



**KINGDOM OF CAMBODIA**  
**NATION RELIGION KING**

# **Cambodia Socio-Economic Survey 2009**

## **Field Operations Manuals for: Interviewer & Supervisor**

**National Institute of Statistics  
Ministry of Planning  
Phnom Penh, Cambodia**

**Sponsored by  
Sida**

## **CHAPTER 1**

### **INTRODUCTION**

This chapter introduces the Cambodia Socio-Economic Survey 2009 (CSES 2009) and explains its aims and objectives. It also discusses some important aspects of the survey, its scope and coverage, the questionnaires to be canvassed, and the sampling design and sample size.

#### **1.1 An Overview of the Survey**

The Cambodian Socio-Economic Survey 2009 (CSES) is the eighth survey collecting data from household and individuals in Cambodia on different areas relating to poverty. The survey is conducted by the National Institute of Statistics (NIS) of the Ministry of Planning (MOP). The first Socio-Economic Survey to a nationwide sample was conducted in 1994 (CSES 1994).

The CSES2004 was the fifth survey that was conducted as a countrywide sample survey of villages and households in Cambodia. CSES2004 was the first survey with a collection of income and receipts, expenditure and consumption of own production from diary where daily transactions are reported. The sample size in CSES2004 was 1000 households every month. Since 2007 the Socio-Economic Survey is conducted every year with a sample size of 300 households every month. The annual surveys are undertaken as a part of the project, “Capacity Development for Socio-Economic Surveys and Planning” of the Royal Government of Cambodia. This project is supported and financed by Sida (The Swedish International Development Cooperation Agency).

The principal aim of the Socio-Economic Surveys is to collect important information from representative villages and households on various facets of socio-economic conditions of the people of Cambodia. The CSES 2009 is almost similar to the 2004 Socio-Economic survey with a sample size of 1000 households every month. The data collected will be used to produce indicators of levels of living and poverty of the people in different geographical areas and in different social and economic classes. These indicators will help in monitoring and analyzing poverty in Cambodia and in formulating and targeting anti-poverty program for alleviating the removal of different weaker sections of the Cambodian population. Such poverty-oriented analysis has already been started using CSES 1997, CSES 1999, CSES 2004 and CSES2007. The CSES 2009 will contribute in a big way towards the pursuit of these objectives in Cambodia.

Four questionnaires will be canvassed for this survey:

- Form 1 (Listing Schedule),
- Form 2 (Village Questionnaire),
- Form 3 (Core Household Questionnaire), and
- Form 4 (Income and Receipts, Expenditure and Consumption of Own Production).

#### **1.2 Objectives of CSES 2009**

##### **General Objectives:**

CSES 2009 would extend the work started through CSES 2004 and the annual CSES 2007 and 2008 and would primarily aim at producing information needed for planning and policy making for reduction and eventual eradication of poverty in Cambodia. This goal has been given high priority in Cambodia’s National Strategic Development Plan (NSDP 2005-2010). In addition to this, the survey data would help in various other ways in developmental planning and policy making in the country. They would also prove useful for the preparation of national accounts of the country.

A long-term objective of the entire project is to build national capability in Cambodia for conducting socio-economic surveys and for utilizing survey data for planning for national development and social welfare.

**Specific Objectives:**

Among specific objectives, the following deserve special mention:

- 1) Obtain data on infrastructural facilities in villages, especially facilities for schooling and health care and associated problems.
- 2) Obtain data on retail prices of selected food, non-food and medicine items prevailing in the villages.
- 3) Collect data on migration
- 4) Collect data on utilization of education, housing and land ownership
- 5) Collect data on household assets and outstanding loans.
- 6) Collect data on household's construction activities.
- 7) Collect information on maternal health, child health and care and health check of children.
- 8) Collect information on health of the household members related to illness, injury and disability.
- 9) Collect information on economic activities including the economic activities for children aged between 5 and 17 years.
- 10) Collect information on victimization by the household
- 11) Collect information on the presence of the household members.
- 12) Collect information on household income and receipts, expenditure and consumption of own production (also in diaries).

### **1.3 Confidentiality of Information**

All information collected in the survey from village leaders and other representatives of sample villages and from sample households will be treated as strictly confidential and used for statistical purposes in social and economic planning. Information supplied by any person will not be used against him for taxation, investigation or any other legal purpose.

## **CHAPTER 2**

### **THE ROLE OF INTERVIEWER AND SUPERVISORS**

The quality of the data greatly depends on the people who actually collect these data - the interviewers. Thus, your acceptance of the job as enumerator requires a commitment from you to ensure that all information you collect are correct and complete as discussed during the training for interviewers.

As enumerator you play a major role in the undertaking of the survey. Your work requires tact in approaching people, attention to the smallest detail and a sense of responsibility to keep confidential all information about individuals, households and villages and institutions that you obtain during the interview. Dedication to your job is of prime importance.

This chapter details your role, your specific duties and your responsibilities as a CSES (2009) Interviewer.

#### **2.1 Designation of Interviewer**

As an Interviewer, you are required to undergo training and to complete the interviews assigned to you. You will be issued an identification card as proof of your authority in relation to the conduct of the survey. Whenever you are at work, you should always wear your identification card. You may have to show this to the respondent as a proof of identification or to convince him/her to be interviewed.

#### **2.2 Duties and Responsibilities of Interviewer**

The interviewer is responsible for filling up Form 1 and Form 3 to respondents. For Form 4, the interviewers have to instruct the households directly to fill up these forms. For Form 2, the supervisors will be asked to canvass this form. In case that the supervisors are absent for any reason, the interviewers may be also asked to help fill up this form (Form 2).

As an enumerator you are expected to do your job to the best of your ability. You must gather correct and precise information according to the instructions discussed in this manual. You should view data collection as involving the following important tasks:

1. Asking the questions correctly as discussed in this manual;
2. Recording/noting down accurately the response given to you; and
3. Checking each response to see that it is reasonable and consistent with every other response.

You must pay careful attention to each of these tasks. Your ability doing this will contribute to the success of the survey. Your basic duties as an interviewer are as follows:

1. If the sample village is large, divide it into segments and select one segment at random after preparing a notional map of the village showing all its segments.
2. Prepare the sketch map of the sample village or segment, showing the locations of buildings and households.

3. List all housing units and households found in the sample village/segment using CSES Form 1 and submit accomplished forms and maps to your supervisor after completing the work in the village.
4. Help fill up Form 2 for the village when the supervisor is absent by interviewing village leader and other representatives like health workers, teachers and shopkeepers.
5. Enumerate correctly all sample households in the village/segment using CSES Forms 3.
6. The interviewers must instruct and explain the sample household correctly and clearly on how to fill up Form 4 (diaries: expenditure and consumption of own production, income and receipts). In case that some households don't know how to fill up these forms because of some reasons such as they are illiterate or blind or deaf etc...the interviewers may be asked to interview them directly.
7. Submit all forms, especially, Form 3 and 4 to your supervisor at every weekend (from initial week to week 4) for weekly scrutiny required and attending meetings set by him/her.

In order to fully carry out these basic duties, you should perform the following:

1. Attend the training for interviewers to gain understanding of the concepts, definitions and instructions regarding the conduct of CSES 2009.
2. Use the field operations manual as a guide whenever you are not clear or doubtful about the points.
3. Plan your travel route in advance to reduce unnecessary loss of time and call- backs.
4. Fill out the CSES 2009 forms completely and accurately.
5. Check your work for completeness, reasonableness, consistency, legibility etc. If you find any omission or inconsistency which can not be corrected using other information within the questionnaire, revisit the household or other respondent to get the required information.
6. Complete your enumeration assignment.
7. Keep all information collected strictly confidential by not showing the accomplished forms to persons rather than your supervisors and authorised NIS personnel.
8. Prepare, accomplish and submit all pertinent documents, reports and forms to your duly designated supervisor as scheduled.

## **2.3 Relationship to the Supervisor**

For a proper appreciation of your role as enumerator, you must also understand your relationship to your supervisor. In general, a supervisor is assigned to supervise several enumerators during the field operations. The major duties and responsibilities of a supervisor in relation to your work as enumerator are the following:

1. Your supervisor is responsible for ensuring that all the enumerators under him/her do the listing and enumeration work satisfactorily in time. He/she plans and organises the work in his/her area of supervision and sees to it that everything is conducted efficiently and completely.
2. Your supervisor is required to check your work as enumeration proceeds to make sure that you have done your work correctly and have followed the standard procedures laid down by the NIS. He will check all the questionnaires filled by you. You must show and submit your work to him/her and report to him/her the progress of your work and avoid committing the same errors again.
3. As part of his/her supervisory functions, your supervisor will visit the enumeration area assigned to you to check that you have completely covered your area in the listing operation. He may observe you when you are interviewing some respondents. He/she will also re-interview some of the households you have interviewed to check whether the information you have obtained are valid.
4. The supervisor may provide to you all necessary field supplies and questionnaires etc. As soon as you complete the enumeration, you must return all unused supplies and materials to him/her. Otherwise, you will not be given clearance to collect your final service fee payment at the end of your work.
5. The supervisor serves as a link between you and higher officials of the NIS. Just as he/she informs you of the instructions from NIS officials, you must inform him/her of any problem or difficulty that you experience. Seek his/her advice on how to deal with problems in the field as often as needed. He may help you establish contact with village leaders, commune leaders, and other representatives of the village.
6. You should cooperate with the supervisor if he prepares a time schedule for meeting you, checking your work etc.

## **2.4 Supplies and Materials**

After training and prior to the start of enumeration, your supervisor will provide you with survey forms, administrative forms and supplies that you will need in the course of your work. As soon as you receive them, check that the materials allocated to you are correct, and that parts of the Forms to be filled in by the supervisors have actually been filled in.

The checklist below describes the HSES enumeration forms and supplies. You will learn about how they will be used and completed in the chapters that follow.

1. Assignment sheet showing list of sample villages (with names of commune, district, province etc.) assigned to the enumerator and supervisor.

2. CSES Form 1 - Listing of Households in the Village
3. CSES Form 2 - Village Questionnaire
4. CSES Form 3 - Core Questionnaire for Households
5. CSES Form 4 - Diaries on Income and Receipts, Expenditure and Consumption of Own production
6. Field Operations Manual
7. Identification Card
8. Enumerator's kit containing the following supplies: pen, pencil, eraser, sharpener, paper, long bond paper and file covers and a pocket calculator, bag, hammock, raincoat, hat, mosquito net, plate using to measure rice, lotion testing iodized salt, scale, measurement device etc. You are supposed to return the Field Operations Manual, your ID, and all unused forms and supplies upon completion of your assigned work.

## **CHAPTER 3**

### **GENERAL RULES FOR INTERVIEWING**

#### **3.1 Rules for Interview**

##### **Whom to Interview**

- For the Village Questionnaire (Form 2), the supervisor must interview the village leader and also a health worker, a teacher and some shopkeepers. For Forms 1 and 3, the interviewer must interview with any responsible member(s) who can provide accurate answers to the questions and who can give information for the household. The head of the household and/or the spouse would be the most qualified respondent(s) to respond to such questions. But there are questions which should be best addressed to all persons targeted in those questions.
- For Form 4, the interviewer must instruct and explain the households on how to fill up these forms. In case that some households can not fill up these forms by any reason, the interview has to fill up the forms by interviewing the households directly.

##### **How to Conduct an Interview**

Getting accurate and complete information is the prime objective of a data gathering operation. As an interviewer, you can do this by being polite at all times but at the same time, being authoritative enough to win the trust and confidence of the respondent. A good impression of you counts much towards the success of the interview. Be guided by the following instructions.

**1. Be presentable**

Make a good impression by dressing appropriately and neatly. Some people judge others by what they wear and may not open the door for someone who appears messy or untidy.

**2. Introduce your self and the survey**

People will react to you differently. However, you must always remain cordial and polite. Try to smile always. Be prepared for all types of questions and give honest answers. Never argue or quarrel with the respondent. Try to maintain your composure even if the respondent seems irritated or indifferent due to the length of the questionnaire or for some other reason.

**3. Be polite**

Your introduction is important. As an introduction you may say the following:

"Good morning/afternoon, I am (your name), enumerator of the national institute of statistics, ministry of planning. Here is my identification card. We are currently conducting the Cambodia Socio-Economic Survey 2009 in the country under the sponsorship of the Sida. We would appreciate very much your answering the questions in this undertaking. Please be assured that all answers will be treated as strictly confidential."

**4. Explain the objectives of the survey**

It is sometimes necessary to explain the objectives of the survey to gain cooperation from a person.



5. Read and follow instructions printed on the body of the questionnaire carefully. Some instructions are written either above the tables for entering data in the questionnaire or in parenthesis inside the column heads. The enumerator therefore must familiarise him/herself with the questionnaire.
6. Ask all questions in the questionnaire. Never assume an answer. Ask a question even if you think you already know the answer to it. What you think may not be the right answer.
7. If you do not understand a question or a procedure, first consult this manual and then ask your supervisor for further clarification, if necessary.
8. Probe if a person's answer is not satisfactory. Do not accept an unsatisfactory answer. If the person's answer is not satisfactory, you should probe for more information. You can also do any of the following:
  - a) Repeat the question. Asking the question several times sometimes helps the respondent in providing information which he/she needs to recall from memory.
  - b) Explain the concept if necessary. There may be some technical or difficult words that need to be explained in simple terms.
  - c) Ask for an estimate, if appropriate. If the respondent cannot recall, for example, the birthday and age of his/her mother, try to ask for an estimate to help the respondent calculate.
9. Thank the person for his cooperation.  
Always try to leave the respondent with a good feeling toward the survey. Express your appreciation for the person's co-operation. For example, say:  
  
"Thank you very much for your time in answering the questions."
10. After each interview, review all the different pages of the filled-up questionnaire for possible omissions of entries or for inconsistencies of responses. If you find omitted entries or inconsistencies of responses, please contact the household to correct.

## **How to ask Questions**

In asking the questions, observe the following rules:

1. Ask all questions, exactly as they are worded in the questionnaire. Changing the word can change the meaning of the question and, thereby, change the answer. The questions have been written carefully in order to obtain the exact information required for subsequent analysis. They have been tested extensively in the field. You should not paraphrase the question or try to make it clearer or easier to answer. If the respondent asks you for clarification, it is fine to provide additional information, but only that provided in this manual. If the respondent is unable to answer any question when provided with this information, you should follow the instructions in the questionnaire for "no response".
2. Unless otherwise instructed, ask the questions in the order that they are presented in the questionnaire. Do not skip any portion, section or items in the questionnaire, unless you are clearly instructed to do so.

3. Do not read coded answers to respondents unless you are instructed to do so. The interviewer should attempt to find the response code which most appropriately fits the answer provided by the respondent. If no code fits, the interviewer should use the code for "Other" and specify the answer in the space provided. Unless instructed to do so in this manual, the interviewer should **not** read or show the respondent the coded answers to questions and ask the respondent to choose one. The survey is designed to obtain information from the respondent; it is **not** designed to provide information to respondents. It is important that the interviewer is prepared to be a skilled listener to ensure that the survey succeeds in obtaining the correct information and perceptions of respondents. In exceptional situations, when the person interviewed seems to be unable to form an idea as to what kind of response is expected from him the interviewer can mention a few of the coded responses to give him/her some idea. But this is an exception to the rule.
4. Verify if all the pages of the questionnaire are accounted for. The page number is located on the upper right hand corner of each page.
5. Never ask a leading question, that is, one that suggests the answer desired by the interviewer. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the question is the right one.

Example of a leading question: Are you the head of this household?  
The right question should be: Who is the head of this household?

Another example of a leading question is: "Did you consume 10 kilos of rice last week?"

6. Be absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to adopt the attitude that they think will please the visitor. Do not show any surprise, approval or disapproval about the answers given by the respondent. If the respondent asks for your opinion, you must not tell her/him what you think about these things yourself. Instead, you should explain that the purpose of the survey is to find out what the respondents think about these issues. You should not discuss your own views with the respondent until after the interview has been completed. Remember that although you are running the interview, and must be on top of the situations at all times, you are there to listen to what the respondent has to say in answer to the question posed. You must always strive to be a skilled listener and avoid trying to instruct or "lead" the respondent to give a particular answer.
7. Maintain the tempo of the interview. Avoid lengthy discussion of the questions with the respondents. If you receive what appear to be irrelevant or complicated answers do not break in too suddenly; listen carefully to what the respondent is saying and then lead him/her back to the original question.
8. Finish recording an answer before asking the next question.

### **3.2 How to Record Answers in CSES Forms**

1. Use a pencil in making entries in the CSES questionnaires. Do not use any other coloured pencil or ball pen, because when an error is committed in entering responses the entry can not be easily erased.
2. Use an eraser to completely erase a wrong entry made. Do not just write over the original entry.
3. Write legibly. Immediately after the interview go over the completed questionnaire to make sure all the answers are legible.
4. You must fill up the questionnaire during the actual interview. You must not write the answers on a separate piece of paper with the intention of transcribing the answers to the questionnaire at a later time. Nor should you count on your memory for filling in the answers once you have left the household.
5. Most of the items are provided with possible answers and their corresponding codes. Encircle or enter the code for the answer given, as the case may be.
6. Other items require write-in entries. Enter the specific answer to the question. Be concise but clear.
7. Write an (\*) for all entries which may appear doubtful/vague to the editor and which have corresponding explanations or remarks at the bottom of the page.
8. Do not change any answer unless the respondent is asked with the question again.
9. Fill in the certification portion on the cover page of the CSES Forms only after the interview has commenced. Write the date when the questionnaire was finalised or when the interview was completed.
10. The supervisor should sign the certification portion on the cover page only after he/she has actually reviewed the completed CSES Form. The review of forms can be done during field inspection or in the office when the forms are already submitted.

### **3.3 Some General Instructions for Completing Questionnaires**

This is a very important Section of this manual. Interviewers must adhere at all times to the instructions contained in this section.

1. Special interviewer instructions appear on the questionnaire in certain cases. They are for the benefit of the interviewer only and should not be read out to the respondent. In some cases, these instructions ask the interviewer to skip over a set of questions and proceed to a following question, based on a response obtained. For example, the instruction "if 0, >> Q34" means that if the response is zero, the interviewer should skip to question number Q34.
2. Unless otherwise indicated, the blank spaces provided for responses to questions are to be filled in with simple numbers (such as the number of children, number of animals, number of years, etc.). Enter the number without writing the unit of measurement. For example, if the question asks for a person's age, write "21" and not 21 years."

Some important special cases of numeric answers are as follows:

Use Arabic numerals 1, 2, 3...9 and 0 for writing all numbers. Do not use Khmer numerals or any other numerals used in Cambodia.

**(Riel):** When the questionnaire asks for any amount of money (Riels) as a response, an answer such as Riel 25,000 (twenty-five thousand Riels) must be written as 25,000, and not as 25. Similarly, a response of Riels 5,000,000 (5 million Riels) should be written as 5,000,000, not as 5,000 or 5.000. Always separate each group of three digit figures with a comma or decimal point, starting from the right. For example: one hundred thousand must be written as 100,000 or 100.000, and not as 100000 or 100 000.

**(Riels per year):** If the question asks for an amount of Riels annually (such as tutoring fees) and the respondent gives the monthly amount, simply multiply the amount given by the number of months in a year the payment is made. In the case of questions referring to schooling, this may be 8 or 9 months only.

**(Kilometres 0.0):** When the distance is wanted in kilometres, then a response of three kilometres would be entered as 3.0. For a distance of 400 metres, it would be shown as 0.4. Do not round off responses to a whole number. For example, enter a response of "2.7 kilometres" as "2.7", not as "3".

**(Minutes):** If the question asks for the length of time in minutes, but the respondent answers in hours (say, 2 hours), write the reply in minutes (in this case, 120). Please note that a few questions ask for responses in both hours and minutes.

**(Year):** If the question asks for the year -- for example, "In which year was this school first started?", the interviewer should enter only the last two digits of the year, unless otherwise instructed. For example, a response of "2003" would be entered as "03" and a response of "2000" would be entered as "00". Note that a few questions ask for 4-digit year responses.

3. For many questions, a list of the most likely answers is provided with accompanying numeric codes. For example, when the gender of a person is asked, you would enter "1" if the person is male and "2" if the person is female. As another example, codes for cause of disability include: 1 = due to land mine explosion, 2 = due to traffic accident etc. It is important to allow the respondent to hear the question as it is written, without prompting him/her with the listed answers. *After* the respondent has answered, choose from the list of responses the one that best fits the respondent's answer. In most cases, the response codes include one for "Other (specify)". See, for example, disability codes, col. 4, in Disability Section (Form 3). The reason for this is that although the questionnaires include coded responses for what are thought to be the most common answers, there are bound to be cases in which a respondent's answer may not clearly fit any of the coded answers. In such cases, write in the numeric code for other (specify) and, in the space provided, write a clear specification of the respondent's answer. (After the survey has been completed, at the time of data processing, these specifications may be used to develop additional codes.)

There will be some questions that some respondents will not be able to answer. There are many possible reasons:

- they do not remember very well, or
- they do not possess the information, or
- they do not fully understand the question.

In some cases, where the question asks the respondent to "estimate" some quantities, you should encourage the respondent to provide his/her best guess. Despite your best effort, it may happen that the respondent cannot give an answer. In such cases, write for example "3 = don't know" which means the respondent "did not know" the answer or refused to reply. However, based on past experience, it is not expected that this will be necessary in many cases.

4. In Form 4, responses to the income and expenditure within the month of interview would be collected through the diary sheet on the expenditure and consumption of own production, and income and receipts for the households. This diary sheet has two parts: part 1 is used to record the expenditure and consumption of own production and part 2 is used to record the income and receipts made by the households.
5. A note about this manual: An attempt has been made to provide explanations and instructions for the completion of the questionnaire. Explanations are provided for questions that are complicated, or could be interpreted in more than one way. Where a question is presumed to be clear, based on pre-testing experience, no explanation is provided. In cases where interviewers need additional clarification of any of the questions, you should ask your supervisors.

### **3.4 How to Check the Completed Questionnaire**

After each interview, review the listing sheet and questionnaires immediately. This means going over the entries to see to it that they are legible, complete, reasonable, and consistent among themselves. Check all questionnaires before submitting them to the supervisor and before leaving the sample village. Even after probing if you still find the answer doubtful, accept the answer but write your observations/explanations to guide your supervisor in reviewing the questionnaire.

## CHAPTER 4

### VILLAGE QUESTIONNAIRE (CSES FORM 2)

#### General Remarks

This Questionnaire is to be administered by the supervisor (when feasible) to the village head and other representative persons in each sample village. It will generally be helpful if a few village elders (like the head of the village school and the head of the health centre, etc) are also present during the interview. The price information should be obtained from persons who are familiar with the village market or shops, such as a group of retail shopkeepers or vendors.

The main objectives of the Questionnaire are to:

- (1) Collect information on demography and population, economy and infrastructure;
- (2) Identify and locate the facilities which provide education, health and other social services to the population of the village;
- (3) Obtain the views of the village elders about improvements or changes in the quality of life in their villages and about problems in the spheres of education and health; and
- (4) Collect data on retail prices and wages at the village level.
- (5) Collect information on rental price of land in the village and the recruitment of children to work outside the village.

Note that we need information about the **whole village** in Form 2 even if we select one segment from a village for household listing and household interviews.

#### Cover Page

The supervisor will fill in the following items in Part A on the Cover Page prior to the interview: Province/City (name and code); District//Khan (name and code); Commune/Sangkat (name and code); Sample Village/Mondol (name and code); Zone (code); Sector code (Urban = 1, Rural = 2). He will also record the Sub-Sample number and the Serial number of the selected village.

The supervisor who administers the questionnaire will fill in the following items in Part B at the time of interview: Names of persons interviewed; Positions of these persons; Date of Initial Interview; Date of last visit; Interviewer's name; and Interviewer's signature.

More than two persons may be interviewed for filling up this Form. Record names and positions of all persons interviewed for the purpose.

When a Supervisor administers the Village Questionnaire, a Re-interviewer may be sent from Headquarters to check the Questionnaire. After checking the completed Questionnaire, the Supervisor or the Re-interviewer will fill in the following items in Part C on the Cover Page: Supervisor's or Re-interviewer's name, Date Checked by Supervisor or Re-interviewer, Date of Re-interview (if necessary); and Supervisor's / Re-interviewer's signature and telephone number.

## Instructions for Individual Questions

### 4.1 DEMOGRAPHIC INFORMATION

**Q1.** Record here the **number of households** -- as opposed to individuals (persons) -- normally residing in the village. This information is very important for the survey, so please make sure that you get accurate and updated information about number of households.

**Qs 2, 3 and 4.** These questions ask about the total village population, and the total male and female population under and over 18 years of age. The estimates are maintained by the village leaders and should be for a period as recent as possible. Generally, temporary visitors to the village are not to be included in these figures.

Note that for Qs. 1, 2, 3, and 4 should have the same date. Record the month and year in the spaces provided in Q1. Please see that the entry against Q2 equals the sum of “totals” against Qs. 3 and 4.

**Q5.** This question asks about the total area of the village.

**Q6.** This question attempts to determine whether the village has been characterised by in- or out-migration of population during 5 years since 2001. Encircle one of the codes shown.

### 4.2 ECONOMY AND INFRASTRUCTURE

**Q1.** Record here the total area of agricultural land available in the village measured in hectares. Agricultural land is land prepared for crop or other cultivation, livestock farming and fishery. If you obtain an answer in units other than hectares, please convert the figure into hectare-equivalents.

**Q2.** Record here the total area of agricultural land in the village which is irrigated, in hectares. Irrigation can be of two types – gravity irrigation (canals etc.) and lift irrigation (pumps, tube wells etc.). Land not irrigated is generally rain-fed.

**Q3.** Record here the area (in hectares) of land prepared for paddy cultivation in at least one of the two seasons in the village.

**Q4.** Record here the area (in hectares) of land prepared for paddy cultivation of the total land in Col. 3 which is irrigated.

**Q5.** Enter here names of major crops grown in the village, in descending order of importance. Importance should be measured by output or employment in the village. Up to four crops may be listed in the spaces provided. Codes will be entered in the office.

**Q6.** This question aims at finding out the main types of non-agricultural enterprises that are operated by households or business organisations in the village. Non-agricultural enterprises may be engaged in mining and quarrying; manufacturing; construction; electricity, gas and water; trade, hotels, restaurants etc.; transport, storage and communication; and in different types of services like financial and real estate services; and medical, educational and recreational services. The interviewer should list (up to) the four most important types of enterprises in the village and write descriptions of these in the boxes provided.

They should be written in descending order of output or employment. Codes will be entered in the office.

**Qs7-14.** These questions ask about the access in this village to the motor able road, electricity, piped water and source of drinking water. Note that in Col. 13 and 14 ask source of drinking water in the wet and dry season respectively.

**Q15.** This question asks about each amenity/service in Col.3 that was listed in Col. 2. For example, for the first line, ask the question "Is there a food shop or restaurant in the village?" If the answer is positive, enter code 1 in col.2 and move to the next line. If the answer is negative, enter code 2 in col. 2 and ask the question in col.3, (how far is the nearest food shop or restaurant from this village?). Enter the distance in kilometres.

**Qs16-17.** The district town and provincial town are usually the place where the government administrative office for the entire district and province are located. Record against these two items, the distance in kilometres from the sample village to district and provincial town.

**Qs18-21.** These questions relate to all types of development projects currently undertaken in the village by the Government or by non-government entities (including NGOs, donors, religious groups, etc.). Development projects are generally time-bound interventions in any area - e.g., agriculture, physical infrastructure, education, health, irrigation schemes, etc. organised for the purpose of improving the life of people in the village. Construction and renovation of infrastructure, such as construction/renovation of school buildings, health centres, roads, and irrigation schemes, also count as development projects.

For these questions, enter code 1 if one or more types of project exist. If no project is currently going on, enter code 2.

**Q22.** These questions aim at finding out whether or not households in the village received technical support from some agency for their agricultural activities during the past 12 months including three types of activities – cultivation of crops, livestock raising and fisheries (fishing and fish growing).

Three types of agencies are mentioned in different rows under col.2 – Government agencies, Community organisations or NGO's, and private companies.

**Col.3.** For each agency in col. 2 ask the question printed in the heading of col.3. Thus, for the first line, ask, "Did the households in the village receive technical support regarding agriculture from any Government agency (during the past 12 months)?" If the answer is 'yes', enter code 1 in the first line under col.3 and go to cols. 4 and 5; but if the answer is 'no', enter code 2 and go to the next line (that is, the next agency).

**Col.4.** If code 1 has been entered in col. 3 for any agency, ask the question in the heading of col.4. For example, for the first line, ask, "Was the technical support from the Government agency for crops or for livestock or for fisheries?" More than one code may be entered in col. 4. Thus, if the Government agency provided technical support for both livestock and fisheries, write "2 and 3" in col.4 in the line for Government agency.

**Col.5.** Ask the question in the column heading whenever code 1 has been entered in col.3. For example, if col.3 shows code 1 for 'Government agency', ask, "What was the main form of the Technical Support from Government agency?" Enter codes using the list of Technical Support Codes printed below. If the technical support was in the form of home visits enter code 1 in col.5. If the technical support came in more than one form, thus must enter the code of the main form of support.

**Q23.** Note that a "large" unit is defined as a factory or company or hotel/restaurant etc. employing more than 10 persons.



**Qs24-25.** This question aims to find out the telecommunication network or public or private telephone accessible to the people living the village for their purposes of communication.

**Q26.** This question aims to find out if the people living in the village can get access to internet in the village. The access can be provided by an internet café shop or some other business.

**Q27.** This question aims to find out the village's access and contribution to the electricity, gas and fuel being easily and sufficiently used by the people living in this village. Note that the publicly-provided electricity/city power means electricity supplied by electricity department or any agency.

### **4.3 RAINFALL AND DISASTERS**

**Qs1-7.** These questions aim at recording the respondent's perception of whether the rainfall during the past wet and dry season was favorable or not for the main crops of the village.

**Q1.** This question focuses on the total rainfall during the past wet and dry season and asks whether total rainfall was normal or better than normal or worse than normal for the main crops of the village.

'Normal' here means the average for the village over many years. If in the respondent's opinion, the total rainfall was normal, enter code 1. If the total rainfall was better than normal, enter code 2. Finally, if the total rainfall was worse than normal, enter code 3.

Note that if the total rainfall was very much in excess of normal, so that crops were badly affected, then the answer would be 'worse than normal' as in the case where the total rainfall was much less than normal.

**Q2.** This question focuses on the distribution of rainfall across months. Total rainfall may be normal or even better than normal, but the distribution across months may be unfavorable to the crops in the village; there may be too little rainfall or too much rainfall over some months. Record the respondent's opinion on whether the distribution of rainfall across months was normal (code 1), better than normal (code 2) or worse than normal (code 3). Think of the distribution of rainfall from the point of view of cultivation.

**Q3.** This question refers to the start of the rainy season during the past cropping season. The start can be too early or delayed or just about right on time. Record here, using codes, the respondent's view about the start of the rainy season – whether it was on time (code 1) or delayed (code 2) or early (code 3) for the main crops of the village.

**Q4.** This question asks the respondent whether in his opinion the crops in the village were damaged by too much rains or flood. If the answer is 'yes', enter code 1 in the box, but if the answer is 'no', enter 2.

**Q5.** This question asks about crops harvest in the village for the past wet and dry season. Enter only one code in the box provided, in which the crops harvest is good, normal or bad.

**Qs 6-7.** These two questions relate to natural disasters, if any, in the village during the past 5 years, 2004 to 2008. Such disasters might or might not have affected the village. Enter code 1 if the answer to the question is 'yes' in Q.6, that is, if at least one disaster affected the village in the past 5 years and then mark (x) in Q.7 about the types of disaster affected the village in each indicated year. If there was no disaster at all during this period, enter code 2, and skip to next section. For example, if the respondent says that floods affected the village in 2005, then put a mark (x) in row 2 for flood under the year 2005.

## 4.4 EDUCATION

This Section attempts to determine the number, type and quality of educational facilities/institutions available in or near the village. If there is any school in the village, the respondents should include the headmaster or a senior teacher of one of the schools.

**Q1.** If there is a primary school within the boundaries of the village, enter code 1. If no primary school in this village, enter code 2 and proceed to Q4.

**Q2.** This question asks the respondents about the three most important problems, in order of their importance with the primary school in this village. Then select the most appropriate or most important codes provided from the list (from codes 1-11). If you do not see a code for the answer provided, please use code 11 and specify in words under the code. Read out a few possible answers only if the respondent does not respond.

**Q3.** This question asks about the schooling status in the primary school for the children of this village over the past 5 years. The schooling status includes three conditions: improved, stayed the same and deteriorated.

**Q4.** This question asks about the distance (in kms. 0.0) to the primary school which is nearest to this village (for villages that do not have a primary school).

**Qs5-6.** These questions ask the information on that primary school which is preferred by most of the village children. For these questions, enter one code out of 1-8 in the box provided. Children may go to that school in different ways – some on foot, some on bicycle, some using public transport etc. Enter code for that mode of travel that the highest number of children used and recorded in Q5. For the time of transport from the village to the primary school should be recorded in Q6. The question refers to the way of transport recorded in Q5 and one way only.

**Qs7-13.** These questions are identical to the primary school, except that they refer to lower secondary schools (classes 7 – 9) instead of primary schools.

**Qs14-19.** These questions are also identical to the primary school and secondary school as well, except that they refer to upper secondary schools (classes 10 -12).

**Note:** A public school is usually a government-owned and -operated school. A private school is a school owned and operated by a non-government entity, including religious (missionary) denominations, NGOs, donors or private groups. Schools run by pagodas will be treated as public. In case that the primary school, secondary school and upper secondary school is within the same location, please asks the questions for each school level separately.

**Q20.** An adult literacy program is an intervention that attempts to teach basic literacy (reading and writing) skills and also arithmetic (numeric) skills to adults who cannot read or write, with the assistance of different media, including television, traditional folk tales, drama, puppet shows, etc..

## 4.5 HEALTH

This section attempts to determine the type and quality of health facilities/institutions available in the village. The best respondent would be the head of commune or district health centre, if one such facility exists in the village.

**Q1.** Each of these questions should be asked repeatedly for each type of health facility listed in rows 1–14

under col. 1. For example, start with the question: "Is there a private clinic in this village?" If the answer is positive, enter code "1" in row 1 under col.2 and proceed to Q3 by asking the numbers of clinics, doctors, nurses, etc. If the answer is negative, enter code "2" in row 1 under col. 2 and go to Q4. In Q4, ask the distance (in kilometres) from the nearest private clinic to this village and enter the distance in col.4.

**Q2.** It is possible that there are health services or personnel in the village that have not been listed in col.1 of Q1, enter code 1 in the box provided and specify this type of service/personnel in the space provided within the parentheses. If not, enter code 2.

**Q3.** Ask respondents to state the three most important health problems in the village in diminishing order of importance. The order of importance may be judged depending on the number of persons usually residing in the village who suffer from these diseases or problems. Then enter the appropriate codes from the list provided. If you do not see a code for the answer provided, enter code 12, and write down the answer in words after code 12. You may read out a few of the possible answers only if the respondent does not respond.

**Q4.** Ask respondent(s) to state the three most important problems with the health services for the people in the village in diminishing order of importance. Then enter the appropriate codes from the list provided. If you do not find a code for the answer provided, enter code 12 and write down the answer in words. You may read out a few of the possible answers only if the respondent does not respond.

**Q5.** A child immunisation campaign means the presence in the village of a medical team fielded by the Ministry of Health (MoH) in collaboration with UNICEF and other donors or (NGOs) for the purpose of immunising (vaccinating) women and children in the village. The reference period for this question is the past 12 calendar months.

**Q6.** This question asks about the health services of the village which were improved, stayed the same or deteriorated in the past 5 years.

**Q7.** This question asks about the reported cases of HIV/AIDS in this village. Record the numbers of persons as reported cases of HIV/AIDS by sex and total.

## 4.6 RETAIL PRICES

**Q1. Food prices:** The reference period for the retail price data is the *day of the survey*. Price data ideally should be collected from three different shops in the village and recorded in cols 2–4. Never collect prices from shops outside the village. In case the village is too small to have three different shops selling the items concerned, you may collect price data from only one or two shops. Every effort should be made to obtain price data for items of specified brand, quality and name as prescribed in col. 3. The units of quantity are printed in col. 4 (unit). If the price the respondent gives you is for a different unit (e.g. 100 gram. instead of one kilogram), convert it to a price for the unit mentioned in the questionnaire due to the consistency. In the example just given, you would simply multiply the respondent-reported price by 10.

**Q2. Non-food prices:** Make an effort to obtain prices for non-food items and medicines listed in the questionnaire. However, it is possible that the smaller villages don't have shops stocking some of the items. In this case, leave it blank in col. of the price of every item which is not sold in the village. You may record prices obtained from different shops in col.1 or 2 or 3 of the columns for prices of items. One important principle is that prices should be **retail prices collected from retail shops**. You should not collect prices from producers or from wholesalers. You may collect prices from producers only if they directly sell their produce to consumers/households instead of to shops.

#### **4.7 EMPLOYMENT AND WAGES FOR AGRICULTURAL AND NON-AGRICULTURAL ACTIVITIES**

This question asks about the prevailing daily wage rates for men, women and children (age <18) for different types of agricultural labour and unskilled non-agricultural labour in the village. The reference period for wage rates is the week proceeding the day of the survey. The reference period is important, since agricultural wages can vary from season to season and even from week to week. If the respondent reports wages for a different time-unit (hour), convert these to a daily wage, using the number of hours typically worked by agricultural and non-agricultural workers. In some cases, the labourer gets his wage partly in cash and partly in kind (e.g., in the form of grain or cooked food); record the total wage in such cases, adding the imputed value of wages in kind to the wages paid in cash.

Note that for ploughing (animal traction) in the first row, you should record wage rate for those situations where the animal is also hired that is supplied by the agricultural labour. Please leave it blank, if no employment.

#### **4.8 ACCESS TO COMMON PROPERTY RESOURCES DURING THE LAST 5 YEARS**

These questions relate to the destruction and depletion of common natural resources by overuse. You should ask about natural resources available to the people of this village. The activities include land for cultivation, firewood/charcoal to be collected, timber to be taken for house construction, fish to be caught from lake or river..., bamboo to be taken, open land for animal grazing, fruits to be picked, and wild animal for hunting. Please use only one code in each row (1-8) for the situations in which the common natural resources have been depleted or not available.

#### **4.9 RENTAL AND SALES PRICES OF AGRICULTURAL LAND IN THE VILLAGE (Rental, Sales Price /Hectare)**

These questions relate to rental and sales prices of agricultural land in the village where it (they) is (are) located for agricultural cultivation. The rental and sales prices are different from the types of land or length of lease. The rental and sales prices of agricultural land may be made by rental or sales contract or non-contract in cash or payment given as crop rent, etc.

#### **4.10 RECRUITMENT OF CHILDREN FOR WORK**

These questions relate to the recruitment of child labour (aged 5-17 years), if any, going on in the village. It is interesting to know the recruiting of children for work outside the village.

**Q1** See in the village questionnaire.

**Q2** Ask the question printed in the heading of Q.2. Enter the appropriate code, using recruiting agency codes printed at the bottom of Qs. If you enter code 5, then write down a description of the type of recruiting agency after the code 5.

**Q3** See in the village questionnaire.

**Q4**. Ask about the type of work the children are usually recruited for and enter the appropriate code, using type of work codes printed at the bottom of Qs. If the appropriate code is 7, then describe the type of work after the entry 7. Please take the most important code to which the largest number of the children is recruited to work outside the village.

**Q5**. See in the village questionnaire.

**Qs6(a-c)**. Ask about the district and province to which the children are usually sent. Record in Qs.6a-c the names of the district and the province. If more than one district is mentioned, record the district and the province to which the largest number of children are sent. If they are sent to another country, record only the name of the country.

\*\*\*\*\*XXXXXX\*\*\*\*\*

## **CHAPTER 5**

### **HOUSEHOLD LISTING (CSES FORM 1)**

**Only in Khmer**

## CHAPTER 6

### HOUSEHOLD QUESTIONNAIRE AND DIARY (CSES FORM 3 AND 4)

#### INTRODUCTION

The instruction in this part is explained in detail on how to fill in the household questionnaire (Form 3) and dairy sheets of household expenditures & consumption of own-produced food and household income & receipts (Form 4).

#### FORM 3: HOUSEHOLD QUESTIONNAIRE

The Household questionnaire (Form 3) has 18 sections that will be administered to the household during the first visit to the household, and in the following 4 weeks:

#### INITIAL VISIT

##### 01 .Initial visit

- A. List of household members
- B. Food, beverage and tobacco consumption during the last 7 days
- C. Recall non-food expenditures
- D. Vulnerability

#### WEEK 1:

- 02. Education and literacy
- 03. Information on migration
- 04. Housing

#### WEEK 2:

##### 05. Household economic activities

- A. Land ownership
- B. Production of crops (including fruits and vegetables etc.)
- C. Cost of cultivation of crops (including fruits and vegetables)
- D. Inventory of crops (including fruits and vegetables, etc.)
- E. Inputs and outputs of livestock and poultry raising activities
- F. Inputs and outputs from fish cultivation and fishing/trapping of aquatic products
- G. Inputs and outputs from forestry and hunting
- H. List of household non-agricultural economic activities during the past 12 months

##### 06. Household liabilities

##### 07. Household income from other sources

#### WEEK 3:

- 08. Construction activities in the past 12 months
- 09. Durable goods
- 10. Maternal health
- 11. Child health (children less than 2 years)
- 12. Health check of children (children less than 5 years)

13. Health care seeking and expenditure
  - A. Subsidized household healthcare
  - B. Illness and healthcare expenditure
14. Disability

#### WEEK 4:

15. Current economic activity - activity status during the last 7 days
16. Usual economic activity - activities in the last 12 months
17. Victimization
  - A. Household security
  - B. Victim of theft
  - C. Victim of accidents
  - D. Victim of violence

#### DURING THE WHOLE MONTH OF THE INTERVIEW

18. Summary of presence in the household

The Core Questionnaire for Household should be administered to the head of household or to the spouse of the head of household. If it is impossible to administer the questionnaire to either of these persons (for example, because they are both absent during the entire period of the survey), the questionnaire may be administered to another adult household member who is sufficiently knowledgeable. There are a few exceptions to that:

- **Section 10. MATERNAL HEALTH** should be administered to all women with living child/children less than 5 years old, *personally*
- **Section 11. CHILD HEALTH** should be administered to the mother or the person who mainly take care of the child/children less than 2 years old (and are usually residing in the household), *personally*.
- **Section 12. HEALTH CHECK OF CHILDREN** should be administered to the mother or the person who mainly take care of the child/children less than 5 years old (and are usually residing in the household), *personally*.
- **Section 15. CURRENT ECONOMIC ACTIVITY** should also be administered by the interviewer to all household members aged 5 years and older, *personally*.
- **Section 16. USUAL ECONOMIC ACTIVITY** should also be administered by the interviewer to all household members aged 5 years and older, *personally*
- **Section 17. VICTIMIZATION, Part D: VICTIM OF VIOLENCE**, the interviewer should ask each household member *personally*. Only for children the interviewer can ask their parents

**Let's see now each section in detail:**



## THE COVER

**The interviewer** has to fill in certain information in Part A on the cover page of each questionnaire **before the interview**. Before administering the questionnaire, check that the following information has been filled in on the cover page (this information will be obtained from the NIS):

- Province/City (name and code),
- District/Khan (name and code),
- Commune/Sangkat (name and code),
- Sample village/Mondol (name and code),
- Zone code
- Sector code (Urban = 1, Rural = 2)
- Sample reference number of household

**The interviewer** has to complete the following items in Part B on the cover page **at the time of the interview**:

- Name of the household head and telephone number if possible
- Address of the household (house number, street number, or other identification),
- Date of first visit to the household (day/month/year)
- Date of last visit to the household (day/month/year)
- Team's number, (2-digits)
- Interviewer's ID code (3-digits)
- Interviewer's name
- Interviewer's signature
- Interviewer's phone number
- Month and year of the survey (month and year)

The interviewer should write the total member of the household, males and females in this part after filling-out the list of the household members when he/she finished the initial visit.

After checking the completed questionnaire, **the supervisor** will complete the following additional items in Part C of the cover page:

- Supervisor's name
- Supervisor's ID code (3-digits)
- Date checked by supervisor (day/month/year) for each week (week one, week two, week three and week four),
- Supervisor's signature
- Supervisor's phone number

The last part of the cover will be filled by the data processing officers (reception/preparation/data entry) in the central office (NIS).

## 6.1 - INITIAL VISIT

The following four parts must be completed during the initial visit.

### A. LIST OF HOUSEHOLD MEMBERS

**Respondent:** The interviewer must contact the head of household to complete this part. If he/she is not at home then and only then try with his/her spouse. If both of them are absent, then the interviewer can contact another adult household member.

**Note: Definition of a household:**

A household is a group of persons (or a single person) who usually live together and have a common arrangement for food, such as using a common kitchen or a common food budget. The persons may be related to each other or may be non-relatives, including servants or other employees, staying with the employer.

Students, boarders and employees residing in and having a common food arrangement with the household are considered members of the household if they have been in the household for more than a year or if they have no other place of residence.

However, if there are 5 or more boarders/lodgers in a housing unit, they should not be reported as members of the household. They are considered to be living in a dormitory or boarding house operated by the household.

Boarding houses with more than 5 persons are considered to be institutional households. An institutional household is a group of 5 or more unrelated persons living together. Other examples are military barracks, prisons, student dormitories, etc. Institutional households are not covered by this survey. Households of foreigners will be included in this survey.

**Column 1:** It is pre-printed and is the “ID Number” or the “ID Code” of each household member. These ID Numbers will be used in recording answers to several questions throughout the Household Questionnaire. It is vitally important to record the same unique ID number (from col.1 of the List of Household Members) for each individual throughout the Household Questionnaire, when needed.

**Column 2:** The interviewer must ask the respondent about each individual being a household member. The ID numbers (in col. 1) and names of members (to be written in col. 2) will form the List of Household Members usually residing in the household. Ask the person interviewed the question: “How many persons usually reside in this household?” Then list each of these individuals down in the column 2 marked "Name of household member." Start with the household head, followed by his/her spouse and then list other members from the oldest to the youngest.

**Note: Household member:** A usual member of a household is any person who has been normally living in the household and sharing arrangements for food for at least one year, or one who has no other residence. Thus, most students going to school away from home are considered to be members of their family household, rather than a household at the location of their school, unless they have stayed continuously at the household close to their school for more than a year. However, a person who has moved recently, i.e., less than one year ago, is considered to be a member of a household at his destination if he does not plan to return to the old household within one year. Similarly, a person who has moved out of a household recently with no intention to return is no longer considered a member of that household.

A person is counted as a household member if he/she lives here or has been absent for less than 12 months.

A person who has moved out of the household more than one year ago but still visit the household but only occasionally, like only during big holidays a few times a year, is not considered a part of the household. However, a person has a separate residence since more than one year but comes home regularly, on average once a month or more often, is still considered as a part of the household (e.g. garment workers).

The newly-wed that moved into the households (e.g. son/daughter (in-law), the newly born child and household members who commute between the village and work or come home regularly from work (in weekend, or sometimes the end of month(s), (e.g. garment worker), will be considered as usual members of the households and should be included in the survey.

The newly-wed (e.g. son/daughter (in-law) that moved out of the households, the persons who have died, etc..., will not be considered as usual members of the households and should be excluded from the survey.

If any household member died or moved out from the household within the month of interview, you must try to ask information in the household questionnaire (Form 3) and diary sheets (Form 4). On the other hand if any child was born after initial visit is not included in the survey, but expenditure for the child should be included in the diary sheet.

Only when you have finished with the list of all household members in this column, you can proceed with columns 3 to 14 about each individual. Ask questions in column 3 to 14 about the first person, and only when finished, go on with the second household member, and so on.

**Column 3:** Ask sex of each household member. Write code "1" for males and code "2" for females. It is important to ask the sex of the persons when information is being given to you by a third person. Bear in mind that some names can be misleading in this respect. For example, **Vichet** or **Socheat** can be used for a male as well as a female. For eunuchs and hermaphrodites write code "1".

**Column 4(a-c):** Try to get the exact date of birth for each person, and the correct birth dates for children less than five years of age is very important. If the date is not known, ask if the animal sign of the Buddhist/Cambodian calendar is known. If the animal sign is known, then use a conversion table to calculate it into the Western date (Gregorian date). If the respondent doesn't know the animal sign, try to ask him/her to remember the age in uncertain cases by comparing or matching it to any historical event possible listed. Sometimes the respondent apparently remembers that, he/she/other household member was born in coincidence with the event (occur at the same time).

**Note:** Please write ‘-’ in column 4a (day), ‘-’ in column 4b (month) ‘-’ in column 4c (year) if the respondent do not know "the day, month or year". This information would help in entering age in column.5. The age conversion table and list of historical events are included in the last page of the manual (Khmer version).

**Column 5:** For age in years, write ‘0’ if a baby is less than 1 year. If the respondent has difficulty in answering the question, compute the person's age from the reported date of birth. Note that age should be in completed years, or age at last birthday. Write ‘-’ if the respondent don't know the age or it is impossible to calculate the age.

**Column 6:** In this column you will have to record the relationship to head of household. In the case of the head write code“1”. For others write code of relationship to the household head (from code 2 to 15) as provided in details in the questionnaire.

**Note:** The head of household is the adult member of the household who is accepted and recognized by the other household members as head.

**Column 7:** Ask whether the father of the individual you are asking about, lives in the household. If this is the case copy his **ID Number** in this column. If no, then write ‘-’ which will indicate that the father doesn't live in the same household.

**Column 8:** Ask whether the mother of the individual you are asking about, lives in the household. If this is the case copy her **ID Number** in this column. If no, then write ‘-’, which will indicate that the mother doesn't live in the same household. Note how the **ID Numbers** are repeated on this page. You must write the entries for each person against the same **ID Number** on each page.

**Column 9:** This question should be asked only about household members aged 13 years and above. Persons who have been widowed or divorced but remarried are to be recorded as currently married.

**Column 10:** This question should be asked only about household members who are “Currently married”/“Live together (code 1 in column 9)”. Ask whether the spouse lives in the household. If this is the case copy his/her **ID Number** in this column. If no, then write ‘-’, which will indicate that the spouse doesn't live in the same household.

**Column 11a-b:** See in the questionnaire.

**Column 12:** In this question you should register any language spoken by each household member, excluding “Khmer”. You can write up to 3 different languages. If the household member doesn't speak any other language, write ‘0’ in the first column (column 12 a) and go on with next question. **Note** that for the children under two years old, the language they speak normally is the language of their mothers.

**Column 13 and 14:** See questionnaire

**Continue with the following household member registered in the list (Start with Col. 2).**

## B. FOOD, BEVERAGE AND TOBACCO CONSUMPTION DURING THE LAST 7 DAYS

**Respondent:** The household member who knows most about the consumption of food, beverages and tobacco in the last 7 days.

**Q1:** This question is asked to get the information whether the household has any agricultural production or runs any other business.

**Reference period:** The last 7 days.

You should help the respondent, by saying, for instance: “.... that is, since last Wednesday until yesterday....”

**Column 2:** There is a list of items in Col. 2. For all items you must try to get the **estimated quantity consumed** by reading all the examples listed within bracket. Ask for the consumed quantity day by day during the last 7 days and add up to 7 days.

**Column 3:** Ask how much the household has paid in total (in riels) for the consumed quantity that is **purchased in cash** during the last 7 days, and then

**Column 4:** For the quantity consumed the last 7 days that came from own production, or received as payment in kind for work, or as gift, or free collection you should record an **imputed value** (in riels). Use the current market price to estimate the value.

**Note:**

- Ask for the consumed quantity for each day during the last seven days and add up to 7 days.

- Do not write down the estimate quantity of each group of items consumed in the questionnaire. You only record the value in riels of that quantity, separating what was purchases in-cash, and what was received in different ways (own production or received as payment in kind for work, or as gift, or free collection).

- Any consumption of food, beverage, and tobacco that the households give to the animals or use for other business purposes during the last 7 days will not be included in this section, because they will be asked in the livestock section and economic activities.

## C. RECALL NON-FOOD EXPENDITURES

**Respondent:** The household member who knows most about the household expenditures on non-food during the indicated time periods (reference period).

**Reference period:** The last month, last 6 months or last 12 months (see column 3).

**Column 2:** There is a list of items in Col. 2. For each item (**each line**) you must try to get the value spent by the household during the reference period (see column 3) by reading all the examples listed within bracket.

**Column 4:** Ask how much the household has spent in total (in riels) for each item that is purchased **in cash**.

**Column 5:** For items that the household has spent in kind or as gift given away you should record an **imputed value** (in riels). Use the current market price to estimate the value

**Note:**

- For the reference period, you record the value the household had spent in riels of each item, separating what the household had spent in-cash, and in kind or gifts that has been given away.
- Any household's expenditure on business purposes during the reference period should not be included in this section, because it will be asked in section 5 - Economic activities.

**D. VULNERABILITY**

**Question 1:** 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 goiter.

Ask the respondent for a sample of cooking salt in a spoon (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. Pour 2 or 3 drops on the salts and wait a few seconds until it changes to "purple" color indicating that the salt is iodized, otherwise it is not iodized.

If there is no color change, you need to do a second test using a fresh sample of salt. First, flatten the salt so that it is even and not heaped. Then, shake the vial of pink liquid and squeeze one drop of the liquid into the middle of the fresh salt sample. Then squeeze one drop of the clear liquid on top of the same spot. Finally match the color of the wet salt with the color on the chart on the iodine kit and record the result

**Question 2-4:** See the Questionnaire

This is the end of the **initial visit**. Check over the sections completed to make sure that all questions in this part have been answered properly. Make sure that all your handwritten responses are legible. Do not change any responses unless you ask the question again to the respondent. Also, if you find a missed question (other than those which were intentionally skipped), or you notice a confusing response, recheck it with the respondent.

## 6.2 EDUCATION AND LITERACY

**This section must be completed during week 1**

**Respondent:** The interviewer must contact the head of household to complete this part. If he/she is not at home then and only then try with his/her spouse. If both of them are absent, then the interviewer can contact another adult household member.

**Note:** All questions must be asked about all individuals **3 years and older**.

**Column 1:** It is pre-printed and is the “ID Number” of each household member.

**Note:** The **ID Numbers** are repeated on this page. You must write the entries for each person on this section on the line with the household members ID Number from the household list. There will be some empty lines for those household members that are less than 3 years, i.e. persons who do not correspond to the age-range defined for this section. It is vitally important to record the information about a person after the same unique ID number (from column 1 of the List of Household Members: Initial visit, Part A).

**Column 2:** Ask whether the person you are asking about can read a simple message, **in any language**. Enter code "1" (Yes) for persons who know how to read a simple message even if they can no longer do so because of some physical defect or illness (e.g., blindness). Also enter code "1" for a blind person who can read using the Braille script.

**Column 3:** Ask whether the person you are asking about can write a simple message, **in any language**. Enter code "1" (Yes) for persons who know how to write a simple message even if they can no longer do so because of some physical defect or illness (e.g., blindness). Also enter code "1" for a blind person who can write using the Braille script.

**Note:** Literacy is the ability to read and write with understanding in any language. A person is literate when he/she can both read and write a simple message in any language or dialect. A person who cannot both read and write a simple message is considered illiterate. Also to be considered as illiterate is that person who is capable of writing or reading only his/her own name or numbers, as well as persons who can read but not write, or vice versa.

**Column 4:** See the questionnaire.

**Column 5:** Number of years that each household member has attended school. This question is important to cross-check the consistency with question in Col.6 asking about the highest level successfully completed.

**Column 6:** Highest level of education successfully completed by each household member. The codes in details:

- 98 = Don't know
- 88 = No class completed
- 00 = Pre-school/Kindergarten
- 01 = Class one
- 02 = Class two,
- 03 = Class three,
- 04 = Class four
- 05 = Class five
- 06 = Class six
- 07 = Class seven
- 08 = Class eight
- 09 = Class nine
- 10 = Class ten
- 11 = Class eleven
- 12 = Class twelve
- 13 = Lower secondary school certificate,
- 14 = Upper secondary school certificate
- 15 = Technical/vocational pre-secondary diploma/certificate
- 16 = Technical/vocational post-secondary diploma/certificate
- 17 = College/university undergraduate,
- 18 = Bachelor's degree (B.A, BSc, etc)
- 19 = Master's degree (M.A, MSc, etc)
- 20 = Doctorate's degree (PhD)
- 21 = Other (specify)

**Note 1:** If the person is a child currently going to school, then the highest level successfully completed is what he/she completed last school year. Let's say he/she is currently in 4<sup>th</sup> grade, then the last level successfully completed is 3<sup>rd</sup> grade.

**Note 2:** For children who failed their final examinations during the last academic year, the highest grade level successfully completed may have been completed **more than one year ago**.

**Note 3:**

- The classes of old school system are different from the new school system. For instance, the class one was called class 12, the class two was called class 11, etc. In this case, the interviewer should note that, the class one in the old school system is equivalent of class 12 in the new school system, the class two in the old school system is equivalent of class 11 in the new school system, etc,..... and the class 12 in the old school system is equivalent of class one in the new school system.
- On the other hand, since 1979, the classes in the primary school are continuously changed. From 1979 up to around 1987, the "primary level" completed was class 4, it was class 5 until around 1997, and since 1998 is class 6.
- Compare the entry in Col.6 with the entry in Col.5 to see that they are consistent. If the entries are not consistent, please ask the respondent to clarify.



**Column 7:** Currently attending school. By **current**, we mean attendance in school during this semester or school year.

**Note:** If the child is on holidays, he/she is considered being in the school system.

**Column 8:** Current grade in the school system. The codes in details:

- 00= Pre-school/Kindergarten
- 01 = Class one
- 02 = Class two,
- 03 = Class three,
- 04 = Class four
- 05 = Class five
- 06 = Class six
- 07 = Class seven
- 08 = Class eight
- 09 = Class nine
- 10 = Class ten
- 11 = Class eleven
- 12 = Class twelve
- 13 = Technical/vocational pre-secondary diploma/certificate
- 14 = Technical/vocational post-secondary diploma/certificate
- 15 = College/university undergraduate studies,
- 16 = Postgraduate studies

**Note:**

- Note that the codes to be entered in Col. 6 & Col. 8 will be generally different. For a student currently studying in class nine, the entry in Col. 6 (completed level) would be 8 but the entry in Col. 8 would be 9.

**Column 9:** Public or private school. A **public school** is a Government (Community)-owned or -operated school, while a **private school** is one operated or owned by a non-government entity, including religious denominations, missionaries, private individuals or companies and NGOs. Schools running by pagodas should be treated as public.

**Column 10:** Private lessons that each household member is taking **after school**, for example: languages, math, science, music, sports, computer classes outside the formal school system, etc. After completing this question, go on with Col. 12, and leave Col. 11 blank.

**Column 11:** Reason why not attending school. This question is asked for household members that is **below 18 years of age**. Note that this question is applicable to individuals who have attended school in the past ("Yes" in Col. 4) but are not currently in school system ("No" in Col. 7), **and** individuals who have never attended school ("No" in Col. 4). If more than one reason, ask for the most important reason for not attending school.

**Column 12-14:** See in the questionnaire.

**Column 15:** This question is asked to know if the person attended school (included non-formal class) the past school year. You should help the respondent identifying the past school year: "that is for example since

September 2007 to June 2008....” Next questions about educational expenses are asked for the past school year. If a person is currently in school system **it is not sure** that he/she attended school the past school year.

**Column 16 (a-h):** Educational expenses should be asked to all persons that attended school the past school year, even if they are not currently in school system.

Ask for the expenses on the different items listed in Cols 16a-g during the past school year. You should help the respondent identifying the past school year: “... that is for example since September 2007 to June 2008....” The expenses on different item should be recorded in riels. If it is in dollars or other foreign currencies, please convert them into riels by using the market exchange rate fixed during the past school year.

**Note 1:** If the interview takes place (for example) in June 2009, then the past school year is from September 2007 to June 2008. If the interview takes place in October 2009, then the past school year is from September 2008 to June 2009. It should be the last completed school year.

**Note 2:** If you cannot separate the educational expenses into the categories, please write the total amount of all categories in Column 16h. However the interviewer has to try the best to get the expenses into detailed categories as required. By doing this, it will provide more accurate expenses on the past-year education system.

## 6.3 INFORMATION ON MIGRATION

### A. PAST MIGRATION

**Respondent:** The interviewer must contact the head of household to complete this part. If he/she is not at home then and only then try with his/her spouse. If both of them are absent, then the interviewer can contact another adult household member.

**Note:** All questions must be asked only about household members 5 years old and older.

**Column 1:** It is pre-printed and is the “ID Number” or the “ID Code” of each household member from the household list.

**Note:** ID Numbers are repeated on this page. You must write the entries for each person on this section against the same ID Number from the household list. There will be some empty lines: those that correspond to household member that are outside the age-range defined for this section. It is vitally important to record the information about each household member in front of the same unique ID number (from Col. 1 of the list of household members: Initial Visit, Part A )

**Column 2:** A person has **always** lived in the village where he/she lives now. That means that he/she has ever since his/her birth moved from the village.

**Column 3:** See in the questionnaire.

**Column 4 (a-c):** Write the name of the province or country (if moved from abroad). The staff at NIS office will enter the code for province/country. If moved to a village in the same province, write a note in the questionnaire and leave blank.

**Column 5:** See in the questionnaire.

**Column 6 (a-c):** Write the name of the province or country (if moved from abroad). The staff at NIS office will enter the code for province/country. If born in the same province, write a note in the questionnaire and leave blank.

**Column 7-8:** See in the questionnaire.

**Column 9 (a-b):** Ask for the most recent migration to another country.

**Column 10-11:** See in the questionnaire.

**Column 12:** For a person who was engaged in two or more occupations during the last migration episode, the **main occupation** was the one which was accepted as the main occupation by the person considering time spent, income earned etc. Occupation refers to the type of work, trade, or profession performed by the person, such as paddy farmer, physician, primary school teacher, carpenter, beauty shop operator etc.

Write a clear description of the specific work in Col.12a.. For example, do not write “factory worker” but write what the person did in the factory, such as ‘weaving machine operator’ or ‘machine repairman’. The description should be sufficiently detailed, so that the occupation code can be entered in Col.12b in the office (NIS) in a correct way.

**Column 13:** See in the questionnaire.

## **B. CURRENT MIGRATION**

In this section you should ask questions about persons who **have been** members of the household but **no longer are living** in the household. You should ask for spouse and children (son and daughters) of head and/or spouse who are 15 years and above. For elder persons they can have left/moved from the household long time ago. There is no time limit for when the person left the household. If a person has escaped he/she should not be included in this section, even if he/she no longer is living in the household.

In question 1 you ask whether there are such persons. If 'No' go on with the next section.

**Column 1:** In this column you find ID number that should be used for the persons no longer living in the household. These ID numbers are unique and do not refer to the ID number for household members.

**Column 2:** For person (spouse/son/daughter) who is no longer living in the household, write the name. Only ask for persons 15 years and above.

**Column 3-4:** See in the questionnaire.

**Column 5a-c:** Write the name of the province, if living in Cambodia, or country if living abroad. The staff at NIS office will enter the code for province/country. If moved to a village in the same province, write a note in the questionnaire and leave blank in Col 5a-c.

**Column 6:** See in the questionnaire.

**Column 7:** To move from one wife/husband to another should be included in code 3 (go to live with a spouse). If a person moved to join his/her family record code 6 (Other) and specify.

**Column 8a-b:** For a person who was engaged in two or more occupations at the time of moving to the location where he/she is living now, the **main occupation** was the one which was accepted as the main occupation by the person considering time spent, income earned etc. Occupation refers to the type of work, trade, or profession performed by the person, such as paddy farmer, physician, primary school teacher, carpenter, beauty shop operator etc.

Write a clear description of the specific work in Col.8a.. For example, do not write “factory worker” but write what the person did in the factory, such as ‘weaving machine operator’ or ‘machine repairman’. The description should be sufficiently detailed, so that the occupation code can be entered in Col.8b in the office (NIS) in a correct way. If "no occupation/unemployed" enter '0' in Column 8a.

**Column 9:** Ask about the highest level of education that the person has successfully completed. It can be education completed in Cambodia or in another country. For specification of the codes, see Section 6.2 Education and Literacy, column 6

**Column 10a-b:** For main occupation now, see column 8a-b in this section.

**Column 11-12:** Only enter transfers and gifts received "in cash". If received "in kind" enter 'No', and go on with next person who is no longer living in the household, if there are more persons. Otherwise go on with the next section. In Col. 12 ask for the total value in Riels. If in dollar or other currencies convert to riels. Use the rate for the month before the interview for conversion.

**Column 13:** Western Union is a company through which you can transfer money from one country to another. Through a bank is another way of transferring money. They have different codes in the questionnaire. Another way to receive money is from the person directly or from another person. The special codes are provided in the questionnaire.

## 6.4 – HOUSING

<b>This section must be completed during week 1</b>
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**Respondent:** The interviewer must contact the head of household to complete this part. If he/she is not at home then and only then try with his/her spouse. If both of them are absent, then the interviewer can contact another adult household member.

**Question 1:** Ask for the number of households residing in the same housing unit as their household.

<p><b>Note:</b> A housing unit is a structurally separated and independent place of abode. It may have been constructed, built, converted or arranged for human habitation, such as commercial, industrial, and agricultural buildings, or natural and man-made shelters such as caves, boats, abandoned trucks, culverts and similar structures which are used as living quarters.</p>
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**Question 2:** Enter the floor area occupied by the household in square meters, taking into account the number of floors in the building occupied by the household. So, if a dwelling has two floors and each floor has 100 square meters of space, and the household occupies all the rooms in this dwelling, then the total floor area occupied by the household is 200 square meters. If the respondent does not know the exact total area, ask for an estimate. The area under the house, separate toilet/kitchen/storeroom etc., outside the house should be excluded from the floor area.

**Question 3:** Ask the number of rooms in the dwelling unit that is used by the household. A room should have four walls with a roof and a doorway. It should be wide and long enough for a person to sleep in. In giving the number of rooms occupied by household you should exclude kitchen, store room, bathroom and toilet, which are not normally usable for living or sleeping. A room which is shared by more than one household will not be counted by any of them.

**Question 4:** Wall material: This question can be answered through observation, but, if in doubt, ask the person interviewed. For a two-storied house, especially in the rural areas, where the ground floor is used for poultry, grain storage, storage of farm implements etc. and the household lives on the upper floor, report the material used in walling the upper floor. If the household has more than one material of the wall, then write the most important one. The codes for wall materials are given in the questionnaire.

**Question 5-6:** Roof and floor material: The instruction for **Question 4** is valid for these questions. The codes for roof and floor materials are given in the questionnaire.

**Question 7:** Main source of lighting. Determine the type of lighting used in the household most of the time and give the appropriate code. The types of the lighting and their codes are given in the questionnaire. If the household use Solar for energy enter code 7 (other) and specify.

**Note:** City Power (Code 1) means electricity supplied by Electricity department or any agency. Generator (code 2) refers to private generator use by household.

**Question 8:** Main source of drinking water in wet season.

**Note:** Drinking water is defined as improved or unimproved drinking water. To get information if a household has access to improved or unimproved drinking water it is very important to follow the instructions given in the questionnaire and in the manual.

A dug well can be an improved or unimproved water source. A **protected dug well** is an improved water source. To be **considered protected the dug well** needs to include **all** of the following:

- lining
- headwall
- platform
- cover.

If none or only some of these the dug well is unprotected.

Rainwater can be improved or unimproved. For **improved rain water collection** the catchment tank needs all the following:

- to be completely closed
- to have a tap to withdraw water
- to have at least 3000 litres capacity

See slides provided during the training!

Water from **pond, river or stream** can be fetched directly from the pond, river or stream or pumped to the house. There are two different categories in the questionnaire (code 6 and 7). If the water is pumped to the house (code 7) you should not ask about the distance to the water source in next question. Write '0' in Q9 and then skip to Q12.

Water **bought from tanker truck or vendor** can be brought home by the vendor (home delivery) or collected by any household member (code 10 and 11). If the water is brought home by the vendor (code 10) you should not ask about the distance to the water source in next question, Write '0' in Q9 and then skip to Q12.

**Question 9:** Distance to drinking water source recorded in Q8. The distance must be written in meters. The answer should only refer to how far away the water source is, that is one-way and not how long it is there and back.

**Question 10:** Household members who **are fetching** water in the wet season. You can write up to 3 ID numbers. If more than 3, ask for the three persons who are mainly responsible for fetching water. Copy their **ID Numbers** from the list of household members (Initial Visit, Part A).

**Question 11:** Minutes per day all household members spend in total on fetching water in wet season. That is the total of all household members who are fetching water in wet season.

**Question 12-15:** Drinking water in dry season: The instructions for **Question 8-11** are valid for these questions.

**Question 16:** Water charges last month. Write "0" if the household didn't pay anything. The water charge should be written in riels. If it is paid in dollar or other foreign currency, please convert into riels by using the market exchange rate fixed in last month (the month that the household paid the water charge).

**Question 17:** Ask whether the household boiled or otherwise treated the drinking water last month.

**Question 18:** If the household did treat the drinking water in some way during the last month (Code 1 or 2 in question 17), then ask for each method that can be used for treating water. The answers can be Yes or No for any method. Ask for each of the methods:

- a. DID you boil your drinking water last month?
- b. DID you filter your drinking water last month?
- c. DID you use chemicals to treat your drinking water last month?
- d. DID you use white alums to treat your drinking water last month?
- e. DID you use other method to treat your drinking water last month?

**Question 19(a-b):** Report the toilet facility available inside the premises or in the area close to the dwelling, even if some members of the household use another facility. Toilet refers to any installation that is used for the disposal of human excreta. If the household do not have toilet facilities within the premises (code 7 = "None"), ask Q 19b about what toilet facilities outside of the premises that the household usually use.

**Note:** To get information on the household access to adequate sanitation it is very important to follow the instructions given in the questionnaire and in the manual.  
See the pictures provided during the training.

**Question 20:** Spent on sewage or waste water disposal last month. Write '0' if they did not spend any amount. The sewerage or waste water charge should be written in riels. If it is paid in dollar or other foreign currency, please convert those into riels by using the exchange rate fixed in last month (the month that the household paid for sewerage or waste water).

**Question 21:** Spent on garbage collection last month. Write 0 if they did not spend any amount. The charge for garbage collection is written in riels. If it is paid in dollar or other foreign currency, please convert it into

riels by using the exchange rate fixed in last month (the month that the household paid for garbage collection).

**Question 22:** Fuel for cooking:

- a. Type of fuel mainly used for cooking. If gas from animal enter code 8 (other) and specify.
- b. If code 1 or 2 (Firewood or Charcoal) ask if the vendor bring it home (home delivery)
- c. If no home delivery then asks which household members who are collecting or fetching firewood and/or charcoal. You can write up to 3 ID Numbers, if more than 3 ask for the three persons who are mainly responsible for collecting or fetching firewood or charcoal. Copy their ID Numbers from the list of household members (Initial Visit, Part A).
- d. Ask how many hours per week in total all household members together spend on collecting or fetching firewood/charcoal. If less than 1 hour, write '0'.

**Question 23:** Spent on energy (including lights and cooking) last month: The charge for each energy item should be written in riels. If it is paid in dollar or other foreign currency, please convert those into riels by using the exchange rate fixed in last month (the month that the household paid for each item). Include the value of own production or received as payment in kind for work or as gift or free collection.

Ask for each item:

- a. How much did you spend on Electricity last month?
- b. How much did you spend on Gas (LPG) last month?
- c. How much did you spend on Kerosene last month?
- d. How much did you spend on Firewood last month?
- e. How much did you spend on Charcoal last month?
- f. How much did you spend on Battery last month?
- g. How much did you spend on other energy sources last month?

**Question 24:** If parents and adult children (e.g. son and daughter in-law) and the parents own the house enter code 1. The house is owned by persons in the household.

**Question 25a:** Rent paid last month. The payment for rented house should be written in riels. If it is paid in dollar or other foreign currency, please convert those into riels by using the market exchange rate fixed in last month (the month that the household paid for the rented house).

**Question 25b:** For households owned dwellings or not owned but no rent is paid, ask how much the households have to pay per month to rent a similar dwelling. The payment should be estimated in riels.

**Question 26:** Expenditure on maintenance and minor repairs of the dwelling during last month. Refer to the dwelling where the household usually is living (the same dwelling as in Q1). The expense should be written in riels. If it is paid in dollar or other foreign currency, please convert those into riels by using the market exchange rate fixed in last month (the month that the household paid for maintenance and minor repairs of the dwelling).

This is the last Part of Week 1. Check over the sections completed to make sure that all questions have been answered properly. Make sure that all your handwritten responses are legible. Do not change any responses unless you ask the question again from the respondent. Also, if you find a missed question (other than those which were intentionally skipped), or you notice a confusing response, re-check it with the respondent.

## 6.5-HOUSEHOLD ECONOMIC ACTIVITIES

**This section must be completed during week 2**

**Respondent:** The interviewer must contact the head of household to complete this part. If he/she is not at home then and only then try with his/her spouse. If both of them are absent, then the interviewer can contact another adult household member.

### A. LAND OWNERSHIP

Start this section by saying: "I would like to ....." (see questionnaire)

**Question 1a:** Ask the household whether they have sold any open land during the last 12 months.

**Question 1b:** Ask for the **primary reason/purpose** for which the household sold the land..

**Question 2:** Ask if any member of the household owns or operate land that is used or could be used for vegetable gardening, agricultural or farming activities (crop cultivation, livestock raising, or private forestry). The household can have land that is owned, owned but rented out, rented in, or used for free, etc.) If "No", then skip all parts B, C, D and go on with part E.

**Note:** Include any land, even if the household doesn't operate it, because it is rented-out or for some other reason not operated.

**Question 3:** Record the total number of plots that the household own or operate, i.e. owned, owned but rented out, rented in from others or use for free.

**Note:** Ask questions from col. 2 to col. 22 for each plot. Start with the first plot and when you have finished all questions about this plot, go on with the second plot, and so on.

**Proceed plot by plot.**

**Column 1: Plot Number:** This is a pre-printed serial number, used to identify each plot owned or operated by the household.

**Column 2:** The area of the plot in square meters (m<sup>2</sup>). The areas with other measurement units such as "Cong, Ray, Hectare, etc." should be converted into square meters. If a household owns a plot together with another household, only the area belonging to the household should be entered.

**Column 3:** A plot that the household owns can be rented out. For the following questions it is important to find out if the plot is rented out. The land can also be used for free.

**Column 4a-c:** If the plot is owned or it is "free use of land" we want to know how much it would cost to rent a plot like this in the village, in cash or in kind. If the household don't know, try to get an estimate.

If "In cash" write the amount in Col. 4a and "Riel" in Col 4b. If they only know in how much it would cost in dollar, please convert into riels by using the exchange rate for this month (the interview month).



In remote areas household sometimes can pay e.g. "half the harvest" in rent  
If "In kind" write the quantity of crop in Col 4a and "Kg/Other" in Col 4b, and make a note of what kind of crop they would give.  
In Col 4c write the time period the cost refers to.

**Column 5-6:** For Col 5 a-c and 6a-c the instructions in Col 4a-c is valid.

**Column 7:** Type of land. The following codes detailed the type of land that the household used.

01. Wet season land, can only be used in the wet season
02. Dry season land, can only be used in the dry season
03. Wet and dry season land, used both seasons
04. Chamkar land (i.e. rubber plantation, banana plantation, etc)
05. Kitchen garden land (garden growing vegetables around house, or yard etc.)
06. Land with permanent crops
07. Land for raising livestock
08. Private forestry land
09. Idle Land
10. Other land (specify)

**Column 8:** The year when they first had/start using the plot. If the household does not remember or don't know, ask for estimated year.

**Column 9:** See in the questionnaire.

Note that there are two codes for bought, one for bought from a relative (code '3') and one for bought from a non-relative (code '4'). There is also a special code for the plots that are rented in from others (code '7').

**Column 10:** If bought, the amount they paid to buy the plot should be entered in Riels. If bought in dollar or other currency, please convert into riels by using the exchange rate for this month (the interview month).  
If the respondent don't know leave blank.

**Column 11:** For all plots, owned, rented in from others or "free use of land" we ask how much it would cost to buy a plot like this in the village **today**? If the respondent only knows the price in dollar or some other currency, please convert into riels by using the exchange rate for this month (the interview month).  
If the respondent don't know try to get an estimation otherwise leave blank.

**Column 12-13b:** Paper to certify their ownership or rental agreement. If the household have a paper asks what kind of paper they have. In Col. 13 you enter the answer given by the respondent. In next question (Col.14) you ask the respondent to show the document. The interviewer should enter the code (Col 14) when seeing the paper. See the examples of paper you have.

**Column 14:** If children's name on the document enter code 7 (other) and specify.

**Column 15:** See in the Questionnaire.

**Column 16:** Ask what they grew on this plot during the last seasons. The last seasons refer to both the last wet and last dry season. If they grew more than one crop, e.g. rice in the wet season and some other crop in the dry season, enter the 3 most important crops.

**Column 17:** Irrigation is an artificial application of water to the soil. The household can use a water source they have access to for the irrigation, e.g. a river, lake, dam or dug-well near the plot. Another way to add water to a plot is to pump water from a well.

**Column 18-19:** If there are more than three investments on the plot ask for the three most important in Col. 18 in order of importance. In Col. 19 write in what year the most important investment was made (refer to the investment entered in col. 18a). Try to get an estimate if the household don't know in what year.

**Column 20-21:** Use of the plot as collateral for loan (Col. 20) and what year the household started to have the rights to use the plot as collateral (Col 21).

**Note:** We want to know if the households have **the rights** to use the plot as collateral, not if the households have used it like this. The households may have the rights to use it as collateral and have never used these rights.

**Column 22:** Any conflicts about the plot with others. The conflict refers to any kind of claims for the ownership of land, etc.

## B. PRODUCTION OF CROPS INCLUDING FRUITS AND VEGETABLES

**Question 1:** Ask if the households have produced crops including fruits and vegetables, during the past two seasons. If yes, then write code 1=Yes, and go on with questions in Col. 2 to Col.9. If no, then leave those questions blank and go on with Part E.

**Note:** If in Part A, Col. 16, there is at least one plot where the household members cultivated rice and/or other crops (codes 1, 2, 3 or 4), then the answer to this question should be Yes.

**Note:** In this part B, the lines are separated into two groups: the first group is to register crops or by products cultivated in the past wet season, and the second for crops cultivated in the past dry season. Please also note that, the past wet-season should refer to the wet-season that started last calendar year. Include whole season even the harvest done in January. For dry season, it should be based on when the interview are going to take place. For example, if the interview takes place, let's say, from January-June, the past dry season should refer to the dry season last calendar year. If the interview takes place from July-December, the past season should refer to the dry season this calendar year.

It is very important that the interviewee understands which season he/she should answer about.

**Column 1:** It is a serial pre-printed number and is used to distinguish between different crops cultivated in the same plot. You must proceed plot by plot, in the following way:

“In plot number 1, what crops, including fruit and vegetables did you grow in the past wet season?” Use one line for each different crop or by-product cultivated. One plot can be repeated, as many times as different plot were grown on it.

**Column 2:** Copy the plot number from Col. 1 in Part A. Use lines 01 to 10 for past wet season.

**Note:** Use one line for each different crop cultivated in the same plot. It is very important for the

survey that the correct plot number is copied from Part A.

**Column 3(a-b):** Write the description of the crop or by-product.

**Note:** Try to write the name of the crop as clear as possible, because this name will be used to code the crop later.

Then ask again: “In plot number 1, did you grow any other crops, including fruit and vegetables during the past wet season?”. Once you have finished with the past wet season for plot number 1, ask the same questions, for the same plot but this time about the past dry season. And in the same plot number 1, what crops, including fruit and vegetables did you grow in the past dry season?” Use lines from 12 to 21.

Once you have finished with plot number 1, proceed in the same manner with plot number 2, and so on.

For example, if a household operates 6 plots, and they cultivate the following:

- In plot number 1 the household members cultivate two different crops in the past Wet season: potatoes, and carrots and one crop in the past Dry season: onions
- In plot number 2, they cultivated rice in the past Wet season, and nothing in the past dry season.
- In plot number 3, they did not cultivate anything at all, in the past two seasons.
- In plot number 4, they cultivated one crop in the past Wet season: cassava, and in the past dry season they cultivated two crops: green gram and long green beans.
- In plot number 5, they cultivated one crop in the past Wet season: sugar cane, and in the past dry season they cultivated only the same crop again: sugar cane.
- In plot number 6, they cultivated one crop in the past Wet season: sweet potatoes, and in the past dry season they cultivated also one crop: sugar cane.

In this case, the questionnaire should be completed as follows, before going on with questions in Col. 4 to Col. 9.

SERIAL NUMBER	COPY THE PLOT NUMBER FROM PART A	What crop(s) have you grown (on what plots)?	
		Name of crop or by-product	NIS code
(1)	(2)		(3)
PAST WET SEASON, What year?.....			
01	1	Potatoes	
02	1	Carrots	
03	2	Rice	
04	4	Cassava	
05	5	Sugar cane	
06	6	Sweet potatoes	

07			
08			
09			
10			
11			
PAST DRY SEASON, What year?.....			
12	1	Onions	
13	4	Green gram	
14	4	Long green beans	
15	5	Sugar cane	
16	6	Sugar cane	
17			
18			
19			
20			
21			
22			

**Note 1:** Only once you have finished making the list of all crops, including fruits and vegetables that were grown in all the plots listed in Part A, then proceed with questions in Col.4 to Col. 9 for each crop cultivated in each plot listed in Col. 2 and Col.3a, in each of the past two seasons.

**Note 2:** In this example sugar cane was cultivated three times, one in plot number 5 in wet season, other in the same plot number 5 but in dry season and one time in plot number 6 in dry season. Each time you ask about the sugar cane cultivated in each plot, in each season, we do not want the total quantity of sugar cane produced by the household as a big total.

**Column 4:** Ask the areas were cultivated by household in both seasons for each crop during the last calendar year. Be noted that, the area of plot cultivated (Col. 4, Part B) must be equal or smaller than the area of plot the household owned or operated (Col.2, Part A).

**Column 5:** Ask the areas were harvested by household in both seasons for each crop during the last calendar year. Be noted that, the area of plot harvested (Col. 5, Part B) must be equal or smaller than the area of plot cultivated (Col.4, Part B).

**Column 6:** Write how much was produced /harvested in the plot written in Col. 2, of the crop described in Col.3a, in the corresponding past seasons. If you are asking about crops listed in lines 01 to 10, then you are asking about the past wet season. But if you are asking about crops listed in lines 12 to 21, then you are asking about the past dry season. The quantity of crop production harvested should be in "Kg". Write "0" if no quantity of crop production harvested. If the quantity of crop production is in different measurement unit (e.g. Tao, Thang, etc...), convert them into "Kg".

**Column 7:** Ask for the quantity lost of that crop, cultivated in that plot in that season, that is rotted, lost, eaten by birds, rodents, etc since the harvest period until the day of interview. The quantity of crop production lost should be in "Kg". Write "0" if no quantity of crop production lost.

**Column 8:** Ask how much quantity of crop production in that plot, in that season was given as crop rent. The quantity of crop production was given as crop rent should be in "Kg". Write "0" if no quantity of crop production given as crop rent.

**Column 9:** Ask what was the sale price of the crop produced in that plot, in that season. The price would be expressed as Riels per the unit of quantity in "Kg".

### **C.COST OF CULTIVATION OF CROPS (including fruits and vegetables)**

In this part you will find a list of items from Col. 3 to Col.15. For each item in the list you must ask how much was spent on it for each plot listed in Part B in the last wet season and last dry season. Each item was described in detail in each Column as the household spent on for the cultivation of crops during the past seasons last calendar year.

The total of all costs of cultivation (from Col. 3 to from Col. 14) for both seasons are recorded in Col. 15. The costs can sometimes be higher than the incomes from the crop production.

### **D.INVENTORY OF CROPS (including Fruits and Vegetables)**

In this part you will find an inventory of crops including fruits and vegetables **the household grow** and in storage at December 31 last year. The storage of crops from each plot cultivated and harvested at December 31 last year should be asked carefully and then record on each line (01-10) in this part. Record the whole name of the crop so the coder could put the right code. Ask what the sale price of the crop storage was at December 31 last year.

### **E. INPUTS AND OUTPUTS OF LIVESTOCK RAISING ACTIVITIES**

**Question 1:** This question will define whether any of the household members have had any livestock in the past 12 months. If they haven't, then skip the table below, and go on with part F. In this part, there is a list of 10 animals/birds, and for each of them you must ask questions in Col. 3 to Col.15. Pets should not be included!

**Column 2:** It is a pre-printed serial number that identifies each different type of animal or bird.

**Note:** Proceed line by line, that is,

- 01.Ask all questions from Col. 3 to Col. 15 about "Cattle", and then
- 02.Ask all questions from Col. 3 to Col. 15 about "Buffaloes", and then
- 03.....
09. Ask all questions from Col. 3 to Col. 15 about "Quail", and then
10. Ask all questions from Col.3 to Col.15 about any other animals or birds that are not listed.

**Column 3:** For each animal/bird, ask whether somebody in the household have raised any, during the past 12 months. If No, then go on with the following animal/bird in the list, and leave from Col. 4 to Col.15 blank.

**Note 1:** By having raised an animal or bird during the past 12 months we mean having raised own animal or bird.

**Note 2:** Having raised an animal or bird during the past 12 months doesn't mean they have them now. They may have raised some during the past 12 months and now not to have any.

**Column 4:** Ask the number of animals or birds of the type you are asking about, currently owned by the household. Note that this may be zero if the household doesn't have it currently.

**Column 5:** Ask the number of female animals or female birds of the type out of the totals currently owned by the households. If small chicken it can be difficult to see if it is a female or a male chicken. Then try to estimate.

**Column 6:** Ask the total sale's value of all the animals or birds of the type you are asking about, currently owned by the household. Note that this may be zero, if currently they don't have any.

**Column 7:** Ask the number of animals or birds of the type you are asking about, owned by the household December 31 last year. Note that this may be zero if the household doesn't have it currently. You should help the household, asking, for example: "How many sheep did your household have December 31 last year.

**Note:** The number owned December 31 last year sometimes is (not) the same than the amount they have owned during the past 12 months. The number owned December 31 last year is the number owned in an exact and precise month of the last year.

**Column 8:** Ask the total sales value of the animals or birds of the type you are asking about, owned by the household December 31 last year. The sales value of the animals or birds should be calculated based on the price at December 31 last year. You should help the household, asking, for example: "What was the total sales value of all sheep you had at December 31 last year.

**Note:** It doesn't mean they actually sold them, you should try to get an estimate value of the number of the animals or birds owned exactly at December 31 last year.

**Column 9:** Value of all animals or birds of the type you are asking about, sold during the past 12 months. This is actual sales, done by the household during the past 12 months. Note that this may be zero if the household did not sell it (them). For example, the value in riels of all chicken you have sold during the past 12 months, that is in since ...[February 2008]...until ...[January 2009]...[if the interview takes place in February 2009].

**Column 10:** Value of all animals or birds of the type you are asking about, bought during the past 12 months. This is actual purchases, done by the household during the past 12 months. Note that this may be zero if the household did not buy it (them). For example, the value in riels of all chicken you have bought during the past 12 months, that is in since ...[ February 2008]...until ...[ January 2009]...[if the interview takes place in February 2009].

**Column 11:** Ask for the estimated value of all meat products from animals or birds of the type you are asking about, consumed in the household during the past 12 months. You should help the household, asking, for example: "What is the value in riels of all chicken you have consumed in your household during the past 12 months, that is in since ...[ February 2008]...until ...[ January 2009]...[if the interview takes place in February 2009].

**Column 12:** Ask for the estimated value of all meat products from animals or birds of the type you are asking about, used for barter, or given as gift, or charity, etc. during the past 12 months. You should help the household, asking, for example: “What is the value in riels of all chicken you have used for barter, or given as gift, or charity, etc, during the past 12 months, that is in since ...[ February 2008]...until ...[...[ January 2009]...[if the interview takes place in February 2009].

The following 3 columns are about livestock and poultry products (milk, butter, eggs, hide and skin, manure etc.).

**Note:** Be careful when asking questions 13, 14 and 15. It depends on the animals or birds the examples you can give of livestock and poultry products. For example, do not mention eggs when asking about horses, or milk when asking about chicken. For the same animals or birds, in those three questions we ask about all the products, if there is more than one.

**Column 13:** Ask the value of the products (milk, butter, eggs, hide and skin, manure etc.) sold from the type of animals or birds you are asking about, during the past 12 months. You should help the household, asking, for example if you are in line serial number 07: Chickens: “What is the value in riels of all eggs you have sold during the past 12 months, that is in since ...[ February 2008]...until ...[...[ January 2009]...[if the interview takes place in February 2009].

**Column 14:** Ask the value of the products (milk, butter, eggs, hide and skin, manure etc.). sold from the type of animals or birds you are asking about, that were consumed in the household during the past 12 months. You should help the household, asking, for example if you are in line serial number 01: Cattle: “What is the value in riels of all the milk consumed in the household during the past 12 months, that is in since ...[ February 2008]...until ...[ January 2009]...[if the interview takes place in February 2009].

**Column 15:** Ask the value of the products (milk, butter, eggs, hide and skin, manure etc.). from the type of animals or birds you are asking about, that were used for barter, or given as gift, or charity, etc. in the household during the past 12 months.

**Example:** a hypothetical household with the following characteristics:

- The interview takes place in February 2009
- Then, the past 12 months are from February 2008 to January 2009
- Household bought 3 cattle in March 2008, for a total amount of 500 riels. At 31 December 2008, the household owned 3 cattle, approximate value is 530 riels.
- Household sold those 3 cattle September 2008, for a total amount of 550 riels

Then, answers should be filled in the following:

SERIAL NUMBER	Type of animal or bird	Has anyone in your household raised any ..[LIVESTOCK, BIRD].. in the past 12 months?  1=Yes 2=No (=>> Next animal/bird)	Number of ..[LIVESTOCK, BIRD].. currently owned ?	Of the total ..[LIVESTOCK, BIRD].. currently owned ?- how many are female animal/bird?	What would be the total sales value of ..[LIVESTOCK, BIRD].. currently owned?	Number of ..[LIVESTOCK, BIRD].. owned December 31 last year?	Total sales value of ..[LIVESTOCK].. owned December 31 last year at the pre- vailing prices?	Value of [LIVESTOCK, BIRD] sold during the past 12 months.	Total paid for ..[LIVESTOCK, BIRD].. bought during the past 12 months
			if none, write "0"	if none, write "0"	if none, write "0"	if none, write "0"	if none, write "0"	if none, write "0"	if none, write "0"
			NUMBER	NUMBER	RIELS	NUMBER	RIELS	RIELS	RIELS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
01	Cattle	1	0	0	0	3	530	550	500

Imputed value of livestock, Bird in Riels		Value of livestock, bird products (milk, butter, eggs, hide and skin, manure, etc..) sold, consumed in household, used as gifts etc, during the past 12 months		
Consumed in the household during the past 12 months	Used for barter, gifts, charity, etc, during the past 12 months	Sold	Consumed in the household	Gifts, charity, barter, etc.
if none, write "0"	if none, write "0"	if none, write "0"	if none, write "0"	if none, write "0"
RIELS	RIELS	RIELS	RIELS	RIELS
(11)	(12)	(13)	(14)	(15)
0	0	0	0	0

The second table of this part has a list of 6 items. You must ask for each item, the total amount spent on that during the past 12 months, by all the household members involved in livestock raising activities.

**Column 2:** It is a serial number used to identify the expense.

**Column 3:** Ask how much was spent during the past 12 months on each item listed, due to the raising animals or birds activities.

## F. INPUT AND OUTPUTS FROM FISH CULTIVATION AND FISHING/TRAPPING OF AQUATIC PRODUCTS

**Question 1:** Ask whether the household has raised fish (or any other aquatic product like frogs or crocodiles) during the past 12 months. If no, write code 2 = No and go on with question 3.

**Question 2:** Ask whether the household owns or operates a pond for fish or shrimp culture. If no, the write code 2 = No and go on with question 3.

**Column 1:** This is the pond number.



**Column 2:** Ask the household for each pond if they own it, rent it or have it some other way. Use the following codes to register the way the household have it.

1. Owned
2. Owned, but rented out
3. Rented in
4. Free use of land
5. Other (specify

**Column 3:** Ask the area in square meters of the pond you are asking about. The pond with other measurement units such as "Cong, Ray, Hectare, etc." should be converted into square meters. If a household owns a pond together with another household, only the pond belonging to the household should be entered.

**Column 4:** Ask how much the household would have to pay to buy a pond like the one you are asking about, in this village. If the household doesn't know, try to get an estimate if possible. The price to buy a pond should be written in riels only.

**Column 5:** Ask how much the household would have to pay per month to rent a pond like the one you are asking about, in this village. If the household doesn't know, try to get an estimate if possible. The price to rent a pond should be written in riels only.

**Question 3:** Ask whether the household member have caught fish, shrimp, crabs, oysters, etc. during the past 12 months? If no, write code 2 = No and go on with Part G.

**Note:** They may have caught some of those items in the sea, in rivers, in lakes, in rice plantations etc...

**Only if "Yes" on Q. 1 or Q. 2 or Q. 3, ask the two tables below:**

**TABLE 1: EXPENDITURES:** You have a list of expenditure items, and for each of them you have to ask the question in Col. 3.

**Column 2:** This is the description of each item the household has spent from line (01-12) during the past 12 months.

**Column 3:** Ask how much the household has spent on each of the items listed during the past 12 months. From lines 01 to 12, try to get estimation. The amount spent should be written in riels only.

**TABLE 2: INCOME:** You have a list of income items, and for each of them you have to ask the question in Col. 3.

**Column 2:** This is the description of each item the household received from (01-07) during the last 12 month.

**Column 3:** Ask how much the household has received from each of the items listed during the past 12 months. From lines 01 to 07, try to get estimation. The amount spent should be written in riels only.

## **G.INPUTS AND OUTPUTS FROM FORESTRY AND HUNTING**

**Question 1:** Ask if any household member collected firewood, charcoal, timber or other forest products during the past 12 months.

**Question 2:** Ask if any household member collected palm juice, root crops, herbs, honey or hunt wild animals or birds during the past 12 months.

**If code 1 = Yes on questions 1 or 2 ask the following questions, if the answer is 2 = No to both of them then skip to Part H.**

That is, if any household member collected firewood, charcoal, timber or other forest products, or collected palm juice, root crops, herbs, honey or hunted wild animals or birds during the past 12 months, then ask two tables below:

**TABLE 1:** You have a list of products that the household has collected from line (01-10) during the past 12 months.

**Column 2:** This is the product number and description.

01	Sawing logs
02	Firewood
03	Wood for charcoal
04	Rattan, bamboo, palm leaves other fibrous material
05	Palm juice
06	Root crops, fruits and vegetables
07	Herbs
08	Honey
09	Wild animals and birds
10	Other products (specify)

**Column 3:** The amount the household received from sales of product collected during the past 12 months. The amount received should be written in riels only. If the household received nothing from a sale of products, write "0".

**Column 4:** The imputed value of what was consumed in the household. If the household consumed nothing from products collected, write "0".

**Column 5:** The imputed value of such products the household has given away for gifts, charity, barter, etc. If the household gave away nothing from products collected, write "0".

**Column 6:** The total amount = Col 3 + Col 4 + Col 5

**TABLE 2:** You have items of expenditure that the household has spent for collecting products from line (01-07) during the past 12 months.

**Column 2:** This is the expenditure number and description

- 01 Transport costs including transport to market
- 02 Fuel
- 03 Draft animal feed
- 04 Hired labor charges
- 05 Tools, equipment, including maintenance
- 06 Commissions, tips, rent, etc.
- 07 Other (specify)

**Column 3:** The expenditures that the household had for collecting products from line 01-07 during the past 12 months. If the household has spent nothing for collecting products, write "0".

## **H. INVENTORY OF HOUSEHOLD NON-AGRICULTURAL ECONOMIC ACTIVITIES DURING THE PAST 12 MONTHS**

**Question 1:** It is to determine whether in the household are some household members who ran a non-agricultural enterprise or business during the past 12 months. If no, the go on with next section.

**Note:** In this part we ask about **non-agricultural** enterprises or business. That is, do not include any economic activity covered in the previous parts A, B, C, E, F, G.

### **FIRST TABLE: LIST OF ENTERPRISES / BUSINESS**

If "yes", then start with the first table, where you must make the list of all enterprise or business activities performed during the past 12 months,

**Column 1:** It is pre-printed number, and is to identify the enterprise or business activity that the household has performed during the past 12 months.

**Column 2:** Describe the enterprise or business activity that the household has performed during the past 12 months.

**Column 3:** For each of the activities, write down the main product that the household have. You can add up to 5 different activities. If it happens that there are more than 5 activities, please refer to the 5 most important.

**Column 4:** Enter industry code by NIS.

**Column 5:** Ask who in the household is the most knowledgeable about the enterprise you are asking about. Copy his/her ID Number from the list of household members from (the initial visit, part A).

**Column 6(a-h):** Copy the ID Number from the list of household members in (the initial visit, part A) of all the other household members involved in the activity.

## **SECOND TABLE: EXPENSES ON THE ENTERPRISES / BUSINESS ACTIVITIES**

In this table you have a list of 18 different expenses-items, and then you have 5 columns, one for each activity listed in the previous table. In each column (that is for each activity) ask the expenses for each of the 18 items. Write "0" if no expenses for any of them.

**Note:** These expenses are only related with the business / enterprise, not with the household. Line N° 19 is to register the total from line (01-18).

**Note:** Be extremely careful in writing the expenses for:

1. Enterprise N° 1 from the first table, in Col.3
2. Enterprise N° 2 from the first table, in Col. 4
3. ....
5. Enterprise N° 5 from the first table, in Col. 7.

**Do not mix them!**

## **THIRD TABLE: INCOME FROM THE ENTERPRISES / BUSINESS ACTIVITIES**

In this table you have a list of 20 different income-items, and then you have 5 columns, one for each activity listed in the previous table. In each column (that is for each activity) ask the expenses for each of the 20 items. Write "0" if no expenses for any of them.

**Note:** This income is only related with the business / enterprises. Line N° 21 is to register the total from line (01-20).

**Note:** Be extremely careful in writing the income from:

1. Enterprise N° 1 from the first table, in Col. 3
2. Enterprise N° 2 from the first table, in col. 4
3. ....
5. Enterprise N° 5 from the first table, in col. 7.

**Do not mix them!**

## 6.6 HOUSEHOLD LIABILITIES

**This section must be completed during week 2**

**Respondent:** The interviewer must contact the head of household to complete this part. If he/she is not at home then and only then try with his/her spouse. If both of them are absent, then the interviewer can contact another adult household member.

**Question 1:** It is to determine whether somebody in the household have outstanding debts to other households or institutions. If "No", skip the table and go on with question 2. If "yes", then ask questions from Col 2 to Col 8.

**Column 1:** Pre-printed loan number. There is space to write up to 6 different outstanding loans or debts to other households or institutions. If the household obtained a loan from more than one source, please separate the loan and use one line for each source.

**Column 2-6:** See the Questionnaire.

**Column 7:** The outstanding loan "now" - the month for the interview. Interest that should be paid should not be included. Record the amount that remains of the amount borrowed.

**Column 8:** The monthly rate of interest the households have to pay if it is charged. The question refers to the outstanding loan in col. 7. If no interest is charged, write 0, and if they don't know the monthly rate of interest, leave it blank.

**Note:** If they haven't paid back any amount, then Col 7 will be equal to the amount in Col 6.

After finishing with all the loans, continue with the next questions.

## 6.7 HOUSEHOLD INCOME FROM OTHER SOURCES

**This section must be completed during week 2**

**Respondent:** The interviewer must contact the head of household to complete this part. If he/she is not at home then and only then try with his/her spouse. If both of them are absent, then the interviewer can contact another adult household member.

In this section, you will find a list of income not included in previous sections, such as pensions, remittances, interests, dividends, etc. For each line, ask for the total amount received for all the household members from this source, during the past 12 months. Write "0" if nothing was received.

For each item ask how much received from a source located in Cambodia (Col. 3) and from abroad (Col .4).

**Note:** Income registered in this section does not include income registered in section 5 (Household economic activities) or in section 14 (Current economic activity).

This is the last Part of Week 2. Check over the sections completed to make sure that all questions have been answered properly. Make sure that all your handwritten responses are legible. Do not change any responses unless you ask the question again from the respondent. Also, if you find a missed question (other than those which were intentionally skipped), or you notice a confusing response, recheck it with the respondent.

## 6.8 CONSTRUCTION ACTIVITIES IN THE PAST 12 MONTHS

**This section must be completed during week 3**

**Respondent:** The interviewer must contact the head of household to complete this part. If he/she is not at home then and only then try with his/her spouse. If both of them are absent, then the interviewer can contact another adult household member.

**Question 1:** is a filter question, and it is used to determine whether the household owns any buildings used for residential, agricultural, commercial or industrial purposes or not. It doesn't matter if they use it or not (the building maybe rented-out). If they do not own these dwelling or any other building, then write down the answer ("2"= No), skip the complete section and go on with next section. If yes, then ask the Col. 2 to Col. 19.

**Note 1:** Do not include any building used by the household but that is rented-in

**Note 2:** Do include the house in which they live, if it is owned by the household

**Note 3:** All households that have answered code "1" on question 26 in section 4 (housing) should fill out this section.

**Column 1:** Is pre-printed number in the questionnaire and is used to IDentify each building owned by the household.

**Column 2(a-c):** This is the type of use given to the building. The building can be used for different purposes at the same time. There are space to write up to three different types of use. Write down the most important first, and so on.

**Column 3:** The total area of the building in square meters for living or other use.

**Note:** It is the area of the building. Do not include yard or garden, if any.

**Column 4:** The year the building was constructed. Try to get an estimate if they can not remember the year of construction.

**Column 5:** How much to pay to buy a building like this in the village. Try to get the estimation from the respondent. Use riels only.

**Column 6:** How much to pay per month to rent a building like this in the village. Try to get the estimation from the respondent. Use riels only.

**Column 7:** See in the Questionnaire.

**Column 8:** The amount the household receive monthly from the rent of a part of the building. Use riels only.

**Column 9-12:** See in the Questionnaire.

**Note:** From Column 13 until the end of the section, you ask about all buildings that were constructed, extended or repaired during the past 12 months.

**Column 13:** See in the Questionnaire.

**Note for Col 14-18. For building still under work ask for the cost up till now.** The costs should be in riels only.

**Column 14:** How much they paid those who helped **constructing, extending or repairing the building**. It should be for hired and/or contracted helpers/workers. Write "0" if they pay nothing, and leave it blank if they don't know.

**Column 15-16:** See in the Questionnaire.

**Column 17:** If in Col 13 the respondent answers that some household members have helped in the construction/reparation/extension of the building, then you must try to get an estimation of the value of this work, that is, how much would have cost to hire people to do the same work done by the household members.

**Note:** In this question, include only the household members that worked for free.

**Column 18:** Now you must try to get an estimation of the value of the work of other who helped (for free), different than household members, That is, how much would have cost to hire people to do the same work done by those people.

**Note:** In this question, include relatives, neighbors, friends, etc. that worked for free.

**Column 19:** See in the Questionnaire.

## 6.9 DURABLE GOODS

**This section must be completed during week 3**

**Respondent:** The interviewer must contact the head of household to complete this part. If he/she is not at home then and only then try with his/her spouse. If both of them are absent, then the interviewer can contact another adult household member.

In this part there is a list of 44 durable goods. You should ask Col 4 to Col 8 about each item of durable goods. In line 45-46 you can write durable goods that are not included in the list.

**Column 1:** Is the pre-printed serial number identifying each item.

**Column 2:** It is the description of each item.

**Column 3:** It is the preprinted product code for each item.

**Column 4:** For each of items in the list, you must ask first **how many of this “item” the household owns** (the number owned in total, by all the household members. If they don't have any, then write ‘0’ in Col 4, and go on with the next durable good, leaving Col 5 to Col 8 blank. If they do have, write in Col 4 the total numbers owned.

You should ask, for example: “Does your household own any radio” and if the response is "yes", ask "how many radio do you own".

**Column 5a-d:** In this column you must inquire the way in which the item(s) was (were) acquired. If more than one item ask for each item and put a code in each column. If there are more than 4, ask for the 4 most recent ones.

**Column 6:** See in the Questionnaire.

<b>Note:</b> Col 6a + Col 6b = Col 4.
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**Column 7-8:** See in the Questionnaire. The values should be in riels only.

## 6.10 MATERNAL HEALTH

### LAST PREGNANCY AND DELIVERY

**Respondents:** All woman with living children under 5 years old, i.e. 00-59 months old. **The child/children can be alive but not living with her.** For example, they may be living with a relative or have been given up for adoption. These questions are about the woman's last pregnancy with a child 00-59 months old. You must interview each woman personally and try to do it in privacy. If there are any woman/women in the household with living children in this age, go on with the next section.

**Check in household listing for women with children younger than 5 years who you should interview. Be aware of that their can also be women with children not living in the household that should be interviewed (the children not listed in the household listing.**

**Column 1:** It is a serial number, used to identify the women with children under 5.

**Column 2:** Copy the “ID Number” of the mother from the list of household members (Initial Visit: Part A).

**Column 3:** Copy the “ID Number” of the youngest child if more than one child under 5. Use the list of household members (Initial Visit: Part A).

<b>Note:</b> The following questions should be asked about the last pregnancy and delivery. That means the pregnancy and delivery of the youngest child if more than one child 00-59 months old. It is very important that you copy the <b>correct ID number for the mother and the child.</b>
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**Column 4-5:** We want to know whether at any time during the pregnancy the respondent experienced problems related to her vision.

In Col 4, ask the respondent whether she had difficulties with her vision during the day, for example, blurred vision. Do not include problems such as nearsightedness or farsightedness. In Col 5, ask her about night blindness. During pregnancy, especially in the third trimester, a woman may suffer from night blindness due to vitamin A deficiency. Night blindness is a condition in which a person has more difficulty than normal seeing when it is dark or in low light conditions.

Use the local term for night blindness so that the woman understands what condition you are referring to.

**Column 6:** Anemia is a common problem during pregnancy. This problem is easily overcome by additional intake of iron. Sometimes a pregnant woman is given a supply of iron tablets during antenatal checkups. Ask whether the woman was given or bought any iron tablets during her pregnancy. If the woman is not aware of such tablets, probe by showing the sample tablets, and record the response. Note that we are not asking whether or not she consumed the tablets she was given or bought. Rather we want to know whether she had the tablets in her possession during the pregnancy.

**Column 7:** Ask if the women take any drug for intestinal parasites.

**Column 8:** This question refers to any antenatal care given by a health care provider during her pregnancy. The care should have been to check her pregnancy and not for other reasons.

**Column 9:** See in the questionnaire.

**Column 10-13:** Neonatal tetanus is a disease that kills many babies. A pregnant woman can receive tetanus toxoid injections in order to transfer immunity against tetanus to the baby in her womb. Another name for tetanus is lockjaw. If a local term exists for tetanus, it may be used in explaining the disease to the respondent. This immunization is usually given to the pregnant woman as an injection in the arm or shoulder.

The questions are designed to determine whether a respondent was adequately immunized against tetanus when she was pregnant with her last child. If a woman receives at least two tetanus injections during any pregnancy, she is considered to be adequately immunized to protect against neonatal tetanus. A woman also is considered to be adequately immunized during pregnancy if she has received at least five tetanus injections during her lifetime and the last booster was received within a ten-year period prior to the pregnancy.

In col. 10 and 11 ask about whether the respondent received any tetanus injection during this pregnancy and, if so, how many times she was given the tetanus injection. A respondent who does not report receiving at least two tetanus injections during the pregnancy must be asked additional questions to assess whether she was adequately immunized at the time of her pregnancy (Col 12 and 13).

**Column 14:** Ask the woman where she gave birth of the child in her last pregnancy. The place codes for giving birth are provided in the questionnaire.

The intent of this question is to identify births delivered in a health facility. If the woman gave birth in a health facility, ask whether the place is in the public (run by the government) or private sector. If the respondent does not know whether the place is run by the government or is private, write the name of the place and tell your supervisor. Your supervisor will learn from other people in the community whether the place is public or private and then enter the appropriate code.

**Column 15a-d:** Ask the woman who assisted her in the delivery of the child. Enter up to the four most important persons if more than 4. The person codes assisting in the delivery of the child are provided in the questionnaire.

When asking the question, be sure to insert the name of the child you are referring to, so that there is no confusion. If she is not sure of the status of the person who attended the delivery, for example, if she does not know whether the person was a midwife or a traditional birth attendant, probe. We want to know who assisted with the delivery itself, not who helped in other ways such as boiling water or wrapping the baby in a blanket. Do not forget to ask whether any adults were present during delivery if she says that no one assisted her.

**Column 16:** Show the vitamin A capsule and ask the respondent whether she received vitamin A in the first eight weeks after delivery.

**Column 17:** Show the capsule of iron tablets and ask the respondent whether she received iron tablets in the first two months after delivery.

## **6.11 CHILD HEALTH**

### **YOUNGEST CHILD AND ALL CHILDREN UNDER 2 YEARS**

**Respondents:** Mothers or caretakers of children under 2 years old, i.e. 00-23 months old. You must interview the mother/caretaker personally. If there are any children in this age, go on with next section.

**Check in household listing for children less than 2 years.**

**Column 1:** It is a serial number, used to identify the child.

**Column 2:** Copy the "ID Number" of the mother from the list of household members (Initial Visit: Part A).

**Column 3:** Copy the "ID Number" of all children under 2. Use the list of household members (Initial Visit: Part A).

**Note:** The same woman can use one, two or even more lines: One for each child aged less than 2 years. It is very important that you copy the correct ID number for the mothers/caretakers and the children.

**Column 4:** Ask if the youngest child. If so, ask the following question about breastfeeding. Otherwise skip to Col. 9 and ask the questions on vaccination.

**Column 5:** Breastfeeding is important for fertility and child health. For this question, it does not matter how long the respondent breastfed the child, only if she ever gave the child the breast.

**Column 6:** Ask the woman for how long after birth of the child she initiated breastfeeding him/her. If she started breastfeeding less than one hour after the delivery, write '00' hours in Col 6a (hours).

**Note:** If less than one day, write (hours), otherwise write days.

**Column 7:** Note that it does not matter whether she is giving the child other liquids or foods as well as breastfeeding. We are interested in knowing whether the child is being breastfed at all.

**Column 8a-b:** Ask if the child drank any liquid yesterday, i.e. the day and night before the interview. For Col. A you ask about infant formula or other milk products. For Col B ask about other liquids.

## **VACCINATIONS:**

**Column 9:** Ask if the child ever received a vaccination.

**Column 10:** The child may have received vaccinations at different sources for different vaccinations. Record which place the child received most of their vaccines.

**Column 11:** Ask if the child has a yellow card. If 'Yes' ask to see the yellow card. Enter 'Yes' only if you see the yellow card. If the child doesn't have a yellow card, go on with next child.

**Column 12(a-c):** Ask if the child ever received BCG vaccination for TB. If the child received it, write code "1" in Col 12a, then write down the date of receiving BCG in "month and year" in Col 12b and Col 12c respectively. **Record the dates from the yellow card.**

**Column 13(a-d):** Ask if the child ever received Hepatite0 vaccination at birth. If 'Yes' then write down the date of receiving the Vaccine in "day, month, and year" in Col 13b, 13c , and 13d respectively. **Record the dates from the yellow card.**

**Column 14(a-c):** Ask if the child ever received doses of DPT-HepatiteB Vaccine. If 'Yes' write down the date of receiving the **last dose** of DPT-HepatiteB in "month and year" in Col. 14b and Col. 14c respectively. **Record the dates from the yellow card.**

**Column 15(a-c):** Ask if the child ever received Measles Vaccine. If 'Yes' write down the date of receiving the measles vaccine in "month and year" in Col. 14b and Col. 14c respectively. **Record the dates from the yellow card.**

**Note:** If the child have yellow card, record the dates of the vaccinations the child received from the yellow card. The interviewer must see the card.

## 6.12 HEALTH CHECK OF CHILDREN UNDER 5 YEARS

**Respondents:** Mother and caretakers of children under 5 years old i.e. 00-59 months old. The questions and the measurement should be provided for all household members younger than 5 years. Check with the list of the household members so that all persons aged 00-59 months old get recorded. It is virtually important that the correct number get copied.

**Check in household listing for children less than 5 years.**

**Column 1:** Is a pre-printed serial number used to identify the child.

**Column 2:** Copy the child's "ID Number" from the list of household members (Initial Visit: Part A).

**Column 3:** In this question we are seeking information about whether children have a birth certificate. This is because prompt registration at birth is seen as an essential means of protecting a child's right to identity, as well as respect for other child rights. The lack of a birth certificate may prevent a child from receiving health care, nutritional supplements and social assistance, and from being enrolled in school. Later in childhood, identity documents help protect children against early marriage, child labor, premature enlistment in the armed forces or, if accused of a crime, prosecution as an adult.

We begin by asking if the child has a birth certificate (a baptismal certificate not issued by a government authority cannot be considered a birth certificate). If the respondent says the child does not have a birth certificate then ask if the child was registered with the civil authorities.

**Column 4-5:** Show the vitamin A capsule and ask the mother/caretaker whether her child ever received vitamin A. In Col.5 record the number of months that have passed since the child took **the last dose**. If the number of months is less than 1 enter '00' in the boxes. If don't know enter '98' in the boxes. Write down the date of measurement in (Day, Month and Year).

**Column 6:** See in the questionnaire

**Column 7:** It is recognized that the consistent use of insecticide-treated mosquito nets (ITN) decreases the incidence of clinical malaria and malaria-related deaths, especially for children less than five years old. Consequently, many countries are now instituting programs that promote the use of ITNs. Ask if the child slept under a **mosquito net** the last night (the night preceding the interview).

**Column 8:** Diarrhea is a major cause of illness and death among young children. If a respondent is not sure what we mean by diarrhea, tell her it means “more than three runny stools per day.” While reading this question, **emphasize “in the last two weeks.”**

**Column 9a-b:** Ask if the child with diarrhea was given any fluid at any time since the diarrhea started. In Col. 9a ask about a fluid made from a special packet called Oralyte. In Col 9b ask if they gave the child a home fluid of porridge water or cooked rice with salt/sugar.

*- See appendix (only in Khmer)*

**Column 10a-b:** Write the date of measurement in Col 10a and 10b.

**Column 11:** Write down the child's height measured in centimeters. Do write down one decimal point, even if it is zero. If the child was not measured due to some reasons, then leave Col. 11 and Col. 12 blank and go on with Col. 13.

**Column 12 :** Only if the child was measured, record if the height was measured standing up or lying down. If the child aged less than 24 months, measure her/him in a lying-down position.

**Column 13:** Write down the child's weight measured in kilograms. Do write down one decimal point, even if it is zero. If the child was not weighted due to some reasons, then leave Col 13 blank and then go on next child/next section.

## 6.13 HEALTH

**This section must be completed during week 3**

**Respondent:** The interviewer must contact the head of household to complete this part. If he/she is not at home then and only then try with his/her spouse. If both of them are absent, then the interviewer can contact another adult household member.

### A. SUBSIDIZED HOUSEHOLD HEALTH CARE

**Q1:** Ask if any member of the household **received** free or subsidized health care during the last 12 months. With free and subsidized health care we mean health care that other people would normally pay for. If a person has a private health insurance it is considered as free/subsidized health care in this survey.

**Q2:** How did they obtain the freed / subsidized health care (treatment). Read the text in option 1 - 6 after you asked the question. Up to 3 ways can be recorded. Volunteer checking from skilled doctors/nurses should be included in code 4.

**Q3:** See the Questionnaire

**Q4:** This question should be asked if **the household members have not received** any free or subsidized health care in the last 12 months. Ask if the respondent or any other member of the household **have** a Priority Access Card, Equity Card or any other document that allows free or subsidized health care

### B. ILLNESS AND HEALTHCARE EXPENDITURE THE LAST 30 DAYS

**Note:** Ask about all household members.

**Column 1:** It is pre-printed and is the “ID Number” of each household member.

**Note:** You must write the entries for each person on this section against the same ID Number from the household list. It is vitally important to record the information about a person in front of the same unique ID number (from Col.1 of the list of household members: Initial visit, Part A )

**Column 2:** Ask if the household member you are asking about is sick, has an illness or injury now or at any time in the last 30 days.

#### **Illness**

For the purpose of this survey, any short-term or long-term health problem such as a sickness, injury, or a pregnancy related problem is defined as illness.

**Column 3:** We are interested to know whether the person's illness, if any, is chronicle. Ask if the person has had the illness for more than one year. It should be **the same illness that comes and goes (chronic)**.

**Column 4-5:** Refer to the last 30 days. Ask if the household member was so ill that he/she could not do his/her usual activities. For small children/old persons that don't have any usual activities there is a special code (code 3 in col. 4). Also ask the number of days that he/she stopped doing usual activities (col. 5).

**Column 6-8:** Refer to the last 30 days. Ask if advice or treatment was sought for this illness/injury (in col. 6). Then you ask if there has been any other reason to go to health facility or seek health care (in col.7). Finally ask how many times he/she sought health care in the last 30 days. Include doctors / nurses that come to the village / household on request of the government (common in the remote areas).

**Column 9a-b:** Ask for the **first provider** consulted for the person's health problem (col. 9a). If health care was sought more than one time (more than 1 in col 8) ask for the **most recent provider** that was consulted (col. 9b).

The codes for provider are listed in the questionnaire.

**Column 10-11:** Ask how much was spent **on transport to got and return** from any health provider in the past 30 days (in col. 10). In col. 11 you ask how much in **total spent on treatment**.

## 6.14 DISABILITY

**Note:** Ask about all household members.

**Column 1:** It is pre-printed and is the “ID Number” of each household member.

**Note:** You must write the entries for each person on this section against the same ID Number from the household list. It is vitally important to record the information about a person in front of the same unique ID number (from Col.1 of the list of household members: initial visit, Part A )

### Disability

A restriction or lack of ability to perform an activity in the manner or within the range considered normal for a human being is defined as disability. It describes functional limitation or activity restriction caused by impairment. The survey ascertained information by inquiring whether the person had any major problem with his/her body, mind or behavior that limited the persons ability to participate in work, school, or ordinary social life, which is a permanent or long-term condition but not temporary illness.

**Column 2 (a-c):** Ask if the person has any of the following difficulties .... (see in the questionnaire). Read all difficulties and enter the three most important. In appendix ?? you can find the definitions of different types of difficulties. If none, then write “0” in Col. 2a and go on with next person.

**Column 3 (a-c):** For each difficulty ask if it is a mild, moderate or severe difficulty.

**Column 4 (a-c):** For each difficulty ask what the cause is/was. Enter the most important cause for each difficulty.

**Column 5 (a-c):** Ask if the difficulty/difficulties prevent from participation or access to education, housing ... etc. (see the codes in the questionnaire). Read the text for the different codes. Enter the three most important.

This is the last Part of **Week 3**. Check over the sections completed to make sure that all questions have been answered properly. Make sure that all your handwritten responses are legible. Do not change any responses unless you ask the question again from the respondent. Also, if you find a missed question (other than those which were intentionally skipped), or you notice a confusing response, recheck it with the respondent.

## ECONOMIC ACTIVITY

In the following two sections data is collected to get information on the economically active and the economically not active population.

Economically active population includes those who are

- employed, and
- unemployed

Economically inactive population includes those who are

- mainly home makers
- full time students
- dependents
- retired people
- rent-receivers, and
- other categories of income recipients, and
- others who are neither employed nor unemployed and also do not come under any of the inactive categories mentioned.

For measuring economic activity the reference period can be "the past 7 days" ("Current economic activity") or "the last 12 months" ("Usual economic activity") before the interview. In CSES 2009 questions on both current economic activity and usual economic activity are included.

### 6. 15 CURRENT ECONOMIC ACTIVITY

<b>This section must be completed during week 4</b>
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**Respondents:** Each household member aged 5 years and older. You must interview each member personally.

#### ACTIVITY STATUS DURING THE PAST 7 DAYS

**Column 1:** It is pre-printed, and it is the “ID Number”.

<p><b><u>Note:</u></b> You must write the entries for each person on this section against the same ID Number from the household list. There will be some empty lines: those that correspond to household member that are outside the age-range defined for this section. It is vitally important to record the information about a person in front of the same unique ID number (from Col.1 of the list of household members: initial visit, Part A )</p>
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**Column 2:** If you cannot interview the household member personally, then copy the “ID Number” of the respondent in this column. Use the list of household members (Initial visit: Part A).

**Column 3:** Ask the household member if he/she has done any work at all, even one hour, during the past 7 days (worked or helped on farm, private or public sector, own account or in a business belonging to someone else in your household etc.). If Yes, write code 1 = Yes and skip to Col 5.

**Work:** Work is defined as an **economic activity** that a person carries out for pay, profit or family gain. It includes:

- paid employment;
- operating a farm or business;
- working for a household economic activity (like food processing, raising of livestock) without pay;
- working as an apprentice in order to learn a skill or craft, without necessarily receiving wages; and
- production of paddy or vegetables, say, solely for home consumption.

If a person is having a job, but he/she is temporarily absent from because of vacation, strike or illness it should be considered as "work".

Production of fixed assets for own house use, such as building or repairing the house is also considered as work.

For each person recorded in section 4 - Housing (Question 10, 14, 22c), fetching water or collecting fuel, check that this person has reported "economic activity". This is an important opportunity to identify any person who has not been covered because this activity was not noticed or was judged to be "housework". Do not assume that women are principally or exclusively "homemakers". Use probing questions to help the respondent understand that the following are economic activities:

1. Fish pond/fishing
2. Provisioning in fuel and water
3. Garden plot/growing vegetables
4. Processing farm products
  - Rice wine
  - Bean curd
  - Noodles
5. Culling forest products
6. Repairing (animal enclosures, buildings)

*Column 4-25b is asked to persons who have been working the last 7 days.*

**Column 4:** Job but temporarily absent. If 'No' skip to Col 26a (questions for persons not working).

**Column 5(a-b):** Main (primary) occupation/economic activity during the past 7 days.

Write a clear description of the specific work the person did, in Col 5a. For example, do not write "factory worker" but write what the person did in the factory, such as "weaving machine operator" or "machine repairman". Occupation refers to the type of work, trade, or profession performed by the person, such as paddy farmer, physician, primary school teacher, carpenter, beauty shop operator etc. If the person had a job but did not work because of leave, vacation or illness, write the occupation to which he was expected to return. The description should be sufficiently detailed, so that the occupation code can be entered in Col. 5b in the office (NIS).

### **Occupation**

Occupation refers to the type of work, trade or profession performed by the individual during the last seven days. If the person is absent from a work he/she had, occupation refers to the kind of



work that the person will be doing when he/she returns for work..

### **Main/Primary Occupation**

If any member had more than one economic activity – wage employment or self-employment – during the reference period (past 7 days), then the primary occupation was the one which the respondent accepts as such based on time spent and/or income earned from different activities and other considerations like social and legal status. If the person was engaged in only one occupation, then that was his/her main/primary occupation.

### **Column 6(a-b):**

In what kind of economic activity/industry a person worked.

#### **Industry or Kind of Economic Activity**

Industry or kind of economic activity refers to the nature of work done (the goods and services produced) by the institution or the workplace or enterprise where the person works.

Examples are: Cultivation, fishing, livestock raising, selling of vegetables, automobile repairs, manufacture of toys, transport service, school or educational service, sale of clothes (retail), manufacture of eatables etc.

Ask probing questions to get information regarding the kind of product (e.g. manufacture of cigarette) or the kind of trade (e.g. Newspaper selling) or the kind of service (e.g. hair dressing) in which the establishment or company is engaged in. If a person is working in a company with several activities, report the nature of the branch of the company in which the person is working. If the person is employed in a Government office or institution, the name of the office, bureau, school, etc., may be given (e.g. Ministry of Planning, Directorate of Agriculture, High court, Phnom Penh High School etc.).

Write a clear description of the industry corresponding to the primary occupation recorded in Col.5a. Ask the question printed in the column heading. In recording the industry, be as specific as possible. Do not write 'farming', but specify the main type of farming like rice farming or orchard or vegetable farm or livestock rising. Mention the main product – good or service – produced by the activity so that the industry code can be entered in Col.6b in the office (NIS). While "occupation" refers to the person's work, "industry" refers to the type of work of the employer organization. **Take the example of a truck driver in a logging company. That person's occupation is truck driver, but his industry is forestry. Similarly, an accountant in a textile factory is an accountant by occupation, but his industry would be textile manufacturing.**

**Column 7:** Type of employer refers to the sector in which the institution or establishment of the employed person falls in his/her main occupation.

1 = Government

State, provincial, district and commune government agencies and ministries.

2 = State owned enterprise

Financial institutions like the National Bank of Cambodia and all other State controlled enterprises such as CAMINTEL, Cambodian Pharmaceutical Company, Electricity du Combodge, State rubber plantations, State construction enterprises, State fishery enterprises, State printing house, State utilities, State courier and mail enterprises.

3 = Cambodian enterprise (Private)

Enterprises or business owned and operated by private Cambodians from a location that is not also a household or private residential dwelling of the owner(s) of the business. Do not include non-profit institutions. If there is a joint venture with any foreign enterprise it will be treated as a Cambodian enterprise (Private) or as a foreign enterprise depending on the share of each.

This category includes financial institutions like Cambodian controlled banks and other Cambodian controlled businesses producing goods or services for sale. In brief it includes all private Cambodian enterprises. Also include business owned by e.g. a Chinese who has lived many years in Cambodia in this code.

4 = Foreign enterprise.

Enterprises or business owned and operated by foreign establishments or persons from a location that is not also a household or private residential dwelling of the owner(s) of the business. Do not include non-profit institutions. Includes foreign controlled financial institutions like foreign controlled Banks (e.g. ANZ Royal, MayBank) and all other foreign controlled businesses which are producing goods or services for sale.

5 = Non profit institution.

All Cambodian and foreign NGOs providing goods and services for free or for a nominal fee that are not controlled and financed by government. Also included are trade unions, professional associations, political parties, charities, pagodas and other religious institutions, and aid organizations financed by voluntary transfers.

6 = Household Sector

All businesses operating out of a household or private residential dwelling. Domestic workers should be included here.

7 = Embassies, International institutions, and foreign aid and development agencies.

All persons working for foreign consulates, embassies, foreign aid and development agencies, ADB, IMF, and UN agencies.

8. Others, specify.

Institutions not falling in any of the sector described above.

**Column 8:** Five categories have been provided for Employment Status in his/her main occupation

**Note:**

The purpose of this question is to distinguish employee / not employee. On the family farm, the purpose is not to assume or assign different status to a male or female spouse, nor to adult children whether male or female.

It is likely that adults on family farm should be considered “own account”, while children who engage in economic activity may be deemed “contributing family worker”

1 = Employer

A person who operates his own enterprise directly or through another person (e.g. a manager or caretaker) and who for the operation of this enterprise hires one or more employees whom he pays. Note that the persons considered employees here exclude unpaid family workers and apprentices.

2 = Paid Employee

A person who works for a public or private employer and is paid by this employer. All Government Servants, for example, are employees. Payment may also be in kind.

**3 = Own Account Worker**

A person who operates his own enterprise (e.g. a farmer cultivating his own land, petty trader, private doctor, advocate who practices independently) and who does not employ anybody to work for him in operation of his enterprise. He or she neither employs anybody nor is employed by anybody, (e.g. a fruit seller who does his or her business all alone).

**4 = Unpaid family worker**

A person who helps in running an economic enterprise operated by a member of his or her family without payment of wages or salary (e.g. wife who helps her husband in farming, daughter who helps in hand-loom weaving).

**5 = Other, (specify):**

To this category belong all persons who do not fall in any of the above groups.

**Column 9:** Hours worked in his/her main occupation in the past 7 days. Help the respondent by saying that is since.. [Day].. last week.

**Column 10:** Days he/she worked in his/her main occupation in the past month.

**Column 11:** Additional jobs/economic activities besides the main occupation. If the respondent had more than one economic activity during the past 7 days, write the number of additional jobs.

**Column 12(a-b):** Secondary occupation/economic activity during the past 7 days. The secondary occupation is the one which the respondent considers as the second most important based on time spent on and income earned from different activities and other considerations like social and legal status among all occupations of the person.

Write a clear description for occupation/economic activity (see Column 5a-b).

**Column 13(a-b):** Industry/kind of economic activity for the secondary occupation/economic activity  
Write a clear description (see Column 6a-b).

**Column 14-15:**

See Column 7-8.

**Column 16-17:**

See Column 9-10.

**Column 18:** Hours worked besides the hours worked in main and secondary occupation/economic activity. This question should be asked if the person had 3 or more jobs/economic activities.

**Column 19:** Hours in total in **all jobs**/economic activities.

**Column 20:** Salary/wages the last month from all jobs/economic activities that the person had as employee (code '1' in Col 8 and/or Col.15.) Write the amount in riels. Write "0" if nothing.

***Column 21-25b are asked to persons who want to work more or less hours***

**Column 21-22:** See in the Questionnaire.

**Column 23:** In this question you should ask if the person was available to work more hours than the hours stated in Col 19 (all hours worked) during the last 7 days or if the person is available to start working more hours within the coming two weeks from "now" (the time when the interview takes place).

**Column 24:** See in the Questionnaire.

**Column 25(a-b):** How long working less hours than wanted and been available to work more hours. Enter month if less than 1 year. If more than one year enter years in column 25a ("Year") and leave column 25b ("Month") blank.

*Column 26-31 are asked to persons who has not been working the past 7 days*

**Column 26-27(a-b):** See in the questionnaire.

**Column 28:** Available for work during the past 7 days or available to start working within the coming two weeks from "now" (the time when the interview takes place).

**Column 29:** Only if actively seeking work. Ask how many hours he/she wants to work per week. Enter the number of hours per week. Write "0" if no hours.

**Column 30(a-b):** How long out of work and actively been looking for work. Enter month if less than 1 year. If more than one year enter years in column 30a ("Year") and leave column 30b ("Month") blank

#### **Unemployed**

Unemployed persons are persons in the labor force who did not work or had no job or business during the reference week but were reported available and actively looking for work. Also, considered as unemployed are persons without job or business who were reported as available for work but were not looking for work.

## **6. 16 USUAL ECONOMIC ACTIVITY**

**This section must be completed during week 4**

**Respondents:** Each household member aged 5 years and older. You must interview each member personally.

### **ACTIVITIES IN THE LAST 12 MONTHS**

**Column 1:** It is pre-printed, and it is the "ID Number".

**Note:** You must write the entries for each person in this section against the same ID Number from the household list. There will be some empty lines: those that correspond to household member that are outside the age-range defined for this section. It is vitally important to record the information about a person in front of the same unique ID number (from Col.1 of the list of household members: initial visit, Part A )

In this section data is collected to get information on the economically active and the economically not active population where the reference period is the 12 months before the interview.

**Column 2:** The **main activity** of the person during the 12 months preceding the interview. Main Activity means the activity that the person had during 6 months (183 days) or more during the last 12 months (i.e. for the major part of the last 12 months).

Below you find definitions that are urgent to know when you are asking questions about usual work.

**Employed** include all persons who were in the following categories for 6 months (183 days) or more during the last 12 months.

- Persons who were in paid employment (e.g. working in public or private organization etc.).
- Persons who during the reference period performed some work for wages, salary, profit or family gains in cash or kind.
- Persons who did not do any work for pay or profit during the reference period although they had a job to which they could return (e.g. off season workers like farmers or fishermen), those on sick leave or leave without pay, those who could not work due to strike or lockout in the organization they were working.
- Persons who were self employed (e.g. running a shop by him-/herself, selling eatables, practicing as doctors, lawyers etc.).

**Work** is defined as any economic activity that a person does for pay (in cash or kind, in any establishment, office, market, farm, private house) or for profit, or without pay on family farm or enterprise.

**Unpaid activities** which are not contributing to the person's family business such as voluntary social work or voluntary community support are **not classified as work** in this survey. Unpaid work on farm or family enterprise is considered work. You must ask probing questions to ascertain the existence of a job or employment or unpaid work on family farm or enterprise during the last year. Do not assume that women are generally home-makers. You have to specifically ask probing questions of women whether they were working. Please also remember that in rural areas where most men are engaged in cultivation, wives and daughters also participate as unpaid family workers in cultivation. Such women should be treated as working instead of treating them as homemakers or housewives since they attend to domestic duty also. You have to be very careful not to make this mistake.

As in Note for **Column 3 in Section 15**, for each person recorded in 4 (10, 14, 22c), fetching water or collecting fuel, check that this person has reported “economic activity”. This is an opportunity to identify any person who has not been covered because this activity was not noticed or was judged to be “housework”.

Probing questions should be used, as in that note

Similarly children who work should be regarded as employed.

Persons engaged in **production of goods for own consumption**.

Please note that the following activities for own consumption is treated as work:

- Production of primary products for own consumption as growing of food grains or vegetables for own consumption.
- Collection of water and firewood for own consumption.
- The processing of primary commodities for own consumption by the producers of these items (such as drying own vegetables for later use).
- Production of fixed assets for own use (such as building a house or rice paddy dike).

Activities for own consumption other than the above are not treated as work (e.g. cooking ones own food, washing ones own clothes etc.). If a person is employed but at the same time does also attend to household chores or attend school etc., he/she should be treated basically as employed.

### **Unemployed**

If a person (man or woman) is not employed you should ask whether he or she was unemployed for six months (or 183 days) or over during the last 12 months. Unemployed refers to those who were without work but were seeking work or available for work.

Please note that homemakers, students and others mainly engaged in non-economic activities during the reference period who satisfy the above criteria of unemployment should be regarded as unemployed and not as home makers, students etc..

If a person answers that he/she is unemployed for the major part of the last 12 months you should ask whether the person was employed any time before he/she became unemployed.

If he/she says 'Yes', you have to record Code 2 in Col. 2. On the other hand, if the person says that he/she was unemployed and seeking work for the first time and was never employed any time before you should record Code 3 in Col. 2. In the case of unemployed who was employed any time before (Code 2 in Col. 2).

### **Population mainly not employed or unemployed**

The employed and unemployed constitute economically active population. Those who are not mainly employed or unemployed spend most of their time as home makers, students etc. which are not considered as economically active. Use the codes given in the schedule for recording the category of people not economically active for six months (or 183 days) or more during the last year.

The economically not active categories for most of the time last year are explained below:-

**Home Maker** is a person who was mostly engaged during the reference period in household duties in his or her home.

**Student** is a person who was mostly attending school/educational institution

**Dependent:** This category includes all dependents like infants and children not attending school, persons permanently disabled and hence cannot do any work and persons who cannot work because of illness or old age. Dependents will include able bodied persons who cannot be categorized in any other inactive category and are dependent on others. However if such a person was seeking or available for work he or she should be categorized as unemployed and not as dependent.

**Retired:** A person who had retired from service and for most of the time was doing no other work, i.e. mostly not employed again in some work or not engaged in some other work such as cultivation, business, trade etc.

**Rent-receiver, or other income recipients:** A person who for most of the time was a rent-receiver or a person living on agricultural or nonagricultural royalty, rent or dividend and was neither employed nor unemployed. It can also be other a person of independent means for securing which he/she did not have to work would come under this category.

**Other, (specify):** This category would include all persons not economically active for most of the time and who might not come under any of the above four categories (e.g. beggar).

**Column 3:** Give the number of months (rounded off to the nearest month) during which the respondent was employed in the last 12 months. If unemployed, but employed any time before (2 in Col. 2), enter the number of months employed during the last 12 months only. If not employed during the last 12 months, enter "00" (only if code 02 in Col. 2).

**Column 4(a-b)** Occupation refers to the type of work, trade, or profession performed by the person, such as paddy farmer, physician, primary school teacher, carpenter, beauty shop operator etc.

Write a clear description of the specific work the person did (Col 4a). For example, do not write "factory worker" but write what the person did in the factory, such as 'weaving machine operator' or 'machine repairman'. The description should be sufficiently detailed, so that the occupation code can be entered in the office (NIS).

**Column 5: See Column 8 in Activity status the last 7 days**

**Column 6a-b): See Column 6a in Activity status the last 7 days**

**Column 7: See Column 7 in Activity status the last 7 days**

**Column 8:**

This column has to be filled-in for all persons. The purpose of this column is to find out whether the person who was mainly economically active or inactive last year had a second job or a secondary economic activity last year which gave him/her additional income or some income in cash or kind. Please note that the activity recorded in this column constitutes the secondary activity in the case of those who were mainly employed last year (code 1 in Col. 2). In respect of others (codes 2 to 8 in Col. 2) it constitutes their marginal activity last year. A commune chief (or village chief) might have also participated in work in his own farm for some time. His/her main activity is commune administration (or village administration) and secondary activity is unpaid employment in farming. A woman who was a home maker most of the time (Code 4 in Col. 2) could have assisted in farming as an unpaid family worker in her spare time. Her secondary economic activity was unpaid employment in farming. A girl might have been mainly a student. You would have given her Code 5 in Col. 2. To earn some money she might work in a house as a maid during her spare time. Her secondary economic activity was maid. A youth who was studying in school might work as a security guard in the night and earn money. His secondary activity was security guard. You have to accept whatever is returned as the person's secondary economic activity.

If a person had more than one secondary economic activity during last year you have to ask in which job he/she spent most time and that job should be considered as his/her secondary economic activity. For example a person whose main activity last year was farming might have worked as seller of fruits for some time and as a construction worker some other time. You should ask the person to tell in which he/she spent most time. That constitutes his/her secondary activity. It is not sure that all persons have had a secondary economic activity. If the person says he had no secondary job or economic activity record Code 01 (None).

The codes for the secondary economic activity are:

**Farming (growing crop)**

Code 02 - worked additionally in farming (i.e. cultivation) without receiving any payment.

Code 03 - a wage earner working in a farm.

**Livestock farming**

Code 04 - unpaid employment in animal rearing/production (cattle, pigs, poultry etc.).

Code 05 - paid employment in animal rearing/production.

### Other activities

Code 06 - in fishing (inland or marine).

Code 07 - worked or rendered service in any other household based industry producing or servicing any good (both unpaid and paid in cash or kind). Examples are: weaving, pottery, stitching, processing food articles or food items for sale, processing corn and other food crops, drying fish for sale etc. which are carried out at home in which mostly household members are engaged. In rural areas this may be done outside the residence of the household also for want of space e.g. court yard.

Code 08 - construction activities (buildings, structures, bridges, roads, paddy dike etc.).

Code 09 - any wholesale or retail trade run within or outside the household.

Code 10 - in Transport services. Examples of this are cyclo drivers, motodops, Tuk Tuk drivers etc.

Code 11 - all other paid employment (other than household-based employment).

**Note** that the secondary economic activity has to be recorded in Col. 8, only if it is a second job or economic activity. For instance if a person was cultivating in his farm and that was his main activity last year and he did not get any supplementary income (cash or kind) from any other economic activity, he did not have secondary economic activity and code to be given is 1.

### Column 9:

This question relates to place of work (the main activity) or schooling.

Only for a person with Code 1 or 5 in Col. 2.

For Those with Code 1 (Employed) in Col. 2 find out the location of his working place **for the main activity**.

Code 1 - work place was at home

Code 2 - the work place was a place in the same district as the place of residence. That is the village where the person is living and the village of work place were in the same district.

Code 3 - the place of work was in a district other than the district in which he/she resides.

Code 4 - the place of work is across the countries border in a neighboring country (e.g. Thailand, Viet Nam).

## 6.17 VICTIMIZATION

**This section must be completed during week 4**

**Respondent:** The interviewer must contact the head of household to complete this part. If he/she is not at home then and only then try with his/her spouse. If both of them are absent, then the interviewer can contact another adult household member.

### A. HOUSEHOLD SECURITY

**Question 1-2:** See in the Questionnaire.

### B. VICTIM OF THEFT

**Question 1:** Exposed to theft, burglary or robbery in the last 12 months. If no, then write code "2 = No" on go on with Part C. If Yes, then ask them for each such event suffered by the household. Use one line for each event.



**Column 1:** Is pre-printed number is used to identify each event.

**Column 2:** Who was the victim of the theft, burglary or robbery. Copy the “ID Number” from Col 1 in the list of household members: initial visit, Part A. If one event happened to more than one household member, ask for the household member that suffered the most from the event. If there is no specific person that suffered more than others, write "88".

**Column 3:** What month this event happened (theft, burglary or robbery). Write down the month. Try to get an estimation if they cannot remember.

**Column 4-7** See in the Questionnaire.

**Column 8:** How much was lost by this event, in riels. Try to get estimation from the respondent if they cannot remember.

## C. VICTIM OF ACCIDENTS

**Question 1:** Ask if anyone in the household has had an accident that caused injury in the last 12 months. If no, then write code “2 = No” on go on with Part D. If Yes, then ask them for each such event suffered by the household members. Use one line for each event:

**Column 1:** Is pre-printed number is used to identify each event.

**Column 2:** Ask who the victim of the event (accident) was. Copy the “ID Number” from Col 1 in the list of household members: initial visit, Part A. If one event happened to more than one household member, ask for the household member that suffered the most from the event.

**Column 3:** See in the questionnaire.

**Column 4:** Ask in what month this accident happened. Write down the number of the month. Try to get estimation if they cannot remember.

**Column 5-6:** See in the questionnaire.

## D. VICTIM OF VIOLENCE

**Respondents:** Each household member. You must interview each member personally, only for children you can ask their parents.

**Column 1:** It is pre-printed number and is the “ID Number” of each household member.

**Note:** You must write the entries for each person on this section against the same ID Number from the household list. It is vitally important to record the information about a person in front of the same unique ID number (from Col.1 of the list of household members: initial visit, Part A).

**Column 2:** Ask if he/she has you been exposed to any act of violence that caused injury in the last 12 months. If no, then write code “2 = No” on go on with next household member. If yes, ask

**Column 3(a-c):** Ask the type of violence he/she has been exposed to, during the past 12 months. Write up to 3 codes. The codes of violence are provided in the questionnaire.

**Column 4-7:** See in the questionnaire.

**Column 8-10:** In these questions refer to the most serious act of violence.

## 6.18 SUMMARY OF PRESENCE IN THE HOUSEHOLD

**Respondent:** The interviewer must contact the head of household to complete this part. If he/she is not at home then and only then try with his/her spouse. If both of them are absent, then the interviewer can contact another adult household member. This part is to be completed by the interview at the end of each period.

**Note:** All questions must be asked about all individuals.

- The last day of week 1, you must complete columns 2a, 2b, 2c and 2d for each household member.
- The last day of week 2, you must complete columns 3a, 3b, 3c and 3d for each household member.
- The last day of week 3, you must complete columns 4a, 4b, 4c and 4d for each household member.
- The last day of month, you must complete columns 5a, 5b, 5c and 5d for each household member.

**Column a:** If the person was present all the days of this period, then write '1' for Yes and go on with the following household member.

**Column b:** If the person was not present all the week, then ask the number of days the person was present in the household, during the period.

**Column c:** You must inquire whether all the consumption expenditures of the person you are asking about were registered in the diary, during the days when he/she was absent. If this is not the case, then write code '2' for No and complete Col. d, otherwise go on with the following household member.

**Column d:** Try to obtain the estimated total amount in riels of his/her consumption expenditures, while he/she was absent from home in the period asked.

**Note:** Do not include any expenses made by this person that were already recorded in the diary.

**This is the last section of the Household Questionnaire. Check over the whole questionnaire to make sure that all questions have been answered properly. Make sure that all your handwritten responses are legible. Do not change any responses unless you ask the question again from the respondent. Also, if you find a missed question (other than those which were intentionally skipped), or you notice a confusing response, recheck it with the respondent.**

## CHAPTER 7

### DIARY SHEETS (CSES FORM 4)

#### 7.1 DIARY FOR EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED

During the 2004 CSES the diary method to measure expenditures and incomes was for the first time used in Cambodia. The material collected is of crucial importance in many different areas. For example, the 2004 and 2007 data have been used by the National Account to estimate the Cambodia GDP, but it has also been used for poverty analysis and for the Cambodian CPI.

In this sheet, we will record the following things:

- (1) Expenditures
- (2) Consumption of own-production

##### 7.1.1 Description of the columns:

**PAGE NUMBER:** You have 20 pages for this diary. If you need more, you can add extra pages, and number them as Page 21, Page 22, etc.

**Column 1: LINE NUMBER.** Each page has 15 lines, plus one line for the page total. So, for data analysis, the identifier of each line in this sheet will be the page number plus the line number.

**Column 2: DATE.** Write Day and Month: DD/MM

**Column 3: ITEM DESCRIPTION.** In order for the coders to do a good job, they need clear and exhaustive descriptions of the different items in the diary. All the entries in the diary should be eligible, and they should also give a detailed explanation of what the expenditure refers to. For example, if food or beverages were consumed in restaurant or work canteen it should be possible to understand that from the item description in the diary. If the household bought fish the entry in the diary should have information on what kind of fish, e.g. small mud fish, in the item description.

Especially for garments or footwear the description must be detailed so that the expenditure could get the correct code, therefore the item description should give as detailed information as possible about what kind of item was bought and for whom. From the description it should be possible to understand for whom of the following item:

- a man (10 years or older)
- a woman (10 years or older)
- a boy (under 10 years old)
- a girl (under 10 years old)
- an infant (less than one year old)

For example, "long-sleeved shirt for men", "t-shirt for a boy", "trousers for a girl", "pair of vinyl shoes for woman" or "baby clothing for infant (less than one year old)".

**Write as much detail as you can.**

1. For bottles or cans bought, specify the “ml” or “cc”, as for example: "Purchase of 3 bottles of Angkor beer, 640 ml each".

In this way, the item can be easily coded after, as one of the following items:

- Canned soft drinks (coke, etc.): 1 Can 330ml
- Angkor: 1 Bottle 640ml
- Tiger: 1 Can 330ml
- Rub keylakas: 1 Bottle 750ml
- Toro, SKD: 1 Bottle.700ml

2. For other items, specify the brand if possible, or the quality (for example Rice Quality #2)

**Column 4: UNIT OF QUANTITY.** Units of quantity such as "bunch" and "palm" and other vague measurement units should be avoided as far as possible. As far as possible all entries in the diary referring to consumption of food should be measured in kilos or grams and all expenditures on beverages and other fluids should be entered in the diary using litres or millilitres (ml).

As an interviewer you have a scale to help you get estimates of the weight of consumption of own-produced and other expenditures.

If the household uses a vague measurement unit, such as palm, the scale can be used to get an estimate of how many grams they mean when they say palm, and then the estimate can be recorded in the diary.

Revise the diary so that the household members did not write down unit of quantity which is impossible, as for example LITRES to measure RICE. For items that are bought or consumed as "units" and difficult to measure (such as water melons, coconuts, eggs, etc.) you can allow them to "number" as the unit of quantity.

**Note:** The most important thing is to get all expenditures recorded with the amount and a clear and exhaustive description. Therefore even if there is no precise unit of quantity the expenditure should still be entered into the diary.

**Column 5: CODE OF UNIT:** Leave this question blank. It will be coded later.

**Column 6: QUANTITY.** For quantity, use only 1 decimal.

**For quantity, use only 1 decimal. If necessary, specify grams instead of kilos when dealing with small weight quantities (or, for small quantities of liquids, to use cc/ml or cl instead of fractions of liters).**

**When the expenditure is an amount in riels, as for example a salary paid in cash, or others, in QUANTITY put a dash ('-') in the column 6 “Quantity”.**

**Column 7: VALUE IN RIELS:** This should be the value paid, for the expenditures.

**Column 8: FORM OF ACQUISITION:** The household members should code the form in which they have got the item:

**Expenditure:**

For purchases:

- 1 = Paid in cash
- 2 = Paid in kind
- 3 = Purchased on credit

**Consumption of own-production:**

- 4 = Gift received
- 5 = Stock of own-produced

Use code 4 when they receive a gift. It should be recorded in the Income and Receipts sheet, as well as on the Expenditures and consumption of own-produced sheet, as consumption of a “4 = Gift received”, the same day they receive it.

**Column 9: ORIGIN:** This column should be completed by you. Ask the household members if the origin of the item was:

- 1 = Household production
- 2 = Produced in Cambodia
- 3 = Imported from abroad
- 4 = Don't know the origin
- 5 = No product

When recording a consumption from own-produced items, use always code “1 = Household production”.

**Column 10: PURPOSE:**

This column should be completed by you. Ask the household members which was the main purpose of the item acquired or consumed. It is vitally important that expenditures recorded in the diary are entered with the correct purpose of the expenditure.

**01 = OWN HOUSEHOLD CONSUMPTION:** All things acquired by the household for consumption by the household should be given the purpose code “01”. For example this can include food, beverages, gasoline durables such as radios, television sets and motorbikes, and also haircuts, expenditures on school fees, maintenance and minor repairs of the dwelling and so on. It also includes consumption of own-production, such as rice, vegetables, eggs etc. produced by the household.

**02 = FOR AGRICULTURAL PRODUCTION:** All expenditures that go into agricultural production should be given purpose code “02”. For example this can include animal feed (food for the livestock or poultry), purchase of fertilizers, machines, equipment, buying of livestock for agricultural production, payment for renting machinery, payment of salaries etc.

**03 = FOR MANUFACTURING PRODUCTION:** All expenditures referring to manufacturing production should have purpose code “03”. This can, for example, include purchases of machinery, raw material, such as fabrics used for making clothes to sell, etc.

**04 = FOR MINING PRODUCTION:** All expenditures referring to mining production should have purpose code “04”. This can, for example, include purchases of machinery, equipment etc.

**05 = FOR SERVICES PRODUCTION:** All expenditure referring by the household as input to service production by the household should have purpose code “05”. This includes all expenses that the household have when running a restaurant, a hair salon or small shop or some other service establishment. For example, this can include purchases of goods for the store or food for restaurant. This category also includes gasoline bought to be used when working as a moto driver.

**06 = FOR OTHER HOUSEHOLD PRODUCTION:** Purpose code “06” should be used for other household production. This should be used for expenses for construction of new dwelling for the household, extension of existing own dwelling or major repairs of own dwelling, like putting up a new, better roof. Expenditures that refer to minor repairs of the dwelling and routine maintenance should be give purpose code “01”.

**07 = GIFTS & REMITTANCES TO OTHER HOUSEHOLDS:** Remittances or other monetary gifts sent to others must be coded "07", such as money sent to students living elsewhere, etc. This does not include money sent to other members of the same household. Things bought by the household with the intention of giving away and gifts from own production should still be coded as own household consumption, purpose code = “01”.

**08 = OFFERINGS, DONATIONS, CHARITIES, ETC:** Money given as offerings, donations or to charities should have purpose code “08”. Things bought with the intention to be given away should be coded as household consumption, i.e. purpose code = “01”.

**09 = INTERESTS:** Interests paid must be coded “09”.

**10 = PAYBACK OF LOANS:** Payback of loans must be coded “10”.

**11 = TAXES:** All taxes paid must be coded “11”.

**12 = OTHER (SPECIFY):** The codes mentioned above should cover all the different expenditures of the household. However, if the interviewer is in a situation where he/she is unable to classify the expenditure and supervisor also is unable to help, the purpose code “12” can be used. In such an occasion the interviewer must specify the purpose.

**Note 1:** If a household runs a business like a shop with a high turnover, many transactions per day, they can add transactions together before entering them into the diary. For example "Purchase of food items for the store". However, this is only for transactions for the household business. **All transactions that refer to own household consumption must be described in detail.**

**Note 2:** When recording consumption from own-produced items, use always code “01 = Own household consumption”.

**Column 11: ITEM CODE:** Leave blank, it will be coded later.

### 7.1.2 General instructions to fill-out the diary for Expenditures and consumption of own-produced:

- Use one line for each expense made by any household member, during the period of the interview. As coded in column 8 expenses could have been:
  - Paid in cash
  - Paid in kind
  - Purchased on credit
  - Gift received
  - Stock of own-produced
- Register all purchases made on credit on the day the product or service was delivered. In the column **FORM OF ACQUISITION** code it as 3 = Purchased on credit. In column Value in Riels, put the total value including interest.
- Do register in column 8 all gifts from persons not belonging to the household. Gifts to persons outside are registered in column 10.
- Do register all expenses made on food eaten away from home (meals at work, school, restaurants, snacks, coffee, alcoholic drinks, soft drinks purchased outside home) and describe where they were consumed, "2 bottles of 330 ml beer in bar" or "lunch eaten at street vendor".
- Do register all expenses in prepared meals bought outside and eaten at home.

**Note 1:** Remittances sent to people belonging to other households, in Cambodia or abroad, should be included as gifts in column 10 (**07 = Gifts & remittances to other households**)

**Note 2:** For gifts given in-kind, you must estimate the value. For example, estimate the value of 3 kilos of rice given as a gift to a neighbor household.

#### 7.1.2.1. Consumption of own production

- The interviewer should regularly ask the household to make sure that all of the household's consumption that comes from own-production gets recorded in the diary. The imputed value of the consumption of own-production should be based on the prevailing market prices.
- Register all what was consumed in the household that comes from **own-production** on the day it is consumed regardless if it comes from stock or harvested/collected/captured that day.
- When a household consumes something that comes from **own-production** (or uses it for other purpose, as payments in kind, gifts given away, donations, etc.), you should always register it in the **expenditures and consumption of own-produced** sheet, and at the same time, the same day, record it as income in-kind, in the **income and receipts** sheet. In the income sheet, you must write the **imputed value** of it, in Riels. And in the **expenditures and consumption of own-produced** sheet, write down the quantity and the same imputed value used in the **income and receipts** sheet. Use the prevailing market price to estimate the value.

- Do register all expenditures on food in cash or in kind on the day it was acquired but **do not register any of such food on the day it was consumed.**

**Convention:** Salaries paid to domestic servant should be coded “**5 = No product**” for the **Origin**, and “**01 = Own household consumption**” for the **Purpose**.

#### 7.1.2.2. Special occasions

Expenditures made by the household at special occasions, such as weddings, holidays, funerals, should also be recorded in the diary, with the purpose 01- household consumption, and carefully specified. Thus, enumeration of persons with ceremonial, legal or similar duties should be clearly specified and distinguished from those of domestic duties. In the diary all the different expenditures for the household should be recorded with as much detail as possible.

#### 7.1.2.3. Expenditures during traveling

If a household member has several different expenditures during traveling, these expenditures should all be recorded separately in the diary. The diary should therefore not have one single line referring to "traveling", but instead use different lines in the diary for all different expenditures made during the travel with clear and exhaustive description of the item, for example bus tickets, food bought at restaurant, beer bought at beer garden, accommodation at hotel and so on.

#### 7.1.2.4. Money spent by other household members

In the 2004 CSES some entries were referring to money given to other family members, for example money given to children when they go to school. For this to be recorded correctly we need to know *what the money was spent on*. Therefore the entry should describe the purchase made (or intended). For example, if the child spends the money on food at the school canteen or at a restaurant, the entry should be recorded giving that information.

#### 7.1.2.5. Checking the diary

The interviewer should, during the survey month, regularly and frequently look through the diary to see that the descriptions of the items are clear and adequate. If any unreasonable entries are found, please check again with the household and correct if the entry is not correct.

#### 7.1.2.6. Expenses

Examples of expenses:

- **EXPENSES ON FOOD ITEMS** (You bought them):
  - Cereals (rice, bread, corn, wheat flour, rice flour, corn meal, rice cakes, noodles, biscuits, etc.)
  - Fish (fresh fish, salted and dried fish, canned fish, shrimp, prawn, crab, etc.)
  - Meat & poultry (beef, buffalo, mutton, lamb, pork, chicken, duck, innards, liver, spleen, dried beef)
  - Eggs (chicken egg, duck egg, quail egg, fermented/salted egg, etc.)
  - Dairy products (fresh milk, condensed or powdered milk, ice cream, cheese, other dairy products, etc.)



- Oil and fats (rice bran oil, vegetable oil, pork fat, butter, margarine, coconut/frying oil, etc.)
  - Fresh vegetables (trakun, onion, shallot, cabbage, spinach, carrot, beans, chili, tomato, etc.)
  - Tuber (cassava, sweet potato, potato, traov, sugar beet, etc.)
  - Pulses and legumes (green gram, dhal, cowpea, bean sprout, other seeds, etc.)
  - Prepared and preserved vegetables (cucumber pickles, other pickles, tomato paste, etc.)
  - Fruit (banana, orange, mango, pineapple, lemon, papaya, durian, watermelon, grape, apple, canned and dried fruits, etc.)
  - Other produce (coconut, cashew nut, lotus nut, peanut, gourd seed, other nuts)
  - Sugar, salt and spices (sugar, jaggery, salt, chocolate, candy, coriander, red pepper spice, garlic, ginger, soy sauce, fish sauce, monosodium glutamate, etc.)
  - Tea, coffee, cocoa
  - Non-alcoholic beverages (canned or bottle soft drink, mineral water, fruit juice, fruit syrup, etc.)
  - Alcoholic beverages (beer, wine, whisky, scotch, other distilled spirits)
- **EXPENSES ON OTHER NON-FOOD ITEMS (You bought them):**
    - Clothing and footwear (tailored clothes, ready-made clothes, rain clothes, underwear, baby clothes, diapers, hats, shoes, boots, etc.)
    - Furnishings and household equipment and operation (curtain, household appliances, cooking utensils, servant's salary etc.)
    - Recreation (entertainment services, recreational goods and supplies, tourist travel)
    - Personal effects (costume/gold jewelry, handbags, wallets, wristwatch, clocks, umbrellas)
    - Special occasions, as funerals, weddings, parties, rituals, cash gifts, etc.
    - Tobacco products (cigarettes, mild tobacco, strong tobacco, etc.)
    - Other food products (fried insects, peanut preparation, flavored ice, ice, other food products)
    - Food taken away from home (meals at work, school, restaurants, snacks, coffee, alcoholic drinks, soft drinks purchased outside home)
    - Prepared meals bought outside and eaten at home
- **OTHERS**
    - Any input **bought** for any household member's agricultural activity (such as fertilizers, tools, machinery, etc.)
    - Any input **bought** for manufacturing activity (raw material for any enterprise belonging to any household member, as for example: wood or tools for woodwork, cloth for tailoring, etc.)
    - Any input **bought** for any household member's services activity (food for own restaurant, inputs for hair-dressers, etc.)
    - Any item **bought** for other household production such as construction material to repair or build own house.
    - Offerings, donations, charities, etc. to any church, organization, etc.
    - Interests and payback of loans received from others
    - Taxes paid

## 7.2 DIARY FOR HOUSEHOLD INCOME AND RECEIPTS

In this sheet, we will record all income and receipts received by the household members during the month of the interview.

### 7.2.1. Description of the columns:

**PAGE NUMBER:** You have 20 pages for this diary. If you need more, you can add extra pages, and number them as Page 21, Page 22, etc.

**Column 1: LINE NUMBER.** Each page has 15 lines, plus one line for the page total. So, for data analysis, the identifier of each line in this sheet will be the page number plus the line number.

**Column 2: DATE.** Write Day and Month: DD/MM

**Column 3: ITEM DESCRIPTION.** Make sure the description is clearly written, so it can be easily coded in the office later.

**Column 4: UNIT OF QUANTITY.** Make sure the unit of quantity is clearly written, so it can be easily coded in the office later. Revise the household members did not write down in this sheet a unit of quantity which is impossible, as for example LITERS to measure RICE.

**Column 5: CODE OF QUANTITY.** Leave this question blank. It will be coded later.

**Column 6: QUANTITY.** For quantity, use only 1 decimal.

For quantity, use only 1 decimal. If necessary, specify grams instead of kilos when dealing with small weight quantities (or, for small quantities of liquids, to use cc/ml or cl instead of fractions of liters).

When the income is an amount in riels, as for example a salary received in cash, or an amount received from a sale, in QUANTITY put a dash ('-') in the column 6 "Quantity".

**Column 7: VALUE IN RIELS:** This should be the value received or the imputed value of what was received or own-produced.

**Column 8: TYPE OF INCOME:** It can be:

**1=In cash:** Income received in cash, from household members earnings/salaries/wages

**2=In kind:** Received in-kind, as an in-kind payment for work done, or a gift, or from own-production

**3=Bartered:** When something was received through barter, use this code. Register also the item bartered (belonging to the household) on the **Expenditures and consumption of own-produced** sheet.

**Column 9: KIND OF INCOME:**

It can be:

**01 = WAGE OR SALARY (IN CASH OR KIND):** Use this code for all income received by the household members.

**02 = AGRICULTURAL OR FORESTRY PRODUCTION OR SALES:** Use this code for all agricultural or forestry production (only the day it is consumed by the household) or when they sell any such a product.

- If it is consumed by the household members, in the column **VALUE** they should write down be the imputed value of it.
- If it was sold, in the column **VALUE** they should register the actual amount received from the sale.

**03 = FISHING OR HUNTING PRODUCTION OR SALES:** Use this code for any fishing or hunting production (only the day it is consumed by the household) or when they sell any such a product.

- If it is consumed by the household members, in the column **VALUE** they should write down be the imputed value of it.
- If it was sold, in the column **VALUE** they should register the actual amount received from the sale.

**04 = FROM MINING PRODUCTION:** Use this code for any earning received from sales of mining products. In the column **VALUE** they should register the actual amount received from the sale.

**05 = SALES OF MANUFACTURED PRODUCTS:** Use this code for any earning received from sales of manufactured products. In the column **VALUE** they should register the actual amount received from the sale.

**06 = RECEIPTS FROM SERVICES RENDERED:** Use this code for any receipt from services rendered. In the column **VALUE** they should register the actual amount received from the services rendered.

**07 = RECEIVED AS GIFT:** Use this code when they receive a gift in kind.

**08 = REMITTANCES RECEIVED:** Use this code for all remittances received by the household, from others in Cambodia or abroad.

**09 = PENSIONS OR OTHER SOCIAL ASSISTANCES:** Use this code for all income received in the form of pensions or social assistance.

**10 = STUDY SUPPORT IN CASH OR KIND (SCHOLARSHIPS, STIPENDS OR OTHER):** Use this code for any income (in-cash or in-kind) received by household members who are studying, such as scholarships, stipends, etc.

**11 = DIVIDENDS, INTERESTS, COMMISSIONS, RENTS ETC.:** Use this code when the income is from dividends, interests, commissions, rents etc.

**12 = RECEIPTS FROM SALE OF POSSESSIONS/OWN PROPERTY:** Use this code for all such “transactions” received by the household.

**13 = WITHDRAWALS FROM SAVINGS/LOANS OBTAINED:** Use this code for all such “transactions” received by the household

**14 = PAYBACK OF LOANS, ETC.:** Use this code when the “transaction” is payback of loans they have made to others, etc.

**15 = WINDFALL GAINS/INHERITANCE:** Use this code for all such “transactions” received by the household

**16 = TAX REFUND:** Use this code for all such “transactions” received by the household

**17 = MATURITY PAYMENT ON INSURANCE POLICIES:** Use this code for all such “transactions” received by the household

**18 = LUMP-SUM COMPENSATION FOR INJURY/ LEGAL DAMAGES RECEIVED:** Use this code for all such “transactions” received by the household

**19 = OTHER (SPECIFY):** Use this code for all income or receipts or “transactions” received from other not listed above.

**Column 10: ITEM CODE:** Leave blank, it will be coded later.

### 7.2.2. General instruction to fill-out this diary of Income and Receipts

- Do use one different line for each income or receipt received by any household member, during the period of the interview. That income or receipt could have been received:
  - In cash,
  - In-kind,
  - Bartered
- **Do not** register as income animals (including birds, fish, etc.) born during the month of the interview.
- **For example, do register** as income an animal (belonging to the household) only when it is consumed by the household members. The same day, you will register it as income in the **Income and Receipts** sheet, and as consumption coming from own-production on the **Expenditures and consumption of own-produced** sheet.
- Do register as income any household own-production **only the day when it is consumed**.
  - For example, if a household harvest 100 Kg. of rice you **do not record it as income**. You do it only when it is (or a part of it) **consumed by the household members** (in this case you will have it also in the **Expenditures and consumption of own-produced** sheet), or when it is sold.

- If a household collects charcoal, do **not record** this in the **Income and Receipts** sheet. Only when it is consumed by the household (in this case you will have it also in the **Expenditures and consumption of own-produced** sheet), or when it is sold.
- If a household borrows money from somebody (a bank, a money lender, etc.) you should not record it in the diary. **Only record it when it is used to pay for something or to someone.** In this case, you record it in the **Income and Receipts** sheet at the same time as you record the expense.
- If a household receives a gift (for example, a TV), you should:
  - Register it as income in-kind in the **Income and Receipts** sheet, write-down the imputed value of it.
- And at the same time, register it as consumption in the **Expenditures and consumption of own-produced** sheet. In this sheet, in the column FORM OF ACQUISITION you should code it as 4 = Gift received. Copy the imputed value used in the **Income and Receipts** sheet.

Examples of incomes or receipts from:

Wage or salary (in cash or kind)  
 Agricultural or forestry production or sales  
 Fishing or hunting production or sales  
 From mining production  
 Sales of manufactured products  
 Receipts from services rendered  
 Received as gift  
 Remittances received  
 Pensions or other social assistances  
 Study support in cash or kind (Scholarships, stipends or other)  
 Dividends, interests, commissions, rents etc.  
 Receipts from sale of possessions/own property  
 Withdrawals from savings/loans obtained  
 Payback of loans  
 Windfall gains/inheritance  
 Tax refunds  
 Maturity payment on insurance policies  
 Lump-sum compensation for injury, legal damages received  
 Other (specify)

### 7.3 IMPORTANT NOTES ABOUT THE TWO DIARIES

**1. When you find a difficult situation, break it down into transactions**

1. We will call one transaction in the **Diary for Expenditures and consumption of own production** to:

Each acquisition or consumption (from own production or gifts) made during the month of the interview:

- The same date
- The same item

- The same unit of quantity
- The same form of acquisition
- The same origin
- The same purpose

2. We will call one transaction in the **Diary for Household Income and Receipts** to:

Each income or receipt received during the month of the interview:

- The same date
- The same item
- The same unit of quantity
- The same type of income
- The same kind of income

For example: A household member has a shop where he sells vegetables. One day He buys potatoes for the shop and for the household.

**There are two transactions, because the potatoes were bought for two different purposes: For the shop and for household consumption!**

**2. Items harvested, collected, hunted, fished, produced, etc. by the household members (own-production) MUST NOT be recorded on the Household Income and Receipts diary on the day they are harvested, collected, hunted, fished, produced, etc.**

**They must be recorded only the day when they are used (or a part of it used):**

- For Household consumption
- To be Sold
- To Give away as gift
- Used to pay in-kind
- Etc...

**3. And the day when they are used (a part is used), you must register only the part that was used. If all was used, then you can register all as income.**

**4. The same with gifts received: They must be recorded only the day when they are used (or a part is used):**

- For Household consumption
- Sold
- Given away as gift
- Used to pay in-kind
- Etc...

**5. For household produced items, and for gifts received, you will then register them as income only the day they are used (or a part of it). And then, you must record the 'use' of this item in the Expenditure and Consumption of own-production Diary, the same day.**

**6. CONVENTION:** When the item received as a gift is a durable good (as a TV set, a Bicycle, etc.), you must record the income or receipt in the Income and Receipts sheet the day it is received, and also the same day, the “consumption” of this durable good in the Expenditures and consumption of own production sheet.

**7.** New animals or birds or fish that are born during the month of the interview should not be registered as income. They are not recorded in the diaries at all! We'll get changes in livestock in Section 4, Part E of the Household Questionnaire.

#### **8. CONSUMPTION OF OWN-PRODUCTION**

**Remember:**

**A.** For consumption of own production, you must first register the item consumed as an income, and after that, as a consumption!

**B.** For gifts given away coming from own production, you must first register the item consumed as an income, and after that, as consumption!

#### **9. PURCHASES ON CREDIT**

If a household buys something on credit during month of the interview, remember to register it the day they receive it, as expenditure, and do not include all the interest to be paid in the total amount.

If it happens that during the same month of the interview the household have to make a payment for a loan or payment of interest for loan item, record it in the Diary for Expenditures and consumption of own production, use purpose code = 08, interest and paybacks of loans. This should be recorded regardless of when the loan was obtained. Do separate the payment from the payment of interest by using different lines in the diary.

**10. During the last week, when you are almost finishing the month, try to contact:**

**A. The household head alone, and ask him about expenditures done by all household members during the month and not recorded in the diary, on items they may have not wanted to tell you before, as for example:**

- Alcohol
- Tobacco
- Prostitutes, massages
- Gambling
- Etc.

**Record them in the diary the day he answers you.**

**B. The wife alone, and ask her about expenditures done by all female household members during the month and not recorded in the diary, on items they may have not wanted to tell you before, as for example:**

- Under clothes
- Sanitary napkins,
- Etc.

**Record them in the diary the day she answers you.**

#### **7.4 EXAMPLES FOR “DIARY FOR EXPENDITURES AND CONSUMPTION OF OWN PRODUCTION” AND “DIARY FOR HOUSEHOLD INCOME AND RECEIPTS”**

1. In 10 January (2009), a household member fishes 10 kilo of mud fish, they consume 3 kilo and they sell the other 7 kilo. It should be solved like this:

(1) Income sheet:

- a. One line for the 3 kilo of mud fish consumed by the household, as income in-kind and KIND OF INCOME: "03 = Fishing or hunting production or sales". In Value in Riels, ask for the imputed value of them.

<b>HOUSEHOLD INCOME AND RECEIPTS</b>									
LINE NUMB ER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	10/01	Mud fish small	kilo		3	18,000 (*)	2	03	

(\*) This is the market price of the 3 kilo of small mud fish.

- b. Other line for the income from the sale of the other 7 kilo of mud fish, as income in-cash, and
- c. KIND OF INCOME: "03 = Fishing or hunting production or sales"



HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
02	10/01	Mud fish small	kilo		7	43,000	1	03	

(2) Expenditure and Consumption sheet:

- d. One line for the consumption of the 3 kilo of mud fish, and in FORM OF ACQUISITION you write code 5 = Stock of own-produced.

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	10/01	Mud fish small	kilo		3	18,000(*)	5	1	01	

(\*) This is the market price of the 3 kilo of mud fish. Should be the same imputed value used in the income sheet.

2. “A household member owns a small restaurant. In 13 January (2009), he buys 6 coca-colas, and the price paid is 12,000 Riels (2,000 Riels each). At the same day, he sells 5 at 3,000 Riels each, and consume (drink) one”

For this example, you need to use 2 lines in the Expenditures and consumption of own-produced sheet, and 1 line in the Household income and receipts sheet:

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	13/01	5 cans of Coca-cola 240 ml	ml		1,200	10,000	1	2	05	
02	13/01	1 can of Coca-cola 240 ml	ml		240	2,000	1	2	01	

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	13/01	5 cans of Coca-cola 240 ml	ml		1,200	15,000	1	06	

3. “A household buys 2 kilograms of potatoes during the month of the interview. They pay in total 500 Riels. The same day (14 January) they eat (consume) all the 2 kilograms.”

Only one line is needed, for the expense. The consumption must not be registered, because it doesn't come from own-production stock:

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	14/01	Potatoes	Kilos		2	500	1	2	01	

4. “A household has bought 3 kilograms of flour two months ago, and they have paid in total 1.500 Riels. During the month of the interview, they eat (consume) all the 3 kilograms.”

No line is needed for this, because the expense was made two months ago, and it is not consumption of own production.

5. “A household member is a taxi driver. During one of the interview days (16 January), he receives in total 14.000 Riels for the work, but he used 900 Riels to buy a sandwich for lunch, 400 Riels to buy 1 kilogram of bread for his household, and he also filled-up the car tank with 20 liters, and that cost 6.000 Riels, so at the end of the day he goes home with only 6.700 Riels.”

This should be solved as follows:

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	16/01	Income from taxi	Riels		-	14.000	1	06	

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	16/01	Sandwich	Gram		400	900	1	2	01	
02	16/01	Bread	Kilo		1	400	1	2	01	
03	16/01	Gasoline	Litter		2	6.000	1	2	05	

6. “A household harvest 50 kilograms of rice, during the month of the interview ”

Nothing should be recorded. Only when a part of it (or all) is consumed.

7. “In 17 January, a household consumes 0.5 kilograms of potatoes, 2 kilogram of rice and 1 kilogram of dried fish and all the three items comes from stock of own-production ”

In the Household Income and Receipts sheet, the three items must be registered as income coming from own-production, and then, in the Expenditures and consumption of own-produced sheet, as consumption of own production:

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	17/01	Potatoes	Kilo		0,5	450 (*)	2	02	
02	17/01	Rice	Kilo		2	1.200 (*)	2	02	
03	17/01	Dried fish	Kilo		1	1.500 (*)	2	03	

(\*) This is the market price of potatoes, rice and dried fish.

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	17/01	Potatoes	Kilo		0,5	450 (*)	5	1	01	
02	17/01	Rice	Kilo		2	1.200 (*)	5	1	01	
03	17/01	Dried fish	Kilo		1	1.500 (*)	5	1	01	

(\*) This is the market price of potatoes, rice and dried fish. Should be the same imputed values used in the income sheet.

8. “A household has a big container of rice. Some months ago, they have bought some rice and put it into the container. Another household gave them as a gift some kilograms of rice. They put into the same container. Also, they harvested rice, and put it into the same container. One day, during the month of the interview, they consume 4 kilograms of rice ”

When something like this happens, you must ask them to estimate the proportion of each type of rice, and if they think the rice harvested (which is own-production) is the most, then you must treat this case as consumption of stock of own-production. If no, then **do not** record this consumption in the diary.

Then, if the example above is like this:

“A household has a big container of rice. Some months ago, they have bought 10 kilograms of rice and put it into the container. Some months ago also, another household gave them as a gift 5 kilograms of rice. They put into the same container. This month also, they harvested 20 kilograms of rice, and put it into the same container. One day, during the month of the interview (18/December/2006), they consume 4 kilograms of rice” from the containers.

As the most of the rice comes from own-production, we solve it as follows:

In the Household Income and Receipts sheet, the rice must be registered as income coming from own-production, and then, in the Expenditures and consumption of own-produced sheet, as consumption of own production:

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	18/01	Rice	Kilo		4	2.400 (*)	2	02	

(\*) This is the market price of the rice.

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	18/01	Rice	Kilo		4	2.400 (*)	5	1	01	

(\*) This is the market price of the rice. Should be the same imputed value used in the income sheet.

9. “A certain day (19 January), during the month of the interview, a household milked their own cow and got 4 liters of milk. This day, they consumed 3 liters of this milk, and the following day (20 January) they consume the rest (which is 1 liter)”

This should be solved like this:

HOUSEHOLD INCOME AND RECEIPTS										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE	
1	2	3	4	5	6	7	8	9	10	
01	19/01	Milk	Liter		3	1,800 (*)	2	02		

(\*) This is the market price of the milk.

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	19/01	Milk	Litter		3	1,800 (*)	5	1	01	
02	20/01	Milk	Litter		1	600 (*)	5	1	01	

(\*) This is the market price of the milk. Should be the same imputed value used in the income sheet.

10. “During the month of the interview (21 January), a household buys a tractor on credit and the day they get it they do not pay any thing, and will pay a certain amount each month for many months. The price of the tractor is 1.000.000 riels, but because of the interests they will have to pay in total 1.100.000 riels”

This should be solved like this:

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	21/01	Tractor	Number		1	1.000.000	3	1	02	

11. “A certain day (22 December), during the month of the interview, a household barter (with another household) 5 kilograms of rice to get 1 chicken”

This should be solved like this: there are two transactions, one should be in the Household Income and Receipts sheet and is to ‘sell’ or ‘barter’ the rice, and the other should be in the Expenditures and consumption of own-produced sheet, and is to ‘buy’ the chicken:

HOUSEHOLD INCOME AND RECEIPTS										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE	
1	2	3	4	5	6	7	8	9	10	
01	22/01	Sale of rice	Kilo		5	3.000 (*)	3	02		

(\*) This is the market price of one chicken.

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	22/01	Chicken	Chicken		1	2.900 (*)	2	2	01	

(\*) This is the market price or 3 kilograms of rice.

**Note:** In barter exchange like this the household sells 5 kilograms of rice at the market price of one chicken. And the household buys on chicken at the market price of 3 kilograms of rice.

12. “A certain day (23 January), during the month of the interview, a household receives 25.000 riels as a gift from someone else belonging to another household ”

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	23/01	Gift in money	Riels		-	25.000	1	07	

13. “A certain day (24 January), during the month of the interview, a household receives 150.000 riels as a gift from someone else belonging to another household, and buys a TV set with that money” at the same day.

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	24/01	Gift in money	Riels		-	150.000	1	07	

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	24/01	TV Set	TV		1	150.000	1	3	01	

14. “A certain day (25 January), during the month of the interview, a household receives a TV set as a gift from someone else belonging to another household.”

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	25/01	TV Set as gift	TV		1	150.000	2	07	

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	25/01	TV Set	TV		1	150.000	4	3	01	

15. “A certain day during the month of the interview, say the 25 January the household members collect 25 kilograms of charcoal, and leave it in stock. Three days after, which is the 28 January, they use 3 kilos of this charcoal to cook. And on the 30 January they sell 10 kilograms of charcoal.”

The day they collected the charcoal (25/01), nothing should be recorded. It should be registered only what was consumed (the day it was consumed) and what was sold (the day it was sold).

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	28/01	Charcoal used for cook	Kilos		3	2.100 (*)	2	02	
02	30/01	Sales of charcoal	Kilos		10	8.000 (**)	1	02	

(\*) This is the market price of 3 kilos of charcoal.

(\*\*)The amount actually received from the sale of 10 kilos of charcoal.

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	28/01	Charcoal to cook	Kilos		3	2.100 (*)	5	1	01	

(\*) This is the market price of 3 kilos of charcoal. Should be the same imputed value used in the income sheet.

16. “A certain day during the month of the interview, a new baby cow is born”.

Nothing should be recorded on the diaries, because we get the changes on livestock Section, Part E.

17. “A household owns 10 chickens. A certain day (3 January) during the month of the interview, they kill 5 chickens, and eat 3 and sell the other 2 chickens”.

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	03/01	Chicken for consumption	Kilos		3	12.000(*)	2	02	
02	03/01	Sales of chicken	Kilos		2	7.000 (**)	1	02	

(\*) This is the market price of 3 chickens.

(\*\*) The amount actually received from the sale of the 2 chicken.

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	03/01	Chicken	Kilos		3	12.000(*)	5	1	01	

(\*)This is the market price of 3 chickens. Should be the same imputed value used in the income sheet.

18. “A certain day during the month of the interview (say 4 January) a household harvest 100 kilograms of rice. The 7 January, they consume 5 kilos of that rice, on the 10 January they sell 50 kilograms, and on the 12 January they give as a gift to a relative household 15 kilos of these rice, and on the 14 January they give 10 kilos to the temple”.

Nothing should be recorded on the 4 January. Only when the rice is consumed, sold, or given away.

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	07/01	Rice produced	Kilos		5	3.000 (*)	2	02	
02	10/01	Sales of rice	Kilos		50	32.000 (**)	1	02	
03	12/01	Rice produced	Kilos		15	9.000 (*)	2	02	
04	14/01	Rice produced	Kilos		10	6.000 (*)	2	02	

(\*) This is the market price of rice.

(\*\*) The amount actually received from the sale of rice.

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	07/01	Consumption of Rice	Kilos		5	3.000 (*)	5	1	01	
02	12/01	Rice given as gift	Kilos		15	9.000 (*)	5	1	07	
03	14/01	Rice offered to the temple	Kilos		10	6.000 (*)	5	1	08	

(\*) This is the market price of rice. Should be the same imputed value used in the income sheet.

19. “Three months ago, a household harvest 100 kilograms of rice. The 7 January they consume 5 kilos of that rice, on the 10 January they sell 50 kilograms, and on the 12 January they give as a gift to a relative household 15 kilos of these rice, and on the 14 January they give 10 kilos to the temple”.

This should be treated in exactly the same way we did with the previous example 18. It doesn't make any difference if the rice was harvested before or during the month of the interview.

20. “During the month of the interview, a household hires a man to help serving their own small restaurant. On the 20 January, they pay him 12.000 riels, plus two chickens from their own livestock”.

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	20/01	Chickens	Kilos		2	8.000 (*)	2	02	

(\*) This is the market price of two chickens.

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	20/01	Own chickens used to pay a worker	Kilos		2	8.000 (*)	5	1	05	
02	20/01	Wage paid to a worker	Riels		-	12.000	1	4	05	

(\*)This is the market price of two chickens. Should be the same imputed value used in the income sheet.

21. “During the month of the interview (15 January), a household sends 150.000 riels to their nephew who studies in Phnom Penh”.

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	15/01	Remittances sent to a relative	Riels		-	150.000	1	4	07	

22. “During the month of the interview (15 January) the wife of the head of household who makes dresses for other people, buys 100 meters of silk, to be used on her activity”. The silk costs 1.600.000 riels in total.

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	15/01	Silk bought to make clothing	Meter		100	1.600.000	1	2	03	

23. “The 24 January, a household kills 7 of their own ducks and eat 3, The 25 January they sell 3 and the 26 January they gives one as a gift to a relative household”.

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	24/01	Ducks from own prod.	Kilos		3	9.000 (*)	2	02	
02	25/01	Sales of Ducks	Kilos		3	9.800 (**)	1	02	
03	26/01	Ducks from own prod.	Kilos		1	3.000 (*)	2	02	

(\*) This is the market price of ducks.

(\*\*) This is the actual amount received from the sale of ducks.



EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	24/01	Consumption of ducks	Number		3	9.000 (*)	5	1	01	
02	26/01	Ducks given as gift	Number		1	3.000 (*)	5	1	07	

(\*)This is the market price of chickens. Should be the same imputed value used in the income sheet.

24. “On the 20 January, a relative household sends a remittance of 150.000 riels. The household members buy a refrigerator using 100.000 riels of that money, 2 days after.”

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	20/01	Remittance received	Riels		-	150.000	1	08	

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	22/01	Refrigerator	Number		1	100.000	1	3	01	

25. “A household member buys white T-Shirts, and prints them with beautiful pictures of Cambodia. Then, he sells them to tourists for 15.000 riels each. He has somebody who helps him. On the 5 January, he buys 100 T-Shirts at the price of 4.000 riels each. On the 6 January, he pays his worker 30.000 riels, as salary. On the 7 January, he sells 12 T-Shirts in Angkor Wat.”

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGIN	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	05/01	T-Shirts for business	T-Shirt		100	400.000	1	2	05	
02	06/01	Salary paid	Riels		-	30.000	1	4	05	

HOUSEHOLD INCOME AND RECEIPTS									
LINE NUMBER	DATE	ITEM DESCRIPTION	UNIT OF QUANTITY	CODE OF QUANTITY	QUANTITY	VALUE IN RIELS	TYPE OF INCOME	KIND OF INCOME	ITEM CODE
1	2	3	4	5	6	7	8	9	10
01	07/01	Income from selling T-shirts	Riels		-	180.000	1	06	

26. The head of the household sends 4.000 riels with his son as he goes to school on 12 January. The household knows (or estimates) that the son uses 3.000 riels to buy food (lunch) from a street vendor and 1,000 riels for buying a one liter bottle of water from a shop.

EXPENDITURES AND CONSUMPTION OF OWN-PRODUCED										
LINE NUMB ER	DATE	ITEM DESCRIPTION	UNIT OF QUANTIT Y	CODE OF QUANTIT Y	QUANTITY	VALUE IN RIELS	FORM OF ACQUISITION	ORIGI N	PURPOSE	ITEM CODE
1	2	3	4	5	6	7	8	9	10	11
01	12/01	Lunch bought at street vendor	Number		1	3.000	1	2	01	
02	12/01	Bottle of water from shop	Liter		1	1.000	1	2	01	

.....XXXXX.....

Please see the appendix A, B, C as provided in the back pages

**Appendix A:** Age conversion charts (2009)

**Appendix B:** Definitions of Disabilities

**Appendix C:** List of historical events