

LIBERIA INSTITUTE OF STATISTICS AND GEO- INFORMATION SERVICES (LISGIS)

Enumerator Manual

Household Income and Expenditure Survey
(HIES 2014-2015)



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SWEDISH INTERNATIONAL DEVELOPMENT
COOPERATION AGENCY



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Part I: Household Questionnaire

General Instructions

Introduction

For planning processes such as the design of social programs, investment in infrastructure or the evaluation of policy, data is needed. Household surveys are one way to obtain such data. Research on income and expenditure at the household-level seeks to collect and analyze the flow of resources acquired and expended by households. Results of such research can help to evaluate policies for addressing needs in the community.

Research Aims/Objectives

The main objectives of the present Household Income Expenditure Survey project in Liberia (2014) is to collect information at the household-level on: education, health, employment, children living outside of the home, water and sanitary practices, food expenditure both in and outside the household, non-food expenditures, household resources, grants, crime and conflicts and recent shocks to household wealth.

The HIES encompasses, among other features: the design and implementation of a household survey focusing on household income and expenditure that feeds into CPI construction, detailed poverty analysis and updating the household expenditures section within National Accounts of Liberia. The project is also expected to provide reliable and policy relevant agricultural statistics and serve as baseline information for the “Agenda for Transformation” set by the Government of Liberia. Other components of this project include capacity building and cross-country knowledge sharing, alongside efforts to improve survey methodologies in Liberia.

This data will allow the following:

- ❖ Evaluation and analysis of poverty levels and quality of life at the household level
- ❖ Analysis of primary indicators on economic productivity, employment, and social welfare
- ❖ Preparation of a ‘weighting system’ for a Consumer Price Index
- ❖ Generation of general economic (macroeconomic) indicators; e.g. estimates of national income (Gross Domestic Product – GDP)
- ❖ Analysis of household ownership of productive assets and their linkages with household income activities

Confidentiality

Data collected from household members is confidential, as directed by the Statistical Act of 2004 and should not be exposed to unauthorized persons unrelated to this research. Personal identifying details will not be removed before the data is released to researchers. This information will only be used for planning and future identification purposes. It is necessary to ensure respondents that the information they give will remain confidential and be used for research purposes only.

Terminology

The following are explanations and clarifications of terminology used in this questionnaire and the research as a whole:

- **HOUSEHOLD** - The word 'household' refers to people who live together and share income and also basic needs. In other words, residents of a household share the same centre of production and consume from that centre. This also refers to people who live together including in different dwellings within the same compound and share income and basic resources.
- **HEAD OF HOUSEHOLD** – The head of household is the member of the given household who holds the role of decision maker in that household; other residents normally recognize this individual as their head. In most cases the household head should take part in the economy, control, and welfare of the household in general.
- **HOUSEHOLD HOUSING** - This refers to the land/plot owned by one household regardless of appearance. It can be a single room, a building occupied by tenants, or more than one building occupied by household
- **HOUSEHOLD INCOME** – Sources of household include:
 - (a) Wages, salaries, benefits earned by workers
 - (b) Profits from agricultural and non-agricultural activities
 - (c) Interest earned on investments or savings
 - (d) Loans, aid or pension-payments received
 - (e) Income from the sale of property
 - (f) Cash Transfers and Remittances

- HOUSEHOLD EXPENDITURE - This includes the following:
 - (a) Resources used to buy items and services for daily living
 - (b) The price of items and services consumed by the household and the line item expenditure for these good and services
 - (c) Tax contributions, insurance payments, lottery tickets, interests for loans together with expenditure on items not used for consumption

Responsibilities

The following section identifies the responsibilities of enumerators conducting this household research. Instructions given here relate to tools and procedures for work at the job-site. As in any other kind of work, unforeseen obstacles may develop during implementation of the research. To address these problems, it is important that the supervisor remain in clear and frequent communication with the head office in Monrovia.

Research Tools

Each interviewer should have the following on their person:

- (i) Identity card
- (ii) Letter of introduction
- (iii) Manual (for interviewer and for questionnaire)
- (iv) List of selected households in a given area
- (v) Questionnaire
- (vi) Pencil, rubber-eraser, and sharpener
- (vii) Writing board
- (viii) Notebook
- (ix) Rain boots and raincoat

Supervisors will be given some of the aforementioned items along with some other items such as weighing scales, extra questionnaires together with a list of the Enumeration Areas (EAs) in the given area. Interviewers and supervisors should ensure that the tools are well kept because they cannot be obtained easily and there will not be excess tools issued for those that are destroyed.

WHAT IS THE FIRST STEP WHEN YOU ARRIVE IN A NEW ENUMERATION AREA?

Each team will be given a list of EAs that they have to cover over 365 days. The start date for each EA will be included in the list and the team should follow this schedule. In case of any delays or change in plans, the supervisor of the team should inform the head office in Monrovia about the situation before taking any decisions.

When you first arrive in an EA, make sure that the village/EA head is aware of your presence. The interviewer should show his/her identity card and introductory letter to the village leaders at this time. Your supervisor will explain to the village leaders the purpose of the survey, and show the necessary letters from the Statistical Office. Once the necessary permissions within the village/EA are obtained you can go ahead with the next activity, which is Listing.

Household Listing

After informing the village heads about your presence, the first task is to perform household listing. Listing involves creating a list of all households within the given enumeration area (EA). The boundaries for your EA will be determined by the GIS expert on your team who will have access to a map before arriving in the EA. Along with the GIS expert, two other enumerators will participate in listing activities. Listing involves sending field teams to each of the selected EA's with a GPS, recording at minimum, information on name of head of household, address of the household (including GPS measurements), household size disaggregated by gender, mobile phone numbers, information on agricultural crops grown by the household and a map of households within the EA. A sticker or label with a serial number will be put on a dwelling to keep track of the households. The number on a household structure should match the number in your listing so that it is easy to identify the household when the survey interview is to be conducted. A listing form will be provided to each team so that they can use this form to list households in the enumeration area. **PLEASE DO NOT INCLUDE ANY NON-HOUSEHOLD STRUCTURES SUCH AS HOSPITALS, SCHOOLS, COMMERCIAL PROPERTIES ETC WITHIN THE LISTING ACTIVITIES.**

Once the listing activities are concluded, a random selection of ten (10) households will be made using guidelines outlined in the Appendix. Each enumerator will be assigned two households to interview within one EA by the supervisor. Please note that the GIS Expert will also be involved in the data collection activities and serve as an enumerator, just as some of the enumerators will help with the listing activities.

Price Data Collection

While one sub-group within each team will be involved in the listing activities on the first day, another subgroup will be involved in the market price data collection activity. This involves the remainder of the team reaching the market that is closest to the EA which most residents visit to purchase daily household items, and collecting price data on items available in the market using the Pricing Questionnaire. The details of this activity are included under the Pricing Questionnaire section of this manual. If it is not a market day on the first day of your visit to an enumeration area, the pricing activities will have to be undertaken on another day when the market is being conducted.

HOW TO APPROACH THE HOUSEHOLD TO PARTICIPATE IN THE SURVEY?

Once the households to be interviewed are selected, the supervisor will travel with the enumerator to the specific household and talk to the head of the household about the importance of the survey and the confidentiality of information provided. Once the necessary approvals are obtained, the enumerator can begin administering the questionnaire to the household.

WHAT SHOULD BE DONE IF THE HOUSEHOLD IS UNAVAILABLE?

Because the Household Income and Expenditure Survey is a flagship survey for LISGIS and the Government of Liberia, in the rare occurrence of unavailability of a household, LISGIS Headquarters should be contacted on the next steps. It is pertinent that the field staff does not make any decisions without consulting the head office when it comes to household unavailability.

WHAT SHOULD BE DONE IF A HOUSEHOLD REFUSES TO PARTICIPATE?

The interviewer should do their best to earn the maximum cooperation of the interviewed households. Interviewers should inform respondents in advance that the research is for the benefit of the country. The interviewer should also seek for help from village leaders if they encounter severe obstacles. If a household continues to refuse to participate in the survey, the interviewer should report this to the supervisor and get the supervisor involved in the negotiations with the household. If despite best efforts, a household refuses to cooperate, the supervisor must inform LISGIS headquarters on the next best steps.

HOW SHOULD WE CONDUCT AN INTERVIEW?

Fill in the household preliminary information in section A-1: HOUSEHOLD IDENTIFICATION. The Identification Code for County, District, Clan and Enumeration Area (EA) will be given to you by your supervisor, as well as the household Code, Name of the household head and the list of households that will be interviewed by you. Remember, the household number is obtained from the list of households (listing forms) in the village or Enumeration Area (EA). If the name of the household head for the household assigned to you from the listing activity does not match the actual head, contact your supervisor before proceeding with the interview. It might be the case that either the household head was incorrectly recorded during the listing activity, or the interviewee is responding with the wrong name for the actual head of the household. IT IS OF PRIME IMPORTANCE THAT THE HEAD OF THE HOUSEHOLD IN THE LISTING ACTIVITY MATCHES THE HOUSEHOLD HEAD FOR THE SELECTED HOUSEHOLDS.

The success of the 2014 HIES Survey depends on the responsibility and commitment of supervisors and interviewers. Make sure you collect the data correctly and that you build warm relationships with the interviewed households in your area. Make sure you arrive promptly at each household. Follow the pre-instructions and procedures, bearing in mind that you should return to the household regularly.

Responsibilities of the Interviewer

As in many research projects, the interviewer is of fundamental importance. It is critical that the interviewer collect the necessary data/information accurately, as the whole research project depends on the way the interviewer fulfills his/her responsibilities:

- (i) The interviewer must follow instructions step-by-step to successfully accomplish their tasks
- (ii) The interviewer should generate warm relationships with their respondents, in order to receive accurate responses. Have confidence, and familiarize yourself with the traditions and customs of the given society you are working in.
- (iii) The first-impression that the interviewer makes to the respondent, in terms of their manner of speech and dress, has great importance for the accuracy of the results, so do your best to look and act appropriately.

(iv) The interviewer should present him or herself with confidence and as someone who knows what they are doing. Additionally, the interviewer should never mention the gift/reward offered at the end of the survey before it is complete, as this may affect the accuracy of information obtained from respondents.

(v) The interviewer must mention and emphasize the confidentiality of this research. The interview should be conducted between the interviewer and the respondent only; no other persons who do not pertain to the household should be present during the interview, unless allowed by the head of the household and for an important reason.

(vi) The interviewer must remember that the interviewer's role is to ask questions, whereas the respondent's role is to answer them. Therefore, the interviewer must not offer suggestions to the respondent. Nor should the interviewer express annoyance or any other reaction in response to the answers given by the respondent, as this may bias the data collected.

(vii) If the respondent does not readily respond to a question, the interviewer should remind them of the objectives of the research, as well as the confidentiality of the information given.

(viii) The survey includes a large number of questions but the interviewer must always follow the correct sequence, and manage the process effectively. If the respondent digresses during his/her responses, the interviewer should let the respondent do so and not seek to intervene in their speech. But after listening to him/her to the end, the interviewer should try to politely direct them back to the original question as in the questionnaire.

(ix) The interviewer must report to the supervisor immediately when they have the 'call back' so that the supervisor can prepare the schedule for the next day.

(x) It is important that the interviewer establishes a pre-agreement with the respondent about the time and place of the interview, and that they meet them promptly at the time and location that they prefer.

If the interviewer encounters any problem, he/she should petition help from their supervisor. It is important to remember that by collaborating in this way with the supervisor, the best data will be obtained.

Questionnaire

The survey is made up of the following questionnaires:

- 1: Individual and Household information questionnaire
- 2: Pricing Questionnaire (This will be conducted by the supervisor him/herself alongside some of the enumerators that are not involved in the listing activity.)

Category 1: Household information on demographics, education, health, labour/employment, housing, water and sanitation, food consumption in the last week, food consumption outside the household, non-food consumption (for the past seven days and thirty days), non-food consumption (for 12 past months), household assets, assistance and groups, credit, finance, recent shocks to household welfare, deaths, and anthropometric measurements.

Category 2: Pricing questionnaire asks about the prices of goods and items available in the local market. Information from three different vendors should be collected from each EA.

General Instructions for Completing the Individual and Household Questionnaire

General Instructions

The most important thing to remember when completing the household questionnaire is to write clearly and accurately. Your information will have to be legible to the data entry operators for them to correctly enter your answers into the computer. If answers are not written clearly, and cannot be correctly read by the data entry operator, they will trigger the consistency checks included in the data entry program, and may stop the team from moving from the EA on a timely schedule.

All of the questions are written as they are to be read to the respondents. Enumerators should not ask the questions according to their own criteria, except in situations where the respondent does not understand the question. In such situations, you must explain the content without changing the sense of the question. This is important to ensure that all respondents are answering the same questions.

Format of the Questionnaire

The household questionnaire modules are organized according to two basic formats.

Columns (vertical): In this format, the text area, the response categories and the response to each question are found organized sequentially in columns. An example of this is found in Module J: Housing, Water and Sanitation where only one response is needed for information covering the entire household.

Columns and rows: This format is used when there is information from multiple respondents in a single module. In this format, the questions are located in the columns and the responses are recorded in the rows. An example of this format is found in Module D: Health, where the responses from all household members are recorded on individual rows for the same set of questions.

The Flap

The household questionnaire has a fold-out flap to record the name, age, and sex of each household member, translating into a “simplified”



household roster. Additionally, the fold-out flap also contains three questions that will help to fill out certain questions in Module E: Labour. Further instruction will be provided on how to fill out those three questions later. The 12 rows of this table correspond to the 12 rows that appear in all modules in which information on individual household members is collected (Sections B-G). When you fold out this flap, its rows align with the rows of the questionnaire modules.

Skip Codes

CONDITIONAL SKIP

EXAMPLE 1

26. Did [NAME] take the Grade 9 WAEC (West Africa Examination Council Exam)?	27. Did [NAME] pass or fail in the exam?
YES.....1 NO.....2 (►28)	PASS.....1 FAIL.....2 DON'T KNOW..3

1	2
---	---

EXAMPLE 2

26. Did [NAME] take the Grade 9 WAEC (West Africa Examination Council Exam)?	27. Did [NAME] pass or fail in the exam?
YES.....1 NO.....2 (►28)	PASS.....1 FAIL.....2 DON'T KNOW..3

2	
---	--

Throughout the questionnaire, you will find 'skip codes.' Skip codes tell you to proceed to a different question than the one that immediately follows to improve the flow of the interview. For example, if the respondent tells you that they have never attended school, you do not want to ask them at what age they began school or what was the highest level that they completed. Therefore you will find a skip code. This is the first kind of skip you will find in the questionnaire, and is called a **"conditional skip"** which means that you skip based on the respondent's answer to the question. In the first example, the respondent took the 9th Grade WAEC exam, so the skip code does not apply and the interview continues with the next question in the sequence. In the second example, the respondent did not take the 9th

Grade WAEC exam. Therefore the skip code to question 26 applies. The following question is left blank and the next question that the respondent should answer is question 28.

UNCONDITIONAL SKIP

The other type of skip code that you will find in the questionnaire is an “unconditional skip.” These codes are easy to find because they have a box around them. With unconditional skips, no matter what the respondent answers, you should skip to the question indicated in the box. In this example, you should always skip to question 31, no matter what year the respondent indicates. All questions that are not answered because of the skip pattern or general flow of the questionnaire should be left blank – no information should be recorded.

EXAMPLE 3

7. Why did [NAME] never go to primary, secondary or university?	
TOO YOUNG TO ATTEND SCHOOL..1 NO MONEY2 POOR QUALITY OF SCHOOLS....3 ILLNESS OR DISABILITY.....4 NOT INTERESTED.....5 PARENTS DID NOT LET ME.....6 HAD TO WORK OR HELP AT HOME.7 SCHOOL TOO FAR FROM HOME....8 SCHOOL CONFLICT WITH BELIEFS.....9 CIVIL UNREST IN COUNTRY....10 OTHER (SPECIFY).....11	
<div style="border: 1px solid black; display: inline-block; padding: 5px 15px;">▶ 31</div>	
<div style="border: 1px solid black; display: inline-block; padding: 5px 20px;"> FILL UPTO TWO MAIN REASONS </div>	
<div style="border: 1px solid black; display: inline-block; width: 80%;">REASON 1</div>	<div style="border: 1px solid black; display: inline-block; width: 80%;">REASON 2</div>
<div style="border: 1px solid black; display: inline-block; width: 80%;">7</div>	<div style="border: 1px solid black; display: inline-block; width: 80%;"></div>

Completion of Section B - G

- Read each of these sections continuously for the same person before proceeding to the next person. For example, in the household there are 3 household members: Julius, Mary and Alli. You are interviewing Julius, the head of the household. After completing the Household Roster and the first eight questions of Section B:

- Complete remainder of Section B for Julius
 - Complete Section C for Julius
 - Complete Section D for Julius
 - Complete Section E for Julius
 - Complete Section F for Julius
 - Complete Section G for Julius
 - Then you find and interview Mary:
 - Complete remainder of Section B for Mary
 - Complete Section C for Mary
 - Complete Section D for Mary
 - Complete Section E for Mary
 - Complete Section F for Mary
 - Complete Section G for Mary
 - Then you find and interview Alli:
 - Complete remainder of Section B for Alli
 - Complete Section C for Alli
 - Complete Section D for Alli
 - Complete Section E for Alli
 - Complete Section F for Alli
 - Complete Section G for Alli
- DO NOT complete the first page of Section B for Julius then ask about Mary for the first page of Section B. Complete a section in its entirety for one person before either moving to the next section for that person, or asking that section for a different person. Moving constantly between different household members is very confusing for the respondent and for the enumerator!

Other responses. If the respondent says ‘other’ as his/her response, you should record the specific response. You should write the code for ‘OTHER, SPECIFY’ and then write the specific response next to the number. If there is no space immediately next to the code for “Other, Specify”, write clearly in a white space on the edge of the page and mark an arrow to show that this answer relates to the relevant question. In Example 4, the respondent took a cooking class. This is not a given answer choice, so the interviewer selects “18” and writes the reason in words.

EXAMPLE 4

EXAMPLE 5

EXAMPLE 6

EXAMPLE 7

<p>32. What kind of polytechnic / vocational / adult education class did you take?</p> <p>LITERACY.....1 AUTOMECHANIC.....2 COMPUTER COURSE...3 PLUMBING.....4 CARPENTRY.....5 MASONRY.....6 TAILORING.....7 CATERING.....8 SOAP-MAKING.....9 TIE AND DYE.....10 HAIRDRESSING/ BEAUTY/MAKE-UP...11 ELECTRICIAN.....12 DRIVING.....13 ART & CRAFTS....14 AGRICULTURE.....15 FIRST AID.....16 NURSING.....17 OTHER, SPECIFY...18</p>	<p>22. What was the total cost for [NAME]'s medicines and visit to the traditional healer or faith healer? INCLUDE ESTIMATED VALUE OF ANY IN-KIND PAYMENTS.</p>	<p>22. What was the total cost for [NAME]'s medicines and visit to the traditional healer or faith healer? INCLUDE ESTIMATED VALUE OF ANY IN-KIND PAYMENTS.</p>	<p>22. What was the total cost for [NAME]'s medicines and visit to the traditional healer or faith healer? INCLUDE ESTIMATED VALUE OF ANY IN-KIND PAYMENTS.</p>						
	<table border="1"> <tr> <td>LD</td> <td>USD</td> </tr> </table>	LD	USD	<table border="1"> <tr> <td>LD</td> <td>USD</td> </tr> </table>	LD	USD	<table border="1"> <tr> <td>LD</td> <td>USD</td> </tr> </table>	LD	USD
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0									
---	---								
<div>18 (Cooking)</div>	<table border="1"> <tr> <td></td> <td></td> </tr> </table>			<table border="1"> <tr> <td></td> <td></td> </tr> </table>			<table border="1"> <tr> <td></td> <td></td> </tr> </table>		

Zero response. Responses that require a monetary figure have to be filled with '0' if there was no amount used for the particular question. In Example 5, the respondent says that he was not charged for being taken to the traditional healer or faith healer. The correct method of recording is to put "0", as in Example 5. It is incorrect to leave the box blank, as in Example 6. It is also incorrect to leave a dash as in Example 7.

It is never permissible to leave a question blank that is not intended to be blank from the skip patterns. If the respondent does not know, probe to get the necessary information. If after probing the respondent still does not know, indicate '99' on the questionnaire instead of leaving it blank. Note, '99' answers cannot be used in the analysis, so every effort should be made to minimize the incidence of these responses.

Reading questionnaire. The interviewer should not ask a sentence or say any words written in CAPITAL LETTERS. Such sentences or words are instructions to the interviewer, or they are answers to questions asked. Information written in capital letters is for the interviewer only. In these two examples to the right, the text in CAPITAL LETTERS should not be read to the respondent. Instead observe the roster list of household members and write the correct answer for this question.

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

Entering dates. When entering the month or year of an event, follow these rules:

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

Calendar year: Always 4 digits

Correct		Incorrect	
8. Approximately when do you expect to pay back the money?		8. Approximately when do you expect to pay back the money?	
MONTH	YEAR	MONTH	YEAR
7	2012	July	12

Reference Periods. E.g. Last 7 days. For questions that ask for information from “the past seven days”, refer to the immediate last 7 days. Example: If the interview is on Monday, “seven days ago” refers to the previous Monday through Sunday (yesterday). Always make the reference period clear when interviewing.

Decimals. If you need to report portions of a quantity less than 1, you should use decimals. Make sure that you write the decimal point in the questionnaire very prominently, such as 3.5. Do not write fractions. For example, do not write “3½”.

Monetary amounts. When the response to be recorded is a monetary amount or figure, write the correct response in the corresponding cell. Record responses in Liberian Dollars (LD) or United States Dollars (USD). For example, if a respondent says 4,500 Liberian dollars, enter this as you see below. If you are not sure, check with your supervisor. Record monetary amounts in Liberian Dollars with no decimal point. Do not include cents. For any values less than 1 LD, round to the nearest LD. For any amounts over LD 1,000 include a comma.

CORRECT

ITEM CODE	1. Within the <u>past 7 days</u> , did the members of this household eat/drink any [. .] within the household?	5. If you had to buy the quantity reported in Question 4 for [ITEM] in the market today, how much would you pay?		
			YES . . 1 NO . . . 2 (►NEXT)	LD USD
Cereals and Cereal products				
0101	Local Rice	1	4,500	

INCORRECT

ITEM CODE	1. Within the <u>past 7 days</u> , did the members of this household eat/drink any [. .] within the household?	5. If you had to buy the quantity reported in Question 4 for [ITEM] in the market today, how much would you pay?		
			YES . . 1 NO . . . 2 (►NEXT)	LD USD
Cereals and Cereal products				
0101	Local Rice	1	4500	
0101	Local Rice	1	4500 LD	
0101	Local Rice	1	4,500	-
0101	Local Rice	1	4,500	56
0101	Local Rice	1	4,500	0

Comments. You should write any relevant/important comments in the “Observation During The Interview” Box on the second page of the questionnaire. You can write small comments or notes to yourself on the other pages of the questionnaire (in the margin) to help you when you edit the questionnaire later. But do not expect your supervisor to read these comments. Any comments you want your supervisor to read should go on page 2 in the Observations Box.

Section A-1: Household Identification

Question 1-5.

We start with name of the County and its corresponding code (the code of the County has only two figures, for example, Bomi County is coded 03, Bong County is coded 06 up to last County which is Gbarpolu 45). This is followed by the codes and names of the district and clan, and codes for the enumeration areas. The codes are obtained from the National Census of 2008. The district code is two digits, the clan code is three digits and the EA code is also three digits.

Usually, the EA code starts with 0 followed by a number. Household codes have four figures depending on the selected households for the interview.

On the right side of the introduction of the household there is box. Put the number of the form below the box (E.g. FORM 1 OF 1 TOTAL). If you use more forms, write **x** inside the small box, and fill out the form number of the total number of forms.

Example, for the second form of 4 total forms filled:

x

FORM __2__ OF __4__ TOTAL

If you have used 4 forms, write **x** inside the small box on the right side of the cover page of **all** questionnaires, and write FORM **1** OF **4** TOTAL for the first form, FORM **2** OF **4** for the second form, FORM **3** OF **4** for the third form, and FORM **4** OF **4**.

Question 6.

You will write the name of the current household head. Make sure that this is filled at the end of the survey and that the name matches that in the roster on SECTION B.

Question 7.

You will write the code for whether the household is in an Urban (1) or Rural (2) EA. This code will be provided to you in advance for each EA.

Question 8.

Write down the full 14-digit household identification number by entering the County Code first (two digits), followed by the District Code (two digits), Clan Code (three digits), EA Code (three digits) and Household ID Code (four digits). It is extremely important that you copy this number accurately as it will be used to provide a unique identification for each household.

Question 9.

Provide a brief description of the household, such as an identifying characteristic of the dwelling, neighboring households or key permanent contacts if any. Examples can be: opposite the mosque, proximity to a major road or a community, on top of a hill etc.

Section A-2: Survey Staff Details

Question 10.

Name of enumerator. Here the interviewer writes their full name. Make sure that there is consistency in writing your name in every household you interview. Kormay P Adams cannot be replaced by Kormay Adams on a later date. The names will be entered in the computer for verification purposes.

Question 11.

Enumerator code. Every interviewer will have a unique code; this is always filled in for each and every questionnaire he/she attends. This number will not change over the course of the survey.

Question 12.

Time interview start. The interviewer should record the starting and finishing time of the interview. The start time is divided into two boxes, one for the hour, and the other for minutes. The hours entry box is before the “:”. This can range from 0-12. The minutes entry box can range between 0 and 60. Please ensure to check AM or PM to indicate what time the interview has started.

Question 13.

Date of the Interview. Write the date of the household with the household member. Start with day, month and then year.

Question 14, 15, & 16.

These questions are for the supervisor to fill out with his/her name, number and the date of questionnaire inspection. The same rules as Questions 10 – 13 apply.

Question 17, 18, & 19.

These questions are for data entry only. The data entry clerk should fill out his/her own name, number and the date of entering the data. The same rules as Questions 10 – 13 apply.

Question 20, 21, & 22.

These questions are for second data entry only. The second data entry clerk should fill out his/her own name, number and the date of entering the data. The same rules as Questions 10 – 13 apply.

Observations During the Interview

On the right side of this page there is a big box where the interviewer should write their views on how the interview was conducted, and any more important information, which may help the supervisor and the analysts of the questionnaire. Observations should be written at the end of the interview.

Introduction to the household to be interviewed

The interviewer has to read the letter of introduction confidently, and then give time for the respondent to ask questions. The interviewer should explain the content of the questionnaire: Education, health, employment, etc. It is pertinent that the interviewer spends time explaining this part so that the household is aware of why the work is being conducted and to seek their permission to proceed with the interview.

Section B: Household Member Roster

You should complete questions 1-7 for all household members before moving on the remaining questions. You should also complete the household roster flap after question 7.

Question 1. List all household members, starting with the head, spouse(s) if there is (are) any, children, relatives, and servants. You have to list those who share the meal in the household and contribute to the household income. After listing, read out the names to the household head to make sure that all household members are listed.

Question 2. Gender codes are 1 for men and 2 for women. This is an important question for all household members. Do not determine the gender by names, because some names are used by both genders – for example, Sando, Zinah and Happiness can be both men and women. Even for children, you have to make sure of the gender, because sometimes boys can look like girls, and girls like boys. The interviewer should be careful, because wrong coding of the household members can distort the whole data.

Question 3. Does [NAME] possess a birth certificate or proof of registration of birth from a civil authority? Ask if the household has ANY proof of birth registration. If YES, go to Question 4, if NO, skip to Question 5.

Question 4. Fill out the proof of birth registration. Option 1 is a Certificate from Ministry of Health. Option 2 is Registration proof from a clinic or hospital. Option 3 is an Other Specify category, whereby you will have to fill out the code 3 and then write down source of birth registration.

Question 5. When was [NAME] born? Fill in the month and year when [NAME] was born. Write year first, then month. Use the birth registration card if available. Month can be one or two digit but year has to be four digits.

It is possible that household members may not remember the year of his/her birth. Then the interviewer should use the following events to help the respondent to remember the year.

Events	Year
Start of First World War	1914
End of First World War	1918

Start of Second World War	1939
End of Second World War	1945
Death of William VS Tubman	1971
Rice Riot	1979
Nimba Raid	1983
Attempted Coup Plot	1985
Rebel Enter Liberia through Nimba	1989
Octopus War	1992
April 6 War	1996
Charles Taylor Election	1997
Peace Deal	2003

If the respondent remembers the year but does not remember the month, you will write '99' in the month Column.

Question 6. Age of [NAME]. Enter age of all household members in two digits. If the age is below one year, write '00' and if it is '98' and older enter '98'. If respondent does not know their age, use Question 3 to calculate age in the cases where the year of birth is known.

Question 7. Enter the code of the household member's relationship with the household head. These are codes with only one figure example (1...9). Servants to be included are those who share the meal and recognize the household head as their boss. Use the codes as indicated on the questionnaire.

At this point in the questionnaire, you should pause to complete the **household roster flap**. You should now ask the survey questions to a single household member, from Section B Q8, all the way through to section G before continuing with other household members.

Question 8. This question asks whether (NAME) shared a meal in the household in the past seven days. If yes, fill in 1, and if no, fill in 2.

Question 9. For this question, ask how many days in the last month the household member was present in the household. If the member was present for the entire month, indicate 30.

Question 10. Enter the number of months in the last twelve months that the individual has been present in this household. The value can range between 0 and 12.

Question 11. Enter the tribe or ethnic background for the individual. If the respondent comes from a tribe that is not listed in the options (including tribes from other countries), use code 19 for “Other, Specify” and write down the name of the tribe. If the individual does not have a tribe, enter 20.

Question 12. Ask the respondent where his/her biological father stays. If the father of (NAME) stays in the household, record his roster ID number and move to question 15. If he is outside the household record 97 and go to question 14. If he is dead, code 98. If the respondent does not know, use code 99 and move to question 14.

Question 13. Ask the respondent how old was (NAME) when the father died. Record the age of the child when the father died, NOT the age of the father when the father died.

Question 14. This question intends to know the standard of education of the father of (NAME). Record the highest grade completed. Use the codes listed on the questionnaire.

Question 15. Ask the respondent where his/her biological mother stays. If the mother of (NAME) stays in the household, record her roster ID number and move to question 18. If she is outside the household record 97 and go to question 17. If she is dead, code 98. If the respondent does not know, use code 99 and move to question 17.

Question 16. How old was (NAME) when the mother died? Record the age of the child when the mother died, not the age of the mother when the mother died.

Question 17. Fill in the level of education of the mother of (NAME). Record the highest grade completed. Use the codes listed on the questionnaire.

Question 18. This question should not be asked to the respondent. Interviewer, check the age reported in question 4 to see if (NAME) is 12 years old or above. If Yes then code it 1; if No code it 2. Continue with Question 19 for this individual if the answer is Yes. Move to Section C for this individual if the answer is No. When at the last member of household, move to Next Section if No is the response.

Question 19. State of marriage of (NAME): Use the following codes to describe different states of marriage: 1= monogamous marriage, 2= polygamous marriage, 3= living together, 4= separated, 5= divorced, 6= never married, 7= widow(er), and then move to question 25. Remember that a polygamous marriage can also apply to women, if her husband has multiple wives. It's the relationship status and not the gender that determines the marital status.

Question 20. Filter question asking if at least one of the spouses/partners of (NAME) live in the household. If Yes use code 1. If No, use code 2 and skip to Question 23.

Question 21. **This question is for the interviewer and should not be asked to the respondent.** Here you have to record the roster ID number of the husband/wife from the household roster. If the husband has more than one wife, record all of their numbers. If the number of wives is more than 4, record up to 4.

Question 22. Type of marriage ceremony of (NAME). Enter the code of the type of marriage ceremony as it is given in the questionnaire. In this research the word 'Marriage' means a man and woman married in a ceremony by the government, religious, traditional, or a combination of any of the three. Part time lovers or living together are considered as "None" or code 7. Use the appropriate codes provided for Question 25.

Question 23. Does (NAME) have a wife/husband/partner outside this household? If the answer is yes then code it 1. If the answer is no, then code it 2 and skip to question 25.

Question 24. How many spouses of (NAME) live outside the household? **This question should be asked to Men only!** Record the number of wives living outside the household. If there are none, record '0'. Do not leave any empty space.

Question 25. For how many years has (NAME) lived in this community? Record the number of years. If it is from the time of birth record '99' and move on to Question 29.

Question 26. (NAME) moved here from which Village/Town or Country? This is a very important question because it captures how people are moving in and out of this community. Fill in the name of the country if he/she moved in from **another** country (outside of Liberia), or the name of the

village or town. For county, fill in the county name, after the interview fill in the county code using the code list on the back of the questionnaire. If he/she has moved within the same county, fill in the current county name, after the interview fill in the county code using the code list on the back of the questionnaire. If the person has moved from another country, just enter the name of the country, and use the codes for countries provided.

Question 27. Reason why (NAME) moved to this household. Use the codes listed on the questionnaire.

Question 28. In which town/village was (NAME) born? Ask the country of birth; if it is another country record the name of the country only, and use associated codes. If it is another town/village, record the name of the town/village, and after the interview, record the code for the county using the codes on the back of the questionnaire.

Question 29. In the past 12 months, how often has (NAME) followed news/current affairs using Radio, TV, Newspaper and Palava Hut? Ask for each of the items and use the appropriate category to fill in the options. Make sure you fill in all four boxes, even if the respondent has never used one of the mediums (fill in the appropriate code for “NEVER”!)

Section C: Education

This section aims to collect information on the Education status and Educational expenses of household members. The questions should be administered to 5 year olds and above.

Question 1. This question is for the interviewer and should not be asked to the respondent. This questions asks you to identify household members who are 5 years old and above. Check the ages from Section B. If the household member is 5 years old and above code it 1, if no then code it 2 and skip to Section D. This section is not administered to those below 5 years of age. (Note that under 5 year olds may be in pre-school. These expenses will still be captured at the end of the section.)

Question 2. This question is for the interviewer and should not be asked to the respondent. Fill in the code 1 if the household member answers the question himself/herself and skip to Question 4; select code 2 if the individual is not answering him/herself.

Question 3. Fill in the individual ID for the person who is answering for (NAME). Use the flap to answer this question.

Question 4. Can [NAME] read and write in English? You have to identify who can BOTH read **AND** write in English, without considering whether they have gone to school. Code 1 for Yes, 2 No.

Question 5. Can [NAME] read **and** write in any other language? You have to identify who can read and write in any other language besides English, without considering whether they have gone to school. All household members over age 5 should be asked this question. Code 1 for Yes, 2 No.

Question 6. Did (NAME) ever go to primary or secondary school or university and above? You have to identify who has education in the household, without considering the grades. Do not include polytechnic, vocational or adult education class. Code 1 for yes and move to question 8, and code 2 for no and move to question 7.

Question 7. Why did [NAME] never go to primary or secondary school or university and above? Determine the reason why respondent never went to school and use the appropriate code. You may fill up to two reasons. In case of only one reason, fill in Reason 1 and leave Reason 2 blank. Now skip to question 31.

Question 8. At what age did [NAME] start primary school? Ask the age when the respondent first started school, this age should be recorded.

Question 9. Is [NAME] currently in school year (2013-2014) or (2014-2015), even if school is not in session? You need to get current information on whether the respondent is going to school at the moment. If the answer is yes, then code 1 and move to question 12, if it is no then code it 2 and continue with the following questions. The reference period of 2013-2014 school year applies if survey is being conducted between January and August 2014, while 2014-2015 applies if survey is being conducted from September 2014 to December 2014. The reference periods 2013/2014 and 2014/2015 only need to be mentioned if the survey is being conducted in a school holiday (for example summer holiday), when the school year one is attending can be ambiguous.

Question 10. What year did [NAME] leave school for the last time? Record the year in which the person in question left school for the last time. If they left school for a short break in 1995 (for example to work), then returned again in 1997, and then completed school in 2000, record the year 2000 as the year they left school for the last time. If they don't know when they left school, use code 9999.

Question 11. What is the highest grade completed by [NAME]? Record the highest grade that was completed by the person in question. Check the codes for grades. Note that an Associate degree (which lasts for 2 years) should be recorded as U1 or U2. If Grades 1-8 are selected, skip to Question 31. If Grades 9 and above are selected, skip to Question 26.

Question 12. What grade is [NAME] currently attending (school year 2013-2014) or (2014-2015), even if school is not in session? You have to ask the highest grade during the interview.

Question 13. Was [NAME] in school in the last school year (2012-2013 or 2013-2014)? You have to find out if the person in question was in school last year. If the answer is yes, then code it 1. If the answer is no, then code it 2 and skip to question 15.

Question 14. What grade was [NAME] attending in the last school year? If [NAME] was in school last year, find out what grade he/she was in.

Codes for questions 11, 12, 14:

PRIMARY	UNIVERSITY
G1.....11	U1.....23
G2.....12	U2.....24
G3.....13	U3.....25
G4.....14	U4.....26
G5.....15	
G6.....16	
JUNIOR HIGH	MASTERS & ABOVE
G7.....17	U5+.....27
G8.....18	

Question 15. This is for the interviewer and should not be asked to the respondent. Refer to the response in question 12 and indicate if [NAME] is currently attending school. They would be considered currently attending school if they have answered yes in Question 9 (or if they have filled Question 12). If the respondent is not currently in school, skip to question 26.

Question 16. Who owns the school [NAME] attends? Use the codes indicated on the questionnaire.

Question 17. Is this school a boarding school? Ask whether the school is a boarding school, i.e. where students take lodging at the school. If yes, code 1 and go to Question 20. If no, code 2 and continue with the next question.

Question 18. How does [NAME] usually go to school? Find out the typical means of transportation, which the respondent uses to get to school. Use the codes indicated in the questionnaire. Note that the 'School Bus' option includes other school provided vehicles that are not buses.

Question 19. How long does it take [NAME] to get to school by this means of transportation? Find out the amount of time it takes to get to school ONE WAY using the means of transportation indicated in Question 17. Give the answer in minutes.

Question 20. Has [NAME] missed school in the last two weeks? If the answer is yes, code it 1. If the answer is no, code it 2 and move to question 22.

Question 21. Find out the reason the household member failed to attend the school. Use the codes indicated in the questionnaire.

Question 22. Does (NAME) use textbooks for school? If yes, go to Q23. If no, skip to Q24.

Question 23. Where do the textbooks come from? If the household member uses textbooks, find out where they got them from: Do they borrow the textbooks from school; Purchase the textbooks themselves; Borrow from friends/relatives. If they borrow textbooks from school and another method, use option 4 or 5. Use the codes indicated in the questionnaire.

Question 24. In the past seven days, approximately how many hours did [NAME] spend on homework or studying? Find out how much time the household member spends doing schoolwork in the house or outside of school. Indicate the total time in hours and minutes.

Question 25. Has [NAME] had any problems at school? Find out if the household member has any issues at school or problems with the school environment. Indicate up to two (2) answers in order of importance from the list of codes in the questionnaire.

Question 26. Did [NAME] take the Grade 9 WAEC (West Africa Examination Council Exam)? Code 1 if yes and go to the next question. Code 2 if no and go to question 28.

Question 27. Did [NAME] pass or fail the Grade 9 WAEC exam? Code 1 if pass, code 2 if fail, and code 3 if they don't know. The "don't know" code is included mainly for those respondents who are answering for another much older household member and should be used only very rarely.

Question 28. Did [NAME] take the Grade 12 WAEC (West Africa Examination Council) Exam? Code 1 if they took the Grade 12 WAEC exam, code 2 if they did not and go to question 31.

Question 29. In what year did [NAME] take the exam? Indicate the year in which the household member took the exam as indicated in the previous question, if they don't know code 9999.

Question 30. Did [NAME] pass or fail in the Grad 12 WAEC exam? Code 1 if pass, code 2 if fail, and code 3 if they don't know. The "don't know" code is included mainly for those respondents who are answering for another much older household member and should be used only very rarely.

Question 31. Has [NAME] ever attended any professional, polytechnic, vocational or adult education class? Code 1 if respondent has. If not, code 2 and skip to question 35.

Some examples include training in, or to become a, masonry, plumbing, electrician, auto mechanic, seamstress, nurse, carpenter, painter, etc.

Question 32. What kind of professional, polytechnic, vocational or adult education class did [NAME] take? Find out the type of class taken, for example plumbing, carpentry, tailoring etc, and use appropriate codes as in questionnaire.

Question 33. How many months did [NAME] attend this professional, polytechnic, vocational or adult education class? Record the answer in months. If [NAME] attended for less than one month, fill as 1 month.

Question 34. What year did (NAME) complete his/her professional, polytechnic, vocational or adult education class?

Question 35. THIS QUESTION IS FOR THE ENUMERATOR. Has [NAME] completed his/her higher education (University) degree or adult education class? Check Q11 for Option 25 or 27. If one of them, fill in 1 in Q35. Check Q12 for Option 27. If correct, fill in 1 in Q35. Check Q34, if not equal to 9999, fill in 1 in Q35. For all other options, fill 2 and skip to Question 38.

Question 36. Was [NAME] able to find a job after completing his / her higher education (university) degree or professional / polytechnic / vocational / adult education class? If yes, fill 1. If no, fill 2 and skip to Question 38.

Question 37. How much time did it take to gain employment after [NAME] completed his/her higher education degree or professional / polytechnic / vocational / adult education class? Record the answer in months. If less than 1 month, record as 1.

Question 38. How much was spent on [NAME]'s education in the last 12 months by members of your household. Under each column heading, write down the amount spent on the following respectively in the column of the currency the amount was given in: School Fees; Books & Notebooks; Uniforms; Transport (taken to reach the educational institute); Extra Tuition; Other Materials (this includes school bags, raincoats, umbrellas, stationery, files and folders); Any Other Contributions made towards the respondents education. Remember to fill in the amount in the correct currency column. At the END of the interview, add each expenditure component together and write the total expenditure in the last column (TOTAL). If there was no expenditure, fill in a zero, do not leave the column blank. Remember that the total can be calculated at the end of the interview – this will save time in the interview and help to prevent the respondent becoming tired or impatient. Note that even if a respondent has not been to school ever, the skip pattern will still direct them to this question – this is to ensure that if the respondent has had any pre-school expenditures in the past 12 months, these are also captured.

Section D: Health

This section is about the health of the household members regardless of their age. These questions should be administered to all household members. Individuals 15 years and older should respond for themselves. For individuals below 15, the head of the household should respond on behalf of the individual. Follow the directives and the proper codes.

Question 1. This is for the interviewer and should not be asked to the respondent. Fill in the code 1 if the household member answers the question himself and skip to Question 3. Select code 2 if the individual is not answering him/herself.

Question 2. This is for the interviewer and should not be asked to the respondent. Fill in the individual ID for the person who is answering for (NAME). Use the flap to answer this question.

Question 3. Did [NAME] visit a health care provider in the last thirty days? If the answer is yes, then code it 1 and continue with the next question. If the answer is no then code it 2; if he/she did not go to hospital or anywhere to have health advice in the last thirty days, skip to question 15. Note that cases where respondent has visited a drugstore and RECEIVED ADVICE should be included (if no advice was received and the respondent only purchased medicines, i.e. bought non-prescription medicines, this should NOT be included here).

Qs 4-14 are asked about the respondent's MOST RECENT visit to a healthcare in the LAST 30 DAYS.

Question 4. This question asks the two major reasons for the most recent visit to a health care provider in the past thirty days. These may be two separate illnesses that occurred at the same time or the only one illness that occurred most recently within the past four weeks. Note that we are interested in capturing the most recent visit in the past thirty days. If (NAME) only had one reason for the most recent visit, fill Reason 1 and leave Reason 2 blank. NOTE: There cannot be a situation where Reason 1 is not filled but Reason 2 is filled.

Question 5. This question asks about the health care provider visited during the most recent visit in the last thirty days.

Question 6. How did [NAME] get to the health care provider most recently visited? Use the codes listed on the questionnaire.

Question 7. How long did it take [NAME] to reach the health care provider by this means of transportation for the most recent visit in the last thirty days? For greater than one hour report in minutes (1 hour = 60 minutes, 1.5 hours = 90 minutes, 2 hours = 120 minutes etc.

Question 8. This question asks if (NAME) had any problems during the most recent visit to the health care provider in the last 30 days? If yes, fill code 1. If no, fill code 2 and skip to Question 10.

Question 9. This question asks what problems (NAME) faced during the most recent visit to the health care provider in the last thirty days? Fill in codes from the options available.

Question 10. This question asks how (NAME) paid for the most recent visit to the health care provider in the last thirty days? Use the codes as provided in the question. NOTE: If someone uses a health insurance and therefore does not pay any amount to the provider, you should still capture it as Code 2 (Health Insurance) and NOT Code 1 (Free Treatment) because the individual paid for the health insurance at some point.

Question 11. How much did [NAME] spend on the most recent visit to the health care provider in the last thirty days for prescription medicines, tests, consultations and in-patient fees, if any? Record the amount of money spent on the visit to the provider listed in question 5. Record the amount in LD or USD as applicable.

EXAMPLE: The respondent, James, has visited a government hospital for a stomachache three weeks ago and paid 3,000 LD during this visit from his own cash. He used a Pen Pen (public motorcycle) to reach the government hospital and took one hour and forty-five minutes to reach the government hospital. He faced no problems during his visit to the government hospital. How would you fill out from Question 4 through Question 8?

Question 12. How many days did (NAME) have to stop their regular activities because of the illness(es) for the reasons listed in Question 4 in the last thirty days? Add up the total number of days when normal activities were stopped due to illness. This can be the days lost due to one illness

if (NAME) only suffered from one illness or two illnesses if (NAME) suffered from two illnesses in Question 4.

Question 13. Did anyone else in the household spend time taking care of (NAME) when he/she was most recently sick in the last thirty days? If yes, code 1. If no, code 2 and skip to Question 15.

Question 14. How many days did someone have to stop their regular activities because they had to take care of (NAME) for the reasons listed in Question 4 in the last thirty days? Add up the total number of days when normal activities were stopped by a fellow household member due to illness of (NAME). Enter the Individual ID code of that individual and the number of days.

Questions 15-16. These questions are about the cost of medical treatment. You have to add up all costs, including in-kind for all means of paying, whether through household finances or health insurance. Then record the total cost in an appropriate currency from the options provided.

Question 15. How much did the household spend on [NAME] in the last thirty days for medical consultations, prescription medicines, pre-natal visits, medical treatments like (bandages, injection), vaccinations, prescription medicines etc that are not already covered previously? Convert any in-kind payments into an appropriate currency. **Be careful not to include any non-prescription medication in this question,** as it will be recorded in question 16. **PLEASE DO NOT REPORT ANYTHING THAT HAS ALREADY BEEN COVERED IN PREVIOUS QUESTIONS. ALSO DO NOT INCLUDE ANY VISITS TO A TRADITIONAL HEALER OR AN OVERNIGHT STAY AT A MEDICAL FACILITY.**

Question 16. What was the cost to pay for the treatment of [NAME] for non-prescription medication within the period of last thirty days, including Panadol, Fansidar, cough syrup, etc for which a doctor's recommendation was not used, other than the amounts already covered? Convert any in-kind payments into a currency value, either LD or USD.

Question 17. During the last 12 months was [NAME] hospitalized or did [NAME] stay overnight in a medical facility? Find out if the household member in question spent at least one night at a medical facility. Indicate yes or no. If yes, code 1. If no, code 2 and go to question 21.

Question 18. How many stays and for how many nights was [NAME] hospitalized? If the respondent answered yes to question 17, record how many nights they spent in the hospital or medical facility.

The “NUMBER OF TIMES” would be the number of times that the individual was taken to the hospital and stayed at least one night, regardless of the total length of the stay. For example, if a household member was admitted to the hospital during the first week of the month for three nights, then during the third week of the month for one night, and finally in the last week of the month for four nights, the total number of stays would be three, and the total number of nights would be eight.

Question 19. What type of illness or injury did [NAME] have that led to his/her hospitalization? Record the name of the illness or injury, using the codes in the questionnaire. List up to 2. If the illness is not included in the choices, use the “other” code and write the name in words.

Question 20. What was the total cost of [NAME]’s hospitalization(s) or overnight stays in a medical facility? Write down the total amount of money spent when [NAME] was admitted for the health services within the period of the past 12 months. Record any in-kind payments in either LD or USD currency column as appropriate.

Question 21. During the last 12 months, did (NAME) visit or stay overnight at a traditional healer’s or faith healer’s dwelling? Identify if the household member stayed overnight at a spiritual centre or the herbalist centre within the period of the past 12 months. If the answer is yes code it 1, if the answer is no code it 2 and move to question 23. This will not include hospital and dispensary services.

Question 22. What was the total cost of (NAME)’s stay at the traditional healer or traditional faith healer? Record the total amount of money spent when (NAME) stayed at the traditional healer or faith healer’s centre within the period of the past 12 months. Convert any in-kind payments into a currency equivalent, either in LD or USD. If more than one payment was made over the last 12 months, the individual payments should be added and the total amount recorded here.

Question 23. This question is for the interviewer and not the respondent. Find out if the respondent is less than five years old using the flap for comparison. If yes, code 1 and skip to question 30. If no, code 2 and proceed to question 24.

Question 24-29: These questions relate to a physical, mental or emotional health conditions. These questions target issues related to disability. Questions are for individuals 5 years and above.

Question 24: Does [NAME] have difficulty seeing, even if he/she is wearing glasses? The code 1 should be applied even if the person wears eyeglasses and can see well. The other codes can be applied accordingly. Cannot perform is associated with blindness or near blindness.

Question 25: Does [NAME] have difficulty hearing, even if he/she is wearing a hearing aid? The code 1 should be applied even if the person uses a hearing aid and can therefore hear well. The other codes can be applied accordingly. Cannot perform is associated with being deaf. Use codes from Question 24.

Question 26. Does [NAME] have difficulty walking or climbing steps? Use codes from Question 24.

Question 27. Does [NAME] have difficulty remembering or concentrating? Use codes from Question 24.

Question 28. Does [NAME] have difficulty with self care (such as washing all over or dressing, feeding, toileting etc)? Use codes from Question 24. (Self care does not include washing ones' clothes).

Question 29. Using your usual [NAME OF LANGUAGE] language, does [NAME] have difficulty communicating; for example understanding or being understood? Use codes from Question 24.

Question 30. Did [NAME] sleep under a mosquito net **yesterday**? Ask the respondent if (NAME) used a mosquito net as a prevention of malaria last night. Indicate if they slept under a bed net or not. If yes, code 1. If they did not use a mosquito net, code 2, and skip to question 33. Note, the question does **not** ask whether the respondent **owns** a mosquito net, but asks whether they slept under one yesterday.

Question 31. Was the mosquito net treated with insecticide? If yes, code 1. If no, code 2. A mosquito net is treated with insecticide if it is dipped in some kind of insect repellent solution and dried. If the net has been washed with only water this does not count.

Question 32. How did the household obtain this mosquito net? This question intends to know how the household obtained the mosquito net used by [NAME]. Use the codes listed on the questionnaire. If the mosquito net was free, code 1. If purchased, code 2.

Question 33. This question is for the interviewer and should not be asked to the respondent. Verify if (NAME) is a woman between 12-49 years old using the ages from the Roster. If the answer is yes, code 1, and if the answer is no, code it 2 and skip to question 39.

Questions 34-38 should be asked to women between 12-49 only.

Question 34. In the past 24 months, did [NAME] give birth to a child, even if that child lived only a short time? If the answer is yes code it 1, and if the answer is no code it 2 and move to the next section. Be sensitive when asking this question as the information might be sensitive for the respondent.

Question 35. Did [NAME] regularly go to a health care provider when (NAME) was pregnant with her most recently born child in the last 24 months? If yes, code it 1 and if no, code it 2.

Question 36. Where did [NAME] deliver [NAME]'s last child born in the last 24 months? Use the codes listed on the questionnaire. If the respondent names a place that is not listed in the codes, use code 9 and write the name in words.

Question 37. Who delivered this child? Find out who assisted during labor. Use the codes listed on the questionnaire. If the respondent names a person who is not listed in the codes, use code 8 and write the person in words.

Question 38. Was this birth registered with civil authorities? If yes, code 1 and if no, code 2.

Question 39. **This is for the interviewer and should not be asked to the respondent.** Verify if the household member is a child of 60 months (5 years) or less using the Roster. If yes, you will write code 1 and continue, and if no, write code 2 and move to next section.

Question 40-46 should be asked to household members who are 60 month old or less (below 5 years)

Question 40. Has [NAME] had diarrhea in the last 14 days? Ask the respondent if [NAME] had diarrhea in the period of the past two weeks. Diarrhea is determined by the perception of the mother or caretaker, or by three or more loose or watery stools per day, or by blood in stool. If yes write code 1, if the answer is no, then write code 2 and move to the next section.

Question 41. How much was [NAME] offered to drink during the diarrhea. Was he/she offered less than usual to drink, about the same amount, or more than usual to drink? If less than usual, probe for more information as to how much less. Use the codes indicated on the questionnaire.

Question 42. When [NAME] had diarrhea, was he/she offered less than usual to eat, about the same amount, more than usual, or nothing to eat? If less than usual, probe for more information as to how much less. Use the codes indicated on the questionnaire.

Question 43 & 44. Ask if the sick child (diarrhea) was given ORS (Oral Rehydration Solution) or home made fluid (for example water, salt and sugar). If yes write code 1 and if no write code 2.

Question 45. Did (NAME) seek advice or treatment for the diarrhea? If the answer is yes then write code 1, if no, then write code 2 and move to the next section.

Question 46. Where did (NAME) seek advice or treatment? For this question, you will write up to three services where the respondent went for consultation and treatment of diarrhea of the child. Probe for more than one place where treatment was sought. Use the codes listed in question 3 of this section, and indicate up to three responses in order of importance.

Section E: Labour

This section is about the work activities which members of the household do in order to sustain their lives. These questions should be asked to all household members **10 years and older**. When possible, the household member should respond for him or herself. Follow the directives and the proper codes.

Definitions

Work / activities: Work is any lawful activity that a person engages in, in order to sustain his life. (Sustenance needs can be defined as those things that a person needs to live, for example, food and water).

Last 7 days: This is an international measure on work remembrance; it has been used for many years. In these questions, the past 7 days is used to mean the seven days prior to the date of the interview. This period is very important for recording ongoing activities.

Last 12 months: In these questions, the past 12 months is used to mean the previous 12 months starting from the last calendar month. For example, if the interview was conducted any day in March 2013, then the previous 12 months will begin from the end February 2013.

Apprenticeship: This describes where a person works for a certain amount of time for an employer in exchange for training in a trade, art or profession. This work can be either paid or unpaid.

Household non-farm business: Household non-agricultural income-generating businesses include those that produce or trade goods or services, including owning a shop or operated a trading business, no matter how small. Enterprises might include, for example, making mats, bricks, or charcoal; working as a mason or carpentry; firewood selling; etc.

Instructions for Section E (Labour) Portion of Household Roster Flap

In this Labour module, there are several questions that require the interviewer to refer back to questions 4a-4e & 7a-7e at the beginning of the module. To prevent errors resulting from the interviewer having to flip back and forth between pages, there are four columns under the label 'SEC E'

on the right side of the household roster flap to aid the interviewer when he/she has to refer back. These four columns should be filled out for all the household members over 10 years of age after question 8 in Section E.

Column 1. Do not ask this question to the respondent. This question checks whether the respondent worked as an unpaid apprentice (for at least one hour) in either the last 7 days or the last 12 months. Check if the answer to question 4A or 7A is 'YES' for the household member. If the answer to either 4A or 7A is 'YES', then mark 1 in this column for the household member. If the answer to both 4A and 7A is 'YES', then mark 2 for the household member. If the answer to both 4A & 7A is 'NO', then mark 3 for the household member.

Column 2. Do not ask this question to the respondent. This question checks whether the respondent worked as an employee for a wage, salary, commission or any payment in kind; including doing paid apprenticeship, domestic work or paid agriculture (farm, livestock, fisheries) work (even if for one hour) in either the last 7 days or the last 12 months. Check the answers to question 4B and 7B. If the answer to only ONE of these questions is 'YES', then mark an 'X' in this column for the household member. If the answer to BOTH 4B and 7B is 'YES', then mark an 'X' and draw a circle around it in the column. If the answer to BOTH 4B and 7B is 'NO', then leave the column blank.

INDIVIDUAL ID	4b. In the last 12 months , did [NAME] work as an employee for a wage, salary, commission or any payment in kind; including doing paid apprenticeship, domestic work or paid farm work even if for one hour? YES.....1 NO.....2	7b. In the last 7 days , did [NAME] work as an employee for a wage, salary, commission or any payment in kind; including doing paid apprenticeship, domestic work or paid farm work even if for one hour? YES.....1 NO.....2	YES TO 4B OR 8B?
1	1	1	2
2	1	2	1
3	2	2	3

4	2	1	1
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Column 3. Do not ask this question to the respondent. This question checks whether the respondent worked on household agricultural activities (including farming, raising livestock or fishing, whether for sale or for household food) (even if just for one hour) in either the last 7 days or last 12 months. Check if the answer to question 4E or 7E is 'YES' for the household member. If the answer to either 4E or 7E is 'YES', then mark a 1 in this column for the household member. If the answer to both 4E & 7E is 'NO', then mark a 3 in this column for the household member. If the answer to either 4E or 7E is a yes, mark a 2 in this column for the household member.

Column 4. Do not ask this question to the respondent. This question checks whether the respondent owned or helped on any non-farm business of any size for themselves or the household (even if for one hour) in the last 7 days. Check if the answer to question 4C or 4D is 'YES' for the household member. If the answer to one of these questions is yes, then mark a 1 in this column for the household member. If the answer to both 4C and 4D is a yes, code 2 for the household member. If the answer to both 4C & 4D are 'NO', then mark a 3 for the household member. .

Refer to the example on the top on how to fill out the Labour portion of the household flap correctly.

Instructions for Filling Section E, Labour

THESE QUESTIONS SHOULD BE ASKED FOR HOUSEHOLD MEMBERS WHO ARE FIVE YEARS OR OLDER.

Question 1. This question is for the interviewer and should not be read to the respondent. In this vertical column, the reviewer is supposed to verify all household members who are above 10 years. If above 10 years of age, you will write code 1, and if not, write code 2 and move to next section.

Question 2. This question is for the interviewer and should not be read to the respondent. The interviewer has to verify if the household member is going to answer the questions for himself / herself. Fill in the code 1 if the household member answers the question himself/herself and move to question 4a. Fill in code 2 if they are not answering themselves. It is best if everyone person can answer for himself or herself, as they would have the best information about how they use their time.

Question 3. This is for the interviewer and should not be asked to the respondent. Fill in the household roster ID code of the person answering on behalf of the household member.

Question 4a-4e asks about the type of work that the household member participated in in the last 12 months. (Ensure you understand the types of work by reading the definitions provided earlier in the manual).

Question 4a. Ask if the household member has spent any time in the last 12 months working as an unpaid apprentice for someone who is not a member of the household, even if just for one hour. If yes, code 1. If no, code 2.

Question 4b. This question asks if the respondent did any **wage work** during the last 12 months. This includes paid apprenticeships, domestic work and paid farm labor, even if just for one hour. If the answer is yes code it 1. If the answer is no, code it 2.

Question 4c. Ask the respondent if he/she owned or ran a non-farm business run by the household in the last 12 months, even if just for one hour. If the answer is yes code it 1. If the answer is no, code it 2.

Question 4d. Ask the respondent if he/she worked or helped in the household's non-farm business in the last 12 months, even if just for one hour - whether or not the respondent was paid. If the answer is yes code it 1. If the answer is no, code it 2.

Question 4e. Ask the respondent if he/she worked or helped on household agriculture activities, including farming, raising livestock, or fishing in the last 12 months, even if just for one hour. If the answer is yes code it 1. If the answer is no, code it 2.

Question 5. This question should not be asked to the respondent. If the respondent has answered "yes" to any question listed in 4a-4e, then you should code 1. If all questions in 4a-4e have a "no" response, then you should code 2 and skip to question 7a.

Question 6. Ask the respondent which of the different types of work does he/she spend the most time doing in the last 12 months. If the respondent does a few different activities for work, record the two

which they spend the most time doing. Note that a housewife could be considered an unpaid family helper (non-agric) or unpaid family helper (agric) depending on if she has done any work in the fields over the last 12 months. Using the codes on the questionnaire, record the activity that the respondent spends the most amount of time doing the last 12 months under the 'PRIMARY' column. Record the activity that the respondent spends the second most amount of time doing in the last 12 months under the 'SECONDARY' column. If the respondent only does one type of work, then record 99 in the 'SECONDARY' column.

Questions 7a-9 are similar to questions 4a-6, except that the recall period is the last 7 days instead of the last 12 months.

Question 7a. Ask if the household member has spent any time in the last 7 days working as an unpaid apprentice for someone who is not a member of the household, even if just for one hour. If yes, code 1. If no, code 2.

Question 7b. This question asks if the respondent did any **wage work** during the last 7 days, even if just for one hour. This includes paid apprenticeships, domestic work and paid farm labor. If the answer is yes code it 1. If the answer is no, code it 2.

Question 7c. Ask the respondent if he/she owned or ran a non-farm business run by the household in the last 7 days, even if just for one hour. If the answer is yes code it 1. If the answer is no, code it 2.

Question 7d. Ask the respondent if the past week he/she worked or helped in the household's non-farm business in the last 7 days. If the answer is yes code it 1. If the answer is no, code it 2.

Question 7e. Ask the respondent if in the past week he/she worked or helped on the household's farm, raised livestock, hunted, or fished in the last 7 days, even if just for one hour, even if unpaid. If the answer is yes code it 1. If the answer is no, code it 2.

Question 8. **This question should not be asked to the respondent.** If the respondent has answered "yes" to any question listed in 7a-7e, then you should code 1. If all questions in 7a-7e have a "no" response, then you should code 2 and skip to question 10.

Now fill in the SEC E Columns in the Flap according to the instructions provided earlier.

Question 9. Ask the respondent which of the different types of work does he/she spend the most time doing in the last 7 days. If the respondent does a few different activities for work, record the two which they spent the most time doing. Note that a housewife could be considered an unpaid family helper (non-agric) or unpaid family helper (agric) depending on if she has done any work in the fields over the last 7 days. Using the codes on the questionnaire, record the activity that the respondent spends the most amount of time doing the last 7 days under the 'PRIMARY' column Record the activity that the respondent spends the second most amount of time doing in the last 7 days under the 'SECONDARY' column. If the respondent only does one type of work, then record 99 in the 'SECONDARY' column. Skip to Q15 if you reach this question.

Questions 10-14 are about unemployment.

Question 10. Although [NAME] did not do any work during the last 7 days, did [NAME] have a job or own farm or enterprise at which [NAME] will definitely return to work? This question is about farm/business work/activities which a person is expecting to go back to work for even if he/she did not work for the past seven days. A good example of this would be a teacher who is on leave because the school is in recess. Other examples are if a person is on holiday, maternity leave or only has seasonal work. If yes, code 1 and skip to Question 15. If no, then code 2 and move to Question 11.

Question 11. Was the respondent available for work during the last thirty days? Available means ready and willing to work, with nothing such as illness or other obligations preventing the respondent from being able to work, even if they do not have a job. If the answer is yes code it 1 and move to question 13, and if the answer is no, code it 2.

Question 12. Ask why [NAME] was not available to work for the last thirty days. Use the codes listed in the questionnaire. Following this question, skip to question 15.

Question 13. Has [NAME] made any efforts to look for work (job) within the past thirty days. Steps to look for work could include printing and distributing CVs, asking local businesses if positions are

available, or going to local places where employers search for day laborers. Write code 1 if the answer is yes, and code 2 if the answer is no and skip to question 15.

Question 14. This question asks about the steps that [NAME] has taken to try to get a work/job in the last thirty days. Record up to two steps that were done most frequently by the respondent. Use the codes on the questionnaire to classify the steps that the respondent took. If the step taken by the respondent is not on the list, code 8 and write the step that was taken in words.

Questions 15-34 are directed at household members that participated in any wage work or paid apprenticeships.

Question 15. This question should not be asked to the respondent. Look at the second column in Section E of the household flap to see how the respondent answered questions 4B and 7B. If the second column contains 1 for the respondent, then code 1 and skip to question 17. If the second column contains 2 for the respondent, then code 2. If the second column contains 3 for the respondent, then code 3 and skip to question 54.

Question 16. The respondent reported having a wage job in the last 12 months and the last 7 days, this question asks whether the respondent worked in the **same** wage job in the last 7 days as they did in the last 12 months. If they did, code 1. If the respondent did NOT work in the same wage job in the last 7 days and the last 12 months, code 2, in this case the respondent's **current wage job will have priority**. This means that questions 17-34 should be asking about the wage job that the respondent worked in in the last 7 days.

Question 17. Is [NAME]'s employer for this work...? List the type of employer, using codes listed on the questionnaire.

Question 18. What kind of work does [NAME] usually do in this job? This question asks about the occupation of the respondent. Write a specific description of the respondent's occupation (in two or more words). **After the interview, with your supervisor's help**, record the ISCO code that most accurately matches the description of the occupation. The main employed occupation is either an individual's only occupation OR the occupation that the respondent worked the most hours, if the

respondent worked at more than one job. For individuals with two occupations with the same number of hours, the main employed occupation is the one that gives the largest income. If equal in number of hours and income, the one that the respondent considers as his or her main occupation should be noted. Occupation refers to the kind of work the person does or the kind of the work he/she did, when he/she was working for the first time. This question is to enquire specifically about the nature of the job he/she is doing most of the time.

If the person uses vague answers such as Civil Servant, Businessman, or 'Labourer', ask him/her the exact type of job he/she did most of the time, and then write the occupation in the space provided. The occupation will best be described by such job titles as teacher, driver, cook etc.

Try to get comprehensive answers, for example, it is not enough for a respondent to inform you that he/she is a teacher. Probe to find out if he/she is a primary or secondary school teacher etc.

Further Examples:

Proper explanation

Secondary school teacher

Maize and horticultural farmer

House and industry pipe repair

Secretary who keeps secret files

Furniture making

Unsatisfactory Explanation

Teacher

Farmer

Repairer

Secretary

Carpenter

Question 19. What type of trade or business is it connected with? This question is to determine the economic sector in which the respondent works. Write a description of the establishment where the respondent works. **After the interview, with your supervisor's help**, record the ISIC sector code that most accurately describes the industry. Industry refers to the activity of the establishment in which an individual works at his or her occupation. An industry is usually identified on the basis of the nature of the goods and services produced. The following are a few guidelines to help you accurately determine the sector or industry in which the respondent works.

- Do NOT write the exact name of the company or the institution, except for those individuals who work for government ministries, or official/ public organizations.

- Do NOT write a generic description such as “workshop”, “industry”, “factory”, etc since this would not provide enough descriptive information.

If the place where the person works produces more than 1 item (such as a factory that produces two different items) list the main/primary item produced. Example: A person may be an accounts clerk and employed by a dairy farmer. His occupation is ‘Accounting Clerk’ but his industry is ‘dairy farming’.

Further Examples:

Proper explanation

Clothing factory

Ministry of Agriculture

Coal Mining

Unsatisfactory Explanation

Factory

Government

Mining

Question 20. This question intends to know the number of people who also work where the respondent works. If the respondent answers vaguely, for example “only a few” or “very many,” probe to get a more accurate estimate. Record the number. If the respondent really does not know and cannot estimate, then record 000.

Question 21. How does [NAME] usually travel to work? Select the appropriate means of transport for the work. If the respondent uses different methods on different days, use the one that he/she takes the most often.

Question 22. How long does it take the respondent to get to work from the house? Record the time of going there OR coming back, one way only. 30 minutes walking, 30 minutes on a bicycle or 30 minutes in a canoe should all be coded as 30 minutes. The most common means of transport is already recorded in Question 21.

Question 23. Is the respondent paid in any monetary form, either in cash / bank deposit / cheque, by his employer? If the answer is yes fill in code 1 and move to question 25, if the answer is no, fill in code 2 and continue with the following question.

Question 24. What is the main reason [NAME] receives no payment for this work? Use the codes listed in the questionnaire. If the respondent gives a reason that is not listed in the questionnaire, code 3 and write the reason in words. Then move to question 28.

Question 25. How much was [NAME]’s last payment, and what time period did this payment cover? If the respondent has not yet been paid, then indicate the amount that they expect to receive. Also indicate the time period which the payment covers using the codes in the questionnaire. For example, if the respondent received 500 LD an hour, code 500 in the LD column and 1 in the PERIOD column. If the respondent received 300 USD a month, code 300 in the USD column and code 5 in the PERIOD column.

Question 26. This question wants to know if the respondent is paid for his/her work with goods or any other form of payment (i.e. per diem), apart from his/her salary. If the answer is yes fill in code 1 and if the answer is no fill in code 2 and move to question 28.

Question 27. What is the value of those payments over the last 30 days? Ask the respondent to estimate the value of in-kind payment and record the value in either LD or USD in the appropriate column. Also include the total value of any per diems received by the respondent in this amount.

Question 28. During the last 12 months, for how many months did the respondent work in this job? Record also paid leave and sick leave. Write the total in months. The maximum number that can be recorded is 12 because the reference period is 12 months.

Question 29. During the last 12 months, how many weeks per month did the respondent usually work in this job? For the months when the respondent worked in the job, write the average number of weeks the respondent usually works. The maximum number that can be recorded is 4 because there cannot be more than 4 weeks in a month.

Question 30. During the last 12 months, how many hours per week did the respondent usually work in this job? For the weeks when the respondent worked in the job, write the average number of hours the respondent usually works. The maximum number that can be recorded is 168 because there are 168 hours in a week.

Question 31. How many hours did the respondent work in this job in the last 7 days? Record also paid leave and sick leave. If the household member responds that he/she worked for two days, ask him/her to specify in hours. The maximum number that can be recorded is 168 because there are only 168 hours in 7 days. If the respondent did not work in the last 7 days, record 0.

Question 32. What type of position does [NAME] hold? A Permanent position is a job without a specified end date; A Fixed-Term position is one with an end date; Freelance refers to people that are employed to perform certain tasks on a project, such as a journalist hired to write a specific article by a magazine; Seasonal employment refers to employment which only comes about in particular seasons, for example fishing which runs for 6 months in a year; Self Employed refers to someone who is working for themselves, either with or without employees. Probe the respondent to find out whether his/her position had a pension or not.

Question 33. Does the job have a contract? A contract can refer to a written document of any kind that states one is working for an organization. Code 1 if yes, code 2 if no.

Question 34. Is the respondent enrolled in a health insurance plan in the job? Code 1 if yes, code 2 if no.

Questions 35-53 ask about secondary wage work or paid apprenticeship, if the household member has had more than one form of wage employment or paid apprenticeship.

Question 35. Find out if the household member has done any other wage work or paid apprenticeship, in addition to the one listed in the previous questions 15-34. If the household member used to work in a different job at some point during the year but does not work there now, still list it here. For yes, code 1. For no, code 2 and move to question 54. Check back to Question 9 to see if [NAME] had mentioned their secondary job.

Questions 36-53 repeat the same questions about the secondary job as were asked for the primary job in questions 17-34. Refer to the above section of the manual for more information on these questions.

Questions 54-61 ask about unpaid apprenticeships. Record information about any unpaid apprentice work that the household member has done for someone who is not a part of the household. These questions are similar to questions above so refer to the above section for further details.

Question 54. This question should not be asked to the respondent. To answer this, look at the first column in the Section E portion of the household flap to see if the respondent answered yes to either 4A

or 7A. If the first column contains 1 for the respondent, code Q54 as 1, if it contains 2, code 2, and if it contains 3, code 3 and skip to Q62.

Question 55. What kind of work does the respondent usually do in this unpaid apprentice? This question asks about the occupation of the unpaid apprentice. Write a specific description of the respondent's occupation in at least two words. Then after the interview, with your supervisor's help record the ISCO code that most accurately matches the description of the occupation. The occupation of the unpaid apprentice will usually be the occupation of his/her employer. For example, if the apprentice works for a furniture maker, then furniture maker should be recorded as the occupation in this question.

Question 56. What type of trade or business is the unpaid apprenticeship connected with? After the interview, with your supervisor's help, you will fill in the ISIC codes from the back of the manual depending on the answer. For more information on answering this question, see question 21 in this section.

Question 57. Who is the respondent's main employer for this unpaid apprenticeship? List the type of employer, using codes listed on the questionnaire.

Question 58. During the last 12 months, for how many months did the respondent work in the unpaid apprenticeship? Write the total in months. The maximum number that can is 12 because the reference period is 12 months.

Question 59. During the last 12 months, how many weeks per month did the respondent usually work in this unpaid internship? For the months when the respondent worked in the unpaid apprenticeship, write the average number of weeks the respondent usually works. The maximum number that can be recorded is 4 because there cannot be more than 4 weeks in a month.

Question 60. During the last 12 months, how many hours per week did the respondent usually work in this unpaid apprenticeship? For the weeks when the respondent worked, write the average number of hours the respondent usually works. The maximum number that can be recorded is 168 because there are only 168 hours in a week.

Question 61. How many hours did the respondent work in this unpaid apprenticeship in the last 7 days? If the household member responds that he/she worked for two days, ask him/her to specify in hours. The maximum number that can be recorded is 168 because there are only 168 hours in 7 days.

Questions 62-70 ask about other types of work that the respondent could have done. These questions are critical for this research and should be asked for all household members above the age of 5. It is important to know the time (hours) spent working, to help determine those who are working below 40 hours a week. These can be categorized as people who are working, based on the international standard of working. This is very important for economic growth; the government needs to know this fact in order to prepare policy targeted at workers.

Question 62. Ask the respondent if he/she spent any time helping/working without pay in any non-farm business ran by the household in the last 7 days, even if just for one hour. If yes, code 1. If no, code 2 and skip to 64. You can double-check this answer against the answer given to Q7D, which asked the same question.

Question 63. If respondent did work without pay in any non-farm household business in the last seven days, ask how many hours the respondent worked without pay in any non-agriculture business ran by the household. If the household member responds that he/she worked for two days, ask him/her to specify in hours. The maximum number that can be recorded is 168 because there are only 168 hours in 7 days.

Question 64. This question should not be asked to the respondent. Instead, look at the third column in the Section E portion of the household flap to see if the respondent answered yes to either 4E or 7E. If there is a 1 in the third column for the respondent, then code 1. If there is a 2 in the third column for the respondent, then code 2. If there is a 3 in the third column for the respondent, then code 3 and skip to Question 69.

Question 65. Record the number of months in the last 12 months that the respondent worked the household farm, plus livestock and fishing - whether or not they were paid for their work. Write the total in months. The maximum number that can be entered is 12 because the reference period is 12 months.

Question 66. Record the number of weeks per month that the respondent usually worked on the household farm, plus livestock and fishing- whether or not they were paid for their work. For months where the respondent worked, write the average number of weeks worked by the respondent. The maximum number that can be recorded is 4 because there cannot be more than 4 weeks in a month.

Question 67. Record the number of hours per week that the respondent usually worked on the household farm, plus livestock and fishing for the last 12 months - whether or not they were paid for their work. For the weeks when the respondent worked, write the average number of hours the respondent usually works. The maximum number that can be recorded is 168 because there are only 168 hours in a week.

Question 68. Record the number of hours in the last 7 days that the respondent worked on household farm, plus livestock and fishing- whether or not they were paid for their work. If the household member responds that he/she worked for two days, ask him/her to specify in hours. The maximum number that can be recorded is 168 because there are only 168 hours in 7 days.

Question 69. Record the amount of time, in hours and minutes, that the respondent spent yesterday collecting firewood or charcoal. If none, fill in '0'. This includes the time taken to go, collect, and return, i.e. a full round trip.

Question 70. Record the amount of time, in hours and minutes, that the respondent spent yesterday fetching water. Include the time of going, waiting, collecting (e.g. drawing water from the well) and coming back. If none, fill in '0'.

Section F: Food outside the Household

Section F should include all food or drinks consumed **outside the household**. (Anything the respondent ate or drank outside the household should fit as an answer to one of the questions in this section.) However, be careful to avoid double counting. For example, if the respondent ate a full dinner that included barbecue meat, list this EITHER in questions 2&3 OR 4&5, NOT in BOTH places. Enumerators should try their best to ask individuals to answer this section for themselves, and not have somebody else answering for them – since its very difficult to know everything consumed outside the household by somebody else unless you are always together with them!

Do not include gifts given out. Record received and consumed gifts. Ask their market value.

Question 1. This question is for all household members, ask if any of the household members ate or drank outside the household in the past seven days. If yes code 1, and if no code 2. Household members with code 2, skip to the next section.

Question 2 & 3. For household members with code 1, ask if they had a full meal (breakfast, lunch or dinner) outside the household in the past seven days. If the answer is yes code 1, and write on Question 3 the cost of the meal(s). If the answer is no then code 2 and move to question 4. Note that breakfast is also included as a full meal. i.e. if someone consumed either breakfast OR lunch OR dinner outside the household each of these will be recorded as a full meal – Note, and emphasize to the household, that the meal does not have to be rice, the definition of a meal can vary across households.

Question 4 & 5. Ask the respondent (household member) if they have eaten barbecued meat, chips, roast plantain, cassava, corn, bread, cake, tea, haitai, coffee or any other snacks outside the household in the past seven days. If the answer is yes, then code 1, and record on question 5 the cost of these snacks. If the answer is no, code 2 and move to question 6.

Question 6 & 7. Ask the respondent (household member) if they have taken any palm wine, club beer, and any other local or commercial alcoholic brews outside the household in the past seven days. If the answer is yes, code 1 and then record the cost of the drinks in Question 7. If the answer is no, code 2 and move to question 8.

Column 8 & 9. Ask the respondent (household member) if they have drunk any soft drinks, juices and other non-alcoholic drinks outside the household in the past seven days. If the answer is yes code 1, and record the cost of the drinks on Question 9. If the answer is no, code 2 and move to question 10.

Question 10 & 11. Ask the respondent (household member) if they have consumed any sweets/ice-cream outside the household in the past seven days. If the answer is yes, then code 1 and record the cost of the drinks on Question 11. If the answer is no, code 2 and move to the Next Section.

Section G: Subjective Welfare

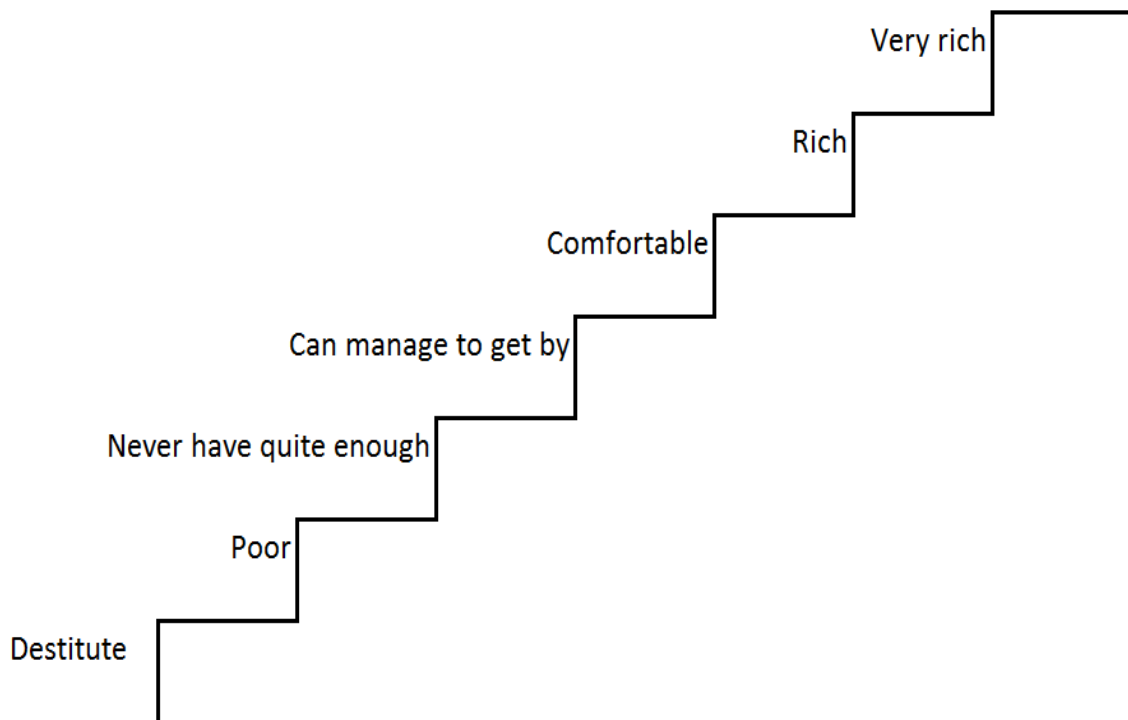
Question 1. This is for the interviewer and should not be asked to the respondent. This question is a filter question for the age of the respondent. The subjective welfare questions should only be asked to respondents 15 and over.

Question 2. This is for the interviewer and should not be asked to the respondent. Because the subjective welfare questions ask about the respondent about their own opinions on their wellbeing, they cannot be answered by another member of the household. Fill in the code 1 if the household member answers the question himself. Use code 2 if he/she is not answering him/herself and move to the next section.

Question 3. For this question, ask the respondent how satisfied he/she is with various aspects of his/her life. Ask for each item A-J, and use the codes found in the questionnaire. If the item is not applicable to the respondent, use code 8. For example, if the respondent is a full-time student and not looking for work, then item D, your job, is not applicable. Use the ladder method as seen below to answer this question. The ladder gives people the option to rank themselves in terms of satisfaction.



Question 4-6. These questions ask the respondent how they would self-describe their financial circumstances this year, and compared to where they were living 3 years ago and 10 years ago. If the individual was living in a different household 3 or 10 years ago, they should answer for that household's situation 3 or 10 years ago, and not for their current household 3 or 10 years ago if they were not living there. Use the codes in the questionnaire.



Section H: Family/Household Non-Farm Enterprises

Definitions

Household business or enterprise is an organized commercial activity, a commercial establishment, owned and managed by household members. It can be very informal and have no hired labour or formal registration. For instance, non-agricultural one-man operations providing goods/services for various non-household members/groups, i.e. working independently on their own-account, must be classified as household enterprises.

This module collects detailed information on the ownership and operation of any income-generating enterprises by the surveyed households, which were in operation over the past 12 months. The main criterion for an enterprise to be listed in this module is that it operated at some point over the past 12 months, including those that were operated over the past 12 months but are closed temporarily or permanently as of the interview date, and those that may not have operated full-time every month over the past 12 months. In fact, the module is interested in capturing seasonality in business activities, i.e. the fact that the nature of some businesses leads owners not to operate continuously throughout the last 12 months.

Household non-agricultural income-generating enterprises include those that produce or trade goods or services, including owning a shop or operating a trading business, no matter how small. Enterprises might include, for example, making mats, bricks, or charcoal; working as a mason or carpenter; selling firewood; metalwork; tailoring; repair work; food processing, fish marketing, petty trading and so on. Examples of household enterprises to list in this section include:

- Tailor who repairs clothing and shoes at her stall in the market
- Business woman who goes abroad to buy clothing, and then brings it to Monrovia to sell in the market
- Trader who buys a food crop from remote villages and transports it to the county capital to sell
- An individual that grows corn, makes corn bread out of it (value added) and then sells it on the street.

- Bricklayer who works for different stores/shops in town when they need repairs
- Individual who makes charcoal and then carries it to sell along the road
- Individual who owns his own car and uses it as a taxi
- Someone that sells coal or firewood

Question 1a. This question wants to know if in the last 12 months, the household operated any non-farm enterprise that earned income for the household. If the answer is yes code it 1 and skip to question 2. If the answer is no, code it 2.

Question 1b. This question should not be asked to the respondent. Instead, refer to the Flap (question 4C and 4D in Module E (Labour)) to see if any household member answered 'YES' to either 4C or 4D. If any household member answered 'YES' to 4C or 4D, code as 1. If all household members answered 'NO' to both 4C and 4D, code as 2 and skip to the next section.

Question 2. Record information on the type of non-farm enterprise operated by the household in the last 12 months. Write the description of main goods or services provided by the household non-farm enterprise in the left column, and record the ISIC code in the right column with the help of your supervisor after the interview. Include enterprises that are currently permanently or temporarily closed but did operate in the last 12 months. Record up to 10 household non-farm enterprises. You should list all the household enterprises owned or operated by household members before moving on to the next question.

Question 3. Record the Roster ID number of the household members that worked at any time in the last 12 months in the household non-farm enterprise- whether the members were paid or not. Record up to 5 household members for each non-farm enterprise. If there are more than 5 household members that worked in a household non-farm enterprise, then record the 5 that spent the most time working in the enterprise. Also include the number of months worked, number of weeks per month worked, and the average hours per week worked in a non-farm business or businesses.

Question 4. Record the Roster ID number of the household members that manage or are most familiar with the enterprise. Record up to two household members. If there are more than two, record the two that make the most decisions related to the enterprise.

Question 5. Record the household members that own the enterprise. Fill in the Roster ID number of the household member. Fill in up to 2 Roster ID numbers if the business is owned by multiple people in the household.

Question 6. Where does the enterprise usually operate? Use the codes listed on the questionnaire to identify the location. If the business may have moved temporarily, inquire about the usual place of business. If the enterprise is mobile and does not have a fixed location, then code 12.

Question 7. How long has this enterprise existed? Record the number of years and the number of months that the enterprise has existed – not the first year in which the enterprise opened. If the enterprise stopped its operations briefly and restarted, the date should refer to when the enterprise first started operating.

Question 8. Record the source of the start-up capital for the enterprise. Use the codes listed on the questionnaire. If the respondent names a source of capital that is not on the list, use code 11 and write the source of capital in words. List up to three sources in order of importance. Note that a ‘loan’ needs to be formally repaid, while a ‘gift’ does not. ‘Sale of assets owned’ means that the owner sold some item of value in order to obtain the money needed to begin the household enterprise is engaged. If no start-up capital was required, code 13.

Question 9. To whom did the enterprise sell its products or services? Indicate up to two responses using the codes listed in the questionnaire. A ‘final consumer’ (code 1) would imply that the enterprise is retail-oriented. This means that the person who is buying the product is going to use it, and will typically not re-sell the product. ‘Institutions’ would include schools, hospitals, prisons and the like. ‘Manufacturers’ would imply that the enterprise provides unfinished products or raw materials to other enterprises, which use them as part of the process of creating a final product for the market.

For questions 10, be careful with the categories. Physical capital stock includes fixed goods devoted to the production of other goods, the use of which does not prevent future use.

Examples:

1. Tailor: His/her physical capital stock includes: tailoring machines, a pair of scissors, needle (question 10).
2. Selling water: In this case the business may have no capital (question 10)
3. Miller: The miller's physical capital stock includes the mill itself (question 10).
4. Stationary store: A stationary store's physical capital includes computers, printers, and copy machines, and smaller items that the stationary store uses like staplers (question 10).
5. Bicycle rental service: A bicycle rental service capital includes the bicycle and any type of tools that household members use to repairs the bicycles (question 10).

Question 10. You need to be careful when asking this question. You have to add the total value of the enterprise's current properties; even those in the store, in the farm, farm implements, buildings, land, cars etc. The total amount has to be filled in this question. It may be useful to make notes in the margins of your questionnaire to assist in calculation the total value.

Question 11. Ask the respondent how many of the enterprise's employees who are not household members in the last one month. Record the number. If there were none, write 0.

Question 12. This question seeks to find out the type of business the enterprise is. A shopkeeper/trader is someone that trades goods that are already produced and exist in their final form. For example, a water vendor can either be a trader because the water vendor purchases water bottles/plastic bags from a water company like Aqualife and sells it on the street. A producer is someone that creates an item using raw materials as input. For example, a carpenter who produces furniture from wood is a producer. Services refer to an economic activity where the buyer provides a service, for example, someone that shines shoes on the street. If the individual is a trader or a shopkeeper, continue with Question 13. If a producer of goods or a service provider, skip to Question 15.

Question 13. This question is only asked of shopkeepers or traders. The question seeks to get information on revenues generated for the shopkeeper/trader for traded goods as part of the enterprise's activity. For example, a water vendor can be asked how much money he/she makes from

selling bottles of water. If the vendor sells 50 bottles a week and each bottle is \$1.25 USD each, the trader generates revenues of \$62.5 USD a week. Fill out the appropriate currency either in USD or LD or both and set the time period, but note that both values have to be reported within the same time period.

Question 14. This question is only asked of shopkeepers or traders. The question seeks to get the final costs of procuring the traded goods that are eventually sold to the customer. For example, a water vendor might have purchased the water directly from Aqualife's factory and purchased the bottles for \$1.00 USD each. Then the cost of the 50 bottles that were traded per week is \$50.00. That would be the final costs associated with the traded goods. If the water vendor sells the water on his pen-pen, then the fuel costs for his vehicle (let us assume at \$5.00 a week) should be added to the \$50.00. This means that the final costs associated with water purchasing from Aqualife is \$55.00. Include all costs associated with the enterprise such as wages, operating expenses such as fuel, electricity and rent. Fill out the appropriate currency either in USD or LD or both and set the time period, but note that both values have to be reported within the same time period.

Question 15. This question is for producers or service providers. The question seeks to get information on revenues generated for the shopkeeper/trader for traded goods as part of the enterprise's activity. For example, a water vendor can be asked how much money he/she makes from selling bottles of water. If the vendor sells 50 bottles a week and each bottle is \$1.25 USD each, the trader generates revenues of \$62.5 USD a week. Fill out the appropriate currency either in USD or LD or both and set the time period, but both values have to be reported within the same time period.

Question 16. How much did the enterprise spend on wages or salary in the last week/month? Record how much the enterprise usually spends in a month on paying salaries. If the amount is zero, fill in '0'.

Question 17. What was the enterprise's total expenditure on raw materials last month? Record the amount spent in buying raw materials and inputs for the enterprise. Enter the amount in LD or USD. If the amount is zero, fill in '0'. Raw materials would be items used for producing a good – such as wood for creating a table or chair.

Question 18. What was the enterprise's total expenditure on operating expenses last month? Record the amount spent on operating expenses such as rent, fuel, kerosene, electricity etc. in the last week/month for the enterprise. Enter the amount in LD or USD and fill in the appropriate time period. If the amount is zero, fill in '0'. Raw materials would be items used for producing a good – such as wood for creating a table or chair.

Question 19. Record how many months out of the past 12 months the enterprise was in operation. If the enterprise operated all of the last year, record 12.

Question 20. Record if this business is registered with the Ministry of Commerce (Liberia Business Register) as a registered business. If yes, code 1. If no, code 2 and go to Section I.

Question 21. Record the Liberia Business Register (LBR) Registration number for the enterprise.

Section I: Food Security

This module should be asked of the individual(s) primarily responsible for the preparation of food.

At the beginning of this section, a reminder to the respondent concerning the objective of the Household Income & Expenditure Survey may be necessary. The respondents may be thinking that exaggerating answers may enable them to receive a certain service/product as to have a positive impact on their living standards. It should be clear to the respondent that that is not the intention of these questions.

Question 1. This question seeks to find out if the household had any concerns as regards to the amount of food over the past seven days. Code 1 if yes, 2 if no.

Question 2. Regardless of whether the response to question 1 is “yes” or “no”, question 2, all parts A-H should still be asked. It is possible that the person says there were no worries in the past 7 days about having enough food (no in question 1) but the household still took action listed in question 2. The answer should be recorded in days, where the maximum that can be recorded in any one box is 7 days.

Question 3. This question asks how many meals a day, including breakfast, are consumed by household members. The question further wishes to know whether under-five children eat the same number of meals compared to those above 5 years. As such if all the members of the household consume the same number of meals every day then both columns will have the same number while the opposite is true if the household members have different number of meals a day. For individuals aged 5 years old and above, record the number of meals in the left hand box, A; for children aged 6-59 months old, record the number of meals in the right hand box, B.

Question 4. This question finds out what children less than 5 years old ate for breakfast on the day before the interview. Use the codes at the bottom of the page to fill out the breakfast food. If there are no children under 5 in the household, record “00.”

Question 5. This question finds out what children age 5-13 years ate for breakfast on the day before the interview. Use the codes below to fill out the breakfast food. If there are no children age 5-13 in the household, record “00.”

Question 6. Ask if all household members eat roughly the same diet. If one person in the household does not like to eat plantains and eats rice instead, then that still counts as “roughly” the same diet, and the answer to the question should be yes. If someone in the household has stomach problems so that she cannot eat fish and eats chicken instead, that still counts as “roughly” the same diet and the answer should be yes. If yes, code 1 and move to question 8. If no, code 2 and move to the next question.

Question 7. Who in the household eats a greater variety of foods and a lesser variety of foods? A larger variety would include more foods from different food groups, like starches, proteins, vegetables, or sweets. Record whether men, women, and children (6-59 months) eat more or less diverse diets. If there are no household members as part of one of the groups (i.e. no women in a household), record “00” for that group.

Question 8. Ask whether the household has been faced with a situation when they did not have enough food to feed the family in the last 12 months. If yes, code 1. If no, code 2 and move to the next section.

Question 9. Here you should record in which months the household did not have enough food to feed the family. Only ask about the past 12 months, so if you are doing the interview in October 2012, start by asking about the circumstances in October 2011. If you are doing the interview in March 2013, start by asking about the circumstances in March 2012. Cross the box below the month and year in which the household did not have enough food to feed the family.

Question 10. Describe the reason for the lack of food in the household in the previous months. Use the codes on the bottom of the page. Select up to 3 reasons, in order of importance.

Section J: Housing, Water & Sanitation

This section is about the facilities that the household has in their home. It should be answered by the household member who is most knowledgeable on these subjects.

Question 1. This question is about the ownership of the building occupied by the household. The building can be the property of the household, provided by the employer at a subsidized rate, provided by the employer for free, rented (the whole building or a part of it), or freely occupied. As it is shown in the questionnaire, fill in the code according to the answers from your respondent. Remember, when the code is 2 or 4 you will skip to question 4; if the answer is 3 or 5, you will skip to question 5.

Question 2. Ask the respondent to describe the title deed of the house. If it is a type of contract that is not included on the list, indicate “9” and write the type of contract in words. If the household has no documentation of any type, code 8.

Question 3. Ask the respondent if there are any conflicts associated with the ownership status of the dwelling. After filling the response to this question, move to Question 5.

Question 4. This question asks about the house rent, or how much the household pays a month for all buildings occupied by the household. If the house rent is paid by the employer, record the amount of money which the employer pays for house. After filling the response to this question, move to Question 6. Include in-kind payments and report value in LD or USD.

Question 5. This question asks about the amount that the household could receive per month if it rented out its current residence. Report value in LD or USD.

Question 6. Record the total amount of money paid to repair or make improvements to the residence in the past year. Repairs include such things as fixing leaks in the roof, damages in the walls, etc. Record the amount in LD or USD.

Question 7. How many habitable rooms does the household occupy? The number of the rooms does not include stores, toilets, shower rooms, halls, and veranda. Include only the rooms being occupied by the

household; including sitting rooms, dining rooms and the kitchen. If there is a main house and a secondary house, separate the total number of habitable rooms as is shown in the columns (Main Dwelling & Other Dwelling). If there are multiple secondary houses, sum the total number of rooms in all secondary houses and record this under “Other Dwelling”.

Questions 8,9,10. ask about materials used to make the house – ensure to ask these questions even if you think you know what the house is made off.

Question 8. Materials for building a wall include concrete stones, cement blocks, stone/clay bricks, zinc/iron/tin, wood or timber, mud and bricks, mud and sticks, and reed/bamboo/grass or mat. If the respondent indicates a material that is not on the list, code it as “other” (code 9) and write the material in letters.

Question 9. This question asks building materials for the roof; these include; concrete, roofing tiles, asbestos, iron/tin/zinc, tarpaulin/plastic sheets and bamboo/straw/grass/thatch as coded in the questionnaire. Fill in the relevant code. If the respondent indicates a material that is not on the list, code it as “other” (code 7) and write it in letters.

Question 10. Indicate the main building material for the floor of all houses occupied by the household, including mud, cement, tile, wood and stone. Look for the codes of the building materials as it is shown in the questionnaire. If the respondent indicates a material that is not on the list, code it as “other” (code 6) and write it in letters.

Question 11. This is an environmental question. The aim is to know how household dispose their trash. If the household uses a method that is not included on the list, indicate “8” and record the method in words.

Question 12. This question asks about the type of the toilet used by the household. ‘Flush toilet for household use only’ refers to the type of toilet characterized by the draining of human excreta by rush of running water, which is only used by members of the household being interviewed. The difference between this and ‘Flush toilet shared with other households’ is that other households also have access to such a toilet. ‘Open Pit latrine’ is a dry pit latrine that uses a hole in the ground to collect the excreta,

which is not covered, and a squatting slab or platform that is firmly supported on all sides. The squatting slab can be concrete or made of soil or other material. 'Covered Pit latrine with' is a dry pit latrine that uses a hole in the ground to collect the excreta which is covered and a squatting slab or platform that is firmly supported on all sides. The squatting slab can be concrete or made of soil or other material. Bush/beach/bury refers to the use of bushes/grass/field /beach/bury area as toilet facilities. Skip to Question 15 if option 6 Bush/Beach/Bury is chosen. A VIP latrine is one that has a pipe connected to the floor of the pit latrine for the noxious gases to escape and not affect the users of the toilet. For any other type, code 7 and specify what it is.

Question 13. This question asks if this household has spent any money in the past twelve months to have the latrine pit or septic tank emptied. If yes, code 1. If no, code 2 and skip to question 15.

Question 14. Record the amount paid for getting the latrine pit or septic tank emptied. The reported amount can be in LD or USD

Question 15. This question is about the main source of **electricity** used in the household. Use the codes listed in the questionnaire. If the household uses a source of electricity that is not included on the list, indicate "7" and record the source in words.

Question 16. This question is about the **light** in the household (during the night), what type of energy is used to provide light. Use the codes listed in the questionnaire. If the household uses a source for lighting that is not included on the list, indicate "8" and record the source in words.

Question 17. This question is about the main energy the household uses to cook. Note that what is needed here is not the utensil but the energy used. If the household uses a type of energy that is not included on the list, indicate "7" and record the type of energy in words.

Question 18. This question identifies the main source of drinking water in the household during the rainy season. Use the codes found at the bottom of the page. If you put the code "13" make sure you write the main source of drinking water in words. If there are more than two sources, mention the one used most frequently by the household. If you use code "1", move to question 21.

Question 19. This question asks the time used by the household in the process of fetching water from the source to the household during the rainy season (mentioned in the previous question). Here, time includes three aspects: going to fetch water, waiting to fill the container at the source, and time spent coming back. If for example the household spends 1 hour and 35 minutes, record 95 minutes in the 'minutes' box. Do not record it as 135 minutes!

Question 20. Read to the respondent the minutes mentioned in question 20, and ask him/her out of these minutes, how many are spent waiting to fetch water. If the respondent gives you the answer in hours, convert the answer to minutes.

Question 21. For the source of drinking water during the dry season, use the codes found at the bottom of the page. If you put the code "13" make sure you write the main source of drinking water in words. If there are more than two sources, mention the one used most frequently by the household. If you use code "1", move to question 24.

Question 22. The question intends to know the time spent by the household to fetch water for their use from the source to the household during the dry season. This source should be the one mentioned in the previous question. Here time means: time for going to the source, time for waiting to fill in the containers, the time spent on the way coming back. For example if the household spends about 1 hour and 35 minutes, record 95 minutes in the minute box.

Question 23. Read to the respondent the minutes mentioned in question 23, and ask him/her out of these minutes, how many are spent waiting to fill the container. If the respondent gives you the answer in hours, convert the answer to minutes.

Compare time spent collecting water in section E and in section I (Sec E Q 70 and Sec I Q 19/22) and probe if these look inconsistent.

Question 24. This question asks what type of treatment method the household usually uses to ensure their drinking water is safe. If they take no steps to ensure the safety of their water, use code '7'. Record up to 2 answers for this question. Photos of different methods of water purification are included in the Annex of this manual.

Question 25. Record the main source of water used for cooking during both the rainy and the dry season. Fill out one answer for each season. If there are more than two sources for either of the seasons, mention the one used most frequently by the household. Use the codes found at the bottom of the page. If you put the code “13” make sure you write the main source of water in words.

Question 26. Record the main source of water used for washing during both the rainy and the dry season. Fill out one answer for each season. If there are more than two sources for either of the seasons, mention the one used most frequently by the household. Use the codes found at the bottom of the page. If you put the code “12” make sure you write the main source of water in words.

Question 27. Mark X for each of the water sources reported in Questions 18, 21, 25 and 26. Then ask Q 28 for each of the sources.

Question 28. How much did the household spend on each source of water reported in Question 27 in the past seven days?

Section K: Consumption of Food over Last Seven Days

This section will examine household food expenditure; food crops (starch from roots), sugar, beans, horticultural crops, fruits, meat, milk and milk products, oil, spices, tea, soft drinks, coffee. The questions ask if the household consumed any foods in the past seven days. It is important that you take your time on this section and ask the questions carefully. These measures will be used to construct poverty estimates.

NOTE: This section measures CONSUMPTION, not EXPENDITURE. The questions focus on how much was eaten, not on how much was purchased or produced. Suppose, for example, that a household purchases a 50kg bag of rice every month for LD 35,000, and eats approximately 1.5 kilos per day. In the 7 days prior to the interview, the household may have purchased no rice. However, they ate $7 \times 1.5\text{kg} = 10.5\text{kg}$ of rice. We care about the 10.5 kg eaten. When asked about the amount spent, you should calculate the cost of these 10.5 kg ($\text{LD } 35,000 / 50\text{kg} = \text{LD } 700/\text{kg}$. So for 10.5kg, the cost was LD 13,500.)

NOTE ON LOCAL UNITS: Respondents may give answers in local units. If they are unable to convert these into standard units (the options listed on the questionnaire), you should record the answer in local units. You are then responsible to weigh or measure these local units before you leave the village and convert all answers into standard units.

Column 1. Read out to your respondent all items of food listed. Code 1 if the item is consumed, and code 2 if the item is not consumed. Remember to record the items consumed in the household and not outside the household. Ask this question for all items of food listed 101-1111 before moving on to Column 2.

Column 2. This questions is asked only for items which have a “1” in Column 1. Record the total number of days the household has consumed this item in the past seven days.

Column 3. This question is asked only for those items which have a “1” in Column 1. Record the total amount the household consumed in the past seven days. **This includes purchases, own production and gifts.** And make sure to carefully code the units. While a household might eat 0.3 grams of sugar in a week, 300 kilos would make everyone sick.

Column 4. In this Column, you should only list the purchases made by the household in the past 7 days. Again be careful to check the units.

Column 5. Record the total amount of money spent for this item in the past seven days or the price the household would pay for purchasing that quantity purchased.

Column 6. In this Column, you should only list the own production of the household in the past 7 days. Again be careful to check the units.

Column 7. In this Column, you should only list the gifts and transfers received by the household in the past 7 days. Again be careful to check the units.

At the end of the line, you should perform a quick check that the total from Column 3 is roughly equal to the sum of columns 4, 6, and 7. If there is a large difference in the amounts, you should ask the respondent to clarify.

If the respondent says “Yes” to question 1, be sure that you have fill in all the appropriate columns for that food item. For instance, in the example below, the household said “Yes” they consumed raw maize. Even though all the raw maize came from own production (question 5) make sure you enter zeroes for questions 3 and 6. You do not need to enter units when entering zeroes. See the example below.

I T E M C O D E	1. Within the <u>past 7 days</u> , did the members of this household eat/drink any [...] within the household?			2. How many days did your household consume this item in the past 7 days?		3. How much in total did your household consume in the <u>past 7 days</u> ?		4. How much came from purchases during the <u>past 7 days</u> ?		5. How much did you spend?	6. How much came from own-production?		7. How much came from gifts and other sources?	
						KG.....1 LITRE.....2 NUMBER.....3 OTHER, SPECIFY.4		KG.....1 LITRE.....2 NUMBER.....3 OTHER, SPECIFY.4			KG.....1 LITRE.....2 NUMBER.....3 OTHER, SPECIFY.4		KG.....1 LITRE.....2 NUMBER.....3 OTHER, SPECIFY.4	
	YES...1													
	NO...2													
			(▶NEXT)	DAYS	UNIT	QUANTITY	UNIT	QUANTITY	LD	UNIT	QUANTITY	UNIT	QUANTITY	
Cereals and Cereal products														
0101	Local Rice		1	7	1	1.5	1	1	420	1	0.5		0	
0102	Imported Rice		2											
0103	Corn		1	3	1	3		0			0	1	3	

Question 8. Ask your respondent if any person who is not a member of their household was invited for food in the past seven days, even if it is only for one meal. If the answer is yes, code it 1 and move to question 10. If the answer is no, code it 2 and move to the next section.

Question 9. Ask the respondent to tell you the number of visitors that were invited to share meals. Remember to record this separating the visitors according to their age as it is itemized in A, B, and C.

Question 10. Also ask the number of meals the household invited visitors to share in the past 7 days. Record it the same way as you did in question 9.

Section L1: Non-Food Expenditure – Past Seven Days and Past Thirty Days

SEVEN DAY RECALL

Question 1 & 2. Read out to your respondent all items listed below with codes 101-110. Ask if out of these, some or all were consumed in the household for the past seven days. If the answer is yes, code it 1, and if the answer is no code it 2. Ask for each and every item. For yes, remember to record the total amount of money used to buy the item in column 2, in LD or USD or both.

THIRTY DAY RECALL

Question 1 & 2. This is the same question as the previous one, the difference, is that here you ask for one month and the codes are 201-234.

Section L2: Non-Food Expenditure – Past Twelve Months

Question 1 & 2. These questions are also the same as the previous two questions. The difference is that here you ask about the past 12 months and the codes are 301-335.

Section M: Household Assets

These questions ask about the ownership of the resources and other valuable permanent assets as it is stipulated in the questionnaire. It is possible that your respondent could be hesitant to respond to these questions because they are very sensitive; this is information that one would not like to share with a stranger. Try to use polite language to convince him of the confidentiality of the interview.

Question 1 (codes 401-431). Read out to your respondent the list of the assets; ask him/her what they own and record the total number of the assets in the box. If there is none, record “0” and do not fill questions 2-6 for that item. **ASK Q1 FIRST FOR ALL ITEMS AND THEN PROCEED ASKING QUESTIONS 2-6 FOR THOSE ITEMS THAT ARE NOT LISTED AS 0 IN QUESTION 1.** Be careful to record the number and not the value of the item. Households, no matter how wealthy, are unlikely to own 20,000,000 air conditioners.

Question 2. Record the number of [ITEM]s purchased in the past twelve months. If a household does not own any of the assets (response is 0 for Question 1) it is not possible for it to have non-zero value for Question 2. Also if the response to Q2 is 0, skip to Q 4.

Question 3. Record the total value of the [ITEM]s purchased in the last twelve months. If a household does not own any of the assets (response is 0 for Question 2), we skip Question 3.

Question 4. Of the [ITEM]s that the household lists as an asset (non zero value for question 1), what is the age of the most recently purchased? If the household owns more than one of an item, record the age of the items in months that was purchased most recently. For example, if a household owns one mobile phone that is 5 years old, one that is 2 years old and one that is 7 months old, then the age of the most recently purchased item is 7. Note that you can also fill a value that is greater than 12. If the household owns only one air conditioner which was purchased in November 2010, you would report the age as 36 (months).

Question 5. Record the price at which the most recently purchased item was bought for. If the household owns more than one of an item, record the price of the most recently purchased item.

Question 6. Record the price at which the household could sell the last purchased item for today. Do not record the amount paid for the item because that amount will differ, either due to depreciation or appreciation, even though the item could sell for the same price. Remember that it is the respondent's response that should be recorded in all scenarios.

Section N: Assistance and Groups

In this section you should ask all the questions across Columns 1-6 for row A before moving on to row B.

Question 1. This question intends to know if the respondent received (money or in-kind) from the Government or NGOs (religious) as listed in column 1, A-K. If the answer is yes, then code it 1, if the answer is yes then code it 2 and move to the next item.

Question 2. This question is the continuation of question 1. If the answer to question 1 is yes, ask your respondent which type of group provided the assistance.

Question 3. Here we need to know the amount of money received from the sources mentioned in question 2 for the past 12 months.

Question 4. Here we need to know the value of the food received from the sources mentioned in question 2 for the past twelve months. Ask your respondent to tell you the value (money) of this food.

Question 5. This question intends to know if there are other things, apart from money and food, which the household received from the source of the grant (question 2) in the past 12 months and its associated value. For other items, check the list given on Column 1 item L.

Question 6. Record the Roster ID numbers of the household members who participated in the program, listing up to three.

Question 7. How much did the household receive as rental property income or other rental income in the last 12 months? Record in LD or USD. **ENTER 0 IF NO REVENUE RECEIVED FROM SOURCE**

Question 8. How much revenue did the household make from sale of a house or other asset in the last 12 months? **ENTER 0 IF NO REVENUE RECEIVED FROM SOURCE**

Question 9. How much revenue did the household make from sale of a car or other capital good in the last 12 months? **ENTER 0 IF NO REVENUE RECEIVED FROM SOURCE**

Question 10. How much revenue did the household make from lottery winnings in the last 12 months?
ENTER 0 IF NO REVENUE RECEIVED FROM SOURCE

Question 11. Ask your respondent if there is any household member who is a member of a credit/savings group (SUSU). If the answer is yes, code it 1 if the answer is no code 2 and skip to the next section.

Question 12. Ask your respondent to tell you the names of the household members who are in the Credit/Savings Group (SUSU). List the roster ID's in the first column on rows A-O. Then insert the Roster ID number of each household member.

In this section, ask questions 13 through 19 for each person listed before moving on to the next person on the list.

Question 13. This question intends to know how many times and for what period the household member gives out his contribution to the Credit/Savings Group (SUSU). You will record it as it is directed. If it is 2 times a month, you will write 2 on the Column of frequency and 3 on the Column of unit.

Question 14. Ask a member of the Credit Union how much money he contributes each time her contributes. Record the amount in Liberian Dollars (LD) or USD.

Question 15. Ask when respondent last withdrew money from this Savings Group (SUSU). Ask for the month and year. Record the year in four digits. Enter the amount the household member withdrew in question 13. If they have never taken a loan from the group, enter '0' and skip to the next row. Enter month as two digits. 01 for January, 02 for February and so on.

Question 16. Ask the household member how much was withdrawn the last time?

Question 17. Ask the reason for taking out the last loan. Use the codes provided in the middle of this page.

Question 18. In this question ask him/her about the amount of money to be paid back including interest. Report in LD or USD.

Question 19. How long will it take [NAME] to repay the loan? Record in months.

Section O: Credit

This section is to be answered by the head of the household or any household member who is responsible of the loans listed below, and includes only those loans that are not from the SUSUs.

Question 1. Ask your respondent if there are any household members who took loan (money), goods or services outside the household in the past 12 months. If the answer is yes, code it 1 and if the answer is no code it 2 and move to section P. Remember to include all the loans, including agricultural activities loans. Be particularly careful when valuing loans that are in the form of goods or services.

Question 2. Ask your respondent to mention the names of the institutions outside the household where the household members took each of the loans in the past 12 months. Make sure you finish listing people or institutions before moving to the next question.

Question 3. This question should not be asked to the respondent. The interviewer needs to insert codes for the source of loans. Use the codes provided on the bottom of this page.

Question 4. On this item, you will insert the roster number of the household member who took the loan from the institutions you listed on Question 2.

Question 5. Ask your respondent if the loan was in cash (money) or goods on credit (things). If money code 1, if goods code 2.

Question 6. You will fill in the amount of the loan in LD or USD (Remember, if the loan was in the form of goods, give the value in money and fill it in here).

Question 7. Ask your respondent to tell you if the whole loan is paid back. If the answer is yes code it 1 and skip to question 9. If the answer is no, code it 2.

Question 8. Ask your respondent when he/she is expecting to finish paying back the loan. Enter the year and month expected. Enter the year in four digits and month in two digits.

Question 9. Ask your respondent the total amount to be paid of the loan, with interest. Report in LD or USD.

Example: Eli took a bank loan amounting to 100,000 LD with 25% interest. The total pay of the loan with interest for Eli, is 125,000 LD.

Question 10. It is normal that when a person asks for a loan, there is an intended purpose for the loan. Ask your respondent the intended purpose of asking for the loan. Choose among the given codes. List up to three in order of importance. If the reason is not on the list, then code it “9” and write down the intended purpose in words.

Section P: Cash Transfers and Gifts

This section intends to find out about use of remittances payments, transfers of food/non-food items and other cash transfers both within and outside the country. Ask this section to the household head or any household member who knows very well the cash transfers and gifts received/sent by/to the household. Note that this section is divided into two parts: PART A: CASH TRANSFERS OR GIFTS RECEIVED and PART B: CASH TRANSFERS OR GIFTS SENT.

Part A deals what the household has RECEIVED while Part B deals with what the household has SENT.

Note that this section goes vertically and not horizontally. Column 1 refers to Transfer 1, Column 2 refers to transfer 2, Column 3 refers to Transfer 3 and so on. You start with Column 1 to record the First Transfer and go from Questions 1-8.

PART A: WE ARE NOW DEALING WITH CASH RECEIVED OR GOODS RECEIVED BY THE HOUSEHOLD BEING INTERVIEWED FROM OUTSIDE SOURCES.

Question 1. Write down the ID code from the roster or flap of the principal respondent to this section.

Question 2. Ask if anyone in the household has received any cash or good from other household in the last 12 months.

Question 3. Record the ID CODE of the household member who received the cash or good from the other household.

Question 4. Record the relationship of the household member in Q3 to the person who sent the transfer. Choose from options provided. If another source, code 6 and specify the person.

Question 5. This question seeks to find if the transfer was a money transfer, a food transfer or a non-food transfer. If the transfer is a food transfer or non-food transfer, skip to Q7. If the transfer was a money transfer go to Q6.

Question 6. For money transfers, what method was used to receive the money? Choose from the options listed.

Question 7. Record the place of residence of the sender of the transfer. Use codes as provided. Use option 13 if a country other than what is listed and name that country.

Question 8. Record the principal reason for the transfer. When households receive money, they may use it for a variety of different purposes. Code the most important reason for the transfer.

Question 9. Record the value of the money received or the goods received during the last twelve months for that particular transaction. You may record in LD or USD.

IF THERE WERE MORE TRANSFERS, USE COLUMN 2, 3, 4 and so on and continue with the above 8 questions.

PART B: WE ARE NOW DEALING WITH CASH SENT OR GOODS SENT TO OUTSIDE SOURCES BY THE HOUSEHOLD BEING INTERVIEWED.

Question 1. Write down the ID code from the roster or flap of the principal respondent to this section.

Question 2. Ask if anyone in the household has sent any cash or goods to another household in the last 12 months.

Question 3. Record the ID CODE of the household member who sent the cash or good from the other household.

Question 4. Record the relationship of the household member in Q3 to the person who received the transfer. Choose from options provided. If another source, code 6 and specify the person.

Question 5. This question seeks to find if the transfer was a money transfer, a food transfer or a non-food transfer. If the transfer was a money transfer, continue to Q6; If the transfer was a food or non-food transfer, skip to Q7.

Question 6. For money transfers, what method was used to send the money? Choose from the options listed.

Question 7. Record the place of residence of the receiver of the transfer. Use codes as provided. Use option 13 if a country other than what is listed and name that country.

Question 8. Record the principal reason for the transfer. When households send money, it can be sent for a variety of different purposes. Code the most important reason for the transfer.

Question 9. Record the value of the money received or the goods received during the last twelve months for that particular transaction. You may record in LD or USD.

Section Q: Recent Shocks to Household Welfare

Ask this section to the household head or any household member who knows about the household welfare in detail.

Question 1. This question intends to know whether the household encountered any disasters or events from those listed in the first column, at any point in the past five years. Read the entire list of shocks (items 101 – 119) before moving on to Question 2. In the case of 119, specify the shock in words.

Question 2. Before answering question 2, read out the list of shocks which the household indicated that it experienced in the past five years. Ask the respondent which of these shocks had the most significant impact on their wellbeing, and then put code 1 in Column 2 for that shock. Then ask the household which shock had the second most significant impact, and code it 2 in Column 2. Similarly, code 3 for the third most significant shock. If the household indicates having only experienced two shocks in the past five years, you will not have a code 3 in this Column. Column 2 should not have any duplicate number 1, 2, or 3. If the respondent says that two shocks are equally significant, probe further to find out which shock was slightly more significant.

Questions 3, 4 & 5. These questions will only be asked for the three major disasters which were listed in question 2. You will leave blank the lines which are not listed in Column 2. For question 3, the respondent will answer if the disasters lowered the income of the household. In question 4, you will ask how much these disasters affected the household. Record the answer using the codes given. In question 5, ask your respondent when the shock took place. Record the month and the year. Record the year in four digits. Remember the reference period of past twelve months.

Section R: Crop Production, Sales and Purchases

This section is important for collecting information on crop production, sales and purchases information to capture agricultural income for the last twelve months.

Question 1. This questions asks whether a household produced any of the following crops in the past twelve months. The crops are categorized by Cereals/Tubers/Roots, Beans/Nuts, Vegetables, Fruits and Cash Crops. Go through each of the items first and collect information on which crops were grown by the household. Enter code 1 if produced, and 2 if not. Then move on to Question 2.

Question 2. This questions asks whether a household sold any of the produced items in the past twelve months? Only respond for those that said Yes to Question 1. If sold, code 1. If not sold, code 2 and go to the next item.

Question 3. Find out the value of the sales for the past twelve months on the crops that are reported as being sold in Question 2. Report in LD or USD.

Section S: Sales and Purchases of Livestock and Aquatic Animals over the last twelve months

This section is important for collecting information on sales and purchases of livestock and aquatic animals to capture income and expenditure information over the last twelve months.

Question 1. This question asks whether a household raised any of the following items (livestock, other animals and fishery sales in the past twelve months. Enter code 1 if produced, and 2 if not. If coded 1, go to Question 2. If coded 2, skip to Question 7.

Question 2. This question asks how many of the items (livestock, other animals and fishery) a household currently owns? Enter a number. This could also be a zero. In such a case, record 0.

Question 3. This question asks whether a household sold any of the items (livestock, other animals and fishery) in the past twelve months. If yes, code 1. If no, code 2 and skip to Question 7.

Question 4. This question asks how many items a household sold (livestock, other animals and fishery) in the past twelve months. Enter a number. This cannot be a zero because Question 3 says the household sold these items in the past twelve months.

Question 5. What was the value of sales made in the past twelve months? Report in LD or USD.

Question 6. What is the ID code of the person from the household involved in the transaction? This question will be useful for gender studies of who handles finances in the household on sales of livestock. Use roster to correctly copy the ID code.

Question 7. This question asks whether anyone in the household purchase any of these animals in the past twelve months. If yes, code 1. If no, code 2 and skip to Next item.

Question 8. This question asks what the value of purchases made on [ITEM] was in the past twelve months. Report in LD or USD and then skip to Next item.

Section T: Household Re-contact Information

This section is important for recording information which may help in case of re-visiting the household, particularly if the household decides to move to another location. Before asking the telephone number, you need to take the GPS measurement. For every interviewed household, the interviewer must measure the location of the household from the corner of East and North.

Question 1. Record the telephone number of the household head. If he has no telephone number, please fill in '98'

Question 2. Record the telephone numbers of other household members. Fill in up to 3 members. Fill in their names together with their telephone numbers. If no one in the household owns a telephone, try to find the telephone number of a friend, relative or community leader who can contact the household. You should always have at least 1 contact number for the household.

Question 3: A CLOSE PERSON IN THE COMMUNITY. This section includes relatives and friends who live in the town/village/street/sub village where the household head stays. You will fill in the name, relationship with the head of the household, work, place where he lives, other identifying information, and telephone number.

Question 4: CLOSE PERSON (OUT SIDE THE COMMUNITY OR FROM ANOTHER VILLAGE). This section includes relatives and friends who live outside the town, or village. You will fill in the name, relationship to the household member, work, location where he lives, other identifying information and telephone number.

ATTENTION: For question 3 and 4, make sure you write full name, proper relationship with the household head, main work, the location where he stays, and proper telephone number. On the extra explanation, write characteristics of identifying a person, like their position, name etc.

Question 5. Signature of the Enumerator

Question 6. Time the interview ends. Use the same principle as you used in Section A.

Question 7. Record the date the interview ended. Record in DD/MM/YYYY format.

Question 8: Record what gift is given to the household.

Part II: Appendices

ISCO Occupation Codes

For Section E, questions 16, 31, and 45:

ISCO 08 Code	Title EN
1	Managers
11	Chief executives, senior officials and legislators
111	Legislators and senior officials
1111	Legislators
1112	Senior government officials
1113	Traditional chiefs and heads of village
1114	Senior officials of special-interest organizations
112	Managing directors and chief executives
1120	Managing directors and chief executives
12	Administrative and commercial managers
121	Business services and administration managers
1211	Finance managers
1212	Human resource managers
1213	Policy and planning managers
1219	Business services and administration managers not elsewhere classified
122	Sales, marketing and development managers
1221	Sales and marketing managers
1222	Advertising and public relations managers
1223	Research and development managers
13	Production and specialised services managers
131	Production managers in agriculture, forestry and fisheries
1311	Agricultural and forestry production managers
1312	Aquaculture and fisheries production managers
132	Manufacturing, mining, construction, and distribution managers
1321	Manufacturing managers
1322	Mining managers
1323	Construction managers
1324	Supply, distribution and related managers
133	Information and communications technology service managers
1330	Information and communications technology service managers
134	Professional services managers
1341	Child care services managers
1342	Health services managers
1343	Aged care services managers
1344	Social welfare managers
1345	Education managers
1346	Financial and insurance services branch managers
1349	Professional services managers not elsewhere classified
14	Hospitality, retail and other services managers
141	Hotel and restaurant managers
1411	Hotel managers
1412	Restaurant managers
142	Retail and wholesale trade managers
1420	Retail and wholesale trade managers

143	Other services managers
1431	Sports, recreation and cultural centre managers
1439	Services managers not elsewhere classified
2	Professionals
21	Science and engineering professionals
211	Physical and earth science professionals
2111	Physicists and astronomers
2112	Meteorologists
2113	Chemists
2114	Geologists and geophysicists
212	Mathematicians, actuaries and statisticians
2120	Mathematicians, actuaries and statisticians
213	Life science professionals
2131	Biologists, botanists, zoologists and related professionals
2132	Farming, forestry and fisheries advisers
2133	Environmental protection professionals
214	Engineering professionals (excluding electrotechnology)
2141	Industrial and production engineers
2142	Civil engineers
2143	Environmental engineers
2144	Mechanical engineers
2145	Chemical engineers
2146	Mining engineers, metallurgists and related professionals
2149	Engineering professionals not elsewhere classified
215	Electrotechnology engineers
2151	Electrical engineers
2152	Electronics engineers
2153	Telecommunications engineers
216	Architects, planners, surveyors and designers
2161	Building architects
2162	Landscape architects
2163	Product and garment designers
2164	Town and traffic planners
2165	Cartographers and surveyors
2166	Graphic and multimedia designers
22	Health professionals
221	Medical doctors
2211	Generalist medical practitioners
2212	Specialist medical practitioners
222	Nursing and midwifery professionals
2221	Nursing professionals
2222	Midwifery professionals
223	Traditional and complementary medicine professionals
2230	Traditional and complementary medicine professionals
224	Paramedical practitioners
2240	Paramedical practitioners
225	Veterinarians
2250	Veterinarians
226	Other health professionals
2261	Dentists
2262	Pharmacists
2263	Environmental and occupational health and hygiene professionals

2264	Physiotherapists
2265	Dieticians and nutritionists
2266	Audiologists and speech therapists
2267	Optometrists and ophthalmic opticians
2269	Health professionals not elsewhere classified
23	Teaching professionals
231	University and higher education teachers
2310	University and higher education teachers
232	Vocational education teachers
2320	Vocational education teachers
233	Secondary education teachers
2330	Secondary education teachers
234	Primary school and early childhood teachers
2341	Primary school teachers
2342	Early childhood educators
235	Other teaching professionals
2351	Education methods specialists
2352	Special needs teachers
2353	Other language teachers
2354	Other music teachers
2355	Other arts teachers
2356	Information technology trainers
2359	Teaching professionals not elsewhere classified
24	Business and administration professionals
241	Finance professionals
2411	Accountants
2412	Financial and investment advisers
2413	Financial analysts
242	Administration professionals
2421	Management and organization analysts
2422	Policy administration professionals
2423	Personnel and careers professionals
2424	Training and staff development professionals
243	Sales, marketing and public relations professionals
2431	Advertising and marketing professionals
2432	Public relations professionals
2433	Technical and medical sales professionals (excluding ICT)
2434	Information and communications technology sales professionals
25	Information and communications technology professionals
251	Software and applications developers and analysts
2511	Systems analysts
2512	Software developers
2513	Web and multimedia developers
2514	Applications programmers
2519	Software and applications developers and analysts not elsewhere classified
252	Database and network professionals
2521	Database designers and administrators
2522	Systems administrators
2523	Computer network professionals
2529	Database and network professionals not elsewhere classified
26	Legal, social and cultural professionals
261	Legal professionals

2611	Lawyers
2612	Judges
2619	Legal professionals not elsewhere classified
262	Librarians, archivists and curators
2621	Archivists and curators
2622	Librarians and related information professionals
263	Social and religious professionals
2631	Economists
2632	Sociologists, anthropologists and related professionals
2633	Philosophers, historians and political scientists
2634	Psychologists
2635	Social work and counselling professionals
2636	Religious professionals
264	Authors, journalists and linguists
2641	Authors and related writers
2642	Journalists
2643	Translators, interpreters and other linguists
265	Creative and performing artists
2651	Visual artists
2652	Musicians, singers and composers
2653	Dancers and choreographers
2654	Film, stage and related directors and producers
2655	Actors
2656	Announcers on radio, television and other media
2659	Creative and performing artists not elsewhere classified
3	Technicians and associate professionals
31	Science and engineering associate professionals
311	Physical and engineering science technicians
3111	Chemical and physical science technicians
3112	Civil engineering technicians
3113	Electrical engineering technicians
3114	Electronics engineering technicians
3115	Mechanical engineering technicians
3116	Chemical engineering technicians
3117	Mining and metallurgical technicians
3118	Draughtspersons
3119	Physical and engineering science technicians not elsewhere classified
312	Mining, manufacturing and construction supervisors
3121	Mining supervisors
3122	Manufacturing supervisors
3123	Construction supervisors
313	Process control technicians
3131	Power production plant operators
3132	Incinerator and water treatment plant operators
3133	Chemical processing plant controllers
3134	Petroleum and natural gas refining plant operators
3135	Metal production process controllers
3139	Process control technicians not elsewhere classified
314	Life science technicians and related associate professionals
3141	Life science technicians (excluding medical)
3142	Agricultural technicians
3143	Forestry technicians

315	Ship and aircraft controllers and technicians
3151	Ships' engineers
3152	Ships' deck officers and pilots
3153	Aircraft pilots and related associate professionals
3154	Air traffic controllers
3155	Air traffic safety electronics technicians
32	Health associate professionals
321	Medical and pharmaceutical technicians
3211	Medical imaging and therapeutic equipment technicians
3212	Medical and pathology laboratory technicians
3213	Pharmaceutical technicians and assistants
3214	Medical and dental prosthetic technicians
322	Nursing and midwifery associate professionals
3221	Nursing associate professionals
3222	Midwifery associate professionals
323	Traditional and complementary medicine associate professionals
3230	Traditional and complementary medicine associate professionals
324	Veterinary technicians and assistants
3240	Veterinary technicians and assistants
325	Other health associate professionals
3251	Dental assistants and therapists
3252	Medical records and health information technicians
3253	Community health workers
3254	Dispensing opticians
3255	Physiotherapy technicians and assistants
3256	Medical assistants
3257	Environmental and occupational health inspectors and associates
3258	Ambulance workers
3259	Health associate professionals not elsewhere classified
33	Business and administration associate professionals
331	Financial and mathematical associate professionals
3311	Securities and finance dealers and brokers
3312	Credit and loans officers
3313	Accounting associate professionals
3314	Statistical, mathematical and related associate professionals
3315	Valuers and loss assessors
332	Sales and purchasing agents and brokers
3321	Insurance representatives
3322	Commercial sales representatives
3323	Buyers
3324	Trade brokers
333	Business services agents
3331	Clearing and forwarding agents
3332	Conference and event planners
3333	Employment agents and contractors
3334	Real estate agents and property managers
3339	Business services agents not elsewhere classified
334	Administrative and specialised secretaries
3341	Office supervisors
3342	Legal secretaries
3343	Administrative and executive secretaries
3344	Medical secretaries

335	Regulatory government associate professionals
3351	Customs and border inspectors
3352	Government tax and excise officials
3353	Government social benefits officials
3354	Government licensing officials
3355	Police inspectors and detectives
3359	Regulatory government associate professionals not elsewhere classified
34	Legal, social, cultural and related associate professionals
341	Legal, social and religious associate professionals
3411	Police inspectors and detectives
3412	Social work associate professionals
3413	Religious associate professionals
342	Sports and fitness workers
3421	Athletes and sports players
3422	Sports coaches, instructors and officials
3423	Fitness and recreation instructors and program leaders
343	Artistic, cultural and culinary associate professionals
3431	Photographers
3432	Interior designers and decorators
3433	Gallery, museum and library technicians
3434	Chefs
3435	Other artistic and cultural associate professionals
35	Information and communications technicians
351	Information and communications technology operations and user support technicians
3511	Information and communications technology operations technicians
3512	Information and communications technology user support technicians
3513	Computer network and systems technicians
3514	Web technicians
352	Telecommunications and broadcasting technicians
3521	Broadcasting and audio-visual technicians
3522	Telecommunications engineering technicians
4	Clerical support workers
41	General and keyboard clerks
411	General office clerks
4110	General office clerks
412	Secretaries (general)
4120	Secretaries (general)
413	Keyboard operators
4131	Typists and word processing operators
4132	Data entry clerks
42	Customer services clerks
421	Tellers, money collectors and related clerks
4211	Bank tellers and related clerks
4212	Bookmakers, croupiers and related gaming workers
4213	Pawnbrokers and money-lenders
4214	Debt-collectors and related workers
422	Client information workers
4221	Travel consultants and clerks
4222	Contact centre information clerks
4223	Telephone switchboard operators
4224	Hotel receptionists
4225	Enquiry clerks

4226	Receptionists (general)
4227	Survey and market research interviewers
4229	Client information workers not elsewhere classified
43	Numerical and material recording clerks
431	Numerical clerks
4311	Accounting and bookkeeping clerks
4312	Statistical, finance and insurance clerks
4313	Payroll clerks
432	Material-recording and transport clerks
4321	Stock clerks
4322	Production clerks
4323	Transport clerks
44	Other clerical support workers
441	Other clerical support workers
4411	Library clerks
4412	Mail carriers and sorting clerks
4413	Coding, proof-reading and related clerks
4414	Scribes and related workers
4415	Filing and copying clerks
4416	Personnel clerks
4419	Clerical support workers not elsewhere classified
5	Service and sales workers
51	Personal service workers
511	Travel attendants, conductors and guides
5111	Travel attendants and travel stewards
5112	Transport conductors
5113	Travel guides
512	Cooks
5120	Cooks
513	Waiters and bartenders
5131	Waiters
5132	Bartenders
514	Hairdressers, beauticians and related workers
5141	Hairdressers
5142	Beauticians and related workers
515	Building and housekeeping supervisors
5151	Cleaning and housekeeping supervisors in offices, hotels and other establishments
5152	Domestic housekeepers
5153	Building caretakers
516	Other personal services workers
5161	Astrologers, fortune-tellers and related workers
5162	Companions and valets
5163	Undertakers and embalmers
5164	Pet groomers and animal care workers
5165	Driving instructors
5169	Personal services workers not elsewhere classified
52	Sales workers
521	Street and market salespersons
5211	Stall and market salespersons
5212	Street food salespersons
522	Shop salespersons
5221	Shop keepers

5222	Shop supervisors
5223	Shop sales assistants
523	Cashiers and ticket clerks
5230	Cashiers and ticket clerks
524	Other sales workers
5241	Fashion and other models
5242	Sales demonstrators
5243	Door to door salespersons
5244	Contact centre salespersons
5245	Service station attendants
5246	Food service counter attendants
5249	Sales workers not elsewhere classified
53	Personal care workers
531	Child care workers and teachers' aides
5311	Child care workers
5312	Teachers' aides
532	Personal care workers in health services
5321	Health care assistants
5322	Home-based personal care workers
5329	Personal care workers in health services not elsewhere classified
54	Protective services workers
541	Protective services workers
5411	Fire-fighters
5412	Police officers
5413	Prison guards
5414	Security guards
5419	Protective services workers not elsewhere classified
6	Skilled agricultural, forestry and fishery workers
61	Market-oriented skilled agricultural workers
611	Market gardeners and crop growers
6111	Field crop and vegetable growers
6112	Tree and shrub crop growers
6113	Gardeners, horticultural and nursery growers
6114	Mixed crop growers
612	Animal producers
6121	Livestock and dairy producers
6122	Poultry producers
6123	Apiarists and sericulturists
6129	Animal producers not elsewhere classified
613	Mixed crop and animal producers
6130	Mixed crop and animal producers
62	Market-oriented skilled forestry, fishery and hunting workers
621	Forestry and related workers
6210	Forestry and related workers
622	Fishery workers, hunters and trappers
6221	Aquaculture workers
6222	Inland and coastal waters fishery workers
6223	Deep-sea fishery workers
6224	Hunters and trappers
63	Subsistence farmers, fishers, hunters and gatherers
631	Subsistence crop farmers
6310	Subsistence crop farmers

632	Subsistence livestock farmers
6320	Subsistence livestock farmers
633	Subsistence mixed crop and livestock farmers
6330	Subsistence mixed crop and livestock farmers
634	Subsistence fishers, hunters, trappers and gatherers
6340	Subsistence fishers, hunters, trappers and gatherers
7	Craft and related trades workers
71	Building and related trades workers, excluding electricians
711	Building frame and related trades workers
7111	House builders
7112	Bricklayers and related workers
7113	Stonemasons, stone cutters, splitters and carvers
7114	Concrete placers, concrete finishers and related workers
7115	Carpenters and joiners
7119	Building frame and related trades workers not elsewhere classified
712	Building finishers and related trades workers
7121	Roofers
7122	Floor layers and tile setters
7123	Plasterers
7124	Insulation workers
7125	Glaziers
7126	Plumbers and pipe fitters
7127	Air conditioning and refrigeration mechanics
713	Painters, building structure cleaners and related trades workers
7131	Painters and related workers
7132	Spray painters and varnishers
7133	Building structure cleaners
72	Metal, machinery and related trades workers
721	Sheet and structural metal workers, moulders and welders, and related workers
7211	Metal moulders and coremakers
7212	Welders and flamecutters
7213	Sheet-metal workers
7214	Structural-metal preparers and erectors
7215	Riggers and cable splicers
722	Blacksmiths, toolmakers and related trades workers
7221	Blacksmiths, hammersmiths and forging press workers
7222	Toolmakers and related workers
7223	Metal working machine tool setters and operators
7224	Metal polishers, wheel grinders and tool sharpeners
723	Machinery mechanics and repairers
7231	Motor vehicle mechanics and repairers
7232	Aircraft engine mechanics and repairers
7233	Agricultural and industrial machinery mechanics and repairers
7234	Bicycle and related repairers
73	Handicraft and printing workers
731	Handicraft workers
7311	Precision-instrument makers and repairers
7312	Musical instrument makers and tuners
7313	Jewellery and precious-metal workers
7314	Potters and related workers
7315	Glass makers, cutters, grinders and finishers
7316	Sign writers, decorative painters, engravers and etchers

7317	Handicraft workers in wood, basketry and related materials
7318	Handicraft workers in textile, leather and related materials
7319	Handicraft workers not elsewhere classified
732	Printing trades workers
7321	Pre-press technicians
7322	Printers
7323	Print finishing and binding workers
74	Electrical and electronic trades workers
741	Electrical equipment installers and repairers
7411	Building and related electricians
7412	Electrical mechanics and fitters
7413	Electrical line installers and repairers
742	Electronics and telecommunications installers and repairers
7421	Electronics mechanics and servicers
7422	Information and communications technology installers and servicers
75	Food processing, wood working, garment and other craft and related trades workers
751	Food processing and related trades workers
7511	Butchers, fishmongers and related food preparers
7512	Bakers, pastry-cooks and confectionery makers
7513	Dairy-products makers
7514	Fruit, vegetable and related preservers
7515	Food and beverage tasters and graders
7516	Tobacco preparers and tobacco products makers
752	Wood treaters, cabinet-makers and related trades workers
7521	Wood treaters
7522	Cabinet-makers and related workers
7523	Woodworking-machine tool setters and operators
753	Garment and related trades workers
7531	Tailors, dressmakers, furriers and hatters
7532	Garment and related pattern-makers and cutters
7533	Sewing, embroidery and related workers
7534	Upholsterers and related workers
7535	Pelt dressers, tanners and fellmongers
7536	Shoemakers and related workers
754	Other craft and related workers
7541	Underwater divers
7542	Shotfirers and blasters
7543	Product graders and testers (excluding foods and beverages)
7544	Fumigators and other pest and weed controllers
7549	Craft and related workers not elsewhere classified
8	Plant and machine operators, and assemblers
81	Stationary plant and machine operators
811	Mining and mineral processing plant operators
8111	Miners and quarriers
8112	Mineral and stone processing plant operators
8113	Well drillers and borers and related workers
8114	Cement, stone and other mineral products machine operators
812	Metal processing and finishing plant operators
8121	Metal processing plant operators
8122	Metal finishing, plating and coating machine operators
813	Chemical and photographic products plant and machine operators
8131	Chemical products plant and machine operators

8132	Photographic products machine operators
814	Rubber, plastic and paper products machine operators
8141	Rubber products machine operators
8142	Plastic products machine operators
8143	Paper products machine operators
815	Textile, fur and leather products machine operators
8151	Fibre preparing, spinning and winding machine operators
8152	Weaving and knitting machine operators
8153	Sewing machine operators
8154	Bleaching, dyeing and fabric cleaning machine operators
8155	Fur and leather preparing machine operators
8156	Shoemaking and related machine operators
8157	Laundry machine operators
8159	Textile, fur and leather products machine operators not elsewhere classified
816	Food and related products machine operators
8160	Food and related products machine operators
817	Wood processing and papermaking plant operators
8171	Pulp and papermaking plant operators
8172	Wood processing plant operators
818	Other stationary plant and machine operators
8181	Glass and ceramics plant operators
8182	Steam engine and boiler operators
8183	Packing, bottling and labelling machine operators
8189	Stationary plant and machine operators not elsewhere classified
82	Assemblers
821	Assemblers
8211	Mechanical machinery assemblers
8212	Electrical and electronic equipment assemblers
8219	Assemblers not elsewhere classified
83	Drivers and mobile plant operators
831	Locomotive engine drivers and related workers
8311	Locomotive engine drivers
8312	Railway brake, signal and switch operators
832	Car, van and motorcycle drivers
8321	Motorcycle drivers
8322	Car, taxi and van drivers
833	Heavy truck and bus drivers
8331	Bus and tram drivers
8332	Heavy truck and lorry drivers
834	Mobile plant operators
8341	Mobile farm and forestry plant operators
8342	Earthmoving and related plant operators
8343	Crane, hoist and related plant operators
8344	Lifting truck operators
835	Ships' deck crews and related workers
8350	Ships' deck crews and related workers
9	Elementary occupations
91	Cleaners and helpers
911	Domestic, hotel and office cleaners and helpers
9111	Domestic cleaners and helpers
9112	Cleaners and helpers in offices, hotels and other establishments
912	Vehicle, window, laundry and other hand cleaning workers

9121	Hand launderers and pressers
9122	Vehicle cleaners
9123	Window cleaners
9129	Other cleaning workers
92	Agricultural, forestry and fishery labourers
921	Agricultural, forestry and fishery labourers
9211	Crop farm labourers
9212	Livestock farm labourers
9213	Mixed crop and livestock farm labourers
9214	Garden and horticultural labourers
9215	Forestry labourers
9216	Fishery and aquaculture labourers
93	Labourers in mining, construction, manufacturing and transport
931	Mining and construction labourers
9311	Mining and quarrying labourers
9312	Civil engineering labourers
9313	Building construction labourers
932	Manufacturing labourers
9321	Hand packers
9329	Manufacturing labourers not elsewhere classified
933	Transport and storage labourers
9331	Hand and pedal vehicle drivers
9332	Drivers of animal-drawn vehicles and machinery
9333	Freight handlers
9334	Shelf fillers
94	Food preparation assistants
941	Food preparation assistants
9411	Fast food preparers
9412	Kitchen helpers
95	Street and related sales and service workers
951	Street and related service workers
9510	Street and related service workers
952	Street vendors (excluding food)
9520	Street vendors (excluding food)
96	Refuse workers and other elementary workers
961	Refuse workers
9611	Garbage and recycling collectors
9612	Refuse sorters
9613	Sweepers and related labourers
962	Other elementary workers
9621	Messengers, package deliverers and luggage porters
9622	Odd job persons
9623	Meter readers and vending-machine collectors
9624	Water and firewood collectors
9629	Elementary workers not elsewhere classified
0	Armed forces occupations
01	Commissioned armed forces officers
011	Commissioned armed forces officers
0110	Commissioned armed forces officers
02	Non-commissioned armed forces officers
021	Non-commissioned armed forces officers
0210	Non-commissioned armed forces officers

03	Armed forces occupations, other ranks
031	Armed forces occupations, other ranks
0310	Armed forces occupations, other ranks

ISIC Codes

ISIC Codes (Rev. 4) for Section E, Questions 17, 32, 46 and 53

A - Agriculture, forestry and fishing

- 01 - Crop and animal production, hunting and related service activities
- 02 - Forestry and logging
- 03 - Fishing and aquaculture

B - Mining and quarrying

- 05 - Mining of coal and lignite
- 06 - Extraction of crude petroleum and natural gas
- 07 - Mining of metal ores
- 08 - Other mining and quarrying
- 09 - Mining support service activities

C - Manufacturing

- 10 - Manufacture of food products
 - 101 - Processing and preserving of meat
 - 102 - Processing and preserving of fish, crustaceans and mollusks**
 - 103 - Processing and preserving of fruit and vegetables
 - 104 - Manufacture of vegetable and animal oils and fats
 - 105 - Manufacture of dairy products
 - 106 - Manufacture of grain mill products, starches and starch products**
 - 107 - Manufacture of other food products
 - 108 - Manufacture of prepared animal feeds
- 11 - Manufacture of beverages
- 12 - Manufacture of tobacco products
- 13 - Manufacture of textiles
- 14 - Manufacture of wearing apparel**
- 15 - Manufacture of leather and related products
- 16 - Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
- 17 - Manufacture of paper and paper products
- 18 - Printing and reproduction of recorded media
- 19 - Manufacture of coke and refined petroleum products
- 20 - Manufacture of chemicals and chemical products
- 21 - Manufacture of basic pharmaceutical products and pharmaceutical preparations
- 22 - Manufacture of rubber and plastics products
- 23 - Manufacture of other non-metallic mineral products
- 24 - Manufacture of basic metals
- 25 - Manufacture of fabricated metal products, except machinery and equipment
- 26 - Manufacture of computer, electronic and optical products
- 27 - Manufacture of electrical equipment
- 28 - Manufacture of machinery and equipment n.e.c.
- 29 - Manufacture of motor vehicles, trailers and semi-trailers
- 30 - Manufacture of other transport equipment
- 31 - Manufacture of furniture**
- 32 - Other manufacturing
- 33 - Repair and installation of machinery and equipment

D - Electricity, gas, steam and air conditioning supply

- 35 - Electricity, gas, steam and air conditioning supply

E - Water supply; sewerage, waste management and remediation activities

- 36 - Water collection, treatment and supply
- 37 - Sewerage

- 38 - Waste collection, treatment and disposal activities; materials recovery
- 39 - Remediation activities and other waste management services
- F - *Construction*
 - 41 - Construction of buildings
 - 42 - Civil engineering
 - 43 - Specialized construction activities
- G - *Wholesale and retail trade; repair of motor vehicles and motorcycles*
 - 45 - Wholesale and retail trade and repair of motor vehicles and motorcycles
 - 46 - Wholesale trade, except of motor vehicles and motorcycles
 - 47 - Retail trade, except of motor vehicles and motorcycles
 - 471 - Retail sale in non-specialized stores**
 - 472 - Retail sale of food, beverages and tobacco in specialized stores
 - 473 - Retail sale of automotive fuel in specialized stores
 - 474 - Retail sale of information and communications equipment in specialized stores
 - 475 - Retail sale of other household equipment in specialized stores
 - 476 - Retail sale of cultural and recreation goods in specialized stores
 - 477 - Retail sale of other goods in specialized stores
 - 478 - Retail sale via stalls and markets**
 - 479 - Retail trade not in stores, stalls or markets**
- H - *Transportation and storage*
 - 49 - Land transport and transport via pipelines
 - 491 - Transport via railways
 - 492 - Other land transport
 - 4921 - Urban and suburban passenger land transport**
 - 4922 - Other passenger land transport**
 - 4923 - Freight transport by road**
 - 493 - Transport via pipeline
 - 50 - Water transport
 - 51 - Air transport
 - 52 - Warehousing and support activities for transportation
 - 53 - Postal and courier activities
- I - *Accommodation and food service activities*
 - 55 - Accommodation
 - 56 - Food and beverage service activities
 - 561 - Restaurants and mobile food service activities**
 - 562 - Event catering and other food service activities
 - 563 - Beverage serving activities**
- J - *Information and communication*
 - 58 - Publishing activities
 - 59 - Motion picture, video and television programme production, sound recording and music publishing activities
 - 60 - Programming and broadcasting activities
 - 61 - Telecommunications
 - 62 - Computer programming, consultancy and related activities
 - 63 - Information service activities
- K - *Financial and insurance activities*
 - 64 - Financial service activities, except insurance and pension funding
 - 65 - Insurance, reinsurance and pension funding, except compulsory social security
 - 66 - Activities auxiliary to financial service and insurance activities
- L - *Real estate activities*
 - 68 - Real estate activities
- M - *Professional, scientific and technical activities*
 - 69 - Legal and accounting activities
 - 70 - Activities of head offices; management consultancy activities
 - 71 - Architectural and engineering activities; technical testing and analysis

- 72 - Scientific research and development
- 73 - Advertising and market research
- 74 - Other professional, scientific and technical activities
- 75 - Veterinary activities
- N - *Administrative and support service activities*
 - 77 - Rental and leasing activities
 - 78 - Employment activities
 - 79 - Travel agency, tour operator, reservation service and related activities
 - 80 - Security and investigation activities
 - 81 - Services to buildings and landscape activities
 - 82 - Office administrative, office support and other business support activities
- O - *Public administration and defense; compulsory social security*
 - 84 - Public administration and defense; compulsory social security
- P - *Education*
 - 85 - Education
- Q - *Human health and social work activities*
 - 86 - Human health activities
 - 87 - Residential care activities
 - 88 - Social work activities without accommodation
- R - *Arts, entertainment and recreation*
 - 90 - Creative, arts and entertainment activities
 - 91 - Libraries, archives, museums and other cultural activities
 - 92 - Gambling and betting activities
 - 93 - Sports activities and amusement and recreation activities
- S - *Other service activities*
 - 94 - Activities of membership organizations
 - 95 - Repair of computers and personal and household goods
 - 96 - Other personal service activities
- T - *Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use*
 - 97 - Activities of households as employers of domestic personnel
 - 98 - Undifferentiated goods- and services-producing activities of private households for own use
- U - *Activities of extraterritorial organizations and bodies*
 - 99 - Activities of extraterritorial organizations and bodies

Conversions

Conversion of International Units

1 hectare	10,000 sq meters	(100 x 100 meters)
1 hectare	2.47 acres	
1 kilometer	1000 meters	
1 acre	4840 square yards	110 x 44 yards
1 mile	1.61 kilometers	

Photos of Toilet Facilities

The following are photos of different types of toilet facilities that are referred to in the Housing, Water and Sanitation section.

*Flush
toilet
(with
cistern)*



(Photo: not known)





*Pour
flush
toilet*



(Photo: Mwalimu Mjaka, Lindi)



(Photo: Anet Anton, Shinyanga)

<p><i>Ventilated Improved pit latrine</i></p>	 <p>Note the pipe in the top left hand corner</p> <p>(Photo by: EEPCO)</p>	 <p>Note the pipe with fly mesh</p> <p>(Photo: UNICEF)</p>
<p><i>Open Pit latrine</i></p>	 <p>(Photo: EEPCO)</p>	 <p>(Photo: EEPCO)</p>
<p><i>Covered Pit Latrine</i></p>		

Photos of Household Water Treatment

The following are photos of different types of methods used to ensure water is safe to drink that are referred to in the Housing, Water and Sanitation section.

BOILING	TREAT WITH CHEMICALS
	
USE WATER FILTER	
	<div data-bbox="446 1097 718 1426"></div> <div data-bbox="774 1097 1037 1426"><p>350 mm</p><p>850 mm</p><p>Water</p><p>1</p><p>2</p><p>3</p><p>4</p><p>5</p><p>6</p><p>The outlet pipe should be above the sand layer</p></div> <div data-bbox="1053 1097 1339 1426"></div>