



UNITED REPUBLIC OF TANZANIA

Instruction Manual

Household Budget Survey (HBS 2011/12)

August, 2011

NATIONAL BUREAU OF STATISTICS

TABLE OF CONTENTS

1. SECTION 1: INRODUCTION	1
1.1 Background	1
1.2 SURVEY OBJECTIVE	2
1.3 Confidential.....	2
1.4 Task arrangement during fieldwork.....	3
1.5 Interview Time for each round	4
1.6 Sample.....	4
1.7 Survey Form.....	5
1.8 Iportant things during fieldwork.....	6
2. SECTION 2: GENERAL QUESTION DURING INTERVIEW.....	7
2.1 How to inter in the household for the first time	7
2.2 Enumerator’s responsibility.....	7
2.3 End	8
2.4 What to do if the household refuse to be interviewed?	9
2.5 Procedures to fill the questionnaires	10
2.6 Definition of seme words	14
2.7 Survey Time Table.....	16
3. SECTION 3: HOW TO FILL THE QUESTIONNAIRES	17
3. 1 Intoduction.....	17
3.2 First round - Form I: Demography, Education, Immigration, Health, Disability and Time Use	18
3.3 Second round – Formu II: Household Dweling, Utility, Water & Sanitation	26
3.4 Third round – Form III: Employmet status, Household Business and Household members’ Income.....	37
3.5 Fourth round - Form IV: Agriculture, Land and Livestock.....	51
3.6 Fomu V: Household Diary	66

1. SECTION 1: INTRODUCTION

In all planning activities e.g. assessing performance, tracing patterns, establishing scientific relationships, etc data are needed. A household survey is one means of obtaining such data. Household Budget Surveys are intended to collect, compile and analyses numerical information on household income, consumption and expenditure. From this information it is possible to assess the impact of various policies on the people and consequently identify the most vulnerable groups of the population.

1.1 Background

Historically HBS in Tanzania dates back to 1950. Since then various household surveys have been conducted in Tanzania varying in nature, scope, coverage, purpose and quality.

For example, in August 1950 East African Statistical Department at the request of Government of Tanganyika (by then) conducted HBS in Dar es Salaam covering families of lowest paid African labourers (unskilled) whose monthly earning were generally not exceeding 75/=. In this survey only 100 respondents were included.

A similar survey took place in 1951/52 whereas family budgets were obtained from any parts of the country, with the extended period of the survey to allow for seasonal variations. No formal report was written.

In 1956/57 a similar survey to that of the 1950 was conducted in the then Dar es Salaam municipality covering families of lowest paid African labourers whose monthly earning was not exceeding 100/= and the number of respondents was increased to 221. The survey was then expanded to Tanga and Mwanza.

The first comprehensive consumer expenditure survey in mainland Tanzania took place in 1969. It was nation wide, covering both urban and rural, farm as well as non-farm, private households of all income levels and all sizes.

Another scientific and nation-wide survey took place in 1976/77. This was the repetition of that of 1969 except that in 1969's HBS the estimates were at zonal level while for that of 1976/77 they were at regional level. Another scientific and nation-wide survey took place in 1991/92 whose coverage was the Mainland Tanzania allowing estimates at Dar es Salaam, Other urban areas, and Rural strata. The recent biggest HBS in the country was conducted the year 2000/01 that initially intended to cover oabout 27,888 households in the Mainland but ended up with 22,178 households producing estimation for each region separately. The initial planning of the 2006/2007 HBS started in 2005 under the multi-year survey program of the National Strategy for Growth and Reduction of Poverty – MKUKUTA. Like the previous

survey, the current HBS aims at producing indicators that are used to monitor the performance of various strategies implemented to combat poverty in the country.

1.2 Objective of the Survey

Basically the aims and objectives of the Household Budget surveys are the same though wording of the objectives may differ. The main aim of 2006/07 HBS is to get information from private household on economic activities, household income and expenditure, housing characteristics as well as asset ownership.

Following are the main objectives of 2006/07 Household Budget Survey of Tanzania Mainland:

- i) To acquire data on households' levels of consumption and expenditure which can be used for poverty mapping and analyzing the changes in standard of living over time, when HBS is repeated
- ii) To constitute a platform in order to specify a set of basic economic and social **Welfare Indicators** to be monitored at regular time intervals
- iii) To obtain macro estimates of household **consumption and expenditure patterns** to construct the **weighting system** for the **Consumer Price Index**
- iv) To provide macroeconomic estimates, on the household consumption for the **National Accounts**.
- v) To obtain household consumption and expenditure patterns to make **market analysis**.
- vi) Ownership of **durable goods** and **income generating facilities**
- vii) To obtain data on **non-expenditure consumption**, i.e. consumption of own production, payments in kind and barter, which can only be measured by a survey like HBS.

1.3 Confidentiality

The information collected from a household and the individual members of the household is strictly confidential as required by law and is not to be disclosed to any person except those who are involved in the survey. Information from individual households will be combined and processed to make a statistical report to be used for planning purposes. It is very essential the respondent to be assured that each of his/her information will be retained as confidential and be used for statistical activities only.

It is therefore very important for respondent to be ensured that the information provided will be kept confident and used for statistics activities only.

1.4 Arrangement and Responsibilities during Survey Time

This section gives explanations of work on Household Budget Survey 2011/12. Instructions and explanations needed in Enumeration Areas (villages/EAs) which are given here concerning procedures/arrangement of work, important of work as well as work instruments, e.t.c. During implementation of this work and as it is for every work, many problems might happen which have not explained here. The only way to overcome such problems is for all supervisors to have a frequent good communication between them and the Head Office of National Bureau of Statistics, Dar es Salaam.

The table below gives some guidences on how the interview will be conducted for each household for one month in the household. However, there will be a difference between one household and another to the fact that sometime you will need to make appointment with individual household members for some information which the one who is responding on behalf of the household might not have them in complete

Table 1: Interview in the Household within one month – how to go about

Day	Round	Type of Form and concerned sections	Responsible	Fomu V: Diary
1	First round	Form I. Section 1: Demography, Education, Immigration, Health, Time Use and Literacy	Every member of the household	Explain how to fill it in Form VI and assist the to fill for the 1 st day
2	Second round	Form II. Section 2–11 Dweling, water and sanitation, non food expenditure, investment in the household	Household	Chech if the filling of Diary is going on well
3	Third round	Form III. Section 12–14 Employment status, Household Business and Household members' Income	All household members with 5 years and above	Chech if the filling of Diary is going on well
4	Fourth round	Fomu IV. Section 15–21 Agriculture and Livestock	Household	Chech if the filling of Diary is going on well
<i>Continue to visit the household for filling of Form Vup to the end of the month when the interview will be completed</i>				

If there is a household member in the household who does not know how to read and write you will be required to visit the household every other day to assist filling all food and non food expenditure in the Diary (Form V)

1.5 Time of Interview for each round

It is important to know the correct time will be taken from starting up to the end of interview for each section and for each form.

Write time which the interview took and not all time you stayed at the household. If the respondent is talking on phone, feeding the child, going to the toilet, etc do not include that time. For Statistics Analysis we want to know time used by enumerator to ask questions in the questionnaire.

There is space to fill starting and finishing time of interview for each form number 1 up to 4 (Write hours and minutes).

1.6 Sample

Since it is very difficult to interview every household of Tanzania on their income and expenditure, some households have been selected which will be concerned with this survey. If selection (of household) done by following scientific statistical procedures then you can use those selected households to represent all other household of Tanzania. HBS 2011/12 follows this procedure. In short selection has been done in such a way that some villages/enumeration areas have been selected. In those enumeration areas and villages, selection of some households has been done.

Therefore, if the head of selected household asks why his/her household is interviewed and not his/her neighbour's household, the interviewer will answer that "It is very expensive to interview all households in Tanzania hence some households have been selected. He has to feel prestigious to be one of the few selected households by the Government and therefore to try at his/her best to be cooperative with the interviewer".

The 2011/12 Household Budget Survey will consist of 10,400 households in Mainland Tanzania. All regions in Mainland Tanzania will be involved on which the used sample will provide indicators at National level, Dar es Salaam, Other Urban and Rural Areas. In total 400 Enumeration Areas (EAs) have been professional selected all over the country. Dar es Salaam region has 120 selected EAs, Other Urban 120 EAs and 160 represent Rural Areas. These EAs have been selected professional and in each EAs, 26 households will be covered for one year. Each Enumerator will be needed to complete the interview in the household within the agreed time.

List of selected household: Before interview each enumerator will be given a list of selected households with name of head of household and their code number. If it will happen that the head of household is not available then any other member of household can be interviewed

1.7 Control Form

Every household which will be interviewed must have its own unique Control Form filled in by the end of fieldwork.

The **Final Household Outcome** on the Control Form must be **completed for every issued dwelling**.

- 1 Household Interviewed
- 2 Non-contact after 3 calls
- 3 Address not found
- 4 Address empty/derelict
- 5 Address temporarily empty
- 6 Household refused
- 7 Household refused to complete diary
- 8 Replacement address not contacted

1.8 Important tools during Survey

Each interviewer should have the following when in the field:

1. Identity Card
2. Letter of Introduction
3. Enumerator Manual
4. Sample List of households in their EA
5. Four Questionnaire Forms and Diary
6. Pencil, rubber eraser, and sharpener
7. Notebook
8. Weighing Scale/Spring balance
9. Rain boots and raincoat
10. Control Form
11. Clear bags for keeping the questionnaires
12. Calculator
13. Weighing bags

2. SECTION 2: GENERAL ISSUES ABOUT INTERVIEWING

2.1 How to enter in the Household for the first time

Your behaviour and attitude is vital

As an interviewer, your first responsibility is to establish a good rapport with a respondent. At the beginning of an interview, you and the respondent are strangers to each other. The respondent's first impression of you will influence their willingness to cooperate with the survey. Be sure that your manner is friendly as you introduce yourself. Before you start to work in an area, your supervisor will have informed the local leaders, who will in turn inform selected households in the area that you will be coming to interview them. You will also be given a letter and an identification card that indicates that you are working with NBS.

Remember to put on respectable clothes. Women are to have khanga or kitenge for protecting them when supposed to sit down as not all households are having chairs.

2.2 Roles of Enumerators

As it is in any other surveys the enumerators play the leading role in the survey. The field enumerator's duty is to collect the required data and the quality of their work is determined by the quality of the collected data. So, the fate of the survey depends on how well an enumerator does his/her work.

- The enumerator should follow carefully the instructions provided.
- Create a friendly atmosphere with the respondent with the objective of getting the most unbiased response. Wearing an atmosphere of confidence can do this, familiarize with culture and habits of the community the enumerator will be working with.
- The appearance and the first thing the enumerator do and say are of vital importance in gaining the respondent's cooperation.
- Enumerators should convince the respondents that they are knowledgeable enough on what they are doing and they are doing the whole exercise for the benefit of the community. Never mention (promise) immediate benefit from the survey, as this may prejudice the response.
- The enumerator should mention the confidentiality nature of the survey. The interviews should be conducted between the enumerator and the respondent only.
- Make the interviews short and clear but do not hurry the respondent.

- The enumerator should note that in an interview, unlike normal conversations, one person is asking all questions and the other is answering them, hence he/she must refrain from giving his/her opinion. Never react in any way to what the respondent tells and show him/her disapproval, always remain neutral.
- If the respondent is reluctant or unwilling to answer a question try to overcome that reluctance, explain once again the confidential nature of the information. Do not push too hard for an answer. Remember the respondent cannot be forced to give answers.
- Follow strictly the sequence of questions that must be asked and be in control of the situation, i.e. maintain the interest of the respondent throughout the interview. If a respondent is giving irrelevant or elaborate answers do not stop him/her abruptly or rudely, but listen to what he/she has to say, then try to steer him/her gently back to the original question.
- Always make prior appointments with respondents; try to go by the time they say is convenient to them.

The results gathered from surveys where stronger attempts are made to convince people to take place in the survey are more representative than surveys where only willing respondents are interviewed. Surveys using replacement households are often over-represented by the elderly and people who stay at home. The people on your sample list have been and randomly chosen. They cannot be replaced with any other individuals. Even if they all refused you would not be given substitute addresses. This is why it is so important to convince people to take part and call several times to find those people who are rarely at home.

Never forget that if the enumerator fails for all the best he/she has done, seek the supervisor's help who is always in contact with him/her. Note that the supervision of enumerator's work is an integral and necessary part of the survey, which aims to collect data of high quality.

Remember: The above are general roles of the enumerators; the duties and steps for the HBS as well as other household survey.

2.3 End

For the 2011/12 HBS to be successful the performance in enumeration areas/villages as well as intensive supervision will have to be performed. Try at your level best to get the correct information. Try to build good relationship with the household. Try to be faithful to them always and show honest trustful. If you have an appointment with the household try to be there at the agreed time.

2.4 What to do if the household refuse to be interviewed?

Each of you will have your own style for trying to persuade unwilling people to co-operate in surveys. The main points to consider are:

- Make these people feel that they are the most important person in the survey and tailor your response to their particular circumstances. If they are busy, ill or harassed, become involved in their problem.
- Be prepared to be flexible. If the respondent wants you to make an appointment or call at a different time, make it clear you are happy to fit in with their requirements.

The interviewer has to try as much as possible to convince the household to cooperate in this survey. The household has to be informed that this survey is for the benefit of their country. If the household still refuse to be interviewed try to seek assistance from the local leader of that area. If the household still refuse, inform the supervisor. Make sure that you fill in the identification of that household to the questionnaires, which were to be used in that household.

Here are a number of effective approaches for counteracting refusals:-

Interviews have to be done at same time: The whole household does not have to be interviewed all at once. I can come back as many times as need be to do all the interviews.

The questions are too personal or intrusive: Remind them of their rights to refuse individual questions. "The interview is completely voluntary and we encourage the respondent to refuse questions they find too personal, sensitive or intrusive. The questions you do answer will still be important to us, no matter how few".

Too busy: Stress that this group is the most important group in the survey. Because of the large numbers of unemployed and retired, we need all the information that only full-time workers can supply to give us a really accurate view of working life in BiH. Always make it clear that you will fit in with their requirements.

Worried about confidentiality: State that the files are protected by secret code words, which are changed frequently. In addition we guarantee that no information will ever be released with your name or address on it". We have found that stressing the 'number crunching' aspect of statistics helps when people refuse because they are worried information on their own household might, for example, get into the hands of Government Departments. For this category of refusers it helps to say that the statistics present them as a percentage figure of the population rather than singling out their particular family

Record the reasons for all refusals on Page 1 in the Number of Visits box the Control Form.

You should seek help from village leaders if you encounter severe obstacles.

2.5 Rules for completing the HBS Questionnaires

The most important thing to remember when completing the questionnaire is to write clearly and accurately. Your information will have to be legible to the data entry operators for them to correctly input your answers into the computer. If answers are not written clearly, and cannot be correctly read by the data entry operator, they will trigger the consistency checks included in the data entry program.

2.5.1 The Unique ID for each Household (HID)

The Household Identifier (HID) is determined by combining the

- Region Number – 2 digits
- District – 1 digit
- Ward – 3 digits
- EA – 3 digits
- Household Number in the EA - 2 digits

Therefore every household in the sample is uniquely identified by an **11 digit number**

These 5 elements must be transferred from your Sample List and written onto the Control Form and each of the five questionnaire forms extremely carefully.

2.5.2 Skip Codes

Throughout the questionnaire, you will find ‘skip codes.’ Skip codes tell you to proceed to a different question than the one that immediately follows to improve the flow of the interview. For example, if the respondent tells you that they have never attended school, you do not want to ask them at what age they began school or what was the highest level that they completed. Therefore you will find a skip code. This is the first time of skip you will find in the questionnaire, and is called a “conditional skip” which means that you skip based on the respondent’s answer to the question.

In Example 1, the respondent did go to school, so the skip code does not apply and the interview continues with the next question in the sequence. In Example 2, the respondent did not go to school. Therefore the skip code to question 29 applies. The following question is left blank and the next question that the respondent should answer is question 29.

EXAPLE 1

3.	4.
Did [NAME] ever go to school?	At w hat age did [NAME] start school?
YES . . 1	
NO . . . 2	
(▶29)	AGE

1	7
---	---

EXAMPLE 2

3.	4.
Did [NAME] ever go to school?	At w hat age did [NAME] start school?
YES . . 1	
NO . . . 2	
(▶29)	AGE

2	
---	--

The other type of skip code that you will find in the questionnaire is an “unconditional skip.” These codes are easy to find because they have a box around them. With unconditional skips, no matter what the respondent answers, you should skip to the question indicated in the box. In this example, you should always skip to question 22, no matter what year the respondent indicates. All questions that are not answered because of the skip pattern or general flow of the questionnaire should be left blank – no information should be recorded.

3. Zero Amount. Responses that require a monetary figure have to be filled with **one ‘0’** if there is no amount spent for the particular question.

8.
What year did [NAME] leave school for the last time?
PUT "9999" IF DON'T KNOW
▶22
1994

6. What is your monthly rent?

(inlding garage and parking linked to the dweling)

COICOP

(excluding usual costs: heating, electricity, water, etc.) 04.1.1.1.01. TSH

4. Don’t know: It is not permissible to leave a question blank that is not intended to be blank from the skip patterns. If the respondent does not know, probe to get the necessary information. If after probing the respondent still does not know, use the don’t know on the question where they are provided (this is usually an ‘8’). If there is not a don’t know code write ‘88’ at the question. If the don’t know is for an amount, such as the question on rent above then fill in all boxes with 8, e-g ‘88888888’.

1.	36.
IS THIS PERSON ANSWERING FOR HIMSELF/ HERSELF?	IS THE RESPONDENT A WOMAN AGED 12 TO 49 YEARS?
	YES . . 1
YES . . 1	NO . . . 2
NO . . . 2	(▶42)

5. Instruction Questions. Do not ask a sentence written in CAPITAL LETTERS. These are Instructions to Interviewer only to enable correct skipping.

6. Entering date.

Calendar month: Always enter 1-2 digits. Do not write the name of the month.

Calendar year: Always 4 digits

Correct	Incorrect
<p>8.</p> <p>Approximately when do you expect to pay back the money?</p> <p>MONTH YEAR</p>	<p>8.</p> <p>Approximately when do you expect to pay back the money?</p> <p>MONTH YEAR</p>

7. Decimals. If space is provided on the questionnaire for decimals do not write fractions. For example, do not write “3½”.

8. Monetary Amount. Only record responses in Tanzania Shillings. For example, if a respondent says \$50 (US dollars), use the approximate exchange rate to convert that into Tshs.

If you are not sure, check with your supervisor.

Record monetary amounts in Tshs with no decimal point.
Do not include cents.

For any values less than 1 Tsh round to the nearest Tsh.

For any amounts over Tsh 1,000 include a comma if boxes are not provided.

I T E M C O D E	1.	4.
	Within the <u>past 7 days</u> , did the members of this household eat/drink any [. . .] within the household?	How much did you spend?
	<p>YES . . . 1</p> <p>NO . . . 2</p> <p>(▶NEXT)</p>	TSH

CORRECT

0101	Rice (paddy)	1	3,400
------	--------------	---	-------

INCORRECT

0101	Rice (paddy)	1	3400
0101	Rice (paddy)	1	3,400 /=
0101	Rice (paddy)	1	3,400 Tsh

9. Other Specify: Particularly for the pilot it is very important for NBS to know when the answer categories are not capturing the main answers. If the respondent tells you something that you can't put in one of the existing categories (i.e. from 1 to 8 in the question below) then code the 'Other' and WRITE IN what they tell you. This will help us to design the questions more effectively.

4. Looking at this card (SHOWCARD B) can you tell me what is the main toilet used by this household?

- No toilet/bush/field 1
- Open pit without slab 2
- Pit latrine with slab (not washable)..... 3
- Pit latrine with slab (washable)..... 4
- Ventilated improved pit latrine 5
- Pour flush toilet..... 6
- Flush toilet with cistern..... 7
- Composting toilet / ecosan latrine..... 8
- Other (*specify*): 9

10. Comments. You should write any relevant/important comments in the Comment Box on the front page of Form I. You can write small comments or notes to yourself on the other pages of the questionnaire (in the margin) to help you when you edit the questionnaire later. But do not expect your supervisor to read these comments.

2.6 General Terms, Concepts and Definition

Most of the terms will be defined as will be used in the questionnaires. Few terms that will be defined here are those frequently and commonly used in the survey.

Household:

- i. A household is a basic measure in this survey, (only normal members of household to be concerned) A household may be one-person or multi-person-household.
2. One person household is a person who lives alone in whole or part of a housing unit and has independent consumption.
3. Multi-person household is a group of two or more persons who occupy the whole or part of a housing unit and share their consumption. Usual households of this type contain husband, wife and children. Other relatives, borders, visitors and their persons are included as members of the household if they pool their resources, share their consumption and have been living with the household for at least two weeks.
4. Household servants will be counted as member of household if and only if they are taking their meals in that household and recognize the head of household as their head.
5. Children who are at boarding school will be counted as household members but with zero day registered on column 6 of Form I if happen that they have not visit their family since last time of the survey to their house.
6. Lodger/resident: A person who share residential and meals by paying will be considered as household member. But if s/he does not contribute and share meals with his/her resident s/he will counted as different household. A household with more than five (5) lodgers will be counted as guest house and not to be included in this survey.
7. A husband with more than one wife and spend his time in more than one household will be counted as household member if he spent at least more than half of his time in that household.
8. Therefore, following the above given definitions i.e. item 1 to 7, it can be stated that a household is formed when the members of the household share the consumption by pooling their resources together.

Head of Household:

Head of household will mainly be used as a reference point, i.e. a person recognized as such by the rest of the members of the household to be the head. Often s/he is responsible for the financial support and welfare of the household members.

Household/Dwelling Unit:

This is all the living space occupied by one household regardless of the physical arrangement of facilities available. It may be one room occupied by lodgers or it may be one, two or more housing units occupied by an extended family or household.

Household income:

This includes: -

- (a) Wages, salaries, bonuses, etc.
- (b) Net profit from farming and non-farming activities.
- (c) Property income such as rent, royalties, interest and dividends.
- (d) Transfer payments received such as an assistance payment, pension etc.
- (e) Income in kind: the value of goods and services received and consumed (including imputed rental value of owner occupied dwelling or received free from other sources).
- (f) Other money receipts such as insurance proceeds, lottery winnings and other "windfall" gains.

Household expenditure:

This includes:

- a) The amount spent to purchase goods and services used for living purposes
- b) The value of goods and services received as part of pay home produced and consumed (including rental value of owner-occupied dwelling) or received from other sources.
- c) The amount spent for taxes, contributions, insurance premiums, lottery tickets, interest on debts and other non-consumption times.

Consumption Expenditure (Direct expenditure)

This refers to expenditure on goods and services carried out by the household during the reference period.

Domestic Non-Consumption Expenditure: (Indirect expenditure)

This refers particularly to transfers such as direct taxes, interest, legal aid charges, fees, fines and penalties, contributions in funerals, mosques, schools and churches as well as gift given away etc.

Last 7 days. For questions that ask for information from the “seven days ago”, refer to the immediate last 7 days. Example: If the interview is on Monday, “seven days ago” refers to the previous Monday through to Sunday (yesterday).

Last 30 days. For questions that ask for information from the “thirty days ago”, refer to the immediate last 30 days

Last 12 months: the previous 12 months starting from date before the **first visit of interview** took place

2.7 Survey Time Table

The Survey is planned to cover a period of twelve (12.5) months. Two independent sampled households will be followed each calendar month. The first month of the survey is October 2011 and the last interview will take place in the second week of October, 2012.

The survey will commence on October 1st 2011 in every selected cluster (i.e. villages and enumeration areas) covering a total of 400 clusters in the country. Two households are to be interviewed each month implying that a total of 800 households will be covered each month. Each enumerator will interview two household for 28 days. The first day of interview in these households in a month will be differed for 14 days; that is if the first household will be starting on 1st October 2011 then the second household will start on 14th October, 2011. **Remember, each household will be interviewed for 28 days.**

During the last week of each survey month communications are to be done with another two households to be interviewed during the following month. This is the procedure to be followed for each of the following survey month.

Questionnaires are to be submitted/collected by the supervisor on the first week of each subsequent month. The supervisor is then responsible for:

- (i) Editing the questionnaires in the reference week
- (ii) Send the questionnaires by the means to be informed later on. Questionnaires should be sent on the second week of the month so as to enable editing in head quarter Dar es Salaam to start on the third week of the month and data entry to the computer to start on fourth week of the concerned month..

Enumerators and Supervisors have the responsibility to make sure that survey tools are handled with care as many of these tools are very expensive and once destroyed not easy to replace.

3. SECTION 3: QUESTION BY QUESTION INSTRUCTIONS

3. 1 Identification

Cover Page

Transfer the HID from your Sample List carefully.

On the right side of the introduction of the household there is box to use if you use more than one questionnaire for the household, i.e. if the household contains more than 12 members.

The first item of identification is Region, the name and the code. The code is of two digit e.g 01 for Dodoma, 02 Arusha, up to 21 which is Manyara. These followed by District names, ward and villages/EAs and their codes. All these codes are as per 2002 census coding system Tanzania

Villages and EAs' codes have three codes and under normal circumstance village code has to start with zero followed by two ordinary digits. The number for selected household will have three digits and it will be the number from listing during listing of households in the selected villages/EAs.

Write the name of head of the household, total number of household members, village executive officer or mtaa leaders and the survey month. For enumerators, supervisors and editors, names and signatures are required on the day he/she completed his/her questionnaire duty.

[illegible]

List all the members of the household starting with the head of household followed by spouse, children, parents without forgetting infants, relatives, house servants, guests and visitors who slept in the household following the date of interview. After completing the listing exercise put a star (*) at the end of the last member in the list.

Column 2 (Question 2): Sex of household member

Column 3 (Question 3): Month and year of birth

18

PAST COMMON EVENTS

Event	Year
Beginning of British Colon in Tanzania	1919
Beginning of Second World War	1939
End of Second World War	1945
Birth of TANU	1954
Independence day of Tanganyika	1961
Zanzibar Revolutionary	1964
Arusha declaration	1967
Birth of Chama cha Mapinduzi (CCM)	1977
Kagera war	1978
Retirement of first President of Tanzania	1985

Column 4 (Question 4): Age of household member

Enter the age of the member in full years considering the date of birth; that is “1” for one year, “2” for two year, e.t.c. If the age is not known, calculate by using birth month and year of the household member (Question 3) to get exactly age. If the age is below 1 write “0” and if age is 98 and above write 98. Make sure you compare the answer in question 4 with question 3.

Column 5 (Question 5): Relationship with head of household

Enter the relevant code for the relation of the member to the head of household. Enter the code as shown in the questionnaire, it is a one digit code i.e. 1, ..., 9. Note that other relatives include sisters, brothers’ etc. and other non-relatives include visitors’ etc. Note that the domestic servants to be included here are those who eat in the same household and accept the head of household as their head. They may or may not be sleeping in that household.

Column 6 (Question 6): Nationality of the household member

Enter the relevant code for nationality of the member of household. Enter the code as shown in the questionnaire, if the household member is Tanzanian enter “1” and if is the resident of other country enter “2”.

Column 7 and 8 (Question 7 and 8):

Birth registration is among the important records required by the government to establish how many children are born at each particular point in time. Under normal circumstances, after a live birth, a hospital or local office will issue a birth notification that has to be presented to the office of registrar of births and deaths for issuing of birth certificate. These questions aim at knowing a household member has any between the notification or the certificate. Ask and write the appropriate answer.

Column 9 to 11 (Questions 9 to 11)

Question 9 asks on employment status of the particular household member in the period of last twelve months and their codes are as shown in the questionnaires. Questions 10 and 11 should be asked to all members of households with less than 18 years only. Question 12 should not be read to the respondent it is to check which household members are aged 12 and above so as to ask them

question 13. If the household member has less than 12 years, don't ask him/her question 13 instead skip to question 14.

9. What was the main activity of (NAME) in the period of last twelve months?	10. Where does father of (NAME) live?	11. Where does mother of (NAME) live?	12. IS (NAME) 12 YEARS OR ABOVE?	13. What is (NAME) marital status?
la a Dunia a Dunia		MKUU WA KAYA.....1 MKE/MUME2 MTOTO3 MTOTO WA KUFIKIA.... Yes..1 ...4 DADA/KAKA.. No..2 ...5		

Column 9 (Question 9): Main activity

Enter code for main activity which household member depends on the most for economy. Code “9” for those children which are under 5 years old and not attending school. If the child is 6 years old and not attending school use another code depending the answer from respondent. If the household member is old enter code “10” or “8” indicating that he/she has retired. If the household member is sick, prob more and wrte the code he/she would have done if he/she was not sick. Use codes as shown in the questionnaire.

Column 10 and 11 (Question 10 and 11): Parents (father and mother) of household member

Biological father and biological mother are potentially sensitive and crucial for issues around social protection so please try to ask this question.

If the biological parent of (NAME) is in the household record individual ID number. If outside the household record 97. If dead, code 98. If the respondent does not know, use code 99.

Column 13 (Question 13): Marital status

For the purpose of this survey the word “Married” refers to two people, male and female married traditionally, Government or Religious. Also this definition includes those men and women who have decided to live together as husband and wife or they often meet sexually. Short time lovers should not be included in this definition. Babies and children are coded as “never married”. Enter codes as shown in the questionnaire.

Column 14, 15, 16 and 17 (Question 14, 15, 16 and 17): Migration

These questions concerning all member of household. What needed here is long period used by particular household member to change residence (six months or more) for different purposes like job/employment, land, n.k. The unit measure for migration is village or town. Changing of dweling inside the village or town should not consider as migration. Trips for business activities and short time should not be included. For students who are/were in boarding school and coming back home should

not consider as migration. But if after training they continue to stay there because of work, they will be considered as migrants.

In question 14 write total number of years lives in a particular area. If it is from birth write “97”. If he/she is migrating to various places probe the place he/she is staying for a long time.

In question 15 and 17, write the name of district and region. If the respondent is coming from outside the country write the name of the country. Question 16 asks the main reason for migrating and writes the right code.

Column 18 and 19 (Question 18 and 19)

Education questions asked to household members with 5 years and above. In question 18 check if the age of household member is 5 and above and question 19 ask if he/she had ever went to school.

Column 20 (Question 20): Education

Ask age he has started school for the first time.

Column 21 (Question 21): Education

What needed is to know whether the respondent is currently in school.

Column 22 (Question 22): Education

Ask to know if the school he/she is attending is Government or Private school.

Column 23 and 24 (Question 23 and 24): Education

See codes in the questionnaire and in question 23 write the highest grade of education the household member currently attending. In question 24 write the highest grade of education the household member has completed.

Column 25 (Question 25): Education

Check the codes in the questionnaire and write the right code for the reason of household member not attending school now.

Column 26 (Question 26): Education

This question gives you instruction to check question 21 if the appropriate household member is currently in school.

Column 27 (Question 27): Education

Ask to know type of transport used to go to school. See the codes in the questionnaire.

Column 26 (Question 26): Education

Use transport tools mentioned in question 27 to know time used by using those tools. Try to prob time used for straight forward trip without any unnecessary stop on the way.

Column 29 (Question 29): Education

Ask to know if there is any day the household member couldn't attend school for any reason in the period of last two weeks. Remember here we are considering complete last two weeks.

Column 30 (Question 30): Education

Ask and write the codes of reason for failed to attend school any day in the last two weeks. Remember more than one reasons are allowed to write. Check the codes in the questionnaire.

Column 31 (Question 31): Health

This question wanted to know if there is any household member who has ever been sick or injured in the period of last four week. Remember that health question are to be asked to member of all ages.

Column 32 (Question 32): Health

Ask what sort of illness or injured did (NAME) suffer and check and write the right code as shown in the questionnaire.

Column 33 (Question 33): Health

The question wants to know if the household member visited the health care provider in the period of last four week. Write answer according to response.

Column 34 (Question 34): Health

Check the answers in the questionnaire and write code for the appropriate health care attended. Remember more than one answers are allowed.

Column 35 (Question 35): Health

Ask how many visits did (NAME) make in last four week and write the right code in the questionnaire.

Column 36 (Question 36): Health

Ask to get the correct reason for not use medical care in the last four weeks and write the appropriate code.

Column 36a (Question 36a): Health

Ask to know whether he/she is currently sick or injured.

Column 37 (Question 37): Disability

This question wants cross checking with question 4 concerning age to know if the household member is under five years old. Follow the instruction according to the answers provided. In other way question 38 up to 43 will be asked to household members with five years old and above.

Column 38 (Question 38): Disability

The question asks on difficulty in seeing even if he/she is wearing glasses. Check the answers in the questionnaire and write the right one..

Column 39 (Question 39): Disability

Use the codes on question 38 to answer this question concerning on difficulty in hearing even if he/she is wearing a hearing aid.

Column 40 (Question 40): Disability

Use the codes on question 38 to answer this question concerning on difficulty on walking or climbing.

Column 41 (Question 41): Disability

Use the codes on question 38 to answer this question concerning problem on remembering or concentrating.

Column 42 (Question 42): Disability

Use the codes on question 38 to answer this question concerning problem on self care such as washing all over or dressing, feeding or toileting.

Column 43 (Question 43): Disability

Use the codes on question 38 to answer this question concerning problem on communicating for example understanding or being understood using his/her usual language.

Column 44 (Question 44): Time Use

This question should not be read to the respondent it is to check which household members are aged 5 and above for the literacy question.

Column 45 (Question 45): Time Use

This question wants to know hours spent by the household member to collect fire wood for the house including travel time in the period of last seven days. Remember last seven days consist seven days starting from yesterday.

Column 46 (Question 46): Time Use

This question wants to know hours spent by household member constructing their dwellings, farm buildings and private roads or wells in the period of last seven days.

Column 47 (Question 47): Time Use

This question wants to know hours spent by household member for making major repairs for their dwellings, farm buildings and private roads or wells in the period of last seven days. Include making furniture, clothing, clay pots, baskets, mats and other similar activities. Include repairing objects.

Column 48 (Question 48): Time Use

This question wants to know hours spent by household member on milling and other food processing for the household in the period of last seven days. This include threshing and milling grain, making butter and cheese, slaughtering livestock, curing hides and skins, preserving food for later consumption, making beer and alcohol and other similar activities. Exclude time spent preparing food for immediate consumption.

Column 49 (Question 49): Time Use

This question wants to know hours spent by household member on making handcrafts for household use in the period of last seven days.

Column 50 (Question 50): Time Use

This question wants to know hours spent by household member on preparing food for immediate consumption in the period of last seven days. Include time spent buying those goods if he/she can estimate accurately.

Column 51 (Question 51): Time Use

This question wants to know hours spent by household member on taking care of children, the elderly or ill/sick household member in the period of last seven days.

Column 52 (Question 52): Literacy

This question wants to know if the household member can read and write a short sentence in Kiswali, English, Kiswahili and English or any other language. These questions must be asked about all household members aged 5 and above. This question is identical to one which will be asked in the forthcoming Census 2012.

Column 53 (Question 53): Literacy

These questions MUST be asked to all household members aged 5 and above **face-to-face**. This may involve catching people at home at different times, but as you'll be visiting the household at least four times you should arrange your visits so eventually you will have been able to speak to all members aged 5 and above individually.

These questions are identical to those used in the Demographic Health Survey (DHS) of 2004 and 2010 (though in that survey they were only asked to women and only the Kiswahili language was tested).

Respondents should be asked to read one of the sentences from Showcard A (Swahili and English). The respondent can choose whichever sentence they want.

Show Card “A” (Kiswahili and English)

Please read one of the sentences written on this card

ENGLISH

Parents love their children.

Farming is hard work.

The child is reading a book.

Children work hard at school.

KISWAHILI

Wazazi wanapenda watoto wao.

Kilimo ni kazi ngumu.

Mtoto anasoma kitabu.

Watoto wanafanya bidii shuleni.

Previously in this section respondents may have told you they have been or are currently attending a secondary school, or even university, so asking them to read one of these sentences might seem a bit insulting or strange. This is why these questions have been placed at the end of this section to not disrupt the flow of the questions and minimize embarrassment.

In addition, some respondents may have already told you that they never went to school. You should still ask them if they can read one of the sentences on each card. Respondents may have taught themselves to read or attended classes/literacy course provided by a NGO etc. and it's important not to miss these types of people.

Your diplomatic skills as an interviewer will be needed to put people at their ease.

3.3 Second Visit-Form II: Human Settlements, Energy, water, Health & Sanitation Services and Household Consumption.

SECTION 2: HOUSEHOLD CONSUMPTION RECORDS

A: MAIN BUILDING

Questions 1-3: These are important questions that will also focus on the 2012 Census. Code of main building materials for the floor, external walls and roofing of the main building.

If the house is constructed by using more than one building material, then write the code of the main building material that was used during the construction process.

Question 4: If there is a main building and a small house within the compound, then add all rooms that are used for sleeping purposes so as to get the total number of all rooms. The final total must exclude all rooms that belong to a temporary building and other rooms that are used for keeping livestock or other animals.

OWNERSHIP STATUS OF MAIN BUILDING USED BY THE HOUSEHOLD

Question 5: Focuses on the ownership status of main building used by the household.

Question 6: On paying house rents .If the house rent is being paid by the employer compile the amount that is paid by the employer. The house rent includes the area that is used for car parking within the compound. Do not include general costs caused by heating systems facilities or air conditioners, electricity and water consumption etc.

Question 7: On the last monthly house rent paid by the household.

Question 8: Concerns the household that does not pay the house rent, and the estimated monthly house rent that would have to be paid to the household if their house was used by others for living.

Question 9: On the use of the main dwelling/ buildings. Such uses include living only, commercial purposes, both living and renting.

USES OF THE MAIN BUILDING (EXCLUDING OTHER COSTS FOR BUSINESS PURPOSES)

Question 10: On the amount of money paid during the last month on electric power supplied by TANESCO, water, telephones bills etc and other sanitation services.

Question 11: On the amount of money paid during the last 3 months on electricity, water, telephones bills etc. and other services.

Question 12: This question focuses on financial resources spent for maintainance /general repair of the dwelling during the last 12 months.

Questions 13-15: This question focuses on financial resources spent on repair of the dwelling done on a routine basis.

B: SECONDARY BUILDINGS (FOR RESIDENTIAL PURPOSES ONLY)

Question 16: This question is about other buildings used by the household.

Question 17: This question is about the number of other buildings used by the household.

Question 18: This question is about the number of rooms used for sleeping in other buildings that are used by the household

Question 19 - 20. . What is the legal status; what is the monthly rent if rent or sublet; and if you are the owner, joint owner or living free of charge <u>what would be the estimated monthly rent?</u>					
Legal status	Dwelling			Paid or estimated monthly rent	
	First	Second	Third	COICOP	20. Totl amount paid (Tshs)
a. Owner or joint owner of building.....	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	04.2.2.2.01.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
b. Rent or sublet.....	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	04.1.2.1.01.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
c. Free of charge	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	04.2.2.1.01.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

This question wants to know the ownership status of other dwellings; monthly rent; and if the household own the dwelling or joint or living free of charge how much will be paid per. Example; If a household has other two building and the ownership status is private ownership or joint you are supposed to put tick on the first box on second column and third column on the second box then sum the estimate the rent of all two dwellings and then write in question 20 from right to left.

MAIN USES OF OTHER BUILDINGS

Question 21: The purpose of this question is to know the amount of money spent during the last month on electricity bills from TANESCO, Telephone services and Television charges including decoders, Internet services, water and sewage system, general services related to those buildings that accommodate several people, environmental sanitation services etc.

Question 22: On payment made during the last three months on sources of energy such as gas, charcoal, kerosene, coal and wood etc.

REPAIR/MAINTENANCE OF SECONDARY BUILDINGS

Question 23: This question aims at collecting information on general repair or maintenance of buildings made by the household during the last 12 months.

Questions 24-26: This focuses on the amount of money used for routine repair of buildings particularly on painting, water and sewage system, electric power and air conditioners, floor and other furniture among others.

C: PERMANENT ASSETS (FOR MAIN BUILDING AND OTHERS)

Questions 27-29: The questions are intended to collect data on the ownership of assets by the household such as electric iron, charcoal stove, refrigerators, chairs, tables, beds, water heater, sewing machine, clock, mosquito nets, cooking utensils etc.

Questions 30-31: These questions are aimed at collecting information on the purchases of assets (mentioned in Q.27) made during the last 12 months by the household as gifts to relatives or members of households who are living in another place or in distant places.

SECTION 3: EXPENDITURE ON FURNITURES, DOMESTIC EQUIPMENT AND OTHER SERVICES

A: FURNITURE, REPAIR OF ASSETS AND DOMESTIC EQUIPMENT

Question 1: This question aims at collecting information on the purchases of assets made by cash, installments or loans by the household as gifts for household members of the main building or other buildings during the last 12 months.

B: DOMESTIC ELECTRICAL APPLIANCES AND UTENSILS

Question 2: This question aims at collecting information on the purchases of assets made by cash, installments or loans by the household as gifts for household members of the main building or other buildings during the last 3 months.

Question 3: This question aims at collecting information if the household paid domestic workers during the last month (including extra payments made related to social services such as environmental sanitation, gardening or care of disabled or aged people etc.)

SECTION 4a: NEW GARMENTS AND SHOES

The main concern of this Section (Qn. 1-36) is to obtain information that is related to purchasing of new goods by the household by cash, installments or through loans during the last 12 months. Purchased goods include male garments and shoes, female garments and shoes, clothes and shoes for babies (0-2 years) and children (3-13 years) etc.

SECTION 4b: USED/OLD GARMENTS AND SHOES

The main concern of this Section is to obtain information that is related to purchasing of **used/old** goods by the household by cash, installments or through loans during the last 12 months. Purchased goods include male garments and shoes, female garments and shoes, clothes and shoes for babies (0-2 years) and children (3-13 years) etc.

SECTION 5: COSTS FOR DELIVERY OF HEALTH SERVICES

Question 1: This question explores the possibility if the household spent money on health services obtained from any health facility by household members such as x-ray, diagnosis, pharmaceutical services and consultancy made to the doctor during the last month.

Question 2: Concerns the actual amount of money spent during the last month by the household on health services obtained from any health facility by members of the household such as admission at a health facility for medical supplies, foodstuffs, drinks, and health services etc, outpatients' health and medical services, equipment and instruments for medical services.

SECTION 6: TRANSPORT AND COMMUNICATIONS

A: TRANSPORT SERVICES

Question 1: This question is about the kind of vehicles owned by the household (excluding vehicles that are used for business purposes) Transport vehicles include Diesel Cars and other vehicle, motorcycles, motorbikes, scooters, camping vans, trailers, bicycles etc

Question 2 and 3: These questions are asked for items ticked yes in previous question whether vehicle bought in the last 12 months. If **yes** then write in how many bought new or second hand vehicles in the last 12 months. In Question 1 it is necessary to fill in yes or no in each type of transport facilities owned by the household.

Question 4: Concerns the total expenditures in TShs for each type of new vehicle purchased in the last 12 months by the household (also if by credit and excluding vehicles that are used for business purposes).

Question 5: Concerns the total expenditures in TShs for each type of second hand vehicle purchased in the last 12 months by the household (also if by credit and excluding vehicles that are used for business purposes).

Question 6: This question seeks to obtain information if the household bought any of the above specified vehicles as a gift to relatives or friends who are not living somewhere else in the last 12 months (also, if bought on credit). If the answer is yes then the interviewer must ask the next question and if the answer is no the interviewer is advised to skip then ask question 12.

Question 7-9: If the answer is yes then specify the type of vehicles (COICOP), how many new vehicles and the amount paid in TShs.

Question 10-11: If the answer is yes then specify the type of vehicles (COICOP), how many second hand and the amount paid in TShs.

Question 12: This question is about the expenditures in the last month for all the vehicles of the household by specified items (COICOP) (excluding vehicles for business purposes). The interviewer is advised to skip to Question 13 if the household does not have any vehicles as requested in Question 1.

The type of expenditures include Annual registration of the vehicles (compulsory insurance, Technical inspection and other costs for the Registration (excludes transport vehicles that are used for business purposes). Tyres (all types), Other spare parts and accessories (spark plugs, batteries, etc.), Petrol, Diesel, Oil, lubricants etc., Maintenance and repairs (mechanic, body work, car electrician, washing, etc.), Maintenance and repairs (mechanic, body work, car electrician, washing, etc.). If there are no costs then the interviewer is advised to put a tick in the box '9'.

Question 13: This question is about any expenditure made by the household in the last month for buses, train, airplane and ship (excluding refundable work travel expenditures) in the last month. If the answer is

no, the interviewer is asked to skip to Question 15. Types of expenditure include transport by road(bus and taxis),railway, air and marine (sea and waterways).

Question 14: This question is about the amount paid in (TShs) by specified items namely transport by road(bus and taxis), railway, air and marine (sea and waterways).

A: COMMUNICATION EQUIPMENT

This is about the type of communication facilities that are owned by the households (excluding for those items that are for commercial purposes i.e for sale.)

Question 15-17: These questions are focusing on the type and amount paid (in TShs) for equipment that are owned by the household such as Telephone landline, Mobile phones, Personal computer/laptop without internet ,Personal computer/laptop with internet, Satellite dish/decoders. For goods bought in the last 12 months the interviewer is asked to compile the total expenditures (also if by credit).

Question 18: This question is intended to obtain information if the household bought in the last 12 months any of the above specified communication equipment to make a gift to relatives of the household not living here or to friends. If the household did not buy any equipment then the interviewer required to skip to Section 7

Question 19: If Yes in Question18, please specify the kind of equipment and the amount paid in TShs.

SECTION 7: SPARE TIME AND EDUCATION

A. SPARE TIME EQUIPMENT

Question 1: The question wants to know if the household has equipment like television, video recorder/DVD player, radio, HI-FI System, cassette tape recorder and books (not for school). Ask and write the appropriate answers.

Question 2 & 3: Question 2 and 3 concerning those equipments mentioned in question 1. If bought in the last twelve months, how many are they and total expenditure on them even if by credit.

Question 4: This question wants to know whether in the period of last twelve month, the household bought one of the equipment mentioned in question 1 above and give it as a gift to relatives of this household who not staying here or to friends.

Question 5-6: Questions 5 and 6 want to know if it is YES in question 4, then mention type of equipment and amount paid in Tanzania shilling.

Question 7: This question wants to know if in the period of last 3 months a household made expenditures (in cash, by down payment or on credit) to buy or rent any of the specified equipment (including gifts).

B. EDUCATION

Question 8: The question wants to know if the household make expenditures on nursery or day care centre, courses (vocational, language, computer, training courses), school bus (excludes city transport), school books, private tuition, expenditure for accommodation of pupils and students in halls of residence and other educational institutions, expenditure for private accommodation of pupils and students in the last 3 months

Question 9: The question wants to know if a household made any formal expenditure for registration fees for private schools on pre-primary education, primary education, secondary education, tertiary and university education (including postgraduate studies), vocational and other education in the last 12 months

Questions 11-12: Question 11 and 12 wants to know if a household made any informal expenditures for registration fees for private schools on pre-primary education, primary education, secondary education, tertiary and university education (including postgraduate studies), vocational and other education in the last 12 months.

Questions 13-14: Question 13 and 14 wants to know if a household made any formal expenditure for registration fees for public schools on pre-primary education, primary education, secondary education, tertiary and university education (including postgraduate studies), vocational and other education in the last 12 months.

Questions 15-16: Question 15 and 16 wants to know if a household made any informal expenditure for registration fees for public schools on pre-primary education, primary education, secondary education, tertiary and university education (including postgraduate studies), vocational and other education in the last 12 months.

C. HOLIDAYS

Swali la 17: This question wants to know if a household or any members of household make a trip for at least one overnight in the last 12 months. If more than one trip select most recent.

Question 18: This question wants to know how many people went on this trip.

Question 19: This question wants know the visited place. Write district of Tanzania or country of abroad.

Question 20: This question wants to know the purpose of the visit whether it was leisure and holiday, business, conference/seminars, visiting friends or other (tick up to three answers).

Question 21: This question wants to know what the activity was during the trip whether it was National Park Safari, Beach tourism, Culture/Historical tourism, Hunting or any other (tick up to three answers).

Question 22: This question wants to know what was the main means of transport during the trip, whether it was aeroplane, private car, hired car or buses (tick only one means).

Question 23: This question wants to know what was the type of place you stayed for most of the trip whether it was Town hotel, Lodge, Guest house, Hostels, Private home or other (tick only one).

Question 24: This question wants to know how many nights stayed in that place (exclude on transit).

Question 25a: This question asking about how much have been spent for all personal trips in Tanzania for at least one overnight on: food and drinks, accommodation alone, transport, shopping, recreational activities and others in the last 12 months.

Question 25b: This question asking about how much has been spent for all business trips in Tanzania for at least one overnight on: food and drinks, accommodation alone, transport, shopping, recreational activities and others in the last 12 months.

Question 26a: The question wants to know how much have been spent for all personal trips Abroad for at least one overnight on: food and drinks, accommodation alone, transport to and from Tanzania, transport while abroad, shopping, recreational activities and others in the last 12 months.

Question 26b: This question wants to know how much have been spent for all business trips Abroad for at least one overnight on: food and drinks, accommodation alone, transport to and from Tanzania, transport while abroad, shopping, recreational activities and others in the last 12 months.

SECTION 8: OTHER ARTICLES AND SERVICES

Question 1: This question wants to know what were expenditures for purchase of specified products for household (including gifts), bags, suitcase and other travel goods (travel bags, hands-bags, jewellery, gold and silver personal effects, costume jewellery, other personal articles (articles for smokers, umbrellas, sunglasses, articles for babies (baby carriages and similar articles, car seats), electric appliance to personal care (hairdryers, depilates, razors and cutters, and other expenditures in the last month.

Questions 2-3: Question 2 and 3 wants to know what the family expenditures for the mentioned services were in the last 12 months. Read each service as mentioned in the questionnaire and write the amount paid for each.

Question 4-5: Question 4 and 5 want to know whether the family have any of the following expenditures:- bank charges for having a bank accounts, membership for SACCOS, charges for having an ATM card, charges for using mobile banking (M-Pesa; Zantel, ZAP (Airtel) and TIGO-Pesa) and expenditure for using the internet outside the home, internet cafes in the last 12 months.

Question 6: This question wants to know whether the family have any of the following expenditures:- life insurance, housing loan to buy or construct a dwelling, reimbursement of loans from banks, financial firms, friends, relatives, court and administrative costs (excluding administrative tax), fines for traffic and other violations in the last 12 months.

SECTION 9: UTILITIES, WATER AND SANITATION

Question 1: The question wants to know if the main building connected to TANESCO.

Question 2: The question wants to know the main fuel used for lighting in the dwelling.

Question 3: The question wants to know the main fuel used for cooking in the household.

Question 4: This question concerning with type of toilet used by the household. No Toilet refers to the use of bushes, grass/field and other open spaces as toilet facilities.

Flush toilet refers to the type of toilet which is characterized by the draining of human excreta by rush of running water.

Pour flush is similar to a flush toilet, but the water must be manually poured.

VIP (Ventilated Improved Pit latrines) is a ventilated pit latrine which is defined as an onsite means of human excreta disposal in a hygienic, low cost and more acceptable manner. The primary features of VIP latrines consist of an enclosed structure (roof and walls) with a large diameter (110mm), PVC vertical ventilation pipe running outside the structure from the pit of the latrine to vent above the roof. They often will have concrete slabs containing the latrine hole.

Ecosan toilets separate human excreta into solid and liquid components that can then be used for irrigation and fertilization.

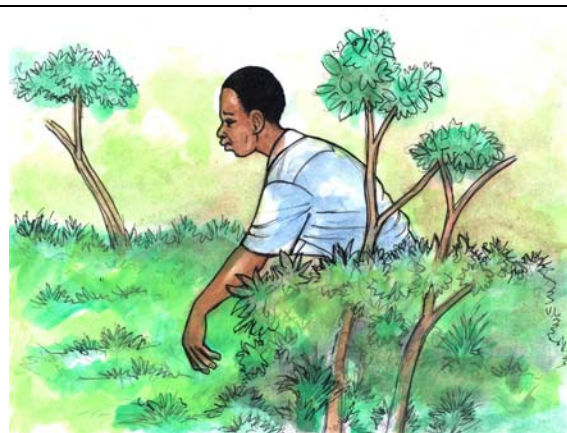
Unimproved pit latrine (slab not washable) is a pit latrine built without health or hygienic related specifications. The floor of this latrine is made of soil or other material that cannot be readily cleaned.

Improved pit latrine (slab washable) is a pit latrine that has a concrete (or similar material) floor.

See Showcard B for more details on each of these types of toilet facilities.

SHOW CARD B: Toilet picture for 2011/12 HBS

Question 4, Section 9 Utilities, Water and Sanitation



No toilet/bush/field

CODE 1



Open pit without slab

CODE 2



Pit latrine without slab (not washable)

CODE 3



Pit latrine with slab (not washable)

CODE 3



Pit latrine with slab (washable)

CODE 4



Pit latrine with slab (washable)

CODE 4



**Ventilated Improved Pit Latrine
GERESHO 5**



**Ventilated Improved Pit Latrine
GERESHO 5**



**Pour flush toilet
CODE 6**



**Pour flush toilet
CODE 6**



**Flush toilet with cistern
CODE 7**



**Compositing toilet/Ecosan latrine
CODE 8**

Question 5: The question wants to know how many other households share toilet facilities with this household.

Question 6: The question wants to know if there is a place for hand-washing with soap and water present and where it is located. Interviewer required observing

Question 7: This question wants to know at last time your youngest child passed stools, what was done to dispose of them whether: child used toilet/latrine, put/rinsed into toilet or latrine, put/rinsed into drain or ditch, thrown into garbage, buried or left in the open. Write the correct answer which will be given by the respondent.

Question 8: This question wants to know what are the main measures undertaken by this household to ensure the safety of drinking water used by the household. Write the correct answer out of that mentioned in the questionnaire.

Question 9: The question wants to know what type of storage container is used to collect water from the source. Write the correct answer out of that mentioned in the questionnaire.

Question 10&11: Questions 10 and 11 want to know the main source of drinking water for the household in the rainy and dry season respectively. Write the correct answer out of that mentioned in the questionnaire.

Question 12: The question wants to know how much paid for 20 litres of water. Write the accurate amount in Tanzania shilling.

Question 13 & 14: Question 13 and 14 want to know how far between the house and the place of collecting water in the rainy and dry season respectively. Write the correct answer out of that mentioned in the questionnaire.

Question 15: This question wants to know who usually goes to this source to fetch water for the household. Write the correct answer out of that mentioned in the questionnaire.

Question 16 & 17: Question 16 and 17 want to know how many times a day does the household collect water in a day in the rainy and dry season respectively. Write the correct answer out of that mentioned in the questionnaire.

SECTION 10: INVESTMENT AT HOUSEHOLD LEVEL

Question 1 & 2: These questions want to know if the household have the mentioned investment and how much was spent on each in the last 12 months. Checks the investments mentioned in the questionnaire and write the appropriate answer.

SECTION 11 SALES AT HOUSEHOLD LEVEL

Question 1 & 2: These questions want to know if the household have the mentioned sales and how much was received from this sale in the last 12 months. Checks the investments mentioned in the questionnaire and write the appropriate answer.

**QUESTIONS IN THIS FORM SHOULD BE ADMINISTERED TO ALL HOUSEHOLD MEMBERS
AGED 5 YEARS AND ABOVE**

SECTION 12:

This section has 50 questions (question number 1-50) and should be administered to all household members aged five years and above. For the purpose of this HBS, work is any economic activity which can be done for payment, profit or for exchange of goods. All household chores are not considered as works except collection firewood and fetching water if are carried on business manner. The household chores will be considered as economic activities if they are done for payment. A person who works on these activities for payment should be considered as paid employees.

In this section as it is in other sections, enumerator is supposed to transfer PERSONAL NUMBERS for all household members aged 5 years and above to form number III. Please be carefully because, the success of this survey depends much on the given explanation above.

REMEMBER: All persons who were temporary absent from their normal work, for example they were on holidays, sick or farming activities which will continue after three months should be considered as they were in work.

Question 1: NUMBER OF HOUSEHOLD MEMBER

Question 2: ENTER THE NAME AND INDIVIDUAL ID OF ALL HOUSEHOLD MEMBERS AGED 5 YEARS AND ABOVE

Question 3: ENTER THE ID OF THE INDIVIDUAL RESPONDING FOR [NAME]

Question number 1-3 as shown above is the instruction to enumerators and should not be directed to respondents

Question 4: In the last 12 months, did [NAME] work for a wage, salary, commission or any payment in kind; including doing paid domestic work or paid farm work even if for one hour?

Yes.....1

No.....2

This question is intended to know the activity or work done for the past 12 months. If the reference period for the HBS is September, then the last 12 months will start in August backwards for 12 months.

It is possible that, the respondent did different economic activities in different periods within the last 12 months, in this case, the respondent should be considered as he/she was engaged in economic activities for the last 12 months.

All Permanent employees will be considered as they were fully employed even if they were in any kind of leave and they expect to return to their normal work; also employees who are sick within the reference period will be considered as they were fully employed.

Question 5: In the last 12 months, did [NAME] run a business of any size for themselves or another household member, even if for one hour?

DO NOT INCLUDE FARMS

Yes.....1

No.....2

This question is similar to question number 3 above except that, it needs to know if there were any business done by any household member even if was done one hour for personal benefits or for the benefits of other persons for the last 12 months.

Question 6: In the last 12 months, did [NAME] help without being paid in any kind of business run by this household, even if for one hour?

Yes.....1

No.....2

This question needs to know if there were any household member helped in any business in the household without payment even if was for one hour. FARM ACTIVITIES SHOULD NOT BE INCLUDED HERE

Question 7: In the last 12 months, was [NAME] an apprentice?

Yes.....1

No.....2

This question should be administered to all students who are attending practical trainings

Question 8: In the last 12 months, did [NAME] work on the household's farm

Yes.....1

No.....2

This question should be administered to all persons who worked on their farms for the last 12 months. It should be remembered that, those who did not work on their farms for the last 12 months because of reasons like being sick but will continue with the farm activities after three months should be considered as they worked on their farms for the last 12 months.

Question 9: IN QUESTIONS 4, 5,6,7,8 IS THERE A YES?

Yes..... 1

No.....2 >13

These are instructions to enumerators, so should not be directed to respondents. If the household member had YES in any question from question number 4 to 8, should be asked question number 10 onwards, if there is no YES in any of those questions, should not be asked question number 10 but should be asked question number 13 onwards.

Questions 10a and 10b: Which of these activities are [NAMES]'s primary activity and their secondary activity?

Working on the household farm.....1
 An employer or own account worker – not on a farm.....2
 Helping without pay in household business.....3
 Working for pay.....4
 Apprentice.....5

This question needs to know the main activity and secondary activity of the respondents. The main activity is the one which respondent spend more number of hours on doing it compared to secondary activity. For any household member who spend the same number of hours in doing two different economic activities, the main activity will be the one which gave him/her more income and the other activity will be a secondary activity. If the respondents spend equal number of hours in both activities and also receive the same income, the respondent should decide which activity he/she can consider as the main activity and secondary activity.

Question 11: In the period of last week, did [NAME] do any of these activities?

Yes and 10a or 10b =1, 2 au 3...1 > Q17
 Yes and 10a or 10b= 4 au 5.....2 > Q20
 No, not in last 7 days.....3

This question needs to know if respondents did his/her main activity for the period of last week. If the HBS is done in the second week of a particular month, the last week will be the first calendar week of a particular month. It should be remembered that, a week starts on Monday and ends on Sunday.

If the respondents will answer YES, that he/she did his/her main activity in the last week and in question number 10a his/her main activity was assigned code number 1 or 2 or 3, then the respondent should not be asked question number 12 but should be asked question number 17 onwards.

If the respondents will answer YES, that he/she did his/her main activity in the last week and in question number 10a his/her main activity was assigned code number 4 or 5, then the respondent should not be asked question number 12 but should be asked question number 20 onwards.

If the respondents will answer NO, that he/she did not do his/her main activity in the last week, then the respondent should be asked question number 12 onwards.

Question 12: If [NAME] did not do his/her main activities in the last 7 days, is there a plan for [NAME] to return to his/her main activity?

Yes and 10a or 10b = 1, 2 au 3...1 > Q17

Yes and 10a or 10b = 4 au 5.....2 > Q20

No, not in last 7 days.....3

This question needs to know if the respondent is planning to return to his/her main activity if he/she did not do it in last week.

If the respondents will answer YES, that he/she is expecting to return to his/her main activity and in question number 10a hi/her main activity was assigned code number 1 or 2 or 3, then the respondent should not be asked question number 13 but should be asked question number 17 onwards.

If the respondents will answer YES, that he/she is expecting to return to his/her main activity and in question number 10a hi/her main activity was assigned code number 4 or 5, then the respondent should not be asked question number 13 but should be asked question number 20 onwards.

If the respondents will answer NO, that he/she is not planning to return to his/her main activity, then the respondent should be asked question number 13 onwards.

Question 13: In the last 4 weeks, was [NAME] looking for any kind of a job?

Yes.... 1

No.....2 >16

All respondents who did not do any kind of economic activity but were looking for work should be assigned code number 1 and continue asking them question number 14 onwards. For those who did not take any step to look for work should be assigned code number 2 and should not be asked question number 14 but should be asked question number 16 onwards.

Questions 14a and 14b: What steps did [NAME] took to look for a job [INDICATE 2 MOST RELEVANT]

Registered with a recruitment Agency, either public, private institution or on Internet.....1

Replied to advertisements in newspapers, posters or internet.....2

Inquiring from persons with public or private sector job contacts.....3

Other (Specify).....4

All respondents who did not do any kind of economic activity but were looking for work should be given code number 1 to 4 basing on their response. It is required to record the most relevant two steps taken to look for work in 14a and 14b respectively.

Question 15: In the last week, was [NAME] available to any kind of work?

Yes...1
No.....2

Respondents who did not do any kind of economic activity but was looking for work are further asked if they were available for work. They should be given code number 1 or 2 basing on their responses. Respondents who were doing non economic activities may be ready to do any kind of economic activity if is available.

Example: A woman doing household chores may be ready to engage in economic activities like selling Maandazi if will get a capital

Question 15b: In the past 4 weeks, was [NAME] trying to start any kind of business

Yes1 >Q17
No.....2

All respondents who tried to start doing any kind of business in the period of last 4 weeks should be assigned code number 1 and should not be asked question number 16 but should be asked question number 17 onwards. For those who have not tried to start doing any kind of business should be given code number 2 and should be asked question number 16 onwards

Question 16: Why [NAME] did not take any steps looking for work in the last 4 weeks?

Ill/Sick.....1
Disabled.....2
In School.....3
Retired.....4
Taking care of house or family.....5
Waiting for reply from employer..6
Waiting for busy season.....7
Other (specify)....8
FOR ANY ANSWER GO TO SECTION 13

All respondents who did not took any step to look for work in the last 4 weeks are supposed to give reasons and should be assigned code number 1 to 8 basing on their responses. For any answer from code number 1 to 8, respondents should not be asked question number 17 but should be asked questions available in Section 13.

Questions 17 – 19:

You are supposed to ask respondents total number of hours which they usually spend in their main activities in each day, week and month. Remember that, some respondents especially in rural areas may forget the total number of hours usually used in their main activities. In this case, you are supposed to probe more in order to get number of hours used every day, you may start by asking them number of hours usually used in the morning and in the evening in order to get the correct answers. Number of hours used while going to farm or

in fishing areas should be included in the number of hours usually used; but number of hours used going or returning from work for non farm workers should not be included.

After getting answers for question number 19, respondents should not be asked question number 20 but should be asked question number 33 onwards.

Question 20: Who is the employer for [NAME]’s?

National Government.....1
 Local government.....2
 Parastatal.....3
 Private enterprise.....4
 NGO.....5
 Private household.....6

This question intends to know the employer for household members by sector. For any answer given from code number 1 to 6, respondents should be asked question number 21

Question 21: What is the main activity in the place where [NAME] is employed? [ISIC CODE]

This question needs to know the main activity in the place of work and not the type work the respondents doing in that place. Write the main activity in the place of work and the correct ISIC codes. “ISIC REV4 IS PROVIDED”

REMEMBER: There is possibility of having more than one economic activities in the place of work, but what is needed here is the economic activity which most of the employees in that place spend more number of hours in doing the activity (Main Activity)

The following are few examples showing how to write the main activity in the place of work

Example:-

Question. 17. How many hours per week does [NAME] usually work in this activity?	Question. 18. How many weeks per month does [NAME] usually work in this activity?	Question. 19. How many months per year does [NAME] usually work this activity? ► SWL 33
---	--	--

1. Mining of iron ores
2. Electric power generation, transmission and distribution,
3. Steam and air conditioning supply
4. Construction of roads and railways
5. Central banking

DO NOT write activities in summary form, eg, “mining”, “Industry”, etc. Activities written in summary form will not provide enough explanation of the main activity in the place of work.

Question 22: What year did [NAME] start to work for this employer?

Write the year in which respondent started to work with the current employer

Questions 23 and 23a: What is [NAMES] occupation? DESCRIBE IN DETAIL

Write the occupation of the employer. Occupation should be written in detail eg, Secondary school teacher, Daladala Driver etc. Make sure the correct TASCO Codes is also filled from the list of TASCO codes provided. The following are few examples showing good and bad description for occupation:-

Examples:

Good description

Registry Clerk filling letters

Cleaner of offices and building

Mechanic for cars

Secondary school Teacher

Maize & Vegetable farmer

Furniture maker

Poor description

Clerk

Cleaner

Mechanic

Teacher

Farmer

Carpenter

Question 24: Is [NAMES]’s contract

Permanent & pensionable.....1

Open ended appointment...2

Fixed term contract.....3

No contract.....4

This question intends to know type of employment contract between employee and employer. Write the appropriate codes from 1 to 4 basing on the answers provided.

Questions 25-27:

<p>25.</p> <p>How many hours per week does [NAME] usually work in this activity?</p>	<p>26.</p> <p>How many weeks per month does [NAME] usually work in this activity?</p>	<p>27.</p> <p>How many months per year does [NAME] usually work this activity?</p>
--	---	--

Question numbers 25-27 are similar to questions number 17-19 explained above except that, persons who are responding to these questions are paid employees and the Apprenticeship.

Question 28: How much was [NAMES] last cash payment? and what time period did this payment cover?
APPROXIMATE IN TO FULL SHILLINGS WITHOUT CENTS.

Time periods

Hour.....1
Day.....2
Week.....3
Month.....4
Other (specify)...5

This question want to know the amount paid to respondents and the time periods for that particular payments example, hours, week or months. Put the correct time periods as shown in the questionnaire. For example if the respondent were paid TShs. 5,000/- for an hour, write 5000 in the first column and put code number 1 in the box provided. Also if the respondents were paid TShs. 2000000/- per month, write 2000000 in the first column and put code number 4 in the box provided.

Question 29: What is the estimated value of what [NAME] received in kind for this activity? and what time period did this payment cover? IN KIND IINCLUDES FOOD AND TRANSPORT ALLOWANCES

Time periods

Hour.....1
Day.....2
Week.....3
Month.....4
Other (specify)...5

IF THERE WERE NO PAYMENT IN KIND WRITE “0”

This question is similar to question number 28 above except that, wants the respondent to estimates total income earned in kind. Write the correct amount and put code for time period appropriately.

Question 30. IF THE RESPONDENT IS NOT AN APPRENTICESHIP THAT IS, IS NOT CODE NUMBER 5 IN Q10 GO TO Q33.

In this apprenticeship is [NAME]

Not Paid.....1
Paid Cash.....2
Paid in kind.....3
Pays to Participate.....4

Enumerator, you should check question number 10 first before you ask question number 30. If the respondent is not an apprenticeship, do not ask him/her question number 30, but they should be asked question number 33 onwards.

Question 31: How much does [NAMES] pay to participate in the apprenticeship? and what time period did this payment cover?

Time periods

Hour.....1
Day.....2
Week.....3
Month.....4
Other (specify)...5

IF THERE WERE NO PAYMENT WRITE “0”

This question is similar to question number 28 above. This question want to know the amount paid to respondents and the time periods for that particular payments example, number of hours, week or months. Put the correct time periods as shown in the questionnaire. For example if the respondent were paid TShs. 5,000/- for an hour, write 5000 in the first column and put code number 1 in the box provided. Also if the respondents were paid TShs. 2000000/- per month, write 2000000 in the first column and put code number 4 in the box provided

Question 32: After completing the apprenticeship, [NAME] will...

Be employed by the mentor.....1
Look for a job.....2
Don't know.....8

This question wants to know the type of occupation the apprenticeship is expecting to do after completing the apprenticeship. The responses may be either will be employed by the mentor or will look for a job. Write the correct code 1, 2 or 8 basing on the given answers.

**PRECAUTION : QUESTIONS NUMBER 33 TO 50 ARE SIMILAR TO QUESTIONS
NUMBER 1-32 AS EXPLAINED ABOVE EXCEPT THAT, THEY REFER TO
SECONDARY ACTIVITY INSTEAD OF MAIN ACTIVITY**

SECTION 13: HOUSEHOLD BUSINESS

This section collects detailed information about ownership and operation of any non-agricultural income generating activity that a household has been running in the 12 months period preceding the survey month.

Prior to starting interview under this section it is important to check question number 5 under section 12. For all individuals with a “YES” response that a member ran business of any size, even if a household member participated in such business for only an hour, his/her identification should be entered in question 1 then ask question 2 through 25 for each type of the business.

If there are more than two household members with a “yes” response under question 5 of section 12 an interviewer will be required to use an addition questionnaire form III to accommodate a third and even a fourth member, and so on.

A household business can be formal in a formal arrangement such as an organization, Business Company, owned and operated/run by household members. It can be informal, without employees or even without any formal registration. Let us take an example non-agricultural business being operated by an individual selling goods or services to various people who do not belong to the same household as that of the business owner/operator that is this person is him/herself working independently. Regardless of the size of the business, this person with his/her business should be included in the list of businesses operated/run by the household even if the business employs several other persons.

The only criterion for the business to be included in list of business operated by the household is that it should have had operated during the past 12 months prior the survey even if at the time of the survey (interview) the business does not exist anymore.

Include:

Any business that was operating within the past 12 months even if during the interview the business is temporarily not running or permanently closed down.

All business that was not continuously running throughout the past 12 months (that is the business that runs for some months/weeks then stops for some time and continues after some time – seasonal business). The survey also intends to collect information about seasonal business.

All businesses that produce or sell goods or services including ownership of a shop or any business **no** matter how small the business is. For example the business may involve making of traditional carpets (*majamvi*), brick making, charcoal burning, masonry, carpentry; selling of firewood, dress making (tailoring), preparations and selling of food, fish selling, petty businesses, etc. an example of the business that should be included in this section include the following:

- Tailor and a shoe maker owning a kiosk at the market area
- A female entrepreneur who travels to foreign countries to buy clothes and sells them to various stores/shops in Dar es Salaam and other different areas
- An entrepreneur who buys green maize cobs from rural areas and ships to urban areas for selling
- Repairman who does/performs various repair activities as per clients’ requirements
- A person burning charcoal and sells it along the road
- Own account taxi driver (i.e. a taxi driver owning and driving his/her own taxi)
- A consultant who plans/makes/creates road drawings and providing consultancy services to various companies/firms and at times to various government projects

Question 3: If the business started and after sometime it stopped then later it resumed, the date it started for the very first time is required to be recorded under this question.

Question 4: If the business has been moved temporarily, ask for usual premises of the business.

Question 5: This question intends to capture the ownership of the business, if it is owned by the respondent, partnership between a household member and other people who are not members of the household being interviewed, or any other types of ownership whereby the enumerator must specify/record what the respondent is explaining as the type of business ownership in the space provided.

Question 6: Under this question the age of business in terms of months is required. This age should refer to the 12 months period prior interview. If the business is of seasonal nature, then the number of months the business has been operating within the past 12 months is required. This question is valid even if at the time of interview the business is closed down or it is off-season.

Question 7: A ‘loan’ usually is refundable, whereas a ‘gift’ is never refundable. The question aims at stabilizing the source of capital that was used to start the business in question. The source may include loan, gift, sale of assets, etc.

If there was no need for a capital for starting the business, then write 99.

Question 8: This question attempts to establish the cost of running the business in the past 30 days. These costs are categorised in about 27 different categories including costs of electricity, bank-related costs (not interest), costs related to ownership and running of vehicles/trucks, etc. The costs should be recorded even if the costs are yet to be settled at the time of interview. For example, if the interview is on the 2nd of a given month and electricity or telephone bills on the desk of business cover the period ending on the 30th or 31st of the previous month, this cost should be recorded even though the payment of the bills in question are being processed – not yet paid (settled) at the time of interview.

Question 8a: This question requires the list of at least two major types of the raw materials used in the business whose costs are recorded under item 25 of the preceding question (question number 8). These raw materials are should be listed along with the amount each cost in previous 30 days. IF ITEM 25 UNDER QUESTION 8 IS BLANK, THEN THIS QUESTION (8a) SHOULD BE SKIPPED AND AN ENUMERATOR SHOULD GO STRAIGHT TO QUESTION 9. For this reason, an enumerator should be able to understand that not every business has raw materials.

Question 9: The question aims at establishing the income generated from the business in the past 30 days from various sources such as sale of goods, services, etc. If there was no income from a given source, or a given source is not applicable, then write “0” in the provided box. If the business was off-season during the reference period, also write “0”.

Question 10: This question is aiming to establish how much has been invested in the business in the past 12 months. The amount of investment sought under this question is divided/categorised in 5 different categories that include; purchase of a premises (shop, office, etc.), expenditure spent on construction of business premises/structure, expenditure for repair of business capital, expenditure on machinery and equipments, and expenditure on transportation equipments. If no expenditure on a given/listed item, write “0”.

Question 11: The question establishes the spending on some capital assets in past 12 months. They include; land, buildings, kiosks, machinery, spending on transportation equipments the business has incurred.

Question 12: Each of the above listed assets (question 11) belongs to either a household member alone, partnership between a household member and other non-household member(s), hired, lended, etc. this question, therefore establishes the ownership of the assets in question 11.

Question 13: This question attempts to establish the utilization of the assets in question 11. They can be used solely for business purposes or a combination of household and business.

Question 14: In formal settings of business, registration is expected. The question aims to establish whether or not the business is registered by any authority dealing with registration of such business.

Question 15: Costs for running ay government in this world are met through collection of various taxes. Question 15 establishes types of taxes a business is paying to the government or local authorities. A business may be liable to paying more than one types of taxes. The enumerator is required to circle all types of taxes a respondent mentions to be paying to any authority.

Question 16: The question simply establishes whether or not records regarding the business are kept. It is a “YES” or “NO” response.

Questions 17, 18 and 21: In every business/activity there should exist at least one person to run/make sure the business is running in an expected manner. In question 17 an enumerator seeks to establish if there exists any household member who participated in the business and his/her title in that business last month whereby each member who played part the business his/her member number should appear under this question in an appropriate row that shows the title of that member. Under question 18 only the number of non-household members who played part in the business last month is required in an appropriate boxes that match the title of such persons. Under questions 21 the same records as in question 18 are repeated along with other details in other questions.

Question 19: For each player whose number (total) appears in question 18, his/her selected details are required under question 19 through 25. It should, therefore, be noted here that questions 19 through 25 are only applicable if and only if there exists some non-zero responses in question 18, otherwise the enumerator should skip these questions and go section 14. Question 19 records the sex of each player in the business.

Question 20: The question categorises each of these players in the business by age. There two categories here; the person is either an adult (age 18 and above), or a child (less than 18 years of age).

Questions 22 and 23: They are basically one question that establishes the amount of payment each received last month as salary or wage in cash terms whereas in question 23 the value of pay received in kind (goods and/ or services) is required.

Question 24: This attempt to establish the periodicity of the payment recorded under questions 22 and 23. The periodicity here is either daily, weekly, monthly, or any other that should be specified in the space provided.

Question 25: The number of days each person worked for the business in one past month is recorded under this question. To make sure that the respondent has understood the question and that the answer he/she is giving is what is expected, the enumerator should make sure that the longest month in any given year has 31 days. Any response that leads to recording the number that exceeds 31 should not be accepted and instead the enumerator should re-ask the question.

SECTION 14: PERSONAL NON WAGE INCOME

This section is basically composed of three questions that are directed to all household members age 5 years and above. The section aims at establishing if there is any household member who personally received any of the income categorised in 15 different sources – question 1.

Question 2; for all “yes” responses, the household member is asked to state the amount s/he received in most recent month. If the “yes” response falls under the income in-kind the best estimates are required in monetary terms, and the last question (i.e. question 3) captures the frequency of such income in the past 12 months.

The income sources considered under this section are as follows:

A1 Income received in terms of food resulting from performing a certain activity or from food for work program

A2 Rent received from renting out a residential house outside Tanzania

A3 Rent received from renting out a residential house within Tanzania

A4 Rent received from renting out a premise used for non-agriculture activities such as car repair workshop (garage) outside Tanzania

A5 Rent received from renting out a premise used for non-agriculture activities such as car repair workshop (garage) within Tanzania

A6 Cash remittance from another person or household residing in Tanzania

A7 Cash remittance from another person or household residing outside Tanzania

A8 Food remittance

A9 Remittance in a form of school uniforms or shoes

A10 Remittance in a form of teaching materials, books, etc

A11 Remittance in a form of insecticide nets

A12 Loan received

A13 School fees exemption

A14 Exemption from hospital/medical charges

A15 Government or non-governmental cash transfer program

A16 Any other source(s) (*specify.....*)

Note:

Make sure household member number is entered into the box. This number is from the household roster which is the same as those appearing under section 12 of this questionnaire

3.5 4th Visit – Form IV: Agriculture: Land, Crops and Livestock

SECTION 15: LAND/PLOTS

Definition of a plot: A contiguous piece of land is a single plot in almost every case. However, if the farmer thinks of the plot as multiple separate plots **and** these plots have different tenure status you should treat them as separate plots.

Example 1: If the household owns four acres farmed primarily by the husband, and an adjoining acre farmed primarily by the wife, these should be treated as separate plots.

Example 2: If a farmer has two acres for which he has a title of some sort and also farms an adjacent two acres with no title these should also be treated as separate plots.

Example 3: On the other hand, if a farmer has 10 acres of land in one piece but farms only 2 of these acres, this is still one plot of 10 acres.

Minimum size for a plot: In rural areas the idea of a plot is usually clear. Most households will also grow something around the house (*shamba la nyumbani*) which should also be counted as a plot. In urban areas, households may have a few trees or plants around the house. Use the following rules when deciding whether to count these as a plot.

Tree/plant	Minimum quantity for a plot
mango, avocado, passion, guava, orange, mandarin, lime/lemon, jack fruit	1 tree
Banana, papaya	4 trees
tomatoes, carrots, cabbage, spinach, etc.	4 square meters

Question 1: Did you or anyone in this household own or cultivate any plots in the last 12 months?

Please list all plots being cultivated by the household owned or not owned by the household (rented or cultivated freely). If the answer is no, go to question 18A.

Question 1a: List all plots that were owned and cultivated or not cultivated by the household in the last 12 months.

All plots should be given unique names that are clearly understandable.

Example: Name like, 'Maize farm' is not sufficient because the same plot may not have maize in the following years. Write the name of the plot like 'Kiswaga Plot', 'Home plot', etc

Question 2: What is the size of this plot in acres?

Ask the farmer to estimate the size of the plots in acres. Area of this estimate the acre should be recorded into two digits with one decimal point, e.g. 02.5, 34.2. etc. If the respondent says the size is one quarter acre that is 0.25, you can estimate it as 0.3. Respondents may also tell you the size of their farms/plots in hectare. In this situation you have to use convert the units into acres. Use the fact that '1' hectare is equivalent to 2.47 acres to convert the units into acres.

Question 3: What was the ownership status of this plot in the last 12 months?

Select '1' (owned) if the plot was owned by the household. This implies that the land cannot be taken without the household's permission. If the Land was "used free of charge" that is to say might be taken back by the owner or the village leaders at some time in the future, select '2'. If the farm was rented in choose '3' and if it was shared rented select '4'. If the plot is co-owned with another household, select code '5'.

Question 4: How did you use this plot during the last 12 months?

The purpose of this question is to know how the plot was used during the last 12 months. For example, the plot could have been cultivated, rented, given out for free etc. You should use the codes listed in the questionnaire and then follow the appropriate skip patterns. The response is "given out" means the respondent's household allowed someone outside the household to use this plot for free, and received none of the crops from this land and no other payments (in cash or kind) from the person who cultivated it. If payments were received in cash or in kind, you should use the code for "rented out" instead.

Question 5: What was the total income from renting out this plot during the last 12 months?

Ask the respondent the total income earned from renting that plot. This should include cash payments, the estimated cash value of in-kind payments as well as "future/planned payments" or the cash value of payments they expect from their tenants even if those tenants have not yet paid.

Question 6: How much was collected in kind?

Some people may make payment in kind instead of cash, for example in terms of crops harvests, livestock etc. if the payment was in kind you should estimate the value into shillings and write it.

Question 7: What was the soil type of this plot?

Soil texture is useful for understanding potentially how productive the plot might be in producing crops. Sandy soil is “light”, whereas clay soil is “heavy”. Clay soils are good for making bricks. Sandy soils are too loose to make good bricks. Loam soil is in between sandy and clay soil. Write the appropriate code as mentioned by the respondent.

Question 8: What was the soil quality of this plot?

The soil quality refers to the fertility of the soil. Good soils are fertile and can grow and sustain a large harvest. Bad soils are difficult to grow large harvests. Average soils rank in between good and bad soils. Write the appropriate code.

Question 9: Was this plot irrigated in the last 12 months?

Ask the respondent if the plot was irrigated in the last 12 months. Include both mechanized and manual irrigation.

Sprinkler irrigation is a way of applying irrigation that is similar to natural rainfall. It can be used on many crops, soils and geographic conditions.

Micro (drip) irrigation includes a number of technologies, where water is applied only to part of the field surface. It can save on water and improve crop yield. The costs of purchasing, operating and maintaining the equipment are high.

Watering can or bucket irrigation is the simplest form of overhead irrigation, and is widely used by smallholder farmers. This method is best for small plots of land, such as vegetable gardens, that are close to various water sources.

Question 10: What would the value of this plot be if it were sold today?

Ask the respondent on the worth value of the plot if it was to be sold today. In this question the value should not include the temporary crops recently grown in that plot. However the value of fruit trees and permanent crops should be included. Explain this distinction to the respondent carefully before recording their answer. Be careful to also explain that this information will be used for research purposes only, and that there is no government plan to buy/sell the respondent’s plot. This is crucial because the head of the household may think that the government has strategies to confiscate his land or, alternatively, to compensate the household if they have only a small plot.

SECTION 16: CROPS

Question 1: Did the household cultivate any crops in the last 12 months?

Ask if there are any crops cultivated in the households' plots in the last 12 months. If the answer is, "NO" then go to section 17.

Question 1a and 1b: The codes for crops are in the last sheet of this section. Write the name and code of the crop cultivated by the household.

Please try as much as possible to reduce the use of "other" because most of the crops that are put in this category are the local names of the crops that are already in the list.

If the household cultivated more than one crop in the same plot, then list the crops separately. For example maize and beans cultivated in the same plot will be listed in two separate rows..

Question 2: How big is the area over which this crop has been planted?

Ask the size of the plot that was planted with (crop). Most farmers grow more than one crop in the single area of the plot that is intercropping or mixed farming. Therefore you should be careful so that the respondent can estimate the size of the plot for each crop. In the plots that more than one crop was cultivated ask the respondent about the percentage of the area that each crop was grown in order to help him/her to estimate the size of the area for each crop in the same plot. Use the percentage of each crop to get the area for each crop. For example, the size of the plot is 10 acres and the respondent says he planted maize on about 75% and beans on 25%, then the area that was cultivated with maize is 7.5 acres ($75/100 \times 10$). The area that was cultivated with beans will therefore be 2.5 acres.

Question 3: How much of this crop has been harvested over the last 12 months?

Ask and write the quantity harvested. It is very important that this measure be expressed in kilograms. This means you must convert all local units into kilograms. For example if the respondent says he harvested one tin of beans you must probe for the type and size of the tin before converting the unit into kilogram.

Question 4: What was the quantity of [CROP] sold?

In this question ask for the amount of crop that was sold in kilograms. If the respondent gives a measure in local units, this measure must be converted into kilograms. In writing the correct units (in kilogram), follow the instructions given in question 3 above. Write '0' if nothing was sold and go to question 16.

Question 5: What was the total value of sales obtained from this crop in the last 12 months?

Write the amount of money received from sales of the crop in the last 12 months (in TSH). This is if the household says it sold the crop in question 4.

Question 6: What quantity of [CROP] was consumed by this household?

Ask the amount of the crop that was consumed by the household. Elaborate to the respondent that what you need is the amount of the crop that was consumed by the household, for example eaten etc. Remember to record the amount in kilogram.

Question 7: What was the total value of this CROP consumed by the household?

If the household consumed part of the harvest of the crop, then in this question you will ask the value (in shillings) of the amount consumed.

Question 8a: What was the amount of (CROP) given out as gift?

Ask if the household gave out part of the harvest of the crop as gift, for example a household gave out 20 kilogram of maize to relatives or neighbors etc. Write the answer in kilogram

Question 8b: What was the value of the (CROP) that was given out as gift?

If the household says it gave out as gift part of the harvest of the crop (question 8a), then write the value in shillings.

QUESTIONS 9, 10 AND 11 WILL BE ASKED TO HOUSEHOLDS THAT RENTED IN A PLOT OF LAND IN THE LAST 12 MONTHS, I.E. CODE '3' IN QUESTION 3 (SECTION 15).

Question 9: How much did you pay to the plot owner for the use of this land in the last 12 months?

Include all payments relating to the use of the plot during the last 12 months, including cash, payments in terms of crop harvests, other in-kind payments, payments that have not yet been made but are expected to be made in the future, and payments made a long time before but directly for the use of the plot during the last 12 months.

Question 10: What period of time did this payment cover?

Write the appropriate code for reference period. For example the code for the period of payment is '1' DAY (unit) and number of unit is 12, meaning 12 days.

Question 11: What share of output from this CROP did you give as rent, if any, in the last 12 months?

If the respondent farms a plot that is owned by someone else, he or she may pay the owner a portion of the crops from the land. This question asks how much of the crop was given to the owner. So if the total value of the crop was 100,000 TSH, of which 20,000 TSH was paid to the owner, then the percentage is 20% ($20,000/100,000*100$). If no payment done in terms of crops write '0'.

Question 12a: How much ORGANIC FERTILIZER did you use on [CROP] in the last 12 months?

Organic fertilizers are fertilizers from animal waste products. In some cases, there may be more than one crop on a single plot. In this case, give the total amount for all crops on the plot. (The same rule applies to inorganic fertilizers, pesticides, herbicides, etc.)

Ask the respondent the amount of organic fertilizer applied. Write weight in kilograms – converting from traditional or non-standard units as necessary. If organic fertilizer was not used write ‘0’ and go to question 13a.

Question 12b: What was the total value of organic fertilizer purchased?

If household used organic fertilizer, ask the respondent the worth value of the organic fertilizer purchased and record the value in Tanzanian shillings.

Question 13a: How much INORGANIC FERTILIZER did you use on [CROP] in the last 12 months?

Inorganic fertilizer include DAP, urea, etc. Ask the respondent the amount of organic fertilizer purchased in the last 12 months. Write weight in kilograms – converting from traditional or non-standard units as necessary. If the household says they did not use inorganic fertilizer, write ‘0’ and go to question 14.

Question 13b: What was the total value of fertilizer purchased?

If household used inorganic fertilizer, ask the respondent the worth value of the inorganic fertilizer purchased and record the value in TSHs.

Question 14: How much pesticide/ herbicide did you use on [CROP] in the last 12 months? Pesticides are chemicals that are used to kill insects or other small animals that damage the crop or the harvest. Herbicides are chemicals that are used to kill weeds and other unwanted plants that grow on the plot. Fungicides are also included in this question and are used to kill fungus that might grow on plants.

Ask the respondent the amount of pesticide/herbicide used. If the respondent did not apply any herbicide/pesticide write ‘0’ and move to question 16.

Question 15: What was the total value of this pesticides/ herbicides purchased?

If the respondent purchased MORE pesticides/herbicide than was used, list the price of the full amount purchased. (For example, a farmer may purchase 50kg for 100,000, but only use 10kg in the last 12 months. List 10kg used for question 14, but list the full price of 100,000 for question 15.)

If the respondent purchased pesticides/herbicide, ask the respondent to give the total worth value of the pesticide/herbicide purchased.

Question 16: Did you receive any seeds, fertilizers, pesticides or herbicides for [PLOT] on credit to be paid later on during the last 12 months?

This question intends to determine the availability of loans for agricultural activities. Loans may be in terms of cash or in-kinds (example seeds, inorganic fertilizers, organic fertilizers, pesticides or any other input) for the purpose of agricultural production. Loans may be repaid in cash, in the form of a portion of the harvested crops, or in exchange for labour.

It is important that you probe in this question. The respondent may not think of the inputs as a loan. However, if they received inputs without paying the FULL price ahead of time, but are expected to repay later or to sell the crops to the person who gave them inputs, this is credit.

The government has started a new program in some areas of the country to help people pay for seeds and fertilizers by using vouchers. These vouchers would be supplied by the Ministry of Agriculture, Food Security, and Cooperatives (MAFC) and can be redeemed at authorized agro-dealers. If the household received inputs by loan write '1', if no write '2' and go to question 19.

Question 17: How much did you pay up front for these inputs?

Ask the respondent how much paid up front for the combined total of all the inputs.

Question 18: How much did you repay in cash later on for the inputs?

Ask the respondent how much paid later **in cash** for the combined total of all the inputs. Exclude in-kind labour and goods, as we will ask about these in the next question.

Question 19: How much did you pay for labor hired to work on this crop in the last 12 months?

Ask the respondent if the household did employ any person to work in the plots for payments during the last 12 months. If for example a household employed person to work in the plot and rented an ox for 3 days for 30,000 shillings, then this should be written here.

Question 20: How many days of hired labour were used for this crop in the last 12 months?

Ask the respondent during the last 12 months, how many days did the household hire a person to work in the plot for the land preparation and planting, weeding, ridging, fertilizing and other non-harvest activities and harvesting.

Question 21: How many days did household members work on this crop in the last 12 months?

Ask the respondent during the last 12 months, how many days did the household members worked in the plot for the land preparation and planting, weeding, ridging, fertilizing and other non-harvest activities and harvesting.

Question 22: Was any portion of the production lost post-harvest to rotting, insects, rodents, theft, etc?

Some part of the crop may be lost after the harvest but before the crops can be sold, possibly due to rotting, or to being eaten by insects or rats, or by theft. This question does not include losses before the harvest, such as being insects or birds while still in the field. Write '1' and continue to the next question if there was any loss experienced. If the answer is no, write '2' and go to question 24.

Question 23: What was the value of this lost crop?

Ask the value of harvest that was lost in TSH. The respondent should estimate if they are not sure. Remember not to include losses before the harvest.

Question 24: What was done with the residue from this crop?

This question asks what was done with the residue after the crop was harvested (the stalk, inedible leaves, etc.) Ask and write the appropriate code. If the answer is between '1' and '6' go to question 27. If the respondent sells the residue, go to question 25 in order to get the quantity sold. In all other unmentioned cases, skip to question 25.

Question 25: What was the quantity sold?

This question asks to know the amount of residue sold in kilogram. Record the quantity sold in kilograms – converting from local units if necessary.

Question 26: What was the total value of the sales?

For the residue recorded in question 25, you will have to ask for the total value in TSHs. If there were multiple sales, record the total amount. Ask the respondent to estimate the total value of the residue.

Question 27: Do you have any of the harvest in the last 12 months in storage now?

Ask the respondent if there is any crop in the storage facility, either at home or at another location. If the answer is yes, write '1' and move to the next question. However, if the answer is no, write '2' and go back and start to ask the same question for the next crop (question 1) in this section 16. If you are in the last listed crop, then you should proceed to section 17.

Question 28: How much of this harvest do you still have in storage?

Indicate what amount of the crop storage is still in storage at this time. This amount should be recorded in kilograms, not in local units.

SECTION 17: PROCESSED AGRICULTURAL PRODUCT AND AGRICULTURAL BY-PRODUCT.

Question 1: Did the household process any of the products harvested on the farm in the last 12 months?

Probe to make sure that the respondent understands all the possible agricultural products and by-products. If the answer is yes, write code 1 and ask next question, and if the answer is no write code 2 skip to section 18a.

Question 2: Crop name

Write the name of the original crop from which the product or by-product comes. Indicate the appropriate crop code, and then mark if a product (code '1') or by-products (code '2') is produced. Codes for the crops are the same as those used in section 16.

Agricultural Product: If the good was produced purposely for sale this is an agricultural product. For example, if the household pounds maize grain grown on the farm into flour and sells the flour, this would be an agriculture product.

Agricultural by-product: If the good is produced as a consequence of processing another good, but is sold anyway, this is an agricultural by-product. An example of an agricultural by-product would be if the husks from the maize production are sold as animal fodder.

It is important for these good to make the distinction between the two. For example, squeezing apple juice for sale in the market from the apples grown on the respondent's farm would be an agricultural product. If the household produced dried apple slices for sale, but before the apple slices can be dried all the juice must be squeezed out, and this juice is then sold in the market, it is an agricultural by-product. The important thing in making the distinction is the primary goal of the production.

Note that some of the products may appear twice, once under "Agricultural Products" and once under "Agricultural By-Products."

Question 3: What is the product or by-product produced from this crop?

Indicate what product or by-product is produced, using the codes listed on the questionnaire – being careful to distinguish between agricultural products and by-products for items that appear on both lists. If the respondent lists a product that does not appear on the list on the questionnaire, decide if the item is a product or by-product and chose the appropriate "OTHER" code. Write the name of the item in words.

Question 4: What is the quantity produced in the last 12 months?

Ask the respondent the amount of product or by-product produced within 12 months, write weight in kilogram/liter. Be careful to convert the amount into either kilograms or liters. For example, if the respondent produced a tonne of fodder, indicate 1000 kilograms.

Question 5: Was any [PRODUCT] or [BY-PRODUCT] sold?

Ask the respondent if any amount of the by-products produced in the past 12 months were sold. If the answer is yes, continue to Question 6, if the answer is no skip to Question 9.

Question 6: How much was sold?

Ask the amount of by products sold by the respondent. Write the amount and the code of the unit in kilogram or liter within 12 past months. Be careful to convert the amount into either kilograms or liters. For example, if the respondent sold one tonne of fodder, indicate 1000 kilograms.

Question 7: How much [CROP] did you use as input for the sold [PRODUCT/BY-PRODUCT]?

Ask the respondent the amount of [CROP] that was used as inputs for the [BY-PRODUCT]. For example, if 60 kilograms of maize grain was used to produce 20 kilograms of flour, indicate the amount of the input, 60 in this case, on the questionnaire.

For example: you have obtained fodder from paddy, what is required here is the total amount of paddy that produced the mentioned fodder.

Question 8: What were the total sales in shillings?

Ask the respondent for the amount of the sales of each product/by-product, and write the amount in shillings.

Question 9: Did you incur any other expenses such as labor costs, additional inputs etc in the production of [PRODUCT/BY-PRODUCT)?

This question relates to other costs used in production of those products/by products. For example, wages for workers, fuel for machines, etc. If the answer is yes continue to Question 10, if the answer is no go to the next crop. If there is no any other processed crop go to section 18A.

Question 10: What were the total costs of these additional expenses?

Ask the respondent for the amount spent on the additional expenses, and record this amount in TSH.

SECTION 18A AND 18B: LIVESTOCK

Below is the list of some of the animals and their meaning that can assist you in distinguishing them.

Bull: Mature **uncastrated** male cattle used for breeding

Cow: Mature female cattle that has given birth at least once

Steer: Castrated male cattle over 1 year of age

Heifer: Female cattle of 1 year age up to the first calving

Oxen: Castrated male cattle over 1 year age used as draft animal (example for cultivation)

Calves: Young cattle under 1 year of age

Billy Goat (he-goat): Mature **Uncastrated** male goat used for breeding

She Goat: Mature female goat over 9 months of age

Kid: Young goat under 9 months of age.

Ram: Mature **Uncastrated** male goat used for breeding

Ewe: Mature female sheep over 9 months of age

Lamb: Young sheep under 9 months of age.

Boar: Mature **Uncastrated** male pig used for breeding

Sow: Mature female pig that has given birth to at least once.

Gilt: Female pig of 9 months of age up to the first farrowing.

Piglet: Young pig with less than 3 months of age.

Question1: Did this household own any animals in the last 12 months (cow, goat, chicken etc)?

Ask the respondent if anyone in the household has kept any livestock in the past 12 months. If the answer is yes, write code '1' then go to Question 1a. If the answer is no, write code '2' then go to next section.

REMEMBER THAT YOU WILL ASK QUESTIONS 1A-17 FOR EACH ANIMAL AND THE SAME INSTRUCTIONS ALSO APPLY FOR THE NEXT TWO SECTIONS, THAT IS SECTION 18A (QUESTION 1A-17) AND SECTION 18B (QUESTION 1A-17).

Question 1a: Does your household currently own any livestock, including chickens, dogs, rabbits etc?

For each listed animal on the questionnaire, ask the respondent if anyone in the household owns or keeps any of the animals now. Mention each of the mentioned animals to the respondents. Livestock or animals should only be those that are currently kept at the respective household, not those kept outside of the household by other people. If the answer is no write code '2' then ask next animal. If the answer is yes, write '1' and continue to Question 3. If the household names a type of animal not included on the list, write the name of the animal in words in row 16 and continue to Question 3.

Question 2: How many [ANIMAL] does this household currently own?

Ask the respondent how many animals they currently own. Add up the same animals and write down the total number of same animals. For example, the total number of cows will be written on the row for cow, including "Indigenous," "Improved Beef," and "Improved Dairy."

If the box (row/column) is shaded this means the corresponding questions are not relevant to the animal listed on this row. Leave the space (box) blank.

Question 3: How many [ANIMAL] were born in the past 12 months?

Ask the interviewer on the number of [ANIMAL] born in the last 12 months. In the cases where the box is shaded, do not ask this question to the respondent.

Question 4: How many [ANIMAL] have you bought alive in the last 12 months?

Ask and record the number of animals purchased by the household in the last 12 months. Include young animals. If no animals bought in the last 12 months, write '0' and skip to question 6.

Question 5: What was the total value of these purchases?

Ask and record the total value of the purchases in the last 12 months in TSH.

Question 6: How many [ANIMAL] did you receive as gifts in the past 12 months?

Gifts include both transfers from friend and family members and those from outside organizations such as NGOs. Record the number received as gifts, including young animals.

Question 7: How many [ANIMAL] have you lost to DISEASE in the past 12 months?

Ask the respondent if there any animal died within last 12 months, excluding those that were intentionally slaughtered. If no animals died of diseases, write '0' and skip to question 9.

Question 8: What was the value of these [ANIMAL] lost to disease?

Ask the respondent to estimate the value of animals which dies of disease in the last 12 months. This amount should be recorded in shillings.

Question 9: How many [ANIMAL] have you lost to THEFT in the last 12 months?

Ask the respondent to indicate the number of [ANIMAL] stolen over the past 12 months. If no animals stolen, write '0' and skip to question 11.

Question 10: What was the value of these [ANIMALS] lost to THEFT?

Ask the respondent to estimate the total value of [ANIMAL] stolen, and record this amount in shillings.

Question 11: How many [ANIMAL] have you sold alive in the past 12 months?

Ask the total number of animals sold alive in the past 12 months. Do not include animals that had been slaughtered prior to sale in this question. If no animals sold alive, write '0' and skip to question 13.

Question 12: What was the total value of sales?

Record the total value of live animal sales in the last 12 months for each type of animal sold.

Question 13: How many [ANIMAL] slaughtered did you sell?

Ask the total number of animal s that was slaughtered for sale in the past 12 months. This question refers only to animals that slaughtered for sale only. Do not include those which were slaughtered for other purposes (such as funerals, vocations, etc.) If none of the animals slaughtered were sold, indicate '0', and skip to question 15.

Question 14: What was the total value of the sold slaughtered [ANIMAL]?

Record the total value of sales for each type of animal slaughtered and sold in shillings.

Question 15: What was the total cost of this labor for [ANIMAL] in the past 12 months?

This question asks the cost for hired labor from outside the household to help with the [ANIMAL] in the last 12 months. Include both those laborers that were paid in cash and those paid with in-kind payments. If no labor was hired outside the household, write '0'.

Record the amount paid to labor from outside the household that assisted with each type of animal. This amount should be recorded in shillings. Therefore the value of in-kind payments will have to be estimated in shillings.

However, this question poses a great challenge to the enumerators especially when a single person is taking care of more than one type of animal. In this case it is very difficult to estimate the cost of labor for different types of animals being looked after altogether by the same person. What it means is that we request the

enumerators to try their best to estimate the cost of labor for each type of animals owned by the household. If for example the respondent says they paid a certain amount of money as the cost of labor for all types of animals they have, ask him (to estimate) if he was to pay for each type of animal separately how much he would pay (for each type) so that when you add up the cost for all types of animals you get the same amount mentioned earlier as the total amount paid.

Question 16: What was the total cost of this fodder for [ANIMAL] in the last 12 months?

This question asks the animal fodder purchased outside of the household for each animal. The answer should be in kilogram. If fodder was purchased, write '0' and proceed to another animal starting question 1a to 17.

Use the same techniques explained in question 15 to get the cost of fodder for each type of animal when the fodder is bought for all types of animals owned by the household.

Question 17: What was the total cost of this fodder for [ANIMAL] in the last 12 months?

Record the total cost of fodder over the last 12 months purchased for each type of animal.

SECTION 19A: LIVESTOCK BY-PRODUCT

This section asks about products that are produced by the raising of different types of animals. Be sure to make the distinction between traditional and improved cow milk, and traditional and improved chicken eggs. As there are many different produces that can be produced, and these things may vary by region, many items might not be on the list. Rows 10 to 12 are available to record products that do not appear on the list. Write the name in words and continue with the section. There is also a section on the bottom of the page that asks about services that can be provided by certain types of animals.

Question 1: Did your household produce any [PRODUCT] in the last 12 months?

Ask respondent if the household produced each of the items on the list, making sure to distinguish between improved and traditional varieties. If the answer is no for one product, write '2' and go to the next product. If the answer is yes, write '1' and proceed to question 2. Additional products not appearing on the list should be added in columns 10, 11 and 12.

Question 2: During the last 12 months, for how many months did your household produce any [PRODUCT]?

This question asks for how many months out of the year the household produced the [PRODUCT]. For example, if the chickens only lay eggs for 8 out of 12 months, the response to this question should be 8. Or, if the household only spends two months a year working on skins and hides, the response to this question should be 2.

Question 3: During these months, what was the average quantity of [PRODUCT] produced per month?

This question estimates the production of [PRODUCT] for an average month of production. These measurement should be in standard international units (such as liters or kilograms), not in local units. Note also that there is a unit labeled “pieces.” This should be used only where appropriate. For example, a household can produce 6 skins (or “pieces”), but it cannot produce 6 pieces of honey or milk. Liquid measures should always be recorded in liters.

Question 4: Did you sell any of the [PRODUCT] that you produced in the last 12 months?

Ask the household whether they sold any of the products produced during the last 12 months. Code ‘1’ if the household sold [PRODUCT] in the last 12 months and proceed to next question. Code ‘2’, if none of the product was sold and skip to the next row. If no any other product go to section 19B

Question 5: How much of the [PRODUCT] produced did you sell in the last 12 months?

This question estimates the total sales of [PRODUCT] in the last 12 months. These measurement should be in standard international units (such as liters or kilograms), not in local units. Note also that there is a unit labeled “pieces.” This should be used only where appropriate. For example, a household can sell 6 skins (or “pieces”), but it cannot sell 6 pieces of honey or milk. Liquid measures should always be recorded in liters.

Question 6: What was the total value of sales of [PRODUCT] in the last 12 months?

Ask the respondent the total value of sales of each [PRODUCT] in the last 12 months. This value should be recorded in shillings. **Remember to include value for both sold and unsold products.**

SECTION 19B: AGRICULTURAL SERVICES

Question 1: Did your household sell any of the following agricultural services in the last 12 months?

Ask the respondent if the household provided or sold any of the listed agricultural services in the last 12 months. If the answer is yes, write ‘1’ and proceed with the next questions. If the answer is no, write ‘2’ and skip to the next services. If there no other services skip to section 20.

Question 2: During the last 12 months, how many times did your household sell [SERVICE]?

For a yes in question 1, ask how many times the household sold the service in the last 12 months? **Note that it is how many times and not how many days.**

Question 3: What was the total value of sales of [SERVICE] in the last 12 months?

Ask the respondent the total value (in shillings) of sales of the services in the last 12.

SECTION 20: FARM IMPLEMENTS AND MACHINERY

In this section there is a list of farm implements and machinery. Ask the household if they own these equipment (only those that are still in working order). Read all the items to the respondent.

Question 1: How many [ITEM] does the household own?

Indicate how many of each [ITEM] the household owns. If the household does not own any of the items, code '0' and skip to Question 3.

Question 2: What is the value of the [ITEM] if sold?

This question asks the respondent to estimate the worth of the [ITEM] now, **not when the item was purchased**. For example, if a household has owned an item for many years, it may be worth much less now than when the household bought it. This question asks the respondent to estimate the value of the item now if they sold it.

Question 3: Did the household own [ITEM] during the last 12 months?

This question asks, even if the household does not own [ITEM] now, did they own any during the last 12 months. Some items may have been bought or sold during the year, but it is important to know if the household owned the item for the last 12 months (about which we have asked the agricultural production questions).

Question 4: Did your household rent or borrow any [ITEM] for use in the last 12 months?

Ask the respondents if they rented or borrowed the equipment and used it for farming activities in the last 12 months. If the answer is yes, write '1' and continue with the next question. If the answer is no, write '2' and skip to the next item. If no other items rented/borrowed skip to section 21.

Question 5: How much did your household pay to rent or borrow [ITEM] in the last 12 months?

Ask for the amount of money that was spent for hiring the equipment in the last 12 months. If the respondent made in-kind payments for the use of this equipment, estimate value of these payments and record the total in Tanzanian shillings.

SECTION 21: INVESTMENT AND SELLING OF AGRICULTURAL ASSETS

Question 1: Did the household make any expenditure on the following [ITEM] during the last 12 months?

Ask the household if they made any expenditure on the listed items. If the answer is yes, indicate '1' and go to the next item. If no, write '2' and skip to the next item. If there is no other item, go to question 3. Ask this question for each of the listed items.

Question 2: How much did your household pay to rent or borrow [ITEM] last 12 months?

If the household made any of the agricultural investment (in question 1), ask the total amount of shillings paid by the household in the last 12 months.

Question 3: Did the household receive any money from selling the following [ITEM] during the last 12 months?

Ask the household if they received any amount from selling of the listed agricultural assets. If the answer is yes, write '1' and go to the next questions. If the answer is no, write '2' and skip to the next item. If there is no any other item, then finish the interview for the fourth visit.

Question 4: How much did your household receive in the last 12 months?

If the household received money from selling the agricultural assets, ask the amount received in the last 12 months.

3.6 Form V: Household Diary of Purchases and Consumption

The diary of expenditure and consumption (Form V) is a very important instrument for this survey and should be understood well and is to be filled correctly for this survey to be a success.

The Diary of Purchases shall be filled in by the person most familiar with the expenditures made for purchasing products/services and/or by the person that usually makes most of the household expenditures, recording day by day during a period for the suitable items, all the expenditures made by him/her or by other household members.

All the expenditures made for purchase of products/services, of any nature and quantity, made during the 28 reference days shall be recorded.

Expenditures are to be recorded every day, in order not to forget them. The receipts from shops can sometimes help with this task in terms of remembering what was bought.

Record each product separately, not as group categories (e.g. you have to record bananas, apples, grapes, not to record them as fruits)

Include products purchased locally and products purchased abroad.

If some items were bought on credit or delayed payment, the total amount has to be recorded regardless of the fact that the respective instalments will be paid during some other period.

In case respondents made, during the Diary keeping time, higher costs for food and beverages because of a wedding ceremony, baptism, religious holidays, funerals etc., such expenditures should be separated and recorded as separate items in the Diary.

In case a household, which keeps a Diary, has its own shop out of which it takes ("buys") food and beverages etc, such expenditures should be recorded in the Diary based on retail prices.

Exclude expenditures made for the needs of a professional/business activity, and not for household consumption.

Include expenditures made for the purchase of products/services to be given as gifts.

In the case that, during any day out of the 28-days Diary keeping period the household did not make any expenditure on that page write "No purchases".

When the 28 recording days in the Diary of Purchases is over, you have to withdraw the Diary of Purchases and Consumption and then complete Form IV face-to-face interview with the household.

Before leaving the household for the last time, please carefully verify that the recording of the expenditures in the Diary of Purchases and Consumption was carried out correctly. This is to avoid duplication with the household expenditures captured in Form II or for any other irregularities.

Remember that in this survey you will be in the household for 28 days for a particular household. For example for a household starting the survey on the 1st of the month will be completing on 28th of that particular month and the household which will start on 15th of the month will complete on 11th or 12th of the following month depending on number of days in the particular month a household started the interview. The main reason for this survey to stay in a household for such a duration is this Form V.

This is a typical record book (diary for domestic account) where daily records of all transactions for household consumption purpose are recorded. Note that, these should be written neatly and fresh page each day. This booklet (diary) is to be kept by the respective enumerator for the whole of survey period. Each household member aged 5 and above has to keep the booklet (Form VI) to write his/her daily expenditure. The enumerator will be required to visit the particular household daily or after 2 days to transfer household transactions to the Form V.

This form has to be filled for 28 days by all responsible household members explained above. The enumerator will be required to visit the household very often (after every one day) to make sure that the filling of diary is going on well and if there is any question concerning the survey. Remember to include own produce, gifts, etc

Here is example on how household members will fill this form (Form VI);

Record all the products you PURCHASED or OBTAINED during the day						
S/N	2. Name of product	3. Unit of measure	4. Quantity	5. Availability	6. Source	7. Amount paid or estimated monetary value Tsh
B1. FOOD PRODUCTS PURCHASED OR OBTAINED						
1	Rice	Kg.	8	Purchased	Shop	9,600
2	Cassava leafs	Bundles	2	Own produce	Household farm	600
3						
4						
5						

Here it can be seen that the household member in this particular day has shown his/her expenditure whereby he/she purchased rice 8 kg. And two bundles of cassava leafs from his farm. Let's now look at food products consumed during a day.

B2. Record all Food Products you consumed during a day						
1	Rice	Kg.	1.5	Purchased	Shop	1,800
2	Rice meat	1 plate	1	Purchased	Restaurant	1,500
3	Cassava leafs	Bundles	2	Own produce	Household farm	600

4						
5						

Here it can be seen that the purchased 8 kg did not consumed all in that day, instead only 1.5 kg consumed. On the same day he/she also had one plate of rice in a restaurant and all two bundles of cassava leaves consumed on that particular day. Let's check another expenditure on that same day.

B3. Record all other Non Food Products and Services made by household members						
1	Charcoal	Tin	1	Purchased	Local market	500
2	Match box	Number	1	Purchased	Shop	50
3						
4						
5						
B4. Record other Food and Non Food expenditures and Services made by household members to Non household members						
1	Soft drink - Pepsi	Bottle	1	Purchased	Shop	500
2						
3						
4						

Here it can be seen that on the same day this same household member purchased one tin of charcoal for 500 shiling and one match box for 50 shiling as part of meal preparation for all household members on this day. But, was this the end of expenditure on that day? The answer is no, since we can see that on B4, this household member purchased one bottle of soft drink for his/her friend who is not member of this household.

After seeing these examples which show exactly picture of what will be happening during interview, then the enumerator will be required to shift these information to Form V. For that case, the enumerator will be required to visit the household after every one day for shifting the information of previous day from Form VI to Form V. Shifting of these information needs accuracy and seriousness as this Form has many item and each information in Form VI needed to be shifted accurately to Form V. This is because not each item in Form VI shifted directly to Form V. For example, not all the information in B2 in Form VI shifted to the same destination in Form V. Let's see how enumerator will be needed to record these information from Form VI to Form V (see below).

A: DAILY EXPENDITURE

Record all Products obtained or purchased by household /household members from various sources.													
S/N	2. COICOP CODES							3. Product name	4. Unit 1. Gram 2. Kilogram 3. Meter 4. Liter 5.ml/cc 6. Pair 7.Piece 8. Number 9. K/wh (Electricity)	5. Amount	6. Amount paid or estimated monetary value Tsh	7. Source	8. Destination
	A1 FOOD												
1								Rice	2	8	9600	1	1
2								Cassava Leafs	1	750	600	8	1
3													
4													
5													
6													
7													
8													
9													
.													
.													
.													
33													
A2 NON FOOD PRODUCTS AND SERVICES													
1								Charcoal	1	1150	500	1	1
2								Match box	8	1	50	2	1
3													
4													
5													
6													
7													
8													
9													
10													

Here we can see that there are various ítems in Form V in which ítem B1 and B3 from Form VI are recorded in itm A of Form V. Other ítems of Form VI are being recorded in Form V as shown here.

B1 Record all food products consumed in the household by household members per day													
S/N	9. COICOP CODES								10. Name of food product (write the food products used to prepare the meals)	11 Unit 1. Gram 2. Kilogram 3. Meter 4. Liter 5. ml/cc 6. Pair 7. Piece 8. Number	12. Quantity	13. Amount paid or estimated monetary value in Tanzania Shillings	14. Source: 1. Purchased 2. Own produced 3. Received as a payment in kind 4 Free or a gift 5. Food aid 6. Gathered
1	-								Rice	1	1500	1800	1
2									Cassava leafs	1	750	600	2
3													
4													
5													
.													
.													
.													
18													

B2. Daily number of people eating food inside the household by meals			
	15. Breakfast	16. Lunch	17. Dinner
Household members			
Non household members			

B3. FOOD CONSUMED OUTSIDE HOME												
S/N	18. COICOP CODES								19. Description of FOOD CONSUMED OUTSIDE HOME (Restaurants, bars, cafés, fast food, street vendors, etc.) Describe in detail what purchased, e.g 2 plates of rice and meat, 3 cups of coffee	20a. Number of HH members	20b. Number of Non HH members	21 Amount spent on total food in Tanzania Shillings.
1									Rice meat	1	0	
									Pepsi	0	1	

B4. Daily number of household members eating at work/school canteens or friend's places by meals			
	22. Breakfast	23. Lunch	24. Dinner
Household members			
Non household members			

Therefore, as it can be seen above, foods, drinks, etc. that consumed outside home will be written in B2 in Form VI but in Form V will be recorded in B3, while those consumed in the household under interview will be written in B1 on Form V.

Other item of Form V

This form contain three pages; first page has identification and four questions.

First question is to list all members of households starting with head of household.

Second question enumerator required to ask each listed household member in question one; the number of days had been in the household in the 28 days of the survey in the household. If the number of days is less than 28 then ask question three

Question three needs to know the reasons caused the particular household members to be out of household for some days or all the interview days in the households. The reasons might be business/job trips, education, medical, etc.

Question four required to know number of days in which every member of household had been in the household in the period of last twelve months. **Remember that this section (question 1 to 4) has to be asked on the last day of the interview in the household, that is on 28th day.**

Second page has two items which is 'Food' and 'Non Food' which obtained or purchased from various sources. The options are: purchased, own produced, gathered, etc. For all products write; name of the product, unit of measurement, quantity, amount paid or estimated monetary value in Tanzania Shillings, source of the product and destination.

On third page of this questionnaire, write all the products which have listed in second page but only that consumed by that particular day are to be written in section B1.

In section B2, write the number of persons who had a meal in the household in a particular day by type of meal and by identifying household members and non household members.

In section B3, list all food taken outside the household in a particular day, number of household member and non household member involved in each type of meal and the amount paid on each meal.

Be aware that page two and three, represent one day, so in that case the Form V will contain at least 30 pages of page two and at least 30 pages of page three for full interview in a household. This means that in each day of interview the questionnaire will have at least one page of page two and one page of page three.