepared for each household

Cov1.Name of Respondent

"Name of Respondent" is to be filled with name of the respondent. Use capital letters. Next, there are 3 categories of respondent:

1. Head of RT (Rukun Tetangga)
2. Head of RW (Rukun Warga)
3. Head of Dusun/neighborhood/equivalent

Respondent for community questionnaire is head of the smallest unit in village/kelurahan in sampling area. If an RT is the smallest unit of a village/kelurahan in sampling area, the respondent should be the head of RT. If RW/neighbourhood/Dusun is the smallest unit therefore respondent should be head of RW/neighbourhood/dusun. All field workers must remember that respondent for this questionnaire must not be proxied.

ENUMERATOR, EDITOR, SUPERVISOR

On the left corner, find "Name and officer code :_____". enumerator writes name and code in its section. Next on the right find "Editor:_____" to be filled in by editor with its name and code. Then on the right corner find "Supervisor _____" for supervisor to write his/her name and code respectively. Please note that all writings should be in capital letters. Prior to an interview, enumerator must write his/her name first.

Time of interview and result of visit

See manual of book 1A household.

Examination result

See household questionnaire manual

Cov6. Editor will use computer. Examination by editor code 1 means : data is checked and found without mistakes ; code 2 (data checked, and corrected), ~~code 3~~ (manual edit without Café) means if any case enumerator or Supervisor should edit but electricity for computer not available they must do it manually. Last is code 4 data entered without correction. This is the least expected code as editor must report any mistakes found and tell enumerator to make correction accordingly.

Section ID (Identification)

The point of this section is to know about general information of the sampling area by observing ethnic and religion diversity, occupation of local community and also Raskin program

EXPLANATION ON QUESTIONS**ID01**

This question asks ethnic majority in sampling area where it is important to find out about ethnic diversity in the area. Ethnicity must be asked to respondent and must follow respondent's response. A respondent lives in Java doesn't have to be a Javanese, or people in North Sumatera is not always a Batak. In a case where respondent's parents come from 2 different ethnics, we must rely on respondent's response; enumerator must not generate answer from his/her own observation.

ID02

This question records 3 major ethnics in sampling area. Record 3 major ethnics other than mentioned in ID01. If there are less than 3, record all responses.

ID03

This question asks major religions in sampling area

ID04

This question records 3 major religions in the sampling area.

ID05

This question is asking source of primary income of most villagers in the village/kelurahan. Source of primary income is sector or business where most villagers earn income from. Sector of income :

- 1 Agriculture, covers food and non-food agriculture, agriculture and farm service, forestry and wood cutting, hunting, wild animal conservation, sea and land fishery
- 2 Mining and excavation : activity/field of business in mining and excavation ; coal mine, oil and natural gas, metal ore, stone, stone, clay, sand, salt, raw mineral fertilizer, gypsum, asphalt, etc.
- 3 Manufacture industry ; activity to convert raw material into made or half-made products, from less-valued product into higher-valued products, covering :
 - Food, beverage and tobacco manufacturing industry;
 - textile, clothe, leather, wood and meubelair industry;
 - paper and paper-related industry, printing and publication, chemical, oil and coal, rubber and plastics industry;
 - non-metal mining, other than oil and coal
 - primary metal industry ; metal production, machinery and tools
 - other industry
- 4 Electricity, gas and drinking water, i.e : electricity, gas and geothermal, water construction and supply.
- 5 Construction/building : land clearance , building construction and civilian building, building installation and civilian building, construction/demolition equipment rental and operator
- 6 Trading (gross trading, retail, restaurant and hotel), i.e : gross trading, retailer, restaurant, food and drink stall, hotel and inn.
- 7 Transportation : land, water and air transportation, transport and connecting service..
- 8 Finance institution (finance, building and land rent insurance and company service) i.e :insurance, housing, and trade service
- 9 Public service : general administration and land, health and health-related service, social and public relation, tourism and cultural, private and household service, international/foreign institution service
- 95 Other, sector / field of business other than option 1-9 above

Source of primary income is primary job of most respondent/community. Primary job is working activity which spend most of respondent's time and contribute most to his/her income. If a respondent says he/she has 2 jobs, as a farmer and a merchant, ask which job spend most time and contribute more. Choose answer from the available classification, if respondent's respond doesn't fit with any of the classifications, probe again because respondent may answer with different classification. Use option "95" if the respond is truly outside the available classification.

ID06

Number of poor household referred by this question is poor household based on respondent assessment. Respondent is free to make his/her own assessment of poverty classification. Enumerator should not give any explanation about poverty classification. Make respondent answer correctly and honestly because his/her poverty assessment may imply differently. If respondent doesn't understand about the poverty classification, enumerator may give general explanation, for example : poverty may be determined by household economic condition. Remind respondent to limit his/her assessment to households inside the sampling area, not the whole village/kelurahan

ID07

Raskin is a government program to help the poors. The program allows the poors to buy 20 kg rice for only Rp 1000/kg. In the beginning the program was known as Operasi Pasar Khusus Beras (OPK Beras) and initiated as part of Jaringan Pengaman Sosial (JPS) / social safety net program which started in 1998 to help the poors affected by economic crisis.

The point of this question is to find out when was RASKIN last distributed in the area, Time of distribution may vary even in the same village, record the month and year if respondent can answer, circle "8" if he/she doesn't know and circle "6" if RASKIN never conducted in the area

ID08

If RASKIN is still distributed in the village/kelurahan, ask how many head of households receive RASKIN. In some areas, RASKIN which should only sold to poor people, sold to middle/high level community. In other case, RASKIN is sold to all villagers equally by village official regardless their economic status. In this case, the poor may only receive 5 kg instead of 20 kg because RASKIN distributed to all villagers. If this case happened, ask all household who received the RASKIN.

ID09

This question refers to ID07, average rice received by head of household in the last distribution. Answer in kilogram and litre. If they use local measurement unit (*kantong, takar, canting, etc*) convert them to available measurement unit

SECTION TS (TRANSPORTATION)

The point of this section is to find out mean and facility of transport available in the area and which transport mostly used by the community. Transportation is very influential to local economy, education, development and its process

EXPLANATION TO QUESTION

TS01

Enumerator should ask this question by row, start from TS01 to TS04, ask distance from respondent's house to facilities in TSTYPE, then ask TS02 to find type of public transportation available in the area (more than 1 answer allowed), continue to TS03, ask how much time needed to travel from respondent's house to the facility in TSTYPE using transport most commonly used (one way travel). For example : respondent travelled from his/her house to kecamatan center, first he/she used ojek for 10 minutes, then took public transport for 30 minutes, the walk 5 minutes so the total time needed was 45 minutes

TS04

Referring to TS03, this question asks how much respondent paid for the one way travel in TS03. Using the previous example: respondent paid Rp 5000 for ojek then Rp 12.000 for public transport, as walking didn't require payment, respondent paid Rp 17.000 for the travel.

SECTION SW (SUBJECTIVE WELFARE)

Questions in this section refer to respondent's knowledge to categorize and compare community level of welfare with other community in other area. The point is to find out level of community in one area compared to : other area in the same village, other village in the same district and other district in the same country.

SW01.

This question asks respondent to make comparison between level of welfare in his/her RT/RW/dusun and other RT/RW/dusun in the same village. Welfare here refers to condition of living in general, ie. economic, education, health, etc, though economic may still be a major reference in making welfare comparison.

SW02

Respondent is asked to make comparison between welfare of his/her village and welfare of other village in the same district.

SW03

Respondent is asked to make comparison between level of welfare in his/her district and other district in Indonesia. Respondent may have limited knowledge about level of welfare of all districts in Indonesia so leave the respondent to make assessment as best as he/she can based on his./her knowledge.

SW04

This question asks respondent's social relationship/kinship/affinity. The point of this question is to find out level of respondent's social relation with other community member in his/her area

SECTION SR (SOURCE OF INFORMATION)

Access to and source of information are essential to transfer of knowledge and education in general. Information helps people to develop awareness of new knowledge that will influence community knowledge development. This section will ask source of information received by community member, either print media or electronic. So in general, we will find out about respondent's knowledge of issues or activities happening in the area.

EXPLANATION TO QUESTION

SR01.

This question asks whether there are access to information from radio stations (public or private), local or national newspaper in respondent's living area. Circle answer for each item, circle "1" for yes and "3" for no. Special option for local newspaper, option "6" if there are no local newspaper/printed media.

SR02.

Cellular signal here refers to mobile phone cellular. Signal must be clear, continuous/unbreakable and able for communication regardless of the operator either GSM or CDMA (Telkomsel, Excelkomindo, Indosat, Flexy, Mobile8, Esia etc) but not satellite communication.

SECTION UC (Compensation program for fuel-subsidy reduction/ PKPS BBM-SLT)

Program Kompensasi Pengurangan Subsidi Bahan Bakar Minyak (PKPS BBM-SLT) started in October 2005 as part of Social Safety net program. Recently the program changed to *Subsidi Langsung Tunai* (direct transfer subsidy), where poor families receive cash Rp 100.000/month. Some newspapers prefer to call this program as *Bantuan Langsung Tunai*. To cash the subsidy, eligible recipients must present a card before officer in the appointed post office.

EXPLANATION TO QUESTIONS**UC01**

This question asks whether respondent in RT/RW/Dusun/equivalent ever received PKPS BBM-SLT in 2005 or 2008. Ask column 2005 first, if "no" continue with "2008". If respondent answers "no" in both year, we don't need to ask this section. However, if respondent answers "yes" which means respondent ever received either in 2005 and 2008, continue to next questions

UC02.

The point of this question is to find out how many community members in the respected RT/RW/Dusun/equivalent received PKPS BBM-SLT , ask for 2005 first then 2008.

UC03

This question asks whether respondent ever heard/received information about PKPS-BBM-SLT. Socialization and information about PKPS-BBM-SLT is very important not only for community members but also for village/kelurahan officials in order to implement this program successfully.

UC04

Data collection for recipient candidate of PKPS BBM-SLT is key to the success of this program. A good data collection by a firm, honest and competent officers is important for the success of this program. This question asks who have ever conducted data collection for this program in 2005 and 2008 (answer may be more than one)

UC05

This question asks if respondent has right to choose/appoint officer who conduct data collection for PKPS BBM-SLT in 2005 and 2006. Circle "1" if yes and "3" if no.

UC06

Government has determined criterias for selecting recipient families. However, officers on the field probably do not apply all the criterias well. This question asks respondent evaluation to criterias of program recipients, are they applicable in respondent neighbourhood or not. There are 4 answer options in this question. Circle option "6" if PKPS BBm-SLT program never conducted in respondent area either in 2005 or 2008.

UC07.

Protest/complaint here refers to people disagreement to this program, starts from socialization, data collection until cash distribution process.

UC08

Ask how many households ever protested/made complaints to respondent, write in the available space

SECTION PP (PROGRAM/ACTIVITY AND COMMUNITY PARTICIPATION)

Program/activity in a village will succeed if every members of community work together and give support to all programs. Community participation, cooperation and active presence in every meetings are keys for a program success. Question in this section will accommodate this matter. The question asks about community participation in meetings which are held to discuss development activities in the particular area.

SECTION AD (ADMINISTRATION OF RT/RW/DUSUN/NEIGHBORHOOD)

Questions in this section ask about community activities in RT/RW/Dusun/equivalent, for example : community work, punishment to activity violation, guidance for community work, etc. All answers may give good description of the all activities in the i RT/RW/Dusun/equivalent.

EXPLANATION TO QUESTIONS

AD01

Record how long respondent has been in charge as head of RT/RW/Dusun/equivalent. If respondent had been in charge, stopped then in charge again, record tenure from the last time in charge .

AD02

Honorarium here refers to income received by respondent for his post, either from kelurahan or government, officially or not, including fee from community member who thanked respondent for certain service. Operational fund is fund provided by village/kelurahan administration of government to help RT/RW/Dusun/equivalent administration operation.

AD03

Clear enough

AD04

This question ask about activities in RT/RW/Dusun/equivalent (answer may be more than one)
The point of this question is to find out who decide a program in the neighbourhood.

AD06

Community self-contribution is example of community participation to development program which is very important. This question asks who decide the amount of self contribution for each household in the neighbourhood.

AD07

This question asks what kind of punishment applied to those who didn't attend community work. This punishment is important to increase people participation in community activities.

AD08

The point of this question is to find out who decide regulation/punishment for those who didn't participate in RT/RW/Dusun/equivalent activities (answer may be more than one)

AD09

This question asks method of electing head of RT/RW/Dusun/equivalent, whether appointment or election.

AD10.

Clear enough

AD11

The point of this question is to find out the tenure of head of village in his/her office. If the head of village has been in his/her office for more than one periods continuously, record since the first time he/she's in the office. However, if there is another head of village alternating his/her periods then record the last period

AD12

Ask when was the last head of village election (*pilkades*). Record the month and year. If respondent only remember the year and forget the month, record "98" in month column.

AD13

Ask how many candidates run for the last head of village election

AD14

Ask when the next head of village election will be conducted. Record the month and year. If respondent only remember the year and forget the month, record "98" in month column.

Example : head of village will be conducted in 2009 but respondent didn't remember the month, here is how it is recorded : ~~1918~~ / ~~12101019~~ (month/year).

AD15 – AR16

The point of this question is to find out how many times/frequency respondent visit village/kelurahan office and also how many times officer from village/kelurahan visit respondent for official purposes

SECTION PD (VILLAGE/KELURAHAN REPRESENTATIVE BOARD)

This question asks about the existence of Village Consultative Board (*Badan Permusyawaratan Desa /BPD*) in the village or Kelurahan Board (*Dewan Kelurahan/DK*) in kelurahan. If it doesn't exist, circle "3. No" and circle i 1 if yes

Village Representative Board (*BPD or Badan Perwakilan Desa /or equivalent*) is an organization assembled in response to Law No. 25 tahun 1999 about local government. In the newer version of the law, Law No.32 2004 it referred as *Badan Permusyawaratan Desa (BPD)*./ village consultative board which functions : to decide village regulations with head of village , collect and channel community aspiration. Members of this board are representatives of village community who are chosen through discussion and concensus.

DK or Dewan Kelurahan/ village board is an institution which functions as representative board in the kelurahan, it collects and channels community aspiration while also supervises kelurahan governance. Its members come from community figures or the community members themselves. This institution emerges as consequence of local autonomy. In kelurahan where there are no village boards, another institution is assembled, that is Community Empowerment Institution.

SECTION CP (INTERVIEWER'S NOTE)

See manual for household questionnaire