

**GENERAL STATISTICS OFFICE**  
**Vietnam Household Living Standard Survey 2004**

**Operational Handbook**

**April 2004**

## CONTENTS

Part I: General principles.....	3
Part II: Questionnaire for interviewing households.....	10
Section 0: Information on the cover of the household questionnaire.....	16
Section 1. Part A. List of household members.....	18
Section 1. Part B. Household members in VHLSS 2002.....	24
Section 2. Education, training and vocational training.....	25
Section 3. Health care.....	29
Section 4. Income.....	33
Section 5. Expenditure.....	74
Section 6. Fixed assets and consumer durables.....	80
Section 7. Housing.....	82
Section 8. Participation in poverty reduction programmes.....	86
Section 9. Agriculture, forestry and fisheries (expanded).....	89
Section 10. Business and production trades, non-agriculture, forestry and fisheries services (expanded).....	105
Part III: Questionnaire for interviewing communes.....	109

## **PART I: GENERAL PRINCIPLES**

### **1. Monitoring measures:**

Due to the complexity of the survey, some technical measures are adopted to ensure the quality of the survey data. Specifics are:

- Questionnaires designed with the majority of codes ready typed so as to reduce time for recoding after collecting data and to reduce errors.
- 2 enumerators being closely watched by 1 team leader and supervisor.
- Re-check of 10% of surveyed households after each surveying period.
- Questionnaires designed not so concisely to avoid missed information, but not so detailed to avoid being time consuming. Questionnaires are designed so that there is enough space for enumerators to write down information right on the questionnaires without necessarily opening his/her own notebooks to note additional information. For household questionnaire, in information section, 3 bold lines are printed alternately for enumerators not to note down information on the wrong line.

### **2. Tasks and responsibilities of team leader:**

#### *2.1. Go to the survey sites*

During the first days in the survey areas, the team leader had better request commune/sub-district authorities to arrange interviewing schedule with the communes/ sub-districts and hold a meeting with selected households in the hamlets/ wards to disseminate information about the guidelines and purposes of the State's living standard survey and to request households to cooperate with the survey team and; to introduce the survey team with the hamlet/ward leaders and households. In this meeting, enumerators meet with surveyed household owners to introduce themselves to each other and to make an exact date and hour for the enumerators to go directly to the households for interview; to arrange interpreters for some ethnic minority areas (if necessary). If condition does not allow for organising such a meeting, team leader and local authorities make a plan for interviewing schedule.

#### *2.2 Identifying addresses and households*

Prior to the interview between the enumerators and the households, team leader works with local authorities to re-confirm surveyed households. Sometimes, enumerators will meet difficulties interviewing a certain household, for instance, he/she can not find where the selected household is; or he/she finds the household but nobody is at home or the household has removed to another place, the house is not yet sold to another person; or the named household has removed to another area and a new one has moved to the house. In these cases, enumerators must consult the team leader for suitable solutions.

**The team leader or Statistics Departments of the Districts and Towns when contacting the authorities of the surveyed areas for interviewing should identify the following main points and conduct the following tasks:**

- Survey plan: The Government devolves the responsibility of organising the survey and sample selection for household living standard survey in all provinces and cities nationwide to the Statistics sector.
- Survey objectives: Provide information on assessment of household living standard and socio-economic development status of the surveyed localities, and use this information as an input for policy study for economic development and livelihood improvement.
- Survey team: how many people, their titles and tasks.
- Survey time: The team works in communes/ sub-districts from 7 to 10 days; how are their accommodation and food?.
- Survey process: 2-3 enumerators are in charge of interviewing 15 households on health care, education, employment and livelihood of their households over the past 12 months; the team leader in coordination with local authorities and social unions of the communes/ sub-districts organises the survey and collects information to be filled in the commune questionnaire. Local Statistics Departments and the General Statistics Office are likely to visit some localities to check the performance of the survey team and to re-check survey materials.
- Request relevant people from the communes/ sub-districts to be involved in organising and directing the survey. The team leader, together with cadres representing commune/ sub-district leaders, compares, checks and completes the household list. He/she also guides on information preparation for commune interview as well as makes appointments and appoints personnel to be involved in information preparation and interview with the communes.
- Request commune/ sub-district leaders to meet and assign tasks to hamlet cadres, way leaders, and interpreters (if any).
- Make daily timetable for the survey and send hamlet cadres to the households to arrange time for the interview. Discuss measures to overcome difficulties; coordinate with local authorities and social unions to raise awareness of target households and households outside the survey.
- Make open budget for commune/ sub-district survey and discuss ways to deliver gifts to households.

*2.3. Check information on the cover, especially the name and code of households in VHLSS 2004 and especially households in Living Standard Survey 2002. Write information for questions from 1 to 5 before enumerators go to interview the households.*

*2.4. Collect data on commune questionnaires, write codes of business and production trades and check household questionnaires, participate in interviews.*

- Interview commune cadres for information and completion of commune questionnaires.

- Team leader is liable for operational and technical guidance and support to enumerators for them to solve difficulties during the survey.

- Base on the list of business and production trades and information noted down in the household questionnaires by the enumerators to write the code of trades in part 4A, 4C and Section 10.

In order to accomplish the work assigned to the whole team, the team leader must make the “Work assignment table” (as per form 1/KSCL) for enumerators and check the following activities in the survey areas:

- Check the details of all questionnaires after collecting sufficient data to see whether enumerators have collected sufficient and precise data and information. When spotting errors, team leader marks the questionnaires by pencil and discusses with enumerators how to correct the errors, and even the enumerators have to go back to households to collect missing and mistaken information and correct errors. Result of the check is written in form 3/KSCL: “Test of Questionnaires”

- Attend in some interviews to assess interviewing methods of enumerators. Enumerators should not be informed in advance of this attendance. Write the result of interview attendance in form 4/KSCL: “Attending in Household Interview”

- Team leader should regularly discuss with enumerators and report performance to the higher level.

- When the survey in each area is completed, team leader must send monitoring report prepared as in form 2/KSCL: “Monitoring report in the surveyed area” to Statistics Departments, including Test of Questionnaires and Attending in Household Interview.

Team leader and enumerators should work closely during the survey time. Team leader is responsible for operational and technical guidance and support to enumerators; whenever there are arisen technical difficulties (for example, enumerators may not be truly understanding about questionnaire content and calculating method) or organisational difficulties, enumerators should inform team leader immediately.

### **3. Tasks and responsibilities of enumerators:**

Enumerators play a significant role in the survey. The efficiency and correctness of data collected depend very much on the enumerators and their responsibility. To accomplish the tasks of the survey, each enumerator must obey the regulations in this operational handbook. Enumerators must coordinate closely with the team leader. Whenever there are difficulties emerged in contacting households and collecting data from households, enumerators should inform the team leader right away for proper solutions.

*When in household's home, enumerators must give the household Letter to households from GSO leaders and introduce about themselves and the household living standard survey:*

“My name is....., I am a statistics staff. Today, after working out the plan with local authority and social unions, the local Statistics Department has assigned us the task to interview 15

households selected randomly by GSO and required each household to provide us some information on household's health care, education, employment and livelihood. This information will be used as inputs for the State's policy research to accelerate economic development, stabilise and improve people's livelihood, and this of course not excluding our family.

Information provided by our family will be kept secret and not be used for any other purposes.

This interview will last for ..... hours\* .

On this occasion, the State has a small gift to the family as a way of expressing the State's thank to the family for coordinating and helping us to accomplish our tasks".

(\*) ENUMERATORS STATE THE TIME NEEDED FOR THE INTERVIEW BASING ON HOUSEHOLD SIZE.

*If information collected is not sufficient because there are children being at schools or family members working away from home at the time of the interview, enumerators must remind the household members "please give us another chance to come back to our family for further specific information".*

### *3.1. Interview the surveyed households:*

The task of enumerators is to interview households to collect data and information to be filled in household questionnaires. In fact, there are cases where enumerators have to go to one household several times before they are able to meet the household owner or relevant respondents for the interview. Thus, each enumerator should work out schedule for meetings with each household and should make use of any time possible to contact households to ensure the completion of data collection from households they are in charge of.

During the interview, enumerators have to follow the instructions in the sections of part 2 of this handbook.

### *3.2. Check questionnaires after completing data collection:*

After completing each questionnaire, enumerators have to check items and information needed for each item to avoid errors and omissions. Enumerators have to do this work right after the interview and prior to the delivery of completed questionnaires to the team leader. It is important that enumerators check everything before leaving the survey site.

Enumerators can correct what he/she has written incorrectly or not clearly while interviewing households. They are not permitted to correct any figures in the completed questionnaires unless they re-interview the surveyed households. They are also not permitted to copy information from one questionnaire to another.

Note: If figures are written incorrectly, enumerators cross the figures and write the correct figures next to the incorrect ones, do not overwrite the incorrect figures or use correction pen. When correcting figures, enumerators have to sign beside (or near) the corrected figures.

### *3.3. Relationship with the team leader:*

Enumerators have to always obey the assignments of the team leader. The team leader represents GSO and Statistics Departments in assigning the tasks to each enumerator.

### *3.4. The interview*

Enumerators have to follow the instructions in this handbook prudently. Specific instructions are as follows:

*(i). Ask questions as precisely as printed in the questionnaires.*

Questions are carefully designed collect correct information needed for later analysis, moreover they are pre-tested many times in the survey areas. Enumerators have to read the exact questions as printed in the questionnaires. After reading the question once clearly, enumerators wait for the respondent's answer. If the respondents cannot deliver the answer in certain duration of time, they may: 1) not be hearing the question well; or 2) not understand the question; or 3) not know how to answer. In any cases, enumerators have to repeat the question. If yet the respondents cannot reply, enumerators have to ask whether the respondents understand the question or not. If the answer is not, enumerators have to rephrase the question but be loyal to the content of the question.

*(ii). Find every possible way of interviewing to avoid "I don't know" answer* by being able to help respondents to estimate or find the closest answer possible. In the questionnaire, there are many questions that respondents need discussion with enumerators, for example: questions about age, land area, income, products sold, etc.

*(iii). In case enumerators have known basic and simple information* such as this woman is the wife of that man, they don't have to ask questions concerning marital status of these two people, just fill the correct information in the correct box. If enumerators have not known clearly or they just guess, for example these two people may be one couple, they have to ask directly the interviewees.

*(iv). Keep the interviewing pace*

Enumerators must lead the interview, however they must listen attentively to the respondents so as to avoid causing offence. In so doing, they should avoid interminable discussion with the respondents; if respondents reply with inappropriate or complicated answers, enumerators should not abruptly interrupt them but appear to be attentively listening to them and diplomatically direct them to the original questions. Enumerators should avoid giving hints for answering to the respondents.

*(v). Ask each person questions concerning themselves, avoid as much as possible the answers for questioned people by unquestioned people for individual-related questions.*

In general, enumerators have to complete filling in the information for one item for all household members before moving to the next item. However, in case one household member has got to leave home for certain reasons, enumerators can ask this person all questions in all items right away before this person leaves home and then continue interviewing other household members. If one household member is not at home, enumerators interview those who are at home first and then go back at the right time to interview this absent member.

*(vi). Keep a neutral attitude to the subject of the interview*

Enumerators should not be surprised, agree or disagree with respondents' replies. If the respondents consult enumerators, they should not speak out what they think. They should explain that the purpose of this survey is to collect opinions of respondents on that issue. They should not discuss their viewpoint with the respondents until the interview ends. They should also avoid subjective hints.

*(vii). If you do not understand a certain question or procedure, read this handbook first, then ask the team leader if necessary.*

*(viii). Privacy of the interview*

All data collected are kept secret. Any data released or revealed to unrelated persons is regarded as infringing the principles of this survey. This principle is very important and a basis of all statistics work.

In principle, all questions are raised with the presence of only household members. The presence of alien people may cause embarrassment and affect the answers; moreover, information is not kept secret. Nevertheless, it is difficult to keep the presence of non-household members away from the interview for the fact that when enumerators go to the households, this often causes curiosity to their neighbour. In this case, enumerators ask respondents to persuade them to go away; or explain politely for everybody to understand that the information of this interview needs to be kept secret.

### *3.5. Behavioural manner of enumerators*

Enumerators should keep in mind the following regulations:

- Be polite with everybody (respondents and their families, their friends, team leader, team members and other related people). The conduct of enumerators may influence public opinion where the survey is carried out as well as the result and performance of the survey.
- Be neatly dressed to create confidence in respondents that the interviewer is a responsible and reliable person.
- Be punctual and never keep the interviewees waiting.
- Do not criticise or comment responses or behaviour of the respondents to avoid unrealistic or subjective answers.
- Do not drink alcohol or beer while working.

## **4. Tasks and responsibilities of Supervisors**

Supervisors at provincial level are the ones responsible to the leaders of Statistics Departments in the following aspects:

4.1. Quality of data collected as well as the performance of the survey teams under their supervision.



4.2. Tackle technical problems emerged among the survey teams under supervision. Report to the on-site management technical problems they have just tackled by themselves and those they are not able to solve.

4.3. Check and reaffirm household sample, each replaced household must be re-checked against stated regulations.

4.4. Monitor the performance of the survey teams. Most importantly, check the completed questionnaires of the enumerators. Errors and contradiction are noted in form 3/KSCL “Test of Questionnaires”. For on-site monitoring, supervisors check about 30% of completed questionnaires of each enumerator with a more focus on poorer performed enumerators; participate in commune/ sub-district interviews of team leaders, attend 2 to 3 household interviews and note comments in form 4/KSCL “Attending in Household Interview”.

4.5. Exchange lessons and experience with the survey teams on data and information collection, make public comments on the check of questionnaires and on attending team leaders’ and enumerators’ interviews; discuss measures to overcome difficulties and shortcomings and take in proposals made by the survey teams.

After each on-site monitoring, supervisors send “Monitoring Report in the Surveyed Areas” (form 2/KSCL) and Test of Questionnaires and Attending in Household Interview (form 3/KSCL; form 4/KSCL) to the management of Statistics Departments for local management direction and preparing reports sent to GSO.

4.6. Supervisors should have a good rapport with the survey teams and arrange to meet as soon as possible team leaders and team members during on-site monitoring. Arrange to meet each survey team at least one time in the first week to resolve quickly issues emerged and correct errors systematically. Build monitoring plan for the survey teams under supervision. Supervisors have to meet team members in the survey areas.

4.7. Join the provincial Review Council to approve completed questionnaires of the surveyed teams under supervision. Supervisors should approve completed questionnaires by checking them carefully and make sure that there is no existence of errors. In addition, they should note errors and contradiction of completed questionnaires in Memorandum for later review summary and experience exchange of the localities.

## **5. Report implementation plan and progress of the Household Living Standard survey**

For better direction of GSO, provincial Statistics Departments are required to make report on implementation plan and progress of the HLLSS in the province as per forms 5 and 6 (see attached forms). In case of unforeseen issues arisen that need to be discussed straight away, other forms of communication can be used such as telephone, fax, and email (at address [xahoimoitruong@gso.gov.vn](mailto:xahoimoitruong@gso.gov.vn)).

## **PART II: QUESTIONNAIRE FOR INTERVIEWING HOUSEHOLDS**

## **A. SUMMARY OF SECTIONS AND IDENTIFICATION OF RESPONDENTS.**

Questionnaire for interviewing households has a cover and 10 sections, each of which has some parts. For some parts, enumerators have to interview each member of the household and for some others, enumerators have to interview the person who knows most about the information in the household.

Cover: Contain managerial information of the VHLSS 2004 and a part of the VHLSS 2002. This information includes address of the household; area (urban/rural); full name and ethnic group of the household owner; date/month/year of the interview, date/month/year the team leader checks the completed questionnaire; whether interpreter is employed in the interview; full name, code, and signature of the enumerator and the team leader.

Section 1. List of household members: This section includes 2 parts: part A listing members of the household and their demographical data; part B listing members of the household in the VHLSS 2002. Questions are raised to the household owner or some other members.

Section 2. Education - training and vocational training: This section includes information on educational level and school types of all members. Tuition fees are questioned only for income and expenditure survey form. Respondents are household members and parents reply in place of their children.

Section 3. Health care: This section includes information on sickness/ diseases/and injuries status, health care insurance, the use of health care services by household members over the past 12 months. Health care, treatment, and health care equipment expenditures are questioned only for income and expenditure survey form. Each household members answer the questions for themselves and parents reply in place of their children.

Section 4. Income: This section contains information on household income from various sources:

- Information on working hours of members from the age of 6 and up;
- Information on salaries and wages of members from the age of 6 and up;
- Income from agriculture, forestry and fisheries production;
- Income from non-agriculture, non-forestry, and non-fisheries activities of the household (including non-agriculture, non-forestry, and non-fisheries services);
- Other income sources.

Respondents are those who earn income from the above sources and know most about self-employment economic activities.

Section 5. Expenditure (income-expenditure form): This section is interviewed only for income and expenditure survey form and contains questions on expenditure for foods, including self-sufficient food products (during Tet, holidays and daily consumption); expenditure on non-food

items and other expenditures. Respondents are those who know most about this information in the household.

Section 6. Fixed assets and consumer durables: This section lists fixed assets for production and consumer durables. The most suitable respondents are household owners and those who know most information about this kind of assets and household items.

Section 7. Housing: This section identifies houses of all households, housing cost, electricity and water and hygiene equipments expenditure. It also contains questions on income from land and house rents. Questions are raised to household owners or those who know most about this information in the household.

Section 8. Participation in poverty reduction programmes: This section collects information on benefits households get from poverty reduction programmes as well as other policies for the poor. Respondents are household owners or those members who know most about this information in the household.

Sections 9 and 10 (Expanded): Some detailed information on agricultural production and other production activities. These sections are interviewed only for the income and expenditure survey form.

#### Implementation procedure for Vietnam household living standard survey 2004

Vietnam Household Living Standard Survey 2004 is conducted twice: one in May and the other in September, the time for on-site data collection is one month each. Each survey time is carried out in 2 rounds, and specifics are as follows:

- + In round 1: Enumerators collect information on Income and information for sections 1 to 8 on Income and expenditure of the household questionnaire. Team leaders collect information as required in the Commune/ Sub-district questionnaires.
- + Round 2 is conducted 2 weeks after the first round. In this round, enumerators interview households the rest sections in the Household Questionnaire, which are on Income and expenditure (section 9 and section 10 expanded).

## **B. GUIDELINES ON RECORDING INFORMATION COLLECTED IN THE QUESTIONNAIRE**

*Guidelines on interviewing and recording information in the questionnaire for enumerators:*

1. Enumerators should record information collected right during the interview and not write information collected on a piece of paper and then record that information after the interview or memorise respondents' answers and then record that in the questionnaire after the interview.
2. Enumerators must not let the respondents see or listen to the contents of questions and codes of answers printed in **CAPITAL** letters. Enumerators should find the code or answer that are most

relevant to the answers rendered by the respondents. If no relevant code is found, enumerators can use “other” code and write further notes in the space provided.

For the contents of questions and answer codes printed in normal letters, enumerators must read out clearly for the respondents to understand and answer.

Thus, enumerators need to be well trained to become skilled data collectors and interviewers, obey principles and procedure set for data collection process, and grasp correct information provided by respondents.

*Example 1:*

Section 1. Question 1:

**“WRITE IN CAPITAL LETTERS AND IN ORDER OF CORE HOUSEHOLD”**

This is printed in capital letters to guide enumerators and is not to be read to respondents.

*Example 2:*

Section 4A. Question 2:

**“ARE YOU WORKING? (IS THERE CODE 1 IN QUESTION 1?)”**

**YES.....1**

**NO.....2 (>>4)**

This question is not necessarily read to the respondents. Enumerators base on question 1 of this section to decide whether the answer is yes (code 1) or no (code 2).

*Example 3:*

Section 4A, question 10:

**“Which economic sector are you working in?”**

**SELF-EMPLOYED.....1 (>>13)**

**WORKING FOR OTHER HOUSEHOLDS.....2**

**STATE SECTOR.....3**

**COLLECTIVE SECTOR.....4**

**PRIVATE SECTOR.....5**

**FOREIGN-INVESTED SECTOR.....6**

Enumerators read the question to the respondents but do not read the capital letter printed answers. Then enumerators record the code most relevant to the reply of the respondents.

3. Most questions are already coded except some are coded later by the team leader. Enumerators have to fill the relevant answer code. If the answer is in figure then enumerators have to write that figure in the relevant box.

*Example 4:* Section “Housing”:

Question: “Does your household own this house?”

**YES, WE OWN THE ENTIRE HOUSE.....1**

**YES, WE OWN PART OF THE HOUSE.....2**

**NO .... 3**

1
---

Respondents say: “Yes”.

Enumerators ask further: “Do you own all the house?”

Respondents reply: “Yes.”

Enumerators write code 1 in the corresponding right box.

*Example 5:*

Question: “According to the current market price, how much is your house worth?”

500
-----

Thousand dong

Respondents say: “500 thousand dong”

Enumerators write “500,000” in the next right box.

4. Signs for moving from one question to another is as follows:

a) If there is no jump step then move on to the next question

*Example 6:* Section 1, part A, question 2:

“Sex of ...[NAME]...”

**MALE.....1**

**FEMALE.....2**

--

After getting the response from the respondents, enumerators go on with question 3 because there is no jump signal.

a) The sign (>>) always stands next to a certain code or answer and indicates the next question, part, section or person to be interviewed.

*Example 7:* Section 2, question 4:

Question: “Are you ...[NAME]... currently going to school?”

**YES.....1 (>>6)**

**ON SUMMER VACATION...2 (>>6)**

**NO.....3**

If the answer is “yes” or “on summer vacation”, enumerators record the relevant code and then move on to question 6. If the answer is “no”, enumerators write code 3 and move on to the next question.

c) Sign

allow enumerators to move on to the next question, part, section or person to interview without necessarily referring to the code/answer of the question.

*Example 8:* Section 2, question2:

Question: “Do you ...[NAME]... know how to write and read?”

**YES.....1**

**NO.....2**

In this example, regardless of whether the answer is coded 1 or 2, enumerators move to question 4.

5. Questions in this questionnaire often use words or phrases such as ong/ba or ...[NAME]... to address the respondents (directly or indirectly via the person who answer in replacement). Under specific circumstance, enumerators should address and call the name of the respondent in a way that is suitable with the name, age and sex of that person.

6. If the content of the answer does not resemble any code in the listed codes, enumerators record in “**OTHER CODE**”. In this case, enumerators should ask further to make the answer be more specific and record in the space provided so that it is easier for the team leader and supervisor to check the completed questionnaire later.

*Example 9:* Section 4D1, question 2, code 109 “Other (note clearly \_\_\_\_\_)”.

Respondents reply: “Income from winning lotto 12 million dong”.

12 000

Enumerators write: “Other (note clearly winning lotto)”

1. Data recorded in the questionnaire are integral numbers.
2. Unit for calculation is **THOUSAND DONG**.
3. Abbreviations:

Total income or expenditure printed in abbreviated form includes 3 parts X, Y, and Z in which:

X is the order of the section (for example 2, 3, 4A.)

Y is the abbreviation of indicators (CT: costs and expenditure; C: expenditure; TN: income; T: revenues)

Z is the order of the indicator in that section or part.

*For example*, 3CT1, and 3CT2 are health care expenditure 1 and health care expenditure 2 respectively; 3CT is total health care expenditure.

### **C. RECORDING FIGURES AND TEXT INFORMATION IN QUESTIONNAIRES**

1. Write clearly in ball pen. If the information is incorrect, enumerators cross that incorrect information and write the correct information besides but on the right line to avoid confusion. Do not erase or use correction pen and overwrite on the incorrect information.
2. Write in capital letters if it is required and in Arabic numerals. For example, enumerators should write 1 but not I, write 4 but not IV. Write human name in capital letters, for example **NGUYEN THI DUNG**.
3. Never record information exceeding the space provided, even though there is abundant space below that.
4. In writing figures, there needs to have one space between three consecutive numerals. For example, one hundred thousand should be written as 100 000 but not 100000 or 100.000.
5. For questions concerning quantity and value, just write the quantity as is stipulated without attaching the unit (as units are printed already in the box next to the information). For example:

Reply: “twenty thousand dong”

Write: 20 but not 20 000 dong or 20 thousand dong.

Reply: “3 kg”

Write: 3 but not 3 kg.

6. For questions concerning quantity and value, enumerators are required to record as is instructed in the questionnaire:

- If the respondents reply “I don’t know” or “I do not remember clearly” then write “KB” (meaning ‘I don’t know’). If respondents only remember the total amount and some break-up figures, the enumerators record the total and the break-up figures in respective columns. Those column respondents are unable to remember, enumerators just write “KB”.

- If the answer of the respondents delivers no figures, enumerators write 0 but not “KC” (For provinces and cities participating in the training workshop organised in the North).

## SECTION 0: INFORMATION ON THE COVER OF THE HOUSEHOLD QUESTIONNAIRE

### Section recording information of the VHLSS 2004:

Enumerators write the code of the province/city, district/town, and commune/sub-district according to **The list of the surveyed areas 2004** sent by GSO to provincial Statistics Departments. Specifics are:

1. **Province/city:** Write the name of the province and city under central government administration selected for the survey and fill relevant codes in the boxes as follow: The first box is regional code; the last two boxes are the code of the province/city. For example, Hanoi is located in the Red river delta, which is code 1; code for Hanoi is 01 so the three boxes are:

1	0	1
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2. **District/ town:** Write the name of the district, town and city selected for the survey and fill relevant codes in the two boxes (write cardinal number, do not write regional code or province code). For example, the code of Ba dinh district is 01, so it is:

1	0
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3. **Commune/ sub-district:** Write the name of the commune/ sub-district selected for the survey and fill relevant codes in the two boxes (write cardinal number, do not write regional code, province code or district code). For example, the code of Kim Ma sub-district (Ba dinh district) is 11, so it is:

1	1
---	---

4. **Survey localities:** these are selected from the localities in the Population and Housing Census in 1999, each locality has a cardinal number, enumerators write the name of the surveyed locality and its corresponding code in the column “Name of surveyed area” and “Code of surveyed area” of the **List of surveyed areas 2004**.



5. **Areas:** Write code 1 if the surveyed area belongs to a sub-district and code 2 if it belongs to a commune. For areas that were previously rural areas but at the time of the survey they are officially upgraded as sub-districts, then write code 1.

6. **Full name of household owners:** Household owners are breadwinners, the ones who manage and administer the family, and make decisions for the major issues in the family. Write full name of the household owners in capital letter with marks for easier reading and checking.

7. **Household numbers:** Mark the number of the surveyed household in the list of selected households for the survey (official households surveyed to collect income information are marked from 1 to 12, official households surveyed to collect expenditure information are marked from 13 to 15, stand-by households surveyed to collect income information are marked from 16 to 18, and stand-by households surveyed to collect expenditure information are marked 19 and 20 for each surveyed area). In case official households are replaced by stand-by households, enumerators write the number of the stand-by households in the list of the surveyed households. For example, in one surveyed area, there are two households numbered 5 and 14 having to be replaced by two stand-by households numbered 16 and 19. As is stipulated, the household replacing household number 5 is marked 16 and household replacing household number 14 is marked 19.

8. **Ethnic group of the household owners:** Write the name of the household owner's ethnic group and its code as per the ethnic group code table in the correct space.

9. **Address:** Write clearly the name of the hamlet or village for rural areas and street and address for urban areas.

10. **Number of the questionnaire:** Write the number of the questionnaire of a specific household out of the total number of questionnaires. In Household Questionnaire, Section 1 can record at most 15 members. If the household has 15 members or less than that, one questionnaire form is used for the interview and in the box "Questionnaire number" the enumerator writes 1/1. If the household has more than 15 members, one additional questionnaire form is used for the interview. Each additional questionnaire form can record information for another 15 people. Enumerators should record information of all household members needed for all questions in both two questionnaire forms.

In case the additional questionnaire form is used, in the box "Questionnaire number" of the main questionnaire enumerators write "1/2" (meaning "the first questionnaire of the two questionnaires used to interview one household"), and "2/2" in that box of the additional questionnaire (meaning "the second questionnaire of the two questionnaires used to interview one household"). Member code in the additional questionnaire form starts from 16 running to 30.

11. **IS INTERPRETER NEEDED?:** For ethnic minority households that members cannot communicate properly in Kinh language and interpreters are needed during the interview, enumerators write code 1 for the interview conducted at the households. Otherwise, enumerators write code 2.

#### **Section recording the code of VHLSS 2002:**

For households that were selected for the VHLSS 2002, team leaders have to record all provincial/city code, district/town code, commune/sub-district code, surveyed locality, area, household number and quarter in that household's completed questionnaire in VHLSS 2002 before turning it to the enumerators.

In case the household selected for the survey has removed to other commune/sub-district, the stand-by household is interviewed.

In case the household selected for the survey has split into two or more than two households, enumerators interview the household whose owner is the owner of the household in VHLSS 2002. If the household owner in VHLSS 2002 has died, enumerators choose household which has the most number of members in VHLSS 2002.

For households that were not interviewed in the VHLSS 2002, enumerators skip this section.

### **Section for the confirmation of team leaders and enumerators:**

Team leaders and enumerators have to write fully the household owner's name, household code, date/month/year of the interview and date/month/year when the questionnaire is checked, and then both sign on the questionnaire.

## **SECTION 1. PART A. LIST OF HOUSEHOLD MEMBERS**

### **Objectives**

Identify the members of households and collect basic demographic information on household members such as gender, relation with household owner, age, marital status, and permanent address. The list of household members is an important input for the calculation of indicators like income per capita, expenditure, etc. and a basis for comparing living standards among regions and areas, the result of which is to suggest policies for stabilising and improving people's livelihood.

### **Respondents**

It would be best if household owner answers the questions in this section. If the household owner is not at home, another respected member replies in stead. The respondent should know information about other members in the family. Enumerators should ask to identify the right respondent among the household members. Other members supplement information on themselves.

### **Concept/ Definition/ Scope**

#### *Household:*

Is a person or group of people sharing accommodation and foods for at least 6 months over the past 12 months calculating from the time the survey is conducted. These people also share a collective fund.

#### *Household members:*

People considered as household members must meet the following two requirements:

- 1- Eat and live with other members in the house for at least 6 months over the past 12 months.
- 2- Share a collective fund with others; meaning that all income of the member must be contributed to the fund and all expenditure of the member is paid from that fund.

However, bellows are 7 exceptions when identifying whether a person is a household member or not:

- 1- Person identified as household owner is always regarded as a household member even though this person has not eaten and lived with other members in the house for more than 6 months.

Household owner is the one who manages and administers the family, plays a leading role and decides in the household. Normally, (but not necessarily) household owner is the highest income earner in the household and control economic activities as well as employment of other household members. The majority of household owners in this concept coincide with household owners registered in the Residential Book, but there may be cases where household owners in the survey are not household owners registered in the Residential Book.

- 2- Children of less than 6 months old are regarded as household members.
- 3- People who are going to stay for long in the household, regardless of whether they have certifications (certificate of marriage, certificate of demobilisation, etc.). These people include: brides moving to live in the husbands' home, grooms moving to live in the brides' home, people working and learning abroad or working in domestic enterprises and organisations returning to live with the household, people demobilised from the arm forces, or retired, etc. returning home but have not been living with the household for as long as 6 months are still regarded as household members.
- 4- Pupils and students learning and studying in other localities of the country but still being supported by the family are regarded as household members.
- 5- Visiting guests and relatives living with the household for at least 6 months and sharing the collective fund are regarded as household members.
- 6- Tenants, employees, servants, and relatives having their own families living far away but living and sharing foods and other expenses with the household are not regarded as household members (because these people have their own budget).
- 7- People removing to live away from the household for a very long time and those who have died in the past 12 months are not household members, though they have lived in the house for more than 6 months.

*There are many types of households:*

- Households of two generations: parents and their children.
- Households of many generations: household owners, their spouse and children; parents, nephews and nieces of household owners, and others regardless of whether they are relatives of household owners but share foods and accommodation with the households for at least 6 months in the past 12 months upon the date of the survey.
- Household consisting of two or three married couples having no children.
- Households of single person.

*Accommodation:*

Is a set of structure (room, flat, and house) detached or semi-detached where live members of the household. There are many types of accommodation:

- A cottage, hut or a detached house.
- A part of a cottage, hut or house.
- A group of cottages, huts or house, with or without fence or wall surrounding.
- An apartment with a private toilet or shared toilet.
- A part of an apartment with a private toilet or shared toilet.

*Tenants:*

Are people who pay rents for their accommodation and share/not share foods with the surveyed households. They are not regarded as members of the surveyed households but of others.

**Contents and recording method**

This section consists of 9 questions from questions 1 to 9. Enumerators should complete questions from 1 to 3 for all household members before moving on to questions from 4 to 9 for individual members.

**Question 1:** Only raise this question to people identified as household members according to the above criteria. In order to identify correctly household members before writing down in the questionnaire, and to avoid errors and correction (as enumerators may write down non-members), enumerators should ask some general questions to warm up the atmosphere and bridge the gap between enumerators and household members on the one hand and identify correctly household members on the other hand. The content of general questions is to search for such information as the number of household members; who they are; who plays the leading role in the family, manages and decides the major issues of the family; relation between household members and the owner; who often eat and live in the household; who are temporarily away, who are away from home for more than 6 months in the last 12 months; which servant eats with the household; who are visiting guests and relatives living with the household for no less than 6 months, etc.

Once household members have been identified correctly, enumerators write in capital letters the names of all household members in order:

- The first person to be written down in the questionnaire is the household owner although this person may not be the respondent or even when this person is not present at home. Household owner is always coded number 1.
- Then followed by household owner's spouse and children who are not yet married from the oldest one to the youngest. If the household owner has many wives, then enumerators write the names of the first wife and her children, then the second wife and her children and go on in this way.
- Then followed by household owner's children who are married, their spouse and children (if any).
- Then come father, mother, adopted brothers and sisters, maternal and paternal grandparents, maternal and paternal grandchildren (whose parents are both not living in the surveyed household) and other relatives of the household owner and his/her spouse.
- Finally, non-relatives.

In fact, there are cases where parents eat and live together with their children's own family, food expenses are shared by both sides, but other expenses are paid separately by the two sides from their own budgets. The most feasible solution in this case is that this is still considered as a household though it does not satisfies the criterion of sharing a collective fund. Enumerators should ask parents and their children's family about their other non-food expenses to be recorded in the questionnaire.

There are also cases where the household does not wish to declare a certain member, for example the third child or the member who is not registered in the Residential Book. Under this circumstance, enumerators should explain clearly to the household that they will not be fined and that the enumerators will not provide the information to the local authority and the information will be kept secret, it is used merely for analysis, and the analysts will not know the names of members as well as the address of the household.

If the household has more than 15 members, enumerators have to record information of the 16<sup>th</sup> member on the second questionnaire form.

**Question2:** For direct respondents, enumerators can easily identify whether they are male or female. However, for children and those who are not present at home at the time of the interview, enumerators should not rely on their middle names to guess male or female but ask the main respondents to record code 1 or code 2.

**Question3:** Record the code of the relation with household owner for each member. Enumerators should write correctly this code as it is instructed in the questionnaire.

**Question 4:** Record the month and year of birth of each member in solar calendar. Enumerators have to identify actual month and year of birth of each household member. If household members

have, for example, birth certificate, residential book, and passport, enumerators base the month and year of birth of household members on that. If there are no such certificates or papers or such certificates do not provide sufficient or necessary information, enumerators base on declaration of the surveyed people. In reality, to collect exact information on month and year of birth of many people in solar calendar is not easy at all. Some people do not remember, or if they can they just remember their month and year of birth in lunar calendar. Solutions for this problem may be:

- In case the respondent only remembers the lunar year of birth such as Ren Dragon or Gui Ox, enumerators have to refer to the *table converting lunar year to solar year* printed in the questionnaire to convert from lunar year to solar year before recording it down in the questionnaire.

- In case the respondent just remember the “Zhi” such as Rat, Ox, Tiger, etc. of the lunar year, and do not remember the “Gan” such as Jia, Yi, Bing, enumerators should ask the age of that person in lunar calendar and refer to the *table converting lunar year to solar year* to identify the solar year of birth of that person.

- In case the respondent just remembers the age based on lunar calendar, enumerators estimate the solar year of birth of that person basing on the following formula:

The year of survey – Age in lunar calendar + 1 = The solar year of birth

*Example:* The year of survey is 2004, a respondent says he/she is 57 in lunar calendar, he or she was born in  $2004 - 57 + 1 = 1948$ .

- In case the respondent does not remember the year of birth, enumerators may ask questions such as: How old were you when you gave birth to the first/ or the last child? Or how old were you when you got married?. Enumerators may relate the year of birth with historical events or the events occurred in the locality to identify the year of birth in solar calendar. After all these questions raised to the respondent but the enumerators are unable to identify the year of birth of the respondent they have to estimate the respondent’s age basing on that person’s appearance, the age of the first child or that person’s brothers and sisters, etc. The enumerators must not leave this question unfilled.

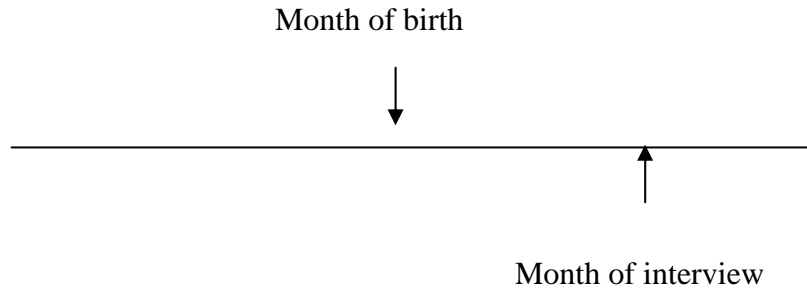
- In case the respondent does not remember the solar month of birth, enumerators need to ask suggestive questions to identify the solar month of birth of that person such as: How long (how many months) were you born before or after Tet?; Were you born in the spring, summer, autumn or winter? In which season were you born: dry or rainy?. Enumerators can also ask questions related to the memorable days of the nation as well as of the localities such as the National Day (2 September), the International Labour Day (1 May), Dien Bien Phu Victory Day (7 May 1954), Liberation Day (30 April 1975), and other local festival days, etc. After raising all these questions to the respondent but the enumerator is still unable to identify the date and month of birth of the respondent, the enumerator just notes KB (meaning do not know) to the corresponding line of that household member.

**Question 5:** Age is important information in this survey. This question seeks information on the year of birth to calculate the exact age of the respondents. Age is rounded at the time of survey. The method is as follow: If the month of interview coincides with or after the month of birth, the

age is calculated as the year of interview minus the year of birth. If the month of interview is before the month of birth, the age is calculated as the year of interview minus the year of birth minus 1.

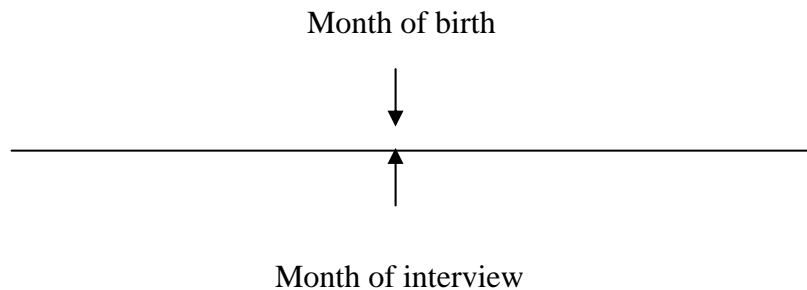
*Figure 1: The month of interview is after the month of birth*

$$\text{Rounded age} = \text{The year of interview} - \text{The year of birth}$$



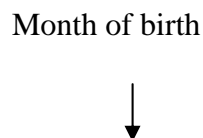
*Figure 2: The month of interview coincides with the month of birth*

$$\text{Rounded age} = \text{The year of interview} - \text{The year of birth}$$



*Figure 3: The month of interview is before the month of birth*

$$\text{Rounded age} = \text{The year of interview} - \text{The year of birth} - 1$$





Month of interview

*Example:* The month of interview is May 2004, a household member was born in June 1964, the rounded age of this person is:  $2004 - 1964 - 1 = 39$ ; the month of interview is June 2004, a household member was born in February 1956, the rounded age of this person is  $2004 - 1956 = 48$ .

**Question 6:** This question is asked only to household members who are at least 13

- *Not yet married:* People who have never been married or lived with another as husband and wife.
- *Married:* People who are legally acknowledged as being married or as living with another as husband and wife or are acknowledged as being so by tradition and custom.
- *Widower/widow:* People whose wife or husband died and have not been remarried. If a man has two wives or more than that and one of them is died, this man is not called a “widower” but he is married.
- *Divorced:* People who had been married before but have been divorced legally and not yet remarried.
- *Separated:* People who are married but currently not living with their husbands or wives as husband to wife.

It is necessary to distinguish separated people and people who are living far away from their husbands and wives for a long time because of business reasons. These people belong to the group of married people. Enumerators should be careful and artistic in identifying marital status of a household member since a divorced or separated person may reply he/she is unmarried.

**Question 7:** Record the total number of months the respondent has lived with the household over the past 12 months. If a member lives with the household for 1 day in a month, it is considered as one month.

*The duration of the last 12 months:*

The duration of the last 12 months is calculated from the date of interview backwards. In the interview, enumerators should indicate this duration clearly. For example, if the interview is conducted in 10 May 2004, the first day of the duration of the last 12 months is 10 May 2003.

Example: an enumerator interviews a household in May 2004, the household has one student member learning far away from home but all expenses are taken into the household’s account. This student has a four-day holiday at home in April 2003, two-month summer vacation at home (June and July 2003), a two-day stay at home in October 2003, and a one-week Tet holiday in February 2004, then the total number of months staying at home is 4.



**Question 8:** Enumerators ask and record, subject to the 4 codes stipulated in the questionnaire, the place where the respondent registers his/her permanent residence. If the code is 1, 2 or 3, enumerators move to part 1B. If the code is 4, enumerators go on with question 9.

Enumerators should note households belonging to the newly separated communes or sub-districts but they do not remove to live outside the territory of the former communes or sub-districts and still their permanent residence is registered at the former communes or sub-districts. Enumerators write code 1 for these people.

**Question 9:** Record the number of months and years the respondent has lived in the current city or province. This number is calculated on the continuous duration of time up to the time of the interview that person has lived in the current city or province. For example, the interview is conducted in May 2004 to a person living in province A from February 1980 to October 1988, in province B from November 1988 to January 1999, from February 1999 this person returned to live in province A. The duration of time recorded in question 9 is from February 1999 up to now, that is 5 years and 3 months.

## **SECTION 1. PART B. HOUSEHOLD MEMBERS IN VHLSS 2002**

### **Objectives**

This part is to identify the status of household members in VHLSS 2002 who remain household members and are in VHLSS 2004 or who have removed from the household. Those who are involved in both the two surveys will be analysed to evaluate the changes in living standard and other related factors of the individuals and household over a 2-year period. Therefore, information in this section is required to be absolutely precise.

### **Respondents**

It would be best if household owner answers the questions in this section. If the household owner is not at home, another respected member replies in stead. The respondent should know information about other members in the family in the VHLSS 2002. Enumerators should ask to identify the right respondent among the household members.

### **Contents and recording method**

**Questions 1 to 5:** Team leaders base on the sample list of VHLSS 2004 and the list of household members of VHLSS 2002 to record information in these questions.

In question 1, if household was not involved in VHLSS 2002 enumerators write code 2 and move on to Section 2.

Questions from 2 to 5 copy exactly household member full names, codes, gender, and age from the list of household members in VHLSS 2002.

**Questions 6 and 7:** Enumerators base on Section 1 part A to judge whether these people, in the year of 2004, are household members or not.

If they are household members, enumerators write code 1 in question 6 and copy member codes from section 1 part A to question 7. Enumerators should note that the member codes of the same person in VHLSS 2002 (question 3) and in VHLSS 2004 (question 7) might be different.

For those people who are no longer household members in 2004, enumerators write code 2 in question 6 and ask household owners or the most concerned people the reason why they are not in the household now.

**Questions 8 and 9:** Enumerators ask household owners or the person who knows most why some members are not household members in 2004 and write the correct code in the questions.

If the code in question 8 is 2 (i.e. this person is dead), enumerators move on to ask the next person.

## **SECTION 2. EDUCATION, TRAINING AND VOCATIONAL TRAINING**

### **Objectives**

This section is to seek information on educational and technical level of household members and education expenses in the last 12 months. This information is to help analyse the relation between living standard and education, training, and vocational training to suggest policies and plans for the development of education, training and vocational training.

### **Respondents**

Enumerators have to ask each and every member of the household who are from the age of 3 up. Parents answer in place of too little children.

### **Concept/ Definition/ Scope**

- The national education system consists of:<sup>1</sup>
  - Pre-school education consisting of kindergartens and nursery schools.
  - Comprehensive education having two tiers: primary and secondary education. Secondary education has two tiers: lower secondary and upper secondary education.
  - Vocational training school system.
  - Higher education consisting of college and university education, post-graduate education educating masters and doctors.

Education patterns are formal education and non-formal education.

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<sup>1</sup> According to Section 6 of Education Law

➤ People who are regarded as pupils and students must meet one of the following requirements:

- People who are enrolling in any formal education form or grade of the national educational system at state-owned, collective, domestic private and international schools, bases and centres.
- People who are participating in the non-formal education form of the national education system.
- Exceptions are: people who graduate from a specialised faculty in a medical college and then go on to learn as trainee doctors at hospitals; people learning in preparation courses for universities; people learning politics at the communist schools or religious schools.

Thus, people who are participating in courses not belonging to the system of the state's education, training, and vocational training and are not awarded degrees or certificates such as preparation courses for taking exams into universities; courses training tailors, motorbike repairers; courses training people how to set flowers, cook, type, and take shorthand; and courses training traditional work skills in both traditional and modern ways, courses organised by enterprises to train their staff and workers all are not regarded as people learning or studying at schools but all the expenses involved in following such courses are recorded in question 14.

*Knowing how to read and to write:*

A person regarded as knowing how to read and to write if he/she can read, write and understand fully simple sentences in Vietnamese language, ethnic minority language or foreign language.

### **Contents and recording method**

**Question 1:** Write in the highest grade of comprehensive education a person has completed (including regular (non-formal) education). In case the household members are learning at schools, enumerators write the highest grade of comprehensive education by subtracting the grade being at by 1. For example, if a person is learning at grade 10, the highest grade of comprehensive education is grade 9. Another person dropped out of school when being at grade 9 is recorded 8 for the highest comprehensive education.

Enumerators have to convert grades of different education systems to the standard education system for synthesizing data and information.

**Question 2:** This question is only asked to people learning from nursery school level to the grade 4. Enumerators write code 1 if a person both knows how to read and write. If a person only knows how to read but not to write, enumerators write code 2 (excluding people who are unable to read and write under abnormal circumstances or those who are, for example, short-sighted and thus unable to read because he/she does not have supporting devices – glasses, to say)

**Question 3:** Write the code of the highest degree among the degrees and certificates listed by a certain household member under the two categories: education-training and vocational training. If a person possesses many degrees, enumerators write the highest degree in education in the column “**COMPREHENSIVE EDUCATION AND HIGHER EDUCATION**” and the highest degree in vocational training in the column “**VOCATIONAL TRAINING**”. For example, if a respondent possesses an upper secondary education degree and a technical worker training degree, enumerator writes code 3 in column “**COMPREHENSIVE EDUCATION AND HIGHER EDUCATION**” and code 4 in the column “**VOCATIONAL TRAINING**”.

Enumerators should note recording the degrees in codes from 0 to 11 as identified in the questionnaire. Politics and religious degrees are coded 11.

The column “**VOCATIONAL TRAINING**” includes codes from 4 to 6, and thus column “**COMPREHENSIVE EDUCATION AND HIGHER EDUCATION**” includes the rest codes. For those attending vocational training courses for less than one year at vocational training centres or business and production units and being awarded certificates, enumerators write code 4 “short-term vocational training”. For those attending vocational training courses for 1 to 3 years at vocational training schools, colleges and universities and being awarded certificates, enumerators write code 5 “long-term vocational training”.

**Question 4:** Enumerators write code 1 if the respondents are currently going to schools, code 2 if they are on summer vacation and move on to question 6. If a person is currently not learning or studying, enumerator writes code 3.

**Question 5:** Enumerators write code 1 if in the last 12 months the respondents have been going to schools and code 2 if they have not and move on to question 14.

**Question 6:** Enumerators just write the education form and grade of a person basing on what is indicated in the codes from 0 to 10 in the questionnaire. Code 11 is for other kinds of training courses such as courses of different levels at politics and religious schools, preparation courses for Ethnic University, etc. If a person has participated in more than one course, enumerator asks and records the course that person considers as the major one.

**Question 7:** Enumerators write the code for the type of school a person learns or has learned at as recorded in question 6.

- Public schools: schools organised, managed, invested by the State and the State pays the staff and regular expenditure of the schools.
- Public-private schools: schools established by the State on the basis of partnership between the State and non-state organisations of all economic sectors or between the State and individuals to co-invest in infrastructure under either of the two following forms: establish new schools, or transfer all or part of existing infrastructure and facilities of the public schools to public-private schools.
- People-founded schools: schools established by social, professional, and economic organisations. These organisations apply for investment licences,

invest in the establishment using non-state capital and mobilise resource contribution (both financial and human resource) of teachers, scientists, and investors in the building of schools.

- Private schools: Schools organised and invested by an individual or a group of individuals.
- Other schools: Schools which do not belong to the 4 above-mentioned types of schools. These include foreign schools, schools organised on the basis of partnership between foreign partners and domestic individuals or organisations.

**Question 8:** This question is about exemption or reduction of not just tuition fee but also other education expenses. Other education expenses are compulsory contribution required by the schools or the education sector such as contribution to build infrastructure of the schools, parent's fund, etc.

**Question 9:** State one justified reason for exemption and reduction of tuition fee and other education expenses. If there many reasons, choose the one that is most justified.

Example: it is not much to say if one pupil of grade 3 is exempted from tuition fee, but because this pupil is the child of a poor household, he/she is exempted from other education expenses. Enumerator writes in code 1.

**Question 10:** State the percentage of exemption and reduction of tuition fees and other education expenses. Items not reduced or exempted are coded 0, fully exempted are coded 100.

**Question 11:** Collect all education expenses as required by the schools of each pupil and student in the household in the last 12 months. Other expenses not required by the formal schools such as money paid for learning foreign languages, computer, literature, mathematics, music, painting, cooking, etc. for self-improvement are not included in the education expenses of question 11.

If the respondent remembers the total expenses and some detailed amounts, enumerator records the total expenses and the known detailed amounts and writes KB for unremembered detailed amounts (in this case, the total expenses must be greater than the sum of all known detailed amounts). If the respondent only remembers the total expenses but not any of the detailed amounts, enumerator writes down the total expenses and KB in other columns for detailed amounts.

For staff and cadres sent and paid totally or partially for tuition fees by their organisations and agencies to non-formal training courses for further improvement, enumerators write the total tuition fee in question 11. The aided money is considered as scholarship and is noted down in question 13 of this section.

Sometimes, it is hard for respondents to remember expenditure items over the past 12 months. In this case, enumerators need to remind and recall respondents of the time that they spend money on a certain item, how much they have spent, etc. For example, money paid for books and notebooks at the beginning of academic school year is normally the biggest sum and thus, easiest to

remember; monthly tuition fee, and fee paid for extra education are also easy to remember. Enumerators should explain clearly that education expenses are all expenses related to education over the past 12 months, not just expenses paid at the beginning of the school year.

*Example 1:* Enumerator interviews a household on 1 June 2004. The household has one student member studying in the first year at the university in academic school year 2003-2004 and is now on summer vacation. In this case, education expenses in the last 12 months relate to all education expenses that student pays for the whole academic school year.

*Example 2:* Enumerator interviews a household on 30 September 2004. The household has a pupil member learning at grade 9 (in academic school year 2004-2005) and at grade 8 (in school year 2003-2004). In this case, education expenses consist of education expenses of September 2004 (if any) of 2004-2005 school year and these expenses of October, November and December 2003 (if any) and those of January, February, March, April, May, June, July and August 2004 of 2003-2004 school year.

Other expenses paid for the purchase of bicycle, tyre and bicycle spare parts for the pupils are not listed here. If bicycle and motorbike parking fees are paid for the pupils for learning purposes, they should be noted in the item other expenses in this section, otherwise they should be noted in part 5B2, item 321.

Injuries insurance premium for pupils is noted in column g. Health insurance premium for pupils is noted in section 3. In case the households buy both injuries and health insurance for their children but they do not remember the exact amounts of each, health care insurance premium is supposedly 50 thousand dong.

**Question 12:** Record the total amount this person is supported by authoritative agencies or other organisations for educational purposes such as food and accommodation at school, travelling cost, textbooks, and uniform, etc. in the last 12 months.

**Question 13:** Identify whether there are any receipts related to education in the last 12 months. Receipts include scholarship, remuneration for success in learning and studying or tuition fees paid by employers. These receipts may be in cash or in kind. Count only those supported by schools, state agencies and other organisations and exclude those supported by relatives or friends.

**Question 14:** Expenses for other training courses not included in question 11. Examples are preparation courses for university entrance exam, courses training tailors, motorbike repairers; courses training people how to set flowers, cook, type, and take shorthand; courses training traditional work skills in both traditional and modern ways, and courses organised by enterprises to train their staff and workers which are in short time and learners or trainees are not awarded degrees or certificates standardised in the national education system.

Note: enumerators should ask questions 12, 13, and 14. If the answer is 0, write in 0 and do not leave these uncompleted.

After completing section 2, enumerators add up the amounts in questions 11 and 14; 12 and 13 and write the results in corresponding boxes 2CT and 2TN. Later, these boxes will be added up in total income or total expenditure.

Note: Number “2” in 2CT means section 2 and “CT” is abbreviation of expenditure, so the figure in the box 2CT is expenditure of section 2 and is added to total expenditure. “TN” is abbreviation of income, so the figure in the box 2TN is income of section 2 and is added to total income.

## **SECTION 3. HEALTH CARE**

### **Objectives**

To collect information on health status, the use of health insurance card, health care services, expenses related to disease diagnosis, treatment and health care of all household members and use this as a basis to assess living standard.

### **Respondents**

Enumerators have to ask every person using health care services in the last 12 months. If children are not at home or cannot answer the questions by themselves, other household members who know the information can reply in stead. If adults of over 15 are not present at home, enumerators ask all those who are present, then make a date to come back to the household to ask those who are not present.

### **Concepts/ Definitions/ Scope**

- Sick/ diseased/ injured: health status regardless of being diagnosed by the health care centre or not, indicative symptoms are cough, fever, diarrhoea, pain and sore, swollen, vomiting, cold, other pregnancy accidents, poisoned; traffic accidents, work accidents, falling, bitten/hooded/and kicked by animals.

Note: light toothache, light hand/leg cut and bleeding, and acne that do not influence health are not considered as being sick or diseased.

- *The duration of the past 4 weeks* is 4 weeks prior to the day of interview, not 4 weeks prior to the week of interview. Example: the day of interview is Monday, 10 May 2004; enumerators have to tell respondents that the last 4 weeks starts from Monday, 12 April 2004.

- *In-patients* are people who have access to health care services and are treated in these health care centres.

- *Outpatients* are people who have access to health care services but are not treated in the health care centres.

- *Village health care staff*: are mobile health care staff servicing villagers and receiving monthly allowance from the State.

- *Commune/sub-district health care centres*: are state health care units located in communes or sub-districts.

- *Regional clinics:* are state health care units serving people living in communes and function as small-size district hospitals.
- *State hospitals:* hospitals under the management of the Ministry of Health, hospitals at district and provincial levels, Central hospitals including both polyclinic and speciality hospitals; hospitals under the management of other ministries and central agencies.
- *Private health care system:* include private hospitals (run by Vietnamese or foreigners), clinics run by an individual or a group of doctors. Private doctors are doctors who possess medical degrees specialised in either traditional or modern medicine. They can be either independent doctors running their own clinics or doctors working for state health care centres but working part-time outside official office hours in private clinics.
- *Traditional herb doctors:* Doctors who are now treating diseases for people but do not possess any official degrees of the health sector. Their treatment and curing methods are based on traditional herbs and experiences.
- *Other health care bases:* include sector health care centres, health care centres of organisations and enterprises, maternity home; health care centres of charity organisations, red cross, and NGOs, international hospitals or other equivalents.

## **Contents and recording methods**

Enumerators should ask every household member questions from 1 to 5 before moving to others. For question 6 and questions from 14 to 17, enumerators ask the main respondent in the household. For questions from 7 to 13, enumerators ask all household members who have used health care services in the past 12 months.

**Questions 1:** If this respondent has been sick/diseased/or injured in the past 4 weeks (according to the above concepts), enumerator writes code 1 and moves to question 3. If not, enumerator writes code 2 and move on to the next question.

**Question 2:** If this respondent has been sick/diseased/or injured in the past 12 months (according to the above concepts), enumerator writes code 1 and move to the next question. If not, enumerator writes code 2 and moves on to question 4.

**Question 3:** Enumerators write the total number of days the respondent has been sick/diseased/or injured over the past 12 months as follows:

- Total number of days being seriously sick in column a: this is the total number of days this person has had to lie on bed and someone taken care of.
- Total number of days being sick in column b: this is the total number of days this person has had to stop learning or working or been unable to participate in normal activities but hasn't had to lie on bed and someone taken care of.



**Question 4:** Enumerators ask and write the corresponding code. If the respondents say yes, enumerators had better ask them to show the free health insurance or health card. Enumerators should note that, if the code is 2 or 3 they should move on to ask the next household member.

**Question 5:** Enumerators ask and write the corresponding code. Code 7 is for cases where the insured pays a part of health insurance premium and the rest is paid by organisations or other people.

**Question 6:** This is a general question to identify if there are any members in the household using health care services in the last 12 months. Reasons for accessing health care services may be being sick, diseased, injured or not being so but to check health status, pregnancy, etc.

If the answer is yes, enumerators write code 1 and continue to ask the next questions, interview first those who are sick, diseased or injured then move on to household members who access other health care services; if the answer is no, enumerators write code 2 and move to question 14.

**Question 7:** Enumerators write the codes and names of household members who have access to health care services and the type of health care service providers in the last 12 months.

- Note: each line is to record information for one person going to the same health care unit for the same reason (may be one or more than one times)

Example: + Household member 01 having been to provincial hospital 6 times (in which two times this person is admitted to hospital) in the last 12 months with the same reason to cure disease is recorded in one line.

+ Household member 03 having been to provincial hospital 6 times in the last 12 months but with three reasons: 2 times for immunisation, 1 time for delivering a child, and 3 times for curing diseases is recorded in 3 lines.

+ Household member 04 having been to district hospital once, provincial hospital once, and private health care unit three times for the same reason of curing diseases in the last 12 months is still recorded in three lines.

**Question 8:** Enumerators write cardinal numbers for the times visiting hospitals and health care centres by different groups of reasons for each member, i.e. all members have starting number of 1.

In the example of question 7, household member 01 is recorded on one line with corresponding number in question 8 of 01 and the code of health care unit of 5; household member 03 is recorded in three lines with respective numbers of 1, 2, and 3 for each line and the code of health care unit of 5; household member 04 is recorded in three lines with respective numbers of 1, 2, and 3 for each and the codes of health care units being 4, 5, and 8 respectively.

Note: for each line enumerators have to write all information concerning member code, name, ordinal number, code of health care unit, reasons, etc.

**Question 9:** Enumerators write the code for different groups of reasons having to go to hospitals or health care centres; recording method is as in questions 7 and 8.

**Question 10:** Enumerators write the number of times visiting and total payments made to the health care units for using out-patient services such as diagnosis, testing, medicine, micro-surgery, immunisation, tips for health care staff, travelling expenses, motorbike and bicycle parking, nutritional food outside normal meal intake, buying plastic utensils, etc. If the person is admitted to hospital as an in-patient, the number of times visiting hospitals and the expenses involved are written down as 0 in question 10.

Note: Enumerators only ask the number of times visiting hospitals or health care units but not the total expenses involved in the income survey questionnaire.

**Question 11:** Enumerators write the number of times visiting and total payment made to the health care units for using in-patient services such as treatment fee, hospital bed, testing, medicine, immunisation, tips for health care staff, travelling expenses, motorbike and bicycle parking, accommodation for relatives accompanied taking care of the patient, nutritional food outside normal meal intake, buying plastic utensils, etc. If the person is an outpatient, the number of times visiting hospitals and the expenses involved are written down as 0 in question 11

Note: In case all the expenses involved are paid by non-household members and/or an organisation:

Example: A household member has an accident and is taken to hospital but all expenses involved are paid by the other party to the accident; these expenses are recorded in question 11 and compensation in question 17.

If the person has health insurance or health card and does not have to pay for the expenses involved or children are exempted from state hospital fee, enumerators record the information in the same way.

Note: Enumerators only ask the number of times visiting hospitals or health care units but not the total expenses involved in the income survey questionnaire.

**Question 12:** Enumerators ask whether the household affords to pay treatment fees for their household member or not. If the answer is yes, enumerators move on to interview the next person. If the answer is no, enumerators move to the next question.

**Question 13:** Enumerators ask and record the essential point how the household or that household member tackled the problem of being unable to pay treatment fees or if there are any sources of support to help them pay these fees.

**Question 14:** Enumerators write the total amount that all household members have spent whenever they have health problems they buy medicine without doctors' prescription or refer to prescriptions doctors had made for them before. This amount also includes buying common medicine for reserve to be used by all household members such as cold tablets, fever relief tablets, diarrhoea tablets, etc. in the last 12 months.

**Question 15:** Enumerators write the total amount the household has spent on buying medical equipments such as stethoscope, hearing aid equipment, wheel chair, cotton and bandage, etc. in

addition to those equipments bought when visiting hospitals or health care units recorded in questions 10 and 11 of this section.

**Question 16:** Enumerators ask and write the total amount the household has spent on buying voluntary health insurance, pupil health insurance or money pooled with other organisation/individual(s) to buy health insurance for members in the household.

**Question 17:** Enumerators ask and write down the total amount outside individual/organisation(s) support(s) sick/diseased/or injured household members in the last 12 months.

For questions from 14 to 17, enumerators write 0 in the corresponding box if there is no information provided for.

After completing section 3, enumerators add up the figures in questions 10 and 11 and write the result in respective boxes 3TC1, 3TC2 then add up the figures in these two boxes with questions 14, 15 and 16, the result of which is filled in box 3CT.

## **SECTION 4. INCOME**

### **Objectives**

To collect information related to calculating income sources of all household members who are from the age of 6 up from working for others, agro-forestry and fisheries production; business, services, and processing activities.

### **Respondents**

Enumerators have to ask every household member who are at the age of 6 and up. If children are not at home or cannot answer the questions by themselves, other household members who know the information can reply in stead. If adults of over 15 are not present at home, enumerators ask all those who are present, then make a date to come back to the household to ask those who are not present.

For some parts in this section, for example the part on agro-forestry and fisheries production or other business and production trades, enumerators ask only those who know most information about that.

### **Concepts/ Definitions/ Scope**

*Employment of household members is defined as one of the three types recognised by the law of the Socialist Republic of Vietnam. It includes:*

*Type 1:* Working to receive salary or wage paid in cash or in kind. People in this category are those who exchange their manual or mental labour for wage and salary, cannot decide things related to their work such as salary, working hours, leaves, etc.

*Type 2:* Working to gain profits for themselves. People in this category carry out agro-forestry and fisheries production activities on the land they own, manage or have use right; or non agro-forestry

and fisheries production activities in organisations wholly or partly run or owned by them; they pay all the costs involved and enjoy all profits.

*Type 3:* Working for the household but receiving no remuneration in terms of salary or wage. People in this category carry out agro-forestry and fisheries production activities on the land the household owner or a member owns, manages or has use right; or non agro-forestry and fisheries production activities run or owned by the household owner or a member.

Agricultural activities consist of cultivation, animal raising, and agricultural services. If a person does all of these activities, enumerators have to ask which type of work occupies most of his/her working time and which occupies the second most without grouping them into one.

In reality, enumerators may omit some members who are involved in business or production activities of the household and not count it as a job for these members. If they are involved in, this is counted as a job and must be recorded.

*Self-employment* is defined for household members and the household.

*Self-employment of household members* is defined as one of the two following types:

a) Working to gain profits for themselves. People in this category carry out agro-forestry and fisheries production activities on the land they own, manage or have use right; or non agro-forestry and fisheries production activities wholly or partly run or owned by them; they pay all the costs involved and enjoy all profits.

b) Working for the household but receiving no remuneration in terms of salary, wage or profits. People in this category carry out agro-forestry and fisheries production activities on the land the household owner or a member owns, manages or has use right; or non agro-forestry and fisheries production activities run or owned by the household owner or a member.

Self-employment of a household is defined as agro-forestry and fisheries production activities or non agro-forestry and fisheries production activities wholly or partly run or owned by the household owner or a member. These (professional) activities may be executed by household members or in combination with hired labourers; or household owner runs and hire all employees.

Self-employment is varied and probably confused with employment receiving wage or salary. A doctor working during the day for a hospital and receiving salary is a salary earner. This same person having his/her own clinic and working in this clinic in the evening is self-employed. A bricklayer in the last 12 months having worked for a construction contractor for 4 months is a wage earner. This same person in the rest 8 months of the year signed a contract to build a house for someone, then he employed other bricklayers, organised and managed the construction work and received payment from the house owner. In this case, the construction of the house is self-employment and the work that occupied most of his working time in the past 12 months. The work done for the construction contractor for 4 months is the work that occupied the second most of his time and is for wage. Another bricklayer having only a ruler, hawk and some other simple building facilities, doing the work on demand and receiving payment from house owners is not self-employed.

Enumerators write code 1 for employment for wage and salary earning in Section 4A question 1a; code 1 for self-employment in agro-forestry and fisheries production and related services in Section 4A question 1b; code 1 for self-employment in non agro-forestry and fisheries production and related services in Section 4A question 1c.

*Guidelines on profession classification:*

*Profession* is a kind of job an individual shows in his/her work.

Followings are essential points that enumerators should keep in mind in using the List of Professions for coding.

*Bases for classification:*

Professions are classified basing on two main concepts: concept of the job done before and concept of workmanship.

*Job* is tasks and responsibilities executed or the means employed to fulfil these tasks and responsibilities by a person that statistics agencies use for classification of professions

*Workmanship* is the ability to carry out tasks and responsibilities required by a profession. Workmanship is proven in two aspects:

- a. *Skill*: is combination of complicatedness and scope of tasks and responsibilities.
- b. *Specialisation*: includes technical aspects required by the profession, machineries manipulated, materials used in production, the type of products and services produced.

For making comparison with international standards, the system of profession classification is divided into 4 general workmanship levels:

- a. First workmanship level: no technical qualification is required.
- b. Second workmanship level: equivalent to primary technical level or technical worker.
- c. Third workmanship level: equivalent to vocational training of secondary level or higher.
- d. Fourth workmanship: equivalent to university level or higher.

The use of groupings of educational levels for profession classification does not necessarily mean that the tasks and responsibilities required by a profession can only be executed if a person has been formally educated or trained but that workmanship of a person can be accumulated through experience or non-formal education and training. Moreover, it should be emphasised that profession classification reflects the skill level needed to execute the tasks and responsibilities required by a profession. This classification of profession is not completely based on educational level nor is it concerned with the explanation of why some labourers have higher quality of workmanship than others who work in the same profession.

Groups of professions include:

*Profession group: Leaders and managers in different sectors, at different levels and in different agencies and units*

This group consists of leaders, directors, and managers working in different sectors, agencies and units from the central to local level.

Since a person may hold different leadership positions, however he/she is put in only one category of profession in this survey, profession classification must be based on the highest leadership positions in Party agencies, Youth unions and Associations held simultaneously by one person. For those who simultaneously hold authoritative power and directly involve in production and business activities, profession classification is based on leadership positions which they are most responsible for and occupy most of their working time.

Team leaders can refer to the “List of professions” (used in Population and Housing census 1999) issued by GSO for more details.

*Profession group: Senior technical professionals in different sectors*

This group consists of professions that require high level of technical and professional knowledge and experience (at least university degree) in natural science, humanity and social science.

The tasks of senior technical professionals are: research and development, inventing and applying new and advanced technology, teaching and/or supervising the work of supporting staff in various fields of science, state governance, socio-economic and financial management.

People belonging to this group, if paid from state budget, are civil servants. They are experts, main experts and senior experts or higher level. Examples are: researchers, main researchers, senior researchers; notaries public, main notaries public, senior notaries public; architects, main architects, senior architects; engineers, main engineers, senior engineers; professors, associate professors; lecturers and senior lecturers of universities and colleges; doctors and senior doctors; senior experts of levels 1, 2, and 3, etc.

Most of professions in this group require workmanship level 4.

*Profession group: technical professionals in different sectors*

This group includes professions that require technical knowledge and experience in one or various fields of natural and biological science or humanity and social science under university level. Major tasks consist of performing technical work associated with the application of concepts and methodology in science and technology field and technically assisting professionals in the above-mentioned sectors. People belonging to this group, if paid from state budget, are civil servants. They are technicians or equivalents.

Most of professions in this group require workmanship level 3

*Profession group: Staff (primary level technical staff, technical workers working in offices in different sectors)*

This group includes professions that require necessary knowledge and experience to organise, record, calculate and search information. Major tasks consist of performing secretarial work, processing documents, manipulating machineries and office equipments, recording and calculating figures, and fulfilling customised office duties such as correspondent services, money remittance, travel arrangement, commercial information, and other transactions. People belonging to this group, if paid from state budget, are civil servants. They are office clerks or equivalents such as typists, accountants of primary level, statistics staff of primary level, bank cashiers, cashiers, technical workers doing office work. The tasks of these people consist of taking shorthand, typing, processing documents, manipulating machines, doing office work, recording and note taking, data processing, checking inventory for production, conducting logistics work, doing the work of librarians, doing the work to serve customers such as debt collection, cash receipt, collecting charity money, exchanging currencies, receiving guests, satisfying information requirement, making appointment and being the switchboard operators.

Most of professions in this group require workmanship level 2.

The signal to distinguish this profession group and the profession group: *Individual service providers, security guards, and salespeople* is that technical staff in the former group do office work while in the latter group people directly work in units providing services, sell tickets directly in transportation vehicles, and check tickets in these transportation vehicles. People who sell travelling tickets in the ticket office (fixed) are placed in the group (*primary level technical staff, technical workers working in offices indifferent sectors*) or people receiving guests in offices are also placed in this group but those receiving clients in transportation vehicles such as air planes, ships, etc. are placed in group *Individual service providers, security guards, and salespeople*.

*Profession group: Individual service providers, security guards and technical salespeople.*

This group consists of professions that require necessary knowledge and experience in providing private services, keeping security and selling goods and services at shops and markets. Major tasks of people in this group include providing services relating to tourism, house keeping, foods supplying, entertainment, hotel management, individual care taking, body and property guard, law and regulation compliance supervising, or selling goods at shops and supermarkets.

This group includes technical workers of the same level with technical workers in the group (*primary level technical staff, technical workers working in offices in different sectors*) but they work in sectors serving individuals, keeping security and selling goods. People belonging to this group, if paid from state budget, are civil servants or equivalent titles. Examples are: servants in transportation vehicles such as planes and ships; security guards; hairdressers, room servants; salespeople of all kinds, room servants in hotels, guest houses; waiters and waitresses, cooks working for restaurants and food catering units; etc.

Most of professions in this group require workmanship level 2.

Some professions bear characteristics of both technical staff and individual service providers but characteristics of the latter one is more outstanding and the work itself is not much like an office work or clerical work such as hospital orderly and assistant at health care units, these people are

placed in this group but not in *primary level technical staff, technical workers working in offices in different sectors*. Belonging to this group are also sightseeing guides and tourist guides.

*Profession group: Technical labourers working in agro-forestry and fisheries sectors*

This group includes professions that require necessary knowledge and experience in agro-forestry and fisheries production. Major tasks include cultivating, raising and hunting animals, cultivating and catching fish, protecting and exploiting forest resources. For labourers working in market-oriented agro-forestry and fisheries sectors, they are also responsible for selling and marketing products to customers.

Workers manipulating agro-forestry and fisheries machineries are placed in the group of Technical workers assembling and manipulating machineries and equipments.

Farmers who are experienced people in agro-forestry and fisheries production and can operate independently in these sectors are placed in this group. Farmers who are not experienced and dependent on other experienced ones are placed in the group of simple labourers.

Most of professions in this group require workmanship level 2.

*Profession group: Skilled craftsman and other related technical workers.*

This group consists of profession that require necessary knowledge and experience of technical workers or skilled craftsmen. They have to be knowledgeable about production materials and tools as well as processes of a production line, characteristics and features of final products produced. Major tasks include processing raw materials, manufacturing and repairing goods and machineries; building, maintaining and upgrading roads, houses and other construction works; making different handicraft products and items.

Most of professions in this group require technical level of the above-mentioned fields or equivalent practical experience and skill.

Of the same professions but some people are placed in the group of *Technical workers assembling and manipulating machineries and equipments* if they are mainly manipulating automatic or semi-automatic machines and need to possess experience and knowledge about the specialised machines; or they are placed in the group of *simple labourers* if the job requires simple labour, consumes much muscle labour, and does not require much experience.

Most of professions in this group require workmanship level 2.

*Profession group: Technical workers assembling and manipulating machineries and equipments*

This group consists of professions that require necessary knowledge and experience in operating and supervising industrial machineries and equipments and full knowledge about machines and equipments used at work. Major tasks include operating and supervising machines and equipments in mining, industry and construction, processing products; driving transportation means; driving and operating mobile machines and equipments; and assembling components into finished products.



Most of professions in this group deal with automatic and semi-automatic machineries and require technical level of the above-mentioned fields or equivalent practical experience and skill.

Most of professions in this group require workmanship level 2.

*Profession group: Simple labourers*

This group consists of professions that require necessary knowledge and experience in executing simple and monotonous work such as work using hand tools, or muscle power in many cases, and limited individual creativity is used in some exceptional cases. Major tasks include vendoring goods on the streets, guarding at institution gates, keeping property, cleaning, washing, ironing and popular jobs in mining industry, agro-forestry and fisheries, construction and industry.

Most of the jobs in this group are simple ones, mainly using hand tools and muscle power and does not require complicated experience and skill.

Most of professions in this group require workmanship level 1.

*Profession group: Military force*

This group consists of all people serving in the military force, including logistics people regardless of voluntary or compulsory work, and are under the management of the Ministry of National Defence.

People not included in the military force are those fulfilling civil labour obligation relating to national defence, public security force (excluding military police), customs, people not in the army but are armed (e.g. people appointed by a certain residential region and police to patrol around residential areas during the night for security keeping), and all those who were in the army before but are now demobilised.

Workmanship is not counted for this group.

*Guidelines on sector classification:*

*Sector* is a concept indicating the nature of economic activities conducted in an agency or production and business unit where a certain individual works; or the nature of economic activities that person is related to in the last 12 months.

Basing on the type of products or socio-economic function an individual plays in his/her agency or production and business unit, that individual is placed in relevant sector. Example: a person working as a driver for GSO belongs to the state management and national security sector, code 75. Another person working as a driver for Thong Nhat passenger transportation company belongs to road, rail, and pipeline transportation, code 60.

As there are special characteristics in labour management and division, when classifying sectors it is needed to remember some specific cases:

If an institution or enterprise, in addition to the main business functions, carries out other subsidiary business and production activities that bring about relatively stable income and are self-

financing; these subsidiary activities are parted and placed in relevant sector. In contrast, those supporting activities for the main activities of the institution like internal transportation, computer station, warehouse, security guard, fire extinction, etc. are grouped in the main activities of the institution.

*Example:* Ministry A belongs to the state management sector. In Ministry A, there is one self-financing furniture enterprise. In this case, this enterprise is not grouped in the state management sector but in sector 20: Processing wood, bamboo and rattan and products from wood, bamboo and rattan.

For questions 4, 5 and 14, 15, enumerators should request respondents to describe in detail the work these people do and if these people work for institutions or business and production units, enumerators should ask some information about those institutions such as names, functions and responsibilities or product range, etc. in order to identify correctly professions of respondents and sectors involved. If enumerators cannot identify profession and sector, they should describe concisely the work these people deal with, their working institutions and then discuss with team leaders to decide the correct codes for professions and sectors. Team leaders are responsible for coding professions and sectors according to the list of professions and sectors printed in household questionnaire.

*In summary:*

- Profession classification is based on the nature and content of work of the labourers.
- Sector classification is based on functions and tasks of the working institution, whether it is financially independent or not; or the nature of economic activities a person is related to.

Enumerators should be careful in coding professions and sectors. Sector and profession can be different. For example, in construction sector, professions may be accountant, machine operator, construction worker, or many others. In transportation sector, professions may be drivers, machine and equipment operator, or others.

*Guidelines on classification of economic sectors<sup>2</sup>:*

*State economic sector:*

State economic sector consists of:

- a. Enterprises: state-owned enterprise, state limited liability company, and state joint-stock company
- State-owned enterprises are enterprises that are established and operate under SOE Law. They consist of SOEs organised under the form of independent enterprises, General corporations, member enterprises of 100% state-owned General corporations, joint-ventures of which the two sides are both SOEs.

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<sup>2</sup> According to document No23/TCTK/PPCD dated 17 April 2002 of GSO on the list of economic, administrative and causal units in statistics surveys and reports.

- State limited liability companies are limited companies transformed from SOEs, enterprises of political and socio-political organisations.

- State joint-stock companies are joint-stock companies in which the state holds the lion's share (the state holds more than 50% of the total shares and at least twice as much as the shares of another biggest shareholder in the enterprise) or preferential share (the state does not hold lion's share but has decision making power in some other important issues of the enterprise as agreed in Articles of Association).

b. Administrative and causal units, Party and youth unions, associations, state agencies, public causal units, units of political/socio-political organisations, agencies of state social and professional organisations, agencies of mass organisations and other state units.

- State agencies consist of legislative, judicial and executive branches.

- Public causal units are units in such sectors as health care, education –training, culture and information, radio and television broadcasting, and sports established, managed and financed by the state.

- Semi-public causal units are units in such sectors as health care, education –training, culture and information, radio and television broadcasting, and sports established on the basis of partnership between state agencies and non-state agencies or individuals under such forms as: newly established units; or transfer all or part of existing infrastructure and facilities of public units to the new one for the two sides to co-invest in physical infrastructure and to manage its operation under the law.

- Units of political organisations consist of those belonging to the agencies of Vietnam Communist Party.

- Units of socio-political organisations consist of units of socio-political organisations where their operation is mainly financed by the state. They are: National Front, Labour Union, Women Union, Youth Union, Veteran Association, and Farmer Association.

- Units of state social and professional organisations consist of Literature and Art Union, Writer Association, Actor and Actress Association, Art Performer Association, Lawyer Association, etc. whose operation is mainly financed by the State.

- Units of mass organisations and other state units consist of units of associations not included in the above-mentioned. They are: The old association, handicapped and orphan assistance association, the Blind Association, Buddhism Association, religious bases such as churches, pagodas and temples, etc. whose operation is mainly financed by the State.

#### *Collective economic sector:*

Collective economic sector consists of economic organisations established under Cooperative Law; on the basis of voluntary capital contribution of producers, business traders and consumers; capital ownership belongs to the collective people contributing capital.

Collective economic sector can be based on either collective ownership (both legal ownership and actual possession such as common fund in the cooperative) or members holding legal ownership but actual possession and use right belonging to the collectives.

Specifically, collective economic sector consists of:

a. Collective economic units: cooperatives such as agricultural cooperatives, handicraft production cooperatives, construction cooperatives, marketing cooperatives, services cooperatives, credit cooperatives (also called people credit funds), etc. registered and established under the new Cooperative Law.

b. Administrative and causal units, Party and youth unions, associations: people-founded causal units, units of non-state social and professional organisations, units of mass organisations and other non-state units. Their budgets for operation are all contributed by their members.

*Individual economic sector:*

This sector consists of production and trading households in such sectors as agro-forestry and fisheries, industry and construction, and services that do not join in cooperatives established under Cooperative Law and have not yet registered for enterprise establishment.

*Private economic sector:*

This sector consists of private units that are established and operate under Enterprise Law. Specifically, they are:

Enterprises: private limited companies, non-state joint-stock companies, partnerships and private enterprises.

- Private limited companies are limited companies whose owner(s) is/are individual(s) (100% private capital).
- Joint-stock companies whose shareholders are non-state organisations or individuals; domestic joint-stock companies where one of their shareholders is the state but the state do not hold lion's share or special shares.
- Private enterprises are enterprises owned by one individual and this individual is wholly responsible for all activities of the enterprise with all his/her personal property.
- Partnerships.

*Foreign-invested economic sector:*

Enterprises in this sector are established and operate under Foreign Investment Law. They are:

100% foreign-invested capital; joint-ventures between foreign partners and SOEs; joint-ventures between foreign partners and other domestic enterprises.

Foreign-invested economic sector also consists of international organisations, foreign government organisations and NGOs that are operating in the territory of Vietnam.

## PART 4A: EMPLOYMENT STATUS

### Contents and recording method

Enumerators complete question 1 for all household members before moving on to interview each member the next questions.

**Question 1a:** Enumerators ask to identify whether household members who are at the age of 6 and up have worked outside the household (in state or private organisations) in the last 12 months to receive wage and salary. Wage and salary can be paid in cash or in kind.

**Question 1b:** Enumerators ask to identify whether in the last 12 months these household members have been involved in agricultural (farming and animal raising), forestry and fisheries farming activities and other related services activities of the household or not.

**Question 1c:** Enumerators ask to identify whether in the last 12 months these household members have been involved in production and business activities or services activities not related to agro-forestry and fisheries sectors of the household or not.

After completing question 1, enumerators should know about employment status of all household members who are at the age of 6 and up, that means enumerators should be able to grasp information about each household member on:

- whether they are working according to the above definition on employment?
- if they are working, what types of jobs they are doing?

This requirement is extremely important because:

*Firstly*, knowing all information about employment status of every household member helps enumerators to identify which job occupies most of the working time of a certain household member and to categorise information about employment to be recorded in the next questions and sections.

*Secondly*, having known about employment of every member in the household helps enumerators to find out income a certain household member gets from each job and not omit any single income sources.

**Question 2:** Enumerators write code 1 if at least one question in questions from 1a to 1c is coded 1 and move to question 4. This means a certain person has been working in the past 12 months. This person may have done 1 type of jobs, may be 2 or all of three types mentioned above.

Enumerators write code 2 if no question in questions from 1a to 1c is coded 1, that means a certain person has not been doing any types of jobs in the three types mentioned above in the past 12 months.

**Question 3:** For those who have not worked during the last 12 months, enumerators ask and record the most relevant reason coded from 1 to 6 in the questionnaire. If a person has more than one reason, enumerators note down the most essential one.

For those members who are asked question 3, right after noting down the answer for this question, enumerators move to question 26.

Questions from 4 to 12 are questions asked for information about which kind of jobs occupies most of a person's working time in the past 12 months.

**Question 4:** Enumerators ask and identify which type of jobs occupies most of working time of the respondent. If a person simultaneously does two jobs that occupy the same amount of a person's working hours, enumerators note the job that brings higher income. If both working hours and income brought about are equal, enumerators note the job the respondent chooses to answer. In this case, if the respondent does not deliver the final answer, enumerators note the job that the respondent has worked on longer. Then, enumerators note down in detail the description of the main job for the team leader to decide later.

**Question 5:** Enumerators write the name of the institution/agency where the respondent is actually working (the main job) and the direct governing body (if any) of that institution/agency.

The main tasks/ products the institution/agency are assigned to do by the governing body or relevant authoritative agency.

**Question 6:** Enumerators ask and note down the number of months the respondent has worked in the last 12 months (the work and jobs noted down in questions 4 and 5). If in a month, a person works for only 1 day, he/she is still considered to work for one month.

**Question 7:** Enumerators ask and note down the average number of days in the month the respondent has worked (the work and jobs noted down in questions 4 and 5).

**Question 8:** Enumerators ask and note down the average number of hours in the day the respondent has worked (the work and jobs noted down in questions 4 and 5).

**Question 9:** Enumerators ask and note down the number of years the respondent has been working on that job. The number of years is accumulated over time.

**Question 10:** Ask about the type of economic sector of the job occupying most of the working time of the respondent over the last 12 months. Enumerators ask and base on the answer of the respondent, write down the correct code of the economic sector (classification of economic sector as mentioned above). If the code is 1 or 2, enumerators move to question 13. If it is 3 or from 4 to 7, enumerators go on with questions 11 and 12 to collect information about salary and wage earned from the job occupying most of working time of the respondent in the last 12 months.

**Question 10b:** For salary and wage earners working in state economic sector, enumerators ask to see whether these people are civil servants or not.

According to Article 1 of "Ordinance on cadres and civil servants" (revised in 2003) of the Standing Committee of National Assembly, cadres and civil servants must be:

- Vietnamese citizens and permanent staff of the institution they are working for, including:
  - a. People elected and posted to positions for a term in state agencies, central political organisations, socio-political organisations at central level, provincial level and in cities under central government administration (hereinafter referred to as provincial level); at district level and in towns, cities belonging to provinces (hereinafter referred to as district level);
  - b. People recruited, appointed and assigned regular tasks in political organisations, socio-political organisations at central, provincial and district levels.
  - c. People recruited, appointed and assigned regular tasks in state agencies at central, provincial and district levels.
  - d. People recruited, appointed as officials and/or assigned regular tasks in state causal units, political organisations, and socio-political organisations.
  - e. Judges of People's Court, procurators of People's Procuracy.
  - f. People recruited, appointed and/or assigned regular tasks in agencies and units belonging to the Army force but are not officers, professional soldiers, national defence workers; or they are working in agencies and units belonging to public security force but not officers, professional non-commissioned officers;
  - g. People elected and posted to positions for a term in People's Council Standing Committee, People Committee; to Party Secretary and Deputy Secretary; to leaders of mass organisations in communes, sub-districts and towns (hereinafter called as commune level);
  - h. People recruited and appointed to professional titles in People Committees at commune level.
- Cadres and civil servants in a, b, c, e, f, g and h are paid from state budget; those in d are paid from state budget and budget of their own institutions (these institutions have legal income sources)

**Question 11:** Write total income from salary, wage and other similar sources (including in kind) of the job that occupies most of the working time of the respondent in the last 12 months. Other similar sources are: extra allowance for working overtime, allowance for apprentice, accountability allowance, seniority allowance, allowance for business trips, for talented people working in science and technology sector, for people working in remote and special areas, etc.

**Question 12:** Write total income from sources other than salary and wage of the job that occupies most of the working time of the respondent in the last 12 months. Sources other than salary and wage are: Tet and national holidays benefits; remuneration for invention, technical innovation, etc.; overalls, uniform, allowance for annual civil labour work; meal and trip allowance while being away on business trip, leave allowance, allowance for technical training, and others. Here, enumerators should be very artful in reminding the respondents of sources from foreign business trips, attending seminars and workshops. Or enumerators may observe household utensils and consumer durables, occupations of household owners and other members to remind them of such sources. It is very important to collect information about other income sources.

Enumerators should try to interview respondents so as to separate income sources listed from 12a to 12d. In reality, in some cases respondents may not be able to separate these items even though enumerators have tried their best to help them separate things out. In this case, enumerators record all income sources other than salary and wage in 12e.

**Question 13:** Ask to identify if the respondent has done any other jobs in the last 12 months. If yes, enumerators go on; if no, enumerators move to question 26.

**Questions 14 to 22:** Questions from 14 to 22 are questions to seek information about sector, profession, working hours, salary and wage of the job that occupies the second most of the working time of a person. The methods of interviewing and recording information are as in questions from 4 to 12.

If a person, in addition to the job that occupies most of his/her working time, does many other jobs that occupy the same amount of a person's working hours, enumerators note the job that brings the highest income. If both working hours and income brought about are equal, enumerators note the job the respondent chooses to answer. In this case, if the respondent does not deliver the final answer, enumerators note the job that the respondent has worked on the longest.

**Question 23:** Ask to identify whether the respondent, during the last 12 months, has worked on any other jobs other than the two jobs mentioned above. If the answer is yes, enumerators go on with questions 24 and 25 on salary and wage; if the answer is no, enumerators move to question 26.

**Question 24:** If the respondent, in addition to the two above-mentioned jobs, has done some others to receive salary and wage, enumerators write code 1 and go on with question 25. Otherwise, enumerators write code 2 and move to question 26.

**Question 25:** Enumerators ask the respondent and write total amount from salary and wage (including in kind) in the last 12 months of the jobs other than the two above-mentioned ones.

**Question 26:** If the respondent has been involved in housework, enumerators write code 1 and go on with question 27. If not, enumerators write code 2 and turn to the next household member.

**Question 27:** Note average number of hours in a day doing housework in the last 12 months.

After interviewing for all information in this part, enumerators go on to:

Add up all lines in question 11 and write the result in box 4ATN1.

Add up all lines in question 12e and write the result in box 4ATN2.

Add up all lines in question 21 and write the result in box 4ATN3.

Add up all lines in question 22e and write the result in box 4ATN4.

Add up all lines in question 25 and write the result in box 4ATN5

Add up boxes 4ATN1, 4ATN2, 4ATN3, 4ATN4 and 4ATN5 and write the result in box 4ATN.



## **PART 4B. AGRO-FORESTRY AND FISHERIES PRODUCTION ACTIVITIES**

### **Objectives**

To collect information on cultivated area, productivity and output of plants as well as the consumption of these products by households to assess precisely household income from cultivation and planting.

### **Respondents**

Respondent in this part must be the one who know most information about agricultural production of the household.

## **PART 4B1. CULTIVATION**

The method to identify the main product cultivated is that enumerators interview directly household owner or those who know most information in the household about cultivated area, the actual output of each crop, and cultivating seasons to evaluate harvested outputs.

*The forms of products in this group are:*

- Unhusked rice, maize, wheat, malt, sweet potato, cassava, and other similar kinds.
- Green bean, black bean, soybean, and other similar kinds.
- Peanut: dried peanut; sugar cane; tobacco, cotton, sesame: dried sesame; mulberry; others of similar kinds.
- Tea, coffee, pepper, coconut, cashew.
- Fruit trees of various kinds such as (fresh) orange, lemon, pineapple, banana, litchi, mango, jackfruit, guava, and rambutan, etc.
- Seedlings: write the total amount received from selling seedlings in the last 12 months.
- Houseplants: write the total amount received from selling houseplants in the last 12 months.

*Note:* flowers of various kinds are not included in houseplants. It is necessary to distinguish annual flowers from perennial flowers (such as roses). Annual flowers are noted in other annual crops and perennial flowers are noted in perennial trees.

**Question 1:** This is a general question to identify whether in the last 12 months the household has harvested any products from agricultural plants. Enumerators should not ask about forestry plants. If the answer is yes, enumerators write code 1; otherwise, enumerators write code 2 and move to part 4B2.

#### 4B1.1. RICE

This part collects information about rice cultivated area, actual rice output and value of products harvested in each season and in the whole year; the use of rice for agricultural production (as seedlings and animal feeds); rice sold, exchanged for other goods, consumed in the household, used to pay others for labour work provided, and the rest reserved for future consumption.

In Vietnam, rice is a main food tree. Thus, in this survey, there is a separate table set for the study on things related to rice. Information for this table is collected seasonally. In case household does not remember or is unable to separate information related to rice, enumerators note information on the line of the whole year rice production. For households that have three rice crops but remember the detail information for only one or two crops, enumerators also note the information on the line of the whole year rice production without noting the information in detail for each crop.

Enumerators should search for information about rice crops in the surveyed area before going for interview to avoid omitting information. In Northern provinces, rice is cultivated in two seasons but in Southern provinces, there are three rice crops.

Following is cultivating and harvest time of each rice crop:

<u>Winter-spring crop</u>	<u>Cultivating time</u>	<u>Harvest time</u>
- Red river Delta	February, March	May, June
- Mekong river Delta	December, January	March, April
- Mountainous area	March, April	June, July
- Central coastal area	January, February	April, May
- Central highland, Eastern Southern provinces	February, March	May, June

#### Summer-autumn crop

- Red river Delta	-	-
- Mekong river Delta	April, May	July, August
- Mountainous area	-	-
- Central coastal area	May, June	July, August
- Central highland, Eastern Southern provinces	June, July	September, October

#### Autumn-winter crop

- Red river Delta	July, August	October, November
- Mekong river Delta	August	December, January
- Mountainous area	August, September	December, January
- Central coastal area	August, September	November, December
- Central highland, Eastern Southern provinces	August, September	October, November

**Question 2:** Enumerators mark 'X' to the rice crop harvested in the last 12 months before moving to question 3 and others.

**Question 3:** Calculate cultivated are of each rice crop. In case in some areas, people do not distinguish rice crop, enumerators note cultivated area for the whole year. It is noted that it is cultivated area not arable area that this question is concerned with. For example, in a period of one year, on a land lot of 360m<sup>2</sup> people grow two rice crops, so total rice cultivated area is twice the arable area, that is 720m<sup>2</sup>.

**Question 4:** Write total unhusked rice output harvested (actual harvested output) for each rice crop in the last 12 months by dried output and refined output.

**Question 5:** Write total output lost post-harvest due to mice, rotten, rain, storm or fire, etc.

**Question 6:** If in the last 12 months, the household has sold its unhusked rice or exchanged it for other goods, enumerators write code 1; otherwise enumerators write code 2. Unhusked rice exchanged for other goods is considered as rice being sold, the price of which is calculated basing on the value of the exchanged goods.

**Question 7:** Calculate total amount of unhusked rice of each crop sold or exchanged for goods, materials and fertilizers, etc. in the last 12 months, excluding the amount of unhusked rice sold or exchanged for other goods of the previous year carried on to this year and the amount bought in to be resold. In case households do not sell unhusked rice but process it before selling to he market, enumerators have to ask about the exact amount of rice sold by the households and then convert this amount to unhusked rice on the basis of 1 kg of unhusked rice = 0.7 g of rice. For example, if in the last 12 months, the household of Mr. Nguyen Van An sold 100 kg of rice, according to the above formula the actual amount of unhusked rice his household sold is 142 kg (= 100 \* 1/0.7)

**Question 8:** Write the total amount of money households get from selling unhusked rice. In case households exchange unhusked rice for goods, materials and fertilizers, it is considered as unhusked rice sold. The money received is calculated on the market value of goods, materials, and fertilizers exchanged at the time of exchange.

**Question 9:** This question is to identify who the household has sold most of its unhusked rice to in the last 12 months. The household may sell its rice to different customers such as state-owned enterprises, non-state enterprises, traders, to the market and some others not mentioned above.

Enumerators should ask to identify the major customers so as to write it down in one suitable code.

- Sold to SOEs: unhusked rice sold to enterprises registered and operate under Enterprise Law. They are: SOEs belonging to ministries, ministerial- level agencies, government agencies, central agencies, political organisations, socio-political organisations, General Corporation 91; local SOEs under the administration of local People's Committees.

- Sold to non-state enterprises: unhusked rice sold to private limited companies, joint-stock companies, partnerships, private enterprises and foreign-invested enterprises.

- Sold to private traders: unhusked rice sold to or exchanged for goods.

- Retail on market: unhusked rice sold to consumers and households who are not trading households or private traders.

- Sold to others: unhusked rice sold to individuals and organisations not mentioned above such as military unit, forest farm, construction unit, institution, enterprise and cooperative that are not trading units.

**Question 10:** Calculate the amount of rice produced in the last 12 months kept/reserved for seed purposes. For households producing rice seeds to sell on the market, the amount of rice seed sold is recorded in one column in question 7.

**Question 11:** Unhusked rice taken from rice production in the last 12 months for household consumption includes rice consumed in everyday meals and in making rice noodle and sauce for household consumption.

**Question 14:** Calculate the amount of unhusked rice out of the total rice production in the last 12 months left for future consumption excluding accumulated amounts left from previous years prior to the first month of the 12 months in question.

**Question 15:** Enumerators calculate by themselves the value of unhusked rice harvested in each crop over the past 12 months or for the whole year in the following ways:

- If the household has not sold rice produced in the last 12 months, the total value of rice production is calculated by multiplying the total output with market price.

- If the household has sold all unhusked rice produced in the last 12 months, the total value is the actual amount the household has received from that.

- If the household has sold a part of rice produced and the rest is for household consumption (for seed purpose, animal feeds, everyday meals, giving as present, lending to others, or reserves for future consumption), the total value of rice produced in the last 12 months is calculated by adding up the amount of money received from selling rice and the value of rice kept for household consumption. For the amount kept for household consumption, its value is calculated basing on market price in the surveyed area.

After completing part 4B1.1, enumerators add up the figures in question 15 and write the result in box 4B1.1T to be later added up to total amount received.

Note: The letter “T” in 4B1.1T means revenue, thus the figure in this box will be added up to total revenue.

#### 4B1.2. CROPS FOR FOOD, FOOD STUFFS AND OTHER CROPS

Enumerators need to learn about crop time for each crop for food and vegetable of various kinds so as to evaluate income from crops and vegetables grown in the last 12 months. Specifically, crop time of crops for food and vegetables is as follows:

	<u>Cultivating time</u>	<u>Harvest time</u>
Winter-spring crop and Winter crop	Dec., Jan., Feb., Mar.	Feb., Mar., Apr., May
Summer-autumn crop	May, June, July	Sep., Oct., November

**Question 2:** Interview the respondent every kind of crop listed in the questionnaire. Enumerators mark X in the corresponding columns for those crops the household has planted before moving on to the next questions. Enumerators need to ask each and every crop, do not mark any crop if having not asked the respondent.

Other crops for food (code 11) consist of millet, wheat, malt, cereals, kaoliang, water-taro, and edible canna.

Other vegetables and tubers (code 20) consist of vegetables and tubers of various kinds used as vegetables not included in the above list such as calabash, pumpkin, wax gourd, loopah, chayote, bitter melon, pot-herbs, amaranth, salad greens, etc.

Other crops (code 21) include also annual flowers of various kinds.

**Question 2:** Write total cultivated area for each crop in the last 12 months. Cultivated area for food crops and other annual crops includes the area cultivating only one kind of crop, the area cultivating crops alternately, and the area cultivating overlapping crops. Concepts and method to calculate cultivating area are as follows:

- Cultivating only one kind of crop in one crop time with the cultivation density subject to local practice. In one crop time, people can plant once for such crops as maize and cassava; or plant several times for crops such as vegetables. For example, Mr. An’s household in the last 12 months growing two sweet potato crops of which the first one was grown on an area of  $100\text{m}^2$  and the second on an area of  $120\text{m}^2$ ; so total area growing sweet potato in the last 12 months is  $220\text{m}^2$  ( $100\text{m}^2 + 120\text{m}^2$ ).
- Cultivating alternately: on one area people grow two to three crops alternately. The main crop has normal cultivation density; the alternate crop is grown to save cultivated area so its density is lower than the main one. People can grow annual crops alternately or annual crops alternated with

perennial trees. The area growing the main crop is calculated as in the case of cultivating only one kind of crop on one area, the area for alternate crop is calculated basing on cultivation density or the amount of seeds or seedlings grown. For example, Mr. A's household has a land lot of 360 m<sup>2</sup> cultivating maize and peanut (main crop). When maize is grown alone on the area of 360 m<sup>2</sup>, people have to use 1.5 kg of seeds but when it is cultivated on this area where peanut is the main crop, people have to use only 0.5 kg of seeds. Thus, calculating method for cultivation area of each crop is:

+ Peanut: the area of cultivation is 360 m<sup>2</sup> and is recorded in part 4B1.3 "annual and perennial industrial trees"

+ Maize: cultivation area is  $360 \text{ m}^2 : 3 = 120 \text{ m}^2$

- Cultivating overlapping crops: on one area, when the crop is going to be harvested, people grow the next crop to save the time. The area of both the two crops is calculated as in the first case.

Calculating and recording methods for questions from 4 to 8 are similar to corresponding questions in part 4B1.1.

#### **4B1.3. ANNUAL AND PERENNIAL INDUSTRIAL TREES**

This part is to list the kinds of annual and perennial trees popular nationwide and important to household income. Those that are not so important or local are recorded in the group of other annual and perennial industrial trees.

**Question 2:** Coconut (code 35) calculate by unit and is based on this ratio: 1 coconut = 1 kg.

**Question 3:** For focused cultivated trees, enumerators calculate by area and write code 1. In principle, the area for focused cultivation must be at least 100 m<sup>2</sup> with normal cultivation density. Area of less than 100 m<sup>2</sup> is not considered as focused cultivation area. For scattered trees, enumerators record the number of trees at the time of interview and write code 2 (including the trees planted on area of less than 100 m<sup>2</sup>)

- Calculate planting area for focused trees

- Calculate number of trees for those planted scattering around the garden, house, the banks of canals or along the roads, which is difficult to measure the total area.

- The area for industrial perennial trees is calculated by adding up the area of previous years still yielding products at the time of interview and the new cultivated area.

Calculating and recording methods for questions from 4 to 8 are similar to corresponding questions in part 4B1.2.

#### **4B1.4. FRUIT TREES**

Other perennial trees are coded 53.

Calculating and recording methods for questions in this part is similar to part 4B1.3.

#### **4B1.5. HARVEST OF SUBSIDIARY CROP PRODUCTS**

In agricultural production, in addition to main agricultural crops, it is not trivial to calculate subsidiary crop products households get from cultivating the main crops for which they may keep for home use or sell on the market. Examples of such products are: straw, left-over of sweet potato, cane leaves, the top of sugar cane trees, coconut fibre, etc.

In this survey, subsidiary crop products that households harvest to sell on the market or exchange for other goods to improve their income or process as animal feeds for animal raising or for daily household consumption (e.g. straw or firewood are sold or used for cooking, left-over of sweet potato and straw for animal feeds, etc.) are included in income.

**Question 1:** Enumerators ask the respondents about all subsidiary crop products listed in the questionnaire before moving on to questions from 2 to 5. For each of those subsidiary crop products the households have harvested, enumerators mark a cross (X) in the respective box.

**Questions 2 to 4:** Enumerators write the value of each subsidiary crop product the households have consumed and sold to the market in the last 12 months.

**Questions 5:** Enumerators calculate by themselves the market value (local price) of subsidiary crop products the households have used for animal feeds or for other purposes.

**4B1.5T.** Enumerators add up the figures in question 5 to fill in this box

**4B1T. Total revenue from cultivation:** Enumerators add up the figures in boxes from 4B1.1T to 4B1.5T, the result of which is filled in this box.

#### **4B1.6. CULTIVATION COSTS**

Cultivation costs consist of physical costs, services costs, and other costs involved in the production process including the purchase of inputs and inputs households do not have to purchase. It should be noted that:

- In calculating production costs of households, enumerators should calculate those costs households have to pay or receive from others but are included in total revenue (income) of the households. For example, unhusked rice is included in total harvested output and now the households use it as rice seeds. Enumerators do not calculate those costs involved in production the households do not have to pay or purchase but are not included as sources of income (revenue) anywhere else in this household questionnaire. For example, enumerators do not include in cultivation costs the value of small tools used in production that the households make it themselves.

- Enumerators calculate only costs involved in cultivating crops already harvested during the last 12 months; do not include costs involved in cultivating crops not yet harvested.

- In case production costs relate to income (revenue) spreading over the years, for example land rent, costs in one particular year must be the total costs divided by a proportional rate. Those costs relating to many sectors are allocated by dividing these costs by proportional rates of income (revenue) or expenditure of each sector over the total income (revenue) or expenditure.

- For other materials used in production, if the households buy in the market enumerators record the actual purchase price; if the households do not have to buy, enumerators record the value according to average price in the local market.

- In case of having one bad/lean harvest in the last 12 months, all production costs involved in that crop is included in total production costs.

- In case of floods causing poor crop and damaging investments in production, for example the households have to re-plant coffee or pepper, production costs during the last 12 months are calculated as follows:

(i) Regular expenses (seeds, fertilizers, pesticides, pays to hired labour, etc.) are all included in production costs in the last 12 months.

(ii) Basic investments (one-time investment that is spread over the years) such as costs involved in planting coffee and rubber in the first year are included in production costs in the last 12 months by dividing total losses of basic investments by the number of years, the result of which is recorded in the section recording production costs in the last 12 months. The rest is recorded in code 508 “other costs not included in expenditure”. For example, the household of Mr. An has an area of 2 ha planting coffee. Mr. An has invested 10 million dong in seedlings, hired labourers planting and tending coffee trees at the cost of 2 million dong, and spent 1 million dong for fertilizers. In the late of 2003, because of drought, two thirds of coffee trees died. The loss is estimated to amount to 8 million dong of which died coffee trees are valued at 7 million dong, labour work and fertilizers 1 million dong. The household says harvest time will be in 20 years. According to the above principle, losses included in production costs for 2003 is calculated as follows:

- Regular expenditure of 1 million dong is included in production costs.

- Basic investments allocated for 20 years is VND 35,000 (= 7,000,000 : 20 years), the rest amount of VND 6,965,000 is recorded in code 508 “other costs not included in expenditure”

**Question 1:** Enumerators ask about each type of expenses listed in the questionnaire and mark “X” on the respective lines before moving on to question 2.

*1.2. Seeds and seedlings:* Enumerators note the value of seeds and seedlings the households have actually bought for production in the last 12 months and the amount they haven’t had to buy that has already been recorded in income (revenue). For example, unhusked rice is included in total harvested output and now the households use it as rice seeds. Seedlings consist of rice seedlings,



vegetable seedlings, sweet potato seedlings, bean seedlings, annual industrial tree seedlings, etc. that are recorded in part 4b1 “Cultivation” and included in income (revenue). In case the households buy seedlings at subsidized price, when calculating production cost, enumerators base on purchase price and do not include the subsidy in income of households.

3. *Fertilizers*: Enumerators write the total value of fertilizers the households use for production in the last 12 months. Fertilizers include many kinds such as nitrogenous fertilizer, phosphate fertilizer, NPK, potassium fertilizer, etc. Enumerators ask about each kind of fertilizers actually sprayed for each kind of crops. Chemical fertilizers are calculated basing on actual price the households buy on the market. In reality, many households probably do not remember exactly how much fertilizers is used for each kind of crops but how much nitrogenous fertilizer, potassium fertilizer, etc. they have bought in the last 12 months. In this case, enumerator has to calculate the amount of fertilizers sprayed for each kind of crops by basing on the cultivated area of each crop. For example, the household of Mr. An has bought 75 kg of nitrogenous fertilizer to spray on 60 m<sup>2</sup> of rice, 100m<sup>2</sup> of potato (crops for foods), and 50 m<sup>2</sup> of tea (industrial tree) out of the total sprayed area of 750 m<sup>2</sup>, of which rice area accounts for 80%, potato area accounts for 13% and tea 7%. Calculation for the amount of nitrogenous fertilizer sprayed on each kind of crops is as follows:

- The amount of nitrogenous fertilizer sprayed on rice: = 60 kg (75 kg x 0.8)
- The amount of nitrogenous fertilizer sprayed on potato: = 9.8 kg (75 kg x 0.13)
- The amount of nitrogenous fertilizer sprayed on tea: = 5.2 kg (75 kg x 0.07)

In case such a calculation is not feasible, enumerators can record the total sum of fertilizers consumed and their value in columns 2d and 2e.

Similar calculating method is used for organic fertilizer and pesticides sprayed on each kind of crops of the households.

4.5. *Organic fertilizer*: Enumerators write the amount of organic fertilizer the households are self-sufficient and have to purchase in the last 12 months including the amount granted by others.

6.7. *Pesticides*: Enumerators write the actual amount of pesticides used for crops. Pesticides consist of powder and water types. Enumerators base on the number of times spraying each kind of pesticides to calculate the amount of money spent.

8. *Small tools and cheap but easily worn and torn tools*: Enumerators write down the amount of money spent on buying small and cheap but easily worn and torn tools such as spade, rake, reaping hook, hanger, bamboo lattice basket, etc. Small tools that are cheap and easily worn and torn bought in the last 12 months (rope, bamboo baskets, hanger, etc.) are considered to be fully depreciated in 12 months. Some other production tools that are not placed in the group of fixed assets such as tractor and rake are depreciated over the years of use (2 or 3 years depending on each type). Some small tools which households make themselves like bamboo baskets and hangers and not included in households' income are not recorded here.

9. *Energy and fuels*: Enumerators write down the total amount of money households have spent in the last 12 months to buy petroleum, oil, gas, coal and other types of energy and fuels for

production excluding those energy and fuels households do not have to buy and are not included in households' income, for example: firewood collected by household members; fuels and energy consumed in daily life, animal raising, and other non agro-forestry and fisheries production activities.

4. *Maintenance and repairing:* Enumerators write the amount of money households have spent on regular maintenance and repairing of fixed assets (machineries and premises, etc.) and hand tools used in agricultural production.

5. *Depreciation of fixed assets:* Depreciation of all fixed assets used in production process must be calculated. Fixed assets consist of machineries, tools, buffaloes, perennial trees yielding products, etc. calculation of fixed asset depreciation is based on actual purchase price. The method of calculation is as follows:

Basing on the purchase price of fixed assets and use time to calculate depreciation:

Purchase price of fixed asset

Depreciation in one year = -----

Use time (years)

The use time of fixed assets is based on Decision No.166-1999/QD-BTC dated 30 December 1999 of the Ministry of Finance on Management, use and depreciation of fixed assets.

Note: For perennial orchard, depreciation is not counted for land.

6. *Renting land and bidding for land use right:* Enumerators write the actual amount households have paid in the last 12 months for land rent or bidding for land use right for agricultural production. If land use right is rented or bid for as long as several years, the amount to be included in production costs in the last 12 months is calculated by dividing the total amount paid by the number of years using the land; the rest amount (after deducting for the amount included in production costs in the last 12 months) is recorded in part 5B4, line 508 "other expenses not included in households' expenditure".

7. *Hiring property, machineries and labour to transport goods:* Enumerators write the actual amount households have paid in the last 12 months for hiring property, transportation vehicles and machineries for agricultural production. If such property and facilities are hired for as long as several years, the amount to be included in production costs in the last 12 months is calculated by dividing the total amount paid by the number of years using such machineries and facilities; the rest amount (after deducting for the amount included in production costs in the last 12 months) is recorded in part 5B4, line 508 "other expenses not included in households' expenditure".

8. *Hiring ploughing cattle:* Enumerators write the actual amount households have paid in the last 12 months for hiring cattle to plough and transport materials and products for production.

9. *Paying outside labour:* Enumerators write the actual amount (including those in kind

converted into money term) households have paid to labourers outside the households for doing such work as sowing, tending, reaping, and marketing products.

**10. Irrigation fees:** Enumerators write the actual amount households have paid for irrigation services in the last 12 months.

**18. Paying interest on loan borrowed for cultivation purposes:** Enumerators write the actual amount households have paid in the last 12 months on loan borrowed for cultivation purposes. If such interest is paid monthly in the last 12 months, enumerators add the total interest paid to production costs; otherwise if such interest is paid for as long as several years, the amount to be included in production costs in the last 12 months is calculated by dividing the total amount paid by the number of years in question; the rest amount (after deducting for the amount included in production costs in the last 12 months) is recorded in part 5B4, line 508 “other expenses not included in household’s expenditure”.

**19, 20. Other expenses:** Enumerators write the amount of money households have spent on items other than items mentioned above. Examples are: costs involved in transforming crop structure (investment needed to transfer from growing annual trees to perennial trees, etc.), transportation fees, post and telecommunication fee, advertising fee, training fee, marketing fee, production fee, plant protection fund, land reclamation fund, administration fund, and buying animal feeds for cattle, etc.

**Question 2:** Enumerators write down cultivation cost. To exploit all necessary information and avoid omission, enumerators should ask about cultivation cost by crop/tree and group of crops/trees listed in the questionnaire. However, if households cannot remember the detailed cost by crop/tree but only the total cost, enumerators write the total amount in column 2e and mark KB for those columns households do not remember the detail or have no idea. This question does not aim at calculating cultivation cost for each crop/tree or group of crop/tree but estimating all cultivation costs involved.

**4B1C:** Enumerators add up figures in question 2e and write the result in this box. This is total cultivation cost.

## **PART 4B2. ANIMAL RAISING**

**Question 1:** If households say yes, enumerators write code 1; otherwise, enumerators write code 2 and move to Section 4b3.

### **4B2.1 INCOME FROM ANIMAL RAISING**

**Question 2:** Enumerators raise this question for each and every kind of animals that have been sold or stopped the raising process in the last 12 months. If household say yes, enumerators mark “X” in the respective lines. Animals sold in the last 12 months (excluding fisheries products) include also slaughtered buffaloes, pigs, and poultry; others like goat, sheep, rabbit, pigeon, dog, cat, reptile, insect, frog, snail, silkworm; others not slaughtered such as egg, milk, breeding animals, honey, cocoons, sheep hair; subsidiary products such as cattle faeces, pig and poultry

faeces, fur, hair, bone, horn of slaughtered cattle and poultry.

In this survey, enumerators calculate only subsidiary animal products that households harvest to sell on the market, use as inputs in production process or exchange for other goods to improve their income, or for daily household consumption (e.g. cattle and poultry faeces are processed into bio-gas for cooking).

If cattle faeces are used for making gas, it is included in income from subsidiary animal products, gas is calculated as the households' self-sufficient fuel. In this case, enumerators ask households how much they would have spent if they have had to buy this gas on the market in the last 12 months to estimate this source of income.

**Question 3:**

3a: Enumerators record the quantity of animal products households have sold, exchanged for other goods, given as presents to relatives, and paid in kind to hired labourers in the last 12 months.

3b: Enumerators record the value of animal products households have sold, exchanged for other goods, given as presents to relatives, and paid in kind to hired labourers in the last 12 months. Products sold are calculated on actual selling price; products exchanged for other goods are valued on the value of the goods exchanged, and products paid to hired labourers are valued in money term basing on local market price at the time of making payment.

**Question 4:**

4a, 4b: Enumerators record the quantity and value of animal products households have raised for daily life consumption and for Tet and holidays. Price of animal products reserved for household consumption is based on local market price.

**Question 5:**

5a, 5b: Enumerators record the quantity and value of animal products households have used for other purposes such as processing and making materials for production and keeping as breeding animals for domestic animal husbandry. Breeding animals kept for domestic animal husbandry are valued basing on local average market price.

**Question 6:**

**6A, 6B:** Enumerators calculate by themselves and record the quantity and value of animal products in the last 12 months, including subsidiary animal products households have used in the last 12 months. The figure in question 6 is the sum of those in questions 3, 4, and 5. For some subsidiary animal products (code 18) such as cattle and pig faeces which are mixed with straw and grass, to exclude these straw and grass, we should base on experience that 1 buffalo yields about 2.5 tons of faeces a year, 1 pig yields about 0.9 ton of faeces a year, and a cow yields 1.5 tons of faeces a year.

**4B2T:** Enumerators add up the figures in question 6B and write the result in this box. This is total income from animal husbandry.

## 4B2.2. COSTS OF ANIMAL RAISING

Enumerators have to ask all costs involved in raising cattle and poultry listed such as pig, buffalo, cow, horse, goat, sheep, chicken, dug, other poultry, bee, silkworm, etc. It should be noted that:

- In calculating costs of animal husbandry of households, enumerators should calculate those costs households do not have to pay or receive from others but are included in total revenue (income) of the households. For example, unhusked rice is included in total harvested output and now the households use it as animal feeds. Enumerators do not calculate those costs involved households do not have to pay or purchase but are not included as sources of income (revenue) anywhere else in this household questionnaire. For example, enumerators do not include in animal husbandry costs the value of vegetables or crabs or snails households collect and catch for animal feeds, which are not included in income of households.
- Enumerators calculate only costs involved in raising animals already mature to be sold during the last 12 months; do not include costs involved in raising animals not yet mature to be sold
- In case fixed assets added to animal raising costs relate to income (revenue) spreading over the years, costs in one particular year must be the total costs divided by a proportional rate. Those costs relating to many sectors are allocated by dividing these costs by proportional rates of income or expenditure of each sector over the total income or expenditure of animal husbandry.
- In case animals died or poultry be incinerated due to bird flu during the last 12 months, expenses such as breeding animals, animal feeds and animal medicine are all included in animal raising costs in the last 12 months. Households, which have big-size animal husbandry, face losses not only in terms of animals but also of basic investments. The way to calculate costs involved in animal raising in the last 12 months is as follows: Regular expenditure such as breeding animals, animal feeds, animal medicine, etc. is all added up to animal raising costs. Basic investment (one-time investment that is spread over the years) such as costs involved in building shed or fence in the first year are included in animal raising costs in the last 12 months by dividing total losses of basic investment by the number of years, the result of which is recorded in animal raising costs in the last 12 months. The rest is recorded in other costs not included in household expenditure
- For sows, enumerators should note that if they are immature, all costs of animal feeds and breeding animals (including breeding animals households do not have to buy from outside) are not recorded in costs of animal raising but in investments for production coded 507 in “other expenses not included in expenditure”.
- In case livestock used as fixed assets in production such as cattle, horse, breeding pig, sow, poultry laying eggs, etc., are no longer used as fixed assets and are raised to be sold or slaughtered for sale, this is considered as liquidation of fixed assets and is added to value of fixed assets liquidated in “Other revenues not included in household income”. If in the last 12 months, households have to incur expenses concerning animal feeds, these expenses are recorded in line 508 “other expenses not included in expenditure” and the value of animals liquidated is recorded in line 201 “other revenues not included in income”.

**Question 7:** Enumerators write down the value breeding pig, buffalo, cow, breeding poultry, and others used for production in the last 12 months. The value of purchased breeding cattle and

poultry is based on actual purchasing price; for those households are self-sufficient or granted by others, enumerators base on local average market price. Breeding cattle and poultry used as fixed assets such as breeding sow, buffalo used for ploughing are not included in costs of breeding animals but investments for production in part 5B4, line 507 “other expenses not included in household expenditure” 9note: including animal feeds and medicine for cattle and poultry used as fixed assets).

**Question 8:** Include all kinds of animal feeds actually used for animal husbandry over the past 12 months including those feeds households collect by themselves and they do not have to buy on the market but are included in household income. Animals feeds like rice, cassava, maize, sweet potato, tubers and other powder feeds that households produce themselves are valued by local market price at which household can sell these products on the market; if households buy these feeds in the market, costs are purchasing price multiplying by the amount purchased. Enumerators do not include vegetables or subsidiary crop products or animal products collected by household members but are not included in household income. When calculating expenses for animal feeds, enumerators need to calculate that expense for each kind of animals listed in previous page. Note: expenses of regular feeds for cattle regarded as fixed assets such as breeding cattle and sow are included in costs of animal raising.

**Question 9:** Enumerators write the amount of money (including those in kind converted into money term) spent on animal medicine in the last 12 months.

**Question 10:** Enumerators write the actual amount of money (including those in kind converted into money term) spent on petroleum, oil, coal, and firewood for animal husbandry in the last 12 months. Enumerators do not include either energy and fuels households do not have to buy and not added in household income (e.g. firewood collected by household members) or energy and fuels consumed in daily life or for cultivation, non agro-forestry and fisheries production purposes.

**Question 11:** See explanation in question 11 part 4B1.6 (depreciation of fixed assets in costs of cultivation)

**Question 12:** Enumerators write the actual amount households have paid in the last 12 months for land rent or bidding for land use right for animal raising. If in the last 12 months, households have paid rent or bid for land use right for as long as several years, the amount to be included in animal raising costs in the last 12 months is calculated by dividing the total amount paid by the number of years using the land; the rest amount (after deducting for the amount included in animal raising costs in the last 12 months) is recorded in part 5B4, line 508 “other expenses not included in households’ expenditure”.

**Question 13:** Enumerators write the actual amount (including those in kind converted into money term) households have paid in the last 12 months for hiring transportation vehicles and machineries for animal raising. If such facilities are hired for as long as several years, the amount to be included in production costs in the last 12 months is calculated by dividing the total amount paid by the number of years using the facilities; the rest of which (after deducting for the amount included in production costs in the last 12 months) is recorded in part 5B4, line 508 “other expenses not included in households’ expenditure”.

**Question 14:** Enumerators write the actual amount (including those in kind converted into money term) households have paid to labourers outside the households for doing such work as caring and protecting cattle and livestock.

**Question 15:** Enumerators write the actual interest households have paid in the last 12 months on loan borrowed for animal husbandry.

**Question 16:** Enumerators write the amount of sales tax households have paid in the last 12 months.

**Question 17:** Enumerators write down the amount of money spent on items other than items mentioned above such as buying small and cheap but easily worn and torn tools such as hanger and bamboo lattice basket for animal husbandry. Small tools, which are cheap and easily worn and torn bought in the last 12 months (plastic basins, bamboo baskets, hanger, etc.), are considered to be fully depreciated in 12 months. Some other production tools that are not placed in the group of fixed assets are depreciated over the years of use (2 or 3 years depending on each type). Some small tools which households make themselves like bamboo baskets and hangers and not included in households' income are not recorded here. Enumerators also note the amount of money households have spent on regular maintenance and repairing of fixed assets (machineries and shed, etc.); hand tools, transportation, post and telecommunication, advertising, training, and insurance for animal husbandry.

**Question 18:** Enumerators calculate by themselves the value of each kind of animals raised:

- For animals sold to the market, enumerators base on actual amount households receive
- For animals kept for household consumption or giving as present to others, enumerators base on local market price.

**4B2C:** Enumerators add up the figures in question 18 of part 4B2.2 and write the result in this box. This is total cost of animal husbandry.

## **PART 4B3. AGRICULTURAL SERVICE ACTIVITIES**

**Question 1:** Enumerators interview to identify households doing agricultural service activities including both specialised and not specialised agriculture households. Households doing agricultural services must have machineries, equipments and tools to conduct agricultural services in the last 12 months. If households say yes, enumerators write code 1; if not, enumerators write code 2.

### **4B3.1 INCOME FROM AGRICULTURAL SERVICES**

**Question 2:** Enumerators ask about each activity related to agricultural services households have carried out and mark "X" in respective lines if households say yes.

**Question 3:** The number of months during the last 12 months households have done agricultural services. The number of months can be a decimal number. For example, 15 days is written as 0.5 month; 10 days is written as 0.3 month.

**Question 4:** Monthly revenue is the amount of money received from agricultural services of households supplying and doing agricultural services of different types and sizes. It includes revenue from soil and land preparation, irrigation, plant protection, and product processing, etc. If households receive payment for such services in kind, enumerators convert it into cash basing on local market price.

**Question 5:** Enumerators calculate by themselves revenue households get from each and every activity of agricultural services and write the results in respective lines.

**4B3T:** Enumerators add up the figures in question 5 and write the result in this box. This is total revenue from agricultural services.

#### **4B3.2. COSTS OF AGRICULTURAL SERVICE ACTIVITIES**

**Question 6:** Enumerators ask whether households have spent anything on each activity related to agricultural services households have carried out and mark “X” in respective lines if households say yes.

**Question 7:** Material cost: Enumerators write the actual amount spent for input materials in the last 12 months.

**Question 8:** Enumerators write down the amount of money spent on buying small and cheap but easily worn and torn tools used for agricultural services supply. Small tools that are cheap and easily worn and torn bought in the last 12 months are considered to be fully depreciated in 12 months. Some other production tools that are not placed in the group of fixed assets are depreciated over the years of use (2 or 3 years depending on each type). Some small tools, which households make themselves and not included in households’ income, are not recorded here.

**Question 9:** Enumerators write the actual amount of money spent on petroleum, oil, coal, firewood, and electricity for agricultural services supply in the last 12 months. Enumerators do not include energy and fuels consumed in daily household life, in agro-forestry and fisheries production, and for non agro-forestry and fisheries production purposes.

**Question 10:** Enumerators write the amount of money households have spent on regular maintenance and repairing of fixed assets (machineries and premises, etc.) and hand tools.

**Question 11:** See explanation in Costs of cultivation and animal raising.

**Question 12:** Enumerators write the actual amount households have paid in the last 12 months for hiring property, transportation vehicles and machineries for production. If such property and facilities are hired for as long as several years, the amount to be included in production costs in the last 12 months is calculated by dividing the total amount paid by the number of years using such machineries and facilities; the rest amount (after deducting for the amount included in production



costs in the last 12 months) is recorded in part 5B4, line 508 “other expenses not included in household expenditure”

**Question 13:** Enumerators write the actual amount households have paid to labourers outside the households for supplying such agricultural services as irrigation, water drainage, and plant protection.

**Question 14:** Enumerators write actual interest households have paid in the last 12 months on loan borrowed for investment in agricultural services.

**Question 15:** Enumerators write the actual amount of tax households have paid in the last 12 months.

**Question 16:** Enumerators write down the amount of money spent on items other than items mentioned above such as transportation, advertising, post and telecommunication, commission, brokerage, etc.

**Question 17:** Enumerators add up the figures from questions 7 to 16 for each service.

## **PART 4B4. FORESTRY AND WILDLIFE HUNTING AND TAMING**

### **Objectives**

To collect data on revenue and expenditure of forestry activities (including forestry services), revenue and expenditure of wildlife hunting and taming.

### **Respondents**

This section relate to respondents of code 1 in question 1b section 4A. Enumerators have to ask each of these people or the one who know most information about this.

### **Scope:**

Calculate only revenue in the last 12 months from forestry activities; exclude work-in-progress or activities that have not yet brought about any sources of revenue. Value of each product is based on actual selling price, others are based on annual price prevailing in the nearest local market.

## **4B5. FISHERIES**

Fisheries activities include growing and harvesting (nuturing seeds, growing and harvesting) and revenues from provision of fisheries-related services such as protecting the growing ponds and lakes and simple processing activities (salting, refrigerating, drying the products), classifying, or cleaning the products...

### **Respondent**

This objective relates to the respondents code 1 in 1b in 4A1. The enumerator need to interview each of them or the person who knows the most information.

### **Scope of revenues and costs calculation:**

Only finished products collected over the past 12 months are calculated; goods in process are not calculated. The value of each product type is calculated according to the market price, the rest is calculated based on the annual average price prevailing in the nearest local market.

Similarly, costs are all the money spent to get the products collected over the past 12 months. All buying costs are calculated according to the market price, and the in-kind investment is calculated according to the average price prevailing in the nearest local market.

### **Content and recording method**

Question 1: If the respondent says there are these activities, than code 1 is recorded. If no, code 2 is recorded and the enumerator moves on to part 4C.

The enumerator asks about all the product collected for questions from 2 to 6 before moving on to asking about costs for questions 7 through 19.

## **4B5.1. REVENUE FROM FISHERIES**

Question 2: The enumerator asks the respondent about all kinds of products collected over the past 12 months before moving to question 3. If the answer is yeas, then the enumerator marks x on the corresponding line.

Questions 3a, 3b: Record the quantity and price of the product sold, exchanged, or given to friends or relatives, or the products given as payment for hired labor over the past 12 months. The sold products are calculated according to the actual market price. The products exchanged are calculated according to the equivalent value of the exchanged good. The products given as payment for hired labor is calculated according to the annual average price of the nearest local market.

Questions 4a, 4b: Record the quantity and value of products that the household produces for their own everyday consumption or on holidays. The value of fisheries products retained for self consumption is calculated according to the annual average price prevailing in the nearest local market.

Questions 5a, 5b: Record the quantity and value of products that the household uses for other purposes, such as for simple processing, or as materials for production. This is calculated according to the annual average price prevailing in the nearest local market.

Questions 6A, 6B: The enumerator calculates and record the quantity and value of the products collected over the past 12 months. Questions 6 is the total of questions 3,4 and 5.

4B5T: The enumerator add up the results in 6B and write the total in this box. This is the total revenue from fisheries products.

## **4B5.2. COSTS OF FISHERIES PRODUCTS**

The enumerator needs to note that the calculation of costs when there is some unexpected risks and loss is similar to 4B1.6. “Costs of plantation.”

Question 7: Record the value of fisheries seeds (fish, shrimps, crabs...) used in production during the past 12 months. The cost of buying seeds is the actual price of the seeds. The seeds that the household has themselves or receives from some relatives or friends is calculated according to the annual average price in the nearest local market.

Question 8: Record the total costs of processed or raw feeds or other types of feeds actually used in the last 12 months (including the feeds that the household has themselves). The feeds that the household has is calculated according to the annual price. If the household has to buy the feeds, the costs is the actual buying price. The value of feeds collected is not calculated.

Question 9: Record the costs of buying small, indurable tools used for fisheries growing and harvesting. The small indurable tools bought over the last 12 months (water buckets, baskets...) used up over the last 12 months do not have depreciation costs. Some tools that are not considered fixed assets can be depreciated over the period of 2 or 3 years depending on the durability of the tools. Some small tools that the household make themselves are not recorded as costs.

Question 10: Record the costs of buying gasoline, oil, grease, electricity, coal, firewood, salt, ice water... used for fisheries production (to pump water, to stir the water in the ponds, dry the product, process the feeds...). The energy that is not bought is not considered as costs, for example the firewood that the household collects. The energy and fuel used for daily life and for non-agricultural production is not calculated.

Question 11: Record the money spent for small repair, regular maintenance of fixed assets (machines, ponds, warehouses... for production).

Question 12: The calculation method is explained in number 6 of Forestry Costs. The enumerator can apply these methods for the fixed assets of fisheries production.

Question 13: Record the actual amount spent in the last 12 months to rent or bid for the water surface for fisheries production. If the household rents for many years, this money is divided by the number of years used to arrive at the costs of renting for the last 12 months. The rest after depreciation is recorded in 5B4, line 508: other costs.

Question 14: Record the money actually spent over the last 12 months to rent machines and tools for production. If the rent is for many years, this money is divided by the number of years to arrive at the amount for the last 12 months; the remaining amount after depreciation is recorded in 5B4, line 508: other costs.

Question 15: Record the money spent to hire outside labor to do such work as caring, protecting, cleaning the production area.

Question 16: Record the interests paid for any loan to invest in fisheries production.

Question 17: Record the tax amount paid for growing and harvesting fisheries products that the

household has paid out in the last 12 months.

Question 18: Record the amount spent for other purposes, such as chemicals or medicines to prevent or cure fisheries diseases, transportation fees, post services, advertisement, training, production insurance...

Question 19: The enumerator adds up the total costs for fisheries production of the household (adding up score of questions 7 through 18) in each line of growing and harvesting fisheries products.

4B5C: The enumerator adds up the score in question 19 and record the result in this box. This is the total costs of growing and harvesting fisheries products.

4B5TN: The enumerator subtracts 4B5C from 4B5T and records the resulting revenue from growing and harvesting fisheries products in this box.

## **PART 4C. NON-AGRICULTURE PRODUCTION, BUSINESS AND SERVICE ACTIVITIES; PROCESSING AGRICULTURE PRODUCTS**

### **Objective**

To collect data on revenues and costs of non-agriculture activities and agriculture processing activities, including activities which produce products for self consumption rather than for sale, exchange or provide services.

### **Respondent**

The enumerator interviews those people who have most information about each activity, who usually coordinate or manage these activities.

### **Concepts/definition/scope**

Include those households which have or have not registered their business activities in non-agriculture production and business activities and processing agriculture products. For trading activities, revenues do not include the costs of buying the goods. If many households join in production activities, the revenues of the surveyed household is calculated based on the percentage of revenues that the concerned household receives.

### **Contents and recording method**

Question 1: Ask about non-agriculture production and business activities and processing agriculture products of the household, including production for self consumption rather than for sale, exchange or provision of service.

## **PART 4C1. REVENUES FROM NON-AGRICULTURE PRODUCTION AND BUSINESS**

## **ACTIVITIES; PROCESSING AGRICULTURE PRODUCTS**

Question 2: The enumerator needs to clearly describe the activities, such as grinding rice or corn, making interior furniture, making rice noodles, hair dressing... He also needs to write the code of activity (see the list of industries and economic activities). Record at most 4 activities. If there are more than 4 activities, then the fifth, sixth... activities will be combined with the fourth activity.

Question 3: The number of months of activity in the last 12 months is the total number of months that had actual activity, even if the activity only occurs in one day.

Question 4: Record the average days of activity in one month of the months that have activity.

Questions 5 through 7: Ask about the ownership of activity. If the activity is owned by the interviewed household, then the enumerator writes code 1 for question 5 and writes code 100 for question 7 without asking the household. If the activity is owned by many households, the enumerator writes code 2 for question 5 and writes the number of households that own the activity including the interviewed household for question 6, and percentage of revenue that the household receives from the activity for question 7. The enumerator can base on the percentage of capital contribution to the activity of the household to arrive at the percentage of revenue they receive.

Question 8: The business licence for the activity must be provided by the authorized government agency.

Question 9: Some households just produce for self consumption rather than for sale, exchange or provide service. For example, they may make wine just for household consumption, or produce biogas from animal excrement for household use as fuel...

Question 10: Record monthly average revenues in the months that have activity. That is the monthly average amount from selling the products or providing service. The content of revenue of each activity is as follows:

Revenues from industry activity and home craft is the total revenues from selling finished or semi-finished products, from processing products for customers, from industrial work such as repairing or installing machines, adding value to the products.

Revenues from construction activities is the total value of construction work completed during the past 12 months that the A party has to pay the B party (the owner of the construction work). It is important to note the following cases when calculating revenues for households that specialize in construction:

- Calculate the complete construction work including materials and labor. If only the materials are bid for, it is considered a trading activity. If the labor is bid for, the total value of labor should be included in revenue. The costs are the cost of labor hired from outside.
- If the construction work has not been completed, just the completed part is considered in the calculation.
- If the construction work is being undertaken, the enumerator interviews the household owner and other household members working on the site to record the number of months that has been spent on construction to calculate the revenues and costs in the activity

months.

Note: only construction activities that use hired labor is calculated. If the construction work is done by the household for the household itself, then it is not included in the calculation.

Revenues from trading activities include revenues from sales of goods, revenues from repair service of motor vehicles, automobiles, motor bikes, personal and household tools for customers in the last 12 months.

To make the calculation simple, the revenues from trading activities does not include the buying costs of the goods sold, but only the gross profit (profit before deducting transportation costs). That means revenues from trading activities in this questionnaire is the gross profit of goods sold, plus the revenues from repair service for motor vehicles, motorbikes, personal and household tools.

Revenues from transportation activities are the money received in the last 12 months of the household from the transportation freights for passengers and goods, other transportation fees, and money received from loading and unloading goods from the transportation vehicles.

Revenues from non-agriculture activities are the amount received in the past 12 months, including services such as hotel, restaurant, finance and credit, education and training, services for individuals and communities. (see the list of economic activities).

Question 11: The enumerator calculates revenues for each type of activity in the last 12 months according to guidelines.

Questions 12 and 13: Ask the household about the products produced by the household to exchange for other goods and services instead of buying them with cash. Also ask if the household receives any goods or services as payment for their goods or services. Note that the goods for trading activities are not included in this calculation. The value of goods exchanged is the amount of money that the household spends to buy goods in the transactions for life and production. Question 13 calculates the value of the goods exchanged according to the annual average price in the survey area.

Question 14 and 15: Ask the household about the products produced by the household but retained for self consumption in the past 12 months, including goods that are used by the household as materials for other household activities. Note that the goods for trading activities retained for self consumption is not included in this calculation, but will be treated as the goods that the household has to buy for use or consumption in the expenditure for life and production. Question 15 calculates the value of goods retained for self consumption according to the annual price in the survey area.

Question 16 and 17: Ask the household about the sub-products received in the business activities used or sold by the household in the last 12 months. Question 17 calculates the value of sub-products retained according to the annual price in the survey area. The value of sub-products sold is calculated according to the actual selling price.

Question 18: The enumerator calculates the total revenues of each activity according to guidelines.

Question 18A: The enumerator calculates the total revenues of the household of each activity according to guidelines.

4CTT: Total revenues from all activities in the last 12 months. The enumerator adds up numbers in question 18 and writes the result in this box.

4CT: The total revenues from all activities in the last 12 months allocated to the household. The enumerator adds up question 18A and writes the result in this box.

## **PART 4C2. COSTS OF NON-AGRICULTURE ACTIVITIES; AGRICULTURE PROCESSING ACTIVITIES**

Note: The materials used in production are calculated according to the actual buying price. If the materials is readily available in the household or exchanged with another household, the value is calculated according to the annual average price in the last 12 months.

The costs are recorded in corresponding order of the activity recorded in the revenue part.

Question 19: Ask and mark the cost items for each activity:

- Main materials, sub materials, food ingredients: food ingredients are the materials used for making foods or beverages... For trading activities, the cost of buying the goods for sale is not included in this calculation.
- Small, indurable tools: For small tools that are not considered fixed assets but can be used for some years, the value should be allocated by the number of years.
- Electricity, water, gasoline, grease, fuels...: the part that is used for daily life and for agriculture production is not included in this calculation.
- Small repair, maintenance: include small repair, regular maintenance of fixed assets which are machines or warehouses for production; simple, hand-made tools.
- Depreciation of fixed assets: Fixed assets of the household used in the production process need to have depreciation. Fixed assets include warehouse, machines, equipment, tools... The calculation of fixed assets depreciation needs to base on the actual buying price of the asset. If the household builds a house for accommodation, but then use part of the house for production and business activities, then the original price of the fixed asset is the additional amount invested for construction, repair and improve the living area into the business area. The calculation method for fixed assets depreciation is:

Annual depreciation = original price of the asset/number of years of use

Costs of renting land, warehouse, shops, machines and other production facilities: If the rent is for many years, then the rent is allocated by the number of years of use.

Transportation: Include the rent of transportation vehicles to transport materials or products of the activity for sale and road or ferry tolls for the transportation.

Cost of labor: include all costs paid for hired labor (regular or temporary labor) such as wages, salary and other allowances, including the value of meals that the household provides for these labor (if applicable). This item also includes costs to buy social insurance, health insurance,

labor union money that has to be paid to the insurance company and labor union organization according to regulations.

Interests on loans: If the interests are paid for loans for many years, the interest is allocated by the number of years of the loan.

Tax, fees and other payments regarded as tax: include VAT, special sales tax, export tax, import duties, enterprise income tax, land tax, royalties, excise tax, licencing fees...

Costs of waste water and solid waste treatment: These are payments to protect the environment, including costs of building or investing in waste water and solid waste treatment systems, fees paid for waste water and solid waste treatment services. If the payment is for many years, it will be allocated for the number of years of use. If the waste water and solid waste treatment systems become fixed assets, the allocated amount is recorded in this item, not in depreciation.

Other costs: record actual spendings other than the payments listed above, such as spending for postal services, transportation, advertising, marketing, buying samples, hiring designers or investigators, insurance of production, commissions, brokerage services...

Question 20: Ask what the average cost for one activity month in each item of each activity.

Question 21: The enumerator calculates costs for each item of the activities during the past 12 months according to guidelines.

Total costs (item 15): The enumerator calculates costs of each activity according to guidelines.

Total costs allocated to the household (item 16): The enumerator calculates costs of each activity according to guidelines.

4CCT: Total costs of all activities during the past 12 months. The enumerators add up item 15 of all activities and writes the result in this box.

4CC: Total costs of all activities in the past 12 months which is allocated to the household. The enumerator adds up item 16 of all activities and writes the result in this box.

4CTNT: Revenue from all activities during the past 12 months that the household receives. The enumerator calculates according to guidelines.

#### **4D. OTHER EARNINGS**

##### **Objective**

Collect data about other earnings which are not generated by direct labor which increase income, and other earnings that do not increase income of the household in the past 12 months so as to arrive at an accurate estimate of the household's income.

##### **Respondent:**

It is best to ask the household head. If he/she is not available, then ask the person who has most information.



### **Concepts/definition/scope**

It is necessary to distinguish other earnings that are included in income and those that are not treated as income. Other earnings that are included in income are those money that increase the budget of the household. On the contrary, other earnings that are not treated as income are those that do not increase the household's budget. These are already in the household's budget, but may be changed from one form to another.

Contents and method of recording

### **4D1. OTHER EARNINGS INCLUDED IN INCOME**

Question 1: The enumerator asks the household about all the earnings that have been listed before asking question 2. If the household has any earning, then mark it on the corresponding line.

Question 2: Record the amount of money that the household members receive during the past 12 months for each item. If the earning is made in kind, then the value of the good is calculated according to the annual average price in the nearest local market. Specifically:

Item 101: Value of good, remittance from overseas over the last 12 months.

Item 102: Value of goods, cash that are given to the household by friends or relatives as regular present or assistance or as unusual assistance when the household has some work that requires substantial funds such as building a new house, wedding, funeral... These earnings also include the value of goods received such as food, consumer goods and different kinds of assets such as houses, machines and equipment, transportation vehicles, fertilizers...

Item 103: Record the money received from pensions, allowance for waek people, lumpsum allowance when a person retires.

Item 104: Record the money and value of good received from the government or other organizations such as allowance for injuries, allowance for family members of martyrs, allowance for families which contributed to the War...If the allowance is received every month or quarter, it will be multiplied to arrive at an equivalent amount for the past 12 months.

Item 105: Record the money and value of goods and of services provided paid by insurance funds as compensations for human or assets loss or damaged of the household who buy insurance. Social insurance paid instead of salary, or life insurance paid at maturity, or health insurance already been calculated in the health item, are not included in this item.

Item 106: Record the amount of interest received from bank deposits, dividends, interest from bonds or from other forms of loans or money investment.

Item 107: Record the money received from renting assets such as warehouses, machines and equipment, facilities and land, which is not included in the production or service provision activities of the household.

Item 108: Include money received from charity and humanity organizations, associations or businesses.

Item 109: Include other earnings which increase income not listed in other items, such as winning the lottery or other games, or earnings from under-the-carpet economic activities (if any). It is important to note that if there is a significant difference between income and expenditures, it is necessary to check each item to find out the reason for the imbalance. It is not allowed to adjust or amend the numbers/amounts in this section.

4D1TN. The enumerator adds up question 2 (items 101 through 109) and writes the result in this box. This is the total of other revenues calculated as income.

#### **4D2. OTHER EARNINGS NOT INCLUDED IN INCOME**

Question 1: The enumerator asks the household about all of their earnings that have been listed before moving to question 2. If the household has any of these earnings, mark it x on the corresponding line.

Question 2: The enumerator asks and writes all other earnings not included in income that have been listed in question 1 for each item.

Items 201 through 205: Other earnings not included in income in the past 12 months include such earnings as money from selling machines and equipment, warehouses, houses, furniture, consumer facilities, money from land use rights transfer, money from selling copyright, selling gold, gemstones, jewellery, money withdrawn from bank savings, debt payment, dividends, interest from loans to credit unions, bonds, advances, or liquidating fixed assets.

4D2T: The enumerator adds up question 2 (items 201 through 205) and writes the result in this box. This is the total earnings not included in income.

#### **APPENDIX**

#### **DURATION OF FIXED ASSETS AS A BASIS FOR DEPRECIATION CALCULATION**

(Issued under Decision 166/QĐ of 30/12/1999 of the Ministry of Finance)

ST T	Groups of assets	Minimum duration (year)	Maximum duration (year)
<b>A</b>	<b>Houses, building and architecture work</b>		
1	Concrete houses	25	50
2	Other houses	6	25
3	Warehouses, tanks, drying ground	5	20
4	Dams, canals	6	30
5	Other architecture work	5	10
<b>B</b>	<b>Motor engine machines and equipment</b>		
1	Electricity generator	7	13
2	Voltage transformer and other electricity supply	7	12

	machines		
3	Others	6	15
<b>C</b>	<b>Operational machines and equipment</b>		
1	Tooling machines	7	10
2	Tractors	6	8
3	Machines used in agriculture and forestry	6	8
4	Water and gasoline pumpers	6	8
5	Professional machines and equipment used to produce construction materials, ceramics and glass	6	8
6	Machines and equipment used in leather, printing, stationary, books and magazines	7	10
7	Machines and equipment used in textile industry	10	15
8	Machines and equipment used in garment industry	5	10
9	Machines and equipment used in paper industry	5	15
10	Machines and equipment used in food processing	7	12
11	Electronics and IT machines and equipment	3	15
12	Others	5	12
<b>D</b>	<b>Transportation machines and vehicles</b>		
1	Other transportation vehicles and machines	6	10
<b>E</b>	<b>Management tools and devices</b>		
1	Measuring machines and equipment	5	8
2	Electronic equipment and IT softwares used in management	3	8
3	Others	5	10
<b>G</b>	<b>Animals, perennial trees</b>		
1	Animals	4	15
2	Industrial trees, fruit orchards, perennial trees	6	40
<b>H</b>	<b>Other fixed assets not mentioned in the above subgroups</b>	4	25

Notes: concrete houses are houses, office buildings, hotels... considered to have durability level 1 and 2. Other houses are those that have durability level 3 and 4 according to regulations and definition of the Ministry of Construction.

## SECTION 5. EXPENDITURE

### Objective

To collect data about expenditures on consumer goods, food, and other expenditure of the household. Expenditure on consumer goods includes goods that are bought or exchanged, or not bought (self-produced, given as presents, collect from forests, or fishing...). These consumer expenditure should be calculated for the past 12 months from the survey date backwards.

The collected information will be used in the calculation of expenditures, expenditure

structure, the quantity and value of some goods, groups of goods, and total expenditure of the household. (The quantity, value of some goods or goods groups is used as a basis for the study and analysis of household living standard, and also a basis for the calculation of final personal consumption expenditure in the national budget statistics or in international comparison...)

### **Respondent:**

The respondent is the person who knows most information about the household consumption expenditure, usually women because they buy food and foodstuff in the household (and also participate in the purchase of consumer goods and services, and other expenditure in the household). If this person is not available in the interview, the enumerator needs to arrange some other time to come back and talk with the above respondent. Experience shows that if another person answers the interview instead of the women respondent, it will result in inaccurate information, is a waste of time, and negatively impact the result of the survey.

### **Contents and method**

The value of goods exchanged is calculated according to the average price of the local market at the time of exchange. If the respondent does not remember the time of exchange, then the annual average price is applied. The value of consumer goods that are self produced is calculated according to the use price (the annual average price at the local market).

The enumerator needs to use practical knowledge to identify which goods the household is using too much or too little to ask for explanation. If there is anything unusual but true, then some brief notes should be written on the back of the first page. In addition, it is necessary to compare to the revenues items from production or from donations... to verify the connection with the self-consumption goods.

## **5A. CONSUMER SPENDING ON FOODS**

This section is concerned with food and foodstuff for meals and smoking by household members. Foods and foodstuff bought for processing, production for sales and trade is not included. The time for data collection is for the past 12 months.

Food and value of food and foodstuff spent on wedding, funerals or other important holidays are not included in this section but in section 5B3.

Section 5A has two small sections 5A1 and 5A2.

- 5A1: Ask the household about their expenditure on food and foodstuffs on important holidays such as Tet, Christmas, special holidays of the ethnic minorities, national holiday, January fullmoon day, July fullmoon day, August fullmoon day...
- 5A2: Ask about regular expenditure and consumption of food and foodstuff of the family members other than the above important holidays. The unusually large spendings on funerals, weddings, or death memorials are not included in this section but in other annual spendings (5B3. "Other spending regarded as expenditures).

## **5A1. CONSUMPTION EXPENDITURE ON HOLIDAYS**

Question 1: Ask this question for all kinds of food and foodstuffs before asking question 2 and 3. Mark x on the kind of food or foodstuff that the household consumes, and leave a blank for those items not consumed. On questions 2 and 3, only ask about those items that have mark x in question 1. For those items for which the answer is “no”, the enumerator should not move on immediately, but needs to probe the respondent and asks whether they buy the item or produce them for self-consumption, or receive them from friends or relatives as presents. The enumerator may also want to ask other household members to facilitate recall by the respondent.

Question 2: Ask about the total quantity and value (including those items consumed during holidays) of food and foodstuffs bought or exchanged on those occasions.

Question 3: Ask about the total quantity (including those items consumed on important holidays) and the value of foods and foodstuff consumed on holidays that are not bought by the household.

In case of goods exchange, we can consider is as a dual transaction: simultaneous purchase and sale with equal value. The value is calculated according to the average price of the goods received at the time of exchange. This value is also included in the sale of goods or assets in other earnings. Example: the household exchanges rice for meat for their Tet holiday. The value of the goods is the price of meat at the time of exchange and should be recorded in question 2 of this section (quantity and value), and should also be recorded in the item for rice exchange in the agriculture production section.

Foods and foodstuffs consumed on holidays may vary depending on tradition and customs of the place. So besides the listed food and foodstuff, the enumerator needs to ask more specifically to learn about all the special foods and write them in item “others”.

Item 157: Other foods are those foods not listed above, such as processed foods other than meat, such as cheese, ready-made spring rolls, dry pig skin...), seasoning spices (pepper, chilly, herbs...), ingredients (mushrooms, vinegar...), special foods of the place...

Question 4: The enumerator adds up value of all lines from 101 through 157 of 2B.

Question 5: The enumerator adds up question 3B from item 101 through 157 to write the result.

Box 5A1CT: The enumerator adds up question 4 and 5 to write the result.

## **5A2. EXPENDITURE ON REGULAR FOOD ITEMS**

Questions from 2 to 6 collect data on food expenditure bought or exchanged by the household.

Questions 7 to 10 collect data on food that are not bought or exchanged.

Question 1: Ask this question for all kinds of food and foodstuffs before moving on to question 2-10. Mark x for all those items that are consumed, and leave a blank for those items not consumed. Ask questions 2 to 10 for those items with mark x only.

Question 2: Write the number of calendar months where the household buys or exchanges

foods or foodstuffs (in lines with mark x in question 1).

Question 3: Write the monthly average number of purchase in those months that have purchase or exchange. If the group has many different kinds of goods, each time one kind of good is bought, it is considered one purchase. Example: “Fresh shrimps and fish”: if in one month there are two purchases of shrimps and 4 purchases of fish, and one time of shrimp and fish purchase, then the total number of purchase in that month for that group is 7.

Question 4: Write the average quantity of each purchase. If the quantity is not the same, it is necessary to ask more specific questions and use available information to estimate the quantity bought.

Question 5: Write the average value of each purchase.

Question 6: The enumerator calculates and writes the value of purchase in the 12 months by multiplying the number of months that have purchases (question 2) by the average number of purchases in one month (question 3), then by the average value of each purchase (question 5).

Question 7: Ask to see whether in the past 12 months, the household consumes any foods or foodstuffs that they do not buy (but they produce themselves or received from friends or relatives...)

Question 8: Write the number of calendar months where the household consumes food items that are not bought corresponding to the line which give information about each item or group.

Question 9: Write the total quantity of food that the household produces or receives from outside in all the months where they consume those items.

Question 10: Write the total value of food consumed that are not bought in the past 12 months.

Note:

- Item 110 and 117: If the household buys meat, then takes away the fat part to fry for fat, then the whole thing is recorded in item 110. Item 117 only records the purchase of fat alone to fry, or ready-fried fat, or vegetable cooking oil.
- Meals outside the family: only those meals that the household has to pay, or meals at the working place that have been recorded as other earnings different from wages and salary in section 5A. Free parties are not included, even if the household needs to send a present.
- Item 157: Other foods are those items consumed in regular meals that are not mentioned above, such as processed food and foodstuffs, spices, ingredients, or special foods and foodstuff in the local place.

Question 11: The enumerator adds up the results in question 6 from items 101 through 157.

Question 12: The enumerator adds up question 10 from items 101 through 157 to write the result.

Box 5A2CT: The enumerator adds up the results of the boxes in question 11 and 12 to write the result.

## **SECTION 5B. CONSUMPTION EXPENDITURE OF NON-FOOD ITEMS, AND**

## **OTHER EXPENDITURES**

Some expenditures that have been recorded in other sections are not recorded in this section, including:

- Education expenditure (section 2)
- Health expenditure (section 3)
- Production expenditure for agriculture, forestry and fishery activities and non-agriculture activities in section 4.
- Fixed assets expenditure and durable goods expenditure in section 6.
- Expenditure on house renting, house purchase, and other expenditure on housing in section 7.

### **5B1. EVERYDAY CONSUMPTION EXPENDITURE**

This section asks about the regular spending items during the past 12 months.

Item 201: Pocket money for children is the small amount given to the children for their additional spending other than buying treats, money for breakfast or value of breakfast in section 5A2. Example: pocket money given to children when they go to school or on picnic.

Item 215: Books, newspapers, magazines other than text books used in education and training in section 2.

Item 216: Flowers for decoration, not the flowers for worshipping the ancestors in item 219.

Item 219: Regular worshippings are expenditure for regular worshippings every month on the 1<sup>st</sup> and 15<sup>th</sup> of the month, or going to pagodas or churches. The fruits for worshipping which are later consumed by the household is recorded in regular expenditure on fruits in section 5A2.

Item 221: Other regular expenditure include goods that are not mentioned above such as toothpicks, cotton buds, tissues and napkins...

Question 1: Ask about all goods and groups before moving on to questions 2-5. Mark x for those items that have expenditure, and leave a blank for those which do not. Ask questions 2-5 for those items with mark x only.

Question 2: Write the number of calendar months where the household buys or exchanges goods.

Question 3: Write the monthly average value of purchase or exchange in months that have purchase or exchange.

Question 4: The enumerator calculates to write the value of purchase in the past 12 months by multiplying the number of months that have purchase (question 2) by the monthly average value of purchase (question 3).

Question 5: Write the total value of goods produced by the household for their self consumption in the last 12 months for each kind or group of goods.

Question 6: The enumerator adds up question 4 from item 201 through 221 to write the result.

Question 7: The enumerator adds up question 5 from item 201 to 221 to write the result.

Box 5B1CT: The enumerator adds up the data in the boxes of questions 6 and 7 to write the result.

## **5B2. ANNUAL CONSUMPTION EXPENDITURE**

This section asks about the expenditures on goods or groups of goods for less regular consumption during the past 12 months.

Question 1: Ask this question for all items before moving on to questions 2 and 3. Mark x for items that have consumption expenditure, and leave a blank for those which do not. Ask questions 2 and 3 for the marked items only.

Question 2: Write the number of calendar months where the household has a purchase or exchange.

Question 3: Write the monthly average value of purchase or exchange of the months that have these transactions.

Question 4: The enumerator calculates to write the value of purchase in the past 12 months by multiplying the number of months that have purchase (question 2) by the average value for each month (question 3).

Question 5: Write the total value of goods that the household produce for their own consumption in the past 12 months for each kind or group of goods.

Question 6: The enumerator adds up question 4 from item 201 through item 221 to write the result.

Question 7: The enumerator adds up question 5 from item 201 to 221 to write the result.

Box 5B1CT: The enumerator adds up the data in the boxes of questions 6 and 7 to write the result.

## **5B2. ANNUAL CONSUMPTION EXPENDITURE**

This section asks about items and groups of goods that are bought on a less regular basis during the past 12 months.

Question 1: Ask this question for all items before moving on to questions 2 and 3. Mark x for all items that have expenditure, and leave a blank for those that do not. Ask questions 2 and 3 for the marked items only.

Question 2: Write the total value of purchase or exchange during the past 12 months.

Question 3: Write the total value of goods that the household produce for self consumption during the past 12 months.

Question 4: The enumerator adds up question 2 from item 301 to 333 to write the result.

Question 5: The enumerator adds up question 3 from 301 to 333 to write the result.

Note:



- Item 306 includes ties, hair ties, gloves, belts, aprons, knitting pins and wool, buttons,....
- Item 309 includes helmets...
- Item 321 does not include the following: transportation for education purposes which is already recorded in section 2; transportation for health care purposes which has been recorded in section 4; expenditures for travelling and summer holidays which will be recorded in items 328, 329.
- Item 333 is the expenditures for goods and groups of goods not mentioned above.
- Box 5B2CT: The enumerator adds up data in questions 4 and 5 to write the result.

### **5B3. OTHER SPENDINGS INCLUDED IN EXPENDITURES**

This section asks about expenditures with social relation nature (formalities) which does not directly serve the material life of the household members. The timeframe for data collection is the past 12 months.

Item 401: the contributions other than contributions for production purposes (those are compulsory rather than voluntary).

Item 405: funerals and other worshipping events of the household are the expenditures for funerals, worshipping ancestors and other big events where the household has to invite many guests to come who are not household members. The total expenditure includes both purchase/exchange and self production or presents received. Expenditures for these events include spending on foods, foodstuffs, non-food products, services ... which are not included in the expenditure above.

Item 406: Organize parties are the expenditures by the household for organizing big receptions on special occasions such as new house completion, birthday parties for the elderly family member, promotion... where the guests are not household members. The total expenditure include both purchase/exchange and presents received or self-produced goods. The expenditure are spendings on food and non-food items that are not included in the expenditures above.

Item 407: Gifts, donations, assistance are the expenditures to buy presents or to provide assistance, which are of voluntary nature rather than compulsory. This item also includes contributions to help poor people or to provide assistance to disaster relief.

Item 408: Includes expenditures by the household (except production fees) not mentioned above, such as: accident insurance for those children who do not go to school during the past 12 months, spendings to compensate loss for others...

Question 1: Ask this question for all items before moving on to question 2. Mark x for those items that have expenditure, and leave a blank for those that do not. Ask question 2 for the marked tems only.

Question 2: Write the total value of expenditure during the past 12 months for each item.

Box 5B3CT: The enumerator adds up question 2 from item 401 to 408 to write the result.

#### **5B4. OTHER SPENDINGS NOT REGARDED AS EXPENDITURES**

This section asks about “temporary expenditures” or payments for a different purpose which do not reduce the household’s budget. The time frame for data collection is the past 12 months.

Item 508: Other expenditures include spendings that are not mentioned above or are not fully allocated in production and business activities but where the household has made a lumpsum payment for many years such as house rents, leasing fees of machines and equipment for production, land for production and business; assets, furniture, goods ... on reserve which are not yet used.

Question 1: Ask this question for all items before moving on to question 2. Mark x for those items that have expenditure, and leave a blank for those which do not. Ask question 2 for marked items only.

Question 2: Write the total value of expenditure for the past 12 months for each item of expenditure.

Box 5B4C: The enumerator adds up the items from 501 to 508 in question 2 to write the result.

### **SECTION 6. FIXED ASSETS AND DURABLE GOODS**

#### **Objective**

To collect data about fixed assets and durable goods to calculate some indicators related to production activities, to provide more information for the calculation of expenditure by the household, and to provide data on quantity and value of fixed assets and durable goods to help in the assessment of production scale and to provide additional information for the assessment of household living standards.

**Respondent:** the household head or the person who has most information (about fixed assets for production, and purchase, furniture, facilities...) will answer the interview on behalf of the household.

#### **Contents and recording method:**

Rules:

- If one facility is used for daily living and for production, if 50% or more of the time is used for production, then that facility is considered fixed asset.
- Those assets or goods that are listed in the questionnaire will be asked about even if they are of small value. (It is possible to write on the back of the paper if the household has many assets).
- Other assets or goods (not listed in the table): only those goods or assets which have value of more than 200,000VND will be asked about. (The value is determined at the time of survey).
- Question 1: First ask to see what kind of assets or durable goods the household has at the

time of survey. Fixed assets must be finished products/goods (not those assets that are being invested such as young fruit trees or fish ponds that have not been harvested). Durable goods are those that are being used, not those that are broken. Do not write in this section those fixed assets or durable goods on reserve (not yet used). These items are already recorded in item 508 section 5.

- Mark x for the fixed assets and durable goods that the household has and is using.

Note:

Fixed assets used for production and business for some months in the last 12 months, but at the time of interview has been given to someone else, or has been broken, lost, sold or exchanged, are not included in section 6A1.

## **6A. FIXED ASSETS**

Question 2: If there are many similar assets of similar value received/purchased at similar time, they will be recorded in one line. If the assets are similar but of different values or purchased/received at different times, they will be recorded on different lines. The enumerator writes the name of the fixed asset and write the code according to the table that lists “names of assets, durable goods.”

Question 3: Only write the number of fixed assets. When the assets are recorded on one line

Question 4: Write the time of purchase or receipt. If the assets are built by the household itself, the time is the point at which the asset is completed and put into use. The assets purchased, received, or built more than 12 months ago should be recorded with year (the month column is left blank). If they are purchased or received in the past 12 months, then both year and month should be recorded to calculate the expenditure in the year. The enumerator needs to make sure the household tells him/her the right year that the asset is bought or received (using the same method of recall for birth year). The months should be recorded with 2 digits, and year with four digits.

Question 5: Write the total value at time of purchase or receipt (even if the asset belongs to many households). If the asset is received, not purchased, then the value is determined according to the purchase price at the local place at the time of receipt. If the asset is built or made by the household itself, then its value is the total costs to complete the asset, including the costs of hiring outside labor.

If the time of purchase or receipt is before the use of the new VND, then its value should be translated into the current dong. Example: a 35W fan before 1985 was worth 35dongs, and its value should be written 0.035VND.

Question 6: Write the value of asset based on its situation (not as a brandnew asset) according to the local price at the time of survey. For those assets and goods that are old and of little use, if it is difficult to assess its value, the enumerator can base on the number of years of use and the book value of the asset to estimate its remaining value. The remaining value of assets for major installation (telephones, fax machines...) will include installation costs too.

Question 7: If the assets belong to the household only, the enumerator writes 100. If the assets

belong to many households, then only the proportion of the household concerned is recorded.

Question 8: Write the total amount that the household spent to repair the asset in the past 12 months of each asset listed by the household. Major repair are those work to repair, upgrade, or recover, overhaul the asset to enhance the performance and lengthen its life.

Question 9: The enumerator adds up the value of fixed assets that the household purchase or received in the past 12 months (from May-2003 to the time of survey, for the survey in May, and from October 2003 for the survey in October).

## **6B. DURABLE GOODS**

This part consists of questions 2 to 6. The form of questions and notes is similar to that in 6A but this part only mentions the household's durable goods which have been used in the family with 50% of frequency for the past 12 months.

*The enumerator should pay attention to the following problem:*

All assets coded number 1 to 16,18,19,20,23,27 to 29 if present are fixed assets, not durable goods. Some other machines and equipment can be both fixed assets and durable assets, so the enumerator should ask carefully to identify whether they should be written in 6A "Fixed assets" or 6B "Durable goods".

**Question 7:** The enumerator adds up the total value of all durable goods bought/ received/ self-produced by the household for domestic use in the past 12 months.

## **SECTION 7. ACCOMMODATION**

### **Purpose**

Collect information about the accommodation, some living conditions, expenses on houses, house rental, electricity and water bills and other expenditure on accommodation.

### **Respondent**

This part consists of replies by the householder or the household representative.

### **Concept/ Definition/ Scope**

Types of accommodation include:

- *Villas:* Solid one floor or multi-storey house with the toilet and kitchen attached to rooms (or the house) and walls/ fences around.

- *Solid, self-contained houses:* houses with the toilet and kitchen attached to rooms (or the house/ flat) for the family's sole use.

- *Solid but not self-contained houses:* houses with the toilet and kitchen shared with other households or not attached to the house/ flat.

- *Solid houses:* villa, flat, one-storey houses with flat roof which are long-lasting (over 50 years).

- *Semi-solid houses:* houses with lower quality and lasts shorter than the solid ones (about

20 years), with walls made of brick or wood, tiled roof, sheet iron roof (or similar types of materials).

- *Temporary and other types of houses:* Houses which don't belong to the above groups including the ones with simple materials such as tents, huts, camps and other temporary places to live in , for example under bridges or containers.

House major repair is the one with the purpose of improving, recovering, extending and lengthening the life time of the house. This type of repair often change the house supporting structure.

House minor repair is the trifling one for regular maintenance such as painting or repairing the unimportant things in the house.

### **Content and method of recording**

**Question 1:** Record the number of the house of flat which is used as accommodation by members of the household, including rented or borrowed houses.

**Question 2:** Record the total area that members of the household use as accommodation, consisting of dining rooms, bedrooms, living rooms, study or leisure rooms, excluding the area of toilet and kitchen, warehouse and area for doing business. The total area also includes the shop windows attached to the wall but open to the inside, extension area with strong roof and wall and also 50% of garret for accommodation (excluding the garret for storing things).

**Question 3:** If the household is living in some houses, only questions about the main house are asked.

When collecting information about the type of house, the enumerator needs to observe directly and agree with the respondent to identify the type of house.

**Question 4:** Record the year in which the household began to live in the house. If the household has some houses, only the main one should be taken into consideration. If the house has been reconstructed, the last time of reconstruction is considered. If the household had been living in the house before 1996, move to question 6.

**Question 5:** If the surveyed household has been formed since 1997, for example a newly-married couple move to another house, the type of house that the previous householder had used is considered.

**Question 6:** Ask to see if the household completely or partly owns that house.

**Question 7:** Ask to see whether the household has had to pay house rental for the past 12 months or not.

Note: There is a case in which the household totally owns the house but has been renting another house, so this question still has to be asked. If the answer is "no", move to questions 12.

**Question 8:** Record the corresponding code for the person who have been receiving rentals from the household in the past 12 months.

**Question 9:** Record the amount of rental the household has been paying for the past 12 months.

**Question 10:** The enumerator records the number of renting months equivalent to the amount of rental paid by the household.

**Question 11:** The enumerator records the number of months in the past 12 months for which the household actually lived in the rented house/ flat.

**Question 12:** Record the total value of all the area the household is using for accommodation (including their own and rented house/ flat). This can be only one part of the house shared with another family or some houses owned by the household.

The value of the house includes all the area attached to the house excluding the area of land for production.

*For example:* a house along streets has higher value than the same one in a small lane; or a flat on the ground or first floor is more expensive than the same one on higher floors.

**Question 13:** Ask the household if they possess any other houses/ flats or pieces of land apart from the place they are living in. This doesn't include the area of land for cultivation, factories or workshops for doing business. If the answer is "no", move to question 19.

**Question 14:** If the answer is "yes" find out whether the household is renting that house and piece of land or not.

**Question 15:** Record the amount of rental brought by that piece of land, house/ flat in the past 12 months.

**Question 16:** Record the number of months equivalent to the amount of rental the household has received.

**Question 17:** Record the number of months in the past 12 months for which the household has been leasing that piece of land or house (mentioned in question 13).

**Question 18:** Similar to question 12, but for the are which is not used to live in by the household.

**Question 19:** Find out if the household has bought any house or piece of land including the ones they are using to live in, lease, rent of keep as reserves.

**Question 20:** If the answer is "yes", record the latest purchasing time (month and year). If they don't remember, write "don't know". If the purchase has been made in the last 12 months, ask question 21, if the purchase was made before the past 12 months, move to question 22.

**Question 21:** Record the actual amount of money paid by the household to buy the above-

mentioned house or land in the past 12 months. In case the purchase is made in gold or dollars, etc. it should be recorded in VND, debts or late payment will not be recorded.

**Question 22:** Find out if the household has built any new house (including the one they are living in or leasing or haven't used) in the past 12 months.

**Question 23:** If the answer is "yes", record the cost of the completed work, i.e. the cost induced from the starting to the finishing time of the construction.

**Question 23a:** Record separately the cost paid for the construction of the new house in the past 12 months.

**Question 24:** Record the amount of money paid in the past 12 months for major repairing, upgrading and improving the house or land which the household is using, or leasing, including the cost of flooring and building the toilet/ latrine, kitchen, yard and path in the house area. If the answer is "not any", write 0.

**Question 25:** Record the amount of money paid in the past 12 months for the minor repair of the house or land which the household is using, or leasing. If the answer is "not any", write 0.

**Question 26:** Record the main drinking water sources (in terms of the amount used) the household has been using in the past 12 months.

Tap water is the industrially produced one. Pit well water is the pumped water using both manual and electric pumps.

**Question 27:** For some sources of drinking water find out whether the household has been using filter systems or chemicals to make water clean before using or not. The filter system or chemicals need to ensure water hygiene, i.e. the water after being filtered has to be clear without any strange colour, taste or smell.

**Question 28:** Find out if the household often boils water before drinking or not. Bottled or percolator water is not considered boiled water.

**Question 29:** Record the main sources of water (in terms of the amount and time of use) the household has been using domestically (not including drinking water) in the past 12 months.

**Question 30:** The method of asking and recording is the same as mentioned in question 27 but for the household's domestic water.

**Question 31:** Find out if the household has to pay for their drinking and domestic water or not.

**Question 32:** If the answer is "yes", record the amount of money paid for drinking and domestic water by the household in the past 12 months.

**Question 33:** Find out what kind of latrine the household is using and owns partly or completely.

**Question 34:** Record the source of light the household has been using (the time in which that source of light has been used the most frequently) in the past 12 months.

**Question 35:** Find out if the household has to pay for their domestically used electricity in the past 12 months or not. Some households have been using mainly oil lamps in the past 12 months but they still sometimes use grid electricity.

**Question 36:** Record the amount of money paid for the domestic electricity by the household (including the grid, battery, internal combustion engine and small-scale hydro-electricity), excluding electricity for production and business. If the answer is "no", write "no".

**Question 37:** Find out the main methods of treating rubbish used by the household in the past 12 months.

**Question 38:** Find out if the household has had to pay for the domestic rubbish collection in the past 12 months or not.

**Question 39:** Record the amount of money paid for the domestic rubbish collection by the household in the past 12 months. If the answer is "no", write "no".

**Question 40:** The enumerator adds up, using the formula and then writes the results in the boxes.

**Question 41:** The enumerator checks part 6B to see if the household has computers or not.

**Questions 42 to 44:** Find out about the use of the Internet if the household has computers.

## **SECTION 8: PARTICIPATION IN THE POVERTY ELIMINATION PROGRAM**

### **Purpose**

Collect information about the household's benefits through the Socio-economic Development Program in the especially difficult communes (Program 135) and the National Poverty Elimination and Employment Program for 2001 - 2005 (Program 143). At the same time collect information about the situation of borrowing and using loans of all the surveyed households.

### **Respondent**

Householders or current household members who know the most information.

### **Concept/ definition/scope**



Poor households are the ones considered, assessed, classified and put into the poor household list or granted with the "poverty certificate" by the local governments according to the new poverty standard of the Ministry of Labour, Invalids and Social Affairs.

### **Content and method of recording**

**Question 1:** This question refers to 1999 (not the time from 1999 up to now) to find out if the household was considered as poor (according to the above definition) in the ward or commune or not. It is better for the enumerator to look at the 1999 poverty certificate (if it is still being kept by the family).

**Question 2:** If the answer is "yes", write code No1, but if the answer is "no", the enumerator should mention some specific projects or policies under these two programs (listed in question 5) so that the respondent can remember. If the answer after recalling is still "no", write code No2 and move to question 8.

**Question 3:** Ask about 3 main sources of information (the most important ones) through which the household knows about the above two programs. The enumerator records in the order of importance. The code of the most important source is written in the first box, those of the second and third important ones are written in boxes No 2 and 3.

**Question 4:** The method is the same as that in question 2.

**Question 5:** In this question, the enumerator mustn't prompt, but let the respondent tell about the programs and projects they know by themselves. The enumerator records the codes.

**Question 6:** Find out if the household has benefited from the two above programs since 1999 or not. If the answer is "yes", write code No1. If the answer is "no", the enumerator can use some cases in question 7 to suggest. If the answer is still "no", write code No2 and move to question 8.

**Question 7:** To find out about the support and benefits from the two above programs by the household since 1999 up to now. The enumerator write the corresponding codes.

Note: The household can get many other support or benefits from the Program 135 and 143 such as: roads, domestic water, electricity system, health care works, training, price/ fee subsidy for production and consumption goods, land and forest allocation, employment, agriculture/ forestry/ fishery extension, etc.

**Question 8:** The enumerator asks this question and the household self-assesses to see if their current life (in the past 12 months on average) has been improved compared to 1999 (monthly average). The enumerator uses 4 levels in the questionnaire: Much better (1), better (2), the same (3); worse (4).

**Question 9:** If the codes in question 8 is number 2 or 3, the enumerator asks about the 3 main reasons for the household's life being the same or worse, then writes these reasons in the figure boxes in the order of importance.

**Question 10:** The content of this question is similar to that in question 1 but refers to 2003. So all the poor households of the ward/ commune in 2003 are coded No1. If the answer is "no", write "no" and move to question 12.

**Question 11:** For poor households in the past 12 months (code No1 in question 10), the enumerator asks this question so that the household can predict the time in which they can escape from the ward's/ commune's poor household list.

**Question 12:** The enumerator checks 4B and 4C to see if the household has produced any agricultural, forest or fishery products or done any household business in the past 12 months. If the answer is "yes", write code No1 and continue with questions. If the answer is "no", write code No2 and move to question 15.

**Question 13:** If the answer is "yes", write code No1 and continue with question 14. If the answer is "no", the enumerator can ask some suggesting questions such as : Do you lack capital and technology?, etc. If the answer is still "no", write code No2 and move to question 15.

**Question 14:** This question is designed to find out about the 3 biggest difficulties frequently met by the household in the past 12 months. The enumerator writes in boxes 1, 2 or 3 in the order of difficulty.

Note: "Lack of capital refers to the lack of cash, hard currencies, gold, silver or precious stones.

Other difficulties include: shortage of labour, production materials or land, etc.

**Questions 15 and 16:** The method is the same as that in questions 13 and 14, but this question refers to the difficulties in the household's life in the past 12 months.

**Question 17:** Find out if any household member still owes money or things to people in other households, or organizations (banks, the Women's Association, etc.) in the past 12 months or not. Late payment is regarded as debts. The amounts payable such as land tax, irrigation fees, etc. are also considered debts. If the answer is "no", write code No2 and finish the first round. If the answer is "yes", continue with questions 18-25.

Loans: are cash or objects the household members borrow from others, banks, organizations, credit organizations, etc. paid in compliance with the agreed terms and conditions.

Questions 18 to 26 are recorded basing on each loan or debt of all household members in the past 12 months. Don't include many loans in one line although there is only one debtor or creditor. If the household has more than one loans or debts, make some more copies of the pages and number the loans or debts from 11.

Note: Don't record the loans received and paid before the past 12 months. List also the ones paid within the past 12 months.

**Question 18:** Find out if the household has borrowed from or still owes any individual/

organization in the past 12 months or not. The enumerator should pay attention to the difference between "individual creditors" and "creditors who are the family's friends or relatives" as follows: People specializing on lending with fixed interest rates regardless of whether they are friends or relatives should be coded No7, but if they lend without interest rates, they will be coded No8. Friends and relatives, who are not specializing on lending with interest rates and who lend to the household without any interest rate or with a fixed interest rate are still coded No8.

**Question 19:** The enumerator records the value of each loan.

**Question 20:** Record the month with 2 digits and the year with 4 digits in which the household members borrowed. For the payments for buying goods or house rental, etc., the time of borrowing recorded is exactly the month/ year in which the household has to make payments which are still deferred.

**Question 21:** Find out the reasons for borrowing.

Note: - The payments for house rental, electricity, buying food, etc. to meet the basic needs of the family are coded No.8 "general consumption".

- The loans used to buy out or on credit the food products to use before the harvest season are coded No.9 "to eat before the harvest season"

- If the household borrows to buy/ build houses, write code No.4; if it is to improve the house, especially the domestic water source, write code No.11; if it is to improve mainly the hygiene conditions, write code no.12; if it has nothing to do with the water source or hygiene conditions, write code No. 13 " others".

For answers coded No.3 to 13, move to question 23. If the reason for borrowing is to use as "production capital" or "basic investment", continue with questions 22.

**Question 22:** Find out about the purposes of the loans: for agricultural, forestry or fishery production, doing business, trading or providing services by the household.

**Question 23:** The enumerator asks to find out if the household has paid any part of their loan principal in the past 12 months or not. If the answer is "no", write 0.

**Question 24:** This question asks about the interest rate of the loans. The enumerator fills in the "interest" column with interest rates and the "time unit" columns with the time unit codes. If the interest is 0, write 0 in the interest column and move to questions 26.

**Question 25:** Write the amount of interest paid by the household in the past 12 months. If the interest is 0, write 0.

**Question 26:** For the loans paid by the household in the past 12 months, the enumerator write the month/ year of payment. With the unpaid loans, ask the household when they intend to pay their debts.

Finishing section 8, the enumerator has finished the first round of questionnaire about income and expenditure and has completely finished the questionnaire about income.

## **SECTION 9. AGRICULTURE, FORESTRY AND FISHERIES (EXTENDED)**

### **9.1. AGRICULTURAL AND FOREST LAND, WATER SURFACE FOR FISHERIES GROWING AND DWELLING-LAND**

#### **Purpose**

Collect information about the land, ponds, gardens adjacent to the residential land, agricultural, forest and fisheries growing land under the management and use of the household as well as the state of buying, selling, exchanging land and the process of changing the plant structure, access to agriculture extension services, changing types of land as well as sources of income from agriculture, forestry and fisheries of the household in order to calculate their income.

#### **Respondent**

Respondents in this section have to be the ones who know much about the situation of the household's management and use of land.

#### **Concept/ definition/ Scope**

##### *Agricultural land:*

Is the land used in agricultural production consisting of: land for growing annual plants, land for growing perennial trees, land for growing grass to raise animals and garden land adjacent to the house.

##### *Land for growing annual plants:*

Is the land for growing plants from the period of seeding to harvesting for no more than one year such as: land for growing rice, corn, potatoes, cassava, soya beans, peanuts, etc.

##### *Land for growing perennial trees:*

Is the land for growing agricultural trees (growing in one year but harvesting in many years) including land for perennial trees (coffee, tea, pepper, cashew nuts, coconuts, rubber, etc.); land for fruit trees (orange, mandarin, mango, longan, litchi, banana and pineapple, etc.) and land for growing other kinds of perennial trees (betel, areca nuts, etc.).

##### *Forest land:*

Is the one used in forestry production consisting of planted, natural and seedling forests.

*Natural forests:*

Are the forests which have long been in existence and allocated to households to manage, protect and look after.

*Planted forests:*

Are the more than 100 m<sup>2</sup> areas of forest land allocated to households to grow forest trees.

*Seedling forests:*

Are the areas used to sow all kinds of forest seedlings such as eucalyptus, casuarina tree, cajuput tree, acacia and pine tree, etc.

*Area of water surface for fisheries growing:*

Consists of the water surface actually used to grow fisheries in the past 12 months and the unused water surface are such as: ponds, lopped rivers, pools, bays, lagoons, etc.

*Pasture land:*

Is the area specially used to grow grass for the household's animal-raising and production.

*Long-term use land:*

This is the land the State allocates to households to use. The terms of use are long and stable for growing annual plants and 20 years for fisheries growing. When the term runs out, if the users still need the land and have obeyed the land law, the State can extend the time of use. Households with long-term and stable use of land have the following 5 rights:

- To transfer
- To inherit
- To mortgage
- To lease
- To transform

Land with long-term use is allocated per capita. The households who have long-term and stable use of land have the only obligation to pay tax to the State. The amounts payable are specified in the contract with the cooperative. Other contributions are agreed between the household and the cooperative (these contributions are made via the cooperative or head of the village or quarter in southern provinces).

The contributions made to the cooperatives are often the irrigation, land preparing and plant protection fees. Besides, the cooperative can collect some more money to maintain the

management machine (if present).

*Allocated land for the agricultural, forestry production and fisheries growing purposes:*

Includes the state agricultural and forest farms, companies, enterprises, centers, stations directly used for agricultural, forestry and fisheries production taken charge of by households or individuals who are the employees working for the above units; households who used to work for enterprises but are now retired or have stopped work because of bad health or made redundant with a grant or the family members who are of working age and need land; local households or families verified by the commune's/ ward's People's Committee and households in other localities who have capital to invest in accordance with the allocation plans. This type of land also has long-term and stable use but is not granted with certificates and the 5 rights as with the other type of land mentioned earlier. People receiving allocated land have the obligation to pay tax to the State and fees to the farms and other organizations with allocated land.

*Land for bidding:*

Consisting of the reserved land (accounting for 5% of the cooperative's land) and non-allocated land (given with long-term use rights) such as: lakes, lagoons for fish-raising or bare land and hills. This land is only allocated in contracts and in a certain period of time. The bidder has the obligation to make contributions to the cooperative and other organizations with the amount agreed by the 2 parties.

*Inherited land*

Is the land inherited from other people (grandfather, grandmother, mother, father or relatives, etc.) with the terms and conditions specified in the inheritance documents. The heir is given with the right to use the inherited land with other related obligations and rights and becomes the owner of the land.

*Land bought/ sold (transferred land use right):*

Is the land with the use right being bought / sold. This land can be bought or sold in the form of transferring the ownership title on the land use certificate or on the written document proving the purchase agreed by the two parties. After buying/ selling, the buyer/ seller gets or loses the long-term and stable use right on this piece of land.

*Nomadic land:*

Is the areas of burnt-over hills and forests cleared by households to do farming (for no more than 3 years). After that the households move to other areas.

*Dwelling-land:*

Consists of all the areas of land for building houses, kitchens, bathrooms, latrines, animal enclosures, fences and roads.

*Ponds adjacent to dwelling-land:*

Is the areas of ponds adjacent or attached to the household's dwelling-land, excluding other ponds, lakes outside the household's dwelling-land.

*Abandoned land:*

Consists of the household's unused land in the past 12 months, land with insufficient conditions to be used or land about which decisions haven't been made whether to be used for agricultural, forestry or fisheries growing purposes.

*Reclaimed land:*

Consists of the areas of land which has been reclaimed and transformed by the household to grow a certain kind of plant in less than 3 years (this land hasn't become stable land).

**Questions 1 and 2:** The enumerator interviews and records information about all the lots of land consisting of dwelling-land with the adjacent ponds and gardens under the management and use of the household for cultivation, including the area rented/ borrowed from others, transferred or leased/ lent to others in the past 12 months. For each lot of land (excluding the adjacent dwelling-land, ponds or garden), it is necessary to write clearly its name. In case the lot of land has no name, it is necessary to write instead the name of the field on which the lot of land is located. If even the field has no name, it is better to number the lots of land: lot No.1, 2 or 3, etc. The order of recording is: dwelling-land; agriculture, forest land; the largest area of water surface for fisheries growing; and finally the smallest lot of land in different lines.

If one household has some lots of land adjacent to their dwelling-land, each lot of land then will be recorded in one line and classified into dwelling-land, pond or garden in question 2.

If a household has more than 15 lots of land, as a rule, the 16th, 17th, etc. ones will be merged so that it is easier for the enumerator's recording work. Here is the principle of merging lots of land: lots of land of the same type on one field are merged and recorded in the same line. This can also be applied to lots of land of the same type on different fields.

**Question 3:**

+ **3a:** Number the separate lots from 1 to 15, from the 16th lot, it is necessary to specify how many lots have been merged, e.g. 3 means 3 lots merged.

+ **3b:** Record the area of each lot from 1 to 15 and the total area of the merged lots from 16 on the basis of square meters. In case the respondent uses the local units of measurement, the enumerator needs to translate them into square meters, specifically as follows:

1 Northern mou                      = 10 poles                      = 3600 m<sup>2</sup>

1 Northern pole                      =15 meters                      = 360 m<sup>2</sup>

1 meter (Northern)	= 24 m <sup>2</sup>
1 piece (Northern)	= 36 m <sup>2</sup>
1 meter (Central)	= 33.33 m <sup>2</sup>
1 piece (Central)	= 24 m <sup>2</sup>
1 pole (Central)	= 500 m <sup>2</sup>
1 state cong	= 1000 m <sup>2</sup>
1 big cong	= 1200 m <sup>2</sup>

There is a difference amongst localities in terms of dwelling-land and adjacent ponds and gardens. The area of these types of land are recorded as follows: For dwelling-land, adjacent ponds, gardens: record the area of each type as specified in the red book of the household. For families without the red book, the area of each type is recorded according to the tax invoice or documents specifying clearly the area of dwelling land, of agricultural, forest land or the water surface for fisheries growing, i.e. basing on the local reality to record the area of land properly.

**Question 4:** Basing on the current situation of the household's use of land to record each lot of land as mentioned above. In case the land which was used for growing perennial trees, but now has been transferred into land for growing annual plants, it should be recorded as land for annual plants. The same is applied to other types of land: recording the situation of land after being transferred. In case the household has mixed gardens, there in another code. For adjacent gardens, base on the type of plants grown to calculate the area of land for that kind of plant. If the land has not been used, record as abundant land. For example, land for growing tea is considered as land for perennial industrial trees, land for growing vegetables is calculated as land for annual plants, etc. In case the household has transformed agricultural land into dwelling-land, warehouses, etc. both with and without permits, the land then is not considered as agricultural land.

**Question 5:** The distance between the house to each lot of land is written in metres. In the case of merged lots, calculate the average distance of all the lots.

**Question 6:** Categories of land are identified basing on the current regulations on agricultural land for each type of land user. The regulations on land for growing plants are as follows:

- Land for growing perennial trees and land with water surface for fisheries growing are divided into 6 categories (from 1 to 6, see the table for land category codes). Land category 1 has the best quality and 6 has the worst quality with the lowest tax rate.

- Land for growing perennial trees is divided in to 5 categories (from 1 to 5).

For the merged lots, the land category is identified basing on the biggest lot.

In case the household can't remember their land category, the enumerator considers the



category specified in the household's red book (if present) or the village's tax book. If the category is not specified anywhere, write "don't know". With the adjacent gardens or ponds, record their categories (if present) and write "don't know" if the categories are not present.

**Question 7:** Record clearly the irrigation method used on each lot of land, for example active irrigation by self-flowing or pumps (electric and oil pumps) or manual irrigation to avoid droughts or floods for the whole season or for a certain period of time or no irrigation at all. For merged lots, base on the majority to record the irrigation methods. For example, if one lot of land is irrigated by pumps in one season but is manually irrigated in another season, base on the major method of irrigation or the assessment of the household to record.

**Question 8:** Find out the reason why the household has the right to use each lot of land equivalent to each code given in the questionnaire. In case the father or mother of the household was allocated with a lot of land (with long-term use right) before and now give it to their children to use, then this lot of land is identified as allocated land (transferred land), not inherited land.

**Question 9:** Record the first year of using the land. In case one lot of land has been rented or borrowed by the household for more than 2 times, record the first time of borrowing.

**Questions 10:** The enumerator asks about each lot of land with the long-term use right certificate (the red book) granted by the State land management agencies (with authority). In case the household has completed all the procedures and is waiting for a red book to be granted and knows clearly whose name will be written in the red book, record that lot of land as land with the land use right certificate. This question is applied to all lots of land with the long-term land use right certificate with the name of that or another household member as owner.

**Question 11:** If the lot of land has been granted with the long-term land use right certificate with the name of the household member as the owner, write the code for that member corresponding with each lot. In case there is only one member owner, write the code in the 1st column. If both the husband and wife are the owners, write the husband's name in the 1st column, the wife's name in the 2nd column.

**Question 12:** Specify the year of granting the red book for each lot of land. In the case the household has completed all procedures and is waiting for the red book to be granted, write "don't know".

**Question 13:** Find out who is directly managing or using each lot. Besides the lots with family members as the owners, there are lots which have been bought and this purchase is approved by the commune/ ward or names of both the husband and wife have been written in the purchase documents and names of ownership haven't been transferred, write members' codes in columns as in question 11.

**Questions 14:** Each lot of land which has been cultivated either for a long or short time in the past 12 months is considered as cultivated lot of land. In case on one lot of land, the household both cultivate and lease at the same time, e.g. cultivate in one season and lease in another season, write as a cultivated lot. In case the lot of land contained industrial or fruit trees before the purchase,

write as cultivated lot in the past 12 months.

**Question 15:** In case the lot of land hasn't been used for growing plants or fisheries, ask what they have done with this lot and record with one code only. In case one lot has been both leased and lent, discuss with the household to have one agreed code.

## **9.2. RENTED, BORROWED OR TEMPORARILY TRANSFERRED LAND**

**Question 1:** Rented, temporarily transferred or borrowed land includes lots of land owned by other households but used by the borrowing household in the past 12 months for cultivation or growing fisheries in a temporary, short time with rental as cash or objects agreed by the 2 parties.

**Question 2:** Record the code (number) of the lot mentioned in 9.1. The enumerator needs to check carefully the relationship between 9.1 and this part. If the household has rented, borrowed or transferred temporarily land in the past 12 months but this hasn't been recorded in 9.1, the enumerator need to add to 9.1.

**Question 4:** Note down the number of months in which the household has rented, borrowed or transferred land. Years should be translated into months. If the answer is given in seasons, ask what kind of plants is grown in each season, how long a season lasts (from the time of preparing land to the harvesting time), what perennial trees are grown, in how many months. Ask the same questions with forest land and land for growing fisheries.

**Question 5:** Find out if the household has had to make payment in cash, by objects, by labour or by any other form of payment or not in the past 12 months. If one lot's payment has been made in both cash and by objects, choose the main method of payment and write the corresponding code into the table.

**Question 6:** The total value of payment includes the added value of cash, objects or labour. To calculate the value of objects, multiply the number of objects by the average value of each object at the time of payment in the locality. To calculate the value of working days, multiply the number of working days by the average value of each working day in the locality.

The enumerator records the total value of money (including the value of objects and labour) in column 6a. In column 6b, ask the household to see for how many months the payment is made. Seasons and years have to be translated into months. In column 6c, specify the month and year of the last payment.

When asking about the situation of renting and borrowing land (if present) in the past 12 months, the enumerator should note that: the household have rented or borrowed and then returned land to another household in the past 12 months. So this household is still considered as having borrowed or rented land. If the enumerator overlooks this case, this household's sum of expense will not be recorded.

## **9.3. LAND LEASED OR LENT TO OTHERS**

**Question 1:** This is the land the household has leased or lent to another household in the past 12

months. This land is owned by one household but lent to another for cultivation or growing fisheries for a certain period of time, the rental can be paid in cash or by objects as agreed between the two parties.

**Question 2:** Record the code (number) of the lot as mentioned in 9.1. The enumerator has to check carefully the relationship between 9.1 and this part. If necessary, add information to 9.1.

**Question 4:** Specify the term of leasing or lending in months. Seasons and years should be translated into months.

**Question 5:** Find out if the household has received any payment in cash, by objects or labour in the past 12 months or not. Choose the code of the most frequent one to record in the table.

**Question 6:** The total value of payment includes the added value of cash, objects or labour. To calculate the value of objects, multiply the number of objects by the average value of each object at the time of payment in the locality. To calculate the value of working days, multiply the number of working days by the average value of each working day in the locality.

The enumerator records the total value of money (including the value of objects and labour) in column 6a. In column 6b, ask the household to see for how many months the payment is made. Seasons and years have to be translated into months. In column 6c, specify the month and year of the last payment.

When asking about the situation of leasing and lending land in the past 12 months, the enumerator should note that: the household have leased or lent and then received back land from another household in the past 12 months. So this household is still considered as having leased or lent land. If the enumerator overlooks this case, this household's sum of income will not be recorded.

## **PART 9.4. CULTIVATION**

### **9.4.1. Rice**

**Question 1.** Check if the household has agrarian land and cultivated rice over the past 12 months in Part 9.1 and 4.B1.1, then numbers this question as 1, otherwise numbers it as 2 and moves to Part 9.4.2

**Question 2.** Ask and tick those crops that the household has planted and harvested over the past 12 months before turning to other questions in the same way as in Part 4B1.1.

**Question 3.** Compare the yield of each crop with the averaged one in the previous years to see movements in rice yields. In case the household forgets the data as needed, compare the averaged yield of the year with that in the previous one. Mark the household that has neither separated itself nor cultivated rice in the previous year as KB. This applies to the household that does not know the yield because of selling young rice, or harvesting young rice grains to make green rice flakes.

**Question 4.** In case the yield of each crop over the last 12 months is lower than the average of the previous year, ask why it has happened. The household may give more than one reason, and the enumerator needs to ask for specific answers and notes down the biggest reason.

**Question 5.** Check question 6 in Part 4B1.1 to see if the household has sold or exchanged the amount of rice it produced in the last 12 months. Mark it as 1 if this happened, or as 2 if it did not.

**Question 6.** In case the household sold rice, the enumerator needs to identify where it took place.

- On-site sale: buyers or consumers bought rice directly from the family.
- Off-site sale: households sold rice at the collection points, including processing units.
- Households sold rice at the village market that opens every day.
- Households sold rice at the village market that opens on the fixed days of the week or month.
- Households sold rice at a wholesales market that specializes in a certain kind of products, for example, rice, vegetables and fish, etc., in the district or town.

The purpose of this question is to identify where rice is sold.

#### 9.4.2. Staple crops and annual plants

**Question 2.** Check question 2 in Part 4B1.2 if the household has harvested any of the above crops in the last 12 months and tick in the respective box.

**Question 3.** Check question 5 in Part 4B1.2 if the household has sold or exchanged products of the above crops in the last 12 months. Mark it as 1 if this happened or as 2 if it did not.

**Question 4.** In case the household did sell products, ask them who their main customers are. Just mark in the same way as question 9 in Part 4B1.1 Rice. If two or three groups of customers were identified, just tick the principal buyer.

**Question 5.** Ask the household where the sale took place, and note down the answer in the same way as question 6 in Part 9.4.1. Rice.

#### 9.4.3. Industrial and perennial crops

**Question 2.** Check question 2 in Part 4B1.3 to see if the household has harvested any crop in the last 12 months, tick in the respective box, and ask questions in the same way as questions 3 and 5 in Part 9.4.2 “Staple crops and annual plants”.

#### 9.4.4. Fruit trees

Ask questions and note down answers in the same way as in Part 9.4.2. Staple Crops and Annual Plants.

#### 9.4.5. Composition of crops

**Question 1.** Ask the household what crops were planted in 2003, 1998 and 1993 on the allotment that they managed and used (including the leased, borrowed or transferred land), with a strong focus on rice, industrial annual plant, industrial perennial crops, fruit trees and timber species.

**Question 2,3,4.** The land is measured in square meter. In case the respondent measures his or her land by local standards, the enumerator is required to convert it to square meter in the same way as Part 4B1.1. Rice

Just take into account the industrial perennial crops, fruit trees and timber species planted in the concentrated areas (including gardens) of at least 100 square meters currently being managed and used by the household. Exclude the dispersed area of cultivation surrounding the house, or along the canals and roads.

**Question 6.** Ask the household to list in the descending chronological order what kinds of rice variety have been planted since 1998. In case the household has used different rice varieties without remembering their names, refer to each variety by using numerical order. In case the household planted a variety each crop, just write down the one that covers the largest area in the year. In case of equal area, choose the variety that produced the higher yield.

**Question 7,8.** Write down exactly the year when the new variety was used to replace the old one, and when it went out of use. In case the respondent failed to remember the time, mark the respective varieties as KB in questions 7 and 8. Leave the variety that has been, and continues to be, used in the last 12 months to question 9. For example, a household started using variety A in 2003 which is still in place at the time of survey, just write down the year 2003 in question 7, ignore question 8 and move to question 9.

**Question 9.** Just write down one main supplier of this rice variety. In case of more than two suppliers, ask and take note of the main source only.

**Question 10.** Ask the respondent to specify how the variety was supplied, e.g. through third-party purchase, by the seedling company or agricultural extension organization. Take note of the three most important sources of supply in terms of volume. Mark those households that produce seedlings themselves as 9.

**Question 11.** Note down in detail why the household turned to this new variety. In case more than one reason is given, ask for more information and choose the most important reason.

**Question 12.** Ask the respondent if any other crops have been planted since 1998. New plantation means

- the new crops replace the old ones. For example, cashew is planted in areas where coffee has been slashed due to low prices.
- any crop that is planted in the uncultivated in areas
- the return of crop that had been originally slashed to make room for the new crop that was abandoned due to its ineffectiveness. For instance, the Ans slashed coffee to replace with cashew in 1994. However, in 2000, as the cashew prices plummeted, they planted coffee in place of cashew again. Coffee then is considered new crop.

**Question 13.** Ask the respondent to list the crops (excluding rice) he or she planted in areas that the household has managed and used since 1994. List them in the descending chronological order.

**Question 14.** Ask the respondent when each of these crops was planted respectively. For example, Nguyen Van An's household replaced longan with coffee in 1994, but slashed coffee to make room for longan in 2001. Write *longan* and *coffee* in columns 13 and 14 respectively, and 2001 and 1994 in rows 14 and 13.

In case the household planted one new crop without remembering the time, mark it as KB.

**Question 15.** Just take note of the main supplier of this crop only, even when more than one answer is given.

**Question 17.** In case the answer to question 16 is marked as 2, ask the respondent why the crop went out of use. Just write down one reason, even when more than two reasons are given.

**Question 18.** Examine the areas where the existing crops are planted to compare with those in the first place. In case of inheritance or third-party purchase, check how the areas have changed since 1994.

#### 9.4.6. Access to agricultural extension

This section is designed to gather information on households' access to cultivation and breeding techniques provided by extension centers or through training sessions that local authorities organized in collaboration with extension officers and trade associations. On-site technical assistance provided by extension officers is also included.

Access to technical know-how through mass media like radio, television, newspapers and magazines is excluded.

**Question 2.** Write down all the times that members of the family attended seminars on cultivation and breeding techniques that were organized by the agricultural extension agencies, local authorities or mass organizations (Farmer's Association, Women's Union). In case two members of the family attended, just count it as one.

**Question 3, 4.** Ask the respondent if extension officers came to his or her house upon request or without invitation. Mark it as 1 if they did, or as 2 if they did not. Specify how many times they came upon request and without invitation separately.

**Question 5.** Cultivation services are numbered from 1 to 7, breeding services from 8 to 15. Ask the respondent which services were provided, and tick them in the respective boxes before moving to questions 6-9.

**Question 6, 7.** Mark the charged extension services as 1, and free-of-charge services as 2 in question 6, and the sum of money paid to each service in question 7. Agricultural extension fees are part of the household's cultivation or breeding costs.

**Question 8, 9.** Take note of household's comments on how useful access to cultivation and breeding techniques – direct and indirect – is.

#### 9.4.7. Agricultural land conversion, forestry and fishery in the last decade

This section looks at how land conversion took place to add more values to agricultural production and fish farming, and gathers data on how much money each household has put into land conversion in the last decade.

*Note:* The section is not designed to gather information on why agrarian land is converted for the sake of residence or construction of non-agricultural and-fishery factories.

**Question 2.** If the household has possessed the allotment for 10 years and continued to use it, number the bloc of land again in Part 9.1. In case the household has no longer used it in the last 12 months, mark it as 99.

**Question 3.** Ask the respondent what type of land it was before conversion, and mark it in the appropriate form. In case, both perennial and annual crops were cultivated before conversion, ask what the main crop was, and associate the land with the crop that covered a larger area in the questionnaire.

**Question 4.** Ask the respondent what type of land it is after conversion, and mark it in the appropriate form. In case, it is converted to cultivate multiple crops (i.e. annual, perennial, and so on), mark it in the same way as in question 3.

**Question 6.** Ask the respondent when investment (in terms of capital, labor, fertilizers, machines, etc) in the land conversion to plant other crops started and completed. In case, the household leased, bought or borrowed the land already converted by another household, do not include the time.

**Question 7.**

- Harvested means investment in the converted land has already been completed, and the crops are ready for harvest.
- In case investment is still going on or has been completed while the crops are not ready for harvest, anticipate when harvesting can take place.

**Question 8.** Take note of all the costs incurred in land conversion for cultivation or fish farming purposes in kind or in terms of money and employment. Do not include the labor contributed by the household itself.

**Question 9.** Ask the respondent if local authorities provided assistance in cash or in kind for land conversion. Mark it as 1 if this happened, or 2 if it did not.

**Question 10.** Take note of the assistance by local authorities in cash or in kind separately in columns. Material assistance should be converted to the prevailing market value at the time it was provided.

**Question 11.** Mark it as 1 if the household possessed forest land in the last 10 years, or as 2 if it did not before moving to other questions.

**Question 12.** This question applies to additional plantation (of forestry species, rather than industrial crops or fruit trees) in uncultivated area or in place of dead trees. Exclude the intercrop.

**Question 13.** Ask the respondent to list the allotments on which additional plantation has taken place since 1994 in the descending chronological order.

**Question 14.** Measure the additional plantation in square meter, write the square meters and 1 in Volume and Code columns respectively. In case the acreage of additional plantation can not be measured, write down the number of trees and 2 in Column and Code columns instead.

**Question 15.** Ask the respondent when additional plantation financed by the household itself started and finished. Exclude the trees already planted before the forest land was bought or leased.

**Question 16, 17 and 18.** Similar to questions 8, 9 and 10.

9.4.8. Land purchased, auctioned, inherited, contracted or transferred in the last 10 years

This section is designed to gather information on the household's accumulation of land in the last decade.

**Question 1.** Ask the respondent to list the allotments for agriculture, forestry, fish farming and other purposes (residence, factory site, breeding facilities) that the household has possessed in the last 10 years, including

- Purchased land
- Auctioned land
- Contracted land (with long-term use rights)
- Inherited land
- Long-term use rights transferred land

Do not include it the case of temporary transfer. Leave it to Section 9.2

**Question 2.** Ask the respondent the exact date and time when the land use rights certificate was given to each allotment in the name of the family member.

**Question 3.** There are cases where the household sold, or lost the use rights of, the land it had bought or was inherited in the last 10 years. The purpose of this question is to clarify whether the household uses this allotment of land or not.

Ask the respondent if the household has used or managed this allotment in the last 12 months, i.e. to check whether it is included in Section 9.1 or not.

If it is already in Section 9.1, bypass question 4 and include its code listed in Section 9.1 in question 5, and move directly to question 9.

Otherwise, go to question 4.

**Question 4.** Ask the respondent the exact date when the household was given this allotment for cultivation, fish farming or other purposes. Distinguish it from the date when the land-use rights certificate was given in question 2, and access to cultivation in question 4.

**Question 6.** Write down the type of every allotment listed in question 4, Section 9.1

**Question 7.** The allotment is measured in square meter.

**Question 8.** Ask why the allotment was provided. Move to the next allotment if it is contracted, inherited, and reclaimed. Move to questions 9 and 10 if it is the purchased, auctioned, transferred, etc., land.

**Question 9, 10.** Ask the respondent how much it cost to acquire the allotment in cash, in kind or in terms of services provided. These two questions apply to the purchased, auctioned or transferred land only. The cost includes:

- the total amount of money spent on purchasing land, completing paperwork and other expenses (if any)
- money paid to the village/cooperative as part of the contractual obligation
- fees and other expenses (if any) incurred in the completion of paperwork when it comes to land-use rights transfer.



Question 9 includes expenses in cash, and question 10 includes expenses in kind or services (converted to money).

9.4.9 Land sold, requisitioned, inherited, or land whose contract expired or right of inheritance was provided in the last 10 years

This section is designed to gather information on the allotment that no longer belongs to the household due to the expiry of long-term use rights or the contract or any other reasons. Information gathered in this section, along with that of Section 9.1, is likely to show the land ownership disparity among different segments of population and its link to poverty.

**Question 1.** This question applies to the allotments for agriculture, forestry, fish farming and other purposes over which the household no longer had the use rights in the last 10 years, including:

- Land that was sold (or use rights transfer)
- Land whose contract was expired
- Land that was transferred as part of inheritance
- Land that was requisitioned

In case of temporary transfer, write it in Part 9.2

**Question 2.** This question is intended to ask specific date (month and year) when the household no longer has long-term land-use rights, or when the contract of each allotment expires.

- Ask the respondent the exact date when the household transferred the land-use rights to the non-family member; or when the household signed the sales contract, or granted the right of inheritance, or handed the land sales contract; or when the decision to revoke the allotment.
- Ask the respondent the exact date when the household reached an agreement with the village or local authorities on the auctioned land.

○ Gather information for question 3 and cross-check with question 4 because the household may not have provided information as required in Part 9.1 on the transfer of an allotment that took place several months before the survey (in the last 12 months).

Question 3 is designed to clarify whether the household has the use rights over this allotment in the last 12 months.

If information is already provided in Part 9.1, copy the code of this allotment from Part 9.1 to question 4, then go to question 8.

Otherwise, ask question 5.

**Question 5.** Take note of the type of allotment in the same way as in question 4, Part 9.1

**Question 6.** Each allotment is measured in square meter.

**Question 7.** Ask the respondent why the household acquired this allotment.

**Question 8.** Ask and take note of how the household transferred the use rights over this allotment. Ask information on the next allotment (if any) if it is the grant of inheritance rights, the expiry of the contract and so on. Go to question 10 if the land was sold. Move to question 9 if the land was requisitioned, including allotments revoked by local authorities at village, district, provincial levels or by a responsible organization to develop physical infrastructure or for other public purposes. The household could receive compensation for this allotment in the form of cash, land or other materials.

**Question 9.** Ask the respondent why the allotment was requisitioned (e.g. for road construction or widening, physical infrastructure development – industrial park, stadium, hydropower-plant, irrigation system, schools, etc.). Land could also be requisitioned to redistribute to poor households that face the shortage of land, or enjoy preferential treatment, etc.

**Question 10.** This question aims to clarify why the household sold its allotment, for example, to finance new business or deal with urgent matters like serious illness, accident, wedding, funeral, and so on.

The information gathered may reveal the household's standard of living. Some households are so poor that they have to sell their land for urgent matters, which is likely to have adverse impacts on their income in the coming years, especially those living on agriculture. Choose and take note of one reason only.

**Question 11, 12.** Ask the respondent how much the household received in cash or in kind by transferring the land-use rights to another household, or as part of the compensation for the requisitioned allotment. These two questions apply to allotments that are sold or requisitioned only.

The real value of the land sale or compensation in cash or in kind includes

- the amount of money after deducting the land-use rights transfer fees and other expenses (if any), or monetary value of compensation for requisition.
- what is received in kind as a result of land sale or compensation for requisition.

Question 11 aims at what is received in cash, and question 12 focuses only on the monetary value of what is obtained in kind or services.

**Question 13.** The focus of this question is on whom the household transferred the land-use rights to. Note that “government....6” here refers to the government at village, district, provincial or central levels.

## **Section 10. Trades, Businesses, and Non-agricultural, -forestry and -fishery Services**

### **Purpose**

This section is designed to gather information on the features of trades, businesses, and non-agricultural, -forestry and -fishery services in which the household has been engaged to sell their products or deliver services, except their own processing activities, in the last 12 months. It also

covers trades and businesses in which the household was involved for 10 years but has quitted in the last 12 months.

### **Respondent**

The respondent must be business executives or managing directors.

### **Definition and scope**

This section covers households that have registered or unregistered businesses, and non-agricultural, -forestry and -fishery services to sell their products or deliver services, except their own processing activities. For those businesses active in the last 12 months, the information that needs to be gathered includes time, location, labor; business history; business association or club participation; access to responsible agencies at all levels, etc. For businesses in which the household was engaged in the last 10 years but quitted in the last 12 months, a strong focus must be on the years of operation, number of employees, and reasons for termination.

### **Content and methods to take note**

**Question 1.** The enumerator, based on question 9 in Section 4C1, checks and decides if the business falls into the category of agriculture, forestry and fishery processing.

*Note:* The enumerator is required to ask and take note of the business activities in the same order in Section 4C.

### **Section 10A. Information on time, location and labor**

**Question 2.** The enumerator is required to check, based on question 3, Section 4C1.

**Question 3.** In case more than one reason for the interruptions in business activities is given, choose the most important one.

**Question 4.** When it comes to business locations, choose the three most important locations at maximum based on the scale (e.g. facilities, employees) and activities. The fixed location means the place where business activities have taken place for more than six months in the last 12 months. In case of less than 6 months, ask the respondent in detail about the future of the business based on the features of activities and location, business license, etc.

**Question 5.** Regular worker refers to those who have been involved in the business activities for more than 6 months in the last 12 months, including family members, non-family members who share the business (in case of partnership), and employees. In case of less than 6 months, regular worker refers to those whose working time accounts for more than half of the total time of operation.

**Question 6.** These workers are directly or indirectly involved in the business activities; employed, managed and paid by the business based on what they contribute to the business.

## **Part 10B. Business history**

**Question 7.** Ask the respondent when the business started, and note it down in four digits.

**Question 8.** Founding member is the one who contributed capital to establishing the business. In case, the business executive is delegated to manage, run or inherit from others, mark it as 2.

**Question 9.** Ask about the relationship between the respondent and the former business owner before the former was delegated or inherited to manage or run the business.

**Question 10 to 13.** Ask the respondent about households in the village that are involved in the same kind of business at the time of inception.

**Question 14.** Ask about the difficulties facing the business at its inception. If various difficulties are identified, just choose the two biggest difficulties and note them down in order of importance. If there is no major difficulty arising at the time of inception, mark it as 1 in the first column.

**Question 15.** Ask the respondent about the money he or she spent establishing the business, including initial capital, business registration and transaction fees, and other expenses.

**Question 16.** Ask the respondent about the sources of fund for the business start-up, e.g. the equity that came from other business activities, savings, inheritance, borrowings or asset sale. If fund was raised from many sources, just choose the three biggest ones and write them down in descending order of volume.

**Question 17.** Ask the respondent if he or she had a mentor to sharpen business skills; received any technical or formal vocational training; had relevant working experience; or was involved in other activities of the household's business before managing and/or running the business. Questions 17a to 17c focus on technical skills and knowledge, and question 17d deals with managerial experience and knowledge.

## **Section 10c. Club and trade association membership**

**Question 18.** Clubs and trade associations related to the formal and informal business activities include those legally established and operational under, for example, Decree 88/2003 of July 30<sup>th</sup> 2003 by the government on the association management and organization; groups of businesses and households working in the same field. Clubs and business associations have their own membership criteria; and members must conform to such regulations as paying membership fees, and fulfilling other obligations.

**Question 19.** Ask the respondent what club or business association he or she belongs to, for example, Vietnam Chamber of Commerce and Industry affiliates; Cooperative Union, Trade and Industry Association, Young Entrepreneurs' Association, Hanoi Small and Medium-sized Enterprises Association, etc.; groups of enterprises or households that are not formally relevant in terms of trade.

**Question 20.** Ask about the support and services provided by business clubs and associations, e.g. managerial and technical training courses; support to raise the product quality and designs; marketing and advertisement; market access; liaison with suppliers of machinery, production tools, materials, labor; or policy and legal information that has an impact on, or links to members' performance.

#### **Section 10d. Contact with responsible agencies**

**Question 21 and 22.** Ask about how many times representatives from responsible agencies like inspection force visited the enterprise to deal with work safety (work safety clothing, fire prevention); employee-related issues (labor contractual obligations, treatment); finance (book-keeping, invoices and receipts); environment (environmental protection and pollution); production quality; and other miscellaneous matters (smuggling, etc).

#### **Section 10e. Other features**

**Question 23.** The enumerator is required to check item 1, question 19 in Section 4C2 on material expenses. Mark it as 1 if extra costs were incurred or as 2 if they were not.

**Question 24.** Ask the respondent how the main and subordinate materials are transported, for example, home delivery, third-party transportation, or using his or her own vehicles to transport.

**Question 25.** Ask the respondent how the products are transported to customers, for example, the customers have products transported; using his or her own vehicles to transport; or third-party transportation.

**Question 26 to 31.** Ask about the market and its importance, including markets within the province/city; markets nationwide; international markets (direct export, or third-party export)

**Question 32.** Ask about input information on which the price of goods is based, e.g. through newspaper, radio, television, internet, entrepreneurs and enterprises in the same field, or other sources.

**Question 33.** The enumerator is required to check question 7 in Part 10B. Mark it as 1 if the business started before 2001, or as 2 if it did after 2001.

**Question 34.** Ask the respondent to compare current revenue with that two years ago.

**Question 35.** Ask the respondent to compare the number of existing regular workers with that two years ago.

**Question 36.** Ask about the difficulties/problems facing the business based on the coded levels in the questionnaire: no difficulty; extent of difficulties; irrelevance of the difficulties to the business; or unable to identify difficulties.

#### **Section 10f. Businesses already active in the last 10 years but abandoned in the last 12 months**

**Question 37.** Gather information on the trades, businesses, and non-agricultural, -forestry and -fishery services, except their own processing activities, in which the household has been engaged for 10 years but has abandoned in the last 12 months.

Note: businesses that are no longer active at the time of survey but took place in the last 12 months are not included here. Instead, gather information on them as ongoing businesses.

**Question 38.** Write down exactly the name and code of businesses based on the list of national economic sectors.

**Question 39.** Take note of the time (in four digits) when business started.

**Question 40.** Write down the years of operation. In case of discontinued operation, the total number of years in operation is the combination of all operational periods.

**Question 41.** Use the code in Section 1A to note down the family members already involved in these activities. In case of various members, just choose the three family members involved mostly in the business based on their working time or capital contribution (if any).

**Question 42.** Ask why the business activities were terminated. If more than two reasons are given, choose the two major reasons that ultimately led to the termination.

## **Part III. Questionnaire**

### **(used at the village level)**

#### **Introduction**

##### **Purpose**

This manual is designed to help the enumerator understand the content and how to gather information in the village questionnaire. The data gathered from the village, along with those from the households, are expected to give an overview of inhabitants' standard of living.

##### **Content and data-gathering method**

There are 10 parts in the village questionnaire.

Part 0: Background

Part 1: Demographic features and overall situation

Part 2: Overall economic situation, assistance and relief programmes

Part 3: Non-agricultural, forestry and fishery employment opportunities

Part 4: Agriculture and land categories

Part 5: Infrastructure

Part 6: Education

Part 7: Health

Part 8: Law and order, and social issues

Part 9: Credit and savings

Information is gathered from face-to-face interviews with village officers, headmasters/deputy headmasters of village schools, clinic officers, leaders of the village/commune where some households are selected to take part in the survey, and other responsible people in the village.

##### **Enumerator, respondent and data-gathering**

The team leader is responsible for this questionnaire.

Respondents may come from various backgrounds, including village leaders like chairman, vice chairmen, police chief, statistical officers, chairmen/vice chairmen of the cooperatives, and leaders of villages/communes where households are selected for the survey. The enumerator may ask all or some of the respondents to seek the answers to some questions or parts of the questionnaire.

The enumerator needs to consult with responsible persons in the village to make a list of respondents, questions/sections to focus on, and tentative interview schedules.

However, the best way is to ask the village leaders – Chairmen or Vice Chairmen – to hold a briefing session in which the participants will be informed of the purpose and significance of the survey and the questionnaire; and enumerators can ask some questions and arrange time for the interview.

There are some questions that enumerators should give the interviewees in advance so that they will have time to prepare. The enumerator is obliged to be punctual at the interview.

When it comes to the three most important options, the enumerator should not take note of all the answers in the questionnaire until the respondent finishes the question and chooses, say, three major problems facing the village medical station. This will help avoid corrections of the text in the questionnaire.

Always keep in mind that all the information and data gathered must be kept confidential.

### **Questionnaire design and note-taking**

Village questionnaire design and note-taking adhere to the same principles as in the household questionnaire, which is clearly explained in the manual.



## NOTE-TAKING INSTRUCTION

### Cover page

**Name of the province/city, district/town, village:** Write in block capitals

**Zip code of the province/city, district/town, village:** Write the zip code provided by the central government in the box

The zip codes of province/city, district/town, and village correspond to the List of Vietnam's Administrative Units.

Write the date of interview at the end of the cover page, and the date when the Chairman of the village signs and seals to certify information gathered in the questionnaire. Dates are written in the two-digit format.

The questionnaire will be processed only when the team leader has already signed, and the Chairman of the village has signed and sealed to certify.

### Part 0. Background information

#### Purpose

This section is designed to gather the respondent's identification information from Part 1 to 9 of the questionnaire.

#### Note-taking method

This section can be filled out at different times, seeking answers to all the questions from 1 to 10 in one section or part of the questionnaire.

**Question 1 to 3.** The respondent's name must be written in block capitals, and his or her age is based on Solar Calendar, and rounded up to the year.

**Question 4.** The respondent claims, and the enumerator matches it with the code of nationality.

**Question 5.** Years of residence will be rounded up. If the respondent has lived for 6 months in a year, round it up as one year. In case of discontinuous residence, years of residence are the combined periods.

**Question 6 and 7.** The highest position or current title of the respondent in the government agencies, party organizations, mass organizations, socio-economic institutions at the village level; and the time he or she has held that position or title.

**Question 8.** Write the position or title that he or she had before holding current positions and titles. In case he or she did not hold any title or position in the village, mark it as 10.

**Question 9.** Write the certificates or degrees the he or she has been granted after training. In case of various certificates and degrees, just take note of the highest degree.

**Question 10.** Write down the grade he or she finished at secondary or in-service schools (from grades 1 to 12)

## **Part 1. Demographic features and general situation**

### **Purpose**

This section is designed to gather basic information on demography, ethnicity, religion, geography and the category into which the village falls (if any).

### **Note-taking method**

**Question 1.** Write down the natural area within the village's administrative border in square meter.

**Question 2.** Write down the number of communal subdivisions at the time of interview.

**Question 3.** Write down the number of households registering permanent residence in the village at the time of interview.

**Question 4.** Write down the number of households registering temporary residence in the village at the time of interview.

**Question 5.** Write down the number of households registering temporary non-residence at the time of interview.

**Question 6.** Write down the number of people living on a permanent basis in the village at the time of interview, including newly-born babies from households registering permanent residence. Exclude those permanent residents that are dead.

**Question 7.** Write down the number of people registering temporary residence in the village at the time of interview, including those who live in households registering either temporary or permanent residence.

**Question 8.** Write down the number of people registering temporary non-residence, including those who come from households registering either temporary non-residence or permanent residence.

**Question 9 and 10.** Write down the number of people who have moved to and away from the village in the last 12 months, including those who register temporary and permanent residence.

**Question 11.** Write down the code of ethnic groups in order of importance. In case there are various groups in the village, choose the three main groups, starting with the most populous group, followed by the less populous ones.

**Question 12.** Write in the same way as in question 11:

- *Buddhist*: a Buddhist follower who has taken refuge in the Buddha or was granted a memorial.
- *Christian*: a person who claims to be a Christian and was christened.
- *Protestant*: a person who claims to be a Protestant and was baptized.
- *Cao dai*: a person who claims to be a Cao daist and was granted a memorial.
- *Hoa hao Buddhist*: a person who claims to be a Hoa hao Buddhist and was granted membership card. His or her own family worships to Tran Dieu and/or Huynh Phu So.

- *Islamist*: a person who claims to be an Islamist, Cham Bani.

In case there is no religion in the village, mark it as 8 in the first column.

**Question 13.** Identify the geographical region to which the village belongs based on legal documents by the government, province or district. If there were no such legal documents, ask the respondent which geographical region the village has been identified with. A coastal village refers to those that have border adjacent to the sea.

**Question 14.** Villages under Programme 135 as provided in the Decision 135/1998/QĐ-TTg dated July 31<sup>st</sup>, 1998 by the Prime Minister on the approval of socio-economic development programme for villages under difficult circumstances in the remote and mountainous areas.

**Question 15.** Gather information based on the legal documents by, among others, the Government, or Ethnic Minorities Council.

## **Part 2. Overall economic situation, assistance and relief programmes**

### **Purpose**

This section is designed to gather basic information on the economic picture of the village, for example, major sources of income, changes in living standards, on-going programmes and projects, natural calamities, fires and epidemics that occurred in the last 12 months, supports and relief.

### **Respondent**

The respondent is the Chairman or Vice Chairman of the village.

### **Note-taking method**

**Question 1.** Ask about the three main sources of income of the residents, and request the respondent to arrange these sources in order of importance.

**Question 2-3.** Compare the current living standard with that of five years ago, and ask why the living standard has been improved or worsened. The answers may or may not match the options in the questionnaire. The enumerator is required to find answers that are most relevant to the listed codes, and write them down in the questionnaire.

**Question 4-5.** These are programs and/or projects that have been implemented by the government or national and international organizations, non-governmental organizations in the village in the last three years.

**Question 6.** The number of poor households is based on the criteria provided by the Ministry of Labor, Invalids and Social Affairs (MOLISA) in the Decision 143/2000/QĐ-LĐTBXH dated November 1<sup>st</sup>, 2000:

- Income of the household in mountainous areas or islands: 80,000 VND per month or 960,000 VND per year.
- Income of the household in the lowland: 100,000 VND per month or 1,200,000 VND per year.

- Income of the household in the urban areas: 150,000 VND per month or 1,800,000 per year.

**Question 7.** Write down the number of households or people receiving assistance or benefits in 2003 provided by poverty reduction and other programmes. Note that “exemption/remission” refers to the possibility of fulfilling no or part of an obligation, for example, tuition fees, hospital fees, and income tax. In some places, households that are certified by the People’s Committee as poor will enjoy the exemption or remission of hospital fees.

**Question 8.** Ask about natural calamities, fires or epidemics that occurred in the village in the last three years.

**Question 9-15.** Ask about natural calamities, fires or epidemics that occurred in the village in the last three years, starting with those that happened recently. If there were more than five cases, choose the five biggest ones. Convert relief or assistance in kind into monetary value at the time of reception.

### **Part 3. Non-agricultural, forestry and fishery employment opportunities**

#### **Purpose**

This section is designed to gather basic information on employment opportunities offered by businesses, factories, workshops, cooperatives, service providers, and trade village in or around the village where workers can travel to and from work every day.

#### **Note-taking method**

**Question 1.** Ask about businesses and service providers or trade villages where residents can travel to and from work every day, regardless of whether they employ inhabitants in the village or not.

**Question 2.** Ask about the number of businesses, service providers and production units located in the village, for example, enterprises, factories, workshops, cooperative, etc.

**Question 3-4.** Trade village is the one where at least 50% of the workers from the village are involved in a non-agricultural, forestry or fishery field of work, with the output becoming commodities. This field of work must contribute to at least 50% of the village’s income. These fields of work have been passed down over generations or established since 1986, for example, weaving, agricultural processing, and handicraft villages. Match them with the codes in the list of the traditional handicraft villages. If there are more than three trade villages, choose the three main ones based on the number of employment and years of operation.

**Question 5.** Ask about businesses and service providers or trade villages where residents can travel to and from work every day, regardless of whether they are located in the village or not.

**Question 6-12.** Ask for information about businesses and service providers or trade villages where residents are employed, and can travel to and from work every day. If there are more than five, choose the five businesses, production units or service providers that employ the largest number of village’s workers. Write down their names in the Name column. Identify their trades and codes based on the list of national economic sectors.

## Part 4. Agriculture and land categories

### Purpose

This section is designed to gather information on agricultural production, product sales, land and agricultural extension services in the villages.

### Note-taking method

**Question 1.** Identify the shift in the economic structure in comparison with five years ago, and check whether the value of agricultural output has increased, or decrease, or remained constant.

**Question 2-8.** Ask about the five main crops that are planted in the village, based on their acreages, and match them with the Code of Species. Information that needs to be gathered includes the number of harvests in a year (only applicable to annual plants); changes in the cultivated areas; yields and productivity in 2003 in comparison with those of five years ago; and reasons for changes in the cultivated areas and yields. In case various reasons are given, just choose the three main ones and write them down in order of importance.

*Questions 9-14 focus on the product sales of the five crops listed above.*

**Question 9.** Ask whether products of these crops are sold in the village.

**Question 10.** Based on the answer above, the enumerator matches the code of buyers/purchasing units. If there are more than two buyers/purchasing units, just choose the two main ones based on the frequency of purchase.

**Question 11-12.** Ask about the buyer/purchasing unit listed in the first column in question 10.

**Question 13.** The enumerator is required to match the buyers/purchasing units with the appropriate codes upon receiving the answers. Pre-harvest fixed price is the one at which that the buyer/purchasing unit decides to buy the product before the crop is harvested, for example, buying litchi when the trees are in blossom. If there are more than two forms, just the two main and write them down in order of importance. Mark it as 1 in the first column if the buyer/purchasing unit does not provide any support.

**Question 14.** This question includes also buyers/purchasing units to whom residents have not sold their products, but they will if they want.

**Question 15-16.** Ask about the areas in which crops were planted in the village in 1993, 1998 and 2003.

**Question 17-20.** Ask about the availability of land in 2003, including information on the total area, percentage of irrigated land (for annual plant and perennial crop cultivation), and the area by land category (for annual plants, perennial crops, and fish farming). Refer to the annual fixed tax rate converted to kilograms of rice per hectare.

+ Agricultural land

+ Area for fish farming

**Total natural area of the village** = + Forestry land

(question 1, part 1)

+ Residential land

+ Specialized land

+ Unused land

*Specialized land*: is used for non-agricultural, forestry, fish farming and residence purposes, including land for the construction of industrial, scientific and technological facilities; transportation network; irrigation system; dikes; cultural, social, health and sport facilities; national security and defense establishments; and mining. This category also includes land used to exploit minerals, stone, sand; to produce salt, ceramic items, tiles, bricks and other construction materials; to build graveyards; and serve other non-agricultural and –fish farming purposes.

*Unused land* refers to the one that has not been defined for agricultural, fish farming, and forestry purposes; that has not been defined for residence, special use; or has not been allocated by the government to households, organizations or individuals for long-term use.

**Question 21-22.** Ask about the availability of land in 1998, including information on the acreage and percentage of irrigated land (for annual plants and perennial crops)

*Questions 23-27 focus on the land-use rights certificates (Red Books) for the cultivated areas of annual plants, perennial crops, or for fish farming, forestry and residence purposes.*

**Question 23.** Ask about the percentage of land categories to which land-use rights certificates have been granted by the time of interview.

**Question 24.** Ask about the reasons why land-use rights certificates have not been granted. If there are more than three reasons, just choose the three main ones and write down in order of importance.

**Question 25.** Write down the year when new land-use rights certificates were most granted. In case the certificate is granted again, and there are changes in the land category, acreage or location, this is considered as new land-use rights certificate.

**Question 26.** Write down the times when land granted with use rights certificate was transferred in 2003.

**Question 27.** Ask about the main reasons why households bought the land-use rights in 2003.

**Question 28-29.** Ask which months of the year off-farming, high season fall into in agricultural production for both male and female workers of the village.

**Question 30.** Write down the average wage per day of one farmer who is at least 15 years old, and children under the age of 15.

**Question 30-38.** Ask about activities by agricultural extension centers/units in the village or those nearest to the village where there are such no centers. Question 38 focuses on the times when extension officers had direct contacts with farmers in the village in the last 12 months.

**Question 39-40.** These are vets and phytopathologists under the village's management.

**Question 41.** Ask about poultry and livestock protection services providers in the village. If there are more than three providers, just choose the three main ones and write down in order of

importance based on the kinds of services provided. If there is no service provider, just mark it as 1 in the first column.

**Question 42.** Identify the biggest problems facing farmers in agricultural production. Write them down in order of importance.

## **Part 5. Infrastructure**

### **Purpose**

This section is designed to gather information on the infrastructure, clean water supplies, and other infrastructure development projects/programs that have been implemented in the last 10 years

### **Respondent**

The respondents are village officials and other officers from targeted communes.

### **Note-taking method**

**Question 1.** Ask about the road accessible to the village People's Committee by car. Those villages that have the road where cars can access to their People's Committees belong to this category. The road also includes bridges and locks. As a result, villages that have roads where cars can not access to People's Committees in the absence of bridges and locks do not belong to this group. Take into account also villages that have ferries to carry cars in place of bridges.

*Questions 2-13 are aimed at communal subdivisions.*

**Question 2-5.** Ask about roads that are accessible for cars or nearest to the hamlet.

**Question 6-8.** Ask about the waterway that runs through, or is nearest to the hamlet.

**Question 9-11.** Ask about the routes where cars, ships and boats specialize in carrying passengers to and from the hamlet or a bus stop nearest to the hamlet.

**Question 12-13.** Ask about the motor vehicles that carry passengers to and from the hamlet on a temporary basis.

**Question 14.** Villages having access to electricity are those that have over 50% of households using electricity in their daily lives and production supplied by the national grid, local power generators, private power generators and small-scale hydro plant. Exclude those families that use batteries

**Question 15.** Villages whose electricity is supplied by the national grid.

**Question 16.** Cultural and post offices are those that provide not only postal services but also other facilities, for example, reading rooms, educational documents, entertainment; and are recognized by VNPT.

**Question 17.** Cultural house is the place or complex where local residents' meetings, recreational activities, entertainment, sport events, cultural performance, etc., take place.

**Question 18.** Village's radio system is the one that transmits reports, national and international news.

**Question 19.** These are public utilities directly managed by the village, cooperative, production groups, or individual households, for example, small-scale pumping stations, and lock gates, etc.

**Question 20.** Ask about village and inter-village markets.

**Question 21.** Ask to identify main sources of drinking water mainly based on the duration and volume of water supplies.

**Question 22-28.** Ask for information on public utilities located in or nearest to the hamlet. Wholesale markets are those that were established for wholesale purposes only. Post offices include ordinary and cultural post offices in the village. Bypass line 9 when it comes to villages in the major cities like Ha Noi, Hai Phong, Da Nang, Can Tho and Ho Chi Minh City.

**Question 29-31.** Ask about products that are bought and sold in the daily markets, fairs, and wholesale markets located in or nearest to the hamlet.

**Question 32-40.** Ask for information on the infrastructure development projects/programs that have been implemented in the village in the last 10 years, starting with the latest one. If there are more than 10, just list and choose the 10 biggest projects/programs which are designed for public purposes, and partly financed by households of the village.

## **Part 6. Education**

### **Purpose**

This section is designed to gather information on primary education (school facilities, class attendance, and educational problems), and on kindergartens and pre-schools of the village where households are interviewed.

### **Respondent**

The respondents are officers from the village departments and divisions, especially school headmasters and deputy headmasters, and hamlet leaders.

### **Note-taking method**

**Question 1-5.** Ask about all types of school located in the village.

**Question 6-10.** Ask about schools where local children are attending, including those schools in the village or nearest to the village where hamlet children are attending. Write down the names and codes of primary schools, excluding kindergartens and pre-schools.

- Schools are those where the Boards of Management are based.
- School affiliates and classes established far away from the headquarter to make it easier for pupils to attend due to the geographical conditions, and directly managed by the school.

### *Coding*

- Encode primary schools (three at the most) from 10. For example, the first school is marked as 10, the second as 11, and the third as 12.
- Encode secondary schools (two at the most) from 20. For example, the first school is marked as 20, and the second as 21.



- Encode high schools (only one) from 30.
- Primary and secondary schools are marked as 40.
- Secondary and high schools are marked as 50.

Marking an inter-school also means marking the two schools at their respective levels. For example, marking a primary and secondary school means that one primary school and one secondary school have been marked, and thus adding two more primary schools (if any) and one secondary school (if any).

**Question 11-12.** Write down the number of children at or beyond schooling age in the village that do not go to school or have dropped out, and the reasons for their absence or drop-out in order of importance.

**Question 13.** Ask the respondent to identify the three biggest problems (at the most) based on their impacts on education facing different levels of school.

**Question 14.** Ask to clarify if there have been any literacy programmes implemented in the village in the last 10 years, which target those aged between 15 and 40. A distinction should be made between these programmes and the primary education universalization programmes that focus on children aged between 6 and 14.

**Question 15.** Ask when the literacy programme started for the first time, if any, including those starting even more than 10 years ago.

**Question 16-18.** Ask about the literacy programme that was implemented in the village in 2003, and write down the number of enrolments and girls/women benefiting from the programme.

**Question 19.** Ask about the kindergartens of the village, which belong to the pre-school system, and are responsible for taking care of children aged between 3 and 36 months. These kindergartens may take various forms – public, semi-public, private, and family-managed. Family-based kindergartens are those legally established by individuals to take care of many children in one family.

**Question 20-23.** Ask for information on kindergartens/family-based childcare groups in the hamlet, if any.

**Question 24.** Ask about the kindergartens of the village where children aged between 3 and 5 attend.

**Question 25-28.** Ask for information on the pre-schools (if any) of the hamlet.

*Note:* Pre-schools refer to both kindergartens and nursery schools. In that case, both the kindergartens and nursery schools are counted. The enumerator is required to ask for information on the children attending these two types of school to write down on the questionnaire.

## **Part 7. Health**

### **Purpose**

This section is designed to gather basic information on health, individuals and organizations that provide health services to local residents.

**Scope**

Information will be gathered within or outside the village, and related to the medical care and health of local residents.

**Respondent**

The respondent may be Chairman or Vice Chairman of the village, or a health officer.

**Note-taking method**

**Question 1.** Diseases of particular concern include those that require investment in the tools and facilities to be prevented, for example, epidemics that cause serious or fatal damage on a large scale, or transmitted diseases, etc. Encode the three most concerned diseases in order of importance. If there is no disease of concern, mark it as 13 in the first column.

**Question 2.** If there has been at least one resident that do not use services provided by the village medical station in the last 12 months, mark it as 1 and ask for reasons.

**Question 3.** This question focuses on the patient to check why he or she have not used services delivered by the village medical station, and choose the three biggest reasons to write down in order of importance.

**Question 4.** Ask about major difficulties facing the village medical station, and write down the three biggest ones in order of importance.

**Question 5.** Ask if most of the women give birth at home or the medical center.

**Question 6-10.** Ask for information about individuals and organizations that provide medical services to local residents. In case there are many providers of the same service outside the village, ask about medical service providers that are nearest to the village, and serve local residents. In case there are many providers of the same service outside the village that local residents do not often or never resort to, just ask about the nearest ones.

**Part 8. Public law and order, and social issues****Purpose**

This section is designed to gather information on security and social issues in the villages on which the survey focuses.

**Respondent**

The respondent could be the Chairman or Vice Chairman of the village, or a police officer, or a person in charge of labor, invalids and social issues in the village.

**Note-taking**

**Question 1.** Take note of the three most pressing problems in order of importance based on the number of cases and their impacts of the lives of local residents.

**Question 2-3.** Write down the number of drug users that who are permanent or non-permanent residents, and have been identified in the village, excluding children under the age of 16.

**Question 4.** Write down the number of drug users what were sent to state-owned, privately-owned or community-based rehabilitation centers to give up using drugs in 2003. Those drug users could quit using drugs on a compulsory or voluntary basis.

**Question 5.** Write down the identified cases of prostitution in the village in 2003, regardless of whether the people involved are local residents or not.

**Question 6.** Write down the prostitutes supervised by village authorities.

**Question 7.** Write down the identified prostitutes in the village in 2003, including non-resident prostitutes.

**Question 8.** Those who regularly receive social benefits (coming directly from the state budget) include homeless elderly, disabled people, mentally impaired people, and parentless children.

## **Part 9. Credits and Savings**

### **Purpose**

This section is designed to gather information on the forms of savings, savings institutions, and how local residents use their loans.

### **Respondent**

The respondent could be the Chairman or Vice Chairman or financial officers of the village.

### **Note-taking method**

**Question 1.** Ask about current forms of savings, and write them down in order of importance based on the number of users and value.

**Question 2.** Include both residents and non-residents that deposit their money in the village-based savings institutions.

**Question 3-7.** Ask about the three main savings institutions where local residents can have deposited their money.

**Question 8-11.** Ask about the credit institutions from which local residents have borrowed money, the distance between these credit institutions and the village, and the purpose of the loans. If there are many credit institutions of the same kind, ask about the institutions that are nearest to the village, and provide services to most of the local residents.

## **Guidance on how to complete the village questionnaire**

Upon completion of each interview, the enumerator is required to check all the questions that have been raised, ensuring that all the answers are correct. In case an answer is wrong, or irrational, check the corresponding question with the respondent. The enumerator should also thank the respondent for his or her cooperation.

When the questionnaire is completed, the enumerator must have the Chairman of the village sign and seal on it.

