

REPUBLIC OF BOTSWANA

# **BOTSWANA**

## **FAMILY HEALTH AND MULTIPLE INDICATOR SURVEY - 2007**

### **ENUMERATORS'S MANUAL**



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## PREFACE

Botswana Family Health And Multiple Indicator Survey will be conducted in 2007. The survey will be conducted under the auspices of the Central Statistics Office's Household Survey Program that began in 1983. This survey is a combination of the Family Health Survey and Multiple Indicator Survey. These were earlier conducted as separate surveys, the former being conducted in 1996 and the latter being conducted in 2000. These studies or surveys are part of the worldwide survey programs globally known as the Demographic and Health Surveys (DHS). Demographic and Health Surveys (DHS) is part of a world-wide survey program that is funded by the United States Agency for International Development (USAID). As in all the household surveys, you will now and then have to work in the evenings and at weekends in order to operate within the survey schedule. **This requirement has to be fulfilled by everyone working in the field throughout the survey period.**

A household survey is not easy to carry out. It involves many terms and concepts, thus making it necessary that we keep only keen and conscientious field staff. You will have to work hard at all times during training in order for you to qualify to be retained on the survey fieldwork. Passing training test alone is not enough to guarantee this. You must concentrate during this training course so that you understand the points that are brought up. Make additional notes in your manual if you wish. A particular point may not be fully explained to your satisfaction in the manual and you may wish to make a note about it so that you do not forget.

At the end of this training course interviewers and supervisors, will be selected to carry out the fieldwork. Coders will be selected to remain in the office to do the receiving of materials from the field and questionnaire coding.

GOOD LUCK

A. N. Majelantle  
**Government Statistician**

## **TRAINING OBJECTIVES**

A household survey is not easy exercise to carry out. It involves many terms and concepts, thus making it necessary that we keep only keen and conscientious field staff. You will have to work hard at all times during training in order for you to qualify to be retained on the survey fieldwork. Passing training test alone is not enough to guarantee this. You must concentrate during this training course so that you understand the points that are brought up. Make additional notes in your manual if you wish. A particular point may not be fully explained to your satisfaction in the manual and you may wish to make a note about it so that you do not forget to seek further explanation.

At the end of this training course team supervisors and interviewers will be selected to carry out the fieldwork. Coders will be selected to remain in the office to do the receiving of materials from the field and questionnaire coding.

# CHAPTER 1: INTRODUCTION

## **1.1 HISTORICAL BACKGROUND**

The Family Health and Multiple Indicator Survey (BFH& MIS) is one of CSO's planned household surveys for the period between the 2001 and 2011 censuses. It is the eighth household survey program to be conducted since the August 2001 census.

A total of twelve surveys were planned for the current inter censal period, and they are as follows:

Household Income & Expenditure Survey (HIES)	2002 – 2003
Botswana Literacy Survey	2003
Agricultural Census	2004
Botswana AIDS Impact Survey (BAIS)	2001, 2004
Labour Force Survey (LFS)	2005 – 2006
Botswana Demographic Survey	2006 (Aug to Nov)
Botswana Informal Sector Survey	2007 (Jan to April)
Botswana Family Health Survey (BFHS IV)	2007 (July to Nov)
Multiple Indicator Survey (MIS)	included in BFHS IV
Botswana CWIQ Survey	2008/9 (Jul to Jun)
Botswana Literacy Survey III	2009 (Sep to Nov)
Botswana AIDS IMPACT SURVEY III	2010 (Feb to April)

The first seven have already been conducted as shown above. The last three surveys are expected to be conducted between now and before the next census in 2011, (BFH& MIS) inclusive.

## **1.2 OBJECTIVES OF THE SURVEY**

The Botswana Family Health and Multiple Indicator Survey is a national sample survey designed to provide information on fertility, family planning, and health in Botswana. The BFH&MIS will involve

interviewing a randomly selected group of women who are between 12 and 49 years of age and men who are between 15 and 60 years. These men and women will be asked questions about their background, the children they have given birth to, their knowledge and use of family planning methods, some health matters, and other information which will be helpful to policy-makers and administrators in the health and family planning fields.

This survey globally known as the Demographic and Health Surveys (DHS) is part of a world-wide survey program that is funded by the United States Agency for International Development (USAID), is being conducted by the CSO on behalf of the UNICEF. In September 1990, there was a conference in New York called the World Summit for Children (WSC). At this summit Heads of states and governments from around the world, Botswana included, pledged themselves to the Declaration and Plan of Action for the well being of children. In pursuance of this pledge, Botswana, like other countries proceeded to develop National Programs of Action for children.

The governments that signed the WSC Declaration and Plan of Action for children also committed themselves to monitoring progress toward the goals and objectives set for the year 2000. The Plan of Action called for each country to establish mechanism for regular and timely collection, analysis, and publication of social indicators for monitoring the well being of children, as well as pregnant and lactating women. The information derived from this survey would provide indicators with

which goals and objectives set for the year 2000 can be assessed. The indicators would also provide guidelines for changes (if necessary) in program implementation. The international DHS program is designed:

- to collect information on fertility and family planning;
- to find out what type of women are likely to have more or fewer children or to use or not use family planning;
- to collect information on certain health-related matters such as immunizations, breastfeeding and prenatal check-ups;
- to assist countries in conducting surveys periodically to monitor changes in birth rates, health status, and the use of family planning;
- to provide an international data base which can be used by researchers investigating topics related to fertility and the use of family planning.

As part of the international DHS program, surveys are being carried out in countries in Latin America, Asia, Africa and the Middle East.

. The survey covers many topics:

(i) For children aged 0-4 years, the following topics are covered:

- Breast-feeding,
- Diarrhoea,
- Severe cough,
- Immunisation status; and
- Anthropometrics measures.

(ii) For children aged under 18 years:

- Orphanhood and fostering;

(iii) For women aged 12-49 years:

- Fertility history;
- Contraceptive use; and
- Antenatal care and delivery.

- (iii) For men aged 15 – 60 years

Fertility preferences and  
Contraceptive use.

You are being trained as an interviewer for the BFH & MI Survey . After the training course, which will take about three weeks to complete, selected interviewers will be working in teams, going to different parts of the country to interview women in their households. Depending on the areas assigned to your team and on how well you perform the tasks given to you, you may be working on the BFH & MI Survey for up to five (5) months. However, we have recruited more interviewers to participate in the training course than are needed to do the work, and at the end of the course, we will be selecting the best qualified among you to work as interviewers. Those not selected may be retained as alternates or may be dismissed.

During the training course, you will be listening to lectures about how to fill in the questionnaires correctly. You will also be conducting practice interviews with other trainees and with strangers. You will be given periodic tests, and the questionnaires that you complete will be edited to check for completeness and accuracy.

The survey is explained fully in the enumerator's manual.

You should study this manual and learn its contents since this will reduce the amount of time needed for training and will improve your chances of being selected as an interviewer.

The survey is being conducted in accordance with The Statistics Act (CAP 17:01).

## **ORGANISATION OF THE CENTRAL STATISTICS OFFICE (CSO)**

The Government Statistician, as the head of the Central Statistics Office, is responsible to the Government for the conduct of the censuses and surveys. In order to facilitate the operations of CSO activities, different units are responsible for different activities. The Surveys Unit among other Units is responsible for carrying out surveys under the supervision of the Head who is directly responsible to the Government Statistician. The District Commissioners have legal authority for the co-ordination of all government activities in their districts. The Head of Surveys Unit, the BFH& MIS Statistician and Supervisors will assist the District Commissioners.

## **SURVEY ORGANIZATION**

BFH&MIS is a comprehensive survey involving several agencies and many individuals. The Central Statistics Office (CSO) under its Household Surveys Unit has the major responsibility for conducting the survey. The Survey is being conducted for the Ministry of Health which is being charged with the responsibility of providing and coordinating consultation and services with WESTINGHOUSE. Funding and technical assistance for the project are provided through the Institute for Resource Development at Westinghouse in Columbia, Maryland, U.S

The Government Statistician is the Project Director who through the heads of the Surveys and Demographic Units is responsible for the success of the survey. The head of the Demographic Unit is responsible for the demographic component of the survey while the Surveys Unit is responsible for the overall survey design and administration. Everybody from the office personnel (office editors, data entry staff) to the field personnel (field editors, field supervisors and interviewers) involved with this survey is directly responsible to the head of Surveys Unit. The head of the Surveys Unit is the Survey Director for the BFH & MIS

Each of you who is selected to work on the survey will work in teams consisting of four interviewers and one supervisor. Each team will have its own vehicle. In the central office, editing clerks, data entry staff, and computer programmers will also be assigned to the project.

The Supervisor is the Enumerator's immediate superior in the survey organisation. His/her job is to help the numerator do their work efficiently, to assist Enumerators in the event of any difficulties and to carry out certain checks to ensure that the interviews are being done accurately and efficiently. The supervisor will be required to report on any misconduct done by an enumerator so that appropriate action can be taken.

### **1.3 SAMPLE DESIGN FOR THE SURVEY**

It is not possible to include all households in Botswana in the survey. The costs would be enormous and we would need hundreds of interviewers. Instead, we aim to interview just a sample of households. These households are selected using scientific sampling techniques in such a way that they can be considered representative of all households in Botswana. For the purpose of the survey, households in Botswana are divided into 3 groups:

- (i) Households living in the urban areas such as Gaborone, Francistown, Selebi-Pikwe, etc
- (ii) Households living in villages that are urban in character such ‘ ’ Kanye, Moshupa, Ramotswa, Tlokweng,.
- (iii) The rural areas of the administrative districts of Southern, South East, Kweneng, Kgatleng, Central, North East, North West, Gantsi and Kgalagadi

The scientific sample of households selected for this survey, the households you are going to interview, is a representative of the entire households in the country. The data derived from the sampled households will be taken to represent the entire country. Because of this, every selected household in the sample represents a much larger number of households. **So any errors made in survey reporting or in the recording of answers will be magnified.** For this reason, it is essential that your work is accurate and reliable.

In order for information obtained by different interviewers to be comparable, you must use the same procedures and definitions as all other interviewers. This manual attempts to set out exactly what is required of you, what definitions you should use, how you should fill in the questionnaires and other survey forms, etc. You should follow precisely the instructions given in this manual and at the training sessions.

For the purpose of the Survey, the country has been divided into 27 strata.

<b>Stratum No.</b>	<b>Census District Code</b>	<b>Census District Name</b>
1	01	Gaborone
2	02	Francistown
3	03	Lobatse
4	04	Selibe Phikwe
5	05	Orapa
6	06	Jwaneng
7	07	Sowa
8	10	Southern
8	20	South East
8	30	Kweneng
8	40	Kgatlung
8	50	Cenral
8	70	Ngamiland
8	80	Gantsi
8	90	Kgalagadi
		<b><i>Rural Areas</i></b>
9	10	Ngwaketse
10	11	Borolong
11	12	Ngwaketse West
12	20	South East

13	30	Kweneng East
14	31	Kweneng West
15	40	Kgatleng
16	50	Serowe/Palapye
17	51	Mahalapye
18	52	Bobonong
19	53	Central Boteti
20	54	Tutume
21	60	North East
22	70	Ngamiland East
23	71	Ngamiland West
24	72	Chobe
25	80	Ghanzi
26	90	Kgalagadi South
27	91	Kgalagadi North

## **THE DUTIES OF A SUPERVISOR**

You will work under the control and guidance of BFH&MIS Statistician and Head of Surveys Unit.

You will be assigned a team of 4 enumerators whom you must supervise for the duration of the survey rounds. You will be assigned EAs at the beginning of the survey of which you and your team must list all dwellings and households. Each member of your team is going to visit and administer the household questionnaires, the under five questionnaires, the individual female and male questionnaires in the selected households.

You will be issued with all the materials your team is going to use. You will be provided with a 2001 census EA map(s) of the areas, a measuring scale, a measuring tape, Vitamin A capsules and an MBI Kit( a salt testing kit), that will be assigned to you and your team.

.Before, during and after the BFH & MIS your general responsibilities may be summarized as follows.

- Maintenance of good relations with the public
- Monitoring the progress of BFH & MIS
- Close supervision of your enumerator's work
- Carrying out interviews on community and workplace schedules.
- Compiling field reports

## **E. ROLE OF THE INTERVIEWER**

The interviewer occupies the central position in the BFH&MIS, since she is the one who collects information from respondents. Therefore, the success of the BFH&MIS depends on the quality of each interviewer's work.

In general, the responsibilities of an interviewer for the DHS will include:

- locating the dwellings and identifying households in the sample blocks which are assigned to her by the supervisor of the team;
- identifying and conducting interviews with all eligible women in those households;

- checking completed interviews to be sure that all questions were asked and the responses neatly and legibly recorded;
- returning to the household to interview women she did not contact during her initial visits.

These tasks will be described in more detail throughout this manual and during your training.

## **1.4 LEGAL BASIS FOR THE BFH&MIS**

1.4.1 The Botswana Family Health & Multiple Indicator Survey and the work of the Central Statistics Office in general is being carried out within the legal frame work of the statistics ACT 17:01 of the Laws of Botswana.

1.4.2 The act empowers the Government Statistician to collect statistics and authorise other persons to perform duties necessary to accomplish such collection of statistics. You are such an authorised person.

1.4.3 Certain provisions of the act relate to you as a public officer and to members of the public as providers of information. Please take note of these.

1.4.4 Section 12 and 16 apply to persons employed under the act.

1.4.5 Section 12 reads:

Any person, being a person employed in the execution of any function under this Act, who-

- a) Puts an improper or offensive question to any person;
- b) Knowingly makes false returns or complies for issue any false statistics of information;
- c) Asks, receives or takes, in respect or in connection with his employment under this Act from any person, other than an officer of the duly authorised thereto, any payment or reward
- d) By virtue of such employment comes into possession of any information which might exert influence upon or affect the market value of any share, interest, product or article, and before such information is made public directly or indirectly such information for personal gain; or
- (e) Discloses or makes known any matter or thing in breach of an oath or affirmation made under the provisions of section 16 (refers to para.3.6 for details of section 16), shall be guilty of an offence and liable on conviction to a fine not exceeding P400 or imprisonment for a term not exceeding one year or to both.

1.4.6 Section 16 reads:

Every person employed in the execution of any duty under this Act or any regulation made there-under shall before entering upon his duties make and subscribe the oath of affirmation set out in the schedule before a commissioner of Oaths or before the Government Statistician who is hereby to administer such oath.

1.4.7 Section 17 applies to members of the public who may be required to supply particular

information. It reads:

Any persons who -

(a) Hinders or obstructs the Government Statistician or an authorised officer in the execution of any of his functions under this Act;

(b) Refuses or neglects-

(i) To fill in and supply the particulars required in any return, form or other documents which by this Act he is required to fill in and supply, or

(ii) To answer any questions or enquiries put to him under the authority of this Act;

(c) Without lawful authority destroys, defaces or mutilates any return, form or other document containing particulars collected under this Act:

(d) Makes in any form or document filled in or supplied in of this Act or in answer to any question put to him under the authority of this Act, any statement that is false in any material particular or having no reasonable ground for believing the same to be true;

(e) Publishes or shows anything in contravention of the provisions of section 9 (section 9 stipulates conditions or circumstances which information at individual level maybe published).

(f) Contravenes the provisions of section 13 unless he can show he did not know and had reasonable cause for not knowing that he was required to give information or particulars under the provisions of that section (section 13 details the responsibility or duty of every respondent required to supply the information sought, to do so within the period as may be specified. once such an enquiry has been published by advertisement in the Gazette and any other newspaper).

(g) Not being an authorised officer in relation to the obtaining of any particular statistical information holds himself out to be an authorised officer for the purpose of obtaining or attempting to obtain that information; or

(h) Fails to comply with any request or direction given or made by an authorised officer in accordance with the provisions of section 7 (section 7 deals with erection of barriers on roads where it is required -this is not required by the Informal Sector Survey).

Shall be guilty of an offence and shall be liable on conviction to fine not exceeding P100 or to imprisonment for a term not exceeding three months or to both.

Note: The text in brackets is not part of the quote.

## **1.5. YOUR JOB AS AN INTERVIEWER**

1.5.1 Your job as an interviewer is very important in this survey.

1.5.2 For this work you are the direct link between the Central Statistics Office and the public. In this regard you automatically become a spokes person and your conduct shall reflect heavily on the Botswana Public Service.

1.5.3 You shall introduce this survey to all your respondents in the most polite and simplest terms possible; and you will do this by briefly explaining the survey aims and objectives, how you are collecting the information, who is required to supply the information and how this information will be treated etc.

1.5.4 This task will be easier if you maintain good working relations with your respondents.

1.5.5 You shall ask all questions as specified in the questionnaires and obtain complete and accurate answers for each question. This is to ensure uniformity in the survey results. Otherwise, the objectives of the survey will not be realized, resulting in a total waste of our national resources.

1.5.6 You shall inform the respondents that the information you collect is **CONFIDENTIAL** and will not be disclosed to any unauthorized person, as provided by the **STATISTICS ACT CAP 17:01**. No information (except as evidence in civil or criminal proceedings) in raw form will be passed to any government department, officer or anyone other than a statistical officer who has been sworn to an Oath of Secrecy

1.5.7 You are not permitted to disclose either verbally or in written form, any of the information you collected or may have come across through your work as an interviewer.

1.4.8 On no account should you allow any unauthorized person to sit at any of the interviews or fill in any part of the-survey questionnaire.

1.4.9 All respondents are compelled by the Act to provide all the information required for this survey.

1.4.10 It is your duty as an interviewer to use tact to ensure that everybody understands the importance of this enquiry by explaining its objectives with politeness, patience and clarity at all times. That way any type of prosecution will be avoided, thus saving time and resources and maintaining a non-intimidating relationship between members of the public and the Central Statistics Office.

1.5.11 It is only with the willing co-operation of the members of the public in general and good responsible interviewers that this survey will be a success.

## **1.6 ROLE OF THE SUPERVISOR**

1.6.1 The main role of the supervisor is to ensure that the fieldwork is properly conducted and to assist enumerators in doing so.

1.6.2 The supervisor is responsible to CSO for the quality of work done by the enumerator in the field.

1.6.3 The supervisor will give you your assignment and supply you with additional survey material that you may need.

1.6.4 Your supervisor will review your work and make suggestions for improvement, if need be.

1.6.5 Any difficulty encountered in the field should be reported to the supervisor. He/she will suggest remedies and accompany you to more difficult households.

1.6.6 Whenever you need to clarify a particular issue, or face any problem that you cannot solve yourself, you must try to contact and seek guidance /help from your supervisor.

1.6.7 Your supervisor may also observe you while you interview and make random spot checks of households that you have enumerated.

The Government Statistician is the Project Director who through Head of the Surveys is responsible for the success of the survey.

Each team will have a field supervisor and two enumerators. The duties of the supervisor include checking all questionnaires. The Supervisor will also conduct some interviews. See Chapters 9 and 10 for more information about the duties of the supervisor and editor, respectively.

## **1.7 DATA COLLECTION**

Data collection is done through direct household interviews for all surveys that CSO conduct.

The supervisor will transfer the selected households to interviewer's assignment sheet for each interviewer. Your workload comprises the households your supervisor has assigned you. If for some reason one interviewer is unable to finish all households on his list at the same time as the others, some households should be transferred to the other interviewers.

You approach each dwelling in your workload separately, and fill in one household questionnaire for each selected household you find in that dwelling. If no interview is obtained, give the reason by means of a code on the interviewer's visit record. You may also give an explanation in the comment box. This means that each selected household must have a household questionnaire filled in, irrespective of whether the interview was carried out or not.

On each questionnaire that you use, you will notice some blank boxes on the upper right-hand corner of the cover page. These boxes identify the Stratum number, District code/name, Village code/name, locality name/code, EA number, EA serial number, Dwelling number, Household number, Informant name and line no, Name of enumerator, Name of supervisor and must always be filled in.

For any given EA the geographic identifications - stratum, District, EA, should be the same for all dwellings and households in the assignment sheet and should be transcribed onto every form belonging to that EA.

The geographic identifications do not only help in keeping your documents in order, but they are also essential in compiling the survey results. You should, therefore, exercise great care and attention when transcribing the numbers. The supervisor must check this before sending the questionnaires to the office.

## CHAPTER 2

### INTERVIEW TECHNIQUES AND PROCEDURES

Your job is very important. To do it properly you will need to be accurate, consistent and diligent in obtaining and recording the statistical information. To do this you may need to be firm and even persistent. But at the same time you must be polite, tactful and courteous. Remember that as far as the respondent is concerned you are representing the Government of Botswana. Your attitude and conduct must therefore be exemplary at all times.

The standards and rules of interviewing shown below are simple and based on common sense, courtesy and experience gained over several years by the CSO in doing this type of work. You should ensure that you follow them at all times. Your opening remarks may be along the following lines:

*“Good/morning/afternoon/evening, my name is....., I am working for the Central Statistics Office in Gaborone as an enumerator in a survey, which aims to collect general information on household characteristics and its members, with particular reference to the well-being of children; and also related information about women in the child bearing ages of 12-49 years. The information collected will be used in planning our country’s development. This household has been chosen to be included in the survey and I have to interview persons living in it.”*

To assist you in explaining to each household the aims of the survey, we have prepared a “Letter of Introduction”, which you should give to each household after introducing yourself as outlined above.

It is important that at your first visit that the household understands fully the amount of information they will be expected to provide. You should stress that all this information is necessary in order to be able to make a complete assessment of the situation of children and women of childbearing ages in our country and how to plan to improve their circumstances.

#### **2.1 Likely Questions and Suggested Responses**

Respondents are likely to ask questions, so it is best if you anticipate some of these questions and prepare your answers in advance. Initially the respondent may wish to know more about the survey, how long it will take and if you are likely to return to ask further questions. Be prepared to answer all questions courteously - even if you have to repeat something you said just a few minutes ago. The respondent is entitled to ask about the survey and it is your job to respond to their queries in a patient manner. If, however, you feel that the person is busy and that s/he is merely asking questions to avoid the interview, explain that the survey requires the co-operation of **all** selected households (and/or respondents as the case may be) and that you are prepared to return later in the day or at any other agreed time that would be convenient to the respondent.

Some possible questions (with appropriate answers) are shown below. You are **not** required to learn the exact wording of the answers but you should **understand** the answers so that you can reply in your own words and be prepared to effectively react to developing situation.

##### **(a) IS THE SURVEY OFFICIAL? IS IT COMPULSORY?**

“The survey is being carried out under the Statistics Act 1967 Cap 17:01”.

If necessary, you may also wish to add that we prefer to collect the information with the co-operation of the people rather than by using compulsion. People usually co-operate because they

are aware that information on such important matters as social and health situations and economic activities are of concern to all of us and planning for improvement in the general well-being of Batswana can only be effectively carried out only if everyone co-operates.”

**(b) ARE YOU CALLING AT EVERY HOUSEHOLD?**

“We call at a sample of households in selected areas. Several households in this area are being approached, but it would cost too much and take too long to call at every household in Botswana with these detailed questions. Nevertheless, this is a scientifically selected sample and it is very important that all selected households participate in the Survey.”

**(c) IS THIS SURVEY THE POPULATION CENSUS?**

“No. A population Census of all persons was held in 1991. It asked only a small number of questions on several different topics. This survey has nothing to do with the Census as such, but it is being carried out to up-date the population estimates based on the 1991 Census. The next Census will be in August 2001”.

**(d) WHY SHOULD I ANSWER THESE PERSONAL QUESTIONS? IS THE INFORMATION CONFIDENTIAL?**

“ Although we are recording your names we are not trying to invade personal privacy. No names are used in the final reports. When the information is collected, it is added together with data from other households to provide totals for various groups of people, different areas; and so on. No individual details will be revealed to unauthorised persons. The survey information are strictly confidential, and are gathered in accordance with the Statistics Act which provides severe penalty for unauthorized disclose of information.”

## **2.2 Problems associated with interviewing**

During the Survey, you may meet other problems, such as elderly or sick persons, angry persons and so on. At all times, you must show tact, patience and understanding. Use your discretion and common sense in obtaining the information, e.g., by using alternative sources if the person is sick, or politeness and calm if the person is upset or drunk. Never antagonise respondents, politely close the interview if necessary, and say that you will be reporting the matter to your supervisor and that you are prepared to come back at an agreed time with the respondents.

You may also encounter angry dogs, particularly if you are visiting households in high-cost urban housing areas, cattle-pots, and lands areas. If you confront a dog, just stay perfectly still until a maidservant or household member comes out. **DO NOT THREATEN TO HIT THE DOG** with a stick or stone. This may make things worse. It may help you to be more watchful of the dog than turn your back and run.

If nobody in the selected dwelling speaks English or Setswana, you have several choices:

- (a) If you are able to speak the language easily yourself (e.g. Sekalaka or Afrikaans) then translate the questionnaire as you interview, making sure that you translate the full meaning of each question.
- (b) If you are unable to speak the language easily (or not at all), then report the problem to your supervisor. He will either arrange for one of the other enumerators to do the interview or will take other action, for example, seeking an interpreter through the local authority.

## **2.3 Interviewing**

You should be courteous and business-like, and never be rude or force answers to respondents. Always act in a way that commands respect and co-operation from the respondent. You will find your work more pleasant if you remain polite and friendly to all persons at all times.

In order to relax the respondent, you may need to spend a few moments in polite talk, but you should **never** engage in complex or controversial discussions that are irrelevant to the survey.

If the head of the household, or another person responding for the household, is in company of persons **not** belonging to the household, you should suggest that the interview be held privately or offer to return later. Let the household choose the time it will be convenient for them.

During the interview, you will be asking questions that have been carefully worded to ensure that the desired concept is accurately presented. Study these questions and your manual beforehand to make sure that you understand them and can ask the listed questions in a natural way.

Occasionally the respondent might not be able to provide an exact answer. Then it will be your responsibility, as an interviewer, to obtain the best possible answer from the respondent. Do not put words into the respondent's mouth or try to lead the respondent. The "I don't know" answer is the most common response requiring probing. In such cases, ask the respondent to give you their best estimate.

No person except your supervisor or other CSO staff should come with you when you interview. If your supervisor does accompany you, you should introduce them and continue your interview.

Do not attempt to obtain personal data from children, but only from a responsible member of the household. If there are difficulties and the children are able to act as interpreters, then this is acceptable as long as those children are members of the household. However, do not directly ask children any of the questions.

Remember that your job is a full time one, even if you are on a temporary contract. You will have to adjust work hours to the time that you are likely to find people at home. This may mean making call backs in the early morning or late evening, or perhaps arranging with a wage earner to visit them at their place of work. You will also have to work on Saturdays and Sundays, when you are certain to find, particularly working people at home.

Since this is a full-time job, you are not permitted to combine your job with private, political, church or community business that may interfere. Furthermore, activities of this type may affect the responses that people give and would bias the survey.

As mentioned earlier the information you collect is confidential under the Statistics Act 1967. You have taken an Oath of Secrecy. That is, you have vowed that you will not reveal any survey information to anyone except a sworn officer from the CSO. To make sure that the oath is not broken, follow these rules hereunder:

- (a) Do not discuss with any person (except your supervisor and officials from the CSO) any information collected during interview.
- (b) Do not keep copies of completed questionnaires or any information from the questionnaire. Return all survey materials whether used or unused, to your supervisor.
- (c) Do not leave questionnaires where outsiders may see them.

(d) Do not allow unauthorised persons to accompany you or to assist you with interviewing, except when interpreting is required.

(e) Your assignment cannot be delegated to any other persons except by your supervisor.

The Statistics Act provides for severe penalties against anybody who is found guilty of improper conduct.

## **2.4 Call-backs**

A call back is required when no suitable person is available on your first visit to a selected household. You need to return to obtain all or part of the survey information. Do not let your call back accumulate, but plan to return as soon as possible after your first visit. Try to work call back into your normal interviewing schedule. If after three or four attempts you still do not have complete responses for a household, then complete the front page of the questionnaire.

## **2.5 Tips on how to fill in the questionnaire**

The important steps to remember are:

- Make sure that every completed form is numbered correctly, as you have been instructed, all households in a given block should have the same stratum number, district code, EA number, and PSU/Block number;
- All households in the same dwelling should have the same dwelling number;
- You have recorded answers to all relevant questions;
- Irrelevant answers are filled with a dash (-);
- Check that you have made proper skips and that you have not incorrectly skipped a question. The **GO TO or SKIP TO** instructions are extremely important and **must** be followed carefully. Major errors may occur if these instructions are not followed;
- Write the numbers clearly and neatly;
- If you record a wrong entry in a box cross it out neatly and write the correct one next to the cancelled one, even if it is outside the box. If you record an entry in a box which should have been blank, cross it out.

## **2.6 Summary of duties**

In conclusion, your interviewing duties at each household require you to make certain preparations:

(a) **Before approaching a dwelling, check that:**

- The household is actually in your workload;
- You have all blank questionnaires, stationery and other equipment required for conducting the interview;

(b) **At the dwelling:**

- Introduce yourself (and your supervisor, if present) and explain the purpose of your visit;
- Establish that the dwelling consists of private households; and not institutional;
- Identify the number of households, in the dwelling, and their heads;
- Show the head of the household or the person you are interviewing, if necessary, your Letter of Introduction;

- Complete the geographic identifications on the cover page of the questionnaire for the household;
- Carry out the interview as required.

(c) **After the interview:**

- Check your work for accuracy and completeness (including whether the geographic identifications have been placed in the boxes at the front page of each questionnaire used);
- (ii) Sort the questionnaires into dwelling/household number order for office processing.

This is not an easy household survey. There will be occasions you may wish you were doing some other job! Nonetheless, this work has to be done. In addition to the needs of the Government, there are many organisations in both private and public sectors, anxious for reliable and up-to-date information that you are collecting.

Do a good job - remember that we are spending Government money, i.e. **your** money. Make sure it is well spent.

## **2.7 Confidentiality**

The survey is being conducted in accordance with the Statistics Act of 1967 Cap 17.01. This Act empowers you to collect the information required but at the same time binds you to treat the data in strict confidentiality. You must never pass on any information to an unauthorised person, e.g., to anyone other than a sworn employee of the CSO. Involving yourself in unofficial discussions about respondents or any data you collected by virtue of you being an employee of the CSO is strictly prohibited. Although the respondents are legally obliged to provide the information required, you are advised to be courteous and tactful in your approach and to obtain the **willing co-operation** of respondents.

## **2.8 Survey organisation**

The Government Statistician is the Project Director who through the Head of the Surveys Unit is responsible for the success of every survey fieldwork. The Head of the Demography Unit is responsible for the technical aspect of the survey.

## CHAPTER 3

### DEFINITION OF TERMS AND CONCEPTS

In this chapter, we discuss dwelling and household related concepts as well as those related to the survey.

#### 3.1 Dwelling

There are two types of dwellings, namely private dwellings and institutional dwellings. For the purposes of this household survey, including the Informal Sector Survey (ISS), institutional dwellings are outside scope of surveys; i.e. they are not part of the sample. Only private dwellings are selected for the purpose of Multiple Indicator Survey (MICS).

In urban areas, a private dwelling may be a detached house, a unit in a block of flats or a unit in joined - buildings (terrace or town-houses). In ‘urban villages’ and rural areas, a private dwelling may be a compound or lolwapa made up of one or more structures, and usually surrounded by a fence – wall or dried thorn bush; an entrance, cooking and sleeping facilities.

There may be variations to these definitions. In some cases a dwelling may consist of a structure or a group of structures with cooking and sleeping facilities but without a fence or wall. If households are using such places for residential purposes, they should be considered as private dwellings.

Institutional dwellings are those in which no private households reside. In some cases hospitals, hotels, motels, boarding schools hostels, may not have resident private households. These as mentioned earlier are out of the scope of the survey. However, a private household within the premises of such institutions should be interviewed.

#### 3.2 Household

A household may be defined as one or more persons living together under the same roof or several roofs within the same dwelling (e.g. a lolwapa), eating from the same pot or making common provision for food and other living arrangements.

There are two types of households:

- a) **One-person household** is that in which a person lives on his/her own.
- b) **A multi-person household** consists of two or more persons, who may or may not be related by blood, living together under the same roof or several roofs within the same compound or lolwapa, making common provision for food and other essentials for living. The persons in the household may pool their incomes and have a common budget, or an individual may be financially responsible for the maintenance of the household. The household members may or may not be related by blood or may be a combination of related and non-related persons.

#### **Relationship between a household and a dwelling:**

Basically, a dwelling is the unit of accommodation for a household. Sometimes more than one household occupy a dwelling. If only one household lives in a dwelling, then the dwelling is a **One-Household dwelling**. If two or more households live in the dwelling then the dwelling is a **Multiple-Household dwelling**.

Moreover, one household may live in several separate physical structures; for example, a household may live in several houses within the same compound or lolwapa (or plot). We consider, however, one lolwapa as one dwelling, even if it consists of several structures (*matlo*).

### **3.3 Usual member of a household:**

A usual member of the household is a person who lives with the household on permanent basis. The concept of permanence here means that as of the time of interview, the household member considers the place of interview as his place of living. Someone may have just arrived a day before the interview to become a usual member of the household. By this definition, there is no difference between a member who arrived only a day before the interview and a member who has been living with this household for some years back. Both are equally usual members of the household.

The term **usual member** of a household is used to distinguish household members from visitors. Blood relationship is not necessarily a qualification for membership in a household. For our surveys we are interested in **households** and their members rather than **families** and their members.

Do not be confused by the fact that in the household questionnaire we are also telling you to list the names of all persons who spent the previous night with the household, including visitors. It is important that you list **all** persons (both household members and visitors, if any), who spent the night before the interview with the household so that we reduce the chances that any member of the household is missed.

On the other hand, some of the members of the household may not have spent the night before the interview with the household. They may not have spent the night with the household because they were away on night duty, wake keeping (*tebelelo*), travelling, etc. Such persons **should** be included in the list, as they would have otherwise slept with the household you are interviewing. This kind of approach is referred to as *de facto*.

### **3.4 Visitor:**

A visitor is defined as somebody who slept in the household the night before the interview, but who is not a member of the household, as defined above. A visitor is usually only staying with the household for a short period of time but not living permanently there. A visitor may be a relative or not. For example, a visitor may be a son or a daughter who has left the household to work or live somewhere else. A son or daughter who is married and lives somewhere else is also defined as a visitor, if at the time of interview they spent the night before the interview with the household.

### **3.5 Resident domestic worker:**

A resident domestic worker may be a housemaid, gardener, driver or security personnel. There are two categories of resident domestic worker.

- 1) A resident domestic worker, a housemaid for example, who sleeps away in a servant quarters, or who has her own home elsewhere - sleeps there and comes to work every morning, should be treated as a separate household, even if she shares all meals with the household.
- 2) On the other hand, a domestic worker, a housemaid for example, who is completely integrated into the household where she works – lives, sleeps under the same roof and shares meals with her employer - should be regarded as a member of the household she works for - even if in addition to the facilities she shares with the household she is paid in cash or in kind.

### **3.6 Head of Household:**

The first thing you should do when you come to a new dwelling is to establish the number of households living there. You should then ask who the head of each household is. It is usually left to the household members themselves to tell you who the head of the household is. It can be a man or a woman. Sometimes the head may be temporarily absent and only a child is present in the household. Arrange a revisit to the household to interview the head or an eligible adult member of the household. Avoid marking or interviewing a person who is less than twelve years of age as head of the household, unless, as in some exceptional circumstances, they really are heads. And if that is the case you should say the reason why in the comments box.

## CHAPTER 4

### **4.0 Administration of the Questionnaires**

The Multiple Indicators Survey (MIS) consists of three questionnaires, namely the household questionnaire and the under-fives questionnaire, and the individual female questionnaire. The questionnaires are the primary recording documents of the survey. The questions on these documents have been carefully structured and worded to avoid ambiguity; therefore it is important that the interviews follow the basic structure and wording in the questionnaires so that the questions are not asked out of context.

Ordinarily, only one household questionnaire should be used for each household, except for large households, which may require the use of more than one household questionnaire. The under-fives questionnaire and the individual female questionnaire will be used if there is at least one under-five child and at least one eligible woman listed in the household questionnaire respectively.

### **4.1 The Cover Page**

Before you begin an interview, fill in the identification information at the top of the front page of the household questionnaire. This is made up of: the stratum name and code, district name and code, village name, locality name, EA number, PSU/block number, dwelling number, household number and name of household head. This information should be borne by all documents pertaining to this block: the folder containing the map and listing forms, the listing forms themselves and the interviewer's assignment sheets. If there is at least one under-five and/or at least one eligible woman and you have to use one or both of the respective questionnaires the identification information must be the same in these questionnaires.

The interviewer's visit record and status at final visit are there for you to record:

- Your visits and appointments;
- The outcome of your final visit;
- Your code number; and
- Summary of the household information.

You will notice that in the middle of the Cover Page, there is a box with three columns marked 1, 2 and 3. This is an instruction that you should make a maximum of three visits to each household to establish a contact. For each visit, 1<sup>st</sup>., 2<sup>nd</sup>., or 3<sup>rd</sup>., you should enter in the space provided:

- The date of your visit;
- Your name;
- The outcome or result of the visit;
- The data and time of your planned revisit if the interview was not completed.

When you succeed in completing an interview, this will also be your final visit to the household. Then you will proceed to fill in the last column of the FINAL VISIT status.

Please note that even though there are only three visits allowed for, if on the third visit you get definite information that the household will be present within the time frame that your team is still in the area, then by all means pay the fourth visit! Whatever the number of visits made on the last column "FINAL VISIT" should be filled in on the last visit. Always **circle** final RESULT CODE before you write it in the box provided.

The following are some examples of how to enter result codes on the cover sheet. The result of the last visit to a household is to be written also in the appropriate column of the interviewer's assignment sheet.

## **4.2 Interview status**

- 1 **Completed.** This means that on your arrival to the dwelling you contacted the selected household and successfully completed an interview.
- 2 **Household present but no respondent at home.** You must talk to an adult household member to complete the Household Questionnaire. If the dwelling is occupied but there is no adult present at the time of your visit, enter a code "2" as the result of the visit on the questionnaire cover. Try to find out from neighbours or from the children when an adult will be present and include this information in the visit record. If there is someone else at home, make an appointment for a revisit.
- 3 **Postponed.** If the household was contacted, and a call back interview scheduled, code "3" (**postponed**) will be entered on the household schedule as the result code for this visit. Please remember that POSTPONED can never be a final visit result code as it means you will come back to interview.
- 4 **Refusal.** The impression you make during your initial contacts with members of a household is very important. Be careful to introduce yourself and explain the purpose of the survey. Stress that the interview takes only a short amount of time and the information will be confidential. If the individual with whom you talk is unwilling to co-operate, ask to speak with another member of the household, (e.g., the household head). If it is the head that is refusing, ask for help from any other responsible members of the household. Suggest also that you can return at another time if it would be more convenient. If this still does not help report the matter to your supervisor.
- 5 **Partly Completed.** If the respondent was present and either an emergency situation develops or the respondent becomes impatient or something happens to interrupt the interview and makes continuing it impossible, enter code 5 and arrange to come back later. You should also make a comment on the **COMMENTS** box describing the reason why the interview could not be completed.
- 6 **Dwelling vacant.** If the structure is empty (or vacant), enter a code 6.
- 7 **Dwelling destroyed.** This is where you find that the dwelling in which the selected household was found at the time of listing is now destroyed, and no one lives there.
- 8 **Dwelling not found.** This is simply a situation where you cannot find a selected dwelling and there is no evidence of a place where you could locate it.

After the interview, record the total number of **all** persons in the household questionnaire, the number of under-fives, and the number of eligible women. You should note that the under-fives and the eligible women are also included in the total number of persons in the household. Pass all completed questionnaires to the supervisor to check them.

There is space provided for the supervisor to write his/her name and the date each questionnaire was checked. Insist that the supervisor checks your work immediately – the quality of your work is also dependent on this happening. **If your supervisor is reluctant or too lazy to check your work, please report to the Head of the Surveys Unit.**

## CHAPTER 5

### The Household Questionnaire

#### **5.1 GENERAL POINTS**

5.1.1 There is one (1) household questionnaire.

5.1.2 The questionnaire will be filled in by you, and not by the respondent or anyone else.

5.1.3 You shall ask the questions as they are on the questionnaire.

5.1.4 Use blue/black ballpoint pens provided. You shall not use-felt pens, ink pens or pencils.

5.1.5 If you make a mistake in one of the entries do not rub it out or use "tippex", cross it out neatly and correct it. If there is no room for correction, cross out the whole line neatly with a straight line repeat the corrected information on a new line.

5.1.6 Do not introduce new response codes on the questionnaire. If you do not know how to enter any of the responses, note the response (in words) in the comments space and consult with your supervisor afterwards.

#### **5.2 HOW TO FILL IN THE QUESTIONNAIRE**

It will be easier for you to follow these steps in filling in the questionnaire

5.2.1. Note that in the questionnaire most questions are allocated two areas for entry that is the grey and white region. Every word entry (Non numerical) when filling out responses should be recorded in the unshaded region, the shaded region is for numerical (numbers/codes) entries only.

5.2.2 There are two ways in which one can ask these questions, there is going across along the row for one listed person at a time or going down along the column for all the listed people at a time. Now it is suggested that questions from P02 to E2 are asked going down along the column: that is asking all persons before proceeding to the next set of questions. P11 to P15 should then be asked going across along the rows. Subsequent questions should be asked in the following order;

Column P11	Across rows to	Column P14
Column P15	Down Column	
Column P16	Across rows to	Column P18
Column P19	Across rows to	Column P22
Column P23	Down column	
Column P24	Down column	
Column P25	Across rows to	Column P30
Column P31	Down Column	
Column P32	Across rows to	Column P38
Column P39	Down Column	
Column P40	Down Column	
Column P41	Across rows to	Column E3
Column H01	Across rows to	Column H29

5.2.3. The last section on Housing Characteristics is not for individuals. It groups the entire household in question, this means that it is only answered by the respondent representing the household.

Ensure that as you go through the questions all those that do not apply to the listed household members are marked with a dash “-”. This is because blank questions are considered as missed and can have a major impact on the quality of data collected. Basically there should be no blank spaces in the questionnaire, dashes “-” also help in keeping rows and avoiding information being mixed across the listed members.

Note that zero (0) is a valued number and does not indicate non-applicability. Therefore it is wrong to write zero (0) for non applicable. A zero (0) may be written only where there is an actual figure, for example a person’s age may be zero (0).

When asking questions do not group them, rather ask for individuals separately. For example Do not phrase “Where was ..... born” as “Were you all born here”. Or “Did ..... Spend the last night here”. Should not be, “Did you all spend the night here”. Go through each individual independently.

Otherwise the respondent may not feel the need to elaborate and that in most cases would lead to biased responses.

The household questionnaire is divided into three major sets of questions, namely, **Demographic particulars**, columns P01 to P11,(and P31 to E3), **Education and Social** Characteristics, columns P12 to P18, (and H01 to H29)and **Employment Status and Other Economic** Characteristics, columns P19 to P23. Columns P00 and P23 are just serial numbers of persons listed in columns P01.

#### **COLUMN P1: Serial Number/Person Number**

*This column contains only serial numbers of persons listed in the household. These are to be used at data entry stages, instead of the names. If for any reason you cancel anyone of them, make sure that you sequentially renumber*

This is a number that has been uniquely pre-allocated to each individual person listed in the household. No two persons can have the same Person Number. It is a unique identifier for each person in the household and indeed the whole survey. It also tells you the total number of persons in that household through the last number for which there is a person listed.

These numbers run from 01 to 15; implying that the questionnaire can only accommodate a maximum of 15 persons. Under normal circumstances, the interviewer is not allowed to temper with these numbers. Situations where it will be necessary to temper with these numbers are the following:

(a) You made a mistake and have cancelled one or more lines. In this situation, renumber serially from the last correct entry. For example, if you delete at line 05, your last correct entry is 04, so renumber 06 to 05. If you delete again somewhere after line 05, repeat the process by serially renumbering from the last correct entry until you get to the last person listed in that household.

(b) You have a household that has more than 15 members. In this case, you continue onto a fresh questionnaire that has been pre-numbered from 01 to 15. List the 16th person on line 01 renumber it to 16. Keep on renumbering serially from 16 until you have listed the last person in the household. The same applies if you have to continue to the 3rd questionnaire (which will be rare).

## Column P2

**Q. Please give me names of all persons who slept with this household last night? Make sure to include:**

- 1. Persons who were away last night on duty, prayer meetings, wake keepings, etc*
- 2. Babies, newly born, elderly, visitors and persons with disability who slept with this household*

**Please also give names of all persons who did not sleep here last night but usually live with this household and no other household.**

*Make sure to include:*

- 1. Usual members hospitalised, in prisons, in boarding schools, hotels and outside the country*
- 2. Babies newly born, and persons with disabilities.*

**(Start with the Head of the Household)**

List all persons who spent last night at this household plus any usual residents absent and returning within fourteen (14) days. Include newly born babies, the disabled, visitors, old persons etc.

Every household must have a "head" from amongst those who spent the night in that lolwapa. He/she must be listed first. If the "usual" head was not present or did not spend the night there, someone who slept there must take that position. For the purpose of the survey, household heads that did not spend the last night with the household, temporarily loose their headship. If the head is someone with less than 12 years of age then a full written explanation must be given on the questionnaire. Include small children and newly born babies who spent the night there. A baby born in the lolwapa before or at about 6 0' clock in the morning of the day of your visit should be listed. If it has not yet been given a name write "BABYBOY" or "BABYGIRL".

Include all persons who would normally have spent the night with the household but were away on night duty, at wake keeping, travelling the whole night or at prayer meetings because they did not spend the night with any household.

Further, you should also record **usual members** of the household who did not spend the night with the household. And those usual household members who would have spent the night with no other household but with institutions also include visitors who spent the night there, even if they have already left. If their names are not known write "VISITOR"; and if there were more than one visitor that night write "VISITOR 1", "VISITOR 2", etc.

## Column P3: Relationship to Head

**Q. What is .....s' relationship to the head of household?**

- 00 Head*
- 01 Spouse*
- 02 Son/daughter*
- 03 Stepchild*
- 04 Grandchild*
- 05 Parent*
- 06 Brother/sister*

07 Niece/Nephew  
08 In-law  
09 Grandparent  
10 Other Relative  
11 Not Related

The question you are asking here is “What is.....’s relationship to the head of this household?”  
Record the correct response code as per the list given below the question.

Every listed person's relationship should be coded to the head of the household. All relationships above should be biological rather than social, with the exception of adopted children.

Spouse is the wife or husband of the head of household. It may be that the man and woman are not legally married but living together without having gone through any form of marriage ceremony (tribal, civil, religious or other). A person may effectively play the role of a spouse in that household but without necessarily being legally married to the head.

**Column P4     Sex?**

**Q. Is ..... male or female**

**1 M (male)**

**2 F (female)**

Ask this question with respect to everyone listed in P2. Do not assume sex of a person from their names, as names could be common to both sexes, e.g. Leigh, Chris, Kelly, Joe, Ketso, Kitso, Sabone, Tebogo, Gaone, Ndiye, Zibo, Chabo, Taboka, Tapiwa, etc.

**Column P5: Age**

**Q. How old is (name)..... in completed years?**

**(Age as at last birthday)**

*If < 1 yr. Enter 00*

*If 98+ enter 98*

Record age in completed years.

Age is one of the most important questions in all household surveys. But it is also one of the most difficult to obtain. It could be that people do not know their ages or that the person you are interviewing does not know the ages of the other persons on whose behalf he is required to answer.

For everyone you are to record age in completed years, for example, for a person who is 12 years and 1 month old, enter 12; and for another who is 12 years and 11 months old, you should enter 12.

For children, the use of Clinic Cards, Passports, etc can help in getting accurate age. For adults the use of Passports, Omang Cards, Clinic Cards, drivers Licenses, etc can be used to obtain a person's age.

There are persons who might not know their age but know some event that occurred the year they were born. For this group, an event calendar has been compiled which you will carry around with you for reference. The calendar is nothing other than a list of historic events and the years of occurrence with a column showing how old the person would be in the year 2007. In all cases of

this nature, refer to this calendar and look up the event the person might name and pick the age corresponding to that event.

There are yet other cases when the calendar will be of no use. Estimate the person's age as best as you can. It just will not help to write "Do not know". Estimate age by first getting the respondent to tell you where to slot this person. For example, is the person a baby, a child, and a teenager, a young, middle-aged or old person? All respondents should be able to tell you this and you should put it down as a comment on the questionnaire. Then you should proceed and try to get a more accurate age estimate.

Examples of further questions you could ask are:

If the person is a child, you should ask if he/she is still attending child welfare clinics. If so, the person should be less than 5 years old or younger. Then you would ask for the medical card.

You could also ask if this child attends school and in what standard he/she is. Then you can figure out the age, assuming that a child in Standard 1 should be 6 years old.

You could also estimate age by comparing the person with other members of the household. Ask, is (name)..... younger or older than (name)? Where the age of the other person is known, you might form an idea such as: this person is the same age as (name), so many years younger or so many years older. For siblings (brothers and sisters) assume a two-year age difference between children born one after the other, if you cannot get the correct age. Try and confirm this with the respondent.

These are just a few tips. Use your imagination and best endeavour to obtain a good age estimate if age is not known.

**Remember: DO NOT LEAVE A BLANK SPACE, ESTIMATE AND THEN COMMENT.**

## **Column P6: PLACE OF BIRTH**

**Q. Where was ..... born?**

**In this question we are trying to find out the usual residence of ..... 's mother at the time of. .... 's birth?**

(Specify Name of Place and District if born in Botswana or Country if the place is outside Botswana)

State the place (locality) of usual residence of the mother at the time of birth of the child. The place of usual residence of the mother is not where she moved because she needed medical attention during birth. It is neither the place she moved to because she wanted to be with certain relatives e.g mother, husband for the purpose of care giving at and after birth. Rather, that place where the mother moves **from** to seek either medical attention or care giving is her place of usual residence. It has to be noted however that the case is different in case of operations between international borders. Since we are operating within territorial borders of Botswana, any person staying outside these borders for a reason is considered a temporary resident of what ever that country is and hence a usual resident of Botswana. These means that even if a mother has been staying outside Botswana for two years or so she is still considered a usual resident of Botswana. Only unless the person has relocated permanently to that country then they cease to be usual residents of Botswana. With all the above this therefore means that a baby born to a Botswana resident who is staying outside Botswana is considered born in Botswana. Even if the mother only came to Botswana specifically

to give birth. However if the same Botswana resident did not come home to give birth but stayed in that country, then that baby is considered born in that foreign country

*The name of the district and locality should be written on the unshaded area. For those people whose place of usual residence of their mother's at the time of their births was outside Botswana, write the name of that country in the unshaded area*

*If age is 1 year and over go to P8*

#### **Column P7: PLACE OF DELIVERY**

**Q. Where was..... delivered?**

This applies to children less than 1 year

Specify Name of Place and District if born in Botswana or Country if the place is outside Botswana

#### **Column P8: CITIZENSHIP**

**Q. What is the country of .....’s citizenship?**

**01 Botswana**

**02 Angola**

**03 Lesotho**

**04 Malawi**

**05 Mozambique**

**06 Namibia**

**07 South Africa**

**08 Swaziland**

**09 Zambia**

**10 Zimbabwe**

**11 Tanzania**

**25 DRC**

**55 Madagascar**

**57 Mauritius**

**70 Seychelles**

**Other- see list**

Enter the correct country code for the citizenship of each person listed in the household. The above citizenship codes are given on the questionnaire: Countries not listed above must be written in words on the questionnaire. They will be coded later in the office during editing. Do not demand to see Omang identity Cards to verify citizenship, as that may not be safe for you

#### **Column P9: Residence**

**Q. Does.....usually live here?**

1 Yes- present

2. Yes- absent

3. Visitor

This question seeks to establish residence status of all persons listed in P2. That is, whether they are usual members of the household or they are just visiting. Remember that a child can be a visitor in his/her parents' home if that child has his/her own home elsewhere.

#### **Column P10**

**Q: Did .....spend the last night here?**

- 1 Yes, usual member
- 2 Yes, visitor
- 3 visitor

*check eligibility for women aged 12 to 49 years and children >5 ( greater than five)*

Enter 1,2 or 3 as the response may be. We would like to know those usual members who spent the last night in the household and those who did not. Note that all visitors should have spent the last night with the household, otherwise they are not visitors and they should not be listed in P2. A visitor who arrived in the morning or any other time of the day, and has not yet spent the last night with the household should not be recorded in P2 even if they are going to spend tonight with the household.

*If age is 18 and over, go to P15*

#### **Column E1: ELIGIBILITY**

*Eligibility for Individual Female questionnaire: Circle line numbers of all women eligible for individual interview, i.e., females who spent last night with the household and are aged 12-49 years.*

This question picks out women to whom questions in the individual female questions are applicable. Use age in P5 to decide whether or not a woman is eligible.

#### **Column E2: ELIGIBILITY**

***Q For each child aged < 5, who is the mother or primary caretaker of this child?***

Record line number of this mother or caretaker

The question picks out persons who are aged between 00 and 04 in completed years as recorded in P5. These children should be listed again in the under-fives questionnaire and enumerated in that questionnaire.

#### **Column P11, P12, P13, and P14 Orphanhood and Fostering**

These questions focus on all children under 18 years of age. The questions seek to establish whether or not the natural (biological) parents of any child in the age group specified above are still alive; and further, if one or both parents are still alive whether the parent(s) live with their child in the household you are interviewing.

#### **Column P11**

**Q: Is.....s' biological (natural) mother alive?**

- 1 Yes
- 2 No
- (Go to P13)**
- 3Dont Know
- (Go to P13)**

Enter 1 if the .biological mother is alive, 2 if she is dead and 3 if the respondent doesn't know. For codes 2 and 3 you should skip to P13 If the response is Don't Know, you may come back later to get a better answer from another member of the household

### **Column P12**

**Q: Does .....s' biological mother usually live in this household?**

1 Yes

2 No

Enter 1 if the .*biological* mother usually lives in the household you are interviewing and 2 if she lives elsewhere in another household.

### **Column P13**

**Q: Is.....s' biological (natural) father alive?**

1 Yes

2 No

**(Go to P15)**

3Dont Know

**(Go to P15)**

Enter 1 if the .biological father is alive, 2 if he is dead and 3 if the respondent doesn't know. For codes 2 and 3 you should skip to P15 If the response is Don't Know, you may come back later to get a better answer from another member of the household.

### **Column P14**

**Q: Does.....s' biological father usually live in this household?**

1 Yes

2 No

Enter 1 if the natural father usually lives in the household you are interviewing and 2 if he lives elsewhere in another household.

If the response is Don't Know, you may come back later to get a better answer from another member of the household.

## **ALL PERSONS AGED 2 YEARS AND OVER**

### **LANGUAGE: COLUMN P15**

#### **COLUMN P15:**

**Q. What language does ..... speak most often at home.**

01 Ikalanga

02 Shekgalagadi

03 Herero  
 04 Sebirwa  
 05 Mbukushu  
 06 Sesarwa  
 07 Shona  
 08 Ndebele  
 09 Setswapong  
 10 Afrikaans  
 11 Subiya  
 12 Shiyeyi  
 13 Setswana  
 14 English

Other (Specify)

In COLUMN 15 establish the language which is mostly used by the respondent on a day-to-day basis. Please note here Setswana encompasses all other Tswana dialects not stated here. That is Serolong, Setawana etc..

### **.Education & Social Characteristics: (columns P12 to P17)**

#### **Column P16**

**Q: Has ..... ever attended school?**

- 1 Yes, attending
- 2 Yes, left
- 3 Never attended (**GO TO P19**)

**This question applies only up to secondary school level, it does not apply to tertiary education.**

For everyone listed in column P2 aged two years and over, ask whether they have ever attended school and record the appropriate response. For attending and for left you go to P13. For persons who have never attended school record code 3 for Never attended, and skip to column P14.

The concepts of attending school full time and that of attending school part time are very important in this question. You should make sure that you understand them clearly.

If a person spends most of their time attending school, this person is said to be a full time student. Such a person's major activity is schooling. Mostly, such a person would be attending classes during the day. On the other hand, if someone spends most of their time engaged in some economic activity and less of their time attending school they are said to be part time student.

#### **Column P17**

**Q: What is the highest level/grade that ..... has completed/to be completed?**

##### ***For Pre-school***

- If year 1 not completed enter 00
- If year 1 completed enter 01
- If year 2 completed enter 02
- If year 3 completed enter 03
- If not known enter 09

***If non standard curriculum , enter 30***

***For Non-Formal Education***

If prima 1 not completed enter 60

If prima 1 completed enter 61

If prima 2 completed enter 62

If prima 3 completed enter 63

If prima 4 completed enter 64

If prima 5 completed enter 65

If not known enter 69

***For Primary school***

If standard 1 not completed enter 10

If standard 1 completed enter 11

If standard 2 completed enter 12

If standard 3 completed enter 13

If standard 4 completed enter 14

If standard 5 completed enter 15

If standard 6 completed enter 16

If standard 7 completed enter 17

If not known enter 19

***For secondary school***

If form 1 not completed enter 17

If form 1 completed enter 21

If form 2 completed enter 22

If form 3 completed enter 23

If form 4 completed enter 24

If form 5 completed enter 25

If form 6 completed enter 26

If not known enter 29

***If age is 25 and over then go to P19***

If the respondent knows that the person listed is at Pre school but does not know the exact grade, ***then enter 09 meaning Don't know, but in pre school.***

If the respondent knows that the person listed is doing non-formal education but does not know the exact grade, ***then enter 69 meaning don't know, but studying non-formal education.***

If the respondent knows that it is up to primary level but does not know the grade/standard completed enter ***19, meaning Don't know, but in primary school.***

If the respondent knows that it is up to secondary level but does not know the grade/form completed enter ***29, meaning Don't know, but in secondary school.***

Even if the exact grade is not known, the distinction according to the four levels of schooling is very important. It is much better than just a "Don't know".

Enter the correct code as follows:

If a person did not, for instance complete standard 7, enter "16".

If completed Form 6, enter 26 (Cambridge 'A' levels). If a person did not, for example, complete Form 1, enter "17" further if the person is currently in Form 1, enter 17. Someone who completed

Form 3 but failed the exam will be coded 23. Someone who completed Junior Certificate (JC) under the two year JC certificate system will be coded 22, while for those who completed JC under the three year system will be coded 23.

### **Column P18**

**Q :When did .....last attend school?**

*(State year for all persons aged between 5 and 35)*

This question seeks to establish school dropouts for all persons aged 5 to 35 i.e. the last time someone was a student. You should record the exact year they left school

### **COLUMN P19: TRAINING**

**Q. Has .....ever had training of any type for at least 3 months?**

1. Still training?
2. Completed training?
3. No training?

**(IF NO TRAINING GO TO P22)**

Here determine whether the respondent has received any type of formal training in the last three (3) months. This should be certifiable training from recognized or traceable institutions.

### **COLUMN P20:**

**Q. Highest level obtained/to be obtained?**

- 31 Apprentice Certificate
- 32 Brigades Certificate
- 33 Vocational Certificate
- 34 Education College Certificate
- 35 University Certificate
- 36 Other Certificate
- 41 Vocational Diploma
- 42 Education College Diploma
- 43 University Diploma
- 44 IHS Diploma
- 45 Other Diploma

- 51 University Degree
- 52 Post Graduate
- 53 Other Degree

Here determine what level of qualification the respondent has reached so far, and currently holds a certificate in.. Code only those who hold the certificate and not those still pursuing the program.

## **Column P21**

**Q : When did .....last attend training?**

**(State year for all persons aged between 12 and 35)**

## **RELIGION**

### **COLUMN P22:**

**Q. What is .....’s religion?**

- 1 Christianity
- 2 Muslim
- 3 Bahai
- 4 Hindu
- 5 Badimo
- 6 No religion
- Other (Specify)

Here determine what religion the respondent practices, with this question listen attentively do not lead the respondent, allow them to define their religion and code accordingly. This question is only applicable to people 12 years and above, because children would not have their own religion.

## **Column P23 MARITAL STATUS:**

**Q: What is .....’s marital status?**

- 1 **Never married**
- 2 **Married**
- 3 **Living together**
- 4 **Separated**
- 5 **Divorced**
- 6 **Widowed**

A person should be married if he/she said he/she is married, or when he/she has been through any form of marriage ceremony, whether tribal, civil, religious or other, and is still married. You should accept whatever people tell you about their marital status. Do not argue with them. Nevertheless, you should still ask people about their marital status even if they are reported as spouse to the head of the household in P03. This is for the reason that they may not be formally married but only living together.

The following notes may assist you in correctly coding the current marital status:

**1. Never Married:** This refers to a person who is not married now, has never been married previously and is not living together.

**2 Married:** A person is regarded as currently married if they have gone through any form of marriage ceremony, whether customary/tribal, civil, religious, or other and is still married. Customary marriage is a marriage through which a bride price (bogadi/lobola) is paid in some customary, religious, civil, or other procedures.

**3 Living together:** A man and a woman may live together like husband and wife or cohabit (even if they do not live in the same locality) without having gone through any form of marriage ceremony.

**4 Separated:** A person should be regarded as separated if he/she has been ordered to live apart from the spouse by court order (civil or customary), otherwise technically they are still married.

**5 Divorced:** A person is divorced if their marriage has been terminated by court order. If the person has remarried or living together, they are coded 2 or 3, according to current status.

**6 Widowed:** a person is widowed if either the husband or the wife has died and the surviving person has not remarried. If the surviving partner has remarried or living together is coded 2 or 3, respectively.

## **ECONOMIC ACTIVITY**

### **TYPE OF ACTIVITY DURING THE PAST 12 MONTHS**

#### **COLUMN P24: USUAL ECONOMIC ACTIVITY**

#### **Q: What has ... been doing mainly s for the past 12 months?**

Enter the appropriate two-digit code in the shaded area:

##### **01 and 02 Seasonal Work;**

Codes 01 and 02 should be used respectively for someone who did seasonal work for payment and for non payment. Seasonal work should be regarded as work or economic activity, which is normally done during certain seasons or periods of the year. An example of this type of work is harvesting which is normally done for three months of the year when it is the time for harvesting. So those people engaging in such activities for no payment like those in family business should be coded code 02. Payment could be in cash, in kind or any other form.

##### **03 and 04 Non-Seasonal work;**

This refers to economic activity or normal work usually done at all times of the year. Just like in seasonal work above this could also be paid in kind or for cash payment. When the activity is done for payment the code to be used should be 03 and 04 when the activity is done for no pay.

##### **05 Job Seeker:**

A person who was mainly seeking work during the past year should be considered to be actively seeking work.

##### **06 Home Maker:**

Remember that either a female or a male not economically active could be responsible for daily housework, i.e. cleaning of the house and premises, preparing food and other household duties. People doing this kind of activity should be coded 06. It should however be noted that domestic servants working for pay are classified as economically active.

##### **07 Student:**

A student is a person, at least 12 years of age, who, as a result of attending school for most of the day, does not work.

##### **08 Retired:**

A retired person is a woman or a man who, as a result of old age or disability, cannot do any type of work.

**09 Sick:**

This is a person who cannot or who had to leave work as a result of illness or due to poor health conditions. A medical doctor could have made a recommendation that the person should not work at all.

**10 Other (specify):**

If the person was doing something else other than the categories listed above, then write in what the person was doing in the un-shaded area of column P34. If you need more space, use the comments box.

**COLUMN P25: CURRENT ECONOMIC ACTIVITY**

**Q. Did ..... do any type of work for pay, profit or home use for at least 1 hour in the past 7 days?**

1 Yes (**Go To P27**)

2 No (**If NO, has ..... worked at the lands/cattle Post?**) if yes, enter 1 and go to P27

Code Yes or No referencing the definitions listed below. If No is coded find out if the person did any work at the lands (masimo) or Cattle Post (moraka), use definitions below to guide you.

**Worked for payment, Profit (cash or in-kind);**

Is when someone did work or any economic activity for payment where the payment was either hard cash or in any form (referred to as payment in kind). That is any economic activity that earned them some sort income, during or at the end of its term lasting an hour in the past 7 days.

**Worked in Family Business (Unpaid);**

There are people who work in businesses of family members or other relatives and they are not paid as the work they do is regarded as help to the owner of the business because the owner is a family member, relative or a friend. So those people engaging in such activities for no payment like those in family business should be coded 02.

**Worked at the Lands/Farms/Cattle post (Unpaid):**

Those individuals who worked at farms, lands or cattle-posts but did not receive payment of any form should be coded 03. This situation is common among farmers who grow mainly for household consumption (rather than to sell their products), and their children, other relatives and friends are normally expected to do work without any reward. Seasonal workers are the most affected by this situation

**COLUMN P26:**

**Q. Since..... was not working, what did he/she do?**

1. Actively seek work
2. Home maker
3. Student
4. Retired
5. Sick
6. Other (Specify)

**(If female GO to P30 If male GO to P38)**

Here determine the main activity/action of the respondent if they answer NO in COLUMN P25. This activity should regard their not working in the past **SEVEN (7) DAYS**; here working includes work at the lands and Cattle Post too, code accordingly. Use the definitions below for guidance.

**Actively Seeking work:**

This category applies to all those people who are actively looking for a job. These people could be visiting potential employers, looking for jobs advertisements on the newspapers, or in any other way of looking for a job. The steps should have been taken during the past seven days. When this category is encountered A23 to A25 which for persons who have not reported to be unemployed are skipped, as such this category takes us to A26 where there is more probing on job seeking efforts.

**Homemaker:**

Remember that either a female or a male not economically active could be responsible for daily housework, i.e. cleaning of the house and premises, preparing food and other household duties. People doing this kind of activity should be coded 05. It should however be noted that domestic servants working for pay are classified as economically active.

**Student:**

A student is a person, at least 12 years of age, who, as a result of attending school for most of the day, does not work.

**Retired:**

A retired person is a woman or a man who, as a result of old age or disability, cannot do any type of work.

**Sick:**

This is a person who cannot or who had to leave work as a result of illness or due to poor health conditions. A medical doctor could have made a recommendation that the person should not work at all.

**Other (specify):**

If the person was doing something else, other than the possibilities listed above, then write in what the person was doing in the unshaded area in column P27. If you need more space, use the comment space below.

**COLUMN P27**

**Q. What was ..... working as during the past 7 days?**

- 01 Employee – Paid cash
- 02 Employee – Paid in kind
- 03 Employee – Paid in kind only
- 04 Self – employed (no employees)
- 05 Unpaid family helper
- 06 Working at lands/cattle posts

Here determine what kind of work activity the respondent was engaged in the past seven (7) days. Note this does not have to be any formal employment that requires contracts; just determine what the respondent was engaged in, in the last seven (7) days. Use the definitions listed above to code accordingly.

## **COLUMN P28: OCCUPATION**

**Q. What type of work did ..... do in the past 7 days?**

**(To be precise, what were the main tasks and duties?)**

**(Probe as necessary, use two or more words to describe the occupation )**

This question is meant to establish the occupation or type of work the person performed, and it is an important question in the questionnaire and therefore you should ask it carefully and probe. You should use at least two words to describe the type of work the person did.

A person's occupation depends on the tasks and duties that the person performs. Remember that if a person worked at all in his/her entire lifetime, whether for cash or not and for however short a period, then you should try to find out what kind of work the person did. You should try to get the respondent to give both a job title in a two-or three-word description of the tasks performed. For example, if a person states that he is a mechanic, ask him what he repairs. You should record his response in the space provided: "car mechanic" or "radio mechanic".

If the person moved from job to job, you should enter the most recent occupation even if it only lasted for a day or two. This may happen with people who are casual labourers.

If a person has more than one occupation, record the one in which he spends the most time. However, if someone has a temporary job during the school holidays -but has a permanent job during term time, it is his permanent occupation that should be described.

Probing for Better Occupation Information: You will usually have to probe the respondents to get good information about a person's occupation. For example, people who make things (bread, clothing, pottery, wood objects, tools, beer food products, furniture, bricks, etc) should be asked how they make them. It is important to find out whether they most use their hands- or hand-held tools, or whether they mostly produce these goods by operating machinery. A person who brews beer at home using traditional techniques belongs to a different occupational category than a person who operates a machine that ferments the grains used in making beer.

You should also probe when the information provided by the respondent does not seem reasonable. For example, If a person has only completed form 4, it seems unlikely that he or she could be an auditor an engineer. If you probe, you may discover that is actually an accounting clerk or an engineering assistant.

## **COLUMN P29: INDUSTRY**

**Q. What was the main product, or service or economic activity of .....’s place of work.**

**(Probe as necessary, use two or more words to describe the industry)**

**Go to P38 if male**

The question identifies the main kind of product produced or the main service provided by the establishment or the work unit, which the individual works. In short the question is capturing the type of industry in which the individual works. It is important to understand the difference between industry and occupation. An occupation summarizes the tasks performed by an individual who is working. The industry has to do with the products or services, or main functions or activities, of the workplace. For example, a woman may be an Accounts Clerk who is employed by a Dairy Farmer. Her occupation is “Accounts Clerk” and the industry in which she works is “Dairy Farming”. If a

mine employed the same person, the occupation would still be “Accounts Clerk” but the industry would be “Diamond Mining”. A man working in the same mine might be a mine Sampler – his occupation would be “Mine Sampler, but he also belongs to the Mining industry. Clearly, an industry may include a number of different occupations, and the same occupation may be found in different industries.

This is meant to capture the industry in which the person worked, and it is also one of the most important and difficult questions in the questionnaire.

The industry identifies the kind of product produced or service provided by the worker and his fellow workers. This is distinct from the person's own job, which is occupation. You will very often discover a person's industry by asking who his employer is and what products/services are produced/provided by his employer. For example, a person may be an Accounts clerk and employed by a dairy farmer, his occupation is 'Accounts clerk' and his industry is 'farming'. If the same person was employed by a mining company his occupation would remain the same- 'Accounts Clerk', but his industry would be recorded as 'mining'. Similarly, for those you cannot identify or determine the product or service they produce it suffice to write down the name of the employer or the name of the establishment. For example, for a clerk employed by council, you could write down the name of the council for his industry; for a clerk employed by government the name of the department or ministry; for a person employed by a company the name of the company; for a person pounding maize, sorghum, or millet for a school write down the name of the school. Clearly, an industry may include a number of different occupations, and the same occupation may be found in many different industries.

### **General Tips:**

-First ask the respondent what the name of the company or business is; you should then ask the respondent what kinds of goods are produced at the place where the person works, especially if the name of the business is not known, or if the individual is self-employed, or working on a farm, lands, or cattle-posts, or working for another individual household rather than a company or business; see below for some example of goods produced.

If the business or workplace does not produce goods, ask what type of services are provided; see below some examples of services provided.

In recording the response, be sure to indicate whether the business is making or selling goods. (if relevant);e.g. write "makes beer" or "sells beer" ,not just "beer", if the above approaches do not work, ask the respondent what type of business the person works in.

Examples of goods produced: bread, traditional beer, biltong, textiles, tinned meat, glass, bricks, tiles, metal tools, shoes, leather bags, rope, books, baskets, clothing, fat cakes, brooms, newspapers, plastic pipes, Kgotla chairs, boilers, mats, pots, wooden spoons, plastic pipes, vaccines, maize flour, milk, soap.

### **Examples of service provided are:**

Repairing cars, repairing shoes, repairing watches, cleaning houses, guarding houses, taking care of children, typing, hawking goods, driving a taxi, cutting and styling hair, treating illnesses, teaching, selling property, selling airline tickets, renting videos, dry-cleaning clothes, selling beer, running a restaurant, running a shop.

### **Examples of types of Businesses or Economic Activities are:**

Building houses, building roads, wholesale trade, general retailer, hotel, restaurant, butchery, petrol station, airline, railway, selling cars, transporting goods, bank, insurance, real estate, prospecting, architectural services, church, school, hospital, clinic, local government, brigades, traditional farming, fishing, hunting, blacksmith, traditional healing, performing at nightclubs, travel agency,

employers' organization, labour union co-operative, electrical construction, law firm, accounting firm, market stall, dairy farming, commercial farming.

## **FERTILITY AND CHILD SURVIVAL( FEMALES ONLY)**

### **COLUMN P30: EVER GIVEN BIRTH:**

**Q. Have ..... ever given birth to a live child?**

1. Yes
2. No

### **(IF NO GO TO P38)**

Establish if the woman has ever given birth to a child who was born alive. Here establish how many live children were born to the respondent. In this case a live child is one who cried at least once at birth. All others are considered still born. Children who died after birth (not still born) should also be recorded as live births.

### **COLUMN P31: TOTAL BIRTHS**

**Q. How many children have been born (including those who died) alive by... ?**

Here establish how many live children were born to the woman. In this case a live child is one who cried at least once at birth. All others are considered still births. Children who died after birth (not still births) should also be recorded as live births.

Note that you record the number of children according to their gender ( male or female for all subsequent questions up to P38

### **COLUMN P32:**

**Q. How many children are living with the mother?**

In column P33 enter the number of children born to the woman who live with her at her usual residence. For visiting mothers, this means those children who live with her at her own household or at her usual place of residence and not the household where she spent the last night.

### **COLUMN P33:**

**Q. How many children are living elsewhere?**

In column P34 enter the number of children born to the woman who are not living with her at her place of residence. These children should be recorded by their sex such that males and females living with their mother, male and female children living elsewhere, and male and females who died together should equal the total number of male and female children ever born to a woman.

### **COLUMN P34:**

**Q. How many children have died?**

Establish how many children of the respondent have died to this date.

In column P35 enter the number of children born to the woman who have since died, separately for males and females. Sometimes a woman may forget to mention children who died in infancy or

may not want to be reminded of painful events; you must therefore pose the question in a sympathetic and tactful manner.

#### **COLUMN P35:**

##### **Q. When did ..... last give birth to a live child?**

In column P36 enter the last live child born to this woman regardless whether they have since died or are still alive.

#### **COLUMN P36:**

##### **Q. Was the last birth male or female?**

- 1. Male
- 2. Female

In column P37 enter whether the last child born to the woman was a male child or female child. Code accordingly record 1 for a male child and 2 for a female child.

#### **COLUMN P37:**

##### **Q. Is the child still alive?**

- 1. Yes
- 2. No

In column P38 enter whether child recorded in P37 is still alive to this date. Code accordingly record 1 if Yes and 2 No.

#### **DISABILITY**

#### **COLUMN P38**

##### **Q: Does anyone listed under column 2 suffer from the following?**

- 11 Defect of seeing in 1 eye
- 12 Defect of seeing in 2 eyes
- 13 Blindness in one eye
- 14 Blindness in 2 eyes
- 21 Defect of hearing in 1 ear
- 22 Defect of hearing in 2 ears
- 23 Deafness in 1 ear
- 24 Deafness in 2 ears
- 31 Defect of speech
- 32 Inability to speak
- 41 Inability to use 1 leg
- 42 Inability to use 2 legs
- 51 Inability to use 1 arm
- 52 Inability to use 2 arms
- 61 Moderate retardation
- 71 Epilepsy

In this COLUMN determine whether there is a person in this household who suffers from any of the above listed disabilities. Circle the appropriate code; please note that there can be more than one answer.

### **COLUMN P39: HEALTH STATUS**

**Q: Has .....ever been diagnosed with one of the following?**

1. High BP
2. Low BP
3. Diabetes
4. Cancer
5. Cardio- vascular disease
6. Respiratory disease
7. Osteoporosis
8. Dental diseases
9. None
- Other.....(Specify)

This question seeks to establish whether any member of the household has ever suffered from any one or more of the chronic diseases mentioned above. Probe for more if not mentioned above and record this in other and specify.

*The following questions,(Columns P40 & P41) are concerned with weight and height measurements of every household member.: If any member of the household is sick, elderly, disabled or for any other reason cannot be weighed (other than refusal)*

*NB Since this activity is in the middle of the interview, you may use your discretion depending among others the size of the household, whether to let the interview flow and take measurements at the end of the household questionnaire.*

### **COLUMN P40**

**MEASURE WEIGHT OF EVERY HOUSEHOLD MEMBER (EXCEPT UNDER FIVES) AND RECORD.**

*Do not weigh children aged less than five years. You have to do that on the under five questionnaire*

### **RESULT OF MEASUREMENT**

1. Measured
2. Not Present
3. Refused
- Other.....( Specify)

### **COLUMN P41**

**MEASURE HEIGHT OF EVERY HOUSEHOLD MEMBER (EXCEPT UNDER FIVES) AND RECORD**

## **COLUMN D1: MORTALITY**

This section deals specifically with deaths that have occurred in the last twelve months.

This column is for serial numbers of all persons who have died in that specific household you are enumerating. Like P01, no two persons can share the same serial number. Likewise it is a unique identifier for each person recorded as dead.

## **COLUMN D2**

**Q: Was there any burial in this household in the past 12 months?**

- 1. Yes
- 2 No

**(If No, go to H01)**

In this column, we want to capture the exact place of burial as opposed to the usual place of residence of the deceased. So the burial should have taken place in the household (even if someone was brought for burial) being enumerated and should have taken place 12 months back from the time of enumeration.

## **COLUMN D3**

**Q. Name of the deceased?**

Write down the name of the deceased in this column.. If more than one person, they should be recorded in consecutive order, from the least recent (that occurred first ) to the most recent (that occurred last).

## **COLUMN D4**

**Q: Was ..... male or female?**

- 1. Male
- 2. Female

In column P43 establish and enter the sex of the deceased person. Code accordingly, enter 1. if the deceased was male and 2. if the deceased was female.

## **COLUMN D5: AGE**

**Q. How old was.....in complete years at the time of death?**

**(Age as at last birthday. If less than 1 enter 00 if 98+ enter 98)**

In column D5 establish and enter the age at which the person died. Enter age as of last birthday and if the deceased was less than a year old record code 00 and if the person was 98 years and above enter code 98, otherwise enter the specific age.

## COLUMN D6: USUAL RESIDENCE

**Q. What was ..... place of usual residence?**

**(Specify name of place and district or country if out of Botswana)**

0001 In this housing unit  
0002 Elsewhere in this locality  
66XX Elsewhere in Botswana  
(See List)  
7XXX In country.....  
9999 Don't know

In column D6 establish and enter the place where the person spent most of his/her time, code accordingly as such: If the person spent most of their time in the current household enter 0001, if the person spent most of their time elsewhere in the current locality enter 0002, if the person spent most of their time elsewhere in Botswana enter the appropriate code, if the person spent most of their time in another country enter the specified country code, if the most frequented place is unknown code 9999.

## COLUMN D7:

**Q. What was the cause of death?**

1. Illness
2. Transport related accident
3. Other accidents
4. Murder
5. Suicide
6. Pregnancy/Child birth
7. Natural Disaster
- Other .....Specify

**(If 2 to 7 & Other Go to H01)**

In column D7 establish and enter the reason why the person died as such:

1. **Illness:** Enter this code if death occurred due disease or bacterial infection.
2. **Transport related accidents:** Enter this code death occurred due to rail, road, air or any other form of transportation accident.
3. **Other accidents:** Enter this code if death is due to any other type of accidents besides those mentioned above.
4. **Murder:** Enter this code if death occurred due the person being killed by some one else.
5. **Suicide:** Enter this code if death occurred due to the person killing him or herself in any form or manner.
6. **Pregnancy/Childbirth** Enter this code if death occurred during pregnancy or childbirth due to pregnancy related reasons.
7. **Natural Disaster:** Enter this code if the death occurred due to natural disasters such as floods, lightning, drought etc.
8. **Natural Death:** Enter this code if the death occurred naturally, that is due to old age.
9. **Other** specify: Enter this code if the cause of death is other than those specified above.

## Column D8

**Q: If the deceased was sick, for how long had s/he been sick?**

**(State period in months)**

This question seeks to establish the length of time it took the deceased to be killed by the sickness in question. You should not find out the name of the disease from the respondent.. Record the length of time in months.

## Column E3: ELIGIBILITY

*Eligibility for under-fives questionnaire: Record line numbers of all under-five children, i.e. all persons aged 0-4 years who have passed away the past 12 months.*

## HOUSING CHARACTERISTICS

### TYPE OF HOUSING UNIT

#### COLUMN H01: TYPE OF HOUSING UNIT

A housing unit is defined as “*the unit of accommodation for a household*” You will usually be able to answer some questions yourself simply by observation. However, if in doubt ask, and then circle only one code.

This question refers to the housing unit in which the household you are enumerating lives. There are different types of housing units, identified and listed below. Circle the appropriate code for the household you are enumerating.

- 01 Traditional Structure (lolwapa)
- 02 Mixed Structures
- 03 Detached house
- 04 Semi - detached
- 05 Town house/ Terraced
- 06 Flats, Apartment
- 07 Part of commercial building
- 08 Movable dwelling, caravan, tent
- 09 Shack
- 10 Rooms

**01 Lolwapa:** A lolwapa/dwelling is a residential place comprising of one or more huts and/ or other structures, which are fenced together. Such malwapa/dwellings are mostly found in rural areas.

#### **02 Mixed:**

This is in a situation whereby the dwelling is made up of a mixture of traditional houses and the modern type of housing units.

**03 Detached housing:** This is a building that stands on its own, without sharing a wall with any other building. In many cases a detached house will also be fenced. A traditional hut standing on its own is to be classified as a lolwapa/dwelling.

**04 Semi-detached houses:** This is a building that shares a wall with just one other building, but which has its own separate entrance. It may be one or two storeys high.

**05 Town house/duplex/Terraced:** This is a building, in a group of many others sharing walls on two sides; each building has its own entrance, and the building may be one, two or three storeys high. A “town housed” does not mean a house “in a town”. Note that the last unit at the end of a Town/Terraced house is not classified as a semi-detached.

**06 Flat:** this is a unit of accommodation in a building. The building itself will usually have a main entrance and each flat will also have its own separate entrance; the building is usually 2 or more storeys high, but each flat forms part of just one storey floor.

**07 Part of a commercial building:** Some times part of a building is used as a residential quarter, particularly by small shopkeepers. Factory buildings may occasionally be used as housing units either by security personnel or staff of building contractors.

**08 Movable/caravans/tents:** This is a housing unit, which can be transported from place to place either as a unit or in component parts. Examples are tents, tin huts, port camps, caravans, etc.

**09 Shack:** This is a temporary shelter built from remnants of packaging materials e.g. cardboard boxes, polythene sheets, etc. shacks are mostly found in urban areas.

**10 Room(s):** In urban areas, particularly on SHHA plots and on lows cost plots, rooms in a building are sublet to tenants. Sometimes additional rooms are built on the plot for letting purposes.

In column H01 observe the building using the descriptions above and code accordingly.

## TENURE OF HOUSING UNIT

### COLUMN H 02: TENURE OF HOUSING UNIT

#### Q. How was this housing unit acquired?

**01 Self Built (Owner occupied):**

Code 09 should use for housing units built by occupants for occupation.

**02 Inheritance:**

These are housing units acquired by inheritance regardless of means of previous acquisition This applies when the household occupying the housing unit bought it.

**03 Purchased (Owner occupied):**

**04 Rent:** Circle code 04 for housing units rented **from BHC**

**05 Rent:** Circle code 05 for housing units rented **from Government**

**06 Rent:** Circle code 06 for housing units rented **from Council**

**07 Rent:** Circle code 07 for housing units rented **from private individuals**

**08 Rent:** Circle code 08 for housing units rented **from companies and institutions other than the above ones**

**09 Rent:** circle code 09 for housing units rented **from VDCs**

**10 Free:**

Circle code 10 for those households not owning their housing unit, but not paying any rent either. They may be living in a housing unit provided by relatives or an employer. Members of the Police Force or BDF and some domestic servants are examples of persons who obtain housing free from their employers.

## NUMBER OF ROOMS

### COLUMN H03: NUMBER OF ROOMS

#### **Q. How many rooms are there in this housing unit?**

**(Exclude: kitchen, toilet, bathroom, garage, and store, if not used as living rooms)**

Enter, in the space provided in the questionnaire, the number of rooms used as sleeping accommodation, or as living rooms, in the housing unit where you are enumerating.

The following are excluded: kitchen(s), toilet(s), bathroom(s), garage(s) and store(s). However, if one of these (kitchen or garage) is used for living or sleeping accommodation it should be counted as a living room - for example, a room which is used both as kitchen and living room would be counted. You will find examples of these in some rented SHHA houses in the urban areas and roundavels in the rural areas.

If more than one household share one living room, count it only once for one of the households. You cannot count it more than once, as this would give an overestimate of the availability of accommodation in the country.

### MATERIAL OF CONSTRUCTION OF THE MAIN HOUSE

These questions refer to the material of construction of the main housing unit (the floor, the walls, and the roof) where you are enumerating.

If it is a lolwapa/dwelling having more than one “sleeping” hut or house, obtain information about the material of construction of the “main house” – which will usually be the one used by the head of the household.

If the housing unit is a room, it is the material for the room that is required and this is usually the same as the material for the house.

If more than one type of material is used e.g. zinc and thatch for the roof, enter the one that has been used for the greater part on the roof.

### COLUMN H04: WALL

- 01 Modern Bricks/Blocks /
- 02 Mud Bricks/Blocks /
- 03 Mud and poles/cowdung/thatch/reeds
- 04 Poles and reeds
- 05 corrugated Iron/Zinc/Tin
- 06 Asbestos
- 07 Wood
- 08 Stone
- Other
- (Specify)

If none of the above applies write the name of the material in the space for other, specify

## **COLUMN H05: ROOF**

1. Slate
2. Thatch/Straw
3. Roof Tiles
4. Corrugated Iron/Zinc/Tin
5. Asbestos
6. Concrete
- Other .....(Specify)

If none of the above applies write the name of the material in the space below the codes.

## **COLUMN H06: FLOOR**

1. Stone
2. Tiles
3. Cement
4. Wood
5. Mud
- Other (Specify)

If none of the above applies write the name of the material in the space below the codes.

## **COLUMN H07 : SALT IODIZATION MODULE**

### **Q: Does this household use iodised salt for cooking?**

- 1 Yes
- 2 No
- 3 Don't know

The question is in two parts, column H07 and H08. First, you ask whether the household uses iodised salt or not. Then you proceed to test the salt that is being used, irrespective of the answer given for the question.

## **COLUMN H08:Test sample**

### **(Request for salt sample and test it)**

- 1 Not iodized (0 PPM)
- 2 Less than 15 PPM
- 3 15 PPM or more
- 4 No salt in home
- 5.Salt not tested

*(circle number that corresponds to the test)*

The purpose of this question is to assess whether the household uses salt that has been fortified with iodine in cooking. Fortified salt prevents iodine deficiency. Iodine is an important micronutrient and a lack of it may lead to an enlarged thyroid gland in the neck known as goitre or other thyroid-related health problems.

Ask the respondent for a sample of cooking salt, enough to fill the small plastic cap in the MBI Kit (a quantity of about one half teaspoon). If the household uses more than one type of salt, make sure that the sample provided is the salt that the household uses for cooking. Spread the salt surface flat in the plastic cap. If you are using a new test kit for the first time, start by opening the seal of the test-solution ampule (white cap) and the retest-solution ampule (red cap) by making a pin hole in the seal. To test the salt for iodine content, first shake the vial of liquid from the clear ampule and gently squeeze two drops of the liquid on the surface of the salt sample. If the salt is iodized, the wet salt should change color. If the salt turns a violet/blue color, match the color of the wet salt with the color chart in the iodine kit. Record the result as below 15 ppm or above 15 ppm (parts per million) in H08 as appropriate, depending on the closest match and continue with the next question. When matching the color of the wet salt with the color on the chart, it is important to make sure you have sufficient light to match the color accurately. It may be necessary to take the salt sample outdoors if the light indoors is inadequate.

If there is no color change, you need to continue the testing using liquid from the pink ampule on the same sample of salt. Shake the vial of liquid in the pink ampule and gently squeeze two drops of the recheck solution on the same spot on the salt. Then match the color of the wet salt with the color on the chart and record the result in the questionnaire.

If the household does not have salt, circle '4' for NO SALT IN HOUSEHOLD. If the household refuses to give salt for testing, circle '5' for SALT NOT TESTED. Record the reason that the salt was not tested.

The iodised salt test kit will be provided to each interviewer. Follow the test procedures as given during training and circle 1, 2, 3, 4, or 5 depending on the outcome of the test kit.

## **WATER SUPPLY**

### **COLUMN H09: Drinking Water**

#### **Q. What is the principal source of drinking water supply for this household?**

1. Piped indoors
2. Tap in yard
3. Communal tap
4. Bouser/ Tanker
5. Well
6. Borehole
7. River/ Stream
8. Dam/Lake/Pan
9. Rain water tank
10. Spring water
11. Bottled water from stores
- Other (Specify)

The purpose of this question is to assess the cleanliness of the household drinking water by asking about the household's main source of water. If drinking water is obtained from several sources, probe to determine the source from which the household obtains the majority of its drinking water. If the source varies by season, record the main source used at the time of interview. Enter the appropriate answer code for the principal source of drinking water supply. If the particular source of water supply is not listed, write down the source under "Other (Specify)". In cattle post areas, where people have to travel long distances to obtain water from a communal tap, indicate in the "comments" column that it is a cattle post situation if the response is "communal tap". Please note that the question focuses on drinking water for human consumption and not necessarily for livestock and other miscellaneous uses.

## COLUMN H10

**Q: Do you treat your water in any way to make it safer to drink?**

- 1.Yes
- 2.No
- 3.Don't Know

**If 2 or 3 Go to H12**

This question intends to establish whether the water used for drinking under goes some treatment of any kind ,either chemical or otherwise before it could be used for human consumption. The purpose is to know whether the household drinking water is treated within the household and if so, what type of treatment is used. The type of treatment used at the household level provides an indication of the quality of the drinking water used in the household.

<i>Definitions of Water Treatment Codes for Q. 107</i>	
<u><b>Response Categories</b></u>	<u><b>Definition</b></u>
<b>Boil</b>	Boiling or heating of water with fuel
<b>Add bleach/chlorine</b>	Use of free chlorine to treat drinking water. Free chlorine may be in the form of liquid sodium hypochlorite, solid calcium hypochlorite, or bleaching powder
<b>Strain it through a cloth</b>	Pouring water through a cloth which acts as a filter for collecting particulates from the water
<b>Using a water filter (ceramic/sand/composite/etc.)</b>	The water flows through a media to remove particles and at least some microbes from water. Media used in filtering systems usually include ceramic, sand and composite.
<b>Solar disinfection</b>	Exposing water, which is stored in buckets, containers, or vessels, to sunlight
<b>Let it stand and settle</b>	Holding or storing water undisturbed and without mixing long enough for larger particles to settle out or sediment by gravity

Circle the appropriate code as per the answer given by the respondent..

## COLUMN H11

**Q: How do you treat the water?**

- 1.Boil
- 2.Add bleach/ chlorine
- 3.Strain it through a cloth
- 4.Use water filter(ceramic ,sand, composite)
- 5.Solar disinfection
- 6.let it stand and settle

If indeed the water for treatment, then this question seeks to know the method employed in this water. Record the response in the appropriate code(s)

## **COLUMN.H12**

**Q .What is main source of water used by your household for other purposes such as cooking and washing?**

- 1 Piped indoors
- 2.Piped outdoors
- 3.Communal tap
- 4.Bouser/Tanker
- 5.Well
- 6.Borehole
- 7.River/Stream
- 8.Dam/Pan/Lake
- 9.Rain water tank
- Other specify

Here the question seeks to establish the source of water for other miscellaneous uses other than drinking. Households that use bottled water as a source of drinking water are asked for the main source of water for cooking and hand washing to assess the cleanliness of the source of water to which the household has general access. Record accordingly

## **COLUMN 13**

**Q. How long does it take to go there, get water, and come back?**

- Number .of minutes
- On premises 995
- Don't know 999

This question is not asked if the source of drinking water (or water for hand washing and cooking if the household uses bottled water for drinking) is located within the dwelling or yard/plot or if the household relies on rainwater. Include the time it takes to get to the source, wait to get water (if necessary), and get back to the house. Record the time it takes to get water by whatever means of transportation the person generally uses, whether the person walks or rides a bicycle or motor vehicle.

Convert answers given in hours to minutes. Put zeroes in front of the response if necessary; for example, "30 minutes" would be '030,' and "one hour and a half" would be '090.'

Record the number of minutes it takes to fetch the water from the water source

## **COLUMN 14**

**Q. Who usually goes to this source to fetch the water for the household?**

- 1Adult female
- 2Adult male
- 3Female child (<15)
- 4.Male child (<15)

Find out who usually goes out to fetch the water most often. The purpose of this question is to know which family member(s) usually perform the task of fetching water. Knowing which member of the household usually hauls the water gives us an idea of whether gender and generational disparities exist with respect to water hauling responsibilities. If the respondent answers that there are several members from the household who perform this chore, emphasize that you are interested in the person who usually fetches the water (i.e., most of the time). Record accordingly.

## **TOILET FACILITY**

### **COLUMN H15: TOILET FACILITY**

**Q. What is the main toilet facility used by this household?**

#### **OWN**

1. Flush Toilet
2. Pit Latrine
3. Ventilated Improved Pit Latrine (VIP)
4. Enviro-Loo
5. Pail/Bucket latrine

#### **COMMUNAL**

6. Flush Toilet
7. Pit Latrine
8. Ventilated Improved Pit Latrine (VIP)
9. Enviro-Loo

#### **OTHER**

10. Neighbours toilet
11. None

The purpose of this question is to obtain a measure of the sanitation level of the household, since toilet facilities are important for disease control and health improvement

An **own** toilet/latrine is one, which has been built by a private household for its use. A toilet/latrine, which is used by more than household in the lolwapa/dwelling, still falls under **own**. They may share it with neighbouring household(s) by private arrangement. If the toilet facility is own, circle 01,02,03,04 or 05 as appropriate.

A communal toilet/latrine is one built by the community or local authorities for use by members of the public. If the toilet facility is communal, circle 06,07, 08 or 09 as appropriate. Code 10 is to be circled if toilet belongs to the neighbours.

If none of the above applies, meaning that the household either uses the river or bush, circle 11

### **COLUMN H16**

**Do you share this facility with other households?**

1. Yes
2. No

**(IF NO GO TO H18)**

Find out if this toilet facility is being shared. If not skip to H18.

### **COLUMN H17**

**Q How many households in total use this toilet facility?**

## **(STATE THE NUMBER OF HOUSEHOLDS)**

We want to find out how many households use the same facility. This is an important measure of the level of hygiene in the household. Enter the number of households sharing this toilet facility if it is being shared with any other household.

## **MAIN SOURCES OF ENERGY USED FOR**

### **-COOKING**

#### **COLUMN H18**

#### **Q. What is the main source of energy used for cooking?**

Ask for the principal energy source used by the household for cooking and circle the appropriate answer code. Information on the type of fuel used for cooking is collected as another measure of the socio economic status of the household. The use of some cooking fuels can also have adverse health consequences. Remember that this question asks about fuel for cooking, not fuel for heating or lighting. The category 'biogas' includes gases produced by fermenting manure in an enclosed pit.

If the household uses more than one fuel for cooking, find out the fuel used most often. If any fuel other than the pre coded ones is reported as being the main fuel used for cooking, circle '96' and specify the type of fuel in the space provided. Only one code should be circled. Possible codes are as follows:

1. Electricity (Mains)
2. Electricity (Solar Power)
3. Gas
4. Paraffin
5. Wood
6. Charcoal
7. Coal
- Other

If a particular fuel is not listed, write down the type of fuel used in the space below the codes.

#### **COLUMN H19**

#### **Q Where is the cooking done?**

1. In the house
- 2 a separate building
- 3 Out doors
- Other (specify)

#### **(IF H18 IS 1 TO 5, GO TO H22)**

Find out where the cooking is done and record accordingly

#### **COLUMN H20**

#### **In this household is food cooked on open fire or stove?**

1. Open fire
- (GO TO H22)**

2.Stove  
Other  
Specify

In these questions we want to find out whether the food in the household is cooked on a stove or an open fire and the approach used if any to channel the smoke, i.e. a chimney or a hood or both. You may need to probe for an exact description of the type of stove. If its on open fire, record 1 and go to H22

## **COLUMN H21**

**Q. Does the stove have a chimney or a hood?**

- 1.Yes
- 2.No

### **-LIGHTING**

## **COLUMN H22: PRINCIPAL FUEL FOR LIGHTING**

**Q. What is the main source of energy used for lighting?**

Ask for the principal energy source used by the household for lighting and circle the appropriate answer code. It is possible that a household may use more than one fuel at any time but it is the one that is used most often that should be recorded. Only one code should be circled. Possible codes are as follows:

- 1. Electricity (Mains)
- 2. Electricity (Solar power)
- 3. Gas
- 4. Paraffin
- 5. Wood
- 6. Candle
- 7. Diesel
- Other

If the particular fuel is not listed, write down the type of fuel used in the space below the codes.

## **COLUMN 23**

### **HEATING (space)**

Ask for the principal energy source used by the household for heating and circle the appropriate answer code. It is possible that a household may use more than one fuel at any time but it is the one that is used most often that should be recorded. Only one code should be circled. Possible codes are as follows:

- 1.Electricity
- 2Gas (LPG)
- 3Wood
- 4Parafin
- 5.Solar Power
- 6.Cowdung

- 7.Charcoal
- 8.Coal
- 9.None
- OTHER (;specify)

## **REFUSE DISPOSAL**

### **COLUMN 24**

#### **Q How does this household dispose off its refuse/rubbish**

- 1.Collected
- 2.Burn
- 3.Roadside dumping
- 4.Rubbish pit
- 5.OTHER;(specify)

#### **(IF 2 TO 5 GO TO H26)**

IN Column H24, determine how the household disposes of their refuse/rubbish, that is how their day to day household refuse is removed from their yard.

### **COLUMN 25**

#### **Q How often is refuse/rubbish collected?**

- 1.Regularly collected
- 2.Irregularly collected

## **DURABLES OWNERSHIP**

### **COLUMN H26**

#### **Q Does any member of this household own a working                      in this housing unit**

- 1 Van/bakkie
- 2.Car
- 3 Tractor
- 4.Donkey cart
- 5 Bicycle
- 6 Wheelbarrow
- 7 Radio
- 8.TV
- 9.Computer
- 10.Refrigerator
- 11 Watch
- 12 Cell phone
- 13 BTC Phone (land line)
- 14.Mokoro/canoe
- 15.Boat with motor
- 16.Sewing machine
- 17 Motor Bike

## 18.Plough

In column H26, determine whether anyone residing in this household owns any of the above durable goods and code accordingly. The answers to these questions on ownership of certain items will be used as a rough measure of the socio economic status of the household. Read out each item and circle the answer given after each item. Do not leave any item(s) blank.

If the respondent reports that a household item such as a radio is broken, try to find out how long it has been broken and whether it will be fixed. If the item appears to be out of use only temporarily, circle '1' for YES. Otherwise, circle '2' for NO.

Ensure that you record ownership of these goods regardless of where there are located, as long as the owner resides in the household being enumerated. *For example, a household member in the city may own a tractor, which is located at his home village, this should be recorded as his property and not the property of whoever is using it at the village.* Enter the appropriate code. Note that there can be more than one alternative.

### HOME BASED CARE

#### COLUMN H27

**Q Is there any critically ill person in this housing unit?**

- 1 Yes
- 2.No

In this Column determine whether there is a terminally ill person in the household that is someone who suffers from a long-term disease and has been diagnosed as such by medical practitioners. Do not record short-term diseases such as Influenza and common cold etc. the ill person should usually have a caretaker looking after them

#### IF NO END THE INTERVIEW

#### COLUMN H28

**Q. Do nurses, social workers, etc visit any critically ill persons in this housing unit?**

- 1.Yes
- 2.No

#### **(CHECK FOR ELIGIBLE WOMEN & CHILDREN UNDER FIVE YEARS FROM E1, E2 & E3)**

Here determine if nurses, social workers, therapists and medical doctors visit the ill person for reasons concerning their health. Please note this does not apply if the visits are social.

#### END THE INTERVIEW

# THE UNDER FIVE QUESTIONNAIRE

The Under-five Questionnaire consists of 4 sections:

Section 1. Health and Breastfeeding (Q101 - Q123)

Section 2. Vitamin A Module (Q124 – Q127)

Section 3. Care of Illness Module (Q128 - Q160)

Section 4. Early Learning Module (Q161- Q163)

## The Under Five Cover Page

The under five cover page also has a cover page similar to that of the Household Questionnaire on which you record identification information and the interview results. The only difference between this page and the household information cover sheet is that you will write the line number of the mother or caretaker on the Individual Questionnaire and that the result codes are slightly different.

The Questionnaire includes all children both alive and dead under the age of five. Reference period is July 2002.

## HEALTH AND BREASTFEEDING

(Enter Below The Name, Line Number, And Survival Status Of Each Birth Since July 2002, Begin With The Last Birth.) i.e.,

Line Number of child from Column P2 or E3 of the Household Questionnaire

### **Q101. RE-ENTER THE NAME, AND SURVIVAL STATUS OF EACH BIRTH SINCE JULY 2002 ;**

Line Number

Name

1. Alive

2. Dead

Insert the line numbers of the children from the household questionnaire together with the names of all those children who are under five years of age. When you ask all these questions make sure that you call the child by name so that you avoid any confusion with any other child. In the event that there are more than one under five children in one household, each child/individual should have a separate questionnaire

You should record the line number and name of child. You should also indicate whether the child is alive or is dead.

If the respondent or caretaker is not the mother and they do not know answers to some questions, you may have to come back and ask the mother if she is available.

### **Q 102 Date of birth**

Day

Month

Year

**(Age at last birthday/at death).**

Make sure you record their date of birth as well as date of death and reconfirm that they are/were (by the time of death) less than five years of age.

**(If age is less than 5 then end interview)**

**Q103:With whom is/was..... living?**

Living with Mother -----1

Living elsewhere ----- 2

**(If Code is 1, Go To Q105)**

Establish who the child stays with, i.e. who the caretaker is. If the child is staying with mother, record 1.and go to Q105, if elsewhere code 2.

**Q104 With whom is (Name) currently living or with whom was(Name) living?**

1. Father
2. Mother's parents
3. father's parents
4. Other relatives
9. Don't Know

Other (Specify)

In this question,. find out who the child is currently staying with or was staying with by the time they died if not alive. Record accordingly as per the given options above. If the respondent doesn't know, code 9

## **ANTE AND POST NATAL CARE**

For questions 105 to 110 d, the concern and focus is on pre (ante) natal and post natal care administered to mothers during and after pregnancy.

**Q105.When mother was pregnant with..... was she given any injection to prevent the baby from getting tetanus, that is, convulsions (stiff jaw & stiff neck) after birth ?**

- 1.Yes
- 2.No
- 9 Don't Know

Find out from the respondent if by the time the mother ( if she is not the respondent) was pregnant, she took injection in order to prevent the baby from being infected with tetanus or convulsions after the baby is born. Code accordingly

**Q106a) When pregnant with ..... did she consult anyone for a check on this pregnancy?**

1. Yes
2. No
9. Don't know

This question refers to pre natal check ups done by the mother by the time she was pregnant along with question 106b

**If code is 2 (no) or 9 (don't know), then go to question 107**

**Q106 b) Whom did she see ?**

(pre natal check up)

1. Medical doctor
- 2 Trained nurse/midwife
3. Traditional doctor
4. Traditional birth attendant
5. No one
- Other.....(Specify)

**Q107 Who assisted with the delivery of .....?**

**(Probe for the type of person and record the most qualified)**

1. Medical Doctor
2. Trained Nurse/Midwife
- 3 Traditional Doctor
- 4 Traditional Birth Attendant
5. No One
- Other (Specify)

**Q108a) After the birth of .....,did mother see anyone for a check up ?**

1. Yes
2. No
9. Don t know

**If code 2 or 9 go to 109**

This refers to check up after delivery, i.e., post natal check up

**Q108 b) Where did mother go for a check up ?**

1. Medical Doctor
2. Trained Nurse/Midwife
3. Traditional Doctor
4. Traditional Birth Attendant
5. No One
- Other\_\_\_\_\_ ( Specify)

Find out where the mother went to for her post natal check ups. Record accordingly

**Q109 In the first week after delivery ,were you(was mother) visited, in (your) her home by a health worker?**

1. Yes
2. No
3. Don't know

Find out if the mother was ever visited by any health workers after the delivery of the child in question. Again social visits are not to be taken into consideration.

**Q110 a) Does/Did ..... have a birth certificate ?**

**( MAY I SEE IT PLEASE ?)**

1. Yes seen
2. Yes , not seen
3. No
9. Don't Know

Questions 110(a- d) deals mainly with the formal registration of the child's birth.

In question 110a, ask if the child has a birth certificate and if there is let it be produced so that you see it and record accordingly.

**Q110 b) Has .....’s birth been registered with the Civil Authorities?**

1. Yes
2. No
3. Don't know

**(If code is 1, skip to question 111)**

Ask the respondent if the child is/was registered with the civil authorities. If not ask for a reason and record the answer in question 110c. if the child is registered, skip to question 111

**Q110 c) Why is .....’s birth not registered ?**

1. Costs too much
2. Must travel too far
3. Did not know it should be registered
4. Did not want to pay fine
5. Does not know where to register
- Other (Specify)\_\_\_\_\_
9. Don't Know

**Q110 d) Do you know how to register your child's birth ?**

1. Yes
2. No

Here we want to establish if the mother or respondent is aware that they have to register their children with the relevant civil authorities. Code accordingly as per the response.

## BREASTFEEDING

Following questions (111 to 118) address the issue of exclusive breastfeeding. The aim is to check if mothers breastfeed their children or not, and if so for how long because breast milk is the best for children aged 0 to 12 months.

### **Q111 Has ..... ever been breastfed ?**

1. Yes
2. No

#### **(If yes go to 113)**

Questions 111. to 118 deal specifically with exclusive breastfeeding and any form of feeds related to infants. In the above question, establish if the mother has ever breastfed her child. If the mother has breastfed her child, then skip to question 113.

### **Q112 Why did you never feed ..... at the breast ?**

1. inconvenient
2. had to work
3. insufficient milk
4. baby refused
5. child sick
6. mother sick
7. child died

OTHER (SPECIFY ) \_\_\_\_\_

Circle the alternative that best suits the response. If all of the alternatives above had been given as reasons not to breastfeed the child, then you should go to Question 117a. Otherwise record the response in other and specify

### **Q113 How soon after birth did you give.....the breast?**

1. Less than 1 hour
2. Between 1 and 24 hours
3. After one day

Find out from the mother, how soon after giving birth, she started breastfeeding her child. record accordingly

### **Q114 Is she/he still being breastfed?**

#### ***(If dead circle 2)***

1. Yes
2. No

#### **If code is 1, then go to Question 118**

You are to establish if the child is still being breastfed. For those children who are dead, you should code 1 and skip to Question 118

**Q115 How many months did you breastfeed.....?**

Here you are to record the number of months the child has been breastfed.

**Q116. Why was ..... weaned?**

1. Inconvenient-
1. Had to work
2. Insufficient milk
3. Baby refused
- 4 .Child sick
5. Child had diarrhoea
6. Child weaning age
- 7 .Became pregnant
8. Mother sick
9. Child died-
- Other\_\_\_\_\_

The purpose of the question is to find out the reason why the child was weaned (a stage when the child stops to be breastfed. Record the appropriate answer as is given by the respondent. For other reasons than the ones given above, record under other and specify.

**Q117 a) Since this time yesterday, did..... receive any of the following:**

*( Read each item aloud and record responses before proceeding to the next item)*

	Yes	No	Don't know
1) Vitamin , mineral supplements or medicine?	1	2	9
2) Plain water	1	2	9
3) Sweetened water or juice	1	2	9
4) Oral Rehydration Salt (ORS)	1	2	9
5) Infant formula (0 to 6 months)	1	2	9
6 ) Infant formula (6 to 12 months)	1	2	9
7)Tinned milk,	1	2	9
8) Powdered milk	1	2	9
9)Fresh milk	1	2	9
10)Other liquids	1	2	9
11) Solid or semi solid food	1	2	9

The purpose of the question is to establish if the mother/caretaker ever gives the child anything else other than breast milk. The question, wants to find out in the past 24 hours, whether the child has been fed any of the above food nutrients. You are to read allowed and pause at every single list and record the responses 1(yes) or 2 (no) as is appropriate. If the respondent doesn't know (and is someone else other than the mother) you may come back later and confirm from the mother or any household member who knows. Otherwise code 9.

**Q117b) Check Q117a) has the child received solid or semi-solid (mushy) food?**

1. Yes
2. No

Find out if the child has received solid or semi solid foods from the previous question. If Yes continue with 117c, if not, then skip to question 118.

**Q117c After how many months was mixed feeding introduced?**

Record the number of days if less than a month or number of months in which mixed feeding started. For those who don't know, code 9

**Q117d Since this time yesterday, how many times did..... eat solid, semi solid or soft foods other than liquids?**

**(If 7 or more times, record 7)**

No of times

9. Don't know

Find out from the respondent the number of times the child in question ate any semi solid, solid or soft foods other than liquids. Record the number of times in the space provided. Note that the reference period is 24 hours back from the time of enumeration. If it is at least seven times code 7. If don't know, code 9.

**Q118 CHECK 102; Is the respondent the mother to .....?**

1. Yes

2. No

**(If no, go to 122)**

This is just an instruction for you to reflect back on question 102 to check if the respondent is the mother or not. Note that the question is interested only in biological mothers. If the respondent is not the mother, then go to question 122.

**POST PARTUM AMENORRHOEA**

Questions 119 to 121 deal mainly with post partum amenorrhoea. A situation in which a woman/mother regains her menstrual periods so as to resume sexual relations after the birth of child. Take note that these questions may be very sensitive to some respondents and must be asked cautiously, but do not derail from what exactly they want.

**Q119 How many months after the birth of ..... did mother's period return ?**

Here we record the number of months it took the mother to have her monthly periods resume after birth. If the period has not returned by the time of enumeration then record 96.

**Q120 Have mother resumed sexual relations since the birth of.....**

1. Yes

2. No

**(If no, go to 122)**

Find out from the mother if she has resumed sexual relations since the birth of the child in question. Record accordingly. If she has proceed with the next question. Otherwise, go to question 122.

**Q121 How many months after the birth of..... did mother resume sexual relations ?**

Record the number of months the mother resumed sexual relations after the birth of the child in question. If the respondent doesn't know, record 9

**Q122 Do you have any under five health card for ..... ? IF YES; May I see it, please?**

- 1. Yes, Seen **Go to 123**
- 2. Yes, Not Seen
- 3. No Card

Ask if the child has got a health card and confirm by seeing it. If the child has got a card and you saw it, record 1 and skip to 123. If the child has got a card and you didn't see it, record 2. If the child has got no card record 3. For code 2 and 3 proceed with the next. question

**Q122a Why is it not available?**

- 1. Card lost
- 2. Card burnt
- 3. Card somewhere else.
- Other .....Specify

Establish why the card is not available and code accordingly. 1 if the card is lost, 2 if burnt, 3 if it is somewhere else. Other wise specify the reason if other than the one mentioned above.

**Q123 Have.....ever had a vaccination to prevent him/her from getting diseases?**

- 1. Yes
- 2. No
- 9 Don't know

**123 (a) Check if card is available**

- 1. Yes
- 2. No

**If code is 2 skip to 126**

## IMMUNIZATION MODULE

### Q124 RECORD DATES OF IMMUNIZATIONS FROM UNDER FIVE CARD.

Here you are to record the dates of immunizations on the under five card as they appear on the child's card. Q124 gives a list of vaccinations normally given to under five children. The response area is for you to write dates each vaccination was given to the reference child taking the information directly from the health card. This may not be easy, since the health card may list the vaccinations in a different order than the questionnaire. Dates should be recorded with the day first, then the month and then the year. You must check the card carefully to see which way the dates are written, because sometimes the month might come first, followed by the day and year. Be very careful to record dates correctly.

Look at the example below, 4/3/2005

The last example is difficult because you cannot tell from the date whether it means the 4th of March or the 3rd of April. You should assume that the same system for dates is used on one card. In this example, if all of the other dates on the card are written with the day first, you can assume that this is the 3rd of April. If in doubt, you could ask the respondent if she recalls which date is correct. It is important to write the dates legibly in the boxes.

If a child has not received a particular immunization, circle the '2'. Do not ask the respondent if a vaccine was given but read from the card, Question 124 measures only recorded immunizations. Remember, for all living children who have a vaccination card, the '1' should be circled and the date filled in the boxes for EACH vaccination.

In some cases, the respondent may not be willing to take the time to look for the health card, assuming that you are in a hurry. You should encourage the respondent to look for the health cards for all eligible children. It is critical to obtain written documentation of the child's immunization history; therefore, be patient if the respondent needs to search for the card.

	Yes	No	Day	Month	Year
BCG 1	1	2			
DPT 1	1	2			
DPT 2	1	2			
DPT 3	1	2			
POLIO 1	1	2			
POLIO 2	1	2			
POLIO 3	1	2			
HB 1	1	2			
HB 2	1	2			
HB 3	1	2			
MEASLES	1	2			

Note that after completing Question 124, you should record the birth weight in Q125

### Q125 WRITE THE BIRTH WEIGHT FROM CARD      Weight (in kg)-----

From the card record the weight of the child in kilograms as it appears on the card . The latest weight is the one that should be taken into account.

## VITAMIN A MODULE

**Q126 Has ..... ever received a vitamin A capsule (Supplement) Like this one?**

**(Show capsule or dispenser for different doses)**

**100,000 IU for those 6-11 months old**

**200,000 IU for those 12-59 months old**

1. Yes
2. No
9. Don't know

In this question you are to establish whether the child has been given any supplements in the form of capsule samples you are holding. You should show different sizes/doses, as children 6 to 11 months will take a smaller portion of 100 000 IU. Those aged 12 to 59 months will take a different dose of 200 000 IU. If the child is/ has taken such a dose, then code 1, if not code 2 and code 9 for don't know. For codes 2 and 9, you should then skip to Q129

**Q126a Check Q101; Is the child alive?**

1. Yes
2. No

This is an instruction to the enumerator to check if the child in question is alive as recorded earlier in question 101. if the child is alive you code 1. if not code 2 and skip to question 128

**Q127 How many months ago did ..... take the last dose?**

- Months ago
9. Don't know

Record the number of months ago the child took the last dosage.  
If the respondent doesn't know code 9

**Q128 Where did ..... get the last dose?**

1. On routine visit to health facility
  2. Sick child visit to health facility
  3. National Immunisation Day campaigns
  9. Don't know
- Other (specify) \_\_\_\_\_

**(If child is dead end interview)**

This question wants to know the source (as in a health facility or not) or where the child got the capsules or supplements. Code accordingly.

## CARE OF ILLNESS MODULE

Diarrhoea is a major cause of illness and death among young children in developing countries. Let the woman decide on her definition of diarrhoea but if she is not sure what we mean by diarrhoea, tell her it means "more than three runny stools per day". Make sure to emphasize "in the last 24 hours".

**Q129 Has ..... had diarrhoea in last 24 hours ?**

**(Diarrhoea is determined as perceived by mother or caretaker as 3 or more loose or watery stools per day, or blood in stool).**

1. Yes
2. No
9. Don't know

**If code is 1 then go to Q131**

You should be careful when asking this question. Diarrhoea is as determined and as perceived by the mother or caretaker. Probe accordingly bearing in mind that here the reference period is 24 hours back from the time of enumeration. Skip to question 131 if the child has diarrhoea

**Q130 Has ..... had diarrhoea in last two weeks ?**

1. Yes
2. No
3. Don't know

**If code is 1, then go to 132**

**If code 2 or 3, then go to Q143**

This question is similar to the above question except that this time the reference period is two weeks back

**Q131 How many times did ..... stool?**

This seeks to know the number of times in a day the child did stool. Record the number of times.

**Q132 The last time ..... passed stools, what was done to dispose of the stools**

1. Child used toilet /latrine
2. Put /rinsed into toilet or latrine
3. Put /rinsed into drain or ditch
4. Thrown into garbage (solid waste )
5. Buried
6. Left in the open
9. Don't know
- Other (specify)\_\_\_\_\_

In order to measure the level of sanitation when dealing with stools of young children the question seeks to know how the household members handle stools. Code the appropriate response. The list is exhaustive and should be recorded under other.

**Q133 How many days ago did the diarrhoea start ?**

Days

99 Don't Know-

Here, the interest is to know when, in number of days the last diarrhoea started.

**Q134 LOOK AT 114 AND TICK THE BOX IS THE CHILD STILL BREASTFED ?**

1. Yes

2. No

**If no(2), then go to Q136**

This is an instruction to the enumerator. You must reflect in question 114 and check if the child is still being breastfed. If yes, tick 1. if no tick 2 and then go to question 136

**Q135 Did you continue breastfeeding ..... when he/she had diarrhoea?**

1. Yes

2. No

The essence of the question is to establish if the child was breastfed even when they had diarrhoea. Code accordingly

**Q136 When .....had diarrhoea ,was he /she given more ,less or the same amount of fluids to drink as given before the diarrhoea ?**

1. More

2. Less

3. Same

9. Don't Know

The purpose of questions is to find out how much of fluids were being given to the child during the time she was sick compared to when she was not. Establish if by the time the child had diarrhoea, the feeding level for fluids changed. Record the correct answer as is provided by the respondent

**Q137 When ..... had diarrhoea, was she /he given more, less or the same amount of solid food as given before he/she had diarrhoea ?**

1. More

2. Less

3. Same

4. Solid foods not yet Given

9. Don't know

Other \_\_\_\_\_

( Specify)

This question is similar to the above question except that it is asking in reference to solid food

**Q138 During the last episode of the diarrhoea was..... given any of the following ?**

**(Read each item aloud and record response before proceeding to the next item)**

1. Home solution of salt ,sugar water
2. Ors packet solution
3. Both given
4. Neither given

**(If code is 4 then go to Q141)**

**Q139.How much of the home solutions /special packet(ORS) was ..... given every 24 hours ?**

1. 1/2 Liter
2. 1 Liter
3. 1 1/2 Liter
4. 2 Liter
9. Don't know-

Other\_\_\_\_\_ (Specify)

The question seeks to know the amount of home solutions administered to the child every after 24 hours. A packet of the ORS is equivalent to 1 liter implying that half the packet is half a liter. Record accordingly

**Q140 For how many days was ..... given home solutions special packet ( ORS) ?**

Days

9.Don't know

In this question, we want to establish the total number of days the home solution has been administered to the child. Record the exact number of days and don't know option if the respondent doesn't know.

**Q141 a) Was ..... treated anywhere during the last episode of diarrhoea ?**

- 1.Yes
- 2.No

**(if no then go to Q143)**

Establish if the child was given any treatment the last time they had diarrhoea. If so record 1 otherwise record 2 and skip to question 143

**Q141 b) Where was he/she taken ( the last time) ?**

- 1.Health Post
- 2.Clinic
- 3.Hospital Health/Centre
- 4.Private Doctor /Clinic
- 5.Traditional Doctor
- 6.Child not taken

7. Don't know  
9. Other \_\_\_\_\_ (Specify)

The question seeks to establish the health facility the child was taken to the last time they had diarrhoea.

**Q142 Was there anything (else) given to ..... to treat the diarrhoea (the last time) ? IF YES, What was the treatment ?**

**(Circle All treatments mentioned)**

	Yes	No
Injection	1	2
Intravenous(Drip)-----	1	2
Tablets Or Pills-----	1	2
Syrups -----	1	2
Ors -----	1	2
Nothing Given -----	1	2
Other (Specify)_____		

Find out further, if there was any form of treatment administered to the child. If the child was given any form of treatment, you should indicate that with a yes by circling all the corresponding form of treatments given.

**Q143 Has .....suffered from severe cough or different or rapid breathing in the last four weeks ?**

1. Yes  
2. No  
9. Don't know

**(if no, go to Q148)**

This question and those that follow seeks to find out if the child has suffered from any cough related illnesses that might seriously jeopardise the child's health.

You are to be careful when asking about cough. The question is interested in severe and NOT a ones in a while cough. Code 1 if the child had severe cough. 2 if the child didn't and skip to question 148. otherwise code 9 for don't know.

**Q144 When ..... had illness with a cough ,did he/she breathe faster than usual with short, quick breaths or have difficulty breathing ?**

1. Yes  
2. No-  
9. Don't know

This question seeks to establish the intensity and rapid ness of the child's breathing in regard to the cough attack or related illnesses.

**Q145 Were the symptoms due to a problem in the chest or a blocked nose ?**

- 1.Problem in chest
- 2.Blocked nose
- 3.Both
- 9.Don't know
- Other (specify)-----

You have to probe thoroughly in order to ascertain the route cause of the problem, whether it is caused by a problem in the chest or the nose. Code accordingly. If the symptoms are due to a problem other than the ones mentioned above then record it under other and specify.

**Q146 Was ..... taken anywhere to treat the problem ?**

**(Circle all provided its mentioned but do not prompt with any suggestions)**

**PUBLIC SECTOR**

- 1.Govt. hospital
- 2.Govt. clinic
- 3.Govt. health post
- 4.Village health worker
- 5.Mobile /outreach clinic
- 6.Other\_\_\_\_\_(Specify)

**PRIVATE MEDICAL SECTOR**

- 7.Private hospital/clinic
- 8.Private physician
- 9.Private pharmacy
- 10.Mobile clinic-
- 11.Other private medical facilities (specify)\_\_\_\_\_

**OTHER SOURCE**

- 12.Relative or friend
- 13.Shop
- 14.Traditional practitioner
- 15.Other (Specify)

The question seeks to know if treatment was taken to arrest the problem discussed above It further wants to know the facility the treatment was administered. There are three possible sections of health facilities where treatment could be taken, save for option 'other', alternative 15 (make sure you specify if the answer falls in this section). These are the public health sectors, the private medical sectors and other health facilities which do not fall under the public nor private sectors. Perhaps examples of these will be mission hospitals or clinics

Code accordingly taking into account that you avoid leading or prompting for any suggestions from the respondent.

**Q147 Was there anything (else) given to .....to treat the problem? IF YES:  
CIRCLE CODE 1 FOR ALL MENTIONED.**

	Yes	No
Antibiotics-----	1	2
Liquid Or Syrup-----	1	2
Asprin-----	1	2
Injection-----	1	2
Other____ (Specify)		

Here you are to prompt if any treatment other than mentioned previously was given to the child in order to cure the problem. For all that has been mentioned, circle one and any other treatment mentioned, record it under other and specify.

**Q148 Has ..... suffered from ear pain or ear discharge (pus draining from the ear) in the last four weeks ?**

- 1.Yes
- 2.No
- 9.Don't know

**(if no or don't know go to Q149)**

This question seeks to establish if the child has suffered from ear related diseases in the past four weeks. These would be shown by a pronounced pain in the ear as the child may show. In some cases this pain will be followed by pus or some discharges from the ear.

If the child has not suffered from ear pains within that period or the respondent has no idea about the matter, then skip to question 150

**Q149 Was..... taken anywhere to treat the problem ?**

- 1.Health Post
- 2.Clinic
- 3.Hospital Health/Centre
- 4.Private Doctor /Clinic
- 5.Traditional Doctor
- 6.Child not taken
- 9.Don't know
- Other\_\_\_\_\_ (specify)

Since the child had an ear problem, was he/she taken to any medical facility. You should record where exactly the child was taken. If it is any other reason specify.

**Q150 Has ..... suffered from common cold(flu) in the last four weeks ?**

- 1.1Yes
- 2. No
- 9.Don't know

**(if no or don't know, then go to Q153)**

This question intends to establish this time if the child has ever been diagnosed with flu ( characterised by a combination of a running nose, cough and fever often common among children). Code accordingly bearing in mind the reference period of last four weeks.

**Q151 Was ..... taken anywhere to treat the problem ?**

- 1.Health Post
- 2.Clinic
- 3.Hospital Health/Centre
- 4.Private Doctor /Clinic

5.Traditional Doctor

6.Child Not Taken

9.Don't Know

Other\_\_\_\_\_ (Specify)

Find out where the child was taken when they had a flu problem

**Q152 Was there anything you or somebody did to treat the problem? IF YES: What was done ?**

**(CIRCLE CODE 1 FOR ALL MENTIONED)**

	YES	NO
Antibiotics	1	2
Panado Syrup / Tablets-----	1	2
Cough Syrup-----	1	2
Injection-----	1	2
Other_____ (Specify)		

In this question establish if there was any effort from the respondent or any household member to try and treat the problem. Circle yes in the appropriate response(s).

**Q153 Has ..... had fever in the last four weeks ?**

1.Yes

2.No

9.Don't know

**(If no or don't know then go to Q156)**

For this question establish if the child was diagnosed with fever. Children in this condition are characterised by high temperatures as well as headaches

**Q154 Was ..... taken anywhere to treat the fever ?IF YES: Where was he / she taken?**

1.Health Post

2.Clinic

3.Hospital Health/Centre

4.Private Doctor /Clinic

5.Traditional Doctor

6.Child Not Taken

9.Don't Know

Other\_\_\_\_\_ (Specify)

If the child was taken anywhere for treatment of fever, find out where he/she was taken. Record accordingly.

**Q155 Was there anything (else) given to ..... to treat the problem ? : IF YES: CIRCLE CODE 1 FOR ALL MENTIONED**

YES	NO
-----	----

Antibiotics	1	2
Panado Syrup / Tablets-----	1	2
Cough Syrup-----	1	2
Injection-----	1	2
Other____(Specify)		

In this question establish if there was any effort from the respondent or any household member to try and treat the problem. Circle yes in the appropriate response(s).

**ASK THE FOLLOWING QUESTION ONLY ONCE FOR EACH MOTHER/CARE TAKER**

**Q156 Sometimes children have severe illness and should be taken immediately to a health facility. Which types of symptoms will cause you to take your child to a health facility right away?**

- 1.Child not able to drink or breastfeed
- 2.Child becomes sicker
- 3.Child develops a fever
- 4.Child has fast breathing
- 5.Child has difficulty in breathing
- 6.Child has blood in stool
- 7.Child is drinking poorly
- 8.Other (Specify)
- 9.Other (Specify)
- 10.Other (Specify)

**(Keep asking for more signs or symptoms until the caretaker cannot recall any additional symptoms. Circle all symptoms mentioned, but Do Not prompt with any suggestions)**

The question seeks to establish the promptness of mothers or caretakers on their children the moment the child has been struck by an illness. Keep on probing for more symptoms that might be further recalled.

**Q157 Is ..... currently receiving TSABANA from the clinic /hospital ?**

- 1.Yes
- 2.No-
- 9.Don't know

If the child is receiving TSABANA or the respondent doesn't know if the child is receiving it, then skip to question 159. If not, then proceed with the next question

**Q158 IF NO, Why did ..... not receive TSABANA ?**

- 1.Never heard of it
- 2.Child not taken to clinic
- 3.Mother uninterested
- 4.Child not eligible
- 5.Not available
- 6.Mother want phalaletshe
- Other\_\_\_\_(specify)

The question wants to know the reasons why the child is not receiving tsabana. Code the appropriate reason.

**Q159 How often does .....eat TSABANA ?**

1. More than 2 times a day
2. 1-2 times a day
3. Less than 3 times a week
4. Never
- Other\_\_\_\_\_ (specify)

Establish the frequency with which the child consumes Tsabana. Record accordingly.

**Q160 When did you last give ..... Tsabana ?**

NUMBER OF: Hours

Days

Weeks

Months

Years

99 Don't Know

Record the duration of the last time Tsabana was given to the child. This duration could either be the past couple of hours back, or days, or weeks, or months or even years. If the respondent doesn't know record 99

**Q161 ASK FOR A SAMPLE OF TSABANA AND RECORD**

1. Sample seen
2. Sample not seen

**EARLY LEARNING MODULE**

**Q162 CHECK AGE OF CHILD IN Q103  
IS CHILD 3 OR 4 YEARS OLD?**

1. Yes
2. No

**(If no, go to Q164)**

**Q163 (a) Does.....attend any organized learning or early childhood education programme, such as private or government facility, including kindergartern or community child care ?**

1. Yes
2. No
9. Don't know

In this question you need to establish those children aged 3 or 4 who are attending some form of organised education. Code accordingly

**Q163 (b) Within the last seven days, about how many hours did ..... attend ?**

No. of hours

For those children who are attending some form of organised education, you need to find out the number of days they actually attended during the past week. This past week refers to completed week starting Monday to Friday. For example if you were interviewing Dineo's mother on Saturday 20 May, completed week would be the week ending Friday 19.

Record the number of hours the child actually attended in the last seven days by multiplying total number of hours the kid spends at school by the number of days the kid goes to school in a week, which will be normally five days.

**Q164 In the past 3 days ,did you or any household member over 15 years of age engage in any of the following activities with .....: If yes ask: Who engaged in this activity with the child, the mother, the child's father or another adult member of the household (including the caretaker/respondent )?**

**(Circle all that apply).**

		Mother	Father	Other	None
a)Read books or look at picture books with .....?Books		A	B	X	Y
b)Tell stories to .....?Stories		A	B	X	Y
c)Sings songs with .....?Songs		A	B	X	Y
d)Take ...outside the home, compound, yard?Take outside		A	B	X	Y
e)Play with .....	Play with	A	B	X	Y
f)Spend time with....naming, counting ,and/or drawing things?	Spend time	A	B	X	Y

*For all the appropriate activities above, circle all that is applicable corresponding to the household member who carried the activity with the child.*

**AFTER QUESTIONNAIRES FOR ALL CHILDREN ARE COMPLETE, THE ENUMERATOR WEIGHS AND MEASURES EACH CHILD.**

**RECORD THE WEIGHT AND LENGTH/HEIGHT BELOW, TAKING CARE TO RECORD THE MEASUREMENTS ON THE CORRECT QUESTIONNAIRE FOR EACH CHILD.**

**CHECK THE CHILD'S NAME AND LINE NUMBER ON THE HOUSEHOLD LISTING BEFORE RECORDING MEASUREMENTS.**

If there is more than one child eligible, weigh and measure one child at a time. Be firm yet gentle to control the child. Record the measurement in pencil to be able to erase and correct errors. Keep objects, like pencils out of your hands, mouth, hair or breast pockets when weighing and measuring.

**Don't forget to write the time when you finished the interview.** Be sure to thank the respondent for her cooperation. At this point, check your questionnaire carefully. Make sure you have followed the skip patterns correctly, and that your marks are legible.

**Q165a) MEASURE THE WEIGHT AND RECORD FOR EACH CHILD.**

Weight (in kg)-----

**Q165b) MEASURE THE HEIGHT AND RECORD FOR EACH CHILD.**

*(If child is under 2 years old measure length lying down )*

Height (in Cm)

*If child is 2 or more years measure height standing up*

**Q165c) MEASURE THE HEAD CIRCUMFERENCE AND RECORD FOR EACH CHILD.**

Circumference (in Cm)

**Q166 RESULT OF MEASUREMENT**

1.Measured

2.Not Present

3.Refused

Other.....( Specify)

In this section you record the result of the measurements and then end interview for the under five questionnaire.

**END INTERVIEW**

# THE INDIVIDUAL FEMALE QUESTIONNAIRE (12 TO 49)

The Individual Questionnaire consists of 6 sections as follows:

- Section 1 Respondent's Background (Q101 – Q131)
- Section 2. Fertility and Child Mortality Module (Q201 – Q238)
- Section 3 Maternal and Newborn Health Module (Q301 – Q324)
- Section 4. Contraception (Q401- Q452)
- Section 5. Fertility Preference (Q501 – Q515)
- Section 6 Husband / Partner's Background (Q601 – Q614)

## INDIVIDUAL FEMALE QUESTIONNAIRE COVERPAGE

The Individual Female Questionnaire also has a cover page similar to that of the Household Questionnaire on which you record identification information and the interview results. The only difference between this page and the household information cover sheet is that you will write the line number of the woman on the Individual Questionnaire and that the result codes are slightly different. This line number should be the same as her line number in the household questionnaire. Fill in the identification box on the Individual Questionnaire Cover page by copying the identifying information from the household one.

In this section we obtain some general background information about the respondent and her household.

***Repeat greetings if not already read to this woman:***

*We are from (CENTRAL STATISTICS OFFICE) .We are working on a project concerned with family health and education. We would like to talk to you about this. The interview will take about (number) minutes. All the information we obtain is strictly confidential and your answers will never be identified.*

## SECTION 1: RESPONDENT'S BACKGROUND (WOMEN AGED 12 – 49 YEARS)

### RECORD THE STARTING TIME OF INTERVIEW IN 24 HOUR CLOCK

Hour.....  
Minutes.....

Here you record the time of the day you start the individual interview. If the hour or minute is less than 10, put a zero in the first box. Record the time in hours and minutes, using the 24- hour system, i.e., if it is later than 12:00 noon, add 12 to the current hour.

**Q 101 In what month and year were you born?**

***(Reconcile with P07)***

Questions 102 and 103 must be asked independently of the information on the Household Questionnaire. Even if you already asked the respondent her age when you were completing the Household Questionnaire, you must ask again for her date of birth on the Individual Questionnaire. You must however reconcile the information you were given in the household questionnaire with what you are being given this time. If the information is different from what you were given in the

household questionnaire, then we use the one we are given here provided the respondent wasn't the one who was responding for the entire household.

If the respondent knows her date of birth, write it in the appropriate boxes for MONTH and YEAR. You will need to convert the month into numbers. For this, January is '01', February is '02', March is '03', etc. If she gives you the name of a Muslim month, such as "Ramadan", write the name in the space below the question and ask for the year.

If she does not know her month of birth, probe for season, e.g., "rainy" or "summer", and write this next to month. If she has no idea at all, circle '98' for MONTH and ask her for the year of her birth. If she knows the year, write only the last 2 digits in the boxes for YEAR. Leave off the 19, e.g., 1954 would be written '54'. Try under all circumstances to obtain at least the year of birth. Only when it is absolutely impossible to even estimate the year of birth should you enter '98'.

### **Q102: How old are you in completed years?**

This is one of the most important questions in the interview, since almost all analysis of the data depends on the respondent's age. The two most important results of the survey are fertility rates and the proportion of women who use family planning. These indicators are calculated with reference to the age of women.

If the woman knows her age, simply write it in the space provided. Then compare her age with the date of birth given in Question 101 to see if they are consistent. You should use the margins or back page of the questionnaire to calculate whether or not the age is consistent with the year of birth. This is how to do that:

**IF SHE GIVES ONLY THE YEAR OF BIRTH AND HER AGE.** Subtract the year of birth from 2007 (the current year) and if her age is either the same or one less, then the answers are consistent. For example, if she says she was born in 1964, but she doesn't know the month, she could be either 43 (if her birthday is after the day of the interview) or 42 (if her birthday is before the day of the interview)

**IF SHE GIVES BOTH THE MONTH AND YEAR OF BIRTH AND HER AGE.** If the month of birth is after interview, then her age should be one less than the year of interview minus the year of birth. If the month of birth is before the month of interview, then her age should be equal to the year of interview minus the year of birth. If the month of birth is the same as the month of interview, then accept the age if it is either equal to the year of interview minus the year of birth or equal to one less than the year of interview minus the year of birth.

For example, if a respondent tells you that she was born in June 1959 and you are interviewing her in July 2007, you would subtract 1959 from 2007 to get 48 and since June is before July, her age should be 48. If another respondent tells you that she was born in December 1962, you would subtract 1962 from 2007 to get 45 and since December is after July (assuming you are interviewing her on July), her age should be 44. Hence we record age in completed years.

If the difference between age and date of birth is inconsistent, you use the date of birth to estimate the age. If she doesn't know her age, and you couldn't get a date of birth in Question 101, you will have to probe to try to estimate her age. Probing for ages is time-consuming and sometimes tedious, however, it is important that you take time to try to get the best possible information. There are several ways to probe for age:

a) Ask if she has any identification card or birth or baptismal certificate that might give her age or date of birth.

b) Ask the respondent how old she was when she got married or had her first child, and then try to estimate how long ago she got married or had her first child.

For example, if she says she was 19 years old when she had her first child, and that the child is now 12 years old, she is probably 31 years old.

c) You might be able to relate her age to that of someone else in the household whose age is more reliably known.

d) Use the events calendar to try and estimate the year when she was born and subtract as outlined above.

If probing does not help in determining the respondent's age and you could not estimate a date of birth in Question 101, you will have to take her age as given in the household questionnaire. Remember, this is a last resort to be used only when all your efforts at probing have failed. Remember, you MUST fill in an answer to Question 102.

*If the woman is younger than 12 years or older than 49, terminate the interview, write "ineligible" on the first page of the questionnaire, and correct the information for this woman on the household questionnaire.*

### **Q103: Have you ever attended school?**

1. Yes
2. No

**(If no, then go to Q104)**

The term "school" means any kind of formal school, but does not include such things as Bible or Koranic school, short courses like typing school or sewing classes. However, it does include technical or vocational training beyond the standard level, such as long-term courses in mechanics, engineering, secretarial school, etc. If the respondent hasn't ever attended any school, then skip to question 104.

### **Q103a) What is the highest level of school you attended: non formal, primary, secondary or higher?**

*Refer to P17 & P20 codes for Education and Training.(tertiary education)*

Primary  
Secondary  
Tertiary  
Non formal  
Non Standard Curriculum

You must use the codes in the household questionnaire (Column P17 and P20) to code this question. Do not just circle primary if it is primary education level for instance, without indicating her highest level completed such as standard 6 completed which is code 16

### **Q104 What is your religious affiliation?**

The question is used to obtain additional background information which might be influential to a person's behaviour. Specifically record response given by the respondent.

**Q105 Do you listen to a radio at least once a week?**

- 1.Yes
- 2.No

***If no then go to Q108***

If there is any doubt as to whether she listens once a week, use your judgement. For example, if she says "during the rainy season I listen every week, but during the planting season I'm away and I don't listen at all", circle code '1' for "YES", since, on average, she listens at least once a week. If the respondent doesn't listen, then go to question 108.

**Q106 Which Radio Station do you often listen to?**

	Yes	No
Radio Botswana (RB1)	1	2
Radio Botswana (RB2)	1	2
Yarona FM	1	2
Gabz FM	1	2
Other.....(Specify)		

This seeks to establish the effectiveness of comparable radio stations on family health and education.

Establish which radio station the respondent listens to most and code accordingly. For any other radio station specify.

**Q107.Which programme do you listen to?**

	Yes	No
Masa a sele	1	2
Maokaneng	1	2
Tsa boitekanelo	1	2
Makgabaneng	1	2
Dikgang	1	2
Dikgang tsa palamente	1	2
Other.....specify		

This is a filter question for different radio programmes which are effective in family health education. Read out the responses. This could be a multiply response answer. Probe and code accordingly.

**Q108 Do you watch Television at least once a week?**

- 1.Yes
- 2.No

***(If no, then go to Q111)***

As with the above questions, the purpose is to get an idea of how much exposure the respondent has to influences outside her place of residence. It does not matter who owns the television or what

program she watches. Find out if the respondent watches television at least once in a week. If so which television stations do they watch? If the respondent doesn't watch television then, go to question 112.

**Q109 Which television station do you often watch?**

	Yes	No
Botswana Television (BTV)	1	2
Gaborone Broadcasting Corporation{GBC}	1	2
Other.....(specify)		

Establish which television station the respondent listens to and code accordingly. For any other television station specify

**Q110 Which programme do you often watch?**

	Yes	No
Talk back	1	2
The eye news bulletin	1	2
Matlho a phage	1	2
Sedibeng	1	2
Silent shout	1	2
Religious programmes	1	2
Other.....(specify)		

This question seeks to serve the same purpose as question 107, but this time focused on television programmes.

**MARRIAGE / UNION MODULE**

**This section is for those that are in union (married and living together)**

**Q111 Are you currently married or living together with a man as if married?**

1. Yes, currently married
2. Yes living together
3. Separated
4. Divorced
5. Widowed
6. Not currently in union

**(If code is 3,4 or 5, then go to Q115)**

**(If code is 6 then go to Q117)**

Establish the marital status of the respondent. This question is similar to Column P23. Refer to it for guidance in this question. If code is 3,4, or 5, then skip to question 115. If it is 6, then skip to 117. Otherwise continue with the next question.

**Q112 How old is your husband/partner in completed year?**

**Age (in completed years)**

As is usual procedure, record age in completed years

**Q113 Does your husband live with you or living elsewhere now?**

- 1.Living with her
- 2.Living elsewhere

**(If code is 1 then go to 115)**

Find out where the husband is currently living. If living with her, code 1 and skip to Q115. if not code 2

**Q114 How long has he been away?**

**ENTER BOTH MONTHS AND YEARS**

Months  
Years

Record the length of time the husband has been away (not staying with her) both in months and years.

**Q115 In what month and year did you first marry or start living with a man as if married?**

Months  
99.Don't know month  
Year  
9999.Don't know year

Here you are to record the month as well as the year the respondent got married or started living together with a man as if married. This does not necessarily mean staying in the same roof (cohabitation), but two people may be living together in separate abodes.

**Q116 How old were you then?**

**Age (in complete years)**

**Skip to Q118**

Record the age in completed years of the time the respondent started living together with a man. Skip to question 118.

**Q117. Have you ever lived together with a partner?**

- 1.Yes,
- 2.No

**(If no, go to Q119)**

Find out if the respondent has ever in her lifetime lived with a man who is her partner. Living with a man in this instance would mean living as if married like a husband/ wife relationship. If no, then go to question 119.

**Q118 Have you been in a relationship with one husband/partner in the past five years?**

1. Yes,
2. No

The essence of the question is to establish if the respondent has ever been in a relationship with more than one partner in the past five years.

**Q118a.How many husbands/partners including the current husband/partner have lived with?**

If indeed she has been involved in more than one relationship, find out how many partners she's been involved with. Record accordingly.

**YOUNG AND ADULTS 12-29 YEARS**

This section is for young adults aged between 12 to 29 years only

**Q119.LOOK AT Q102 AND TICK AS APPROPRIATE;AGE 29 YEARS AND BELOW?**

- 1.Yes
- 2.No

Reflect on question 102 and check if the respondent is 29 years and below. If so continue with the next question. if not go to question 201.

**Q120.Have you ever attended classes on sexual education?**

- 1.Yes
- 2.No

**(If no, then go to Q123)**

Establish if the respondent has ever attended classes on sexual education or not. If not, go to question 123

**Q121.Which topics did they talk about in this classes?**

1. Physical changes
2. Reproductive feminine organs
- 3 .Reproductive masculine organs
- 4 Menstruation or period
- 5 Pregnancy
6. Delivery
7. Sex
8. STD's

9. Contraceptive methods
10. AIDS
11. Homosexuality
12. Prostitution
13. Lactation
14. None

**(READ THE ALTERNATIVES AND MARK THOSE MENTIONED BY THE RESPONDENT)**

Here you are to find out the topics that were covered. Record accordingly.

**Q122 In which grade and level were you when you received the first lesson?**

1. Primary
2. Secondary
3. Tertiary
4. Non Formal
5. Non Standard Curriculum
6. None
99. Don't remember

Find out the grade and level the respondent was in the first lesson was introduced. Record accordingly.

**Now I would like to ask you some personal and very intimate questions that are very important for our Survey. I would like to remind you that the information you provide us is confidential.**

**Q. 123 Have you ever had sexual relations**

3. Yes
4. No

**(If code is 2, then go to Q401)**

**123 (a) In which month and year did you have your first sexual relation?**

- Month
99. Don't remember month
- Year
9999. Don't remember year
- Has never had sex

Record the month and year the respondent had her first sexual relation.

**Q124 How old were you in completed years when you had sex for the first time?**

Record the exact age as at last birth day of the respondent the first time they were involved in a sexual relation.

**Q125 How old was the person in completed years with whom you had sex for the first time?**

Age

99.Don't know

Record the exact age as at last birth day of the respondent's partner the first time she was involved in a sexual relation

**Q126.At the time you had sex for the first time, would you say you felt (READ OUT RESPONSES)**

1. Very happy to have sex with the person
2. Unsure if you wanted to have sex with that person
3. Pressured by that person to have sex
4. Coerced or forced or forced into having sex
- Other..... (SPECIFY)

Establish the respondent's emotions during the first sexual encounter and record accordingly as you read out the responses. For any other response, record under other and specify.

**Q127 What was your relation with that person at that moment**

- 1.Husband/Partner
- 2.Fiance/Lover
- 3.Friend
- 4.Relative
- 5.Stranger/just met
- 6.Rape
- Other.....(SPECIFY)

Find out the relation of the respondent to that person at the time of her first sexual experience. Record accordingly

**Q128. Did you or your partner use any contraceptive method during this sexual relation?**

Yes

No

The question wants to establish if the respondent and her partner used any contraceptives during her first sexual relation.

**Q129. Why didn't you or your partner do anything nor use a method to avoid getting pregnant in this first relation?**

- 1.Didn't plan to have relation at that moment

2. Did not know any method
3. Contraceptive damages health
4. Wanted to have a child
5. Unsatisfactory relation with
6. Wanted to use but could not get pregnant
7. Partner opposition
8. Thought could not get pregnant
- Did not have money
9. Ashamed to buy it
10. Religion did not allow it
12. Was rape
13. Did not want to use/ did not like
14. Was the first time
99. Don't know
- Other.....(Specify)

Find out the reason why the respondent or her partner didn't use any contraceptive method the first time she had a sexual relation. Record accordingly.

**Q130. What was the method that you or your partner used when you had sex for the first time?**

1. Pills
2. IUD (Intra Uterine Device)
3. Injection
4. Diaphragm
5. Male condom
6. Female condom
7. Female sterilization
8. Male sterilization
9. Traditional
10. withdrawal
99. Don't remember

Establish the method that was employed during the first sexual encounter. record accordingly

**Q131. Who decided to that method in the first relation?**

1. Self
2. Patner
3. Both
9. Don't remember

Here you are to find out who made the decision to use the contraceptive method mentioned above the first time the respondent had a sexual relation.

## SECTION 2: FERTILITY AND CHILD MORTALITY MODULE (WOMEN 12 - 49 YEARS)

In this section, information is collected about the live births that a woman has had during her life. This is a particularly important section and you need to be especially careful to obtain all the required information

*Now I would like to ask about all the live births you have had during your life time (bear with me if I would be repeating some of the questions)*

**Q201. Have you ever been pregnant?**

- 1. Yes
- 2. No

***(If no GO To Q401)***

This question serves as a way to introduce the section and to screen out women who have never been pregnant so as not to ask them the detailed questions that follow. If the answer to this question is "NO", circle '2' and skip to Question 401. Otherwise, continue with Question 202

**Q202. How old were you in completed years when you became pregnant the first time?**

**PROBE FOR COMPLETED YEARS**

With this question the enumerator should be able to find the age at which the respondent was when she first became pregnant. Enter the appropriate age in completed years.

**Q203 have you ever given birth to a live child?**

- 1. Yes
- 2. No

***(If no go to Q212)***

These questions (203 to 204) collect information about all live births that the respondent has had (no matter who the father is). It is important at the outset of this section that the interviewer understands which events to include. The respondent must report all of her natural births, even if the child no longer stays in the household, and even if the child is no longer alive. Even births that survived only for a few minutes (and showed signs of life by crying or moving) should be reported. You must not record adopted or foster children or children of relatives who may be living in the households. You also should not include any of her husband's children to whom the respondent did not give birth herself. Finally, you must not record children who were born dead (still births), miscarriages, or abortions.

Question 203 is a filter for those who have never had a live birth. If not, go to question 212. Otherwise continue with the next question.

**Q203a) How old were you in completed years when you gave birth to a live child for the first time?**

**PROBE FOR COMPLETED YEARS**

*I mean the very first time you gave birth, even if the child is no longer alive, or whose father is not your current partner.*

**Q204. During your life, how many live births in total have you had?**

**INCLUDE ANY (OTHER) BOY OR GIRL WHO CRIED OR SHOWED ANY SIGN OF LIFE BUT ONLY SURVIVED A FEW HOURS OR DAYS**

**(CHECK P32 AND CORRECT IF NECESSARY).**

*Now I would like to talk to you about all of your live births, Whether still alive or not starting with the first one*

**RECORD MULTIPLE BIRTHS (OR TWINS) ON SEPARATE LINES AND MARK WITH BRACKETS. BEFORE ASKING QUESTIONS 206-211, CHECK THAT THE TOTAL NUMBER**

**OF CHILDREN WHOSE NAMES ARE RECORDED IS EQUAL TO THE TOTAL IN 204**

**Q205 LIST ALL BIRTHS STARTING WITH THE FIRST CHILD**

This column lists all the children ever to have been born by this woman. Make sure you record twins or multiple births on separate lines and mark this with brackets. . If there are any twins or multiple births, record the information about each twin on a separate line. Connect these two by a bracket (I) on the left hand side of the table. If the twins are the respondent's last birth, and if one twin is dead, record the dead twin first. This will be important in questions on breastfeeding.

The number of children listed here **must** be equal to the number of children recorded in question 204 above

**Remember: refer each child by name**

**Q206 Is ..... a boy or a girl ?**

1. Boy
2. Girl

**CIRCLE CODE**

Ask this question with respect to everyone listed in question 205. Again do not assume sex of a person from their names, as names could be common to both sexes.

**Q207 In what month and year was .....born ?**

Jan. – 01  
Feb. – 02  
Mar. – 03  
Apr. – 04  
May – 05  
Jun. – 06

Jul - 07  
Aug - 08  
Sep - 09  
Oct - 10  
Nov - 11  
Dec - 12

For every child listed in question 205, record the birth date. You are to record the month and year the child was born starting with the month. When collecting information on a child's birth date, always look at any documents you collected for the child at the beginning of the interview (e.g., birth certificate or immunization record) to see whether a date of birth was recorded. Before entering a date from these documents, however, check with the respondent to determine whether she believes the date is accurate. In some cases, the information on the document may be the date when the birth was recorded and not the date when the child was born.

If the respondent gives you a year of birth but does not know the month of birth, probe to try to estimate the month.

*EXAMPLE: if a respondent says her daughter was born in 1987, but she does not know which month, ask her whether she gave birth in the dry or wet season, whether she remembers if she was pregnant at Christmas or Easter time, or during some other significant event/season of the year to try to determine the month of birth. Convert months to numbers, as before. If you cannot even estimate a month, write '98' for MONTH.*

If the respondent cannot recall the year when the birth occurred, you need to probe carefully. See if the respondent knows a firm birth date for any other child in the household and relate it to that.

*EXAMPLE: if she knows the second child was born in 1985 and the first child was just a year old at that time, enter '1984'.*

You must enter a year for all children, even if it is just your best estimate.

If you are following the skip pattern correctly, you will be asking this question only for children who have died.

## **Q208 Is .....still alive ?**

1. Yes
2. No

**(If yes go to Q210)**

These questions on children who have died are extremely important and are among the most difficult on which to obtain accurate data. Some respondents may fail to mention children who died at a very young age. If she answers "NO", probe by saying "any boy or girl who was born alive but only survived a few hours or days?" Some respondents may be reluctant to talk about this subject and may become sad or upset that you are asking such questions. You should be sympathetic and tactful in such situations. Say that you know that the subject is painful but that the information is important.

If the child is alive then go to question 210

## **FOR THOSE WHO ARE DEAD**

### **Q 209 How old was.....in completed years when he/she died?**

- 1.Days
- 2.Months
- 3.Years

For all children who have died, you must record an age at death in Q. 220, even if it is only a best estimate. Age at death information is recorded in days, months, or years, depending on the child's age at the time of death.

- If the child was less than one month old at death, circle '1' and write the answer in DAYS.
- If the child was at least one month old but less than two years old when he or she died, circle '2' and write the answer in MONTHS.
- If the child was two years old or older when he or she died, circle '3' and write the answer in YEARS.

If the instruction in Q. 220 is followed correctly, you should **never** record **'00' months or '00' or '01' years.**

Here are some examples of how to record age at death:

"She was 3 years old when she died."	DAYS.....1		
	MONTHS.....2		
	YEARS .....3	0	3
"He was only 6 months old."	DAYS.....1		
	MONTHS.....2	0	6
	YEARS .....3		
"She died when she was 5 days old."	DAYS.....1	0	5
	MONTHS.....2		
	YEARS .....3		
"He was 4 and a half months old."	DAYS.....1		
	MONTHS.....2	0	4
	YEARS .....3		
"He was 2 weeks old when he passed away."  After probing, you learn that the baby was actually 12 days old when he died.	DAYS.....1	1	2
	MONTHS.....2		
	YEARS .....3		

Circle and enter into the appropriate code. Record days if less than a month and record months if less than a year.

**FOR THOSE WHO ARE ALIVE:**

**Q210 How old is .....in completed years?**

Record age in completed years. Reconcile with question 207

**Q211 Is .....living with you now?**

1. Yes

2. No

Find out whether the listed child is staying with the mother or not. This question is important in determining the extent to which children live away from their own mothers. If a child lives with other people on a permanent basis, circle '2' for "NO". If the child is away for a short while, but usually lives with the mother, circle '1' for "YES". Proceed with Question 212.

**(Record age in completed years reconcile with P33 & P34)**

**Q212 Are you pregnant now ?**

1. Yes

2. No

9. Unsure

**(If code is 2 or 9 then go to Q219)**

If the respondent does not know for sure if she is pregnant, circle '9' for "UNSURE", and follow skip instruction.

**Q213 For how many months have you been pregnant?**

Months

99. Don't know

If she says she doesn't know how many months she has been pregnant, probe to get an estimate. Write the answer in the box, putting a zero in the first box, e.g., '03' for three months, etc. If she cannot give an answer at all, write '99'.

**Q214 Since you have been pregnant, have you been given any injection to prevent the baby from getting tetanus after birth?**

1.Yes

2.No

9.Type of injection unknown

**(If No go to Q217)**

If the woman says she doesn't know if she received a tetanus injection, ask her if she got any injection since she has been pregnant. If she says yes, then ask if she has a health card. Often health centres give small cards to pregnant women when they get tetanus injections, so if you look at her card, you can see what type of injection she received, and the date. This injection is given on the shoulder. Normally it is one dose per single pregnancy. Another name for tetanus is lockjaw. If no injection then go to question 217

**Q215 How many injections did you receive?**

Number

9.Don't know

If the respondent has had the injection, this question wants to record the number of times the injection was given.

**Q216 Where did you get the(last) injection?**

**Public sector**

21.Government hospital

22. Government clinic/ health center

26. Other public (specify)

**Private Medical Sector**

31 Private Hospital

32.Private clinic

36 Other private medical (specify)

This question wants to record the health facility where the injection was given.

**Q217. Did you consult anyone for a prenatal checkup?**

1.Yes

2.No

**(If No go to Q220)**

Check if the mother went to anyone for any check up This refers to any visit to a medical clinic, a doctor, an herbalist, a pharmacist, or whatever, to have her pregnancy checked.

**Q218. Whom did you consult the first time?**

**(PROBE FOR TYPE OF PERSON AND RECORD MOST QUALIFIED.)**

**Health professional:**

1.Doctor

2.Nurse/ midwife

3.Auxilliary midwife

**Other person**

4. Traditional birth attendant

5.Traditional Doctor

6.Relative/ friend

Other (specify).....

**(For codes 1-6 go to Q220)**

If the answer to Question 225 is yes, ask who she saw and circle the appropriate code in Question 226. If the respondent has received prenatal care from several types of individuals, circle the most qualified person that she has seen. For example, if she has visited a doctor and a trained midwife, circle '1' for DOCTOR.

**Q219 How long ago did you begin your last menstrual period?**

- 1.Days ago
- 2.Weeks ago
- 3.Months ago
- 4.Years ago
- 995.Before last Birth
- 996.Never menstruated

**(If code is 996 go to Q221)**

This question is only asked if the respondent is not pregnant or is unsure whether or not she is pregnant. The answers to this question will help to determine if any of the respondents are actually menopausal or infecund due to not having had their periods in a long time. This is important in any study of fertility since menstruation is directly linked to pregnancy. Fill in the respondent's answer in the space according to the units that she uses. For example, if she says "3 weeks ago", circle '2' and write '03' in the boxes next to "WEEKS AGO". If she says "Four days ago", circle '1' and write '04' next to "DAYS AGO". If the respondent started today, you would circle '1' and write '00' next to "DAYS AGO". If the respondent appears to be rounding off her answer, probe for an exact answer. For example, if she says "About a week ago" say, "Do you remember which day? Was it before or after the weekend?" etc. If she has not yet menstruated since she had her last child, circle '995' for "BEFORE LAST BIRTH". If she says she has never menstruated, circle '996' for "NEVER MENSTRUATED" and skip to question 221.

**Q220 How old were you when you had your first menstrual period?**

- Age
- 99.Don't know

Find out age at first menstrual period. If she says she doesn't know how old she was when she had her first menstrual period, probe to try and help the respondent try to remember. If she does not know circle '99'.

Remember to record age in completed years.

**Q221 When do you think that a woman has the greatest chance of becoming pregnant during the monthly cycle if she is not using contraceptives?**

- 1. During her period
- 2. Right after her period has ended

3. In the middle of the cycle
4. Just before her period begins
5. At any time
9. Don't know

Other.....(specify)

If the respondent has difficulty understanding the question, re read and then probe. Remember, do not prompt the respondent by suggesting possible answers. If the respondent gives you an answer and you are not sure whether it fits one of the precoded answers, write what she said next to the question or on the line. Do NOT read out the coding categories for this question since it will tend to lead her into selecting one of them.

*THE NEXT TWO SET OF QUESTIONS ARE JUST INSTRUCTIONS FOR YOU AS AN ENUMERATOR TO REFLECT BACK ON QUESTIONS 201 & 212, AS WELL AS 103 AND ENTER THE APPROPRIATE CODES.*

**Q222.LOOK AT Q201 & Q212 AND TICK AS APPROPRIATE: EVER BEEN PREGNANT OR PREGNANT NOW?**

- 1.Yes
- 2.No

**(If no skip to Q401)**

**Q223.LOOK AT Q103 AND TICK AS APPROPRIATE. EVER ATTENDED SCHOOL ?**

- 1.Yes
- 2.No

**(If no skip to Q228)**

Question 223 is a filter to determine if the woman ever attended school. If the answer is NO, skip to Question 228. Otherwise, continue with the next question

**Q224 Have you ever left formal school due to pregnancy ?**

- 1.Yes
- 2.No

**(If no skip to Q228)**

Question 224 determines if she had ever left formal school because she became pregnant. If the woman has left school several times because of pregnancy, this question should be asked about the first time she left school because of pregnancy

**Q225 How many times have you left school due to pregnancy ?**

Record the number times she has dropped out of school due to pregnancy

**Q226. Which grade and level were you when you left school because of pregnancy the first time ?**

**(CHECK P17 & P20 CODES)**

**Q227. Did you return to school after you dropped out due to the (last) pregnancy?**

- 1.Yes
- 2.No

Establish if she went back to school the first time she dropped out and record accordingly.

**Q228. LOOK AT 204 AND TICK AS APPROPRIATE: EVER GIVEN A LIVE BIRTH?**

- 1.Yes
- 2.No

**(If no skip to Q238)**

**Q229.Were you married at the time you gave birth to your first child ?**

**(If yes skip to Q238)**

This question establishes her marital status at the time she gave birth to her first child. The purpose of this set of questions is to gain additional information related to teenage pregnancy. The responses to these questions will be most useful in providing information which will help us to understand the perceptions and attitudes of women who become pregnant before getting married. A woman may have had several births prior to her getting married, so be sure to emphasize her first birth for this set of questions.

If she were married then skip to question 238.

**Q230 Were you living with either of your parents or guardians in the same yard when you became pregnant with your first child ?**

- 1.Mother
- 2.Father
- 3 Both Parents.
- 4.Guardian.
- 5.None

In Question 230 we are interested in finding out if the respondent was living with any parent or guardian at the time she became pregnant with her first child.

**Q231 What was your mother's/ father's/ guardian's reaction to your pregnancy ?**

	Mother	Father	Guardian
Pleased	1	2	3
Angry	1	2	3
Indifferent	1	2	3
Don't know	9	9	9

The purpose of this question is to determine the type of reaction the parent(s) expressed when they found out about the respondent's pregnancy. Circle the appropriate code underneath the parent's reaction depending on who the parent is. E.g. if it is the father, his reactions will always be recorded under code 2 corresponding to the reaction given by the respondent.

**Q232 Did they claim compensation (damage) from the father's parents ?**

- 1.Yes
- 2.No

The purpose of this question is to find out if a claim for compensation was made by the woman's parents from the boyfriend's parents. If a claim was made but compensation was not made, circle '1' (YES). Otherwise circle (No).

**Q233.Before you became pregnant, did your parents or guardian ever discuss pregnancy or family planning with you ?**

- 1.Yes
- 2.No

Be sure to emphasize that we are interested in any discussions that may have taken place before the woman became pregnant. Record accordingly.

**Q234 Before you became pregnant, did you think your boyfriend would marry you if you had a child?**

- 1.Yes
- 2.No

Be sure to place emphasis on the way she thought before she became pregnant. Also, this question does not try to find out if she actually did or did not get married, but only if she thought her boyfriend would marry her.

**Q235. When you became pregnant, did you discuss marriage with the child's father?**

- 1.Yes
- 2.No

This question is different from the previous two in that it is interested in any discussion about marriage between the woman and the child's father after the first birth.

**Q236. When you became pregnant, how long did you continue the relationship with the child's father?**

- Months.....
- Years.....
- 91.Still continuing
- 92.Got Married

**(If married, then go to Q238)**

If the woman responds in years, probe to get an exact number of months and years, e.g. `06' MONTHS and `04' YEARS. If her answer is an exact number of years, record `00' MONTHS. Make sure to fill in both months and years. If the relationship is still continuing, circle '91' (STILL CONTINUING) and leave the MONTHS and YEARS boxes empty. If the woman and the child's father did get married, circle '92' (GOT MARRIED), leave the MONTHS and YEARS boxes empty and skip to Question 238.

**Q237. Does the father ever visit the child or ask to visit the child ?**

1. Yes
2. No
3. Child lives with father
4. Child dead
5. Father dead

This question is asked to those women who did not get married to the child's father. Even if the woman married someone else, we are still interested in determining if the child's natural father ever visits or asks to visit the child. If the child is living with the father, circle '3' (CHILD LIVES WITH FATHER). Also, if the woman reports that she and the father are living together, circle '3'. Otherwise enter the appropriate codes as per the answer given.

**Q238 PRESENCE OF OTHERS AT THIS POINT.**

*Circle type of persons present during the fertility section interview*

	Yes	No
Children under 10	1	2
Husband.....	1	2
Other males	1	2
Other females	1	2

Sometimes the responses of the mother are influenced by the presence of other people. You are therefore required to indicate if there were other people present during the interview. This is not a question to ask the respondent, but something that you answer yourself. Just look around and see who else is there while you are interviewing and circle '1' for all categories that apply, and a '2' for all categories which do not. If a supervisor has been observing you, be sure to circle "OTHER FEMALES" or "OTHER MALES".

**SECTION 3: MATERNAL AND NEWBORN HEALTH MODULE (WOMEN 12-49 YEARS)**

***THIS MODULE (301 - 324) IS TO BE ADMINISTERED TO ALL WOMEN WITH A LIVE BIRTH IN 2 YEARS PRECEDING DATE OF INTERVIEW***

***CHECK CHILD MORTALITY MODULE 205 AND RECORD NAME OF LAST-BORN CHILD HERE USE THIS CHILD'S NAME IN THE FOLLOWING QUESTIONS, WHERE INDICATED***

**Q301 CHECK IF LAST LIVE BIRTH OCCURRED WITHIN THE LAST 2 YEARS PRECEDING DATE OF INTERVIEW**

1. Yes
2. No

**(If no skip to Q401)**

Again this is not a question to be administered to the respondent, but an instruction to the enumerator. Check question 205 to see if there are any live births that has occurred two years ago up to the date this interview. Consider all births that has occurred at least by July 2007 (to November 2007).

If so record yes. If not record no and skip to question 401.

**Q302. In the first two months after your last birth the birth of ....., did you receive a Vitamin A dose like this?**

***SHOW 200,000 IU CAPSULE OR DISPENSER***

- 1. Yes
- 2. No
- 9. Don't know

This question is similar to question 126 from the under five questionnaire

**Q303. Did you see anyone for antenatal care for this pregnancy?**

- 1. Yes
- 2. No

**(If no go to question 310)**

Check if the mother went to anyone for any check up This refers to any visit to a medical clinic, a doctor, an herbalist, a pharmacist, or whatever, to have her pregnancy checked. If she didn't see anyone for check up, then go to 301

**Q304 Whom did you see? Anyone else?**

***PROBE FOR THE TYPE OF PERSON SEEN AND CIRCLE ALL ANSWERS GIVEN***

**Health professional:**

- 1. Doctor
- 2. Nurse/ midwife
- 3. Auxilliary midwife

**Other person**

- 4. Traditional birth attendant
- 5. Traditional Doctor
- 6. Relative/ friend
- Other (specify).....

Similar to question 218

**(For codes 4,5 or 6 go to Q307)**

**Q305 How many times did you go for Antenatal care visits on this pregnancy?**

- 1.0 to 4 times
- 2. More than 4 times

If she had gone for ante natal care visits up to four times, enter 1. if its more than four times, enter 2.

**Q306 During any of the antenatal visits for the pregnancy, were you given any information or counselled on HIV/AIDS?**

- 1. Yes
- 2. No

Check if there has been any counselling on HIV/AIDS to the respondent the time she made her ante natal visits.

**I NOW HAVE FEW QUESTIONS ABOUT YOUR LAST BIRTH**

**Q307 Who assisted with the delivery of your last child.....?  
(REFER TO Q205, BIRTH CHART)**

**PROBE FOR THE TYPE OF PERSON ASSISTING AND CIRCLE ALL ANSWERS GIVEN.**

**Health professional:**

- 1. Doctor
- 2. Nurse/ midwife
- 3. Auxilliary midwife

**Other person**

- 4. Traditional birth attendant
- 5. Traditional Doctor
- 6. Relative/ friend
- Other (specify).....

Always refer to a child by name. Circle the appropriate response for Question 307 or circle the code for "OTHER" and record the woman's response

**Q308 Where did you give birth to .....?**

***(IF SOURCE IS HOSPITAL, HEALTH CENTER, OR CLINIC, WRITE THE NAME OF THE PLACE BELOW. )***

***(PROBE TO IDENTIFY THE TYPE OF SOURCE AND CIRCLE THE APPROPRIATE CODE)***

The purpose of the following set of questions is to obtain information on where women delivered their most recent birth and their reasons for choosing that place. Question 307 is a filter question to determine if the woman has ever given birth. Questions 308 and 309 will be asked only if the woman has ever given birth. .

**Q309 Why did you deliver there?**

1. Better help available
2. More hygienic
3. Health concerns
4. No help available
5. No transportation available
6. Tradition/ custom
7. Superstitions
- Other (specify).....

Question 309 asks why the woman gave birth at the place mentioned in Question 308. Record the woman's answer as accurately as possible.

**Q310 When your last child ..... was born, was he/she very large, larger than average, average, smaller than average, or very small?**

- 1 Very large
2. Larger than average
3. Average
- 4 Smaller than average
5. Very small

Try to probe from the respondent the relative size of the child the time he/ she was born. Record the appropriate answer making sure you do not lead her.

**Q311 Was ..... weighed at birth?**

1. Yes
2. No
9. Don't know

**(If code is 2 or 9 then go to Q313)**

If the respondent answers yes to question 311 then ask for the birth weight and record in Question 312, or if she does not recall the weight ask for the card and record the weight from it. The respondent who answers "NO" or "DON'T KNOW" in Question 311 will not be asked Question 312. instead you skip to Question 313

**Q312 How much did ..... weigh?**

***RECORD WEIGHT FROM HEALTH CARD, IF AVAILABLE***

1. From card (kilograms)
2. From recall (kilograms)
99. Don't know

**Q313. Did you ever breastfeed .....?**

- 1. Yes
- 2. No

**(If No go to Q315)**

**Q314 How long after birth did you first put ..... to the breast?**

- 00 Immediately
- 1. Hours.....
- Or
- 2. Days.....
- 99. Don't remember

***IF LESS THAN 1 HOUR, RECORD '00' HOURS.  
IF LESS THAN 24 HOURS, RECORD HOURS.  
OTHERWISE, RECORD DAYS.***

**Q315 When you were pregnant with your last child, did you have difficulty with your vision during the day ?**

- 1. Yes
- 2. No

This is a straightforward question which seeks to find out if at any time during this pregnancy mother had any difficulty in her vision which was not there before. This difficulty in vision is for only when it happens during the day and not at night.

**Q316 When you were pregnant with your last child, did you have difficulty with your vision during the night ?**

Similar to the above question except that it focuses on vision at night. Make her understand that this problem does not refer to difficulty of seeing because of night darkness but rather to problem with the eyes.

#### **TETANUS TOXOID (TT) MODULE**

**This module is to be administered to all women with a live birth 2 years preceding date of interview**

**Q317 When you were pregnant with your last child, did you receive any injection to prevent him or her from getting tetanus that is convulsions after birth (an anti-tetanus shot, an injection at the top of the arm or shoulder)?**

- 1. Yes
- 2. No
- 9. Unsure / Don't remember

**(If code is 2 or 9 then go to Q324)**

This question is similar to question 214.

**Q318 How many doses/ injections of tetanus toxoid did you receive during this last pregnancy?**

Number of doses

99. Don't know

Similar to question 215 except that it wants the number of doses during the whole course of pregnancy

**Q319 Did you receive any tetanus toxoid injection at any time before your last pregnancy (Including during a previous pregnancy or between pregnancies)?**

1.Yes

2.No

9. Don't know

**(If no or don't know then go to Q324)**

This question basically encompasses all pregnancies in her life time. Probe and record accordingly if the answer is no or don't know, then go to question 324

**Q320 How many doses/ injections of tetanus toxoid did you receive before your last pregnancy?**

Number of doses

99. Don't know

Similar to Q318 above except that it is interested in the number of doses given prior to the last pregnancy, i.e. all pregnancies except the previous one

**Q321 Considering all the pregnancies you have had, when did you receive the last dose of tetanus toxoid?**

Month/year

Years ago

99. Date not known

This should be an easy question to administer. Probe and record accordingly.

**Q322 How many years ago did you receive the last anti-tetanus injection before that last pregnancy?**

Years ago.....

Probe and enter the number of years

**Q323 ADD RESPONSES TO Q318 AND Q320 TO OBTAIN TOTAL DOSES IN LIFE TIME.**

Total number of doses

### Q324 PRESENCE OF OTHERS AT THIS POINT.

*Circle type of persons present during the tetanus toxoid section interview*

	Yes	No
Children under 10	1	2
Husband	1	2
Other males	1	2
Other females	1	2

### SECTION 4: CONTRACEPTION

**Now I would like to talk about a different topic. There are various ways or methods that a woman or man can use to delay or avoid a pregnancy**

This section collects information on the use of various contraceptive methods, i.e., the ways a couple can avoid or delay pregnancy and avoid STD's and HIV/AIDS.

The respondent may consider contraceptive practice a personal matter, and she may feel embarrassed to talk about it. To overcome her embarrassment, you must show that you do not feel embarrassed or uncomfortable in any way. You should ask these questions as if they were no different from any other questions in the questionnaire. If she is hesitant to answer any of these questions, you may need to reassure her that everything she says will be treated confidentially and that the same questions are being asked all over the country.

Note that the questions regarding ever use of male methods of contraception apply to all partners of respondents, whether or not the couple is currently living together or married. If the respondent has been married more than once, it does not matter with which particular husband she may have used a method.

***CIRCLE CODE 2 IF NOT RECOGNIZED. THEN, FOR EACH METHOD WITH CODE 1 CIRCLED IN Q402 ASK Q403-Q405 BEFORE PROCEEDING TO THE NEXT METHOD***

**Q402 Have you ever heard of (METHOD) ?**

**READ DESCRIPTION : IF NO GO TO NEXT METHOD**

To work through this table, first read Question 402. Next, you will name each method and slowly read out its description, then circle in Question 402 the methods that she has heard of. Work across the table row by row, asking Questions 403-405. Questions 404-405 are asked for all methods that a woman knows, regardless of whether she has ever used that method or not.

	.(Yes)	(No)
<b>1.PILL</b> ( <i>Women can take a pill every day</i> )	1	2
<b>2.IUD</b> ( <i>Women can have a loop or coil placed inside them by a Doctor or a nurse</i> )	1	2
<b>3.INJECTIONS</b> ( <i>Women can have an injection by a Doctor or Nurse which stops them from becoming pregnant for several months</i> )	1	2

<b>4.DIAPHRAGM/FOAM/JELLY</b> ( <i>Women can place a sponge, suppository diaphragm, jelly or cream inside them before intercourse.</i> )	1	2
<b>5.CONDOM</b> (Men/Women can use a rubber sheath during sexual intercourse.)	1	2
<b>6.FEMALE STERILIZATION</b> (Women can have an operation to avoid having any more children).	1	2
<b>7.MALE STERILIZATION</b> (Men can have an operation to avoid having any more children).	1	2
<b>8.TRADITIONAL METHOD</b> (A woman and a man can be given something by a traditional practitioner to avoid getting pregnant).	1	2
<b>9.PERIODIC ABSTINENCE</b> (Rhythm) women or men can deliberately avoid having sexual intercourse on certain days of the month when the woman is more likely to become pregnant	1	2
<b>10.PROLONGED ABSTINENCE</b> (A Woman and a man can deliberately abstain from sexual intercourse for several months or more in order to avoid having a child	1	2
<b>11.WITHDRAWAL</b> (Men can be careful and pull out before climax	1	2
<b>12 ANY OTHER METHODS ?</b> (Have you heard of any other ways or methods that women or men can use to avoid pregnancy ?) _____ (Specify)	1	2

This is a general question to find out if the respondent can name any method of family planning without being prompted. Read Question 402 "*Now I would like to talk about a different topic. There are various ways or methods...?*" Circle '1', (YES) in the first column in the contraceptive table, under Question 402, for each method that she mentions. If she mentions a traditional or folk method such as herbs, or any method not listed in the table, circle '1' for Question 402 next to "ANY OTHER METHODS" at the bottom of the table and write the name of the method in the space provided.

If the woman mentioned the pill and female sterilization, you will first circle '1' for those methods. Then, ask Question 402, and read the description for each other method, starting with the IUD. Ask, "*Have you ever heard of the IUD? Women can have a loop or coil placed inside of them by a doctor or nurse.*" If she says that she has heard of the IUD, circle '1' in Question 402. If she has not heard of it, circle '2' for "NO". Then read the next description for injections. Repeat this for each method not mentioned by the woman.

The respondent may not always understand what you are talking about when you describe a particular method. In such cases, repeat the description. If she still does not understand, you may need to explain the method in different words, or in slightly greater detail. For this, you need to have some knowledge of these contraceptive methods yourself and must be familiar with names which people use in referring to each method. The following will help you:

**1.PILL:** *A pill is a tablet taken every day by a woman to prevent pregnancy.*

**2.IUD:** *Stands for Intrauterine Contraceptive Device. This is a loop or coil placed inside a woman's vagina to prevent the implantation of the fertilized egg.*

**3.INJECTION:** *A shot that is normally given every three or six months and is also known as Depo-Provera.*

**4.DIAPHRAGM, FOAM, JELLY:** *In this case, we have grouped together a large number of female methods that are used in the sex organ, including diaphragm, vaginal tablets, spermicidal foam, etc. You must find out if the respondent has heard of any of these methods.*

**5.CONDOM:** *This is balloon like rubber sheath normally worn by males on the sex organs during sexual intercourse to prevent sperms from entering the woman. Female condoms are also widely available nowadays.*

**6.FEMALE STERILIZATION:** *There are several types of operations a woman can have, for example, 'tube tie' (tuba ligation), removal of the womb or uterus or removal of the ovaries. You should stress the phrase '**an operation not to have any more children**'. Operations to remove the womb or uterus are often performed for reasons other than to provide contraceptive protection. Only when the operation was performed to enable the woman to stop having children should you record it as a sterilization.*

**7.MALE STERILIZATION:** *Vasectomy is a comparatively minor operation such as performed in women, done on men for contraceptive purposes.*

**8.TRADITIONAL METHOD:** *This is the method whereby traditional medicines, i.e. roots or herbs are used to prevent unwanted pregnancy.*

**9. PERIODIC ABSTINENCE:** *This is also called the rhythm, safe period or calendar method. Periodic abstinence is based on the principle that by not having sexual relations on certain days of her monthly cycle, a woman can avoid becoming pregnant. Note that this is not the same as prolonged abstinence where the couple stops having sexual relations for months at a time to avoid pregnancy without regard to the woman's monthly cycle. To ensure that the respondent understands, stress the phrase '**on particular days of the month**' while putting the question to the respondent. Also, if a woman does not feel like having sex on particular days of her cycle, that does not mean that she is using periodic abstinence. She has to be avoiding sex in order to avoid pregnancy.*

**10.PROLONGED ABSTINENCE:** *This is when a couple abstains (stops) from having sexual relations for months at a time to avoid pregnancy without regard to the woman's monthly cycle. Make sure that you differentiate "PROLONGED ABSTINENCE" from "PERIODIC ABSTINENCE" as discussed above. This is not the same as a couple being forced by circumstances not to have sexual relations for months, it has to be a voluntary act for purposes of avoiding pregnancy.*

**11.WITHDRAWAL:** *Men can exercise a certain amount of self-discipline during copulation to pull out the male sex organ before they reach a climax.*

**12.ANY OTHER METHODS:** *Women may mention traditional methods such as certain herbs or medicines. If so, write the name of the method or methods. If she mentions prolonged abstinence, breastfeeding or abortion, write these down, since she considers them as methods of family planning.*

At first you may feel embarrassed to talk about and describe these methods, but remember, if you are embarrassed, you may increase the embarrassment of the respondent. You should keep from smiling or giggling so that you will encourage her to be direct and to feel more comfortable talking to you about this subject

**Q403 Have you ever used (METHOD) ?**

*Again read each method as before without necessarily giving a detailed description*

- 1 Yes
- 2. No

**(IF YES GO TO 405)**

After describing each method heard of by the respondent, return to the top of the table and ask Questions 403 for each method she has ever used. Note that when asking about the use of female sterilization say, "*Have you had an operation to avoid having any more children?*"

Note that in asking Question 403 for male methods, such as the condom and male sterilization, use the phrase, "*Have you and your husband (or partner) ever used this method?*" If she has had more than one husband/partner, we are interested in finding out whether any of them ever used condoms with her. Remember that it does not matter whether the respondent used a method for only a short time.

If she has named "OTHER METHODS" in Q402, be sure to ask if she used it in Q 403 and record the answer.

**Q404 Where would you go to obtain (METHOD), if you wanted to use it?**

**Again go through all the methods as before.**

**Note: in the questionnaire, the codes are written below the question at the bottom of the column, and they read as follows;**

- 01 Health Post
- 02 Clinic
- 03 Hospital
- 04 Private Doctor/ Clinic
- 05 Pharmacy
- 06 Traditional
- 07 Nowhere
- 08 Peer group
- 09 Parents/ Friends
- 10 Church
- 11 Marriage counsellors
- 99 Don't know

If a respondent says that she is not interested in getting a certain method, repeat Question 404, emphasizing the words "*If you wanted to use it*". Use the codes at the bottom of the column for filling in the boxes, e. g., if she says she would go to the mobile clinic, fill '04' in the box. If she

mentions any other place other than the ones mentioned above, then enter that in code 'other' and specify

The source can be a place or a person. For example, code '01' if it is a "GOVERNMENT HEALTH POST" and if it is a "HEALTH WORKER" use code (OTHER) and specify. If the woman gives you the name of a place that is unfamiliar to you, ask her what type of place is that. For example, "Is General Hospital a private or public (governmental) hospital?" or "Is Bottling Clinic a private clinic or a government health centre?" If she doesn't know, write the name she gives you, and ask your supervisor to try to find out from other people in the area what type of place it is.

A box must be filled in for each method that the woman knows. It is fine if she names the same source for more than one method. Just record the proper code for each method. If, when asking this question for various methods, she insists that she would not use the method, write '07' for "NOWHERE". Note that the phrasing of Question 404 is different for periodic abstinence. This question is not asked about withdrawal, prolonged periodic abstinence or for the category "ANY OTHER METHODS".

For **periodic abstinence** and **prolonged abstinence**, it is advisable to ask the questions in the following manner, '*Where would you go to obtain advice on periodic abstinence?*' and '*Where would you go to obtain advice on prolonged abstinence?*' respectively.

For the **method of withdrawal**, it is advisable to ask the question this way; '*Where would you go to obtain advice on withdrawal?*'

#### **Q405 In your opinion, what is the main problem, if any, with using (METHOD)?**

**Again codes for this question are at the bottom of the column in the questionnaire**

01 Not effective  
02 Partner disapproved  
03 Side effects  
04 Difficult to obtain  
05 Costs too much  
06 Inconvenient to use  
07 Method permanent  
08 None  
99 Don't know  
Other (specify).....

In order to answer this question, the woman does not have to have used the method. We are interested in her opinion about any problems with methods. Use the list of codes at the bottom of the column. You will have to use your best judgment in deciding how to categorize the responses you get. For example, if she says that family planning does not work, circle '01' for "NOT EFFECTIVE". If her husband or partner does not want her to use a method, circle '02' for "HUSBAND DISAPPROVES". If the method causes her health problems such as headaches, or if she fears side effects, circle '03', "SIDE EFFECTS". "DIFFICULT TO OBTAIN" means that the method is not available or that the source of supply is difficult or very inconvenient to get to.

If she says that the place to get it is far away and it costs a lot to get there, you will have to probe to find out whether the main problem is "DIFFICULT TO OBTAIN" or "COSTS TOO MUCH". If she says methods interfere with sex or are distasteful to use, circle '06' for "INCONVENIENT TO USE". If she does not think there is any problem with the method, write '08', "NONE", in the box. If she says she does not know of any problems with the method, write '99', "Don't Know" in the box. For each method the woman knows, a box must be filled out in Question 405.

If it is any other reason other than mentioned above, code other and specify.

#### **Q406.LOOK AT Q403 AND TICK**

This is a filter for you to screen women according to whether they have ever used any method or have never used any method. Check the answers to Question 403 and mark the appropriate box in Question 406.

- 1.Ever used method
- 2.Never used method

**(If never used method, then go to Q435)**

#### **Q407 How many children, if any, did you have when you first did something or used a method to avoid getting pregnant?**

Number of children

**(if none enter '00')**

This question refers to the number of living children the respondent had when she first used some method to avoid getting pregnant. If she has never given birth to a child, or if she started to use family planning before she had any children, write '00'.

#### **Q408 I WOULD LIKE TO TALK WITH YOU ABOUT ANOTHER SUBJECT:- FAMILY PLANNING AND REPRODUCTIVE HEALTH**

##### **LOOK AT 212 AND TICK IN APPROPRIATE BOX**

- 1.Yes, currently pregnant
- 2.No
- 9.Unsure or don't know

**(If currently pregnant then go to Q429)**

This is an instruction to the enumerator. Check Question 212 to see if the woman is pregnant, and mark the appropriate box. For women who are not pregnant or unsure, continue with Question 409. If she is currently pregnant, mark the first box in Question 408 and skip to Question 429.

#### **Q409 Are you currently doing something or using any method to avoid getting pregnant ?**

- 1Yes
2. No

**(If code is 2, then go to Q429)**

These questions are some of the most important ones in the whole questionnaire. Since methods are effective for different lengths of time, you may have some difficulty deciding if a particular respondent is currently using a method. Coitus-related methods such as condoms, vaginal methods and withdrawal are used with each act of intercourse, so current users of these methods will have used them during the most recent acts of intercourse. Current users of the pill should be taking pills daily. Other methods provide on going protection without a daily or regular action by the woman.

Contraceptive injections may have been administered 3-6 months earlier and still provide protection. An IUD, once inserted, protects against pregnancy until removed or expelled. If the woman has been sterilized, circle '1' for yes in Question 409 and "07" in Question 410 for "FEMALE STERILIZATION" as the current method. In addition, if the woman's current partner was sterilized in the past, this should be noted as the current method. If, however, she is no longer married to (or living with) a former partner who had a vasectomy, this should not be noted as the current method.

**Q410 Which method are you using?**

- 01.Pill
- 02.IUD
- 03.Injection
- 04.Diaphragm, foam, jelly
- 05.Male condom
- 06.Female condom
- 07 Female sterilization
- 08 Male sterilization
- 09 Traditional
- 10 Periodic abstinence
- 11 Prolonged abstinence
- 12 Withdrawal
- Other.....(Specify)

**(For codes 01 to 04, then go to Q415)**

**(If code is 05 or 06 then go to Q413)**

**(If code is 07 or 08 then go to Q414)**

**(If code is 09 or Other then go to Q415)**

**(For codes 10 to 12 then go to Q418)**

If the woman mentions more than one method, circle the method which is highest on the list in Question 410, and follow the skip pattern for that method. When you get to Question. 423, which asks about a second method used during the current month, record the method she mentioned in response to Question 410 which you have not yet recorded. For example, if, in response to

Question 410, the woman says she is currently using condoms and periodic abstinence, circle '05' for "MALE CONDOM" in Question 410 and follow the skip pattern for this method. When you get to Question. 423, you will circle '10' for periodic abstinence.

Check to make sure that the response to Question 410 is consistent with the responses to Questions 402 and Question 403; for example, the respondent may say that she is using the pill when she reported in Question 402 that she didn't know the pill or in Question 403 that she had never used the pill. If this happens, probe further and correct the responses in Questions 402 to 410 as necessary.

**Q411 Please show me the package of pills you are now using**

**(RECORD NAME OF BRAND)**

Brand name.....

96 Not able to show

If the respondent is currently using the pill, we want to know the brand of pills that she is using. Ask to see her packet of pills, and record the name of her brand. If she says she cannot show them, try to find out if she is actually taking them in the current month or not. If she is, circle '96' to

indicate that she cannot show the package. If it seems that she does not have any pills and is therefore not really a current user, probe to find out if she is using another method, and correct her answers to Questions 409-411.

**Q412 Any person can miss taking the pill sometime. What did you do the last time that you forgot to take one pill?**

- 1. Never forget
- 2. Took one pill the next day
- 3. Took two pills the next day
- 9. Not sure
- Other.....(Specify)

We are interested in knowing what the woman did when she last forgot to take the pill. Circle the appropriate response or, if the woman is not sure, circle '9' (NOT SURE).

**Q413. How many (PACKETS OF PILLS OR NUMBER OF CONDOMS) did you get the last time that you obtained the method ?**

Number of packets or condoms  
99 Don't know

**(Skip to Q415)**

If the respondent is currently using the pill or condoms, ask Q413 to determine the number of cycles or the number of condoms she got when she last obtained the method. Record the number (for either cycles OR condoms) or circle '99' if she does not know. Skip to Question 415.

**Q414 In what month and year did you /he have the operation (to be sterilized)**

**DATE:**       Month.....  
                  Year.....  
99 Don't Know

If the respondent doesn't remember the date when she or her partner had a sterilization operation, probe to help her remember. Perhaps relating it to the age and date of birth of her youngest child would help. You must get a date, even if it is just your best estimate. Skip to Question 415a

**Q415 Where did you visit to obtain (CURRENT METHOD) ?**

- 1.Health post
- 2.Clinic
- 3.Hospital
- 4.Private doctor/ clinic
- 5.Pharmacy
- 9 Don't know
- Other

There are two different questions asking about sources of contraceptive supplies. Ask Question 415 for respondents currently using a supply method and Question 415a for users of sterilization. For women who are currently using a supply method, mention the method that she reported in Question

410. If she says her husband or someone else got the method for her, ask if she knows where they got it. If the method required a prescription, Questions 415 and 416 pertain to the person or place that filled the prescription.

You may have some trouble determining which code to circle for this question, since some women may not know what type of source it is. If a woman tells you the name of the clinic or hospital, you should ask her if she knows whether it is run by the government, the church or is privately owned. If she doesn't know, write the name she gives you, and ask your supervisor to try to find out what type of place it is from other people in the area.

Notice that only women who report using an institutional source are asked Question 416. Users of facilities such as private doctors, pharmacies or shops skip to Question 418.

**ASK Q415a ONLY IF Q410 IS STERILIZATION.**

**Q415a Where did the sterilization take place ?**

- 1.Health post
- 2.Clinic
- 3.Hospital
- 4.Private doctor/ clinic
- 5.Pharmacy
- 9 Don't know
- Other

If the woman or her husband is sterilized, ask Question 415a "*Where did the sterilization take place?*" Otherwise, this question refers to the last place a respondent obtained a method in the past year.

**Q416 Was there anything you particularly disliked about the services you received there ?**

**IF YES, WHAT?**

- 1.Wait too long
- 2 Staff discourteous
- 3 Services Expensive
- 4.Desired method unavailable
- 5.Husband or partner obtained method
- 6.No complaints
- Other.....(Specify)

**(IF STERILIZATION GO TO Q418 AND DO NOT ASK Q417)**

This is a two-part question because if the respondent answers YES, you must ask her what it was that she disliked about the services she received. If she has no complaints you code '6'.

**Q417 At any time in the past month, have you interrupted use..... of for any of the following reasons:**

- Experienced side effects or illness ?*
- Had spotting or bleeding more than once ?*
- Period did not come when expected ?*
- Ran out of pills ?*
- Forgot to take pill or misplaced package ?*

*Not having sexual relations or husband away ?*  
*Any other reason ?*

	Yes	No
Headache	1	2
Nausea/Vomiting	1	2
Hypertension	1	2
Weight Gain	1	2.
Spotting/Bleeding	1	2
Period Did Not Come	1	2
Dizziness	1	2
Allergy	1	2
Reduces Sex Drive	1	2
Not sexually active	1	2
Forgot/Misplaced/Ran Out	1	2
Other.....(Specify)		

The purpose of Question 417 is to determine for what reasons, if any, a woman who is using A METHOD interrupts use of that METHOD.

#### **Q418 LOOK AT 410 AND TICK IN THE BOX:**

##### **PARTNER IS STERILIZED**

**(If partner is sterilized then go to Q424)**

##### **CURRENTLY USING OTHER METHOD**

**(If partner is sterilized then go to Q419)**

First check Question 410 to see if the respondent or her partner have been sterilized. If she or her partner have been sterilized, mark the first box and skip to Question 424. You will be skipping the questions about current use of contraception. If she/he has not been sterilized, mark the second box in Question 418 and continue with the next question.

#### **Q419 For how long have you been using ..... ?**

Month.....

Year.....

99 Don't know

If the respondent stopped using her current method for even a short period of time, record the duration of use since the last interruption. For example, if a woman says that she stopped taking the pill for several months when her husband was away or because her doctor recommended a rest, you should consider that she has been continuously using the pill method from the time she restarted taking the pill. If she used the same method before and after a pregnancy, record only the duration since the birth. If the period of continuous use is long, you should make sure that it does not include any time before the last birth. If the woman responds in years, probe to get an exact number of months and years, e.g. 06 MONTHS and 04 YEARS. If her answer is an exact number of years, record 00 MONTHS. Make sure to fill in both months and years.

#### **Q420 Have you experienced any problems from using.....?**

1 Yes

2. No

**(If no then go to Q422)**

Establish if there are any problems experienced in using the method. If no problems skip to Question 422.

**Q421 What is the main problem you experienced ?**

Method Failed

Partner Disapproved

Side effects

No Access

Not Available

Cost too much

Inconvenient to Use

Other \_\_\_\_\_(Specify)

These problems can be physical (pain or discomfort), psychological (fear, objections of her partner) or logistical (difficulties in obtaining it or in using it). If she got pregnant while using the method, circle '02' for "METHOD FAILED". The other problems are explained in Question 405, above. If she tells you several problems, ask her which is the main one.

**Q422 At any time during the same month, do you regularly use any method other than ..... ?**

1 Yes

2. No

**(If no go to Q424)**

It is important to say "during the same month", since we are interested to know if she is currently relying on two methods. For example, she may use periodic abstinence together with condoms

**Q423 Which method is that ?**

01 Pill

02 IUD

03 Injection

04 Diaphragm/Foam/Jelly

05 Male Condom

06 Female Condom

07 Female Sterilization

08 Traditional

09 Periodic Abstinence

10 Prolonged Abstinence

11 Withdrawal

Other.....(Specify)

Again, you must check Q403 and Q404 to make certain that these answers show she knows and has used a method she names in Q423.

**Q424 Have you ever used any other method or done anything else before .....to avoid getting pregnant?**

- 1 Yes
- 2. No

**(If no go to Q438)**

This question refers to any method that she used before the method she is using currently, but since her last birth. If the woman has ever given birth, use the words "since your last birth", since we are only interested in the time period since her last birth. if no method then go to question 438

**Q425 Which method did you use before.....?**

- 01 Pill
- 02 IUD
- 03 Injection
- 04 Diaphragm/Foam/Jelly
- 05 Male Condom
- 06 Female Condom
- 07 Female Sterilization
- 08 Traditional
- 09 Periodic Abstinence
- 10 Prolonged Abstinence
- 11 Withdrawal
- Other.....(Specify)

Again, check that her answers to Questions 403 and 404 are consistent.

**Q426 In what month and year did you start using ..... before current one?**

**DATE:**

Month.....

Year.....

99 Don't Know

Here, we are interested in finding out when she started using her previous method, and for how long she used it.

**Q427 How long did you use ..... before you stopped it?**

**DURATION**

Month.....

Year.....

99 Don't Know

In most cases, these questions should not be confusing. However, if the respondent has used her previous method during more than one period in her life, you must explain that we are interested in when she began using it just before she switched to her current method. For example, if she used condoms for 6 months, then switched to the pill for 2 months, went back to using condoms for 3 months and now has an IUD, you should find out the month and year she began the three months of

condom use for Question 426, and write 03 next to "MONTHS" and '00' years in Question 427, since that is how long she used condoms just before she switched to the IUD.

**Q428 What was the main reason you stopped using .....  
(BEFORE CURRENT ONE)**

- 01 Wanted a Child
- 02 Method Failed
- 03 Partner Disapproved
- 04 Health problems
- 05 No Access
- 06 Not Available
- 07 Cost too much
- 08 Inconvenient to Use
- 09 Infrequent sex
- 10 To use method
- 11 Fatalistic
- 99 Don't know
- Other \_\_\_\_\_(Specify)

This question is similar to Question 421. "INFREQUENT SEX" means that she stopped using because she was not sexually active. "FATALISTIC" means that the woman believed that she could not or should not have done anything to control the number of children she would have, e.g. because the number of children she would have is determined by God's or nature's will. This is the last question that is only for women who are currently using contraception.

**Q429 LOOK AT Q203 AND TICK IN THE APPROPRIATE BOX:  
ANY BIRTHS?**

- 1 Yes
- 2. No

**(If no go to Q431)**

The following questions (Question 430 to 434) are similar to Questions 424 to 428, except that they are for women who are **not** currently using a method of contraception but who have used one in the past

**Q430 Since your last birth have you done anything or used any method to avoid getting pregnant?**

- 1 Yes
- 2. No

**(If no go to Q435)**

**Q431 Which was the last method you used?**

- 01 Pill
- 02 IUD
- 03 Injection
- 04 Diaphragm/Foam/Jelly

05 Male Condom  
06 Female Condom  
07 Female Sterilization  
08 Traditional  
09 Periodic Abstinence  
10 Prolonged Abstinence  
11 Withdrawal  
Other.....(Specify)

**Q432 In what month and year did you start using the method used after ....last birth (last time) ?**

**DATE:**

Month.....

Year.....

99 Don't Know

**Q432a Are you currently using the method?**

1 Yes

2. No

**(If no go to Q440)**

**Q433 For how long have you been using ..... before you stopped using it (last time)?**

**DURATION**

Month.....

Year.....

99 Don't Know

**Q434 What was the main reason you stopped using .....?**

01 Wanted a Child

02 Method Failed

03 Partner Disapproved

04 Health problems

05 No Access

06 Not Available

07 Cost too much

08 Inconvenient to Use

09 Infrequent sex

10 To use method

11 Fatalistic

99 Don't know

Other \_\_\_\_\_(Specify)

**Q435 Do you intend to use a method at any time in the future to avoid pregnancy ?**

- 1. Yes
- 2. No
- 9. Don't know

**(If no or don't know, then go to Q438)**

This question is for all women who are not currently using a method of contraception, including pregnant women. The intent of this question is to see if the respondent thinks she might use some method of family planning at any time in the future

**Q436 Which method would you prefer to use?**

- 01 Pill
- 02 IUD
- 03 Injection
- 04 Diaphragm/Foam/Jelly
- 05 Male Condom
- 06 Female Condom
- 07 Female Sterilization
- 08 Traditional
- 09 Periodic Abstinence
- 10 Prolonged Abstinence
- 11 Withdrawal
- Other.....(Specify)

This question is meant for women who intend to use a method in the future.

**Q437 Do you intend to use ..... in the next 12 months?**

- 1. Yes
- 2. No
- 9. Don't know

**(If yes go to Q440)**

Find out if she has any intentions of the method in the next twelve months. If she says yes, circle 1 and skip to Question 440. If she says she doesn't know, circle '9'.

**Q438 If you were to become pregnant in the next few weeks, would you feel HAPPY, or UNHAPPY, or would it NOT MATTER at all?**

- 1. Happy
- 2. Unhappy
- 3. Not Matter At All

If she says it depends, ask her if she approves "in general" of family planning messages for each item mentioned. Be sure to circle a '1' or a '2' for each item.

**Q439 What is the main reason that you are not using a method to avoid pregnancy?**

1. Want a child
2. Lack of knowledge
3. Opposed to family planning
4. Husband/partner disapproves
5. Other disapprove
6. Health problems
7. Difficult to get
8. Costs too much
9. Inconvenient to use
10. Not effective
11. Infrequent sex
12. Fatalistic
13. Religion
14. Postpartum/breastfeeding
15. Menopausal/subfecund
99. Don't know
- Other.....(specify)

Similar to questions 421 and 428. Probe and record the right answer.

**Q440 Is it acceptable to you for family planning information to be provided:**

	Yes	No
On Radio/television?	1	2
In Newspaper/magazine?	1	2
At church?	1	2
At kgotla?	1	2
At school?	1	2

The purpose of this question is to establish the respondent's feelings concerning education on family planning in the above mentioned institutions. You must enter a 1, or 2 for every institution mentioned depending on the response.

**Q441 Is it acceptable to you for family planning supplies(condoms) to be provided:**

	Yes	No
At church?	1	2
At kgotla?	1	2
At school?	1	2

Almost similar to the above question except that it is interested in the actual supplies of those contraceptives in the mentioned institutions

*The following questions(442,443 and 444)are simple instructions to the enumerator. Carefully follow the instructions and code accordingly*

**Q442 LOOK ATQ 212 AND TICK THE APPROPRIATE BOX:**

1. *CURRENTLY PREGNANT*
2. *NOT PREGNANT OR UNSURE*

**Q443 LOOK AT Q207 AND TICK THE APPROPRIATE BOX:**

- 1.HAD BIRTH SINCE JULY 2002
- 2.NO BIRTH SINCE JULY 2002

**Q443a LOOK ATQ442 AND Q443 AND TICK THE APPROPRIATE BOX**

- 1.HAD BIRTH SINCE JULY 2002 AND PREGNANT
- 2 HAD BIRTH SINCE JULY 2002 AND NOT PREGNANT
- 3.NO BIRTH SINCE JULY 2002 AND PREGNANT
- 4 NO BIRTH SINCE JULY 2002 AND NOT PREGNANT

**(IF CODE IS 4 GOTO Q501)**

**Now I would like to get some information about (your pregnancy and) the children you had in the last 5 years.**

**Q444 LOOK AT Q212 AND CHECK WHETHER PREGNANT. THEN LOOK AT Q205. RECORD NAMES AND LINE NUMBERS FOR BIRTHS SINCE JULY 2002(IF ANY)**

**Line No. of the Child in 205**

**CURRENTLY PREGNANT**

- 1.Yes
- 2.No

**(If no, then go to next column)**

The previous questions in this category asked about current use of contraception and use since the last birth. The purpose of this table is to get information about family planning use during the intervals between her recent births.

The questions in this table refer to specific intervals. If pregnant, you will be asking first about the time period since her last birth (if any) up until the current pregnancy. If she has no prior births, it will be the time period between when she entered the current union (or became sexually active for never-married women) and when she got pregnant. The second column refers to the time before her last child was born, but after the next to last birth (if any). You must understand the concept of a birth interval very well so that you will be getting the correct information from the respondent. Note this (birth interval) is the time period between any consecutive births.

Be sure to mark the "YES" and "NO" box in the first column of the table under currently pregnant, indicating that the first column is to be filled out. Check Question 205 in the birth history to see if the respondent has had any births since July 2002. You will have to check this carefully, since the births may not be listed in order in the birth history. If a respondent has not had any children, or if she had her last birth before July 2002, mark the second box in Q444. If she has had a birth since July 2002, mark the first box and fill in the table heading following Question .

The most efficient way to fill in the table is to check the birth history (Question 205); if the woman has had a birth since July 2002, write the name of the last child born under "**LAST BIRTH**" and mark whether the child is alive or dead (from Q208). Also, write the line number in the boxes over each child's name. Then, check whether the birth just before the last birth occurred after July 2002 and if so, write the child's name under "**NEXT-TO-LAST-BIRTH**". Mark whether that child is alive or dead. Then check the "**SECOND-TO-THE-LAST**" birth and the

**"THIRD-TO-THE-LAST"** birth. If she has had more than four births in the last five years, record the additional birth(s) on a continuation sheet. Consider twins as just one birth. Record the names of both children in the box for the child's name. Draw a line through each column which is not to be asked.

**LOOK AT 406 AND TICK BOX**

***EVER USE A METHOD***

***NEVER USE A METHOD***

***(For 'EVER USE A METHOD', ASK Q450 FOR THE FIRST COLUMN IF YES IN Q444 AND ASK Q446 TO 452 FOR OTHER COLUMNS)***

***(For 'NEVER USE A METHOD' ASK Q451 FOR EACH COLUMN)***

After you read the text in Question 445, check Question 406 to see whether she has ever used a family planning method. If she has, ask Questions 446 to 452 for each birth; if not, ask only Question 451

**Q446 Before you became pregnant (With NAME but after PRECEDING BIRTH IF ANY), had you done anything or used any method, even for a short time, to avoid getting pregnant ?**

- 1. Yes
- 2. No

**(If no for every birth (column), then skip to Q451)**

This is rather difficult since you will have to use different periods of time depending on whether the respondent is currently pregnant, and depending on how many births she has had. To ensure that she understands which birth interval you are referring to, be sure to use the names of the births if possible when reading the questions. For example, if she has had two births, Eric and before that, Paul, and you are asking about the interval between them, ask "Before you became pregnant with Eric but after you had Paul, had you done anything...."

**Q447 What was the last method you used then?**

- 01 Pill
- 02 IUD
- 03 Injection
- 04 Diaphragm/Foam/Jelly
- 05 Male Condom
- 06 Female Condom
- 07 Female Sterilization
- 08 Traditional
- 09 Periodic Abstinence
- 10 Prolonged Abstinence
- 11 Withdrawal
- Other.....(Specify)

In Question 447, record the method she used in an interval. If she mentions more than one method, probe to find out if they were used during the same month or during different months. If they were used in the same month, circle in both methods on the line

**Q448 For how long had you used.....then?**

Months.....

Years.....

Question 448 ascertains how long the last method was used in an interval, and is similar to Questions 427 and Question 431. If a method is recorded in Question 447, then this question refers to the last method used in the interval--the one recorded in Question 447. Remember that the duration recorded here must be shorter than the interval between the births.

**Q449 What was the main reason you stopped using.....?**

01 Wanted a Child

**(If wanted a child skip to the next column)**

02 Method Failed

03 Partner Disapproved

04 Health problems

05 No Access

06 Not Available

07 Cost too much

08 Inconvenient to Use

09 Infrequent sex

10 To use method

11 Fatalistic

99 Don't know

Other \_\_\_\_\_(Specify)

Ask the question and then slowly read the possible reasons provided. If wanted a child skip to the next column

**Q450 Did you become pregnant while you were using .....?**

1.Yes

2.No

**(If yes then skip to Q452)**

Question 450 may be difficult, but is very important for measuring contraceptive failure. Again, recall that certain methods provide protection for more than one day, so that if she says she became pregnant one month after receiving a contraceptive injection, the correct answer to 450 would be "YES". If, on the other hand, she says she ran out of condoms one month and became pregnant, the correct answer would be "NO". Thus, this question seeks to measure if the pregnancy was the result of the method failing, or if she was not using one and became pregnant.

The first code in Question 449 is " WANTED A CHILD ". If the woman tells you she stopped using contraception because she wanted to get pregnant or to have another child, circle '01' and go to the next column. If she tells you she stopped using because she became pregnant, go back to 434 and ask this question again. Correct 449 and 450 as necessary. The other codes in 449 are similar to those in Questions 428 and 434.

If yes, you should then skip to Question452

**Q451 At the time you became pregnant(with .....), did you want to have a child THEN, did you want to wait until LATER, or did you want NO MORE children at all ?**

- 1 Then
- 2 Later
- 3 No More

**(All go to the next column)**

Women who said in Question 450 that they did become pregnant while using a method are asked 452. Those who did not become pregnant while using a method are asked Q451. Questions 451 and 452 refer to the way the respondent felt "AT THE TIME" she got pregnant with each of her recent births or her current pregnancy. You may have to repeat the question and emphasize that she should think about the way she felt back then and not how she feels now. Also be sure to read the question exactly as it is written. The question is not whether she wanted that particular pregnancy but whether or not she wanted more children later or not at all.

**Q452 Did you want to have a child but at a later time, or not have another child at all ?**

- 1. Have child later
- 2. Not have child

**All go to the next column)**

Slightly similar to the one above except that this is a question for women who answered yes in Question 450

## **SECTION 5: FERTILITY PREFERENCE**

**QUESTIONS 501 AND 502: ARE SIMPLY FILTERS FOR MARITAL AND PREGNANCY STATUS**

**Q501 LOOK AT Q111 AND TICK: *CURRENTLY MARRIED OR LIVING TOGETHER***

- 1. Yes
- 2. No

**(If yes then skip to Q502) and (If no then skip to Q510)**

**Q502 LOOK AT Q212 AND TICK: *CURRENTLY PREGNANT*  
*NOT PREGNANT OR NOT SURE***

- 1. Yes
- 2. No

**(If yes then skip to Q504)**

**NOW I HAVE SOME QUESTIONS ABOUT YOUR FUTURE PLANS.**

**Q503 Would you like to have (another) child or would prefer not to have any (more) children ?**

1. Have a child
2. Have another child
- 3.No more children
4. Says she cant get pregnant
9. Undecided or don't know

**(If code is 1 or 2, then skip to Q505)**

**(If is 3, 4 or 9, then skip to Q506)**

If she is not pregnant and has no living child, ask the question as it appears, "*Would you like to have a child some day or would you prefer not to have any children?*" If she has one or more children, you will have to word the question differently saying, "*Would you like to have another child or would you prefer not to have any more children?*"

**NOW I HAVE SOME QUESTIONS ABOUT YOUR FUTURE PLANS.**

**Q504 After the child you are expecting, would you like to have (another) child or would you prefer not to have any (more) children ?**

1. Have a child
2. No more children
9. Undecided or don't know

**(If code is 2 or 5, then go to Q506)**

If the respondent is currently pregnant, ask the second question, "*After the child you are expecting....*" Also, note that we want to make sure that pregnant women do not think that we are asking them if they want the child that they are pregnant with.

In either case, circle the woman's response and follow the skip instructions.

**Q505 How long would you like to wait from now before the birth of a (another) child?**

***IF PREGNANT ASK: After the birth of the child you are now expecting, how long would you want to wait before the birth of another child ?***

**DURATION:**

Months.....

Years.....

99 Don't Know

Other.....(Specify)

Question 505 is to be asked of all women who say that they want to have another child. Note that the answer can be given in months or years. Enter the number of months if the response is in months, or number of years if it is in years, and record the answer in the appropriate boxes. If she says she would like to have a baby right away, write '00' next to "MONTHS". If the answer is "Don't know", circle '99' and ask Question 504.

**Q506 For how long should a couple wait before starting sexual intercourse after the birth of a baby ?**

**DURATION:**

Weeks

Months.....

Years.....

99 Don't Know

Other.....(Specify)

This question concerns the respondent's opinion in general, and not what she herself would do. If the respondent answers in "MONTHS", fill in the box on that line. If the answer is in "YEARS", fill in the adjacent boxes. If she gives some other answer, write her specific words on the line corresponding to category "OTHER".

**Q507 Should a mother wait until she has completely stopped breastfeeding before starting to have sexual relations again?**

	Yes	No	Don't know
Married wait	1	2	9
Single wait	1	2	9
Other.....(Specify)			

The purpose of this question is to inquire about the respondent's opinion regarding abstinence from sexual intercourse during breastfeeding. Here, we are not interested in what she herself has done, but rather in what she thinks is proper behaviour.

**Q508 Does your husband/partner approve or disapprove of couples using a method to avoid pregnancy?**

1.Approves

2 Disapproves

8.Not sure

This question should only be asked of respondents who are currently married or living with a man. The intention is not to ask whether she thinks her husband approves of her using a method to avoid pregnancy, but whether he approves of couples in general using something to avoid pregnancy. If she says she does not know how her husband feels, circle '8'.

**Q509 How often have you talked to your husband/partner about this subject in the past year?**

Never

Once or twice

More often

When you ask this question, be sure to ask the whole question. Do not leave out the phrase "*in the past year*".

**Q510 Do you approve or disapprove of couples using a method to avoid pregnancy?**

1.Approves

- 2 Disapproves
- 9. Not sure

Note that this question refers to the respondent's attitude toward other couples' use of family planning, and not to her own situation.

**Q511 Do you approve or disapprove of pre marital sexual involvement?**

- 1. Approves
- 2 Disapproves
- 9. Not sure

This question wants a precise description of how the respondent feels about people getting involved physically in sex before marriage.

**Q512 Do you approve or disapprove of providing unmarried sexually active teenagers with contraceptive methods if they want them?**

- 1. Approves
- 2 Disapproves
- 9. Not sure

The question wants a precise description of how the respondent feels about providing teenagers who are known to be already active sexually with contraceptive methods, if they want them.

**Q513 LOOK AT Q208 AND TICK: 1 HAS LIVING CHILDREN  
2 NO LIVING CHILDREN  
3 NOT APPLICABLE**

**(IF CODE IS 1, THEN GO TO Q515)**

Check Question 208 to see if she has any living children. Mark the first box '1' if she has at least one living child, and mark the second box '2' if she has no living children. If she has living children, then skip to question 515

**Q514 If you could choose exactly the number of children to have in your whole life, how many would that be?**

- Number
- 96 Any number
- 99 Don't number

**(If code is 1, then go to Q601)**

This question is asked ONLY those who have no living children. If they were able to choose the number of children they wanted in their whole lives what number would they choose. This may not necessarily mean the number of children she plans to have. If she gives a specific number, then go to question 601

**Q515 If you could go back to the time before you had any children and could choose exactly the number of children to have in your whole life, how many would that be?**

Number

96 Any number

99 Don't number

This question means, given her present circumstances, if she had not yet started to have children, how many would she like to have. It does not mean the number of children that she wanted before she had any children. If she tells you a number, record it in the boxes by "number

## **SECTION 6: HUSBAND/ PARTNER'S BACKGROUND**

In this section, take care to word the questions in the present or past tense according to whether the woman is currently married (including living together) or not. If she has been married more than once, ask about her most recent husband or partner.

**LOOK AT Q501 AND TICK AS APPROPRIATE: CURRENTLY MARRIED / LIVING TOGETHER?**

1.Yes

2.No

**(If no then skip to Q609)**

**ASK QUESTIONS ABOUT HUSBAND/PARTNER.**

Look at Q501. If the woman has ever been married or lived with a man before, ask Q602, if not, then skip to question 609.

**Q602 Did your husband/partner ever attend formal school ?**

1 Yes, Attending

2 Yes, Left School

3 Never Attended

**(If code is 3,then go to Q604)**

If the woman is currently married, ask Question 602 in the present tense. If she is no longer married, use the past tense.

**Q603 What is the highest level he completed at school?**

1. Primary

2. Secondary

3. Tertiary

4. Non formal

5. Non Standard Curriculum

6. None

99.Don't remember

Find out the grade and level the respondent was in the first lesson was introduced. Record accordingly.

Record the highest level obtained

**Q604 According to your knowledge, does your husband/partner work for cash?**

1. Yes, as an employee
- 2 .Yes, for self
- 3 . No
4. Don't know

**(If code is 1 or 2, then go to Q606)**

If he is paid a regular wage, either daily, weekly, or monthly, circle '1' for "YES". If he is self-employed, e.g. in a small business, or works irregularly doing jobs for others, circle '2'. Also, if he works in a family business, such as a restaurant or shop, he may just receive lodging and food, but not a regular salary. In this case also, circle '3' for "NO".

**Q605 Then what does your husband do regularly?**

- 1.Family business
- 2.Work at lands/farms/cattle post
- 3.Actively seeking work
- 4.Housework
- 5.Student
- 6.Retired
- Other.....(specify)

Circle the code for the correct response.

**Q606 What type of work does your husband/partner do ?**

Write the answer in the respondent's own words. Be specific. For example, if the respondent says, "He works for the Ministry of Finance & Development Planning", ask what the man does there. Examples of occupation categories are Clerk, Secretary, Barber, Taxi driver, Nurse, Teacher, Lawyer, Salesman, Rubber tapper, Fisherman, Rice Farmer, Carpenter, etc. If you are not sure how to write the occupation, it is better to give more detail than less. If he is in school and not working, write "student." If he is unemployed, get a description of his most recent job. If he does more than one job, write down what he does most of the time.

**Q607 Before you married your husband/partner, did you yourself ever have a business of your own or did you ever work for someone else for a regular wage or payment in kind?**

- 1.Yes
- 2.No

If respondent ever had a job where she earned money before she first got married or began living with a man, circle '1' in Question 607. However, if this was on family lands, or if it was in a family-run business, circle '2' and skip to 608. On the other hand, if the business was run by her alone, such as a sewing shop, circle '1'

**Q608 Since you got married to your husband/partner, have you ever owned a business or worked for someone else for a regular wage or payment in kind?**

**1.Yes**

**2.No**

If respondent ever had a job where she earned money before she first got married or began living with a man, circle '1' in Question 607. However, if this was on family lands, or if it was in a family-run business, circle '2'. On the other hand, if the business was run by her alone, such as a sewing shop, circle '1'

**Q609 LOOK AT Q210 AND TICK:HAS LIVING CHILDREN 14 YEARS AND BELOW?**

**1.Yes**

**2.No**

**(If no skip to Q611)**

Look at Q210. If the respondent has living children under the age of 15 years proceed to Q610, if not then skip to Q611.

**Q610 Who usually cares for your child(ren) while you are working?**

01.Myself

02.Husband/Partner

03.Respondent's partner's parents

04.Husband's/partner's parents

05.Older children

06.Other relatives

07.Friends

08.Servants

09.No one/Themselves

10.Living elsewhere

11.Day Care centre/Pre-school

Other (Specify)

When the woman is at work who takes care of these children aged 14 years and below.

**Q611 Do you receive any support for your child(ren) from:**

	Yes	No
Father of the children	1	2
Respondent's father	1	2
Respondent's mother	1	2
Other maternal relatives	1	2
Paternal grandparents	1	2
Other paternal relatives	1	2
None		
Other(specify)		

The question really is for those women living with children under the age of 15 years, whether they receive support for them. And if they do from whom do they get the support. These are the women who are not currently staying with husband or partner.

**Q612 Do you presently receive child support through the Affiliation Act?**

- 1.Yes
- 2.No

If the woman does receive support from the father of the child(ren) or from the relatives of the father of the child(ren) is it done voluntarily or through the AFFILIATION ACT. It is important that this distinction be made. If the woman receives any amount of support through the Affiliation Act, circle '1' (YES). Be sure to ask this question even if it seems the woman is not receiving support mentioned in Q611. Do NOT LEAVE THIS QUESTION BLANK.

**Q613 PRESENCE OF OTHERS AT THIS POINT.**

**Circle type of persons present during this interview**

	Yes	No
Children under 10	1	2
Husband	1	2
Other Males	1	2
Other females	1	2

This is not a question to ask the respondent, but something that you answer yourself. Just look around and see who else is there while you are interviewing and circle '1' for all categories that apply. If a supervisor observes the interview, be sure to include her or him as another female or male present.

**Q614 RECORD THE TIMES AT THE END OF INTERVIEW**

Hour

Minutes

Don't forget to write the time when you finished the interview. Be sure to thank the respondent for her cooperation. At this point, check your questionnaire carefully. Make sure you have followed the skip patterns correctly, and that your marks are legible.

# THE INDIVIDUAL MALE QUESTIONNAIRE (12- 49 YEARS)

The Individual **Male** Questionnaire also has a cover page similar to that of the Individual Male Questionnaire and the Household Questionnaire on which you record identification information and the interview results. The only difference between this page and the household information cover sheet is that you will write the line number of the man on the Individual Questionnaire and that the result codes are slightly different. This line number should be the same as his line number in the household questionnaire. Fill in the identification box on the Individual Questionnaire Cover page by copying the identifying information from the household one.

Most of the questions in the Man's Questionnaire are similar to those we have already discussed in the Woman's Questionnaire. However, in most cases, the questions appear in a different order and have different question numbers.

All of Section 1 is the same for male and female respondents. As a reminder, accurate recording of the respondent's age is important. Refer to Section I. of this manual in the female questionnaire for detailed instructions about Questions 106 and 107 on the age of the respondent.

## SECTION 2

Now I would like to ask about any children you have had during your lifetime. I am interested in all of the children that are biologically yours, even if they are not legally yours or do not have your last name.

### Qs. 201-205: CHILDREN

Q. 201 is phrased slightly differently for men. As with women, we are interested in the biological children a man has had. Because many children live away from their fathers, the question prompts men to think about children who are their biological children but may not be legally theirs or have their last name. Qs. 202-205 are the same for men and women.

### Q. 206: FILTER FOR ANY CHILDREN

For Q. 206, check Q. 205 to see if the man has ever fathered any children. If he has had more than one child, including any children who may have died, tick the box on the left and continue with Q. 207. If the man has had only one child, including a child who may have died, tick the center box and skip to Q. 209. If the man has never fathered a child, even one that lived for a very short time, tick the box on the right and skip to Q. 301.

### Qs. 207 AND 208: NUMBER OF WOMEN WITH WHOM RESPONDENT FATHERED CHILDREN

In Q. 207, you will ask the respondent whether or not all of the children he has fathered have the same biological mother. If he has fathered children with more than one woman, ask Q. 208 to find out the number of women with whom he has fathered children.

### Q. 209: AGE AT FIRST FATHERHOOD

Q. 209 asks the respondent to give his age when his first child was born. If he doesn't know, probe. You could ask how old he was when he got married or first started living with a woman, and then ask how long before or after getting married his first child was born.

### Q. 210 Is a filter Question

This question is a filter for men who are having living children .If he has more than one child go to the next question. If he has no living child then skip to question 301.

### Q 211 Age of the youngest child

Record the age of the youngest child in this question

### Q. 212-217: ANTENATAL AND CHILDBIRTH CARE

Qs. 213 to 215 are asked to determine if the respondent has a living child aged 0 to 3 years. If he does, write the name of his youngest child on the line provided in Q. 213. Qs. 214 through 217 ask about the antenatal and childbirth care received by that child and his or her mother. In Q. 214, ask the respondent if the mother of his youngest child received antenatal care during her pregnancy. The care should have been specifically to check her pregnancy and not for other reasons. If the mother received antenatal care during the pregnancy of an older child, but not during the pregnancy of the youngest child, record '2', NO.

If the child was not born in a health facility, go on to ask the respondent why not in Q. 217. Note that Q. 217 in the Man's Questionnaire is similar to Q. 308 from the Woman's Questionnaire; however, the Woman's question allows the interviewer to circle more than one reason whereas in the Man's question you must circle only the main reason.

### Qs. 301-302: Contraceptive Table

The format of Qs. 301 and 302 and the order of administering the questions are the same in both the Woman's and Man's Questionnaires. However, in Q. 302, men are not asked if they have used every method on the list. Instead, they are asked whether or not they have used only those methods that require male participation.

If the respondent has had more than one wife or partner, we are interested in finding out whether these methods were used with any of his wives/partner(s). Remember that the answer to this question is YES even if the he used a method for only a short time or if the man used the method with only one partner.

In Q. 307, ask the respondent if he has discussed family planning with a health worker or health professional in the last few months. This question focuses specifically on communication with health professionals, so discussion of family planning with friends, neighbours, etc., does not apply.

## CHAPTER 6

### 6.0 SUMMARY OF PROCEDURES

Having covered a range of topics in detail in previous chapters it is now time to pull together the different aspects of the survey so that you can see clearly what it entails and how you should go about it.

You and the other members of your team must reach the chosen block (or PSU as sometimes it is called) and identify the boundaries of the block as shown on the map.

You should contact the local Headman/Chief, not only out of courtesy but also because he may be of assistance during fieldwork.

You will have to find suitable accommodation within (or close to) the selected blocks. The local headman may be able to help you find accommodation for which you may be required to pay. If accommodation is not immediately available, you will have to use your tents and camp somewhere in the vicinity.

#### 6.1 Call backs

If there is no reply when you knock at the door of one of your selected dwellings, this does not necessarily mean that it is vacant. It may simply mean that no one is in. Neighbours will most likely know whether the dwelling is vacant or not. If it is not vacant, you will have to return later in the day or the next day. If the household normally in residence is away you must be sure to keep going back to the dwelling until they have returned. We normally expect a maximum of 3 callbacks for any particular household which, cannot be easily contacted. **Under no circumstances should you select a replacement household just because you are having problems contacting the selected household. Your supervisor will check to ensure that the households you visit are all selected ones.**

#### 6.2 Scope of the Survey

You need not worry about the fact that only private dwellings are within the scope of the survey. The problem is already taken care of during listing when only households in private dwellings are listed and selected. Institutional dwellings (prisons, hospitals, army barracks, hotels, etc) are not within the scope of the survey.

You should not however, include non-citizen tourists who are having a holiday in Botswana and are not working here. Foreign tourists may, of course, be here as visitors to a household which, has been selected for the survey. In such cases they should be treated as visitors, their names should be recorded and the relevant questions asked about them.

Once contact has been made with the occupants of a selected dwelling and you have determined that they are within the scope of the survey, explain the objective of the survey and give them the letter of introduction if need be.

#### 6.3 None-response

You may find, however, that either a household is not prepared to listen to your explanation or that, having listened to you and read the letter of introduction, they refuse to co-operate. This is most likely to occur in urban areas, but it could happen anywhere. Do your best to explain the importance of the survey, remind the household that all information supplied by them will remain

strictly confidential and that no personal details will be divulged to anyone outside the CSO. Neither individual's information, nor household data will be published. Only average and aggregate figures, determined by combining data from hundreds of similar households, will be published.

Unfortunately, households determined not to co-operate often remain that way. Enlist the help of your supervisor, local headman or another person who understands the aims of the survey and can perhaps explain it better to the respondent. You may also draw the household's attention to the letter of introduction' where it points out that in accordance with the Statistics Act we are empowered by law, to collect the information requested. Households who refuse to co-operate are therefore committing an offence, and legal action may be taken against them. Don't threaten them with this law, but you may make them aware of it.

## **6.4 Some Final Reminders**

Contact only those households that appear on your list of selected households. If a household refuses to co-operate you must not select a replacement.

In all your dealings with respondents be COURTEOUS and POLITE. However, remember that you will have many households to visit each day so whilst 'social gossip' might be useful in gaining the household's friendship and confidence, do not spend too much time discussing things that have nothing to do with the survey. Do not engage yourself in social and political arguments.

Record all data neatly and legibly so that we can read them, and always use a pen. If you have any general comments to make about a particular household or more specific comments relating to a particular question, or a particular person in the questionnaire, record them in the comments box or somewhere else on the questionnaire. If you have any doubts or queries about something you have recorded in the questionnaire, please make a note of it. Remember to write it down when you think of it; otherwise you may forget it, with so many other things to think about.

Always make sure that on the front cover of the questionnaire you record:

- (i) The dwelling and household number. All households that you enumerate within one block will have the same STRATUM, LOCALITY and BLOCK numbers;
- (ii) Your number and signature and the last date of visit to the household.

Always make sure that you have recorded answers to all relevant questions. Put dashes to questions that are not applicable.

Finally, READ THIS MANUAL - not just now during training but also during fieldwork. You should re-read it after you have interviewed for a few days.

## **CHAPTER 7**

## 7.0 ADMINISTRATIVE ARRANGEMENTS

This chapter deals with administrative aspects of the Survey. Your pay, leave conditions, equipment, use of vehicles and supervision.

Before you commence work as an interviewer you are assessed to ensure that the interviewing teams will be of highest moral and intellectual calibre, and that each member of the team has the ability to carry out the duties required quickly, accurately and pleasantly.

### 7.1 Conditions of Work

Your terms and conditions of employment/work are clearly spelt out in the **CONTRACT OF EMPLOYMENT** you are required to sign before you are employed as an interviewer. **Only temporary staffs sign this contract.** The terms and conditions for the Permanent and Pensionable staff are all embodied in the General Orders of the Botswana Government.

- (a) Arrangements have been made with the District Commissioner's Office to pay your monthly salaries and allowances on behalf the CSO.
- (b) Overtimes (if any), where necessary, shall be recommended by the Surveys Unit and will have to be approved by the Government Statistician.
- (c) Leave before the end of the Survey shall be granted only under exceptional circumstances. Only the supervisor can recommend such leave to the Head of Surveys Unit.
- (d) Unauthorised absence from duty, drunkenness on duty, fraudulent fabrication of survey information and poor handling of documents and equipment, etc., are considered serious offences and will incur severe disciplinary and legal measures and possible dismissal.
- (e) The Commuted subsistence Allowance you are being paid at the end of each month is for incidental expenses you might incur in the field, e.g. for food and accommodation.
- (f) If your pay is not in order, talk to your supervisor, or the Head of Surveys Unit explaining the situation.
- (g) The Supervisor is the only person expected to contact the CSO officially on work matters, but under exceptional circumstances interviewers may do so.

### 7.2 Equipment

Your team has been provided with survey equipment, and before starting work in the field, you should make sure that you have all the equipment and supplies that you need. It is your duty to make sure that all the equipment you are provided with is in good condition. Check it before you sign for it. Once you have signed for it, you will be held responsible for its condition or loss during the course of the survey fieldwork.

The Supplies Office is responsible for providing and maintaining all the equipment that you have signed for. Field checks will be done regularly on all such equipment.

#### (a) Work Equipment

All maps showing blocks/PSUs

Survey materials (manual, questionnaires, assignment sheet, summary sheet, interviewer evaluation form, etc).

Clip board

Pens

Carry bags

Identification card

Equipment for weighing and measuring height

MBI Kit for testing salt

#### **(b) Camping Equipment**

Tents

Stretchers

Mattresses

Mosquito nets

Trunks

Cadac gas cylinder/cooker top

Water bucket

#### **(c) Vehicle Equipment**

Wheel spanner

Spare Wheel

Jack

Durable equipment should be returned at the end of your contract. You may be charged if this equipment is not returned in a fair condition.

Personal belongings are your own responsibility. You should take enough clothes for an extended trip as you may be in the field for a number of months. However, do not bring too many clothes, as space in the vehicle is limited. You will be travelling over rough roads so **do not bring things that break easily**. Often it is a good idea to buy food in bulk before leaving for the field. You may save money compared to buying items in the field.

### **7.3 Use of Vehicles and Vehicles' Policy**

Numerous complaints have been received about our teams not working because vehicles are not operational. Some top ministry people have seriously considered that when interviewers are not working they should not be paid for these days.

Here are some suggestions for cause of action, if a vehicle has broken down:

- Send interviewers to work with other survey teams, where possible. This has happened where, for example, two teams work in areas that are close to each other;
- Seek the help of CTO depot in the area for a temporary replacement;
- Notify the Office immediately if the vehicle is giving you repeated problems.

It is the surveys Unit's responsibility to follow a tight time schedule. This schedule is necessary because of survey conditions, needs for data, scheduling of data entry time, etc. Therefore, it is vital that vehicles are running in good conditions so as to complete the survey on time.

The best steps, which will keep the vehicles running in good conditions, are to follow the regulations, to reduce distances by better planning and avoiding abuse.

- (a) **Follow CTO Regulations:** Supervisors and drivers are responsible for this.
- (b) **Servicing:** have your vehicle serviced regularly and on time. Try to make sure that you schedule an appointment with the CTO to have a one-day service. Also plan your servicing to minimise interference with your work schedule. It is important that good working relations are maintained at all times with the CTO management to ensure satisfactory service.
- (c) **Minimum usage of vehicles:** Good planning in the enumeration of the blocks is needed. Reduction in kilometres travelled will also reduce time and costs. Thus, more than one block per day can be interviewed if travel time is reduced. In order to achieve this objective, you should find accommodation as close as possible to the area of operation
- (d) **Survey plans:** The Surveys Unit has developed each team's work plan and has been arranged in the fieldwork schedule. The number of blocks and dwellings; the locations and distances, have been taken into consideration in determining work schedules. Team supervisors will have time to review and recommend changes in the work schedules.
- (e) **Other points:** Night travel should be avoided. Fuel stops and servicing of vehicle should be planned so as to avoid unnecessary trips.

If a breakdown occurs and repairs are expected to take three days or longer, then the supervisor is to notify the office immediately by telephone. The following needs to be explained to the Transport Officer in the Administration Unit and/or Surveys Unit Head.

- (a) Location of vehicle
- (b) Mechanical difficulty
- (c) Expected time for repairs
- (d) Where you can be reached
- (e) Alternative measures you are taking to keep the team working

You should ensure that the Vehicle Utilisation logbook is properly maintained. Finally, your attention is drawn to the following extract from the Instruction to the Drivers:

**“Drivers are not normally liable to contribute to the cost of repairing damage their vehicles sustained in traffic accidents on authorised journeys. This dispensation, however, does not apply to unauthorised journeys. If a driver causes damage by negligence, wanton act, or by breach of order, when on official journey, he may be liable not only to prosecution, if appropriate, but also to have disciplinary action taken against him by the Government. Any fines imposed on drivers upon conviction are normally the responsibility of the driver, even though they may have been on an official journey at the time the offence was committed. In addition, a driver may be liable to be surcharged by the Government as a result of this action. Drivers must not, at any time, drive an official vehicle without authority, nor may they deviate from any authorised route without proper cause”.**

The Vehicle Utilisation logbook shall be filled in by the supervisor and signed ONLY by him/her, unless under exceptional circumstances where the supervisor has delegated some member of the team to do so.

## **7.4 Supervision**

Your supervisor is your immediate boss. His/her job is to help you work efficiently, to assist you in your work and to check your work to ensure that it is complete and accurate. Your supervisor will be required to report on your progress and performance.

The supervisor is responsible for checking the work of the interviewers. During the survey at least two questionnaires from each interviewer's work will be selected and re-interviewed by the team supervisor. Gross discrepancies in blocks and/or questionnaires will not be tolerated. Following Government procedures, firm disciplinary action will be taken against anyone falsifying data. The supervisor is in charge of the interviewers. The supervisor recommends action with respect to interviewers whose performance is unsatisfactory or sub-standard. The evaluation forms that the supervisor should complete for each interviewer are used to determine promotions or permanent appointments.

If you have any other question relating to your work, ask your supervisor or the CSO staff.

## **8.0 SUPERVISOR'S SUPPLEMENT**

### **8.1 Duties**

The success of the survey depends very much on the willing co-operation of the people who will answer the questions. It is the duty of all field staffs to gain this co-operation by their conduct, which must always be characterised by courtesy, humility, respect, and discipline.

In particular, your duty as a supervisor is to ensure that interviewing goes on smoothly, and that any dispute that may arise between interviewers and the public is settled amicably. You should ensure that interviewers behave in a manner that is tactful and respectable to respondents and the general public. An interviewer may, through no fault of his/her, encounter difficulty with a respondent, e.g. unwillingness to answer survey questions, obstructing interviews due to bad behaviour or action, refusal to grant access to a dwelling, etc. The interviewer is expected to report such problems to the supervisor as soon as possible. The supervisor should immediately attend to such problems and effect amicable resolutions.

The quality of data depends upon good and timely supervision of interviewers while they are in the field. You will supervise the process of interview in all the blocks assigned to your team. Keeping up with schedule is a requirement to ensure effective supervision.

Ensure that **all selected households in the block have been interviewed, all revisits have been made, and all completed questionnaires of that block have been edited** before you move on to another block. You will do these by making spot checks on interviewers on daily basis and checking the **completeness** of all questionnaires completed by each interviewer on the same day. This is an ideal thing to do but may not be practicable, and in that case, by all means all questionnaires completed in a day must be checked by the next day. This is what timely supervision means, i.e. mistakes can be spotted and corrected while they are still fresh in the mind. Completed questionnaires must be immediately recorded in the summary sheet.

At the bottom of the summary sheet you are instructed to check and confirm all households with status of interview 6, i.e. DWELLING VACANT. This must also be done immediately and within two days from the date of interview. If on checking the vacant dwelling you find that the household is present, send back the interviewer immediately to interview it.

### **8.2 Reporting**

You should ensure that the District Administration and CSO Headquarters **know at all times** where you are. This is because we should be able to locate you in the case of an emergency or when headquarters staffs come to inspect the work of your team.

In the rural areas, you should also report to the Village Headman so that he is aware of the survey in the area. Not only is this good public relations, but it may also help you in locating blocks (PSUs), identifying roads and finding easy access to blocks, and being aware of special problems in the area.

You should contact the office and talk to surveys unit Head at least once a week. You will do this to report on the progress of the survey and other issues related issues. You should provide him with details of the number of households where interviews have been completed, how many are still to be done and the expected date of completion of each block being done currently. You should report about any special problems that you have had (e.g. with transport, accommodation, discipline) and you should ensure that you submit orders for more forms, stationery etc, at least one month in advance of your expected run-out date, to allow timely dispatch, etc.

### 8.3 Supervision

You will be responsible for the work of your team. You will, therefore, need to frequently check their work and advise them of the correct way to complete their workload.

You should occasionally go with an interviewer and observe him/her carry out the interview. You should not interfere at the time of the interview (if you do, do so tactfully), but point out errors immediately after leaving the dwelling. The interviewer may need to return to the dwelling if some answers are missing or incorrectly recorded, but this is less embarrassing than holding discussions at a doorstep.

You will be supplied with a summary sheet, which you will complete in respect of each block before you move away to another location. Transfer all the household information from the assignment sheets for that block onto the summary sheet and fill in all the columns of the summary sheet in respect of each selected household in that block.

You are required to pay particular attention to the **interview status column** and **revisit column** to confirm all the households with interview status of 6 (dwelling vacant). If the dwelling is found occupied, the interviewer should be sent back to interview the selected household.

### 8.4 Re-interviews

Occasionally, you should carry out check interviews - that is you should take the interviewer's completed work for a dwelling and return alone to the dwelling to re-interview the occupants yourself. This should be done at least twice per interviewer per block. You should explain to the respondents that this part of the checks is to ensure that the survey results are correct, and that no mistakes have been made. In your re-interview you should particularly check to ensure that nobody has been missed in the household (e.g. babies, and servants) and that questions have been correctly understood by respondents. Use a red colour pen on the interviewer's form so that office processing will not be confused. Discrepancies between your recorded answers and those of the interviewer should be resolved immediately and the correct answers clearly shown. Any change of the questionnaire should be discussed and explained later to the interviewer.

In summary the duties of the supervisor are:

- (a) Reporting the location of the interviewing team to the District Commissioner's office and sub-district officers;
- (b) Maintaining good relations with the village headman and the public in general;
- (c) Reporting progress of the survey to CSO headquarters in Gaborone;
- (d) Allocating work load to each interviewer through the assignment sheet;
- (e) Completing the interviewer's daily performance form;
- (f) Completing the summary sheet;
- (g) Providing assistance and close supervision of all team members and the fieldwork in general;
- (h) Checking the completeness all questionnaires in the field;
- (i) Ensuring the smooth running of operations in the field, including transport, accommodation, stationery supplies, etc;

- (j) Alerting the CSO headquarters of problems in the field;
- (k) Carrying out interviews if necessary;
- (l) Dispatching completed workloads to CSO headquarters;
- (m) Writing and authorising vehicle log books for official trips;
- (n) Taking an interviewer's workload in case of illness or other emergencies;
- (o) Maintaining good working relations among members of the team - always ensure impartiality in your administration;
- (p) Always informing your team members of your plans or change of plans. Ask for their advice and use your discretion;
- (q) Editing of the questionnaires.

## 8.5 Checking the Questionnaires

Checking the **correctness** and **consistency** of the data in both the household questionnaire and the individual questionnaire is also the duty of the field supervisor. The most important step of editing is the **visual check of each completed questionnaire**. You should be personally satisfied that the forms are correctly filled in and are complete, that appropriate questions have been asked (i.e. **skip to/go to** instructions have been followed). The answers should be **consistent** and should **make sense** to you.

**The End.**