<p style="text-align:center">2000/2001 INTEGRATED LABOUR FORCE SURVEY</p>

MANUAL EDITING AND CODING

General

Office editing and coding is an essential and very demanding job. The quality of data obtained from the survey very much depends on proper editing and coding.

N.B.: - Editors and coders always use:

- A GREEN PEN
- TASCO CODE BOOKS
- ISIC CODES
- SUBJECT OF TRAINING (MANUAL)
- INDUSTRY - NUMERIC (REVISION)

<u>Instructions</u>

Work-load control sheet for the all workload will be used. The questionnaires in workload groups will be received from the operations staff. If the work-load is not included, master file with all selected households should be used.

<u>General Checks</u>

- Check each household one by one if all questionnaires concerning the households are intact (present).
- Check if all households in the sample village or EA are present in the workload.
- Check if all indicatives are correct (all pages should be checked).
- Check each questionnaire for completion and sequence (Estimate data for any missing questions).
- Code TASCO, ISIC and Subject of training in all relevant questions.
- Check "Informal Sector Evaluation" where relevant, and correct as necessary.
- Check hours of work and correct as necessary.

- Check income data and correct as necessary.

- Check CLS2 questionnaire and correct as necessary.

In general your role is thoroughly check and prepare all documents from the field for data entry. Note that you need copies of the questionnaires when reading the detailed instructions.

DETAILED INSTRUCTIONS

Workload Contents

The questionnaire will come to you as a complete workload from operational staff. There should be a workload control sheet for the whole workload, (listing all selected households) included with workload. If the workload control sheet is not included, Mr. Meela has the office copy and this should be borrowed.

1. Check each LFS1 against the workload control sheet. There must be at least one LFS1 for each household on the workload listing. Report any missing to senior staff.

2. Check that the indicative has been transferred exactly from the workload listing sheet to each LFS1. All code numbers on the top of LFS1 must be exactly correct.

LFS1 - Page 1

Completeness of Household

Check if the total number of persons to be interviewed as indicated in column 6, page 2 of LFS1 corresponds to the number of persons interviewed for LFS2. If the number is not the same, then check if reasons are given for not fully responding. If no reason is given notify senior staff and decide whether to query field officers or not, or to treat as non-response.

Interview Result Section

If household is marked as a "Fully responding household" i.e. code 1 on page 1 and all eligible persons responded in LFS2 skip the section below on response problem.

Response Problem

- Household definitely not being lived in i.e. vacant, demolished, burnt (code 2) check if the reasons given is genuine and has been confirmed by the supervisor. If so, code and end of checking for this household.

- Diplomats or other listing errors - In the reason given for no answer may be the f act that the household contained diplomats. Diplomats were to be identified during listing and excluded from sample selections. There are other possible listing errors which will need discussion with senior staff. When these cases are confirmed and code 3 is put in the box, end of checking for this household.

- **Refusal** - Again check reasons and confirmation of supervisor. If reasons are acceptable and code is put in the box, end of checking for this household. If not, discuss with operations control or senior staff.

- **Non-Contact** - By non-contact we mean that no-contact was possible with anyone in that household during the survey period, but the household was definitely being lived in. Carefully check these cases and often discuss with senior staff. If these are common, we have an interviewer problem. When accepted code 5 and end check.

- **Family problems** - Rarely, we hope, family problems such as deaths may be the reasons for no interview in a selected household. Again keep a check on the number of such cases in a workload. When accepted make sure code 6 is put in the box and end of checking of this household.

Partial Response

Partial response is a major problem for surveys. We want to be able to use the data we have collected, if it is reasonable, if at all possible.   Your alternatives are:-

1. Try to estimate the missing questions or questionnaires from information given by field staff. If you can make reasonable estimates of what the missing answers should be, do so. Discuss with senior staff, where necessary.

2. If you cannot estimate the missing questions or questionnaires they can be coded "not stated" ---98 codes.

3. If the available information is very little or very poor, it may be best to call the whole household non-response and put code of unusable data. Discuss this case first with senior staff. In such cases the available data should all be crossed so that none is entered on the computer.

Interviewer and Supervisor Comments

Always have some households where the interviewer and supervisor think the household is fully responding but during detailed editing you find the wrong sequence has been followed or there are major inconsistencies or errors. You will then often have the problem of missing information.

This is the same as partial response mentioned above and your priorities are the same.

1. First try to estimate the correct answers from other answers and comments on the form. Sometimes the answers for other household members or the household economic questions answers LFS1 page 3 will help. If you can make a reasonable estimate do so.

2. If estimation is not possible, use the not stated codes for the relevant questions as given below.

3. If the forms for the complete household are a completeness and you think it is not entering at all on computer records then you can change the status to no-response and put code 7 of unusable data.

DETAILED EDITING

From page 2 onwards you edit/check each question in detail for each person.

Note: Code 98 is the general code of "not stated". By <u>not stated</u> we mean there is no answer on the form and you cannot estimate from other information on the form. Only in column 5 of LFS1 code 98 is used for those persons aged above 97 years.

All questions which are skipped on the questionnaires must be blank. You should cross out firmly in green any entries for questions which should <u>not</u> have an answer by the sequence guide.

LFS1 Page 2

Col. 1   -   Person No. - Do not change person numbers and check that numbers agree with those on LFS2.

            -      Make sure that every column is well filled especially from Col. 6, for those with a tick ensure that all columns are filled in. Only skips should be observed.

Col. 3   -   Relationship - should not be blank.

Col. 6   -   Check if the total number given in this column corresponds to the total number of persons aged 5 to 17, and those aged 18 and above. For all persons 'OUT' or less than 5 years the line should have been drawn across the blank entries to Col. 18. If not, do so. Ensure total LFS2's agrees with the total number of persons interviewed.

Col. 9/11 - Migration - Ensure since birth - code 1, col. 9, have no answers for col. 10 & 11, and in these cases, these columns should be left blank.

Col. 12/14 - Education - This is a major variable and an effort should have been made to obtain a valid code.

Col. 15/17 - Training - For "no training" code 1, col. 15 there should be no entry in col. 16/17.

Col. 18 - Office use - There are 3 columns here for you to enter the correct code for Subject of Training.

Children below 5 years of age

Check that the number of children is indicated in the box in the bottom right hand corner of page 2. No individual data of children less that 5 years as there is very little data i.e. age and sex only. Thus should count the number of children less than 5 (male, female and total) and enter in these squares. If no children it should appear 00.

LFS1 - Page 3

Household Economic Questions

The questions are useful in their own might but can also help you estimate for some household members.

Q1 (a), (b) and (c) - There must be a "Yes" or "No" answers for each. Check LFS2 answers to help you estimate an answer, if necessary.

Q1(b) - In official use boxes, code activities to ISIC codes. You have numeric and alphabetic code lists.

Q1(c)   -   If Yes to (c) there should be an answer to "Paid employees".

                             Check the answers on LFS2's. LFS2 give the current status for each
                             person on Page 4. Make a, b, and c agree with the current status e.g. if
                             anyone has a wage job on the LFS2, then 1(a) must be "YES", if no
                             one has a wage job on the LFS2 is then 1(a) should be "NO" etc.

Q3.   -   Check the answer on LFS2 about the income and compare it with the
                             income given in this questions.

LFS 2 Page 1-3 USUAL ACTIVITY

Indicative: Must be complete and accurate. Check against LFS1. In particular check the
               person number.

               The procedure for checking LFS2 should be done one person after the other.

Q1.   If any activity is done code 1 must be circled - Check sequences. If 1 for Q1, Q2 must
       be answered.

Q2.   Check sequence. If 1 (Yes) there should be no answer to Q3 and Q4. If (No), Q3
       must be answered. Change if necessary. There must be an answer to Q2, if Q1 is 1.

Q3.   This is a major important question. There must be one and only one tick for each
       month. Check adding across and down. Total must be 12 for each respondent. This
       question should be answered in all cases except when Q2 is code 1.

       • If the answer to Q1 was code 2, make sure that there should only be ticks and
         totals in boxes D and E. The total number of ticks in boxes D and E should be
         twelve. If there are ticks in boxes A, B or C for such persons check other answers
         on LFS2 and it very likely you will have to go back and change Q1 to "Yes".

- Those respondents from Q2 should lie anywhere. The number of ticks in boxes A-E should be equal to 12.

LFS 2 Page 4 - CURRENT ACTIVITY

Q6.   -   This question must be answered. It is a major question. Check that if the response is code 2, Q52 should be equal to zero (0) hours for the all days of the week for main activity (in case of temporary absence Q.7(a), but if instead the number of hours are given, then Q6 and Q7(a) should be changed. Check sequence from answer.

Q7(a) & (b) - One part of this question must also be answered. Ensure consistence and sequence from the answer.

- For a person who answered "YES" i.e. code 1 in Q6 and "NO" i.e. code 2 in Q7(b) make sure that Q17 is answered for main a activity which was not done last week and number of hours in Q52 is zero, also Q34 is answered for the secondary activity which was done last week and number of hours worked should also be indicated in Q52.

Q8.   -   If Q7(a) is code 2 (NO), this question must have an answer. Check sequence.

Unemployment - Page 5 (Q10 - Q16)

This section is only answered if Q8 is code 1. Check for skips consistence.

Q12.   -   Check these answers carefully particularly "Other" code 6. The reason may be such that the person was not actively looking for work and the Q11 should be changed to "NO" (code 2) and Q13 answered. Check sequence.

Q13. - Check these reasons carefully. You may have to go back and change Q8 to "NO" and then estimate the answer for Q9 or Q10 (that is, the person is not really available for work).

- If the person was temporarily ill (code 6) then go back and change Q8 to NO.
- If the person was a full time student (code 7) and said he was available for full time work (Q10, code 1) this not possible. Either change Q8 or change Q10 to code 2 part time, depending on the area.
- Check "other" (code 8) reasons carefully. If reason is such that the person would not have been available for work, go back and change Q8.

Also note that the reason may tell you the person was actively looking for work and then you must change Q11 to YES and enter a code for Q12.

Q14. - Code to 4 digit TASCO in the boxes given. Note that previous job is an allowable answer and has a code.

Q16. - It needs careful checking as follows:-

- If a person in Q1 did not do any work at all the duration of unemployment should be either code 5 or 6. The rest i.e. codes 1-4 should be consistent to the last month worked in Q3.

ECONOMIC ACTIVITY

Pages 6 and 8 Q17 to Q25 and Q35 to Q43 are the same and thus comments are given below for both corresponding questions in all cases.

Q17/35   -   code to 4 digit TASCO in the given boxes.

Q18(a)/Q36(a) -   check sequence.

        -     It should always be possible to estimate this answer from other information on the form.

        -     To edit these questions in some cases relationship column(30 on LFS 1 form can be used. If the relationship is code 3 or 4 and the response is code 5, change the response code to code 6. If code 6 or 8 on LFS1 change Q18 to code 5.

Q20/38

        -     From the answer to these three questions you are to derive the ISIC code and enter in the boxes given in Q21 what needed here is the main activity at the place where the respondent works.

Note   -   In Q22 check the answer in Q21 and if the main activity is only domestic work, firewood gathering and water fetching for home use then skip to Q34. Delete any responses that follow – up to Q.32.

        -     In Q23 code 2 includes non (zero) paid workers and for code 1 and 2 ensure that Q24 is also answered.

        -     For code 3 this should e checked against the response in Q21 (ISIC) and if the response is either Mining and Quarry, Manufacturing or Construction, ensure that Q24 answered. If not answered it means you have to estimate the answers from the flow of answers from other parts of the questionnaire.

Q24 & Q25   -   Check sequence and consistence.

Informal Sector Section - Q26-33 and Q44-51

- Ensure that in Q26/44 boxes are not blank for respondents with code 2 in Q24 or Q25. The answers should show the month/year and use 98 for month, 9998 for year if not stated.

- In the rest of Q27-33 and Q45-51 checks for consistence and sequence of response given are crucial to ensure that skip pattern is maintained.

HOURS WORKED Page 10 -11

This section must be answered for anyone answering any economic activity Q17 or Q35.

Q52   -   Check if the response in hours worked in the last week corresponds with the answer given in Q6 and Q7 and ensure that additions (total) of hours worked in the main and secondary activity are correct and that they have been transferred correctly in the right boxes.

           -        Zero should be entered for grand total main or secondary total if the person was temporarily absent from all, main or secondary only activity last week (Q7).

Q53(a)   -   Check sequence - There must be an answer to this question. The response should be consistent with the total hours given in Q52..

Q53(b)   -   Note that codes 01-05 are non-economic reasons and we are assuming that the person cannot be available for more work. Codes 06-10 are economic reasons such that the person could be available for more work (i.e. underemployed) and thus Q54 and Q55 are answered.

Q54   -   This is a very important question and must have an answer when relevant.

USUAL HOURS

This section should also be answered for anyone with any activity i.e. Q17 & Q35.

Q57.   -   Check if the totals (additions) for hours given are correct.

Q58(a)   -   Check sequence. There must be an answer to this question unless the whole section is blank.

Q58(b)   -   Note that codes 1 - 3 are non-economic reasons. Codes 4 - 7 are economic reasons such that the person could be available for more work. (Other reasons should be allocated to these codes).

Q59.   -   It must have an answer when applicable. Check sequence.

INCOME - Page 12

Q60a, Q61a, Q62a   -   Check answers against Q18 and Q36. These must agree. Checking incomes is a difficult task as often the data is of poor quality. Do change or estimate other values if you are sure that your estimate is better than that on the form. For all incomes, shillings with no cents are to be entered.

Q60(a) & (b)   -   For a person who is in a paid employment (Q18/Q36) code 1, ensure that there is a response for "Yes" and the income from employment is indicated. Ensure the income is reasonable for that type of wage job.

Q61   -   In this question check the figures given for income in b, expenditure in C and profit in d are arithmetically correct.

                            • Check if the period given for income and profit are the same and if not the same change them to be the same.

- Enter '0" for negative or zero incomes 9999998 not stated.

Q61e   -   Check that the response corresponds to the responses in Q29/47. If they differ and especially Q29/47 the response is "NO" of if Q61e is blank, estimate by using information from Q3/29 or 47.

- As an editor you are supposed to use enumerators opinion or comments given under Q61 and change value if necessary.

Q62   -   Should not be blank i.e. there should be a response.

- For persons in urban areas and dealing with agricultural activities, there should be a response for Q62 b and check that the income figure /tick and period are indicated.

- Having completed checks for all LFS 2 there is a need to check for income figures given in LFS 1 if they agree with the income figures of household members on LFS2. If the difference is too big you are advised to adjust LFS1 figure to LFS2 figures. In so doing, do not forget to check that periods of incomes are not different in the two forms.

N.B.:   Remember to check individual LFS2 activities against those given for LFS 1 household economic activities.

CLS1

SECTION I

This section is only for children who are in paid employment Q18 code 1of LFS1 or Q36 code 1 of LFS1. This means parents with children who are not in this category are not supposed to respond to these questions and therefore should be blank.

- Ensure that in Q1.2 figures for cash income and estimate for income in kind are indicated along with their corresponding pay period (days) and that indicated total is arithmetically correct.

- Ensure that the period of pay is the same, if not conversion is advised to get the same period.

- Check that Q1.3. if fully answered. The number hours should be given for every day period as indicated in the questionnaire.

SECTION II

This is for children who have worked at all in the last 12 months. There should be a response for all such children who performed economic activities in Q1 LFS 2 (i.e. with code 1 in question 1 LFS2).

SECTION III

This is for all children and should no be blank.

SECTION IV

Remark: All children who are indicated to have worked in the last 12 month Q1 code 1 in LFS 2 have to respond to all questions in this section. There should not be blank where applicable taking into account the skip pattern.

- Your are required to fill in the appropriate ISIC codes for Q4.3 and TASCO codes for Q4.4. There should be a code for each indicated activity.

- In case the ISIC or TASCO is not indicated/stated, change Q4.1 to code 2.

SECTION V

This section concerns the employer of the working children. This means for children who have been indicated to be in paid employment, the guardian has to be asked Q5.1 and Q5.2 and therefore there should not be blank. If the children is in self employment, Q5.1 and Q5.2 will be blank but not in Q5.3.

SECTION VI

Questions in this section should not be blank (taking into account any skips) if there is a positive response in Q5.1 and Q5.2 except for a child in self-employment.

SECTION VII

Remark: This section is for children who are indicated to have worked (current employment) and should be answered. This question should be blank for children who did not work including temporary absent (last week) in Q6 and Q7(a) code 2 in each question. If age is not indicated in Q7.5 estimate or put code 98.

SECTION VIII

This is for all children and should not be blank (taking into account the appropriate skips).

In Q8.4 code 1 is for a child who has moved in the household for less than 12 months ago and therefore the figure in the box should be indicated as the number of month by making code1 and for code 2 the figure should be interpreted or read as the number of years since moved in.

SECTION IX

This is different from all other sections in this questionnaire as it is intended to list number of children who are living away from their household and have not been listed in LFS1.

- If there is such a child, make sure that Q4.2 - Q9.8 are answered (taking into account appropriate skips).

CLS 2

Q13. Code X311 for children not reporting any occupation and code X312 for those who reported that they would like to continue schooling.

Remark: This questionnaire should not be blank if a child has been indicated in LFS2 to have worked at all. However, it can be blank for a child who have not worked at all.

- Ensure that all questions are answered taking into account appropriate skips. Check sequence.
- Please note the interviewer instructions in Q13, making sure that these instructions are followed.

Finally: For any missing information, efforts should be taken to try to impute it using any relevant parts of the questionnaire.

NOTE AGAIN: YOUR TASK IS A VERY IMPORTANT ONE AND THE QUALITY OF THE SURVEY VERY MUCH DEPENDS ON YOUR EFFORTS.

BY. TECHNICAL COMMITTEE

(JULY/00)