

Sierra Leone Integrated Household Survey 2018

Interviewer Manual

revised version - May 2018

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GENERAL INSTRUCTIONS

Introducing the SLIHS and Yourself

When introducing yourself and the survey to the household, please emphasize:

- participating in the SLIHS is voluntary.
- participating in the SLIHS is a public service that will help the government and development partners to understand the economic lives and needs of households like yours.
- the data is strictly confidential. No names of people or towns will be attached to any data that is published or shared.
- the data will not be used for tax purposes, or to identify illegal activities.
- you will be in the area for 3 weeks, and will schedule the interviews at times convenient to the household.

Note that the fieldwork period will overlap with the March 2018 elections. You must not wear party colors or campaign gear for any candidate for any office. Avoid discussing politics. Stress that the results from the SLIHS will be used to help the new government plan for development, whichever party wins the election.

Key Definitions

A **household** is defined as a person or group of persons who normally eat and live together and recognize a particular person as the head. That is, persons who share the same cooking arrangements (eating from the same pot). A household may occupy a whole building, part of a building or many buildings. A man with several wives might maintain separate living quarters for his wives and their children. In such cases each wife and her children constitute separate households, although they might all share the husband as head. The following are examples of a household:

A household consisting of a single person-one man or woman living alone

A household consisting of a man and his wife

A household consisting of a woman and her children

A household consisting of a man and his wife/wives and children, father/mother, nephew and other relatives or non-relatives

The **head of household** is usually the one who takes major economic and or social related decisions on behalf of the household; and is recognized as head by other members of the households. Usually the head of the household is the person who provides most of the needs of the household and is familiar with all the activities and occupations of the household members. However, the head is not necessarily the eldest or the oldest person in the household, and also not necessarily the one who earns the most money from employment, business or sale of farm produce. You must therefore listen very carefully to the household members and allow them to point to you the head of their household. In the case that the head identified by the household is different from the one you are given, make sure that you have located the correct the household, and if so, fill Section A with the correct current head as identified by the household.

Identifying and Replacing Households

For each EA, you will be given a list of ten households specifying the household head, the address and other identifying information about the household. For EAs previously covered by the MICS, you will also have basic information about every member of the household. Your target is this specified household, ie the listed household head and his/her current household (those who currently eat together out of the same pot.)

For this SLIHS 2018, it is the households and not the dwellings or structures occupied by

households as residence that are selected for the survey. For example, if when we did the household listing household A occupied the dwelling, but at the time of the main survey, household A has moved away, and household B moved in, then you should look for A and NOT interview household B. If household A is still not found, then we should replace household A from the replacement list (this is discussed in details in the non-response section).

If you are able to locate the targeted household within the EA, interview them, even if they have moved house.

If the targeted household has moved outside of the EA, or cannot at all be located, or refuses to participate, or all adult members will be away for most/all of the fieldwork period, use a replacement household from the list instead.

Not found households/addresses If the address of the household was listed wrongly, and the household is not found in the address listed, you should enquire about the head of household as listed from other residents of the EA; and when found, you should proceed to interview the household. However, if after all enquiries, the household is still not found, you should report the matter to the supervisor; and the supervisor should help in the enquiry. When all efforts have been made and the household is still not found, you will replace using (in order) the replacement households which have been pre-selected for the EA.

Disaster In the case of a natural disaster such as flooding or fire which caused the household to move from the initial residence but stayed in another residence within the EA, you should follow up with that household and conduct the interview with that household. However, if the household moved outside the EA, then you should replace the household, after consulting the supervisors; and this issue should be documented. However, if the whole cluster was affected that caused majority of the initial households to have moved to other locations outside the cluster, and that new households have come and occupied structures in the cluster, then in order not to lose the whole cluster, you, with the full knowledge of the supervisor and the coordinator, should do a quick listing exercise of new occupants of the dwellings, and then randomly select the 10, which should be interviewed. The list of households and all other documents relating to such an exercise should be sent to head office for proper documentation and used in the development of the weights.

In the case where the entire EA has been abandoned due to a natural disaster or other cause, the supervisor will immediately contact the coordinator for directions as to how to proceed.

Not-at-home If the household is not found at home during the first visit, you should make more visits in order to locate the household; you can seek the assistance of the neighbors to help locate the household. For such a case no replacement is to be made.

Out-right-Refusal If you have made all efforts to conduct the interview, but the household refuses to be interviewed, report the matter to the supervisor as early as possible, who will immediately step in to help to persuade the household. Where the supervisor fails to secure the cooperation of the household, he/she should report the matter to the district coordinator, who will immediately seek the help of local authorities to help secure the cooperation of the household. Where all efforts have failed to secure the cooperation of the household, then you should proceed to another replacement household from the replacement list if no interview and none of the sections have been done. But if the respondents abandoned the interview midway, then no replacement is to be made for such a household; however, the issue should be well documented.

Household Number

Use the correct household number from the sheets provided for each cluster. For the SLIHS-only clusters, there is one page per cluster, with 15 household heads listed (numbered 1 to 15). Households 1 to 10 are your targets, households 11 to 15 are replacements as needed.

Target and Replacement Households for SLIHS-only Enumeration Area

District	WESTERN URBAN	Chiefdom	WEST111	Section	MALAY\KAMAYAMA
EA Code	42080704	Cluster	674	Locality	FREETOWN
		Team	4	Cycle	5

HH number	name of HH head	sex	structure number	address	children under 5?	women 14-49?	HH size
01	MOMOH FODAY KAMARA	M	96	2 PIPE LINE	Y	Y	4
02	BABAH	M	90	3 TARAWALIE DRIVE	N	N	1
03	ALHAJI KALON	M	61	TARAWALIE DRIVE	N	Y	3
04	MOSES SHERIFF	M	8	184 MALAMA TARAWALIE DRIVE	N	N	2

For the joint SLIHS-MICS EAs, there is one page per household with all the household members listed, and with the household number given in the heading. The household numbers will be between 1 and 26. You have 15 households for each cluster, 10 are indicated as targets, and 5 as replacements. Make sure you identify the same household as interviewed on the MICS. The household should remember being interviewed by the MICS team! If you cannot find the same household that was interviewed, do NOT use another person with the same name, or someone in the same location. Use a replacement household. If you exhaust the replacements provided, contact SSL for additional replacements. MICS interviewed 26 households, we should be able to find at least 10 of them.

MICS Household Listing for Joint MICS-SLIHS Enumeration Area

District	Western Urban	Chiefdom	East III	Section	Kissy Mess Mess
EA Code	42051324	Cluster	607	Target	
HH number	13	Team	1	Cycle	6

line number	name	relation to head	sex	age
01	SEPH BANKOLE GRANT	HEAD	MALE	62
02	KADIATU GRANTS	SPOUSE / PAR	FEMALE	44
03	JOSEPH GRANT	SON / DAUGHT	MALE	25
04	CHEAL ROWKAND GRAN	SON / DAUGHT	MALE	24

Inside Cover

Each time you sit down to interview the household, record the date and time start in the inside cover the of the book. At the end of the session, record the end time, and mark with an X the sections worked on during that session. Use 24 hour clock (ie, 17:00 for 5 pm).

	Date DD/MM/YY	Time Start HH:MM	Time End HH:MM	Sections Worked On									
				A	B	C	D	E	F	G	H	I	J
1	03/07/18	09:15	10:23	x	x	x	x			x			
2	03/07/18	18:32	19:07					x	x	x			
3	04/07/18	13:40	14:45			x				x	x	x	x

When you have completed a section for all the relevant respondents, indicate this by marking an X in the last row under that section.

If the household does not have any phone number at which they can be contacted, write "00" for the phone number.

Parts of the Questionnaire Page

Each questionnaire page contains the following elements:

SECTION E: CHILD PREVENTATIVE HEALTH 1										3 1234
Under-Fives Card			Delivery			Breastfeeding 2				
Ask for household members under 6 years (not yet reached 6 th birthday) 4										5
person ID	respondent ID	1	2	3	4	5	6	7	8	9
		Does NAME 12 have an Under Fives Card or any other paper that shows the vaccinations he/she has taken? 1 yes 2 no → 3 9	<<>> Ask the respondent to go get the card / record. What kind of record is it? 6b 1 Under Fives Card 8 2 other record 3 can't find / not available	Where did you give birth to NAME? [Where was NAME born?] 1 gov't hospital (district hosp, PCMH etc) 2 gov't clinic (CHC, CHP or MCHP) 3 private hospital 4 private clinic 5 TBA's home / birth hut 6 at home 7 other	Who helped you to give birth to him/her? [Who helped his/her mother to give birth?] 1 doctor 2 CHO 3 nurse (SRN, SECHN, MCHA) 4 midwife 5 CHW (incl. TBA) 6 traditional healer 7 friend / relative 8 no one	When he/she was born, did any health care worker see him/her at the HOSP or at the house, in the first 2 days? 1 yes 2 no	How much did he/she weigh when he/she was born? should be 7 indicated on back of U5 card record in kg 1000 g = 1 kg so 2800 g = 2.8 kg record 99 if unknown weight in kg	Did you ever breastfeed NAME? [Did NAME's mother ever breastfeed him/her?] 1 yes 2 no → 12	Is he/she still being breastfed? 6 1 yes → 10 2 no	For how many months was NAME breastfed? record number of months 11 months
_1										
_2										
_3										

1) **Section heading.** Note that the letter of the section, in conjunction with the question number (see item 5 below) form the cross-reference number for the question, for example E5.

2) **Subheading.** These are to help you, the interviewer, understand the logical flow of the questionnaire and the topics covered. You can also use them to introduce a section to the respondent: "Now I want to ask you about ..."

3) **Serial number.** Each questionnaire book has a serial number stamped on the upper right corner of every page. If a questionnaire book falls apart, or pages become separated from the book, the serial number can be used to help re-assemble the questionnaire book.

4) **Section instructions.** These are general instructions to you, the interviewer, indicating for which household members this section of the questionnaire should be completed. For each section, you should circle the person ID of each household member indicated by this instruction. For each indicated person, you should complete the section, starting with the first question and continuing, following the skip patterns, until "→ EOS" (or EOB or EOQ) is reached.

5) **Question numbers.** These are the question numbers referred to in the skip patterns. Each skip pattern refers to a question **in the same section**.

6) **Question text.** This is the text you should read to the respondent, translating into the language being used for the interview. In some cases, there is no question to read to the respondent, but instructions for you to give a response based on your observations or what has already been recorded elsewhere on the questionnaire. In this case, the question text is in italics, and is preceded by <<>>.

7) **Interviewer instructions.** These are additional instructions for the question for you, the interviewer, to know how to understand the question and/or code the answer.

8) **Answer codes.** In general, these do not need to be read to the respondent. Allow the respondent to answer the question, then choose the answer code that most closely matches what the respondent said. Sometimes, if the respondent does not understand the question, giving a couple of possible answers may help. At other times, if the answer given could correspond to two or more different codes, read the possible answers to the respondent and ask them which most accurately reflects their situation. Not all questions have answer codes, sometimes you will record a numerical amount (distance in miles) or a reference to another part of the questionnaire (for example, the ID number of a household member.)

9) **Answer specific skip patterns.** Once you have recorded the respondent's answer, sometimes, based on the answer, you will be instructed to skip to a specified question. The question number is given, it always refers to a question in the same section. If no skip pattern is given, continue with the next question in the section. For example, if the answer here is “no”, skip to question 3 and ask this next. If the answer is “yes”, continue with the next question (question 2.)

2	
Why did you [he/she] never attend formal school?	DI (N gc pr or
1 too young	
2 too far away	
3 too expensive / no money	
4 had to work	
5 child not interested in school	
6 parent's didn't value education	
7 illness	
8 other	
any response → EOS	10

10) **Universal skip patterns.** Once you have recorded the respondent's answer, sometimes you will be instructed to skip to another question regardless of the answer given. In this case, the skip pattern is given as “any response → xx” (see picture at right).

11) **Units or subquestion headings.** If the question does not have answer codes, this shows how the answer is to be recorded, for example “amount in Le”, “days”, “weight in kg”, “chiefdom / city code.” If the question has multiple parts, it shows what should be recorded in each part.

12) **Replaced text.** Text is small caps (NAME) should be replaced based on the name of the respondent or other previously ascertained information. (For example, HOSP should be replaced with the name of the health care facility under discussion.) If you are filling the line for a child named Abdul, you would ask “Does Abdul have an Under Fives Card...?” (*Adbul get unda-fayv cad...*)

7	
What was the highest level completed?	
record the type of course and the number of years studied at that level	
3 vocational	
4 teaching training	
5 polytechnic (OND, HND)	
6 nursing	
7 other certificate or diploma program	
8 first degree (BA, BSc etc)	
9 higher degree	
course	years 11b

13) **Alternate text.** The exact way the question is worded will depend on the respondent and the situation. Text in square brackets [] is alternate text that will be used in some situations. For example, if you are interviewing the child's mother, you will ask “Who helped you to give birth to him?” (*Udat help yu fo bon am?*). If you are interviewing another respondent, you will ask “Who helped his mother to give birth?” (*Udat help in mama fo bon?*).

General Notes

Any question where you use the code for “other”, please specify the response. Write the question number, the line number (if applicable) and the specified response at the bottom of the page of the questionnaire.

	14	15	16	17
	When did [NAME] go back to school after the schools reopened?	Why did [NAME] not go back to school?	Based on the responses to 9, did the person	Why did you/[NAME] repeat a class?
	after school opened any response >> 16	6 other	1 yes 2 no >> 18	9 strike 10 other
01				
02		6		
--	-		-	-

B15 - 02 - worried about Ebola transmission at school

Any question that allows for multiple responses (parts of the question labeled *first*, *second*, *third* etc), leave unneeded boxes blank.

first	second	third	Record the IDs of up to 4 spouses, or 98 if the spouse lives outside the household.			
			ID1	ID2	ID3	ID4
1			02	05	98	
2	6	7	01			
1	0	0	08	00	80	00
2		-	01		-	-
2	4	NA	01	NA	NA	NA

Other questions with multiple parts, each part must be completed unless specified elsewhere in the instructions.

	to provider amount in Le	elsewhere amount in Le	number of units	time unit
01	20,000	00	1	3
02	00	00	10	2
03	20,000	10,000	8 days	
04	00			4
05		10,000		monthly

Any question that asks you to record the amount in Leones, write 00 if nothing was paid / spent. Use a comma to separate by thousands (ie, write 12,500 not 12500) and do not write Le or anything else in the box except the figures.

amount in Le
10,000
00
10000
Le 10,000

0

In almost all cases, only numbers should be written in the boxes on the questionnaire, unless a written description is specifically asked for. Use the units indicated on the questionnaire, but do NOT copy them in the box when recording the answer.

weight in kg
2.8
99
3.5 kg
3500 g
8 lbs
don't know

Any question that asks for the quantity or number, give the answer in complete units, unless a number of decimal places was specified. The questions that allow decimal places are as follows:

distance in miles (one decimal place): B22, C12, K43 and M26

weight in kg (one decimal place): E6, E25

GPS coordinates (five decimal places): Book 3 cover, R24

size of land (one decimal place): R10, R25

Any question that asks for a date / month / year follow the model given in the question. If it specifies DD / MM / YY then record the date using two digits for each of the day, month and year, ie 4 July 2016 should be recorded as 04 / 07 / 16.

DD/MM/YY
15/01/13
07/07/00
7/7/15
12/21/11
6/Jul/15
15/01/2013

Recall Periods

The most common recall periods for the SLIHS are the last 12 months and the last 7 days.

For the last 12 months, take the last completed month and the 11 months previous.

For households interviewed in February 2018, the last 12 months is from February 2017 to January 2018.

2016	2017												2018	
Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb
		last 12 months												now

For households interviewed in August 2018, the last 12 months is from August 2017 to July 2018

2017							2018							
June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug
		last 12 month												now

Note that the 12 month recall period will be the same for all questions, for all households in one EA, as all the interviews will be conducted in the same calendar month.

For the last 7 days, take the last completed day and the previous 6 days.

Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon
		last 7 days							today

Note that each 7 day period includes one of each day of the week, that is one Sunday, one Monday etc.

BOOK 1: HOUSEHOLD MEMBER CHARACTERISTICS

There are ten sections in this book, A to J. Each section is organized in a table with one line for each person. Each page begins with a person ID in the first column, which are the same across all sections, and are not to be in any way changed. The same person ID must be maintained for the same person across all sections. When starting a section, read carefully the instructions specifying for which household members the section is relevant. Then circle the ID numbers for those individuals. If a section is not applicable for a particular person, then leave the line corresponding to that person's ID blank for the entire section.

Each section should be answered for each person in one sitting. Then, you may move on and EITHER answer the next section for the same person OR the same section for the next person.

Skip patterns:

→ EOS (end of section): means that in this case you have reached the end of the section for this individual. You can proceed EITHER to the next lettered section for this person OR to the next individual for this section, depending on how you are organizing the interview.

Inside Cover Page

Note that the inside cover for Book 1 has two additional questions for “Qx No ___ of ___ Total Qxs.” If a household has 10 or fewer persons, just one copy of Book 1 is required and these can be filled as “1 of 1”. In the case of a household that has more than 10 persons, two (or more) physical copies of Book 1 will be required, and these will be filled as “1 of 2” on the first copy (persons 1 to 10) and “2 of 2” on the second copy (persons 11 to 20 as required).

<div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div>	of	<div style="border: 1px solid black; padding: 2px; display: inline-block;">2</div>	Total number of listed individuals	<div style="border: 1px solid black; padding: 2px; display: inline-block;">13</div>
<small>Qx No</small>		<small>Total Qxs</small>		

Section A: Household Roster

This is the first section of the questionnaire to be completed, and should be completed with the assistance of the household head and other household members as needed. If the head is not present, interview the person who is acting as the head, or another responsible adult in the household. Complete Section A entirely before proceeding to Section B.

A1&2 (Name, relationship, sex): First, fill in the name, relationship to head of household and sex for all persons.

1. Record the head of the household first, even if he/she is absent.
2. List the members of his/her immediate family (spouse(s) and children) who usually sleep in the dwelling and take their meals together, even if not currently present.
3. List all other persons who are related to the head of household and his/her spouse(s) who usually sleep in the dwelling and take their meals together with the household, even if not currently present.
4. List all other persons unrelated to the head of household or his/her spouse(s) who usually sleep in the dwelling and take their meals together with the household, e.g. friends, servants, lodgers etc.
5. List those people who have slept under the same roof as the household during the night preceding the interview even if they do not usually live with the household.
6. Make sure you have listed all persons not present but who USUALLY live, sleep and eat together with the household, i.e. those who are temporarily away for schooling, vacation, seasonal work, illness, giving birth, military training, prison etc.

Do NOT include tenants (someone who pays the household to live in the dwelling) unless he/she eats with the rest of the household.

It is very important to make sure that this list is complete, especially that it includes all small children in the household. Double check with each woman in the household that you have included all of her young children. A newborn baby who has not yet officially been named can be listed with the name “unnamed baby.”

For EAs that are shared by MICS and SLIHS, you will have the household roster as completed by the MICS team. You can make reference to this when completing the household roster but do NOT just copy from this onto the SLIHS household roster. There may be as much as a year between when the MICS team visits the EA and when the SLIHS team does, this will result in changes to the household membership (due to birth, death, moving in or moving out), temporary guests, changes in ages (for all household members who have a birthday between the two visits) and the MICS team may have made mistakes. If the head of household has changed (due to death or other reason) all the relationships may also have changed. You are responsible for making sure the roster is completed correctly based on the current situation when you visit the EA. The household members do not need to be listed in the same order as on the MICS listing (the MICS household member number will be recorded later in A18).

If there are more than 10 household members, take a second household question to list the remaining members. Write “1” in the blank before each number in the “person ID” column on the second questionnaire so that person ID runs from 11 to 20. These will be the ID numbers used to refer to these members of the household.

Fill out the household roster based on the day you start section A of the questionnaire. It may be that over the course of the 3 weeks you are in the EA, babies are born into the household or a person in the household dies (or other changes due to persons moving in or out of the household). You do NOT need to modify the household roster.

Once you have finished listing everyone, write the total number of listed persons on the cover page.

A1 (relationship):

Particular care must be taken in recording relationship information when the respondent is someone other than the head of the household; clarification must be made to the respondent that we are interested in the relationship of the person to the head of the household, not to the respondent.

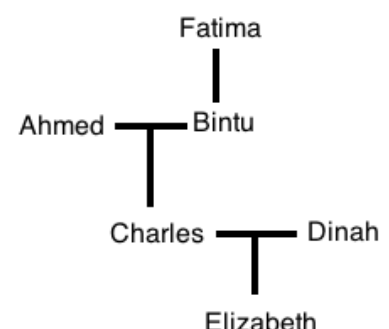
niece / nephew: the child of your bother or sister, OR the child of the brother or sister of your spouse

other relative: any person related by blood OR marriage.

If multiple wives continue to live together after the death of their husband, one wife (usually the most senior) will be the head, and her co-wives (*mates*) will coded as 12 [other relative].

new notes Make sure to record the relationship of the person to the head, not the relationship of the head to the person.

Example: In the household on the right, Ahmed is the head. Dinah is Ahmed's daughter-in-law (wife of his son), so code 11



[son/daughter-in-law]

Fatima is Ahmed's mother-in-law (mother of his wife) so code 10 [parent-in-law]

A2 (sex): The interviewer must also ask the sex of small children when in doubt. Please note that the sex should NOT be determined solely on the name of the member of household.

A3 (birth certificate): A birth certificate is NOT the piece of paper given in a hospital to confirm child birth. It is this paper issued in the hospital that is then taken to the Government office/registration centre and the birth recorded. This is also known as VITAL REGISTRATION.

A4 (age in years): Age in completed years (age at last birthday). Must be completed for each person. For older individuals who do not know their age / date of birth, use the calendar of historical events to identify an event that happened around their birth / at a known age in their life, and compute the age from that. It is particularly important that the ages of children are recorded accurately, both young children under 5, and children of school-going age. Use the calendar of historical events and the season of the year to help determine exactly the age of a child. For example, if a child is about 10, ask if they were born before or after the first round of the 2007 presidential election. Before or after the run-off?

A5 (date of birth): For children 15 years old and younger. The date of birth should be recorded on the birth certificate or Under Fives card if available. If the day of birth is unknown, enter 99.

A6 (current marital status): ask for individuals 10 years old or older.

married: includes all types of marriages e.g. civil, religious, traditional and common law; any one who considers himself/herself married. It does not include boyfriend/girlfriend relationships.

married monogamous: in a marriage that involves ONE WIFE.

married polygamous: in a marriage that involves MORE THAN ONE WIFE. All the wives of a polygamous man should be coded as married polygamous. Excludes relationships that are not officially recognized such as mistresses, concubines.

A7 (spouses): the number of columns filled in should equal the number of spouses.

Examples:

- If a man lives with his (one and only) wife, fill in only the id for the wife in the first column, and leave the others blank.
- If a man has three wives who maintain separate households, enter the id for the wife living in the interviewed household in the first column, then 98 in each of the next two columns.
- If a man has four wives who all live together, enter the ids of all four wives, one in each column.
- If a man has just one wife who lives elsewhere, enter 98 in the first column, and leave the rest blank.

A8 (religion): for those 10 years and older.

SDA: Seventh Day Adventists

Ahmadi Muslim: includes those specifically self-identifying as such. This is the only sect in Sierra Leone that usually distinguishes itself.

other Muslim: includes all those identifying simply as "Muslim" as the distinction between Shi'ite and Sunni Muslim is not generally made in Sierra Leone.

A9 (biological father): for all individuals, regardless of age. Enter 99 if the identity of the father, or his current condition is unknown. If the biological father is a member of the household, write the person ID, and then go to A12.

A10 (biological father education):

none: never went to school. Include those who ONLY did Quranic education or adult literacy programs.

primary incomplete: attended primary school, but did not complete

primary complete: attended through the last year of primary school (P6 or P7) and sat the primary school completion exam (NPSE or Common/Selective Entrance exam).

secondary incomplete: attended secondary school but did not complete.

vocational: completed a program at a vocational or trade school WITHOUT first finishing at least the first stage of secondary school (either JSS3 or form 5/O Level).

secondary complete: attended secondary school through the final year (SSS3/4 or upper 6/A level) and sat the secondary school completion exam (WASSCE or A Level).

post secondary professional: professional training after having completed at least the first stage of secondary school (JSS3 or form 5/O Level), such as teacher training, nursing, technical diplomas etc.

For vocational, post-secondary professional and first degree or higher, must have completed the program. For example, someone who passed the WASSCE and enrolled at Fourah Bay College but never completed his BA would be coded secondary complete.

A11 (biological father industry): refers to the industry the father worked in for most of his life. See Appendix A for the 3-digit industry codes. See the section of this manual pertaining to question H13 for more information / examples on finding the correct ISIC code.

In addition, you may use the following codes:

999 don't know: for the case where the person interviewed does not know who their biological father was, or what he mostly did during his life

882 student: should only be used where the biological father is a young person still in school, and has never really worked

883 unemployed: should only be used where the biological father is a young person who has never really worked and is still dependent on his family for support

A12-A14 (biological mother): same as above notes for biological father. For occupation you may also use

881 housework / childcare: for a woman who never did substantial work outside of the household. For a woman who also did other work (such as farming or working as a teacher) use the code for that, even if the woman spent most of her life doing housework / childcare.

A15 (months absent from household): completed months absent from the household in the last 12 months OR since joining the household if the person is a new household member. An infant who has lived continuously in the household since birth would be coded "00" even if they are less than 12 months old. A new member of the household (a new wife etc) who has lived continuously in the household since joining would be coded "00". Include only those who had been staying regularly at another place, NOT fishermen sleeping on the boat, or farmers sleeping at their farms, or professional people staying at guesthouses/hotels on various short trips.

A16 (another hh vs. institution): In an institution, persons will normally live / sleep

according to gender / class / rank etc and not in family units (a man with his wife and children etc). Meals will normally be provided by the institution.

Examples:

- A student away at boarding school: code 2 [institution]
- A student living with a relative in Bo in order to attend school: code 1 [another HH]
- A soldier living in barracks where he/she is responsible for their own meals and could be accompanied by a family: code 1 [another HH]
- A soldier who usually lives in this household but has been away at a training where they live in camps and eat together: code 2 [institution]

Household Membership

15	16	17
In the last 12 months, how many months were you [was NAME] away from the household living somewhere else? record 00 if not at all if 3 months or less → 17 months	While you were [NAME was] away, where were you [was he/she] staying? 1 another HH 2 institution (boarding school, other dormitory, hospital, prison etc)	<<>> Based on the responses to 15 and 16, is this person a member of the household? 1 yes 2 no
6	1	1
6	1	2
0		1
3		1
4	2	1

A17 (hh membership):

- the head of the household IS ALWAYS A MEMBER, even if they were away most of the time living in another household (for example, with another wife).
- anyone who has been away 3 months or less IS A MEMBER of the household
- anyone who was away 4 or more months and
 - living in an institution IS A MEMBER of the household.
 - living in another household (including a one person household) while away, IS NOT A MEMBER of the household.

If the person is not a member of the household, then their ID can be crossed out on all subsequent pages of this book. Those lines will always be left blank.

Just because some people are crossed out based on A15 and A16 DOES NOT mean that you have made a mistake in filling the household roster. The household roster SHOULD include guests who slept there the night prior to the interview, but they will be screened out by question A15. A child of the household head who spends 9 months living with an auntie in Freetown to go to school will probably be regarded by the household as a member and listed in the the household roster, but according to A15 and A16 will NOT be considered a household member for the SLIHS.

A18 (MICS line number):

For EAs that were first covered by MICS, you have the household roster for MICS. For each person listed who also appears on the MICS household roster, take the line number from the MICS household roster for the person and enter it in A18. If a person listed in the household roster for the SLIHS does not appear on the MICS household roster (either because they are a new member or because the MICS team made a mistake) enter 99. (For SLIHS only EAs, enter 00 for each household member).

Household Roster Worksheet

Once you have completed this section of the questionnaire, fill out the household roster worksheet. Copy the name, age and sex of each household member onto this form. By inserting this sheet into the front cover of the book, you can easily see the name/age/sex of every household member to help you in completing the rest of book 1. When you submit book 1 for data entry, keep this worksheet and use it to identify household members where needed for the other books. (Use the back of the household roster for households having

more than 10 members). This worksheet can also help you identify the household members who will be respondents for the other sections of the questionnaire, and to schedule times to meet them.

Section B: General Education

This section should be asked for household members aged 5 and above only. This, and all following sections have a column for “respondent ID.” This is the person answering the questions on behalf of the person indicated in the first column (“person ID”). For adults, this should be the person him/herself if at all possible. For children, it should be one of the child's parents or primary caregiver.

B1 (ever attended): ever attended any formal school means enrolled and started attending primary 1 / class 1. Do not include those who only attended Quaranic education, adult literacy programs, or pre-school/nursery programs. A 5 or 6 year old who is currently enrolled in preschool / nursery / kindergarten / reception etc should be coded as 2 [no]. Then for B2 (Why did he/she never attend school?) code 8 [other] and specify “currently in preschool” etc as applicable.

B5 (highest level completed): this question asks about the highest level completed in the continuous primary / secondary school system ONLY (the following questions will cover tertiary and professional education). Completed the level means attended for the entire year, and sat the exam at the end of the year, whether or not they passed the exam. Use the correct codes for the school system in place when the person attended school.

B6 (further education): did the person do any further course, training or degree after having reached the level indicated in the previous question.

B7 (level tertiary education): record the highest level of further education the person completed, giving first the type of course, and then the year of the program completed.

vocational: a program at a vocational or trade school WITHOUT first finishing at least the first stage of secondary school (either JSS3 or form 5/O Level)

nursing: nursing programs usually begin with the introductory year, and then “year 1” and “year 2”. For the SLIHS, the introductory year is coded as 61, “year 1” as 62, “year 2” as 63 etc.

other certificate or diploma program: in order to be considered as higher education, must be at least a one year program (at least 9 months of instruction).

B8 (highest qualification): the highest qualification the person has, this means that the person passed the relevant exam.

WASSCE: must consist of 5 credits

other cert. or diploma: must be at least a one year program (at least 9 months of instruction)

Examples for B5-B8:

- Hawa completed JSS3 in 2000, but failed the BECE. She then completed a two year vocational program in catering.
- Mohamed started primary school but dropped out during class 6 around 1995. He has not done any further training.
- Fatmata completed SSS4 and passed the WASSCE. She enrolled in nursing school, and is currently in her second year of training.
- Salieu completed form 5, and then did a two year program at a primary teacher's college

and was awarded a Teaching Certificate.

- Aminata completed upper 6, but failed her A Level exam. She enrolled in a technical school to do a certificate in business studies, but dropped out during the second year.
- Tejan is a secondary school student, currently enrolled in JSS1.
- Umu completed secondary school (through SSS3) in Sierra Leone, did her first degree at Fourah Bay, and then did a two years masters program in economics at the University of Indiana.
- Abdulai completed SSS3, but did not continue to SSS4. Instead he attended NCTVA for 3 years and got a Higher National Diploma in electrical engineering.

	5		6	7		8
	When you [NAME] went to school, what was the last class/form that you [he/she] completed?		After this, did you [he/she] do any further education?	What was the highest level completed? record the type of course and the number of years studied at that level		What is the highest qualification that you have [he/she has]?
	11 Class 1	101 Stand./Grade 1				0 none
	12 Class 2	102 Stand./Grade 2				1 NPSE (Common/Selective Entrance Exam)
	13 Class 3	103 Stand./Grade 3				2 BECE
	14 Class 4	104 Stand./Grade 4				3 GCE O level
	15 Class 5	105 Stand./Grade 5				4 WASSCE
	16 Class 6	106 Stand./Grade 6				5 GCE A Level
	0 none	107 Stand./Grade 7				6 vocational qualification
	21 JSS 1	211 Form 1				7 teaching cert (TC, HTC)
	22 JSS 2	212 Form 2				8 technical (OND or HND)
	23 JSS 3	213 Form 3	1 still in primary / secondary → 8			9 nursing (SECHN, SRN)
	24 SSS 1	214 Form 4	2 did higher education			10 other cert. or diploma
	25 SSS 2	215 Form 5 (O Level)	3 no higher ed. / drop out → 8			11 first degree (BA, BSc etc)
	26 SSS 3	216 Form 6 Lower				12 higher (masters, PhD etc)
	27 SSS 4	217 Form 6 Upper (A Level)				
Hawa	23		2	3	2	6
Mohamed	15		3			0
Fatmata	206		2	6	1	4
Salieu	215		2	4	2	7
Aminata	217		2	7	1	3
Tejan	16		1			1
Umu	206		2	9	2	12
Abdulai	206		2	5	3	8

In B7 (years) record the year of the program reached, not the number of years spent to reach that level. For example, if someone failed the first year of nursing school, repeated it, passed and has now completed the second year, they would be coded as 2 under B5 (years).

If a person has multiple further degrees, fill B7/B8 with reference to what they consider to be their highest qualification.

B9 (school attendance): this asks about the level of school attended in the school years before and after the Ebola school closures. Someone who was not attending school at all during this period (for example, an adult who completed their education before 2013) would be recorded as “00” in all columns.

Note that SSS4 came into effect for the Sept 2013 to July 2014 school year, so codes for B9 should be those for the CURRENT education system. (24 for SSS1 to 27 for SSS4).

For household interviewed before school opens in Sept 2018, leave the last column blank for all persons.

For those in higher education, use the codes from question 5 to make a two digit code for the level attended. The first year of teacher's college would be 41. The third year of a BA would be 83 etc.

Enter the level attended, even if it was not completed.

Examples:

(Interviewed in Feb 2018)

- Fatmata attended SSS2 during Sept 2013-July 2014. In April 2015 she attended SSS3, and continued with SSS4 the next academic year. In Sept 2016 she enrolled in nursing school. It is now Feb 2018, and she is in her second year of nursing school.

- Abu attended class 2 in Sept 2013-July 2014, but failed his exams, so in April 2015

he re-enrolled in class 2. He passed this time and continued to class 3 in Jan 2016. But he failed his exams again and dropped out.

	Sept 2013 to July 2014	Apr 2015 to Dec 2015	Jan 2016 to July 2016	Sept 2016 to July 2017	Sept 2017 to July 2018	Sept 2018 to July 2019
Fatmata	25	26	27	61	62	
Abu	12	12	13	00	00	
Neneh	22	00	00	00	00	00
Alpha	00	00	00	00	11	12

(Interviewed in Oct 2018)

- Neneh was attending JSS2 before the Ebola outbreak. During the outbreak she got pregnant, and has not returned to school since.

- Alpha is 7 years old, and just started class 1 in Sept 2017. He is now enrolled in class 2.

B11 (Ebola school closures): Record the TOTAL number of hours spent on the activity PER WEEK during the whole period of Ebola school closures.

B16 (repeated): based on the responses given in B9, determine if the person repeated a class during the period covered.

B18 (currently attending): look again at the responses given in B9, and determine whether the person is ENROLLED in school for the current school year. During holidays during the school year (Christmas, Easter, other breaks between terms, public holidays, school closings due to elections or other public events) code 1 [yes]. During the long holiday between school years (approximately Aug 2018, depending on the exact dates on which schools close and reopen) code 3 [August holiday] for students planning on continuing their education.

B19 (who runs school): Some schools may have multiple sources of support, for example a school started by the community may now have a government paid teacher posted to it. Record the entity mainly responsible for the school in the opinion of the respondent.

B25 (reason left school): Someone who has sat an exam and is waiting for the results, or waiting to be admitted to school based on those results should be coded as 10 [awaiting admission].

The following codes were not included on the first two printings of the questionnaires:

13. war
14. lack of finances
15. death of parent(s)

“holiday”, “entered university” and “still in nursery” etc should never be needed here if the skip patterns are followed closely.

B27 (school in last 12 months): Ask this question, then check if the response is consistent with the answers in B9.

B28 (school expenses over last 3 completed terms): The recall period for this question is the last 3 completed school terms.

If you are interviewing a household from January 2018 to the end of the second term (March

new
code

new
notes

or April) ask about term 1 of the current school year, and terms 2 and 3 of the previous school year.

2017				2018			
Term 2	Term 3	holiday	Term 1	Term 2	Term 3	holiday	Term 1

If you are interviewing a household during the third term (March or April 2018 to July 2018), ask about term 1 and 2 of the current school year, and term 3 of the previous school year.

2017				2018			
Term 2	Term 3	holiday	Term 1	Term 2	Term 3	holiday	Term 1

If you are interviewing a household during the first term of 2018-2019 (Sept 2018 to the end of the year), ask about terms 1, 2 and 3 of the previous school year.

2017				2018			
Term 2	Term 3	holiday	Term 1	Term 2	Term 3	holiday	Term 1

For a school that runs on a system of 2 semesters per year, ask about the last 2 completed semesters.

If the respondent gives amounts per day or per week, you can use the rule of thumb that one term = 14 weeks = 70 days.

EITHER complete ALL of columns a to j (recording 00 if nothing spent on a category) and leave k blank

OR leave a to j blank, and complete k.

a	b	c	d	e	f	g	h	i	j	k
School fees and registration	Contributions to school repairs and upkeep by PTA	Uniforms and sports clothes	Books	School bag	Pens, exercise books, pencils, slate, chalk, geometry set etc	Transportation to and from school	Food and lodging at school	Extra tuition / classes	Other expenses	<i>If education costs cannot be classified by category, enter total costs here.</i>
amount in Le	amount in Le	amount in Le	amount in Le	amount in Le	amount in Le	amount in Le	amount in Le	amount in Le	amount in Le	amount in Le
00	900,000	300,000	450,000	100,000	150,000	00	00	900,000	300,000	
										1,200,000
00	900,000	300,000	450,000	100,000	150,000	00	00	900,000	300,000	5,100,000

B28b. Includes any mandatory payments (ie, payments that if you don't make them they drive your child from school) made to the school or the teacher or any community / parent teacher association EXCEPT for official registration or school fees. This could include contribution for school maintenance, for staff welfare, for “arts and crafts” etc; providing soap, brooms etc.

B28d. Both textbooks and other books such as dictionaries or atlases bought to support a student's education.

B28j. could include payments for special events such as sports days or outings or voluntary contributions for school repair / improvement.

Section C: Alternative Education / Information Communication Technology

Note carefully the different age groups who are to answer each set of questions, as indicated on top. Questions C7-C17 must be answered by the person him/herself, so wait to complete this section of the interview until they are available. If a person is unavailable during the

entire time in the EA, leave these questions blank. (You can complete the other questions in this section with the help of another respondent from the household.)

Questions C1 to C3 are asked for children aged 2 to 5 inclusive, that is, between their second birthday and their sixth birthday.

C14 (local language writing):

Krio: Hawa go na wɛl fo tek wata.

Mende:

Temne:

Limba:

C20 (interested in adult education): for those who have done some adult education, would they be interested in continuing, or doing another different kind of adult education class?

C26 (computer use): including with assistance from a more computer literate person such as staff at an internet cafe.

Section D: General Health and Disability

D4 (symptoms): ask the person about their symptoms -- what kind of sickness did they have? How were they injured? Do not record chronic conditions (those affecting the person for more than 3 months continuously) here, but make sure they are accurately recorded in D25 to D33.

The following code was not included on the first two printings of the questionnaires:

20. stomach pain

new
code

D5 (absence from usual activities): not the time the person was unable to do anything, but the time they were unable to do their usual activities, whether work at a job, at home or on the farm. The maximum value you should record here is 90, anything more and we will consider this a chronic condition, not a sickness / illness affecting their usual activities.

D6 (consult anyone): Did the person consult any professional (including drug sellers or traditional healers) about their illness and / or what medication or treatment they should take? Do not include those who just asked friends / family members, or those who bought medication without consulting anyone.

Examples:

- Mariama was vomiting, so she went to the pharmacy and asked what kind of medication she should take for vomiting. Code 1 [yes] in D6.

- Bimba was pretty sure he had malaria, so he went to the pharmacy and bought artesunate without consulting anyone. Code 2 [no] in D6.

D9 (whom consulted): you may need to follow up regarding the qualifications of the person consulted, for example, by visiting the local clinic and asking the qualification of the “nurse” who works there.

doctor: include only those who are qualified medical doctors, usually found only at hospitals.

CHO: community health officer. The person in charge of a community health centre should be a CHO. They may also be referred to as doctors.

nurse: include those who have actually qualified as a SRN (state registered nurse) or SECHN (state enrolled community health nurse), or MCHA (maternal and child health aide). Include those who have both nursing and midwifery qualifications under

nurses.

community health worker: an individual who has been trained and officially attached to a PHU to provide health services at the community level. Includes many women who were previously referred to as traditional birth attendants.

pharmacist: someone who has trained and qualified as a pharmacist

medicine vendor: anyone else who sells medication, but is not qualified

traditional healer: someone whose primary means of treatment is through *country medicine*, that is, traditional medications based on medicinal herbs or plants. This also includes traditional birth attendants who have NOT been integrated into the formal health care system and attached to a PHU.

spiritualist: someone whose primary means of treatment is through prayer, making of charms or spells, ritual sacrifice or other spiritual means. This includes Christian pastors with healing ministries, *alpha men* and those following traditional religious beliefs.

D10 (where went):

gov't hospital: includes district hospitals in each district, Connaught Hospital, Ola During Children's Hospital, Princess Christian Maternity Hospital (PCMH or *cottage*), King Harman Road, Lumley Hospital, 34 Military Hospital.

gov't clinic: one of the three types of Periphery Health Units (PHUs): Community Health Centres (CHC), Community Health Posts (CHP) or Maternal and Child Health Posts (MCHP).

private hospital: a private medical facility overseen by a qualified medical doctor and with rooms to admit patients for inpatient treatment. Includes Holy Spirit Hospital, St. John of God Hospital, Emergency Hospital, Blue Shield, Davidson Nicol Medical Centre, Choithram's.

private clinic: any private medical facility NOT classified as a private hospital as above.

pharmacy: a registered pharmacy, run by a qualified pharmacist

patient's home: the medical attendant (whatever their qualification/approach) visited the patient at his / her home

provider's home / store: for those providers who do not operate out of a medical facility. This includes a traditional *birth hut* used by a TBA, a church with a healing ministry, a small shop selling medication, a traditional healer's practice.

If you are unsure how to classify a medical facility, write the name and location and your supervisor / the SLHS coordinators will help you classify it.

D13 (diagnosis): as provided by the medical provider. The interviewer should NOT attempt to diagnosis the illness based on the symptoms or any non-specific description provided by the medical provider. The following gives some common names / terms that can be identified with specific diagnosis:

eye infection: *apollo*

hypertension: *prɛsyur*

skin infection: *boyl*

STI: (sexually transmitted infection) *uman sik*, HIV/AIDS

The following code was not included on the first two printings of the questionnaires:

25. ulcer



If the person went for preventative care (say a prenatal check or an under 5 visit) code 96. If another medical problem was identified during the routine check-up, this can be listed as the secondary diagnosis. For example, a women didn't feel ill, but went for ANC. At the clinic, a routine blood test showed she was anaemic. Code 96 [preventative care] and 1 [anaemia].

D14 (consultation fee): if the respondent cannot distinguish between consultation fee and

charges for medication, tests etc, record the total under D14 and make a note of this.

D19 (admitted): to be admitted in a health facility (include hospitalization at traditional healer or spiritual healers premises) means to stay in a health facility or centre for at least a period of one night on the recommendation of a consulted health practitioner for treatment. This does not include people staying in the hospital premises or healthy persons staying or sleeping at the hospital just to attend to sick relatives.

D21 (where admitted): if the person has been admitted multiple times in the past 12 months, question D21 to D23 refer to the most recent hospitalization. See the notes for D10 regarding the different types of facilities.

D23 (expenditure whilst admitted): complete EITHER columns a to e (if the respondent can provide a breakdown of the costs) OR column f (if the respondent cannot.)

person						f
	a	b	c	d	e	if costs cannot be classified by category, enter total costs here.
	staying at the facility amount in Le	consultation amount in Le	medications amount in Le	other supplies amount in Le	lab tests, X-rays and other amount in Le	
01						500,000
02	20,000	00	50,000	10,000	00	
03						
04	20,000		50,000	10,000		
05	20,000	00	50,000	10,000	00	80,000

D25 (disability): include those who wear glasses to correct nearsightedness or farsightedness.

D26 (type of disability): If the person is reported to be a *mu-mu*, make sure to clarify whether or not they are actually deaf. Some people are able to hear and understand language, but have another physical problem which makes them unable to speak.

mental retardation: *ful ful*. People who do not develop normal intelligence / sense as they grow up from a baby to a child and then an adult.

mental illness: *crez man* Someone whose speech and behavior is disturbed and abnormal. This may have first become apparent in childhood, or after the person became an adult. They may have normal intelligence.

D27 (cause of disability):

congenital: includes nearsightedness or farsightedness beginning (or first noticed) in childhood

occupational injury: an injury occurring while working, whether at a formal workplace, or while doing self-employed work, or while doing farm work.

D33 (language problems): “usual language” refers to whatever language the person speaks best, regardless of ethnicity. If you are interviewing the person him/herself in their usual language, you will not need to ask this question, but can answer it based on your own observations.

Check the consistency between D25 and D28 to D33. It may be that the person has some small difficulty, but does not consider it a disability.

Section E: Child Preventative Health

First, identify all the children who have not yet reached their **sixth** birthday. Note that, usually, the mother will be the respondent for this section and this is reflected in the wording of the questions. Alternative wording is also provided if another person is acting as the respondent.

E1 (u5 card): ask first if the child has an Under Fives card, or other record of vaccinations and / or weighings. This will be used to complete other questions in this section.

E2 (type of card): in some rural communities, cards may be stored at the clinic. If this is the case, ask someone in the household to fetch the cards for all children in the household under 7, and complete this section only when you have the cards for reference.

E3 (where delivered): see descriptions of different types of health facilities above. Note that this question has a specific code for TBA's home or traditional birth hut.

E4 (birth attendant): see descriptions of health personnel above. Note that in this case, we are distinguishing those who are trained midwives from other nurses. Continue to classify TBAs who have been officially attached to PHUs as 5 [community health workers], and those who have not been as 6 [traditional healers].

E5 (post-natal check): a health care worker would include any of the personnel listed in codes 1-5 in the previous question.

E12 (vaccinations): Record only the month and year of the vaccinations. If at all possible, copy the dates from the Under Fives card or other written record of vaccinations. If the child was not seen immediately after birth, OPV0 may not have been given, and the date for the first polio vaccine recorded against 1st OPV. In this case, follow the written record, and recode 00 for OPV0.

If there is no record, you will have to rely on the information of the mother / other respondent. A description of each vaccine is given. If the mother delivered at a health care facility, you can ask if the baby received any vaccinations immediately after birth. If not, you can ask her when she first took the child to the clinic, and about the schedule of visits after that.

If the mother / caregiver is certain that the child received all the vaccinations on schedule, you can use the schedule of vaccines given on the questionnaire to determine the months.

If you are not able to get the month in which each vaccination was given, you can use the codes 77 [given within the first year] and 88 [given after the first birthday] to record the approximate time each vaccination was given.

If you are not able to get any reliable information on whether the vaccine was received or not, code 99 [don't know].

If a vaccination has not been given, or not been given yet, code 00 [not (yet) given].

The second measles vaccination has only been administered in the last couple of years. It is not marked on the old style of the U5 card, and older children most likely will not have received it, unless they got a measles vaccination after age 1 as part of a mass vaccination campaign.

E16 (where defecate) and E17 (disposal of faeces): for both of these toilet / latrine refers to the toilet facility used by the adult member of the households, whatever the exact type.

E22-E27 (anthropometry): leave these blank, they will be completed by the supervisor when he/she visits the EA.

Section F: Women's Reproductive Health

This section should be completed for all women in the household aged 15 to 49 inclusive, that is, all women between their 15th and 50th birthdays.

F2 (live births): A live birth is one in which the new born baby or infant showed signs of life, by crying or breathing even if it died shortly afterwards.

F4 (pregnancies without live birth): This can be miscarriages (*los di bεε / di bεε belli west fo insεf*), abortion (*poyl di bεε*) or stillborn.

F8 (antenatal care provider): see notes on health care providers under D9 and E4 above.

F11 (content of antenatal care):

tetanus injection: an injection in the arm to prevent the baby from getting tetanus, that is, convulsions after birth

blood pressure checks: a cuff was put around the women's arm and inflated to check her blood pressure

fansidar: a medicine given to prevent malaria in pregnant women. If the woman was given medicine to prevent malaria but she doesn't know what it was, you can assume it was fansidar.

iron tablets: can be called "blood medicine" or "ferrous sulfate" or "fe-fo." It can be combined with folic acid or B vitamin or other vitamins.

F13 (result of pregnancy):

still birth: the woman gave birth after 6 months or more of pregnancy, but the child never showed any sign of life (crying, breathing etc)

miscarriage: spontaneous / natural end of the pregnancy within the first 6 months: *los di bεε*.

abortion: deliberate action to end the pregnancy, including taking of traditional medicine: *poyl di bεε*

If the woman says that she *los di bεε* you do NOT need to probe if she took any action to deliberately end the pregnancy.

F14 (child ID): if the child is a member of the household, check back to section E to make sure the information about their birth was recorded in E3 - E5.

F18 (post-natal care): Post-natal care is a routine check on the health and well being of the MOTHER after she has given birth. It does NOT include weighing or vaccinating the baby.

new
notes

F20 (use of contraceptives): BOTH women who are following the traditional practice of not having sex with their husbands while breastfeeding, AND those who are having sex, but believe that breastfeeding means they are less likely pregnant ARE doing something to prevent getting pregnant and should be coded as 1 [yes]. See notes below on how to code F21 in these two cases.

F21 (contraceptive method):

female sterilization: an operation (tubal ligation) performed on the woman

male sterilization: the woman's partner underwent an operation (vasectomy)

IUD: inter-uterine device -- a loop or coil inserted into the woman's womb, which can prevent pregnancy for a number of years.

injection: the woman receives regular (usually every 3 months) injections to prevent her from getting pregnant. Depo-Provera is a common brand available in SL.

implant: a small device is inserted under the skin of the woman's arm. Jadelle and Norplant are brands available in SL.

pill: the woman takes a pill every day

male condom: male condom only, female condom includes in other modern method

foam / jelly: a woman places a substance in her vagina

rhythm: avoiding sex during the "unsafe" period of a woman's monthly cycle

withdrawal: the man withdraws his penis from the woman's vagina before ejaculating

abstinence: the woman and her partner avoid having sex, specifically to prevent pregnancy, including while the woman is breastfeeding an infant

other modern method: might include a diaphragm, sponge or female condom

other traditional method: any other method, traditional medicines, relying on breastfeeding to prevent pregnancy

new
notes

please
review

Note that women who are breastfeeding and thus not having sex with their husbands due to traditional practice would be coded 11 [abstinence].

Please observe the following skip pattern not included on the first two printings of the questionnaires: if 9 [rhythm], 10 [withdrawal], or 11[abstinence] → EOS

new
skip
pattern

F22 (where family planning obtained) The following codes were not included on the first two printings of the questionnaires:

7. meet nurse privately

8. traditional healer / herbalist

new
code

F24 (reason not using family planning)

don't have a man now: includes any woman who is a virgin or whose man is away

personal / religious reason: includes both answers like "I'm a Catholic and Catholics aren't supposed to use birth control" and "It's only God who can decide when someone gets pregnant."

new
notes

Answers like "want to focus on education" and "in school" are NOT answers. Code 2 [don't have a man now] if the young woman is (reportedly) not having sex. If she admits "shamed to have parents / nurse know" then code 8 [other] and specify.

new
notes

Section G: Health Knowledge and Attitudes

The questions in this section must be answered by the person his/herself, and not by another respondent. If the person is unavailable during the entire time you are in the EA, leave that line blank for this section.

G1 (know malaria prevention) and G2 (practice malaria prevention): In G1 we want to capture what the respondent KNOWS about ways to prevent malaria. If more than two responses, record the two the respondent feels are the MOST EFFECTIVE. In G2 we want to capture what the respondent actually DOES him/herself to prevent malaria.

G1, 3, 6 and 7 test the knowledge of the person being interviewed. Do NOT read the possible answers to the respondent, simply code the responses they freely give you.

Section H: Employment and Time Use - Last 7 Days

H1 and 2 (time collecting firewood and water): record 00 if the person did not so these activities. This asks about collecting these materials for household use only, NOT for sale or delivering water to earn money.

H3 (work): record 00 if the person did not do the activity, or did it for less than 1 hour.

H3a (business): includes selling things (including water and firewood), making things for sale, repairing things, guarding cars, hairdressing, taxi or other transport business, having a legal or medical practice, having a public phone shop, barber, shoe shining, making palm oil, making garri, small scale mining.

H3b (job): includes a regular job, contract, casual or piece work for pay, work in exchange for food or housing, paid domestic work.

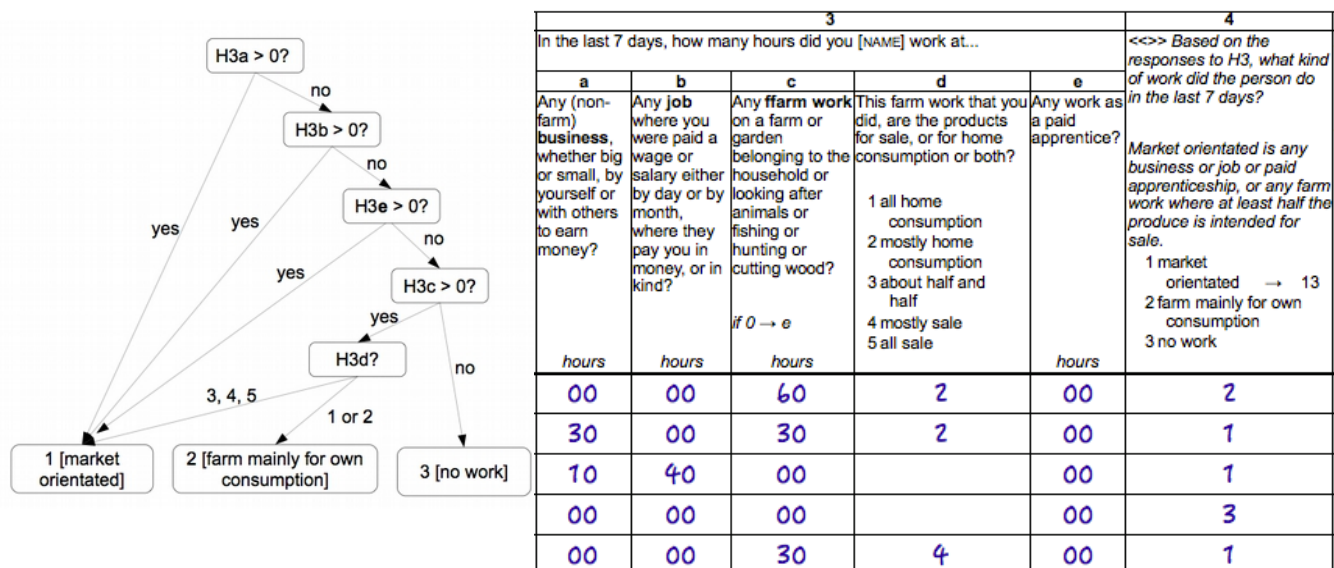
FFARM: Throughout the SLIHS questionnaire and the manual, “ffarm” spelled with two fs means any farming (crop production or animal husbandry), fishing or forestry (including collecting firewood, charcoal burning, timber cutting, producing / collecting honey, hunting, gathering wild fruits and fence stick cutting). It does NOT include mining.

H3c (ffarm work): ploughing, harvesting, looking after livestock, fishing, palm wine tapping, hunting, fence stick cutting.

Throughout the SLIHS, **ffarm work** includes immediate processing of own harvest into a form suitable for storage or sale. This includes threshing, drying and parboiling rice; peeling and drying cassava. It does not include making garri or fufu, smoking fish, parching groundnuts or making palm oil. If these activities (ie, making garri) are done for sale to earn income, they would be included under H3a. If they are done purely for home consumption, they are not included in section H.

H3e (paid apprentice): For the SLIHS, working as a an unpaid apprentice is considered a training activity and NOT an economic activity. If being an unpaid apprentice was all a person did, they would be coded as 3 [no work] in H4 and 4 [in school / training] in H11.

H4 (any market-orientated): Market-orientated work is any *business* or *job* or any paid apprenticeship. It also include *ffarm work* when at least half the products are for sale.



H13 (main economic activity): ask the person to describe their main work over the last 7 days (that is, the one that earned them the most money), giving both the kind of place where they work (what kinds of goods / services are produced there) and their own role / duties. Write a written description, then fill in the 3-digit ISIC code for the industry (based on the goods / services produced) and the 3-digit ISCO code for the occupation (based on the specific work that the person does.) You may need to ask additional questions in order to properly classify the person's main activity. For example, if the person is a rice farmer, is the rice grown mainly for the household own consumption, or mainly to sell?

For traders, instead of “petty trading” etc record WHAT is sold and WHERE, for example:

- | | |
|---|---|
| <input type="checkbox"/> sell fish in market | <input type="checkbox"/> mobile fish seller |
| <input type="checkbox"/> street trader pens etc | <input type="checkbox"/> cosmetics shop |
| <input type="checkbox"/> general shop | <input type="checkbox"/> phone chargers table |
| <input type="checkbox"/> rice, palm oil shop | <input type="checkbox"/> junks stall seller |

new
notes

Use the information about WHAT and WHERE to code the traders work as follows:

	shop, restaurant	market, stall, table, kiosk	door to door, side of road
ready-to-eat food	ISIC: 561 ISCO: 512		
mixed items	ISIC: 471	ISCO: 522	ISCO: 478 ISCO: 521
food, drinks, tobacco	ISIC: 472		
fuel	ISIC: 473		
phone and accessories, IT items	ISIC: 474		
household equip (building supplies, hardware, furniture, dishes)	ISIC: 475		
books, newspapers, stationary, CD/DVD plates	ISIC: 476	ISCO: 479 ISCO: 952	
clothing, cosmetics, medicine, culture	ISIC: 477		

new
notes

Indicate if people MAKE or SELL an item, or do both.

- ☐ make/sell soap
- ☐ make gnut cake
- ☐ mobile soap seller

new
notes

If they do BOTH, use ISIC codes for manufacture of the item (101-310)

ISCO codes depend on the level of qualification / seniority of the jobs and distinguish between managers, professionals, associate professionals and clerks. Thus a large organization might have

- ☐ finance / business manager: 121 [business services and administration managers]
- ☐ accountant: 241 [finance professionals]
- ☐ accounting assistant / bookkeeper: 331 [financial and mathematical associate professionals]
- ☐ payroll clerk: 431 [numerical clerk]

Similarly, medical professionals can come under either 221-226 [Health professionals] or 321-325 [Health associate professionals]. A health associate professional is less qualified, and would generally work under the supervision of the health professional.

The ISIC codes given below are for self-employed individuals unless otherwise specified. If the person is employed by a business / organization, then the ISIC code for the type of business / organization should be used. Thus a welder employed by Sierra Rutile would have ISIC code 074 [mining of rutile]. A cook employed at SSL would have ISIC code 720

[scientific research and development].

Note: for the ISIC codes, cassava is a perennial crop and its cultivation coded 012 [growing of perennial crops]

new
notes

Do not use non-specific codes. For example, under ISIC code 470 you have 471 to 479, so do not use 470

Examples:

	ISIC	ISCO
Farmer		
subsistence farmer with mix of crops and / or animals	015 mixed farming	633 subsistence mixed crop and livestock farmers
herder of cattle	014 animal production	632 subsistence livestock farmer
skilled worker on rice plantation	011 growing of non-perennial crops	611 market gardeners and crop growers
labourer on oil palm plantation	012 growing of perennial crops	921 agricultural, forestry and fishery labourers
market gardener	011 growing of non-perennial crops	611 market gardeners and crop growers
Trader		
wholesale trader (buys in bulk and / or imports them and sells to other traders)	460 wholesale trade	142 retail and wholesale trade managers
<i>For petty traders, see table above for codes based on WHAT is sold and WHERE.</i>		
Teacher		
primary school teacher	850 education	234 primary school and early childhood teachers
secondary school teacher	850 education	233 secondary education teachers
lecturer	850 education	231 university and higher education teachers
Mining		
equipment operator at iron ore mine	071 mining of iron ore	811 mining and mineral processing plant operators
labourer at rock quarry	081 quarrying of stone, sand and clay	931 mining and construction laborers
artisanal diamond miner	082 mining of diamonds	931 mining and construction laborers
engineer for bauxite mine	072 mining of bauxite	214 engineering professionals
site supervisor for rutile mining company	074 mining of rutile	321 mining, manufacturing and construction supervisors
Driver		
driver for office / business	[code for type of office / business]	832 car, van and motorcycle driver
driver for private household	970 private household	832 car, van and motorcycle driver
taxi driver / poda poda driver / okada rider	492 other land transport	832 car, van and motorcycle driver
transport driver	492 other land transport	833 heavy truck and bus driver
Carpenter		

making furniture	310 manufacture of furniture	752 wood treaters, cabinet-makers and related trades workers
building houses	410 construction of buildings	711 building frame and related trades workers
Police Officer		
police officer	840 public administration and defense	541 protective service workers
Nurse		
fully qualified nurse	860 human health activities	222 nursing and midwifery professionals
assistant / axillary nurse	860 human health activities	322 nursing and midwifery associate professionals
Fisherman		
subsistence river fisher	032 freshwater fishing	634 subsistence fishers, hunters and trappers
skilled worker on fishing boat	031 marine fishing	622 [market-orientated skilled] fishery workers, hunters and trappers
laborer working in a fishing business	031 marine fishing	921 agricultural, forestry and fishery labourers
manager of fishing business	031 marine fishing	131 production managers in agriculture, forestry and fisheries
Other		
mason	410 construction of buildings	711 building frame and related trades workers
hairstresser, barber	960 other personal service activities	514 hairstressers, beauticians and related workers
security guard	800 security and investigation services	541 protective service workers
tailor	140 manufacture of wearing apparel	753 garment and related trades workers
domestic worker, maid	970 private household	911 domestic, hotel and office cleaners and helpers
electrician	430 specialized construction activities	741 electrical equipment installers and repairers
auto mechanic / <i>fitya</i>	450 wholesale and retail trade and repair of motor vehicles and motorcycles	723 machinery mechanics and repairers
gardener for private household	970 private household	921 agricultural, forestry and fishery labourers
accountant	[code for type of office / business]	241 finance professionals
finance manager	[code for type of office / business]	121 business services and administration managers
accounting assistant / bookkeeper	[code for type of office / business]	331 financial and mathematical associate professionals
caterer	562 event catering and other food service activities	512 cooks
secretary	[code for type of office / business]	412 secretaries (general) OR 334 administrative and specialized secretaries

civil servant	840 public administration and defense; compulsory social security	242 administration professional OR 335 regulatory government associate professional
contractor	410 construction of buildings	132 manufacturing, mining, construction and distribution managers
office cleaner	[code for type of office / business]	911 domestic, hotel and office cleaners and helpers
bank teller	640 financial service activities, except insurance and pension funding	421 tellers, money collectors and related clerks
bread baker	107 manufacture of other food products	751 food processing and related traders workers
cookery maker/seller	561 restaurants and mobile food service activities	512 cooks
welder making metal doors / grates or aluminum items	250 manufacture of fabricated metal products	721 sheet and structural metal workers, moulders and welders, and related workers
welder repairing machinery	330 repair and installation of machinery and equipment	721 sheet and structural metal workers, moulders and welders, and related workers
herbalist	860 human health activities	233 traditional and complementary medicine professionals
repairing shoes	952 repair of computers and personal and household goods	753 garment and related trades workers

new
section

Additional Examples

	ISIC	ISCO
telecentre or internet cafe, phone charging, checking exam results	610 telecommunications	351 ICT operations and user support technicians
groundnut grinder	107 manufacture of other food products	751 food processing and related trades workers
electronic repair (phones, fans etc)	952 repair of computers and personal and household goods	742 Electronics and telecommunications installers and repairers
buying of gold, diamonds etc	460 wholesale trade	32 sales and purchasing agents or brokers
making of local soap	200 manufacture of chemical and chemical products	731 handicraft workers
making of 72% soap at Choithram's	200 manufacture of chemical and chemical products	813 chemical .. machine operator <i>if run the machine OR other based on person's own role (clerk, cleaner, laborer etc)</i>

H15 (employment status): this is a key pivot question which determines how additional information on the person's economic activity will be captured (either in the rest of this section or in section P or in sections S, T, U or V.) See the box at the end of the section on book 3 for additional information / examples on this.

H18 (number of employees): note this refers to the TOTAL number of people working for the employer at ANY location. A teacher employed by the government would code 6 [more than 100] even if he is the only teacher at his school, because over 100 people work for the

government of Sierra Leone. Anyone working for a large business / organization with multiple workplaces where they do not know the number of employees can be safely coded as 6 [more than 100].

H20 (trade union): a trade union is an organization of employees who work for the same employer or in the same industry for the purpose of negotiating with the employer regarding wages, hours or working conditions. Sierra Leone Teacher's Union (SLTU) is the best known in Sierra Leone. This DOES NOT include staff organizing themselves for Osusu or other mutual assistance.

H28 (employment status, secondary): see notes for H15.

Section I: Employment and Time Use - 12 Months

The questions in this section are the same as those in section H, except now referring to the last 12 months.

I1 (work): see notes on H3 and various parts.

I2 (main work): refers to the work that has earned the person the most money over the last 12 months as a whole.

I9 (number of employees): see notes on H21.

I11 (trade union): see notes on H22.

Section J: Migration

J1 (born here): You can use the name of the city (Freetown, Bo Town, Makeni, Koidu, Bonthe Town) or chiefdom to ask this question. If working in Freetown ask "Were you born in Freetown?" If working in Safroko Limba chiefdom ask "Were you born in this Safroko Limba chiefdom?"

Those who were born in their current location, moved away and came back code 1 [yes] in J1.

Before you submit Book 1 for data entry:

- 1) make sure you have completed the household roster worksheet.
- 2) make sure all the businesses referenced in questions H16, H29 and I7 are recorded in the correct lines of section P of book 2, listing each business only once. Make sure the ISIC code assigned to each business matches the ISIC code given in H13, H26 or I2 respectively.

Examples of Section H and P

Current Main Work

Employees

person ID	13	15	16	17
	What is your main work just now? What kind of things are produced there? What kind of work do you yourself do? <i>written description</i>	How do you work? (For someone who pays you? At your own business?) 1 employee, regular → 17 2 employee, casual or seasonal → 17 3 self-employed without employees 4 self-employed with employees 5 member of producers cooperative 6 help without pay in HH farm or business 7 paid apprenticeship → 17	What kind of business or farm are you working at? <i>List each NON-FFARM business in section P of Book 2, and then add the ID from section P (801-810)</i> <i>For FFARM activities code</i> staple crop (rice/cassava) 901 vegetable/market garden 902 cash crop (cocoa, oil palm, 903 animal husbandry 904 hunting / forestry 905 fishing 906 any response → 25	At what kind of workplace do you work at? 1 private firm enterprise or cooperative 2 private household 3 non-farm private enterprise or coop 4 national government 5 other gov't (local gov't, state owned ent., parastatal) 6 non-profit (NGO) or religious org 7 other
01	Carpenter on construction site	410 711	2	3
02	Small shopkeeper	471 522	3	801
03	Hairdresser	960 514	4	802
04	Help in shop	471 522	6	801
05	Market garden	012 611	3	902

Secondary Work

25	26	28	29
In the past 7 days, have you done any other work? 1 yes 2 no → 32	What is your OTHER work just now? What kind of things are produced there? What kind of work do you yourself do? <i>written description</i>	How do you work? (For someone who pays you? At your own business?) 1 employee, regular → 32 2 employee, casual or seasonal → 32 3 self-employed without employees 4 self-employed with employees 5 member of producers cooperative 6 help without pay in HH farm or business 7 paid apprenticeship → 32	What kind of business or farm are you working at? <i>List each NON-FFARM business in section P of Book 2, and then add the ID from section P (801-810)</i> <i>For FFARM activities code</i> staple crop (rice/cassava) vegetable/market garden cash crop (cocoa, oil palm, animal husbandry hunting / forestry fishing any response
1	Manage small shop	471 522	3 801
2			
1	Make groundnut cake	107 512	3 803
2			
2			

enterprise ID	respondent ID	1	2	3
		Please list each such enterprise operated by any member of the household, describing the main product/service of each enterprise. <i>written description</i>	Who owns this business (has the power to close or sell it)? <i>List up to two people in order of ownership share or influence over business decisions.</i> Write 88 if the person is not a household member and leave blank if there is no second person.	Who manages this business (in charge day to day)? <i>List up to two people in order of responsibility for day-to-day management.</i> Write 88 if the person is not a household member and leave blank if there is no second person.
		ISIC code	first second	first second
801	01	Small "Fullah" shop	471 01 02	01 02
802	03	Beauty parlour	960 01 03	03
803	03	Make groundnut cake	107 03	03
804				
805				

new notes

Note that each business is listed only ONCE in section P, even if multiple household members are involved.

BOOK 2: HOUSEHOLD CHARACTERISTICS

Section K: Housing

Note: house/building, dwelling and household all refer to different things.

house/building: one physical structure

dwelling: a set of rooms with one or more doors to the outside, generally intended for one family unit.

household: a groups of people who eat out of the same pot

A dwelling may be part or all of a physical building, or in some cases consist of multiple buildings. It is possible for people sharing a dwelling to maintain separate households. For example, the dwelling is two rooms, parlor and cooking area. Two brothers share the dwelling, each with one bedroom. Both are married, and the wives cook separately.

K1 (type of dwelling):

single dwelling unit: the dwelling consists of one freestanding house or hut

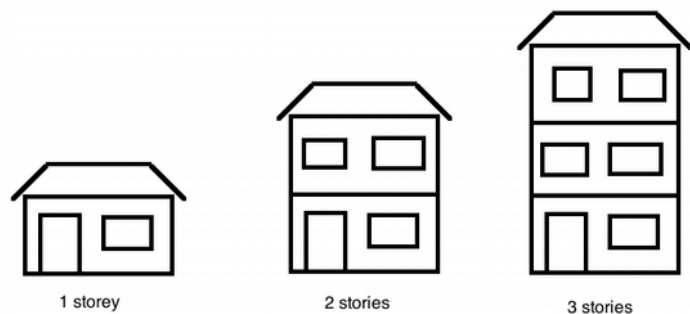
multiple units in building: dwelling is one of several in one physical building (dwelling units may be on different storeys, or next to each other). Use this code if the dwelling shares a physical structure with space used for another purpose (ie, a shop or other business).

dwelling consists of multiple structures: the dwelling consists of multiple physical buildings, for example, multiple huts.

K2 (number of storeys):

A storey or floor is a part of a building consisting of all the rooms that are on the same level.

In American English, the floors of a two storey building are called the first floor and the second floor. In British English, they are called the ground floor and the first floor. In either case, the building consists of two storeys. There are no 0 storey buildings.



new
notes

K3 (number of rooms):

If a curtain or other temporary partition divides a room, it is counted as one room. Include rooms not currently occupied (spare bedrooms).

If a room originally designed as a garage or store is used for sleeping, include it. Include all rooms in all buildings if the dwelling consists of multiple buildings.

K6 (occupancy status): refers to the right of the household to occupy the building

K7 (land title): refers to the land on which the house is built. For example, a squatter may build a pan-body house on unoccupied land. They own the house, but have no right to the land.

K8 (how acquired):

purchased: include those which were purchased with a mortgage or loan on which money is still owed.

K16/K17: maintenance and minor repairs are activities that have to be undertaken regularly in order to maintain the dwelling in good working order; they do not change the dwelling's performance, capacity or expected service life. They do NOT include major repairs,

extensions or upgrades.

Painting would be included here.

Repairs to the existing roof would be included, including replacing a few damaged *leaves of pan*. Replacing the entire roof, or upgrading from thatch to *pan* would NOT be included. Replacing a few broken floor tiles would be included. Tiling a floor which was previously cement would NOT be included.

K16 (materials for maintenance): These includes paint, paint brushes, cement, tiles, all plumbing supplies. It does NOT include electrical fixings or door hinges / door locks (these are covered in section N, item 5525).

K17 (workmanship for maintenance): If one payment was made inclusive of materials and workmanship, include the total here.

K22 (type of kitchen): if the type of kitchen used varies by season, ask about the one currently used

outdoor: no covered or enclosed area for cooking

enclosed detached: covered or enclosed, but not a proper building, and not connected to the main building of the house.

enclosed attached: covered or enclosed, but not a proper building. Connected to the main building of the house. This would include people who use a covered veranda as a kitchen.

indoor without a partition: use part of the parlor or other indoor room to cook

indoor with a partition: use a separate indoor room to cook

K28 (source of light): a small light with built in solar panel would be coded under 9 [other]. If the household uses a rechargeable LED light ("Chinese light") ask whether they usually buy batteries for it (code 6 [battery]) or usually recharge it from EDSA (code 3 [EDSA]) or a generator (code 4 [generator]) etc.

new
notes

K30 (why no EDSA connection):

grid too far from household includes all villages / town where the grid is not available

K35 (type of meter):

pre-paid: meter for the dwelling or building, even if the bill is shared among several households

post-paid: meter for the dwelling or building, even if the bill is shared among several households

connect via neighbor / landlord / business: connected via someone who has a meter, but the household is not directly responsible. Includes cases where landlord pays electricity and costs is included in the rent, or you pay your neighbor a fixed monthly sum to share their connection.

no meter: includes illegal connections

K42-47 (water sources): You will ask separately about the source of water for both drinking and general use (washing etc) in both the rainy and dry season. Start with the source of drinking water in the dry season, and ask all the questions. Then ask the source of water for general use in the dry season. If it is the same source as for drinking water, record 101 in the second column and skip the rest of the line. Otherwise record the type of source and continue with the other questions.

K42 (main water source): See the code sheet for illustrations of the various water sources.

Examples:

- the household has running water inside the house which they use all year.

Water Source			42	43
Respondent for section:			What is your main source of water for [PURPOSE] during [SEASON]?	How far is the water source located from your home?
[] [] []			1 piped 2 tubewell / borehole 3 protected dug well 4 unprotected dug well 5 protected spring	6 unprotected spring 7 rain water 8 surface water 9 bottled / sachet water 11 river/stream 12 other
			enter code OR ID from left column if SAME AS ID >> next line	Enter distance in miles OR 96 in dwelling 97 in compound 98 delivered to compound if in dwelling / compound >> 45
			code	same as ID
101	drinking	dry	1	96
102	other (washing etc)	dry		101
103	drinking	rainy		101
104	other (washing etc)	rainy		101

- the household gets water from a unprotected well during the dry season. During the rainy season, they get water from a small stream.

Water Source			42	43
Respondent for section:			What is your main source of water for [PURPOSE] during [SEASON]?	How far is the water source located from your home?
[] [] []			1 piped 2 tubewell / borehole 3 protected dug well 4 unprotected dug well 5 protected spring	6 unprotected spring 7 rain water 8 surface water 9 bottled / sachet water 11 river/stream 12 other
			enter code OR ID from left column if SAME AS ID >> next line	Enter distance in miles OR 96 in dwelling 97 in compound 98 delivered to compound if in dwelling / compound >> 45
			code	same as ID
101	drinking	dry	4	0.5
102	other (washing etc)	dry		101
103	drinking	rainy	11	1
104	other (washing etc)	rainy		103

- the household drinks only packet water. During the rainy season they rely on rain water for washing etc. During the dry season they bring water from the public tap.

Water Source			42	43
Respondent for section:			What is your main source of water for [PURPOSE] during [SEASON]?	How far is the water source located from your home?
[] [] []			1 piped 2 tubewell / borehole 3 protected dug well 4 unprotected dug well 5 protected spring	6 unprotected spring 7 rain water 8 surface water 9 bottled / sachet water 11 river/stream 12 other
			enter code OR ID from left column if SAME AS ID >> next line	Enter distance in miles OR 96 in dwelling 97 in compound 98 delivered to compound if in dwelling / compound >> 45
			code	same as ID
101	drinking	dry	9	0
102	other (washing etc)	dry	1	0.5
103	drinking	rainy		101
104	other (washing etc)	rainy	7	97

K45 (provision of water):

central government: includes water provided by Guma Valley Water company

private company: use this option if the household is buying packet water

private self-supply: means a system the household set up and maintains for themselves, like a rainwater collection system, or a well on their own property.

natural supply: means an unimproved natural supply such as a river or spring which has not been improved in anyway, or just setting out buckets under the edge of the roof when it rains.

K47 (payment for water): if nothing is paid, write 00 in the first column and leave the second one blank.

new
code

K48 (waste disposal method): The following code was not included on the first two printings of the questionnaires:

8. thrown into bush

K49 (payment for waste disposal): if nothing is paid, write 00 in the first box and leave the second one blank.

new
skip
pattern

K50 (kind of toilet): Please observe the following skip pattern not included on the first printing of the questionnaires: if 10 [no facility] → 53

K51 (household sharing toilet): the total number of households (not household members) who use this toilet. If only the household being interviewed uses it, record 1. If they share with one other household, record 2.

K50 (type of toilet):

flush to piped sewer system: toilet is flushes to a sewer system where the waste is transported through pipes to a central location where it is processed.

flush to septic tank: a tank that has been cemented

K53 (treatment of drinking water): asks about what (if anything) was actually done to the water currently being drank by the household.

Section L: Durables

Include only items that are mainly for the household's own use / enjoyment and NOT for a business. For example, if the household owns a freezer that is mainly used to sell cold drinks, do not include it. If more than 2 of a given item are owned, record the total number of items owned in L2, and then ask the subsequent questions about the two best items.

L7 (age in years): round to nearest number of years. If less than 12 months, record 0.

201: must be a set of 3-4 matching chairs / sofas, possibly with coffee table / end table.

Chairs / sofas with foam on seat and back at least

206: a bed must be moveable, not built into the room from cement

213: a refrigerator keeps things cold, but does not freeze (*block*) them. Include refrigerator / freezer combinations

214: a freezer freezes (block) things. Only separate freezers

227: plays music from tape, CD plate or connecting to MP3 player

Examples:

The household owns three chairs, all of which are owned by just the head of the household. They own two beds. The first is owned by the head and his spouse (02) and the second by their adult son (03).

item ID	item	1	2	3			
		Does anyone in your household have any ITEM?	How many ITEMS in all do you have?	Who owns the ITEM?			
		1 yes 2 no → NL	# of items	Record up to 2 hh members for each item			
				item 1 ID1	item 1 ID2	item 2 ID1	item 2 ID2
205	other chairs	1	3	01		01	
206	bed	1	2	01	02	03	

Section M: Social Assistance and Subjective Well Being

Note that the recall period for this section is 6 months.

M2-M8 (social assistance):

104: includes school feeding programs

107: does NOT include bednets given at antenatal or under-five clinic visits, or vaccination / vitamin A given door to door. It would include items (such as gloves, malaria medication, ORS packets) given to households for them to keep and use as and when they see fit.

M4 (organization):

international organization (WFP, UNDP) also includes UNICEF

The following code was not included on the first two printings of the questionnaires:

10. Ministry of Health and Sanitation including DHMT, any gov't hospital or clinic.

M9-M12 (subjective poverty): these should be answered by the household head or other responsible adult member of the household, and reflect his or her own views on the wellbeing of the household.

M9 (stability): asks about the stability of household income, whether it is constant from one month to the next, or varies. Read the responses (see the Krio translation) to the respondent, and have them select the most appropriate.

M10 (income needed): Household basic needs include food, clothing, shelter (rent), health, transport, education, etc.

M11 (self assessment of poverty): Read the responses (see the Krio translation) to the respondent, and have them select the most appropriate.

M12 (unable to meet needs): The first printing of the questionnaires did not include the first item "Food."

M14 (coping strategies): Enter a number 0 to 7. If the household is doing something multiple times every day, say eating cassava rather than rice, enter 7.

M15 (coping strategies 2): If the household did not use the coping strategy listed, why not? Was it because they didn't need to (either because they never faced a situation where they were short of food / money to buy food, or because they used another strategy successfully to raise funds) or because they couldn't (they didn't have any savings they could use).

Suppose during the last hungry season, the household tried to get a loan, but failed. As a result, they sold some farming equipment to buy food and that was enough to buy food to last until the harvest. In that case you would code 1 for "sold productive assets"; 3 for "borrowed money" and 2 for all the other responses.

A household where people seriously suffered from not eating because they had no way to buy food should be coded as 3 for every response.

M21-M23 (Ebola impacts): line 401 (quarantine or restrictions on movements) refers to any such restrictions EXCEPT the national lock-down days that affected everyone.

M22 (months): number of months should generally be between 1 and 24. Some impacts may still be in place: for example, if the usual health facility closed in July 2014 and has still

new
notes

new
code

new
notes

not re-opened (as of interview in Aug 2018) enter 49.

M24-M26 (Access to social amenities): These questions refer to the facility NEAREST to the house, not necessarily the one usually used by the household.

106 (hospital) refers to a hospital with a medical doctor in attendance

107 (health clinic) refers to PHU or private clinic of similar nature

108 (all year motorable road) refers to a road that a vehicle can pass all year, even in the rainy season

Section N: Non-Food Consumption, Infrequently Purchased Items

All of these items include only those purchased mainly for the use / enjoyment of the household, and NOT for a household business / agricultural activity.

Cross check this section with section X, as many frequently purchased items are included in section X. Anything specifically listed in section X with a separate code SHOULD NOT be included in section N: firewood, charcoal, transport within town, mobile phone credit, soap, *shaving sticks*, toothbrush, toilet paper, batteries, razor blades, matches.

3111-3221: these specifically exclude school uniforms and sports clothes which are captured in section B.

3121-3124: ready-made clothing, whether *junks* or new. Does not include those things specifically listed below, ie *drawers* and other underwear, rain gear, pajamas and accessories (scarfs etc).

3127: include raincoats and trousers. Rain boots are captured in 3211-3214 and umbrellas in 12321.

5112: do NOT include any of the items covered in Section L.

5111: electric lamps are those that need to be plugged in. Torchlamps and other lamps / lanterns (whether battery or kerosene) are in 5521. Only framed pictures are included here, posters / calenders are in 9532. Clocks are in 12312.

5524: include only those used for decorative gardens, and NOT as inputs into food production.

5401-5403: make sure to include all household implements for the preparation, cooking, eating and storage of food. The exact classification of items among these three categories is less important than that everything is captured once.

5405: plastic / rubber items for holding water

5511: include only those for home use, not as inputs to a business.

5613: insecticide spray (spritex, wastox etc) is NOT included here.

5619: note that yarn, thread etc are included in 3132.

6112, 6211: these are any medicines or supplies bought for self-treatment, without consulting a medical practitioner.

7241: includes fees for taking a vehicle or motorbike across a ferry or bridge.

7321: ONLY transport from one town to another. Transport within one town is in section X.

7341: fees for passenger transport on any kind of boat

9541: includes only the specific items listed. Any other stationary is in 9542.

9601: any type of outing where one price / ticket covers multiple items, such as transport and beverage, or transport and entertainment

11201: if one price includes overnight lodging and breakfast, include the total here

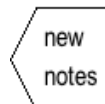
12133, 12135: note that soap, toilet paper, toothpaste and toothbrushes are NOT included here.

12611: includes charges to transfer money via mobile phones (ie Splash)

please
review

N1 (buy any) and N2 (times bought): The wording of these questions will depend on whether the item for the line is a good that is bought, or a service that is paid for. For example, in line 03111 you would ask “In the last 12 months, did anyone in the household buy any lappas or cotton cloth?” (*Insay di las 12 mont, enibodi na yu ɔshold dɔn bay lapa ɔ kɔtɔn?*). In line 03114 you would ask “In the last 12 months, did anyone in the household pay for tailoring charges?” (*Insay di las 12 mont, enibodi na yu ɔshold dɔn pe telɔ fo so klos?*).

For question N2, the data entry application only allows for two digits. A household that spends money on an item every day will have a value greater than 99, but this is highly unlikely for the items included in section N (for example, item 7321 is only transport BETWEEN towns, not within Freetown).



Section O: Finance

Each of the sections in this module asks about participation in certain financial activities. The person involved is coded in the first column. Ideally, this person should also be the respondent (second column) or if not, another member of the household who is informed about these activities.

O3-O10 (loans): list all loans EITHER still outstanding OR paid within the last 12 months.

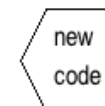
O6 (principle): this is the amount the borrower initially received from the lender; the loan principle, not including any interest or fees.

O7 (purpose of loan): include secret society expenses under 7 [weddings, funerals etc].

O8 (collateral): include cash collateral (ie, the borrower is required to maintain a certain balance in their savings account at the same institution) under 6 [other].

The following code was not included on the first two printings of the questionnaires:

7. person to stand as guarantor



O10 (repayment): You made need to help the respondent calculate the amount of interest. The interest is the difference between the initial amount borrowed and the total amount to be repaid. (Some loans may not have any interest.)

Initial Amount	Repayment Schedule	Total interest	Payments made	O10 loan repayment	O10 interest
Le 1,000,000	Le 120,000 per month for 10 months	Le 200,000	all 10 monthly payments	Le 1,000,000	Le 200,000
Le 1,000,000	Le 120,000 per month for 10 months	Le 200,000	1 monthly payments	Le 100,000	Le 20,000
Le 1,000,000	Le 120,000 per month for 10 months	Le 200,000	5 monthly payments	Le 500,000	Le 100,000
Le 500,000	Le 90,000 per month for 6 months	Le 40,000	1 monthly payment	Le 83,500	Le 6,500*
Le 500,000	Le 90,000 per month for 6 months	Le 40,000	4 monthly payments	Le 334,000	Le 26,000

*In this case, to calculate the monthly interest, divide the total interest (Le 40,000) by the number of months to repay (6) to get the monthly interest payment (approximately Le 6,500). Then subtract this from the total monthly payment (Le 90,000) to get the monthly repayment on the principal.

new
code

O14 (why loan not given): The following code was not included on the first two printings of the questionnaires:

6. person approached did not have money to lend

O15-O21 (savings): include only savings accounts at banks or other institutions, not that held by private individuals, or kept under the bed etc.

new
code

O18 (bank balance): the codes 888 [refused to say] and 999 [don't know] weren't included on the first printing of the questionnaires.

new
notes

For O22, O29 and O39, make sure that you code correctly:

business expansion includes starting a business, as well as buying stock to sell

consumer goods includes food and clothing as well as household items, phone etc.

new
code

O26 (Osusu period): can also use code 4 [yearly]. This is NOT printed on the questionnaires for the first 2 months of fieldwork.

O29-O38 (transfers received): These refer to transfers that the household as received from someone residing outside of the household. The recipient within the household is recorded in the first column, and afterwards referred as RECIP. If the transfer was sent to the household as whole, indicate 88.

O34 (frequency of transfers): A one-time transfer should be coded as 6 [irregular].

O38 (location of sender): If you are interviewing a household in Freetown, record 1 [this village / town] instead of 2 [Freetown] and ditto for the other cities explicitly listed.

Examples:

- the household head has a son, Amadou, who works in Bo and sends Le 50,000 every month to his father, which he uses to buy food for the household.

- the wife of the household head has a sister, Fatmata, who lives in a nearby village. After the harvest, she sent a bag of rice worth Le 230,000 to the household. They sold the rice and used the money to pay school fees for the children and buy some clothing.

31	32	33			34	35	36	37	38	39		
Which HH member received them?	Respondent	Who sent them? <i>write the name of the SENDER, their relationship to the RECIP and their sex. if received by the household as a whole, record relationship to head of household.</i>			How often were remittances made?	What was the total amount of cash sent to RECIP by SENDER in the last 12 months?	What was the total value of food sent to RECIP by SENDER in the last 12 months?	What was the total value of other goods sent to RECIP by SENDER in the last 12 months?	Where does SENDER live? 1 this village / town 2 Freetown 3 Bo 4 Kenema 5 Makeni 6 Kono 7 other urban 8 rural 9 abroad (Africa) 10 abroad (other)	How has RECIP used the money / goods? <i>rank 3 most important</i>		
record 88 if whole HH		2 spouse 3 child 4 brother / sister 5 other relative 6 non-relative	1 M 2 F	1 weekly 2 monthly 3 quarterly 4 annually 5 other regular 6 irregular					1 ag land / equip 2 ag inputs 3 business expansion 4 housing 5 education 6 health 7 weddings, funerals etc 8 consumer goods 9 other			
recip ID		ID	sender name	relation	gender	amount in Le	value in Le	value in Le	first	second	third	
01		01	Amadou	3	1	2	600,000	00	00	3	8	
88	01	Fatmata	5	2	6	00	230,000	00	8	5	8	

O48-49 (transfers sent):

605: includes payments and value of gifts received by the household in the event of a

wedding, either from the family of the spouse or from friends etc.
606: gifts of money or in-kind in the event of a death in the household

O44 (frequency of transfers): A one-time transfer should be coded as 6 [irregular].

O47 (location of recipient): see note for O38.

Section P: Household Non-Farm Enterprise

A household non-farm enterprise is any trade (in food, clothes etc) or professional activity (like that of a private lawyer, carpenter, mason etc) offering services for payment in cash or in kind, no matter how small. They are typically small-scale producers and distributors operated by a independent, self-employed person. This section also covers any larger business OWNED by any member of the household.

Immediate processing of one's own harvest into a format suitable for storage or sale (threshing, drying and parboiling rice; peeling and drying cassava) should NOT be listed here. Other types of agricultural processing for sale, for example parching groundnuts, making garri, making fufu, drying fish SHOULD be listed here.

Enterprises might include making mats, bricks, or charcoal; working as a carpenter; firewood selling; shoe shining; metalwork; tailoring; repair work; food processing, fish marketing, petty trading, and so on.

P0 (any HH NFEs): If you have already listed any household enterprises in this section based on the responses to H13, H26 or I2, code 1 [yes]. If not, ask whether the household has any (they may be secondary activities for some household members).

P1 (list of HH NFEs): Any household enterprises mentioned in H13, H26 or I2 should be listed here before submitting Book 1. Then, when you come to section P, confirm this list and ask if there are any other business anyone in the household has had at any time in the last 12 months, even those that are seasonal or have now closed.

Section P is non-farm only, so you should never need to use ISIC codes from Agriculture, Forestry and Fishing -- this includes making charcoal! If someone sells charcoal, include that in section P. If someone makes and sells charcoal, we divide that into two activities: one forestry activity (section U) and one business (section P) -- just like if someone grows and roasts groundnuts: one farming activity (section S) and one business (section P).

new
notes

P4 (money to start business)

personal / hh savings includes money provided by a household member (husband) or earned from farming or other household work (mining, other job)

The following codes were not included on the first two printings of the questionnaires:

7. no money required

8. gift / inheritance from family / friend

new
notes

new
code

P7-P11, P13-P15: if the business is currently operational, these refer to the last month. This can either be the last 30 day period OR the last completed calendar month, depending on which is easier for the respondent (ie, if you are interviewing a person on 7 July 2018 this can either be 7 June 2018 to 6 July 2018 OR the month of June 2018). If the business is not currently operational, they refer to the last month WHEN IT WAS operational.

P12 (type of enterprise):

trader / shopkeeper: some one who buys and sells goods, without substantially altering the goods. Includes market women, petty traders etc.

producer: some one who buys or collects raw materials and uses them to make another product which they sell. Includes making mats, bricks, charcoal, cakes etc.

services: includes shoe shining, tailoring, repair work, taxi driving etc.

Section Q: Household Deaths

Q3 (relation to head): relationship to the CURRENT head of the household. If the previous head died, record his/her relationship to the current head. For example, if the man who was the head died, and his wife is now the head, code 2 [spouse]. If the man who was the head died, and his son is now the head, code 9 [parent].

Q6 (cause of death): according to the best knowledge / understanding of the respondent. An acute illness is one in which the person gets sick and dies quickly, within a couple days or couple weeks of getting ill.

If a woman dies during childbirth, ask if the baby ever showed any signs of life -- crying or moving. If he/she did but subsequently died, make sure that death is also recorded in this section.

BOOK 3: AGRICULTURE

This section covers the agricultural activities of the household. This book must be completed for all households, whether or not they are involved in any agricultural activities. Questions R1 and R3 (all items), R8, V1 (all activities), V9 and W0 MUST be completed for ALL households.

Section R: Assets

The respondent for this section should be the household head and / or other adult knowledgeable about any agricultural land/assets owned by the household.

R1 - R7 (assets)

110: a kiln is a small domed structure usually built out of bricks with a fire in the bottom and racks on which to dry / smoke the fish inside the kiln above the fire.

R8-R24 (agricultural land)

List all the land either OWNED by the household or CULTIVATED by the household in the last 12 months. This can include land owned by the household but rented out or left fallow, or land that the household rents to cultivate, or is allowed to use by a relative or friend. Note that this includes households who “own” land in the sense that they have a traditional right to the land recognized by the community/local chief.

This includes any plot of land that is larger than 3 square meters. Many households even in urban areas will have a garden either within the compound or elsewhere that is at least this large, and in this case 1 [yes] should be coded for S8, and the garden listed in S9 and following.

If the household has fruit trees within the compound, include them if there are at least 2 trees of the same kind, and the household sells the fruit, then include them. Include an estimate of the size of land in the compound occupied by the fruit trees.

A plot is a piece of land that is farmed using a consistent method. If a piece of land is divided by a road wide enough for a vehicle to cross, or a river of the same width, separate it into two plots even if the same crop is grown on both parts.

R10 (size, respondent): this records the estimate of the respondent. You may help the respondent estimate by say “Suppose you planted rice on this plot. How many bushels of rice would it take to plant the plot?” You may help the respondent estimate the size of a small garden plot by estimating the length and width of the plot in meters, multiplying and recording the area in square meters. For example, a garden that is 2 m deep and 6 m long has an area of 12 square meters.

bushel: refers to the area of land that may be planted with one bushel of rice seed.

R12 (irrigation):

hand-watering: water is carried to the farm in buckets or watering cans.

canals / sluices: these are channels (or gutters) dug to bring water from a nearby river (or other body of water) to the farm

Filling plots and crops in Sections S and T

Interviewing the head of the household and / or other adult generally knowledgeable about agricultural activities, complete S1-S6 and T1-T5.

Now, for each plot that was cultivated in the last 12 months, ask about all the crops that were HARVESTED within the last 12 months (if the harvest is currently underway, include only crops that are mostly already harvested, otherwise, ask about the harvest a year ago). Multiple crops can be harvested from the same plot, either different crops that were grown together on the plot, or different crops that were grown at different times on the plot. For each crop, if it an annual crop (rice, groundnuts, vegetables) list it in section S. If it is a permanent crop (cassava, tree crops) list it in section T.

An annual crop has a life cycle of less than a year, between planting and harvesting. The harvest is usually ready all at once, or harvested over a short period of time (say a month). The plants are either totally destroyed during the harvest or do not produce again after the harvest.

A permanent crop takes longer to reach maturity before the harvest can begin, 6-18 months in the case of cassava, and several years in the case of tree crops. The harvest may be done all at once, or on an ongoing basis. For tree crops, even after the harvest is completed, the trees remain in the ground, and will yield another harvest later.

In Sierra Leone, sometimes cassava is grown like an annual crop -- planted, then all harvested together at one time less than a year later. However, for the purposes of the SLIHS, it will always be listed in section T with the permanent crops.

If cassava or sweet potato are grown for BOTH leaves and roots, list the codes for both crops in the appropriate section (sweet potato in S, cassava in T).

Example:

The household has 3 farms. On the first farm, they harvested swamp rice. They also grew various vegetables -- peppers, onions and garden egg -- on it during the dry season. The second farm is an oil palm plantation. The third farm is for cassava. They also grow pumpkin among the cassava.

SECTION S: ANNUAL CROPS

Annual Crop Roster Record all ANNUAL crops that have been harvested			
crop ID	1	2	3
	Use the plot ids from R	If the household grew no annual crops, write 000 under the first plot ID and → next section	
	plot ID	crop name	crop code
101	701	rice	01
102	701	peppers	18
103	701	onions	23
104	701	garden egg	20
105	703	pumpkin	27

SECTION T: PERMANENT CROPS

Permanent Crop Roster Record all PERMANENT crops that have been harv			
crop ID	1	2	3
	Use the plot ids from R	If the household grew no permanent crops, write 000 under the first plot ID and → next section	
	plot ID	crop	crop code
101	702	oil palm	52
102	703	cassava	06
103	703	cassava leaf	32
104			
105			

For both sections S and T, you start by asking about all the crops that were HARVESTED in the last 12 months. Note that this will NOT include crops currently in the field, unless they have already begun to be harvested.

For each crop in Section S, you then go back and ask when it was planted (which may be more than 12 months ago) and then about that crop cycle: planting, tending, harvesting, preparing, selling.

For each crop in Section T, you will ask about all expenditure on the crop and harvests of the crop over the last 12 months.

S5 (month planted): This date must be BEFORE the date in S4, and may be more than 12 months ago.

Example:

See the farm calendar below for a household interviewed in May 2018. Note that for plot 701 we capture the vegetables planted in March 2017 and NOT the crop (peppers and cucumbers) currently in the field.

	2017											2018				
	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
701	harvest rice	plant peppers, garden eggs and onions		harvest peppers and garden eggs	harvest onions		plant rice						harvest rice	plant peppers and cucumbers		
702	oil palm harvested a little every month															
703		plant cassava					plant pumpkin	begin harvesting cassava leaf		begin harvesting cassava		harvest pumpkin		last month to harvest cassava leaf		still harvesting cassava

Annual Crop Roster

Record all ANNUAL crops that have been harvested in the past 12 months here.

	1	2	3	4	5
crop ID	Use the plot ids from R	If the household grew no annual crops, write 000 under the first plot ID and → next section		When was CROP mostly harvested?	When was CROP mostly planted?
	plot ID	crop name	crop code	MM / YY	MM / YY
101	701	rice	01	02/18	08/17
102	701	peppers	18	05/17	03/17
103	701	onions	23	06/17	03/17
104	701	garden egg	20	05/17	03/17
105	703	pumpkin	27	01/18	08/17

T4 (months harvested)

We want to ask about the months the crops was harvested over the past 12 months. In order to indicate the years corresponding to each month over the past 12 months, draw a line to the left of the current month. Write 2018 to the left of this line, and 2017 to the right. (For households interviewed in the first cycle, Jan 2018, write 2017 above all the months)

See the code sheets for examples for the first 6 months of fieldwork.

Example:

Using the household in the previous example:

	plot ID	crop	crop code	year:											
				2018					2017						
				Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
101	702	oil palm	52	x	x	x	x	x	x	x	x	x	x	x	x
102	703	cassava	06	x	x	x	x							x	x
103	703	cassava leaf	32	x	x	x						x	x	x	x

Section S: Annual Crops

S6 (respondent): Ideally the respondent should be one of the people primarily responsible for the crop.

S11 (improved seed) and S12 (planting method): these questions is only asked for rice crops, leave blank for all others.

S12 (planting method):

broadcasting: the seed is freely scattered on the farm

nursing / transplanting: the seed is planted first in a small area. Once the plants have reached a suitable size, they are planted in the farm.

line sowing: the seeds are planted directly into the main farm, but the seeds are planted one by one in an orderly fashion in lines.

S13 and S14 (plowing/planting expenses): These are expenses to prepare the field and plant the crop in question. They do NOT include brushing a brand new farm. If this is the first time this plot has been cultivated, include only expenses once the brush has been cleared. If multiple crops were planted on the same field, record the expense under the first crop, and record 333 for for all subsequent crops on that field.

S15 (organic fertilizer):

already listed: if two or more crops are grown on the same plot at the same time, fertilizer is probably applied to both of them. In that case, answer the questions about fertilizer for the FIRST crop listed, and for the other crops grown ON THE SAME PLOT and AT THE SAME TIME, code 3 [already listed].

Example:

Manure was purchased and applied twice to plot 701, in March when the vegetables were growing and in September when rice was growing.

Annual Crop Roster

Record all ANNUAL crops that have been harvested in the past 12 months here.

crop ID	1	2	3
	Use the plot ids from R	If the household grew no annual crops, write 000 under the first plot ID and → next section	
	plot ID	crop name	crop code
101	701	rice	01
102	701	peppers	18
103	701	onions	23
104	701	garden egg	20
105	703	pumpkin	27

Fertilizer

Record all ANNUAL crops that have been harvested in the past 12 months here.

15	16	17
Did you apply any organic (natural) fertilizer to CROP?	What kind of organic fertilizer was used?	When was it applied?
1 yes 2 no → 19 3 already listed → 19	1 manure 2 compost 3 other organic fertilizer	MM / YY
1	1	09/17
1	1	03/17
3		
3		
2		

Note that rice was grown at a different time on plot 201 than the vegetables, so we must ask about them separately, you could NOT code 3 in S12 for the peppers, even though fertilizer was applied to the rice on the plot.

If a fertilizer / insecticide / herbicide was specifically applied to benefit only one crop, record the information in the line for that crop and code 2 [no] for the other crops grown on that plot. In the following, Apalo was applied specifically to deal with a fly infestation of the garden egg plants.

Annual Crop Roster

Record all ANNUAL crops that have been harvested in the past 12 months here.

crop ID	1	2	3
	Use the plot ids from R	If the household grew no annual crops, write 000 under the first plot ID and → next section	
	plot ID	crop name	crop code
101	701	rice	01
102	701	peppers	18
103	701	onions	23
104	701	garden egg	20
105	703	pumpkin	27

Herbicide / insecticide

Record all ANNUAL crops that have been harvested in the past 12 months here.

23	24	25
Did you apply any herbicide or insecticide to CROP?	What kind of herbicide / insecticide did you apply?	How much in total did you pay for herbicide or insecticide?
1 yes 2 no → 26 3 already listed → 26	see codes below	amount in Le
2		
2		
2		
1	34	50,000
2		

S17, S21 (date of fertilizer application): this date should be either between the dates for planting and harvest, or possibly just before the date of planting.

S19 (inorganic fertilizer), S23 (herbicide / insecticide):

already listed: see note for T15 to explain this code.

S29 (cause of losses): The following codes were not included on the first two printings of the questionnaires:

6. wild animals including squirrels, cutting grass, monkeys, bush pigs, bats
7. domestic animals: including cows, goats etc
8. thieves / stolen

S38 (disposition of harvest):

If none of the harvest was used for a particular purpose, record 0 in that column. There are two ways to answer this question. Use whichever method is easier for the respondent.

1) If the respondent can give the breakdown using the units from S30, record the number of units used for each purpose. For example, if the respondent tells you he harvested 100 bushels of rice, of which 2 bushels were kept for seed, 30 sold and the rest kept for home consumption, indicate 2 - 68 - 0 - 30 - 0. In this case, the columns should sum to the quantity given in S30.

2) Give the respondent 20 beads, and have him or her share out the beads to show how the harvest was shared among the various uses. In this case, the columns should sum to 20.

Note that “input for NFE” meant that part of the crop was used as an input for non-ffarm business run by the household. If the household grows cassava (ffarm) and makes garri to sell (non-ffarm business) then this is the share of cassava used to make garri.

S44 (consumption of own rice): draw a line after the current month and write the appropriate years above as for T4.

Section T: Permanent Crops

T14 (organic fertilizer), T18 (inorganic fertilizer), T22 (herbicide / insecticide):
already listed: see note for S15 to explain this code.

T27 (cause of losses): The following codes were not included on the first two printings of the questionnaires:

6. wild animals including squirrels, cutting grass, monkeys, bush pigs, bats
7. domestic animals: including cows, goats etc
8. thieves / stolen

T33 and T34 (cassava grating): These questions are only asked for cassava root, leave blank for lines for other crops.

T35 (disposition of harvest): see note for T38.

T41 (consumption of own cassava): draw a line after the current month and write the appropriate years above as for T4.

Section U: Forestry

Ask about each of the forestry activities in 301-307 in every household, even in urban areas.

U1-U8 (forestry activities):

honey bee keeping refers to either keeping the bees or collecting wild honey.

U4 (where done):

own bush / farm: land that is owned by the household, or to which the household specifically has traditional rights

communal bush: land that is considered to be owned by the village / community
wild forest: land that is outside the bounds of the community and not considered as owned by any person or community

U7 (income): this is gross income

Section V: Fishing

V1 (any fishing): Some fishing is done as self-employment work where a person owns his/her own lines / nets / traps / boat and fishes by him/herself and earns what he/she is able to catch. If anyone in the household fishes like this, record 1 [yes] in question V1 and ask about this fishing in the rest of the section.

Some fishing is done as a small business where a boss owns the boat and equipment and hires other people to fish for / with him/her, paying them either in cash or with a share of the catch. The boss makes the decisions about where / how to fish, and may or may not go out and work alongside the crew. If a household member is the BOSS of such a fishing business, record 1 [yes] in question V1 and ask about this fishing business in the rest of the section. If the only household member who does any fishing works just as a crew member in a fishing business run by someone else, record 2 [no] in question V1 and go on to the next section (the activities of that household member should be captured in section H.)

V7 - V8 (fishing licenses): If multiple licenses were obtained, use the corresponding part of V7 and V8 for the same license. For example, if Le 100,000 was paid to license the boat with the local council and Le 50,000 was paid to the community chairman, code 2 [Local Council] in V7-*first* and 100,000 in V8-*first*, then code 4 [other] in V7-*second* and 50,000 in V8-*second*.

V18 - V22 (nets and lines): see the code sheets for illustrations of fishing nets and gear.

Section W: Livestock

Ask about each type of livestock for all households, even in urban areas, as many households will keep at least a few chickens.

DO NOT include animals that have been purchased live but are intended for consumption by the household in the near future (ie, a goat bought to be slaughtered for Eid).

You must include all other livestock, including any animals that

- 1) reproduce while owned by the household
- 2) produce any products (eggs, milk etc) consumed or sold by the household
- 3) are bought as immature (chicks, young fish) to be reared to maturity and consumed or sold by the household

W13 (sold): include both animals sold live and those slaughtered by the household and the meat sold by the household.

Capture of Economic Activity

The SLIHS captures details about the economic activity and earnings of every person in the household across a number of sections. This starts with section H. Question H13 identifies the main economic activity of each person in the household. H15 ascertains the person's employment status.

If the person is an employee (code 1 or 2 in H15) or paid apprentice (code 7 in H15) then questions H17-H24 collect more information on the person's employer and wage / salary.

If the person is self-employed (code 3 or 4 in H15) or helps out without pay in a HH ffarm or business (code 6 in H15), then information about the person's main self-employment activity is recorded in H16. Information about the ffarm or business will be recorded in subsequent sections depending on the type of ffarm / business.

- Non-ffarm business: section P
- Crop production (either staple crop, vegetables or cash crops): sections S and T.
- Animal husbandry; section W.
- Hunting or any other forestry activity: section U
- Fishing: section V

Examples:

- John is a primary school teacher at a private school. He will be coded as 1 [employee, regular] in H15 and answer questions H17 to H24.
- Rugiatu works as a waitress at a restaurant. She will be coded as 1 [employee, regular] in H15 and answer questions H17 to H24.
- Hassan works as a day laborer doing construction. He will be coded as 2 [employee, casual] in H15 and answer questions H17 to H24.
- Abdul works on a fishing boat as part of a crew of about 10 workers working for a boss. He is paid a share of the catch. He will be coded as 2 [employee, casual] in H15 and answer questions H17 to H24. (Note that H17 will be 1 [private ffarm business] and in H22 the value of fish he received will be recorded as the in kind payment, and H23 will reflect the number of days of the last fishing trip.)
- Robert is a rice farmer. He will be coded as 3 [self-employed business / ffarm NO employees] in H15. Information about his rice farm will be captured in section S.
- Mohamed is a taxi driver. He will be coded as 3 [self-employed business / ffarm NO employees] in H15. Information about his taxi business will be captured in section P.
- Martha runs a restaurant and employs two waitresses, a cook and a cleaner. She will be coded as 4 [self-employed business / ffarm with regular employees] in H15 and information about the restaurant will be captured in section P.
- Lansana is fishing-boat boss who owns a boat and employs about 10 people to go fishing with him, paying each of them a share of the catch. He will be coded as 4 [self-employed business / ffarm / with regular employees] in H15 and information about his fishing business will be captured in section V.
- Emmanuel is a school boy, but also helps out in his mom's restaurant after school and on the weekends. He will be coded as 6 [help without pay in family farm or business] in H15 and information about his mom's restaurant will be captured in section P.
- Alfred works as a paid apprentice to a carpenter. He will be coded as 7 [paid apprentice] in H15 and answer questions H17 to H24.

BOOK 4: CONSUMPTION DIARY

This book captures the consumption of food and other frequently purchased items over a 20 day period. The book is divided into two physical parts, 4A and 4B, each of which cover 10 days.

You have the first two days to introduce yourself to the community, locate the households and distribute and explain the food diaries. The the diary period should commence on the third of the month. You will visit the household on the eighth and thirteenth of the month to complete book 4A. When it is done, submit it for data entry. You will then visit the household on the eighteenth and twenty third of the month to complete 4B.

Section X: Food Consumption

The aim of this section is to capture all the food items consumed by the household over a 20 day period. At the beginning of the survey cycle, the interviewer will ascertain who in the household is mainly responsible for food purchases, and give him/her an exercise book. They should use one page for each day, and record all food items bought or consumed by the household. If the household member who is responsible for food purchases is not literate, he/she can be assisted by another literate member of the household (if present) or the interviewer will visit the household every day to record the food items in the diary.

The diary should contain:

- all food items purchased to be cooked and consumed in the household, eg rice, cassava leaf, onions, pepper, maggi etc. (Note that items purchased may not always be consumed on the same day, they should be recorded under the day when they were purchased.)
- all food items purchased and consumed elsewhere, for example snacks bought by the side of the road, meals bought in cookery shops
- all food items provided free to household members, for example meals eaten in relative's households, meals provided free by schools or workplaces
- all food items taken from harvest stores or directly harvested and eaten
- all food items taken from stores of items that received as gifts
- all drinks (alcoholic or non-alcoholic, including packet water), cigarettes or other tobacco products, kola nut and bitter kola.

If the food item was purchased, the amount paid should be recorded.

The diary does NOT need to contain:

- items taken from previously purchased stocks to cook
- other non-food items such as firewood, charcoal etc

Header: Fill in the day (1 to 20) and the date. If you the household starts keeping the food diary on Wed, 3 Jan 2018, then the first page of section X should read:

Day of 20 DD / MM / YY

Copy each line from the diary onto section X. You may have two or more lines with the same item code, this is fine.

X1 (item): copy the description of the food item from the diary

X2 (item code): find the appropriate item code for the food item in the appendix. Food items that have been minimally processed (seasoned and cooked) are coded using the same code

as the raw food item. Thus raw and boiled plantains would both be coded 723. Roast meat would be coded 211 (or other code under meat depending on the type of meat). These are always three digit codes.

X3 (quantity) and X4 (unit code):

Units codes are always two digit codes.

new
notes

To specify an amount you must give both the **quantity** and the **unit**. The SLIHS allows for a wide range of standard and non-standard units. If the household records the purchase / consumption in another unit, you must convert to one of the units given. Some of the photo sheets help convert certain non-standard units to standard units. Please see the example on the following page for how to do this.

Standard units (kilogram, gram, pound, ounce, litre, millilitre, gallon) should only be used when either:

- the item was bought in the original packet/bottle that gives the exact measurement
- the item was weighted on a scale and sold by weight
- the item was sold in a container of known volume, ie, a big *two tik rubber* is 1.5 L

Some smaller packaged items (packet of milk, maggi cube etc) may be used the same day and the tin / paper thrown away. In that case, use the picture sheets to identify the item bought (or the closest) and record the weight in grams.

In other cases, ask how the item was sold, whether by cup, by count (ie Le 1000 each or 3 for Le 2000), by *place* etc. Use the picture sheets to determine the code for the kind of cup, or size of item, or size of pile / *place* / *tie* / bunch.

Note that the most important thing is to choose the unit closest in SIZE, even if the picture sheet does not show an example of that food item in that size.

Note that pictures / codes are not provided for bunches / heaps that contain just 3-6 items. If the household bought “one bunch of bananas”, first find the correct size of banana, then ask how many bananas were in the bunch. Similarly, if the household bought one pile or one *place* of fish, find the correct size of fish, and then ask how many fish were in the pile.

new
notes

Note the difference between the original tin of milk or tomato paste and the empty tin used to measure other items such as sugar or groundnuts. If the household bought a tin of Peak evaporated milk (170g) it is recorded as in the first line. If they bought a cup of groundnuts measured in the empty milk tin, it is recorded as in the second line.

Unit Recording and Conversion Examples

new
section

The household purchased the following items:

- 5 cups rice
- 2 onions
- 1 jar mayonnaise
- 1 bunch bananas
- 1 packet milk powder
- 3 maggi cubes

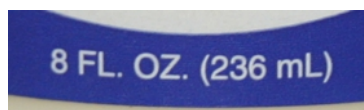


The rice was measured in the usual “butter cup”. We look on the unit code sheet, and find that the code for “butter cup” is 22. So 5 cups is recorded as quantity = 5, unit = 22.

We use the unit code sheet to find the appropriate piece size for the onions. They are the same size as those labeled 33: piece C. So 2 piece C onions is record as quantity = 2, unit = 33.

standard units

- 11: kilogram
- 12: gram
- 13: pound
- 14: ounce
- 15: litre
- 16: mL
- 17: gallon



The jar of mayonnaise is labeled as 236 mL. On the unit code sheet, we see that the code for mL is 16, so 236 mL is recorded as quantity = 236, unit = 16.

There is no unit code for a bunch like a bunch of bananas, so we have to convert to pieces. Asking the respondent, we find out that the bunch had 5 small bananas, of the size labeled 34: piece D on the unit code sheet. So 1 bunch = 5 piece D and is recorded as quantity = 5, unit = 34.

There is no unit code for packet of milk powder. Looking on the unit code sheet, we see that the one packet of Milcow milk powder is 20 g. So 1 packet = 20 g and is recorded quantity = 20, unit = 12.

There is no unit code for cube. Again, looking on the code sheet we see that one maggi cube is 10 g. So 3 cubes = 30 g and is recorded quantity = 30, unit = 12.

	item	item code	quantity	unit			amount in Le
101	rice	101	5	22	1	1	7,500
102	onions	702	2	33	2	1	2,000
103	mayonnaise	909	236	16	1	1	9,000
104	bananas	601	6	34	1	1	5,000
105	milk powder	401	20	12	1	1	1,000
106	maggi	906	30	12	1	1	1,000

X5 (source):

in kind: received as payment for work

gift / free: the item was received free. Use this code for meals provided by friends / family members.

X6 (where bought):

market / shop / vendor: includes street food bought from sellers who do not qualify as restaurants / cookeries as defined below.

grower / producer: direct from the farmer / gardener / hunter / fisherman. If the item was bought in the market and the respondent is unsure as to whether the person selling also grew / produced the item, then code 1 [market / shop / vendor].

restaurant / cookery: must provide ready-to-eat food and both dishes and a place to sit, almost always in a fixed location. This can be quite basic, someone who cooks rice and sauce and sells it outside of her house, with benches for customers to sit on and plates / spoons for them to use. A women who makes a big pot of pap and walks around selling it is NOT a restaurant / cookery as she does not provide a place to sit, code as 1 [market / shop / vendor].

canteen: like a restaurant or cookery but located inside another institution with a different purpose, such as a school, hospital or workplace.

X7 (amount spent): Total amount.

X9 (price): Using the same units in V4, ask for how much one unit of the item is sold.

Section Y: Non-Food Expenditure - Frequently Purchased Items

You will visit the household on the eighth, thirteenth, eighteenth and twenty-third of the month, and ask about expenditure on commonly purchased non-food items over the past 5 days. The first two times, you will record these in book 4A, the last two times in book 4B.

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1 introductions	2 distribute diaries
3	4	5	6	7	8 complete 4A X: days 1-5 Y: col 1	9
10	11	12	13 complete 4A X: days 6-10 Y: col 2	14	15	16
17	18 complete 4B X: days 11-15 Y: col 3	19	20	21	22	23 complete 4B X: days 16-20 Y: col 4
24	25	26	27	28	29	30
31						

There is some overlap between the items listed in section Y and those in section N, this is intentional to allow comparability with the 2011 data.

Section Z: Bulk Purchases

This section records any bulk purchases made by the household in the past 2 months. A bulk purchase is defined as buying more than a two-week supply of a food item. For example, a household where someone receives a monthly salary may buy a bag of rice, or a large container of oil when the salary is paid and use it throughout the month. Households may also purchase bulk quantities of foods when traveling up-country (where locally produced foods may be cheaper) or to town (where manufactured / imported foods may be more available / cheaper).

Use the same item and unit codes as in section X.