

**HOUSEHOLD LIVING STANDARDS SURVEY
1997 - 1998**

**HANDBOOK
FOR SURVEY TEAM LEADER**

**THE GENERAL STATISTICAL OFFICE
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1 - INTRODUCTION

1.1 Survey objectives

The purpose of the Vietnam Household Living Standards Survey 1997-98 is to collect the most essential information about the living standard situation of all segments of the population to serve as a basis on which to make policies and guidelines in the socio-economic development strategy of the country, to gradually improve and increase the standard of living of all segments of the population according to some of the following goals:

- Each couple should have only 2 children to stabilize population
- Reduce child mortality (under 5) from 81 per thousand born (1990) down to 55 per thousand by reducing the mortality of children under 5 by 20% in all provinces. Reduce the infant mortality (under 1) from 46 per thousand born (1990) down to 30 per thousand born by the year 2000.
- Reduce maternal mortality from 1.1 per thousand (1990) down to 0.7 per thousand.
- Reduce the rate of children with low weight for age from 42% in 1989 to 30% by 2000.
- Increase the share of the population with clean water to use from 43% (1990) up to 82% of which in rural areas from 40% to 80%. Increase the share of the population with hygienic human waste disposal from 22% (1990) to 65%, in rural areas from 15% to 60%.
- Reach universal primary enrollments for 90% of children age 6 to 14 in the year 2000, the remaining 10% to finish grade 3 and no child under 15 years illiterate by the year 2000.
- Eliminate illiteracy among 50,000 women and youth who are illiterate and half illiterate in ages 15 to 35.

The main information collected to assess living standards of the various segments of the population in this survey are:

- Income and expenditures of the household
- Health and education
- Employment and other economic activities of the household
- Demographic characteristics and migration patterns
- Housing, amenities and environment

In addition, other information is collected in order to make plans and build policies for socio-economic development, and assess the effect of policies on the socio-economic life of the country. This information will be collected and provided to meet the following objectives:

- Identify which groups in particular need assistance from the government.
- Build models and policies for socio-economic development and life for the whole society and for each group.

-Analyse the effects of the policies and economic situations that influences living conditions of households.

1.2. Survey methods

In an effort to obtain all possible objectives of the survey with a limited budget and human resources, the sample size is fixed at 6000 households. Sample coverage includes all provinces and cities nationwide, except for such islands as Phu Quoc, Con Dao, Cat Ba.. . due to difficulties in transport and implementation conditions. The sample is primarily taken based on households who were interviewed in the 1992-93 Living Standards Survey and the Multi-purpose household survey which the GSO implements each year. The remaining replacement households have not participated in these surveys.

In order to ensure the timeliness and exclude the effects of seasonality, this survey uses the method of rotating the sample: 6000 surveyed households are divided into 10 sub-samples with a survey duration of a month each.

The survey uses two types of questionnaire:

1. Household questionnaire to be filled in over 2 rounds, each round taking 2 weeks.
2. With the view that household living standards also depend on community conditions where the household is living, a second type of questionnaire is used: the community, school, health center (to be asked in rural areas and small towns) and price questionnaires. These questionnaires collect information on economic infrastructure education and health services, etc. and prices of goods and services in the commune/ward where the households are living.

The survey uses a direct interview method to collect information. Different reference periods are required for people to recall different information, from 2 weeks to 4 weeks to the past 12 months, etc. depending on the frequency of occurrence of the research phenomena.

Because of the complexity of the survey with many topics, some technical methods are used to guarantee the quality of the survey data including:

-Questionnaire designed with most codes written out to save time coding during data collection and to reduce errors.

-After recording information for round 1, the information in the questionnaire will be entered immediately into the computer in the survey location and the computer will check for inconsistencies in the data. Errors will be corrected by the interviewer returning to the household to check during round 2.

-The work of the interviewer, anthropometrist and data entry operator will be supervised and checked very carefully. For every two interviewers, one anthropometrist and one data entry operator there is one supervisor.

1.3. Survey organisation:

The GSO has established 19 interview teams. The members of the team are staff who participated in the Living Standard Survey 92/93 and new staff from the General Statistics and Provincial Statistics Offices.

The Steering Committee is comprised of 4 members who are in charge of directing the planning and organizing the implementation of the survey.

-One steering committee director who is responsible for managing, and operating all activities of the survey.

-3 deputy directors of the steering committee who are responsible for building the plans, organizing the monitoring of the survey implementation.

To assist the steering committee a group of experts will be established with responsibility for preparing professional/technical materials for the survey including questionnaires, handbooks, training materials and participating in supervising and implementing the survey.

The Survey team consists of 5 members:

-1 supervisor responsible for monitoring and supervising the work of the interviewers, anthropometrist and data entry operator; managing all the work of the survey in the survey cluster. The supervisor is also responsible to meet with the commune officials to collect information in the commune, school and health center questionnaires.

-2 interviewers responsible for collecting and recording information from households in the household questionnaire.

-1 anthropometrist responsible for measuring arm circumference, height and weight of members of the households; collecting data on the price questionnaire and comparing data in the computer data entry reports with the data in the questionnaires to identify any discrepancies between the filled in questionnaire and entered data.

-1 data entry operator responsible for entering data from the questionnaires into the data entry program, providing the supervisor with consistency check reports regarding the input data, using the computer effectively, managing the questionnaires, diskettes containing entered data and sending all of these to the Survey Steering Committee.

1.4. Interview organizations:

Six thousand selected households are to be interviewed by 19 teams to collect data. Each survey team must establish itself in a stable place in the local survey area such as a local statistics office or Commune or Ward People's Committee in order to communicate regularly and discuss information with the local authorities regarding difficulties that come up in the survey process in their locality. Each team is responsible for surveying 10 commune/wards. The survey team will carry out the survey in each commune/ward in approximately 1 month, divided into 2 rounds, each round lasting 2 weeks (A work week includes all 7 days).

Each household is interviewed 2 times:

-In the first round, the household will be interviewed from section 1 to section 7 or section 8 of the household questionnaire. The interviewer should try to interview through section 8 so the data can be checked and so there is sufficient time to interview round 2.

-In the second round, interview all remaining sections.

Time table for household interviews in a commune/ward is as follows:

-In the first week: 16/15 households in the commune will be interviewed about round 1, from sections 1 to 7 or 8 of the questionnaire.

-The second week: the work is similar with that of the first week, but it is done with the 16/15 remaining households.

-The third week: the interview team returns to interview the second round among the 16/15 households interviewed in the first week on the remaining sections of the questionnaire.

-The fourth week: the work is similar with that in the third week, but it is done with the households interviewed in the second week, and simultaneously completing both rounds of the survey in a commune/ward.

After finishing the questionnaire in each round, the interviewer must check to complete the questionnaire then hand it to the team leader to check and enter data in the computer. In case it is necessary and missing information, discrepancies or suspicious things are noticed, the interviewer should re-interview the household to adjust the information in the questionnaire.

2 - ROLE AND RESPONSIBILITIES OF TEAM LEADER

2.1 Role of the team leader

The Team leader, on behalf of the Steering Committee, organizes and directs data collection and data entry at the survey locality. The team leader is responsible for the following main tasks:

- 1) Supervise all activities at the locality, coordinate and monitor activities of interviewers during the data collection process at surveyed households.
- 2) Monitor, check, and assess the quality of work of the interviewers, quality of data from completed questionnaire, and simultaneously check data entry outcome of data entry operators.
- 3) Administer staff and equipment of the interview team .
- 4) Liaise, report activities of the interview team to the regional and central steering committee cadres.
- 5) Collect information from communes/wards, schools and Commune health center.

2.2 Specific tasks of the team leader

- 1) Explain clearly the objectives and requirements of the survey team.
- 2) Re-confirm household lists and select replacement households in case of inability to interview the already selected households.
- 3) Prepare questionnaire for the interviewer
- 4) The team leader is wholly responsible for setting up a daily time schedule, assigning tasks to interviewers and anthropometrists and arranging appointments for household interviews at the localities he/she is responsible for.
- 5) Recruit interpreter if necessary
- 6) Check the data recorded in the questionnaire upon completion of data collection by interviewers and anthropometrists.
- 7) Follow and supervise work done by interviewers, anthropometrist and data entry operators.
- 8) Re-interview some households to ensure data quality and reliability.

9) Arrange meetings with local authorities and staff to collect data for the commune/ward, school, commune health center questionnaires. Information on school codes (Section 8 of commune/ward questionnaire) is necessary to code in the household questionnaire (Section 2), and information on planting and crop harvest times can facilitate the interviewer when interviewing Section 9 at the households. Therefore, information collection at the commune/ward should be done early.

10) Check printed outcomes after data entry.

11) Write reports and send them to the regional steering cadre upon completion of work at the locality.

Detailed contents on roles and specific tasks of the team leader will be presented in parts 3, 4, 5, 6, 7 and 8 of this handbook. The specific task 9 alone will be explained in a special manual for guidance on commune/ward, school, commune health center questionnaires.

2.3 Relations with the Central Steering Committee

2.3.1. Responsible for technical survey issues and supervision of interview implementation.

The team leader will be responsible to the Steering Committee for technical and other issues of the interview team at the locality. In addition to training and improving professional skills for team leader and interviewers, the Steering Committee, through regular contacts with the regional cadres, will monitor survey progress and common problems arising during the process of providing technical guidance in the field. Therefore, the team leader must report the above-mentioned issues to the Central Steering Committee.

Each month, the Central Steering Committee will send a staff member to check on the locality. The contents to be checked will focus on the following aspects:

- 1) Operations of the interview team.
- 2) Visit some households, and randomly interview some questions in the questionnaire to assess the quality of data collected by the interviewers.
- 3) Resolve technical and professional problems that have arisen.

Through the afore-said checks, we can assess the work of the team leader as well as the quality of data collected.

2.3.2 Write official reports on status of survey implementation, and send them to regional cadres.

When an enumeration area is completed, the team leader must send all data collected from the household, community, and price questionnaires contained in diskettes to the regional steering cadre and report briefly on the status of implementation in the two areas done that month. Contents to be reported include:

- 1) Name and code of each interviewer in the team.

- 2) Lists of the surveyed households including households provided by the Steering committee and replacements if necessary accompanied with Remarks for such cases among household in each enumeration area (Form B)
- 3) Main difficulties arising in the preparation process as well as throughout the time of the two round survey and resolutions to these difficulties: including resolutions to newly separated, divided commune/wards compared with the Living Standard Survey 1992-93.
- 4) Brief comments on the work quality of each enumerator, data entry operator and anthropometrist; relations among interviewers, between team leader and team members. Form for reporting about interviewers (Form D) and comment form for the anthropometrist (Form G).
- 5) Summary comment about work of data entry operator and anthropometrist

It should be noted that this report only raises the main issues of general characteristics , not common or general issues at the surveyed locality.

Before proceeding to the next enumeration area, all documents for the survey such as questionnaires and relevant papers of the previous area must be completed and sent to the regional steering cadre. The documents include:

- 2 sets of diskettes containing data entered for the household, commune/ward, school, commune health center and price questionnaire (originals and copy)
- 32 (or 30) household questionnaires
- 32 (or 30) check lists for questionnaire (Form C).
- 32 (or 30) documents printed out from the data entry system (lists of entered records and records of logic check outcomes among records.)
- 1 commune/ward questionnaire
- 1 price questionnaire
- 1 commune health center questionnaire
- School questionnaires(maximum 6 questionnaires)
- List of households in each enumeration area (Form A)
- Re-interview form for the first round (Form E) from 4-6 forms
- Re-interview form for the second round (Form F) from 4-6 forms

There are two ways of sending documents:

- 1) Regional steering cadre comes directly to receive the documents.
- 2) Send through the driver when moving to another area

Official minutes must be set up upon the transaction of the documents: The team leader keeps a copy, and the other is kept by the regional steering cadre.

2.4 Relations with the regional steering committee

The regional steering committee is responsible for the following tasks:

- 1) On behalf of the Steering Committee to manage interview teams under his/her administrative region.
- 2) Tackle troubles, shortcomings arising in interview teams under his/her administration.

- 3) Before the arrival of the interview team to the area, the regional steering cadre must arrange meetings with local authorities to introduce the contents, purpose and time schedule and some requests of the interview team. One of the main requests is to make a list of all households in each enumeration village/cluster in order from North to South and from East to West using Form A below. After that the regional steering cadre will provide a list of households from the Living Standard Survey 1992-1993 or the Multi-purpose Survey with full names of household members and request the local authorities to re-identify the current status of the previously interviewed households. For instance, if the household remains unchanged, or has been divided into 2 small households or the household has moved to another village/cluster or moved to a new address in the same cluster or another household has moved to this old household, etc. When the interview team comes to the area, there should be available a list of households in each village/cluster and a list of the identified households.
- 4) Receive documents from interview teams to send to the Steering Committee.

The regional steering cadre is not allowed to let any interview team member leave the enumeration area without pre-agreement from the team leader. Furthermore, the regional steering cadre will not be allowed to mobilize or use survey equipment such as: computer, and other equipment in service of other purposes that are unrelated to the survey.

FORM A: LIST OF HOUSEHOLDS IN THE SURVEY CLUSTER FOR THE VLSS 97-98
MAKE A LIST OF ALL HOUSEHOLDS TO BE INTERVIEWED IN EACH VILLAGE IN ORDER FROM NORTH TO SOUTH AND EAST TO WEST ACCORDING TO THIS FORM.

PROVINCE/CITY:
DISTRICT:
COMMUNE/ WARD:
VILLAGE/BLOCK:

CLUSTER CODE:
 (FILLED IN BY THE TEAM LEADER)

DATE LIST MADE				
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DATE MONTH YEAR

LIST MAKER	
POSITION	

ORDER	NAME OF HOUSEHOLD HEAD	HOUSEHOLD ADDRESS
1		
2		
3		
...		

3 – PREPARATIONS FOR THE SURVEY

The Steering Committee will send to all team leaders a list of enumeration areas and household from the Living Standard Survey 1992-1993, accompanied with an operation plan. On arrival at the enumeration area, the team leader must do the following work:

- 1) Prepare the agenda for a meeting with the local authorities
- 2) Re-identify selected households, and replaced households if necessary
- 3) Communicate to all selected households about the purposes and contents of the survey.
- 4) Arrange the interview schedule
- 5) Prepare the questionnaire for interviewers

3.1 Meetings with the local authorities

3.1.1 Communicating the importance of the survey

On arrival at the EA, the first thing the interview team has to do is to arrange a meeting with the local authorities (commune/ward) to clarify the purpose and importance of the survey. The contents of the meeting include:

- Introduction of the number and composition of the interview team to the local authorities.

- Explanation of specific issues below:

- 1) With assistance from the Government, the General Statistical Office is conducting a Household Living Standards Survey 1997-1998. This survey aims to produce an in-depth assessment of the actual status of living conditions of all segments of the population. It is of great significance to provide information as a basis for policy development in order to improve and upgrade living conditions for all sectors, including households.

- 2) The data collected from the survey will be used for the analysis of current important socio-economic issues of the nation such as: living standard disparities, poverty rate, social services for people's daily needs, labor and employment, lack of employment among youth, etc.

- 3) The GSO has decided to re-interview households who participated in the VLSS 1992-93 and the MPHS in order to have an assessment of changes in people's living conditions in the last 5 years. These households were selected randomly the first time. If any replacements are to be made amongst these households, then the replaced households would be selected randomly among households in the EA.

- 4) All information and data collected from the households is absolutely confidential, and is used for research purposes only, not for tax imposition or other purposes.

5) The interview is divided into 2 rounds, with a period of 2 weeks between the first and second rounds.

3.1.2 Requests for assistance from the local authorities

The Team leader must make requests for assistance from the local authorities in order to create conditions for the team to complete their work.

1) Discuss with commune and village authorities to find out whether they are still residing at the locality or not. If not, replacement households must be selected (see section 3.2 below)

2) Send information letters of the Steering Committee to households.

3) Invite the village heads and the surveyed households to a meeting at the Commune People's Committee office to disseminate and encourage the households to understand the needs of the survey in order to gain their cooperation and assistance in the process of providing information to the interviewers and to arrange times for interviews.

5) Arrange a meeting with the CHC director (or other staff of clinic), school director, (or staff or teachers of schools), and others to complete the commune questionnaire.

5) Identify places selling agricultural materials (to assist in collecting data on prices)

3.2 Make a list of households and select replacement households

The regional steering cadre will provide the team leader with a list of household members from the Living Standard Survey 1992-1993 (copied from Section 0 Part A, and Section 1 Part B of the Living Standard Survey 1992-1993 questionnaire) and a list of households in the Multi-purpose Survey. When contacting EAs, the regional steering cadre will have requested the local authorities to make a list of all households (name of household head and address) in the villages/clusters of the EA (Form A). Upon arrival to the EA, the team leader asks the local authority for this list. Based on the copies and this list, the team leader records form B in accordance with instructions below:

FORM B: LIST OF HOUSEHOLDS TO BE SURVEYED

PROVINCE/CITY:	
DISTRICT:	
COMMUNE/WARD:	
VILLAGE/BLOCK :	

CLUSTER CODE:

DATE OF LISTMAKING					
RES ER VE HH	HOUSEHOLD CODE FROM VLSS OR MPHS OR NEW	NAME OF HOUSEHOLD HEAD	NAME OF NEW HOUSEHOLD HEAD	ORIGINAL ADDRESS	NEW ADDRESS

The general principle for household selection for the Vietnam Living Standards Survey 1997/98 is to try to re-interview as many as possible those interviewed in the Living Standard Survey 1992-1993 who are still residing in the village/cluster of the EA. However, due to continuous changes in household structure and composition, it is necessary have common principles to apply to all households and members interviewed this time. The concept “original household ” is only used to determine the household code for this survey. In terms of analysis, an original household now divided into 2 households is still regarded as 2 original households, but only one of the two households will keep the original household code (the number of the household in 1992-1993). If a household or household member has moved away from the area of the village/cluster, they will not be interviewed. The order to record all households in Form B is: Original household, New household, completely replaced household, completely new household

3.2.1. *Re-identification of the existence of the original household*

A) Principles for re-identifying the original household:

- 1) If the household involved in the Living Standards Survey 1992-1993 is residing in the original place, the existing household head was interviewed as a member in 1992-1993 then this household head is still the household head of 1992-1993 or the new household head, this household is still regarded as the “original household” . In this case, original household code, household head name (new or original) and address of the household must be clearly recorded.
- 2) If the household who participated in the Survey in 1992-1993 has moved to a new place in the same village/cluster(the original household is not residing in the original residence any more) and the present household head of this household in 1992-1993 was

a member of the original household this household is regarded as an “original household”. Record code for the original household, name of household head (new or original) and address.

3) If the household who participated in the Survey in 1992-1993, and at the time of enumeration, is no longer there because they have moved away or all members have died, or for some other reason, it is still required to fill in some pages of the household questionnaire including Section 0 Part A, Section 0 Part B and Section 1 Part D. See item 3.2.5 in this handbook.

B) Principles for recording households divided into 2 households but members of the original household are the head of each of these two households.

B1) Still members in original household

i) If more than one member of the original household establishes a new household in the same village/cluster, and one of these two is the head of the divided household, then this household is considered as separated, for instance, through marriage. A household residing in the original residence would be regarded as the original household, and the other as the new one and given a new code.

ii) If more than one member of the original household moved to another household in the same village/cluster, but one of these members is the head of the new household, this household is considered as a separated household. The household residing in the original place would be regarded as the original household, and the other is new and given a new code.

If a member of the original household moves to another household, but is not the head of the new integrated household, this case is not considered a new household. Similarly, if one or several members of the original household moved away from this household, and none of the remaining members of the original household is the head, this original household is considered an integrated household. Integrated cases will be discussed later.

B2) In case both households move to new place or both are living in the original residence but eat separately the household that has the original head would be regarded as the original household, and the other as the new one.

B3) In case both households move to a new place (or stay in the original residence), and the two heads are members of the original household, but not heads of the original household, record them as the two new households in a new line after selected households.

C) In case a household is divided into more than 3 households but still residing in the same village/cluster, then interview only the original household that is living in the original house and whose head is a member of the original household or original household with original head. All new households which have been separated would be excluded from the sample. In such cases, (it means that a household is divided into more than 2 households) that do not identify the

original household (original residence or original head) such original household is considered to no longer exist.

D) Principles when household members are integrated into another household:

If a member of the original household is integrated into other households, for instance, daughter-in-law moved to household of husband's parents, grandchildren moved to grandparents, or old parents moved to their children, these members are not counted as households in the sample. They are not included in the original household, and not separated into a completely new household, and not the head of the integrated household. But if the original household no longer exists in the original residence, and more than one member of the original household has moved to another household and become household head, then they can be regarded as an original household but living in the new residential area as in (2) above.

E) Decision on replacement or rejection

After filling in form B as explained above, with names and addresses of the existing original households, and newly separated households, recount numbers of household in the list. There are 3 possibilities:

- i) There are enough 16/15 households, there is no need to select replacement households or reject excess households.
- ii) There are fewer than 16/15 households, one must find replacement households as explained in section 3.2.2.
- iii) There are more than 16/15 households, one has to reject households as explained in section 3.2.3.

3.2.2 *Selection of household as a replacement*

Household selection as a replacement must abide by the following principles:

A) The original household has moved away from the village/cluster, some new household moved to the original house, take this new household as a replacement. If households selected as replacements in this way lead to an excess of households, read 3.2.3 about rejection of excess household.

B) If there is still a shortage of households after step (1) above, the team leader must look at Form A. (list of households in the EA) to select and replace in full.

The team leader uses a random digit table (annex 1) to select replacement households. If there are from 1 to 99 households in the village/cluster, use the two digit table, if from 100 to 999 use the three digit table. Take randomly a line and a column and start with figure in that square to compare with numbers in form A. If the randomly selected number is bigger than the total number of households, continue to select another random number by shifting to the right, to the end, and shift to the next line. If the randomly selected number is an already selected household for the survey, then select a random number until

reaching a number of a household in the village/cluster that has not yet been selected to include in the survey. Record information on the new household in a new line and code.

In case of a household completing the first round, but for some reasons they could not response in the second round (funeral, moving, etc.) then use the above mentioned methods to select a household as a replacement. The interviewer will have to interview both rounds of the survey, replace some words as “since my last visit to your house” by “in the last 2 weeks.” This case is quite rare.

3.2.3 Rejection of excess households

In some cases, after having a household rejected from the EA and supplemented with newly separated households living in the same village, or replacement households living in the original residence, the number of households in the sample may exceed the number of households to be interviewed in an EA (16 or 15). The team leader will have to use the random selection method to reject excess households in the survey list. In case of excess households due to many households being separated apply this method to all households in the list (form B). In case of excess households due to supplementation of new households living in the original residence, apply this method to all these supplemented households.

Utilization of the random digit table (Annex 1). Select a random number as explained in section 3.2.2. If this number is equal to a code of one of the surveyed households presented in the list (form B) this household must be excluded. If not, continue to probe for a random number until it is equal to the number of one of the surveyed household. Continue this process until it ensures the number of households required.

3.2.4 Selection of reserve households

In order to ensure sufficient households in case of refusal or absence, four reserve households should be selected. There are two options: (i) use excess households if any or (ii) select new households using the random method.

- i) After re-identifying households, if all 16 households are present or there is a shortage of households and it is required to find replacement households, then it is suggested to select reserve households by the random method as explained in section 3.2.2.
- ii) After the process of re-identifying households, if there is an excess of households then excluded households would become reserve households. In case the excess is less than 4 households then it is suggested to select reserve households by the random method. In case of an excess of more than 4 households then the excluded households would be rejected from the sample. Households from 20 to 17 to be rejected would be reserve households.

When there is a need for using reserve households, select the code of the reserve household closest to the code of the household needing to be replaced. In case the two codes are close to each other, select the reserve code bigger than the code of the household to be replaced. In case of refusal or moving, it is required to fill information in the short questionnaire as explained in section 3.2.5.

3.2.5 No longer existing household

A case of a household involved in the Living Standard Survey 1992-1993 but not involve in this year can occur. Some possible situations are:

- Household moved away from the old area
- All household members have died
- Household has been separated into more than 02 households and there is no longer old member as head of the original household
- Household has been integrated into another household
- Excess households or dropped households who participated in the Living Standards Survey 1992-1993.
- Other cases

In such cases, the team leader or interviewer must fill in a short household form. Short household forms consist of only 3 sections: Section 0A, Section 0B and Section 1D. Below are the instructions for filling in each page

Section 0A - record name of residential cluster with code

- Record name of the original household head
- Record the original address

Section 0B- record information:

- Whether the household participated in the Living Standards Survey 92/93
- Code of the old household
- Status of the household

Respondent code Utilization status

- | | |
|---|---|
| 2 | Household is still residing in the old house but: <ul style="list-style-type: none">-they refuse-temporary absence from village/cluster-member of the original household is no longer household head-be excluded by randomly-integrated with other households-household separated into more than 2 households |
| 4 | Household is still residing in another household in the village but; <ul style="list-style-type: none">-they refuse-temporary absence from village/cluster-member of the original household is no longer household head-excluded randomly-integrated with other households-household separated into more than 2 households |
| 5 | Household has moved into dwelling of household involved in the Living Standard Survey 92/93. The original household is ... <ul style="list-style-type: none">- dead- gone from the village/cluster |

- 6 Completely new household residing in a new residence selected due to a shortage of households . The original household is:
- dead
 - gone from the village/cluster

Question 4: Record the reasons the original household residing in the village/cluster is not interviewed. Finish interview.

Question 5: If the original household has gone from village/cluster or dead it is necessary to response to this question about reasons for not selecting households in the original residence. Question 6 also must be asked.

Question 6: If the original household has gone from the village/cluster or is dead it is required to ask this question to know about those who can provide information about members of this household. The local authorities can respond to this question during the time of re-identifying households. Interview finishes only if no one knows about this original household. If there is someone who knows this information, move to section 1D for further responding.

Section 1D

This section is filled in case a household was involved in the Living Standards Survey 92/93, whether the household is interviewed this time or not. There are two cases not requiring filling in this section.

First, if the household is residing in the village/cluster, but is not interviewed this time. For such households, finish the interview from question 4, Section 0B.

Second, the household is not residing in the village/cluster and there is no one in the village who knows any information about their current status. Such households, finish the interview from question 6, section 0B.

Information in columns 1,2,3 and 4 is found in copies from the Living Standards Survey questionnaire 92/93. Questions from 5 to 11 should be filled in by the team leader or interviewers. If the local authorities can provide the information, then fill this in during the time of household identification. In case of the information provided by neighbors or relatives, team leader and interviewer must be flexible to come to informants to fill in columns 5 to 11.

Question 5: If there is no interview for the household this time, record 0 to each member and skip to question 7.

Question 7: Why don't they live in this household any more, record reasons and follow skip pattern for each person.

Question 8: Record reasons for moving away from this household (if the whole household moved, try to record appropriate respondents. For instance, the household head finds another job, record code 1, but his wife and children follow, record code 4 -family follow- for each person.)

Question 9: Record name of province or country that the household moved to (or if each household member has gone to different places, record each place.)

Question 10: Record month, year they moved.

Question 11: In case of death, record month, year.

If the informant can respond to only one or a few questions, fill in such information. And for other information, record “KB”.

3.3 Preparation of questionnaire for Interviewer of the first round

The team leader is responsible for receiving in full and preparing household questionnaires for each EA before assigning them to interviewers.

In preparation of questionnaire attention should be paid to 2 issues below:

3.3.1 Check carefully each questionnaire for missing or lost pages or parts.

3.3.2 Record all necessary information for selected households for the main survey in each EA in the first page of each household questionnaire. These information includes:

On the cover Population cluster code
 Household code (take from selected household list)

Section 0, Part A: name of population cluster
 Population code
 Name of household head
 Household code
 Address
 Information on number of replaced households and the number of replacement households.
 Reasons it was required to replace the household

Section 0, Part B: Fill in the whole page after meeting with local authorities and village chief to identify surveyed households (form B).
 Take the number of households in 1992/1993 from copies of the Living Standard survey questionnaires provided by the regional steering cadre to the team leader before coming to the commune/ward for interviews.

Section 1D: Fill in the first 4 columns of this section. Get the information from copies to be distributed upon arrival to the EA. Interviewers coming to households will have to fill in the remaining columns after asking household members. In case the household is no longer residing in the village, but there is someone who can provide information, such information will be filled in as explained in section 3.2.5.

Question 7 referring to members not living in the original household. In case the household has separated, and members in the original household are not living in this new household, record moved/separated. Question 8 coding 2, married and set up new household.

3.4 Supplementation of questionnaire for households with too many members

When the interviewer comes to a household, if the household has more than 15 members, use a supplemental questionnaire and record necessary information as in the first questionnaire for that household, in addition, the interviewer has to record clearly the number of each questionnaire in the third left blank square of section 0 part A of the questionnaire "number of the questionnaire " and record as follows: the first questionnaire will record a "1/2", the second supplemental questionnaire will record a "2/2".

3.5 Preparation of questionnaire for the second round of interview

This work will be done after completion of data collection of the first round, and after the team leader has checked the collected data from the first round, the interviewer has returned to the household to supplement or revise missed responses, and the data entry operator has entered the first round of data and given the team leader 3 printed documents for each household from the EA of the previous week. The first round data, after being entered into the computer, and results printed, must be carefully checked before preparing the questionnaire for second round.

The team leader is responsible for recording the result of data checking in section 0 part A "check the questions of the first round." Its purpose is to point out the necessity of fixing according to problems identified in form C "Check form for questionnaire " and data entry reports that discover errors and inconsistencies during data collection of interviewers and data entry of key punchers. For the case of data checking, if the team leader finds one or some questions that he requests the interviewer to re-interview in the second round, he should record "Missed" or "redo" in comment square. If there is no error found, the team leader records "satisfied."

Note: All errors, inconsistencies in the questionnaire which have been marked by pencil must be fixed using red pen to facilitate data entry.

The next step in preparing the questionnaire for the second round of the survey is to record the name and code of each selected person in the first round from section 7: "Those who are asked about sections in the second round" to respective sections of the second round, specifically, sections need to have the name and code of respondents recorded as below:

Copy from section 7	Fill in other sections of second round
Section 7 question 2. Name and code of person who knows most about all agricultural, forestry and fishery production activities of the household (planting, husbandry and aquaculture).	Fill in respondent square in the upper right for section 9: agricultural, forestry and fishery activities.
Section 7 questions 4-7. Name of establishment, industry of the establishment, name and code of the person who knows most about the 3 most important non-agricultural production and business establishments of the household.	Fill in Section 10, part A question 1 and 2.
Section 7 question 8. Name and code of the person who knows most about household expenditure	Fill in respondent square in the upper left for section 11: Food and foodstuff expenditure and self-produced products
Section 7 question 9. Name and code of the person who knows the most about the household non-food expenditure, income and savings of household members.	Fill in the respondent square in the upper left for section 12: Non-food expenditure and durable goods.

3.6 Recruitment of interpreter

Before embarking on the first round of the interview, the team leader needs to identify the language mainly used (spoken) in the surveyed area. In case of inability to understand or misunderstandings between interviewer and respondents due to language, etc. it is necessary to recruit an interpreter for the interview team. When deciding on this matter, the team leader can propose to the household head to select someone or bring it up to the local authorities to find someone appropriate to assist the interview team during the survey time.

The best interpreter is the one selected by the interviewed household, as this person is usually trusted by the household to ensure the confidentiality of the data. However, attention must be paid to a practical matter that is: how to identify the correctly translated questions from the interpreter or other case if the selected interpreter speaks a dialect (local language), E.g.; the "H'mong language" or the "Tay language" but he/she is not proficient enough to understand and translate words or terms (issues) in the questionnaire, the team leader should not select such an interpreter.

Another issue that may happen: the interpreter may know the household situation of the respondent and he/she may answer for the household without regard to questions posed by the interviewer. If such a situation takes place, it is advisable to remind the interpreter in a subtle and diplomatic way since the respondent to the questions must be a household member, and only answers from household members should be recorded in the questionnaire.

3.7 Assignment of work for interviewers and anthropometrists

In order to carry out the work in an effective manner, the team leader has to arrange an appropriate time table so that each interviewer gets some households with many members, and some with few, some with complicated economic situation and some without. The household status can be obtained from meetings with the village chief or local authorities during the re-identification process of on-going surveyed households. Owing to the fact that households with many different economic activities or many members are more difficult to complete because of the need for many visits, it is advisable to arrange to come to these households earlier, and less complicated households can be done later. Simultaneously, work assignment should be done in the same way for key punchers so that errors can be found sooner and enough time is allowed to fix problems on the spot. Anthropometrist needs to come to households after the interviewer has finished section 1 because they need information on name, age and sex before they can do their work. Information on prices should be collected on the first days, and the measuring process started on the third or fourth day in the locality.

4 - PROBLEMS FREQUENTLY MET IN THE ENUMERATION AREA

In actual fact, at the surveyed area there are some complicated problems frequently arising when starting the survey that need to be resolved including:

- 1) No respondent to answer questions during the interview.
- 2) Household refuses to respond or gives only perfunctory answers which are not true.

4.1 Absent household, no respondents available

Each part in the questionnaire is directly linked to specific household members ... If during the interview process of the first round, the responsible respondent is absent, it is required for the interviewer to arrange a time to return to such households when the respondent is in. The interviewer must not collect information from neighbors for this absent respondent. In case the interviewer has returned to the household many times, some other individuals in the household can respond instead of the main respondent, but this can only be applied to special cases, and the team leader must closely monitor and check these cases.

4.2 Refusal from household

Interviewer may face some cases of refusal as below:

- 1) Household refuses to answer each part in the questionnaire.
- 2) Household to answer all questions posed by the interviewer.

In order to avoid refusal, the interviewer must be good at presentation, clearly stating the purposes, demands of the survey before putting specific questions to the household.

Following are the main reasons leading to refusal .:

1) The respondent thinks that information on income and income sources of his/her family is used as a basis for tax collection or income regulation... This issue is often met in self-employed households in production or trade... Generally speaking, they are high income households living in urban areas. In order to limit such thinking of households, during the contact with the household, the interviewer should pay attention to:

A) Explain to the household that statistical information and data is kept confidential, data collected, aggregated from the household would be used mainly for study, preparing national economic development policies, individual data from each household is not utilized separately.

B) These data are used to assess the current status of people's living standards. Only through this can the state have a clear basis to come up with measures with a view to improving and raising people's living standards.

2) Usually, households do not want to waste time with the interviewer, this is rather common in urban households. In order to avoid taking up too much time or making multiple visits, the interviewer should make a good plan, producing a specific time table for each household. If necessary, they can contact and work with the household at any time at their convenience (including noon, evening and Sunday). In case the interviewer has tried to explain and convince the household but they appear hesitant and worried, then the team leader has to convince them or have local officials explain, and further persuade or find out whether mistakes of the interviewer or whether the household just does not want to provide information the interviewer. In case the household resolutely refuses, a replaced household should be made using the principles above.

5 - CHECK QUESTIONNAIRE AND CODING

5.1 Check questionnaire

The team leader has to check each questionnaire upon the completion by the interviewer to ensure a completed questionnaire (for each section and data from each member in the section), discover inconsistencies, errors and request the interviewer re-interview and clarify problems.

The checking work must be done every day, just after the completion by the interviewer and before handing the questionnaire over to the data entry operator to enter on the computer. Steps of checking must be recorded on a form recording the name and code of the cluster, household and interview on top, and recording clearly the section, part and question with problems on the side.

FORM C: CHECKING FORM FOR QUESTIONNAIRE

SEE ANNEX 2 OF TEAM LEADER HANDBOOK

CLUSTER NAME		CLUSTER CODE	
HH HEAD NAME		HH CODE	
INTERVIEWER NAME		INTERVIEWER CODE	

SECT.	PART	QUESTION	REMARK	FIXED?

TEAM LEADER _____

DAY _____ MONTH _____ YEAR _____

During the checking process if any errors or inconsistencies or irrationalities of the data are found, the team leader has to directly meet the interviewer in charge of this questionnaire to point out shortcomings and request the interviewer to complete it before moving to another EA. In many cases, the team leader can request error correction before giving the questionnaire to data entry operators.

The team leader has to keep all check forms of data result for each questionnaire until the completion of the second round of interviews. Upon data entry of the second round, the check form is attached to each questionnaire and sent to the Central Steering Committee.

The team leader re-checks all data recorded in the questionnaire, but attention should be focused on issues specified in Annex 2 of this handbook.

Section 2, Part B, Question 4 requires recording a school code. The team leader has to rely on the commune questionnaire, section 8 question 1 to code the school code. In case the school recorded in the household questionnaire is not included in the list of the commune, record code 99. The commune/ward questionnaire is not applied to big cities, so there is no school code. For the case of big cities, record 99 to school code.

5.2 Coding

Almost all answers in the household questionnaire were coded beforehand. Only some questions require coding after completing the first round of the interview. The team leader is responsible for coding before giving the questionnaires to data entry operators. Questions to be coded by the team leader are listed below:

- Section 2, Part B, Question 4 - School code - Take code from section 8 of the commune form
- Section 4, Part B,C,D,E, Questions 1 and 2 - Profession code - codes are printed in the questionnaires
- Section 7, Question 4 - Profession code - codes are printed in the questionnaire

School code should be selected when the team leader interviews section 8 of the commune/ward form. Therefore, data collection of commune/ward should be done early. There probably will be cases when school codes have not been collected when checking some of the first household questionnaires and preparing to give them to data entry operators. For such cases, the column should be circled with red pen in the questionnaire to be fixed during the second round.

For cases in large or medium urban areas, or school names listed in the household questionnaire but not in the list of schools in the commune/ward questionnaire, record 99.

6 - SUPERVISION OF INTERVIEW

6.1 Monitor and assist interviewer during interview

In the four weeks at the EA, the team leader has to go with each interviewer to at least 2 households to evaluate the interviewing method of the interviewer, taking it as a basis to supplement and draw lessons from experience. The main purposes is to help the interviewer to do a better job, comment to improve the interviewing method and not for criticism. However, such work is very sensitive and we should avoid affecting psychological aspects of the interviewer or household.

When attending a household interview, the team leader should introduce him/herself to the household and his/her responsibility to visit the family and collect data. The team leader should not participate in or suggest things to the interviewer, but rather let the interviewer ask and discuss with the household. Team leader should not comment in the presence of household members. Team leader should tell the interviewer beforehand that if he/she faces any difficulties during the interview he/she can ask only when just the two are present, and should not let the household know, leading to interviewer's prestige being reduced and affecting data quality of the following data collection.

The team leader should pay attention to difficult questions or difficult-to-ask questions or concepts that interviewers do not understand well, and simultaneously record what interviewers do well.

In short, each time going with the interviewer to the household, the team leader has to observe weaknesses and shortcomings of the interviewer. These comments must be recorded according to the contents in form D below:

FOMR D: COMMENT FORM FOR INTERVIEWER

CLUSTER NAME				CLUSTER CODE	<input type="text"/>
HH HEAD NAME				HH CODE	<input type="text"/>
INTERVIEWER NAME				INTERVIEWER CODE	<input type="text"/>
INTERVIEW DATE	<input type="text"/>	<input type="text"/>	<input type="text"/>		

DAY MONTH YEAR

INDICATORS	COMMENTS
A. Interviewer behavior	
1. Did the interviewer greet people before interviewing ?	
2. Did the interviewer introduce him/herself and that s/he is working for the Steering Committee for the Living Standards Survey under the guidance of the General Statistical Office?	
3. Did the interviewer explain to the household the purpose of the survey, how households were selected, and that documents of this survey are kept confidential?	
4. During the interview, Did the interviewer appear polite and patient ?	
5. Did the interviewer thank the household when the interview was completed?	
B. Interview	
1. Did the interviewer ask the contents of the question as printed in the questionnaire ?	
2. Did the interviewers try to ask the appropriate person for specific parts of the questionnaire ?	
3. Did the interviewer accept the answer "I don't know" without re-checking it ?	

C. Length of interview	
1. Did the interviewer avoid long discussions with the respondent about some questions but appear polite and patient?	
2. If the respondent gave long and inappropriate answers, did interviewers interrupt them abruptly?	
3. Did the interviewer appear impatient to finish the interview by urging the respondent to answer quickly ?	
D. Impartiality	
1. Did the interviewer hold an impartial attitude to questions and answers during the interview ?	
2. Did interviewer put out her/his own opinions?	
3. Did the interviewer express surprise, astonishment or disappointment with any answer?	
4. When posing questions, did the interviewer make suggestions for answers in place of the respondent ?	

Team leader_____

Day_____ Month_____ Year_____

Immediately upon completion of the interview, the team leader should meet and discuss the interview with the interviewer before presenting the above mentioned comments in order to draw experience together, address weaknesses and shortcomings in data collection to guarantee good quality.

The team leader has to keep all comment or assessment forms for interviewers. The Steering Committee of all levels should consider these forms when reviewing and making comments on the quality of data.

6.2 Observation of respondent

During the interview, the team leader must pay attention to observe and assess the process of responding, helping to overcome problems, make suggestions, and draw lessons for the next interview. The team leader should focus on some main factors below:

- 1) Was the wording used in the questionnaire appropriate?
- 2) Were any concepts posed to the respondent ambiguous ?
- 3) Were there any questions left unanswered because they dealt with private matters or sensitive issues...

Attention should be paid to these aspects and some other remaining problems arising during the interview so that he/she could help interviewers resolve it, and at the same time bring it to the Steering Committee for general synthesis, and guidance for all interview teams.

These comments need to be recorded briefly to the questionnaire in Section 0 Part D "Comments of the team leader in the first and second round of the interview." On the other hand, these comments need to be discussed directly with a representative of the Steering Committee when they come to the EA.

6.3 Re-interview of selected households

For each round, the team leader has to select randomly 2 households out of a total of 16 (or 15) surveyed households to visit and re-interview some questions already asked by interviewers. Form E and F, list the most basic questions for the re-interview. It should be noted that if there is a difference in an answer collected by the team leader and an interviewer, one shouldn't hastily come to the conclusion that the interviewer has made a mistake in the interview. The team leader and interviewer may make contact with different persons and contacts may have taken place at different times.

When re-interviewing households, attention should be focused on questions in form E re-interview round I and form F re-interview round II . The team leader must make an assessment of "OK" or "No" for questions, and record specific answers in the outcome column for the column of the team leader (not blackened out), and return to the head office to check for important discrepancies between information collected by interviewers and team leader. If there is a big difference in some questions, the team leader has to work closely with interviewers to re-identify the reason for these differences.

FORM E and FORM F are in Annex 3 of this handbook.

7 - SUPERVISION OF DATA ENTRY

One of the most important tasks of the team leader in this survey is to supervise and fix errors of data in the questionnaire discovered by the computer. Due to the two round data collection of this survey, data entry operators have to print out and give printed reports to the team leader to check for errors in a household questionnaire at least 3 times and these printed reports must be stored:

- 1) First time: after data of the first round has been entered into the computer, including sections from 0 to 8.
- 2) Second time: After data of the second round and error correction from the first round has been entered into the computer.
- 3) Third time: After data correction of the second round and data entered into the computer.

In addition, the team leader has to further check if errors have been found. However, we can not be assured of absolute data accuracy since the questionnaire content is too complicated. Remaining errors are to be further considered in the analysis of results phase.

7.1 Responsibility of data entry operator

Data entry operators hold four basic tasks as follows:

- a) Enter data from questionnaires to the hard drive of the computer.
- b) Create printed reports of entered data and check logic of records
- c) Transfer data to floppy diskettes and send to the Central Steering Committee.
- d) Manage equipment and documents, the software program of the computer and maintain entered data on the hard drive.

For details of the above tasks, please see part "3 - Responsibility of the data entry operator " in the Data entry operator handbook.

7.2 Check of data entry

Each week, the data entry operator has to hand over to the team leader 2 computer printed reports for each household in the surveyed area from the previous week, including:

- 1) 1 printed list of entered records
- 2) 1 printed list of logic checking result of records

For each type of document, the tasks for the team leader are as follows:

7.2.1 List of entered records

This report lists in full data that has been entered into the computer for a household in a form closely resembling that in the questionnaire. At the bottom of this record, there is a brief record of all sections that have been entered into the computer together with an already entered record of a household. The following example shows the end of this printed record.

```
Household 00101** part 2: entered records **09/10/97
screen
section 0, Part A: survey information 1
section 0, Part B: residence status and household 1992/1993 1
section 0, Part C: brief summary of survey outcome 1
section 1, Part A: respondent 1
section 1, part A: household roster 2
section 1, Part B: information on parents 2<-errors
section 1, Part C: question 2 to question 16 2
section 1, Part D: household members in VLSS 1992-1993 1
```

The team leader looks at the summary to find out on which screen there are errors. For instance, the summary in the above example points out that in section 1B (Information on parents) there have been 2 records entered and this entry screen has an error.

If a data entry operator has at any place in a section forced the computer to accept some information, then the note "ERROR" will appear next to the figure of the entered record (E.g. "ERROR" appears in section 1 part B: INFORMATION ON PARENTS in the example above). That is, the checking program has discovered errors or inconsistencies in this section. If such an error or conflict occurs, the team leader has to compare the questionnaire and the first part of the printed list of the above mentioned entered records to find out whether any errors are due to data entry failure or inaccurate data collection. If the error was caused by the data entry operator, the team leader will take it back to the data entry operator for correction. If the error was caused by the interviewer, the team leader has to mark it in the questionnaire with a pencil at the particular question. All errors found in the first round of the survey need to be discussed directly with interviewers and these questions should be asked in the second round of the interview.

Any remaining errors in the questionnaire of the second round need to be discussed with the interviewers for learning purposes and to avoid making the same mistakes in the next stage of the interview. If the interview team is still remaining in the locality, the interview team should return to the household to re-interview it, and if they have moved away from the locality the household is not re-interviewed after the second round, so they can't correct these errors on the spot. Self-correction of these errors is absolutely forbidden. All data in the questionnaire collected after the last visit will be entered into computer without any corrections even though there may still be errors. This should be done in the results analysis phase of the survey.

If there are any inconsistencies, the team leader can check the first part of the printed list of entered records. The following example points out a part of this list for a household :

HOUSEHOLD 00101 - ENTERED RECORDS - 08/03/94

HOUSEHOLD 00101 -- SECTION 4F : WORK FROM AGRICULTURE, FORESTRY 12 T

```
      S S S S S S S S S S S S
I  0 0 0 0 0 0 0 0 0 0 0 0
D  4 4 4 4 4 4 4 4 4 4 4 4
C  F F F F F F F F F F F F
O  Q Q Q Q Q Q Q Q Q Q Q Q
D  0 0 0 0 0 0 0 1 1 1 1 1
E  2 3 4 5 6 7 8 9 0 1 2 3 4 5
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
| 11 1 7 1 1 11 1 15 1 1 0          1 11 |
|              ==                          |
| VALUE OUT OF RANGE: [1,14] [S04FQ08] |
+---+---+---+---+---+---+---+---+---+---+---+---+---+---+---+
```

The team leader can make a comparison between entered data in this list with responses in the questionnaire especially the part pointing out "ERROR". In the list of entered records, questions with errors are marked with an equal sign (=) under the recorded space and the reasons for the error is also marked there to facilitate the team leader finding the errors. If errors or inconsistencies are found, the team leader has to identify to whom the error belongs, the data entry operator or the interviewer and find out ways to correct it. In the above example, in section 4 part F question 8 member number 11 has an error: Number must be a code from 1 to 14, but 15 is entered.

The team leader has to carefully check the questionnaire to see the error warnings. There may be cases of incorrect warnings when data in the questionnaire is not wrong (excluding incorrect data entry.) That is because the logic check program relies on certain standards, E.g. children must be at least 15 years younger than parents. The computer would raise error warnings to all those who have code 1 or 2 (parents) but only 14 or fewer years older than the person with idcode 3 (child). But in fact (very rarely) there may be women giving first birth to children at the age of 14. Such cases require the team leader to work in a meticulous and accurate manner and must be checked directly with the household.

7.2.2 List of logic check between records

This list points out inconsistencies of data in different parts and sections. Following is an example of a part of a list of logic check between records:

```
HH: 00101    LOGIC CHECK BETWEEN RECORDS

----Warning No 67 (section 14\01 ----
Missed section 14 part A - Question 1 and 2
----Warning No 68 (section 14\09 ----
Missed section 14 part B - Question 1 and 2
----Warning No 69 (section 14\16 ----
*NOTE* Are you sure section 14 part c left blank?

69 warnings are printed out for this HOUSEHOLD
```

Note: Almost all error warnings in the logic check part between records are correct, except for cases with a warning line “*NOTE*”. In this case, the team leader has to check whether the warning is correct or wrong.

7.3 Arrangement of working place for the interview team

Depending on practical conditions of the locality, the regional steering cadre or team leader makes contact with the local authority to arrange a working place for the interview team. This place may be very small, but it has to be arranged in an appropriate manner with the following requirements:

- Computer and printer must be placed on a table.
- There is a place for storing diskettes, printing paper, questionnaires

It is particularly important to arrange an appropriate place for putting:

- Computer diskettes.
- Reserve questionnaires.
- Completed questionnaires.
- Incomplete questionnaires (data of first round)
- Printed list of uncorrected data.
- Printed list of corrected data.
- Other things.

7.4 Management of computer hardware

The team leader must monitor data entry operators in the work below:

- Turn off the computer and printer upon completion of work.
- Maintain equipment clean, keep off dust and crashes.
- Prevent loss of equipment.
- Avoid installing other programs because they could transfer virus to the computer affecting seriously the work.

On the other hand, the Computer is used for the purpose of data entry not for other purposes. In case of break down, it is recommended to identify the malfunction and then inform the regional steering committee, do not repair it of his/her own accord.

7.5 Maintenance of data

When data has been entered on the computer and error checking procedure of documents has been completed in the surveyed locality, the data must be stored on 2 sets of diskettes: the original and a copy. Send both sets of diskettes to the regional Steering Committee accompanied with all completed questionnaires. Simultaneously, the data entry operator must protect data in his/her computer.

8 - SUPERVISION OF ANTHROPOMETRY

The anthropometrist has two main tasks; First, to measure height and weight of all members of selected households. Second, to collect data on prices in communities in the price data form including urban and rural areas. The team leader should supervise the work of the anthropometrist carefully.

8.1 Supervision of anthropometry

The team leader has two main tasks related to supervision of the anthropometrist's work. First, to check the measuring work for household members. Second, to re-check data collected in the cluster. Third, to regularly check equipment to find out if there are any missing parts or broken down equipment that needs repairing or replacement from the regional steering cadre.

Every two weeks, the team leader should go with the anthropometrist to a household, and observe the measuring process for that household (the best is a child) using form G below.

FORM G: FORM FOR CHECKING ANTHROPOMETRY QUALITY

CLUSTER NAME:				CLUSTER CODE	<input type="text"/>
NAME OF HH HEAD:				HH CODE	<input type="text"/>
NAME OF ANTHROPOMETRIST:				ANTHROPOMETRIST CODE	<input type="text"/>
INTERVIEW DATE	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	DAY	MONTH	YEAR		

INSTRUCTION: THIS FORM IS TO BE COMPLETED BY THE TEAM LEADER FOR A HOUSEHOLD. MARK AN X IN THE APPROPRIATE BOX

1.0 PREPARATION	YES	NO	NO OBSERVATION
1.1 Did the anthropometrist check instruments, equipment (e.g. : measuring board, scale, etc..) before going to the household ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Did the team leader supervise the anthropometrist in a household with children that need to be measured ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Did the anthropometrist assess the age of the child before doing his work ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.0 SETTING UP EQUIPMENT FOR MEASURING AND WEIGHING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.1 Measuring board			
a) Did the anthropometrist put the board on the ground or floor to ensure stability and space to work ?			
b) Did the anthropometrist take off the strap and put it into the bag ?			
c) Did the anthropometrist put the sliding bar in the appropriate place before measuring the length and put it down on the floor before measuring height?			
d.) Was the anthropometrist careful in setting up the measuring board ?			
2.2 WEIGHING			
a) Did the anthropometrist put the scale on the ground or floor to ensure steadiness?			
2.3 MEASURING TAPE FOR ARM CIRCUMFERENCE			
a) Did the anthropometrist check that there are only 2 tapes in each plastic box?			
b) Did the anthropometrist check that the tape is useable (not torn, or folded, and the English measuring unit is marked on the tape for adults and children ?			
3.0 GENERAL PROCEDURES			
3.1 Did the anthropometrist assist adults when necessary for measuring weight ?			
3.2 Did the anthropometrist complete the measuring work for all adults and children before proceeding to babies and small children ?			
3.3 When measuring for each person, did the anthropometrist measure the length or height before weighing that person ?			
3.4 Did the anthropometrist complete one person before moving on to others?			
3.5 Did the anthropometrist put his/her pencil in the appropriate place when he/she was not using it ?			
3 . 6 Did the anthropometrist promise to return (that is to revisit the household) to finish those who were absent in the first visit ? Write NA to that column if not applicable.			

4.0 MEASURING TECHNIQUES			
4.1 Measuring length in the lying position			
a) Were children's lengths measured (that is in lying position) because they are under 2 years of age or they can't stand up straight ?			
b) Before measuring did the anthropometrist have the child take off his/her sandals or socks ?			
c) Were hat, cap or hairpin taken off before measuring ?			
d) Who was the assistant (check square 1 and 2 below and fill in the appropriate one. E.g. the mother will be filled in the square next to that of the household member) <input type="checkbox"/> 1 interview team member <input type="checkbox"/> 2 household member			
e) Did the assistant hold the head of the child ?			
f) Did the anthropometrist push down to make the child's knee a straight line lying in the middle of the board ?			
g) Were the feet of the child in the right place (that is two feet lying straight, two heels placed against the sliding bar.)			
h) Did the anthropometrist stand in the right place ? (that is he/she standing just before the sliding bar at the base)			
i) Did the anthropometrist and assistant follow the reading and data recording system ?(that is read aloud the measured figures and record to the questionnaire at once).			
4.2 Measuring height in a standing position			
a) Were those > 2 years of age allowed to measure height in standing position ?			
b) Were sandals, shoes, socks taken off before measuring ?			
c) Were hat, caps, chignon taken off before measuring ?			
Write NA to the column if not applicable.			

d) who was the assistant (check square 1 or 2 below and fill in the appropriate one. E.g. the mother will be filled in square next to that of household member) <input type="checkbox"/> 1 <input type="checkbox"/> interview team member 2 <input type="checkbox"/> household member			
e) When measuring the child, did the assistant hold the child's feet and knees appropriately ? (that is two feet straight, two heels and two knees put against the board?			
f) When measuring children, did the anthropometrist hold the child's head in an appropriate position?			
g) Did the anthropometrist bring the sliding bar to the top of the head and push the hair down ?			
h) Did the anthropometrist stand in the right position? (that is on the child's left)			
i) Was the back part of the measured person against the board?			
j) Were the shoulders and head of the measured person lying straight?			
k) Were knees and feet of such person touching ?			
l) Was the measured person standing at a right angle with the floor of the board ?			
m) Is the person looking ahead parallel with the ground ?			
n) Did the anthropometrist and assistant follow the reading and data recording system ?(that is read aloud the measured figures and record to the questionnaire at once).			
4.3 WEIGHTS OF ADULTS AND CHILDREN			
a) Did the anthropometrist propose the measured person take off heavy clothes ?			
b) Did the anthropometrist help the measured up onto the scale if necessary?			
c) Did the anthropometrist follow the reading and data recording system ?(that is read aloud the measured figures and record to the questionnaire at once).			

4.4 ARM CIRCUMFERENCE MEASUREMENT			
a) Did the anthropometrist identify correctly and mark in middle point of the upper arm?			
b) Did the anthropometrist thread the measuring tape through the 3 holes before putting it on the arm when measuring the adults or older children?			
c) Did the anthropometrist fold the tape around the upper arm of small children ?			
d) Did the anthropometrist hold the tape closely around the arm at the measuring point and check the tape around the arm carefully ?			
e) Did the anthropometrist place the window and arrow of the measuring tape close to the arm held lightly, not pulling it too tightly and not biting into the arm of the subject?			
i) Did the anthropometrist follow the reading and data recording system ?(that is read aloud the measured figures and record to the questionnaire at once).			

5.1 Did the anthropometrist put away the measuring board, scale and other tools in an appropriate manner ?			
5.0 COMPLETION OF MEASURING SECTION			
5.2 Did the anthropometrist check the recorded figures in the questionnaire before leaving the household ?			
5.3 Did the anthropometrist thank the household members for their cooperation?			
Comments			

Team leader_____

Day_____ Month_____ Year_____

Upon completion of data collection, the team leader has to re-examine the anthropometry data collected for children under 5 years of age (the most difficult subject to be measured). Two data tables on weight and height/length by age and sex are presented in Annex 2. The team leader should make a comparison of data collected with that in this table. In case the weight or

height/length data is too low compared with the point of 3% or too high as compared with the point 97%, then the team leader should return to the household to check whether that child is really stunted or fat, and check his/her age.

In addition, the team leader should re-examine the condition of the measuring board and scale. Following is a list of all equipment that an anthropometrist has to take with him/her.

- 1 Measuring board (with a strap)
- 1 cloth to put under knee when measuring
- 6 Adult arm circumference tape (55 cm)
- 6 Child arm circumference tape (25 cm)
- 4 Plastic box to hold tapes
- 1 Scale (UNISCALE)
- 1 cloth to clean equipment
- pencil, eraser, pencil sharpener, ball-point pen
- scale bag and other equipment
- pencil case
- 2 laminated instruction papers (one for length, one for height)

If the equipment is out-of-order, prompt notice should be given to the regional steering cadre for replacement or repair.

8.2 Supervision of price data collection

The anthropometrist is also responsible for collecting data on prices at the locality. For each item, data should be collected in 3 different places, such as shops (urban), or 3 stalls in a rural market. For agricultural production materials alone, the team leader is responsible for asking about outlets before the anthropometrist goes to investigate. This information will be filled in the price form. For other goods, the anthropometrist has to find the selling place by him/herself.

TEAM LEADER ASK COOPERATIVE DIRECTOR OR AGRICULTURE CADRE
IN THE COMMUNE AND FILL IN THE RESPONSES TO
QUESTIONS 1 TO 4

S O U R C E	1. Where is the main source of fertilisers in the Commune ? Name of store or establishment	2. Address?	3. Is the source a... Co-operative..... State store..... Private store..... Agric promotion center... Fertilisers agent..... Other sources.....	4. Is the source selling fertilisers with subsidised prices ? Yes..... 1 No..... 2
1				
2				
3				

In order to check price data collection, the team leader has to rely on a standard price list proposed by the Trade Department, see Annex 5. These prices are relatively reasonable for all goods in the list to be collected. If the team leader checks the completed questionnaire, compares prices of collected goods and see a big difference, he/she should use a red pen to circle the suspicious figures and request the anthropometrist to check them in the market, or to explain reasons for the big difference. When data collection is completed, the price difference will be checked again during the data cleaning and analysis phase to probe for more possible errors, therefore data collection in the locality must be done carefully.

ANNEX 1 - RANDOM NUMBER TABLE

Random numbers with 2 digits

A	B	C	D	E	F	G	H	I	J
64	88	41	21	86	88	86	23	56	88
49	50	90	37	61	54	50	57	52	70
12	22	72	04	35	84	84	26	64	66
45	95	08	57	76	92	25	28	73	73
80	22	25	61	89	98	96	54	04	30
75	75	63	83	90	52	93	37	31	36
35	24	76	63	86	64	54	65	89	95
36	17	89	27	94	42	20	65	40	75
54	17	28	81	52	10	94	21	59	57
97	02	84	95	96	75	09	16	84	26
46	27	94	08	35	75	74	74	50	48
76	87	25	79	47	96	80	16	59	15
48	25	75	76	76	28	91	94	09	30
35	02	36	22	75	94	96	54	30	86
31	26	95	47	63	96	27	68	31	83
59	26	04	34	07	59	46	32	52	75
50	42	24	60	78	45	09	19	81	65
79	43	86	44	89	05	48	61	12	85
59	63	75	38	96	93	87	84	10	84
71	63	24	04	23	13	72	28	24	09
28	25	97	50	25	12	52	98	84	80
98	78	07	67	91	29	29	31	67	31
61	29	46	91	49	81	57	08	93	66
56	84	95	66	10	57	28	04	82	62
06	80	43	17	83	76	93	61	27	83
49	14	73	73	75	87	74	57	06	34
95	25	45	57	80	39	93	49	56	62
81	14	72	03	47	10	87	35	72	93
47	11	88	91	96	91	64	66	74	31
97	25	13	30	31	30	03	07	83	57
49	93	54	66	75	97	69	09	87	53
21	71	74	81	93	65	59	25	17	37
54	13	21	50	52	74	57	91	08	49
63	49	26	72	09	22	34	42	21	07
34	09	32	34	21	87	27	72	67	75
42	94	45	34	11	23	06	20	71	29
73	61	71	36	80	34	52	73	90	21
65	36	54	42	07	08	28	30	03	92
06	18	53	30	08	39	57	93	38	87
26	13	07	56	99	65	86	83	03	06

Random numbers with 3 digits

A	B	C	D	E	F	G	H	I	J
010	029	800	591	610	735	246	267	414	255
649	916	640	735	632	965	678	548	979	873
181	123	740	983	166	763	405	096	913	095
211	681	936	278	095	166	792	680	323	133
045	134	343	923	130	444	870	485	431	313
759	890	323	319	671	455	474	126	088	816
204	562	688	932	143	735	637	358	012	839
788	729	779	799	364	875	986	431	123	430
517	241	551	370	598	561	123	391	310	140
130	518	386	861	141	849	590	757	617	860
438	946	694	161	562	678	689	100	488	124
349	162	107	079	367	517	633	225	221	662
315	122	832	539	687	563	110	057	651	479
874	401	152	018	244	060	740	974	949	948
810	234	670	571	772	351	877	574	957	963
250	667	541	168	159	254	242	517	290	711
105	817	907	730	137	347	798	590	069	676
432	815	044	751	362	082	496	367	411	810
013	715	648	338	447	156	720	064	088	855
538	504	133	472	872	637	283	512	877	452
704	553	080	116	177	950	856	648	663	216
946	529	138	697	014	136	893	745	791	405
171	991	863	653	326	920	578	937	388	374
155	871	218	156	493	302	110	386	741	755
070	767	127	064	585	410	097	054	154	379
299	742	342	621	432	910	681	426	493	483
156	071	458	607	580	812	927	853	647	890
761	421	911	674	245	776	513	633	805	617
901	276	826	574	362	718	566	559	600	030
739	151	195	023	777	949	172	638	297	286
501	582	816	193	797	368	252	065	980	428
208	881	220	441	616	430	891	541	744	412
892	555	098	853	023	933	254	720	775	526
168	142	289	857	964	151	737	065	756	356
960	139	520	434	595	658	563	867	505	627
602	813	772	606	003	534	061	786	186	273
585	153	766	995	533	398	418	903	152	756
023	107	326	389	124	394	925	494	222	479
676	796	931	641	862	571	546	167	635	847
031	490	199	970	973	458	665	161	547	595

ANNEX 2 - ISSUES TO BE FOCUSED ON TO FILL IN FORM C

AREAS TO FOCUS ON IN CHECKING ROUND I

SECTION	QUESTION	ISSUES TO FOCUS ON IN CHECKING
1A	10-11	Identify all household members and mark (x) in column A
1A	6	Record fully age of all members, if there is date, month year of birth, and age these figures must be consistent, age of members is recorded in column B .
1B		Every members are asked about their parents. If father or mother is not living in the same household, detailed information must be collected.
1C		If question 1 answers code 1, then at least one person is filled in this section.
2		All members must have information. Check information among age group and specific schooling levels for consistency.
2D	2	Members attending school or leaving less than 12 months ago, information on fees must be collected.
3		All members are asked and information collected. Members over 6 years of age must be asked about smoking
4A	1-7	Members over 6 years of age must be asked, and skip patterns must be followed correctly.
4A	1	All adults (from 15 years old upward) must respond for themselves.
4A-4F		All activities recorded in part 4A will be found somewhere in this section.
4B		If there are answers for Q 1 and Q 2, Q 4 code 2 there must be information on Q 5 to 7 available.
4C		If there are answers for Q 1 and Q 2, Q 4 code 2 there must be information on Q 5 to 7 available.
4B-4C		Time spared for main work (4B) is more than for auxiliary work (4C)
4B-4C - 4H		Working hours in the last 7 days do not exceed 16 hours per day.
4A-4F		Question 4 or 5 part 4A with code 1, at least an activity in part 4F will be found.

4D-4E		Time spared for main work (4D) is more than for auxiliary work (4E)
4G		Those who have been working in the last 12 months must be asked this part.
4H		Members from 6 years old upward must have information in this part.
5		Each line starts with a member of 10 years upward. All skip patterns must be followed correctly. Correlate to question 12 with question in section 1A
5	5-7 -11	Age when he/she left birth place, time residing in the current place and number of living place in over 12 months must be consistently related.
5	6-8 -11	If answer in question 11 is 2, code in question 6 and 8 is the same.
5	13	Number of month not to exceed 12 months
6		Skip patterns must be followed correctly.
6A-6C		Map and notes for measuring should be clearly and fully recorded to calculate living area and utilization area, number of room to be consistent with question 5 part 6A
6A-6C		Housing construction materials (6C) is consistent with house style (6A)
6C		Living area is always smaller or as large as utilization area.
7	2	Section 4, if any member engages in self-agricultural production of the household, there will be name and code of a person filled in this part.
7	3-4 -5	Correlate with section 4 to see if any member engages in self non-agricultural production. If yes, for each profession activity identified in question 4 there will be a person and a name filled in question 5.
7	8-9	Each square is filled with a name and code of household member.
7	10	Select the right woman, and name and code of such person is recorded in this square (if any)
8		Correlate date, month, year of birth age, sex in section 1A, children are coded in question 8.
8	18-24	If there is a child of under 4 years old, information is recorded in questions 18-24

Focused issues for checking in second round

Section	question	Focused issues for checking
1-8		Questions marked with red ink in first round will be re-interviewed and corrected.
9A		Request to explain if respondent is not those with selected name in section 7.
9A-B		There is no difference in area between part A and part B by specific type of land.
9C		Any auxiliary products are used then part B must have a respective plant that generates such auxiliary products.
9D		The plant recorded in this part must be listed in part B
9E		The processed products in this section must have a planted product in part B as raw material.
9G		Products recorded in this section must have a respective bred animal in part F
9H		If any aquatic products are raised, part A2 and A3 should have water surface area.
9J		Check food value relation for husbandry in this part with farming products for husbandry in part B section 9
10A		Request to explain if respondent is not that with name listed in question 3.
10 A-B - C-D		Listed activities are interviewed fully in parts A, B, C and D
10A	5	Working time for a job listed in question 5 will be greater than or as much as the time of person who joins in this activity recorded in section 4
10A	10	Code for respondent must have related activities listed in section 4
11A		Request to explain if respondent is not that whose name was recorded by team leader.
11		Check unit price of products for rationality by dividing value by amount.
11		Check amount-value relation of home-made products in this part with farming products in part B section 9 and relation with husbandry products used by the household in part E section 9.

12A		Request to explain if respondent is not that whose name was recorded by team leader.
12B		Exchange value of the previous visit is always smaller than that in the last 12 months.
12C		If there is no motorbike, check part A of this section to see any expenditure for petroleum for motorbike, if yes, request a clear explanation.
12C		Is furniture code consistent with furniture name ?
12D		Name recorded in question 12 is not household member.
13		Name recorded in question 2 is not household member.
14A		If question 1 with code 1 then at least a borrowing item recorded. Check whether interest rate rational. There is certainly, a balance between borrowing time, amount, interest rate, amount already paid and the value to be paid as counted to the present.
14B		If question 1 with code 1 then at least one borrowing item recorded. Check whether the interest rate is rational. There is certainly, a balance between borrowing time, amount, interest rate, amount already paid and the value to be paid as counted to the present.
15		Correlate age and sex with section 1A
15		Correlate measuring figures with range table 3% to 97% weight and height by age (annex 3)
15		Are members < 24 months old measured in lying position ?
15		Request to re-measure members who have no been measured if possible.

ANNEX 3 - RE-INTERVIEW OF HOUSEHOLD (FORM E AND F)

FORM E – REINTERVIEW FIRST ROUND

CLUSTER NAME				CLUSTER CODE	
NAME OF HH HEAD				HH CODE	
INTERVIEWER NAME				INTERVIEWER CODE	
INTERVIEW DATE					
	DAY	MONTH	YEAR		

SECT	QUESTIONS	OUTCOMES	
		INTERVIEWER	TEAM LEADER
1A	re-interview each member whether they eat together at least 6 months in the last 12 months. If there is an exception That exception is included in regulated cases		
1A	Ask whether anyone has eaten together in the household but is not included in household list.		
1A	Ask duration of being outside of the household of each member. Especially time of those who are not identified as household member if any.		
1A	Outcome of time away from home of household head.		
1A	Outcome of re-interview to calculate age of household head.		
2	Re-interview the highest diploma obtained of each member.		
2	Outcome of highest diploma obtained of household head		
3	Re-interview household members if they got diseases or injuries in the last 4 weeks.		
3	Outcome Q 5 of household head		
4A	Re-interview from questions 2 to 7 for all household members from 6 years of age upward		
4A	Outcome for hh head: question 2		
4A	Outcome for hh head: question 4		
4A	Outcome for hh head: question 6		

5	For each member from 10 years old upward, ask to calculate how long have they been living in the existing place since the last move		
5	Outcome for hh head: question 7		
5	Outcome for hh head: question11		
6A	Outcome: question1		
6B	Outcome: question1		

6B	Outcome: question17		
6B	Outcome: question 31		
6B	Outcome: question 33		
6B	Outcome: question 37		
6C	Map and size drawn by interviewer		
7	Re-interview from Q 1 to Q 9		
8A	Re-interview question 1 and 2. If yes, ask about number of children, times of abortion, times of foetal death of this woman Ask, > three year interval of live birth, has she been pregnant		
8B	Re-interview question 1 for all methods of contraception		

Team leader _____ Code:

Day _____ Month _____ Year _____

Form F - RE-INTERVIEW ROUND 2

CLUSTER NAME				Cluster code	
NAME OF HH HEAD				Hh code	
NAME OF INTERVIEWER				Interviewer code	
INTERVIEW DATE					
	Day	Month	Year		

SECT	QUESTIONS	OUTCOMES	
		INTERVIEWER	TEAM LEADER
9A1	Re-interview the area of each plot of land for annual crop cultivation.		
9A1	Outcome of the biggest area of land plot for annual crop cultivation		
9A2	Re-interview area of each other plot of land.		
9A2	Outcome of the biggest of each other plot of land		
9A3	Outcome: question 1		
9A4	Outcome: question 1		
9B	Re-interview question 1 for all kinds of crops		
9B	Re-interview production gained and output sold out of all crops planted in the last 12 months.		
9C	Outcome: question 1		
9D	Re-interview Qs: 1, 8, 16, 22, 28, 30, 32, 34, 36, 42, 47, 51 and 54		
9E	Re-interview question 1 for all listed items		
9F	Re-interview question 2 for all animals raised		
9F	Re-interview question 4 for all animals raised marked yes		
9G	Re-interview question 2 for all other husbandry products		
9H	Outcome: Question 1		
9L	Re-interview question 1 for all agricultural machines, tools instruments		
10A	Outcome of question 5 the first profession (year:month)	:	:
10A	Re-interview question 11 and 12 for all jobs		
10B	Re-interview question 1 for all jobs		
10C	Outcome of question 1, the first job		
10D	Re-interview question 1 for all jobs		

11A	Re-interview question 1 for all expenditures for holidays		
11B	Re-interview question 1 and 9 for all regular expenditures		
12A	Re-interview question 1 for all daily non-food and foodstuff expenditure.		
12B	Re-interview question 1 for all yearly non-food and foodstuff expenditure		
12C	Re-interview whether household members use such furniture		
12D	Outcome: Question 1		
13A	Outcome: Question 1		
13B	Re-interview question 1 for all other incomes		
14A	Outcome: Question 1		
14B	Outcome: Question 1		

TEAM LEADER _____ CODE:

Day _____ Month _____ Year _____

ANNEX 4 - WEIGHT AND HEIGHT/LENGTH BY AGE

Age		Male weight			Female weight		
Year	month	3%	50%	97%	3%	50%	97%
0	0	2.5	3.3	4.2	2.3	3.2	3.9
0	1	3.0	4.3	5.6	2.9	4.0	5.0
0	2	3.6	5.2	6.7	3.4	4.7	6.0
0	3	4.2	6.0	7.6	4.0	5.4	6.9
0	4	4.8	6.7	8.4	4.6	6.0	7.6
0	5	5.4	7.3	9.1	5.1	6.7	8.3
0	6	6.0	7.8	9.7	5.6	7.2	8.9
0	7	6.5	8.3	10.2	6.0	7.7	9.5
0	8	7.0	8.8	10.7	6.4	8.2	10.0
0	9	7.4	9.2	11.1	6.7	8.6	10.4
0	10	7.7	9.5	11.5	7.0	8.9	10.8
0	11	8.0	9.9	11.9	7.3	9.2	11.2
1	0	8.2	10.2	12.2	7.6	9.5	11.5
1	1	8.5	10.4	12.5	7.8	9.8	11.8
1	2	8.7	10.7	12.8	8.0	10.0	12.0
1	3	8.8	10.9	13.1	8.1	10.2	12.3
1	4	9.0	11.1	13.3	8.3	10.4	12.5
1	5	9.1	11.3	13.6	8.5	10.6	12.7
1	6	9.3	11.5	13.8	8.6	10.8	13.0
1	7	9.4	11.7	14.0	8.8	11.0	13.2
1	8	9.5	11.8	14.2	8.9	11.2	13.4
1	9	9.7	12.0	14.4	9.1	11.4	13.6
1	10	9.8	12.2	14.6	9.3	11.5	13.9
1	11	9.9	12.4	14.8	9.4	11.7	14.1
2	0	10.2	12.3	15.5	9.6	11.8	14.4
2	1	10.3	12.5	15.7	9.7	12.0	14.8
2	2	10.4	12.7	15.9	9.9	12.2	15.1
2	3	10.6	12.9	16.1	10.1	12.4	15.4
2	4	10.7	13.1	16.4	10.2	12.6	15.7
2	5	10.8	13.3	16.6	10.4	12.8	16.0
2	6	10.9	13.5	16.8	10.5	13.0	16.2
2	7	11.0	13.7	17.0	10.6	13.2	16.5
2	8	11.1	13.9	17.2	10.8	13.4	16.8
2	9	11.3	14.1	17.4	10.9	13.6	17.0
2	10	11.4	14.3	17.6	11.1	13.8	17.3
2	11	11.5	14.4	17.8	11.2	13.9	17.5
3	0	11.6	14.6	18.0	11.3	14.1	17.8
3	1	11.7	14.8	18.2	11.5	14.3	18.0
3	2	11.9	15.0	18.5	11.6	14.4	18.3
3	3	12.0	15.2	18.7	11.7	14.6	18.5
3	4	12.1	15.3	18.9	11.8	14.8	18.7
3	5	12.2	15.5	19.1	12.0	14.9	18.9
3	6	12.4	15.7	19.3	12.1	15.1	19.1
3	7	12.5	15.8	19.5	12.2	15.2	19.4
3	8	12.6	16.0	19.7	12.3	15.4	19.6
3	9	12.7	16.2	19.9	12.4	15.5	19.8
3	10	12.9	16.4	20.1	12.5	15.7	20.0
3	11	13.0	16.5	20.3	12.6	15.8	20.2
4	0	13.1	16.7	20.5	12.8	16.0	20.4
4	1	13.2	16.9	20.8	12.9	16.1	20.6
4	2	13.4	17.0	21.0	13.0	16.2	20.8
4	3	13.5	17.2	21.2	13.1	16.4	21.0
4	4	13.6	17.4	21.4	13.2	16.5	21.2
4	5	13.8	17.5	21.6	13.3	16.7	21.4
4	6	13.9	17.7	21.8	13.4	16.8	21.6
4	7	14.0	17.9	22.1	13.5	17.0	21.8
4	8	14.2	18.0	22.3	13.6	17.1	22.1
4	9	14.3	18.2	22.5	13.7	17.2	22.3
4	10	14.4	18.3	22.7	13.8	17.4	22.5
4	11	14.6	18.5	23.0	13.9	17.5	22.7
5	0	14.7	18.7	23.2	14.0	17.7	22.9

Age		Male height/length			Female height/length		
year	month	3%	50%	97%	3%	50%	97%
0	0	46.2	50.5	54.8	45.8	49.9	53.9
0	1	49.9	54.6	59.2	49.2	53.5	57.9
0	2	53.2	58.1	62.9	52.2	56.8	61.3
0	3	56.1	61.1	66.1	54.9	59.5	64.2
0	4	58.6	63.7	68.7	57.2	62.0	66.8
0	5	60.8	65.9	71.0	59.2	64.1	69.0
0	6	62.8	67.8	72.9	61.0	65.9	70.9
0	7	64.5	69.5	74.5	62.5	67.6	72.6
0	8	66.0	71.0	76.0	64.0	69.1	74.2
0	9	67.4	72.3	77.3	65.3	70.4	75.6
0	10	68.7	73.6	78.6	66.6	71.8	77.0
0	11	69.9	74.9	79.9	67.8	73.1	78.3
1	0	71.0	76.1	81.2	69.0	74.3	79.6
1	1	72.1	77.2	82.4	70.1	75.6	80.9
1	2	73.1	78.3	83.6	71.2	76.7	82.1
1	3	74.1	79.4	84.8	72.2	77.8	83.3
1	4	75.0	80.4	85.9	73.2	78.9	84.5
1	5	75.9	81.4	87.0	74.2	79.9	85.6
1	6	76.7	82.4	88.1	75.1	80.9	86.7
1	7	77.5	83.3	89.2	76.1	81.9	87.8
1	8	78.3	84.2	90.2	77.0	82.9	88.8
1	9	79.1	85.1	91.2	77.8	83.8	89.8
1	10	79.8	86.0	92.2	78.7	84.7	90.8
1	11	80.6	86.8	93.1	79.5	85.6	91.7
2	0	79.6	85.6	91.6	78.5	86.5	92.6
2	1	80.3	86.4	92.5	79.2	85.4	91.5
2	2	81.0	87.2	93.5	80.0	86.2	92.4
2	3	81.7	88.1	94.4	80.7	87.0	93.4
2	4	82.4	88.9	95.3	81.4	87.9	94.3
2	5	83.1	89.7	96.2	82.2	88.7	95.2
2	6	83.8	90.4	97.1	82.9	89.5	96.0
2	7	84.5	91.2	97.9	83.6	90.2	96.9
2	8	85.2	92.0	98.8	84.3	91.0	97.7
2	9	85.8	92.7	99.6	84.9	91.7	98.6
2	10	86.5	93.5	100.5	85.6	92.5	99.4
2	11	87.1	94.2	101.3	86.3	93.2	100.1
3	0	87.8	94.9	102.1	86.9	93.9	100.9
3	1	88.4	95.6	102.9	87.6	94.6	101.7
3	2	89.0	96.3	103.7	88.2	95.3	102.4
3	3	89.6	97.0	104.4	88.8	96.0	103.1
3	4	90.2	97.7	105.2	89.4	96.6	103.9
3	5	90.9	98.4	106.0	90.0	97.3	104.6
3	6	91.5	99.1	106.7	90.6	97.9	105.3
3	7	92.0	99.7	107.4	91.2	98.6	105.9
3	8	92.6	100.4	108.2	91.8	99.2	106.6
3	9	93.2	101.0	108.9	92.3	99.8	107.3
3	10	93.8	101.7	109.6	92.9	100.4	107.9
3	11	94.4	102.3	110.3	93.5	101.0	108.6
4	0	94.9	102.9	111.0	94.0	101.6	109.2
4	1	95.5	103.6	111.6	94.6	102.2	109.9
4	2	96.0	104.2	112.3	95.1	102.8	110.5
4	3	96.6	104.8	113.0	95.6	103.4	111.1
4	4	97.1	105.4	113.6	96.1	104.0	111.8
4	5	97.7	106.0	114.3	96.6	104.5	112.4
4	6	98.2	106.6	114.9	97.2	105.1	113.0
4	7	98.7	107.1	115.5	97.7	105.6	113.6
4	8	99.2	107.7	116.2	98.1	106.2	114.2
4	9	99.8	108.3	116.8	98.6	106.7	114.9
4	10	100.3	108.8	117.4	99.1	107.3	115.5
4	11	100.8	109.4	118.0	99.6	107.8	116.1
5	0	101.3	109.9	118.6	100.1	108.4	116.7

ANNEX 5 - STANDARD PRICE FOR SUPERVISION OF PRICE COLLECTION

I. FOOD PRICES				
OR- DER	ITEM	TYPE (Trademark, quality, type...)	UNIT	PRICE (DONG)
01	Ordinary paddy		kg	1600
02	Ordinary rice		kg	2500
03	Glutinous rice		kg	6000
04	Yellow maize (corn)	dry	kg	2000
05	Cassava (manioc)	fresh	kg	1600
06	Sweet potato	fresh	kg	1500
07	Instant noodles	Miliket (85 g pack)	Pack	1200
08	Arrowroot noodles	Dry, regular type	kg	10000
09	Pork butt		kg	21500
10	Rump roast		kg	35000
11	Free range hen	Live , 1 kg or more	kg	23000
12	Duck	Live , 1 kg or more	kg	12000
13	Scad (fish)	10-12 fish/kg	kg	10000
14	mullet (Snake-head)	3 fish per kg type	kg	25000
15	Chicken eggs		egg	1000
16	Tofu		kg	3500
17	peanuts	Type 1	kg	10000
18	Dry mung Beans	Type 1	kg	10000
19	Soy beans		kg	5800
20	water morning glory		kg	1500
21	Bean sprouts		kg	3000
22	cabbage		kg	4000
23	Tomato		kg	5200
24	Sweet Oranges	5-6 oranges/kg	kg	6000
25	Regular Bananas	10 fruit/ kg	kg	3000
26	Mango	3 fruits /kg	kg	15000
27	Salt		kg	1000
28	Fish sauce	15 degrees of protein	liter	10000
29	MSG	Ajinomoto 454 gram package	package	12500
30	Cooking oil	Neptune or Tuong An (peanut oil)	liter	14500
31	Refined white sugar	Domestic	kg	7500
32	Sweetened condensed milk	Longevity brand (similar) 397 g	can	7000
33	Dry tea		kg	40000
34	White rice wine	35 degree	liter	6000
35	Hanoi beer	Canned beer	can	6000
36	333 beer	Canned beer	can	5800
37	555 Cigarettes	Square box, made in Viet nam	Pack	10000
38	Cigarettes	Jet or Vinataba	Pack	6000

II. NON-FOOD ITEMS				
OR- DER	ITEM	TYPE (Trademark, quality, types..)	UNIT	PRICE (DONG)
01	Split firewood	Dry, small bundle	kg	500
02	Electricity for residential use		kwh	610
03	Kerosene		Liter	4000
04	Gasoline	mogas 83, A76	Liter	4200
05	Laundry Detergent	Viso powder 500 g package	Package	4500
06	Bath Soap	Black Camay	cake	5500
07	Toothpaste	P/S big tube with red letter	Tube	4500
08	Cotton netting	100% cotton, 0.9m wide	Meter	1800
09	Mosquito net (double nylon)	White, no flowers, no door	piece	52000
10	Soft thin synthetic fabric	Size 0.75m	Meter	9000
11	Synthetic fabric for pants	Size 1.45 (40 000-45 000d/m)	Meter	40000
12	Ready made man's shirt	Long sleeve, size 39, average quality	Piece	35000
13	Ready made man's trousers	Size 39, average quality	Piece	40000
14	face towel (average type)	Domestic, size 25x50	piece	3000
15	Reed mat	double (size 1.5 m) printed	piece	26000
16	Man's rubber sandals	domestic, size 40, white, bee hive hole	pair	9000
17	rain poncho		piece	10000
18	Light bulb	Rang dong or Dien quang, 75 W	piece	3000
19	Aluminium pot	Diameter 24, Hai phong, type 1 or equivalent	piece	30000
20	Red plastic basin	Diameter 40cm	piece	8000
21	Rice bowl	Patterned, Hai Duong type 1 or similar	piece	2200
22	Thermos 2.5 ml	domestic 2,5 liter, Rang Dong or Binh Tay, iron cover	piece	32000
23	Cement	PC30 Hoang thach or Ha tien	kg	850
24	Steel rod	Diameter 6 Vietnam	kg	4600
25	Bicycle tube	Sao Vang or Hoooc mon type 1, no valve	piece	6500
26	Bicycle tire	Sao Vang red or Hoooc mon black type 1	piece	19000
27	notebook	48 pages	book	800
28	Lined Paper	20 sheets	sheaf	1200
29	4 th grade set of textbooks	Not including supplements	set	74000
30	Goldstar 14 inch color TV	Assembled in Vietnam	Set	2250000
31	Sony 14 inch color TV	Assembled in Vietnam	Set	2800000

III. SERVICE PRICES				
OR- DER	SERVICE	TYPE (trademark, quality, type...)	UNIT	PRICE (DONG)
01	Sew man's shirt	Regular Long sleeve	Piece	25000
02	Sew woman's shirt	Regular long sleeve	Piece	30000
03	Sew man's trousers	Not including notions	Piece	25000
04	Man's haircut without shampoo		1 time	5000
05	Woman's permanent	Short hair	1 time	15000
06	Repair hole in bike tube		1 time	1500

IV. MEDICINE PRICES				
OR- DER	ITEM	TYPE (trademark, quality, type.)	UNIT	PRICE (DONG)
01	Ampicillin capsules	Capsules, 250 mg, 10 per card Made in Vietnam	Card	4000
02	Penicillin tablets	400000UI tablets. 10 per card, foil, Made in VN	Card	2500
03	Paracetamol tablet	10 per card, 0.1gr	Card	900
04	Rifampicin capsules	450mg capsules for TB	Capsule	2000
05	Rimifon (Isoniazide)	tables for TB, 150 mg, 100 tablet bottle, domestic	bottle	10000
06	Oral rehydration salts		Packet	1500
07	Insulin injection	For diabetes, 400UI	vial	37000
08	Iron tablets	For anemia 0,05 g, 250 tablet bottle	bottle	1500
09	Vitamin A tablets	50000UI Tablets	Tablet	250
10	Trust condoms	Domestic, 3 condom pack	pack	1000

V. FERTILIZER AND INSECTICIDE PRICES

OR- DER	ITEM	Type (brand, quality, type..)	Unit	PRICE (DONG)
01	Urea	Indonesian 46%	kg	2000
02	Potassium sulfate fertilizer	58-62 K ₂ O	kg	2000
03	Phosphoric Fertilizer	Lam thao or Long thanh	kg	1000 1500
04	NPK	16-16 - 8 foreign	kg	15000
05	Bassa 50 ND	Solution Bottle 480ml	kg	14000
06	M. Parathion 50 ND (or Wofatox)	Strong solution	kg	14000
07	Padan powder 95SP		kg	10500