



The Gambia Bureau of Statistics

THE MIGRATION SURVEY IN THE GAMBIA

INTERVIEWER MANUAL

August 2019

TABLE OF CONTENTS

I. RATIONALE AND OBJECTIVES OF THE SURVEY.....	3
1. INTRODUCTION	3
2. SURVEY OBJECTIVES	4
II. SCOPE OF THE SURVEY AND CONCEPT DEFINITIONS	5
1. SECTIONS OF THE SURVEY	5
2. SAMPLE	5
3. CONCEPTS AND DEFINITIONS	6
III. FIELDWORK LOGISTICS AND RULES	8
1. GENERAL	8
2. TEAM AND WORKING RELATIONSHIPS.....	8
3. ETHICAL CONSIDERATIONS	8
IV. ROLES DURING FIELDWORK.....	8
1. ROLE OF INTERVIEWERS	8
2. ROLE OF SUPERVISORS.....	9
3. FIELD VISIT OF THE GBOS COORDINATION TEAM.....	9
4. CHECKING THE CONSISTENCY AND COMPLETENESS OF THE DATA.....	9
V. ATTITUDES AND BEHAVIOURS	9
1. ESTABLISHING A GOOD RELATIONSHIO WITH THE RESPONDENT	10
2. TIPS FOR CONDUCTIING THE INTERVIEW	11
3. ADDITIONAL INSTRUCTIONS FOR THE QUESTIONNAIRE	11
VI. WORKING TOOLS	13
1. LIST OF EAs AND HOUSEHOLDS.....	13
2. THE HOUSEHOLD QUESTIONNAIRE	13
3. THE WORKING TOOLS	14
VII. THE CAPI SECTION	14
1. INTRODUCTION	14
2. HOW TO DOWNLOAD AND UPDATE THE QUESTIONNAIRE.....	16
3. KEY OTPTIONS OPTIONS IN THE QUESTIONNAIRE FILLING MODE	19
VIII. QUESTIONNAIRE SECTIONS.....	29
ANNEX 1 / DETAILS FOR SPECIFIC SECTIONS	57
ANNEX 2 / INTRODUCTION AND CONSENT NOTE.....	60

I. RATIONALE AND OBJECTIVES OF THE SURVEY

1. INTRODUCTION

You have been selected as one of the interviewers (enumerators) for the implementation of the survey on International Migration in The Gambia.

International migration is a defining characteristic of West Africa with mutual benefits for sending and receiving countries; however, high levels of irregular migration and rising numbers of return migrants from Northern Africa and Europe have generated new challenges for sending countries, such as Senegal and The Gambia. As part of the broader West Africa context, the case of the two countries requires specific attention due to a context of economic fragility and tensions linked to the numbers of return migrants and displacement due to weather and climate shocks, specifically for The Gambia. For many years, both countries have had high rates of out-migration to the ECOWAS region, Gulf States and the European Union, with remittances contributing substantially to household welfare (14% and 22% for Senegal and The Gambia in 2016, respectively). The recent humanitarian and political crises linked to rising irregular migration to the European Union has put the issue of migration at the forefront of the political debate, in both sending and receiving countries. However, the reliance on anecdotal and journalistic evidence, rather than on solid data, has been fueling misconceptions and biased the debate about international migration, offering a fertile ground to populist, shortsighted solutions to a nuanced and complex issue.

As part of the broader West Africa context, the case of The Gambia requires specific attention due to its context of structural fragility and rising tensions linked to the increasing numbers of return migrants. Almost half of the population of The Gambia lives in absolute poverty and the country suffers from a legacy of institutional fragility, a small and poorly diversified economy with lack of economic opportunities, and demographic challenges. Besides widespread and stagnant poverty, low growth and limited fiscal, social and environmental sustainability continue to constrain progress towards the World Bank Twin Goals. The peaceful political transition in 2017 offers a window of opportunity to rebuild the social contract and address urgent social and economic needs. Increasing tensions linked to the return of young migrants, coming back from failed, often highly traumatizing migration journeys, could overshadow this development process. Recent evidence suggests a considerable increase in the number of returns, with 3,500 voluntary return migrants in 2017 and 2018, while around 4,000 return migrants are expected in the close future from Germany only. The International Organization for Migration (IOM) reports that increasing frustration among return migrants and community exacerbates underlying social and ethnic frictions, due to the lack or slowness of reintegration programs.

Findings from this task contribute to an evidence-based discussion around migration in West Africa and, possibly, the European Union. Beyond providing a public knowledge product, this project is of relevance for multiple actors such as (i) National governments, (ii) European Union and other recipient countries, (iii) World Bank and other development partners and (iv) Global community.

2. SURVEY OBJECTIVES

The main objective of the proposed work is to generate evidence base on international migration from Senegal and The Gambia that can inform policy discussions and decision-making. Qualitative and quantitative data will be collected at national level in both countries. This survey is part of the quantitative data collection component and aims to answer key questions on international migration with a focus on The Gambia. The survey will emphasize on (i) emigration (Gambians travelling to another country) and (ii) return migration of Gambians having the intention to settle in The Gambia. More specifically the survey will focus on three dimensions:

- **Determinants of international migration** including the socio-economic characteristics of potential migrants, their expectations, understanding of the decision-making process and identification of additional push and pulls factors that influence the decision to migrate;
- **Economic and social consequences on households in countries of origin** taking into account the description of the contribution of remittances to household well-being and the assessment of the vulnerability of migrants' families consecutive to the migrant's departure;
- **Return migrants** including the characteristics of return migrants and forced returnees, such as skills acquired abroad, migration experience, and highlighting vulnerabilities such as potential traumas that undermine reintegration in the country of origin.

This survey will be used to produce evidence base data and knowledge answering questions related to international migration, and will provide a concrete database for labour migration, social protection and reintegration policy design. The results obtained from this study will allow the following:

- **To give an overview** on migration patterns in The Gambia;
- **To produce a reference document** on migration in The Gambia including a literature review and an in-depth analysis of existing data;
- **To use collected data** in future research programs.

II. SCOPE OF THE SURVEY AND CONCEPT DEFINITIONS

With the aim to obtain reliable and representative data at national level, this survey will cover a set of 300 Enumeration Areas (EAs) across the country, within which 2400 to 3000 households will be surveyed for about 5 weeks.

1. SECTIONS OF THE SURVEY

SECTION 1: LIST OF HOUSEHOLD MEMBERS AND THEIR CHARACTERISTICS

SECTION 2: HOUSEHOLD HOUSING CONDITIONS

SECTION 3: HOUSEHOLD ASSETS AND SPENDING

SECTION 3A: LAND

SECTION 4.1: HOUSEHOLD PERCEPTIONS OF POVERTY

SECTION 4.2: FOOD SAFETY

SECTION 4.3: ASSESSMENT OF BASIC SOCIAL SERVICES

SECTION 5: CURRENT MIGRATION

SECTION 5.1: CURRENT INTERNAL MIGRATION

SECTION 6: TRANSFERS RECEIVED FROM CURRENT MIGRANTS

SECTION 7: RETURN MIGRANT

SECTION 8: POTENTIAL MIGRANTS

SECTION 9: PERSONALITY, BEHAVIOR AND PREFERENCES

SECTION 10: CONTACT INFORMATION OF THE SELECTED RETURN AND POTENTIAL MIGRANTS

2. SAMPLE

This survey is a household's survey. There are **four (4) types of households and three (3) types of respondents**.

About the type of households:

- a) **HH with international migrant:** It is a household in which a former member has been living abroad for at least 12 months or for less than 12 months with the intention of staying there for a period of 12 months or more;
- b) **HH with return migrant ECOWAS:** it is a household in which a current member has returned from an ECOWAS country with the intention of staying in The Gambia;

- c) **HH with a return migrant from the rest of the world (RoW):** it is a household in which a current member has returned from the rest of the world with the intention of staying in The Gambia;
- d) **HH without migrant/ non-migrant HH:** It is a household with neither an international migrant nor a returning migrant from ECOWAS or the rest of the world.

About the type of respondents:

- a) **Main respondent:** this is primarily the head of the household. In the absence of the head of the household, another responsible member of the household (spouse or adult member who has information about the household) could answer the questions about the household;
- b) **Return migrant:** this is a member of the household who has stayed abroad for at least 12 months, or less than 12 months but with the intention of staying there for more than 12 months and who currently lives in the household;
- c) **Potential migrant:** this is a current member of the household aged 18 to 25 years old.

NB: It could happen that in a household a single individual be simultaneously the main respondent, return migrant and potential migrant. In this case, skips have been planned to prevent him from answering the same questions listed in several sections.

Table 1: Summary of the different respondents by household type

Type of household	Type of interviewees concerned
Non migrant	Main respondent and/or Potential migrant
International migrant	Main respondent and/or Potential migrant
Return Migrant ECOWAS	Main respondent, Return migrant and/or Potential migrant
Return migrant from the rest of the world	Main respondent, Return migrant and/or Potential migrant

3. CONCEPTS AND DEFINITIONS

Researchers are required to have good understanding of the following key concepts before starting the fieldwork.

Household: A household is defined as a person living alone with his/her own cooking arrangement or group of persons who live together, sharing the same cooking arrangement and regard one person as their head. (A household can comprise several family units).

Head of household: The head of household is a person (male or female) who is recognized as head of other members of the household. The head of household can assume economic responsibility of the household and can own or rent the housing unit.

Household member: A person qualifies as a member of a household if he/she satisfies any of the following conditions:

- Has lived in the household for at least 6 months in the last 12 months (1year). The person may not have lived continuously for the whole of the 6 months but if his/her absence from the household for any extended period is not intended to change residence, then he/she is still a household member.
- Has moved into the household with the intention to either stay for at least 6 months or change residence permanently such as for marriage, education, adoption etc.

Usual resident: A usual resident was generally defined as someone who spent most of their time at a specific address. This definition should be taken with very special care when you consider certain types of people. For instance, nomads who spend most of the year in the bush would not fall in any household if we strictly go by this definition.

Visitors: A visitor is someone who is taking a trip to another destination outside his/her usual environment, for less than a year (six months in some contexts), for any reason. Note that this reason must not include taking up employment with a resident employer.

Migration: The term migration refers to change of someone's physical presence from one geographic location to another. This geographic location can be administrative regions within a country or across international borders. When the change of location happens between administrative regions within a country, we refer to this as **Internal Migration**. On the other hand, when the change of location is from one country to another country i.e. across international borders, then this is referred to **External/International Migration**.

Migrant:

- **Internal migrant:** This is a person who has changed location/residence from one geographic area to another within the same country or geopolitical entity.
- **International migrant:** This is a person who has changed location/residence from one country or geopolitical entity to another
- **Returnee or return migrant:** Return migrants include those household members who used to live outside the household either within the country or outside the country BUT have now returned to live in the household or somewhere else in the country. In this survey, only return migrants who have returned into the country within the past five years are considered. Those who have returned more than five years are not to be captured in this survey.
- **Current migrants:** Current migrants include those household members who used to live in the household but are currently living outside the household either within the country in a different district (internal migrant) or outside the country (external migrant). These are members who have been away for more than six months without returning. What about the intention? Review the definition and the timing
- **Potential migrant:** Any individual within the selected household that is between 18-25 years of age. This person has to be listed in the HH roster.

Remittances: Remittances include the value of money (cash) and food and non-food goods received by the household either from a current migrant, a non-household member or a return migrant.

School: School, in the context of the education system in The Gambia, includes the conventional systems as well as the Madrassah. Those who have only been to *Daara* are not regarded as people who have been to school. The reason behind this is that while the conventional and Madrassah systems have curriculum that they follow leading to a recognized qualification, *Daara* does not have this.

III. FIELDWORK LOGISTICS AND RULES

1. GENERAL

The fieldwork team is in charge of implementing the survey and will include a coordinator, senior researchers, and statisticians and data collection agents.

The survey is scheduled to take 5 weeks in August and September 2019. The allocation of EAs to the different teams will be made to accommodate travel and supervision of teams. Communication and sensitization work have been carried out beforehand with the local authorities in order to facilitate team's work in communities and households.

2. TEAM AND WORKING RELATIONSHIPS

You will work in a team of five people each under the supervision of a team leader (Supervisor). The interviewers must stay in constant contact with their supervisor, inform him/her of any difficulties encountered in the field and request his/her intervention if necessary.

Throughout the data collection process, you (interviewers and supervisors) will be in contact with the data controllers who will check the quality of the data sent every day and in case of problems will contact you to correct or confirm the data sent.

3. ETHICAL CONSIDERATIONS

Following the World Bank's instructions and based on the ethical requirements of the study coordination team, the participation of any individual (the data collection agents and respondents) in this survey will be based on **free, prior and informed consent**. Therefore, before any interview in which the respondent agrees to participate voluntarily, you must get the respondent consent. For people who cannot read or write in English, you are required to translate the content before starting the interviews.

IV. ROLES DURING FIELDWORK

1. ROLE OF INTERVIEWERS

As an interviewer, your main role will be to administer the questionnaire to the different households in the EAs that have been allocated to you.

To accomplish your task, GBOS will provide you with the working documents and office supplies you need to do your job properly.

1. ROLE OF SUPERVISORS

You must help interviewers to locate the EAs and households allocated to them and help them to solve any problems they will encounter during the interviews. In addition, you are also responsible for administering the questionnaires to community leaders.

Every evening during the debriefing sessions, you would check whether interviewers have followed the instructions more specifically related to prior, free and informed consent. Failure to comply with this instruction is synonymous of automatic exclusion of the interviewer.

To ensure the quality of the data collected, you must also:

- Randomly select and verify some of the addresses allocated to the interviewer to ensure that they have surveyed the appropriate households in the EA;
- Randomly select and verify at least one questionnaire from each interviewer to ensure that it is complete and its content is coherent;
- Observe some interviews to ensure that they are asking the questions correctly and recording the answers correctly;
- Meet with team member to discuss the results and assign the work for the next day.

2. FIELD VISIT OF THE GBOS COORDINATION TEAM

In order to ensure that the data collection process runs smoothly, the GBOS coordination team will regularly visit the field. They will attend in some interviews to ensure that the interviewers administer and ask the questions properly. They will also verify that each interviewer implements and complies with the instructions and regulations set out above in this manual. Otherwise, an interviewer who violates these instructions and regulations will be excluded from the survey.

3. CHECKING THE CONSISTENCY AND COMPLETENESS OF THE DATA

A team of statisticians will verify the consistency and completeness of the data. They will clean the data sent on a daily basis to detect problems of inconsistency in the data and missing responses. Interviewers and supervisors will be called back by the controllers whenever they detect a problem of inconsistency in the data they have provided. A correction procedure will be implemented to correct or confirm the information sent by the interviewer before the team leaves the collection area or locality.

Requests for correction or confirmation will be sent to you in a Word file to which you must reply by e-mail. You are required to correct or confirm the answers to the questions requested by the controller as soon as possible.

V. ATTITUDES AND BEHAVIOURS

This section will present some tips and attitudes that the collection agent should adopt during interviews. The interviewers are required to memorize the DO's and DON'T below.

DO's	DON'T
- Turn off/silent your mobile phone before starting the interview	- Be disrespectful and in a hurry
- Confirm with the participant that the venue is convenient for her/him	- Modify the questions of the questionnaire
- Inform the respondent of the objectives of the study and share relevant contact details including those for psychosocial support	- Promise anything to respondent (money, jobs etc...) the purpose of the study if to collect information only
- Obtain free and informed consent from the respondent	- Be too pushy but rather prescriptive
- Inform her/him of the length of the interview	- Interview without being prepared (Tablet with low battery, no water etc...)
- Test your tablet and verify the battery	- Involve individual outside of your team
- Remember to thank the respondent for her/his time	- Probe excessively

1. ESTABLISHING A GOOD RELATIONSHIP WITH THE RESPONDENT

- You should always be **courteous** and **tactful** when dealing with respondents. Above all, your attitude towards the respondents during the survey must be one of respect to obtain **reliable information**. Dressing appropriately is also important.
- You should seek to **gain the trust** of respondents (Head of household, returned migrant and potential migrant) by being patient and having a cordial attitude and a sense of communication in order to guarantee the quality of the information collected.
- If necessary, you must present **your national identity card and explain the purpose** of your visit to the head of the household before starting your interview.
- You should not **ask respondents for services** (in kind or in money) or promising them anything and/or government assistance.
- Due to the confidentiality of information collected from households, **you should not involve people outside your team in your work**. Also, it is not allowed to use objects that may violate the confidentiality of the information collected (photographs, etc.).
- At the start of the interview, **always determine if the respondent has any appointments** in the next two hours or three. If sufficient time is available to complete several modules of the questionnaire before the respondent's appointment elsewhere, proceed and complete as much of the interview as possible. When the respondent must leave, schedule another meeting in the next day or two (up to 3 attempts), to enable you to complete the interview.
- Pay attention and observe the respondent before, during and after the interview. **If the respondent shows sign of tiredness**, motivate her/him and in the worst-case re-schedule the interview.
- Do not forget at any time that you must respect every person met during this exercise.

2. TIPS FOR CONDUCTING THE INTERVIEW

- Try to make a good impression at the beginning of each interview. When you first approach respondents, do your best to put them at ease. With a few well-chosen words, you can put the respondent in a favourable state of mind for the interview. **Ask for the respondent's consent and have them sign the consent form. You must obtain the respondent's consent to participate in the survey before you start asking the questions.**
- Always take a positive approach. Don't look apologetic, don't use expressions like "Are you too busy?". Such questions may lead to a refusal before the interview begins.
- In your interviews, you should limit yourself to **the objectives of this survey** by asking the questions in the questionnaire. If necessary, you can ask additional questions only to cross-check them with other information to ensure their consistency and improve the quality of the data collected.
- At all stages of the interviews with respondents, **you should be alert to errors.** These can be accidental or deliberate. You can never force people to give answers that they do not want to give, but you can approach any concerns with diplomatic and intelligent interviewing. Moreover, **you should not probe excessively** after seeking initial clarification from the respondent. If you feel that the respondent is not being truthful with you, continue with the interview as usual and make note of this in the comments section of the questionnaire.

3. Additional instructions for the questionnaire

- **How to correct mistakes:** Answers can be revised/corrected (ex: names) by going back to the module of interest and modifying the entry
- **The "other, specify" category:** In order to include all possible responses, some questions include a response option of "other" to record responses that are not covered by any of the pre-coded responses. When you select this response, type in a brief explanation of the response. Always be sure that whatever you are writing under "other, specify" is in fact not already addressed by one of the pre-filled responses.
- **Historical events and age:** Some questions in the questionnaire ask about the age of respondents, assets or other items they own, as well as some dates. Many respondents will find it difficult to remember very specific dates or historical events. You may assist the respondent by allowing them some time to remember the events. You may also repeat the question as this could help the respondent to remember a commonly known event that occurred in their country of origin
- **Absence of information or response:** Parts of the questionnaire may not be completed either because of lack of information or lack of response from the interviewee.

The questionnaire offers these codes:

- Prefer not to say (code 99)
- Do not know (Code 98)

You should use these codes very rarely. Your supervisors will warn you if they feel that you are unnecessarily or too frequently using these codes, as their excessive use may indicate a lack of effort on your part to collect the required information from the respondents.

In case of interviews where this answer is frequent, include a comment at the end of the section or at the end of the questionnaire highlighting this issue.

- **Flows and skip:** In order to have a logical order to the questionnaire, the survey has been designed with a system of skips that allows you to conduct the interview following the logical sequence of

questions. The program used to administer the questionnaire on the tablet will automatically consider the skips based on responses to questions already provided.

- **Respondents:** The questionnaire has two broad parts. The first part is a household-level component and should be administered to the most knowledgeable person about household issues. The second part is the individual component (returnees and potential migrants). The part should be administered in a confidential setting and the respondent for all the questions should be the migrant himself and no one else except: There may be individuals in the household who are unable to respond for themselves, either because of a disability or because of age. In these cases, the best-informed member of the household should provide responses for them.
- **Dealing with sensitive respondents:** During the interview, you will be faced with situations where the respondent may react to some of the questions posed. Some possible reactions may be refusal to respond, aggressive (verbal or physical) behaviour or emotional breakdown. In all of these situations, temporarily interrupt the interview and try to calm the respondent. Give him some time to calm down. Try to reassure in a polite way. If the condition persists, immediately contact your field supervisor to seek advice.

If the respondent refuses to answer

Try to reassure the respondent that all information provided will be kept strictly confidential, but do not insist that they provide responses. Ask the respondent if they need a break, offering to continue at a later time. Remember that according to the consent form, he/she is not obliged to respond. If the refusal becomes repetitive or the respondent's behaviour is clearly antagonistic, you can politely inquire into the reason for refusal or unwillingness to answer. If you realize that the respondent is hesitant to respond to specific questions, try to suggest proceeding on to other sections of the questionnaire. However, if communication is clearly impossible, kindly thank the respondent and end the interview. Ask if you can return at a later time to continue again with the interview. Remember to make a note of this in the *General Comments* section before submitting the questionnaire.

If the respondent has some form of aggressive behaviour

Aggressiveness will not be uncommon as respondents are living in stressful situations and might be frustrated by feelings and concerns that arise as a result the questions – the uncertainty of their status, the absence of their loved ones, and the potentially multiple interviews to which they have already had to respond. The hostile behaviour could take the form of abrupt and rigid verbal or even physical reaction. Try to maintain self-control, keep calm and avoid escalation. Kindly asking the respondent if he would prefer to stop the interview is the safest way to react. If necessary, urgently contact staff from the reception centre as well as your field supervisor. The goal is to maintain respect for the respondent at all times, while also ensuring your own safety.

If the respondent experiences emotional breakdowns

You should be ready to deal with emotional breakdowns as the survey questions may remind the respondent of traumatic and sometimes extremely violent experiences.

Try to maintain self-control, keep calm and be respectful. Temporarily interrupt the interview and give the respondent some time to calm down. Once you see that the respondent is calm, kindly ask the respondent if he is willing to continue with the interview. If he is not willing to continue and wishes to stop the interview, thank the respondent and end the interview. Remember to note this in the *General*

Comments section before submitting the questionnaire of. After you complete the interview, kindly inform your supervisor and staff from the reception centre if additional support is needed for the respondent.

VI. WORKING TOOLS

1. LIST OF EAs AND HOUSEHOLDS

The list of households selected in each enumeration area will be provided to each supervisor as a guide to conducting the interviews in the correct households.

The quota sheet is specific to each interviewer and constitutes a form of summary of the interviews to carry out. It will allow the interviewer to follow the progress of his interviews.

This sheet will allow supervisors to make daily reports to the study coordinators: number of interviews conducted, number of interviews remaining, number of refusals, number of households absent.

2. THE HOUSEHOLD QUESTIONNAIRE

This questionnaire is addressed to households and will be administered by the interviewers. There are three (3) main sections intended for the 3 types of respondents:

- Part 1: It includes sections 0 to 6 for the main respondent, including identification of internal and international migrants and transfers received by households.
- Part 2: it covers section 7 and is intended for the return migrant
- Part 3: It covers section 8 and is intended for the potential migrant.
- Part 4: It covers section 9 which deals with personality, behaviour and perspective

The questionnaire is implemented on a tablet (CAPI). However, it is essential that you always carry copies of the paper version with you in case there is a problem with the tablet or CAPI version.

2.1 The participant's information sheet

The information sheet contains essential information on the survey and the contacts of the study coordinators. It should be given to respondents for their information and allow them to contact the study coordinators for additional information if necessary (see consent form in annex for details).

While introducing the study and getting respondent's consent, the interviewer will provide all respondent a contact person for psychosocial support in their respective country.

3. THE WORKING TOOLS

Before the survey starts, GBOS will provide you with the following work tools:

- A tablet in which the CAPI version of the questionnaire will be installed.
- A charger and a charging power Bank
- A notepad for taking necessary notes to make your daily reports
- Pens
- Papers version of the question
- A paper version of this manual
- A bag to hold the different tools
- A t-shirt and photo IDs for identification purposes.
- Boots

NB: Protecting your work tools against theft, physical shock or loss is crucial to the continuation of the survey and the protection of the data collected. It is essential to ensure that your tablets and Power Bank are well charged on the eve of each data collection day.

VII. THE CAPI SECTION

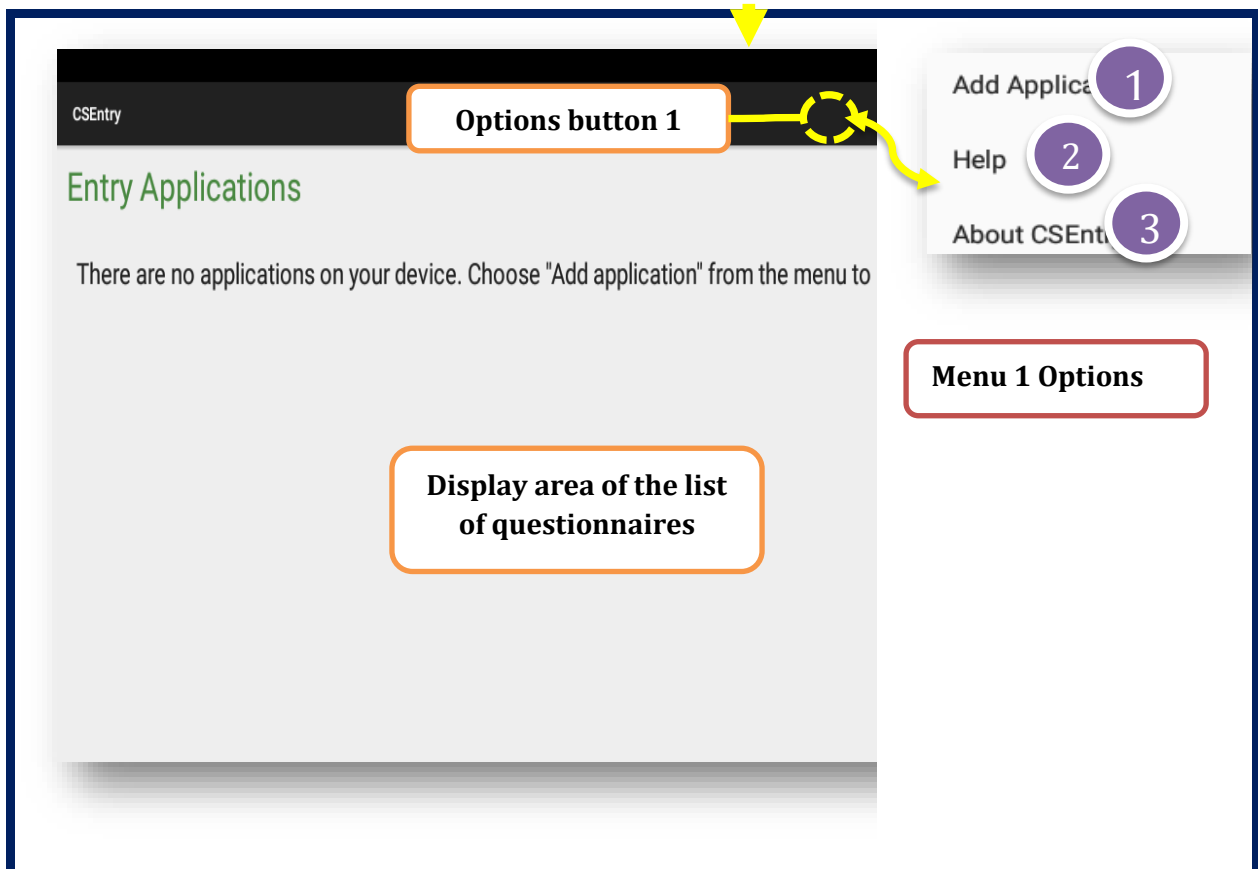
1. INTRODUCTION

This section will allow interviewers and supervisors (data collection agents) to be acquainted with the different tools and functionalities of the **CSEntry** application.

a) CSEntry application

To launch the data collection application, the agent must click on the icon **CSEntry** above located at the tablet's applications menu.

Once you have launched the **CSEntry** application, an authentication request may be required. You should enter your "username" and "password" to access the questionnaire if it is already installed.



Once the previous step completed, you access the "Display area of the list of questionnaires" interface, which is empty if no application (questionnaire) is previously installed.

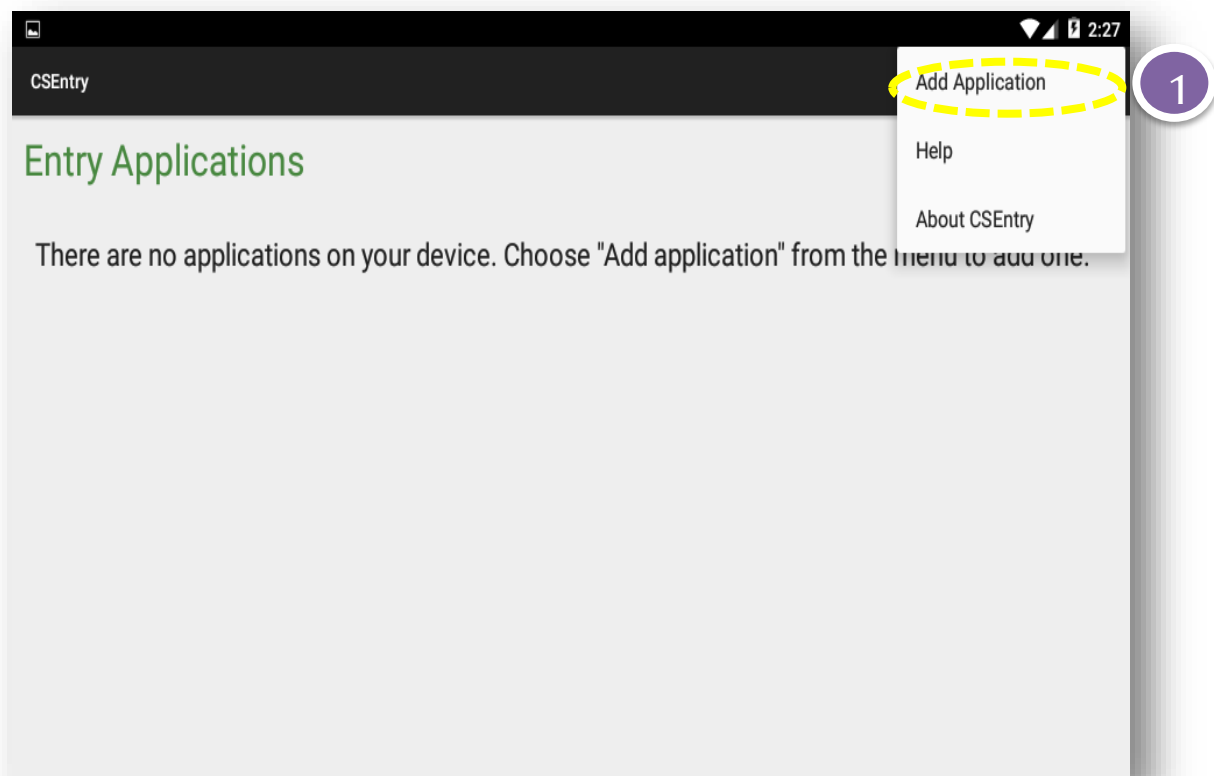
To view the different options available to you at startup, click on the "Options button 1" (Error! Reference source not found.). Then you'll see the "Menu 1 Options". In this menu you have three (3) options.

- ① → "Add Application": this allows you to download a new application (questionnaire) or to update an already installed application.
- ② → "Help": this option displays the CSEntry help if you have an internet connection.
- ③ → Option "About CSEntry": this option gives you information about CSEntry, such as the version and language, the update date and the version of Android used.



2. HOW TO DOWNLOAD AND UPDATE THE QUESTIONNAIRE

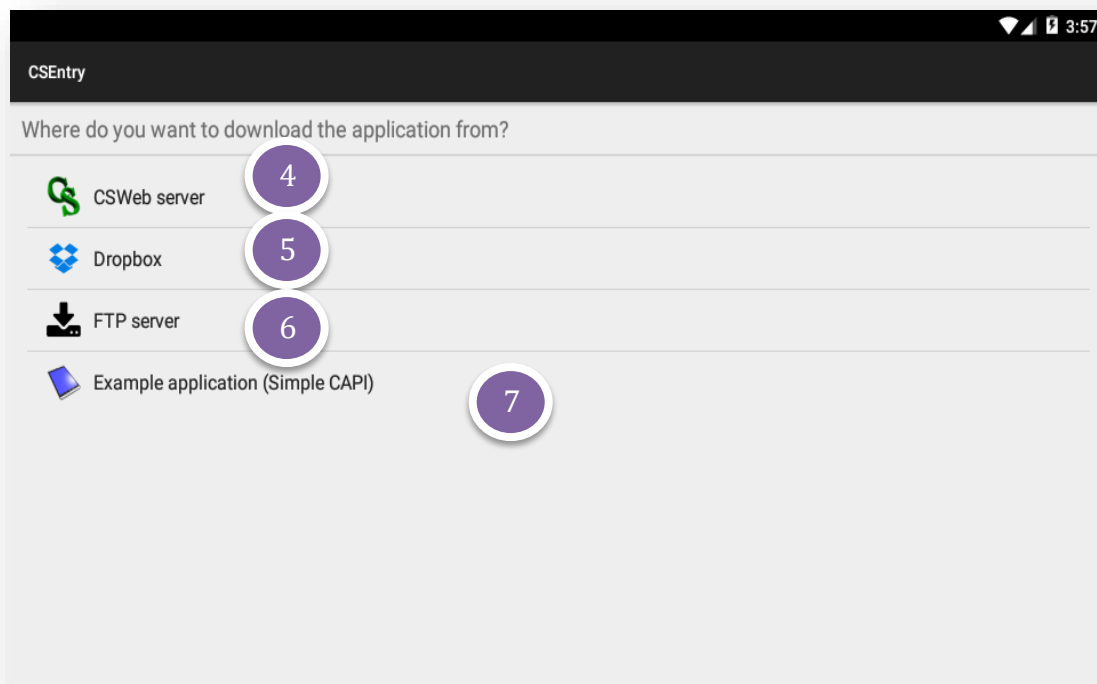
To be able to download or update an application (questionnaire), you must ensure that your tablet is connected to the internet (connections to mobile data or Wi-Fi).



Once your tablet is connected to the Internet, click on the "Add Application" option (option 1) as shown in "Capture 3". You will get the "Capture 4" below.

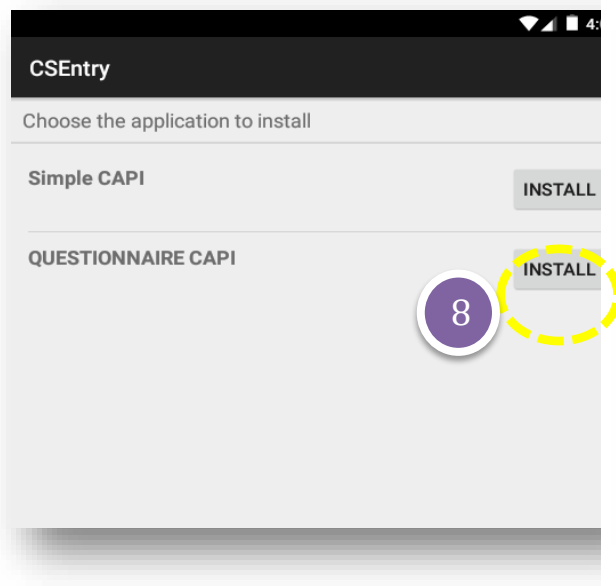
In the new window that appears, you will have three (3) options to download or update a data collection application:

- ④ ➔ Option "**Server CSWeb**"
- ⑤ ➔ Option "**Dropbox**": **We will use this option in the rest of this manual.**
- ⑥ ➔ Option "**FTP server**"
- ⑦ ➔ Option 7 allows you to test an application (questionnaire) preinstalled in **CSEntry**. This option is not to be used to download or update a data collection application (questionnaire) in the context of this survey.

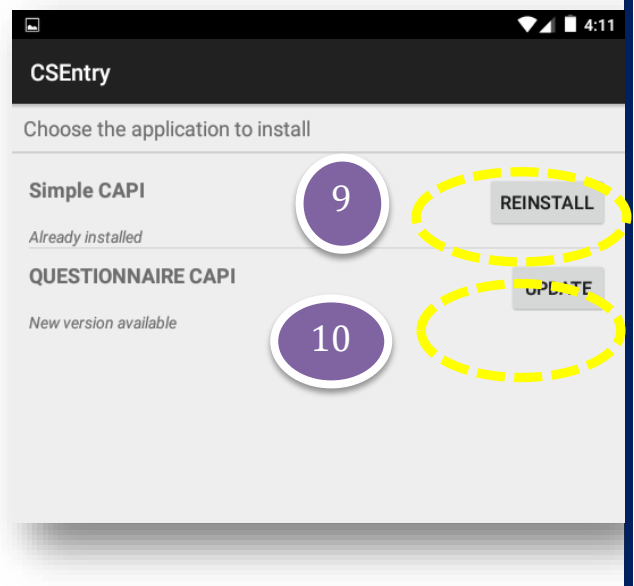


To install or update an application (questionnaire), click on the "**Dropbox**" option (**option 5**). After a few minutes and depending on the quality of the internet connection, you will get the "**Capture 5a**" or the "**Capture 5b**".

Capture 5a: Install an application



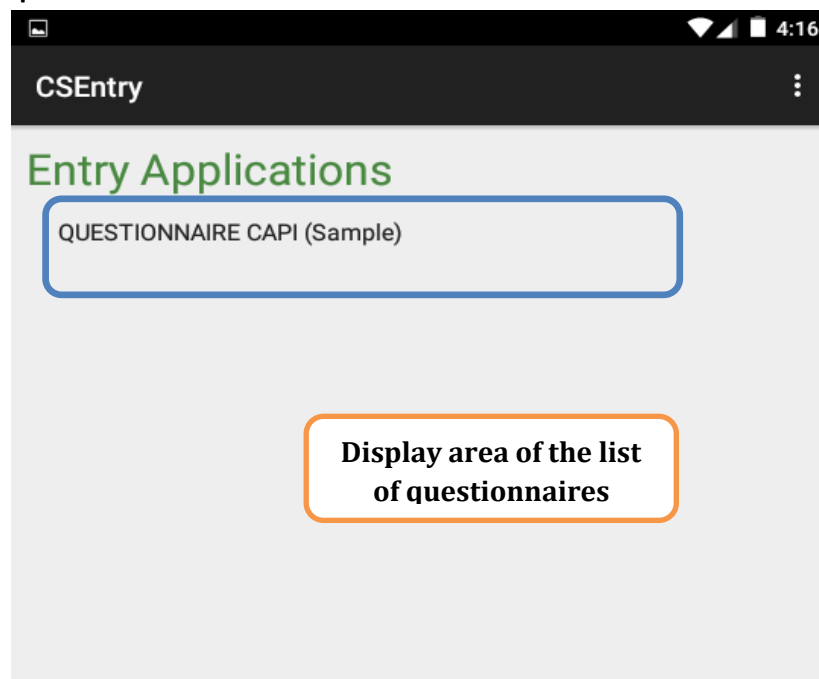
5b Capture: Reinstall or Update application



In the **"Error! Reference source not found."** You will have one or all of these options at a time:

- ⑧ → **"INSTALL"** button: click on this button to install a new application (questionnaire). In this example, the "CAPI QUESTIONNAIRE" application has been installed.
- ⑨ → **"REINSTALL"** button: click on this button to reinstall an application previously installed on your tablet.
- ⑩ → **"UPDATE"** button: click on this button to update your data collection application.

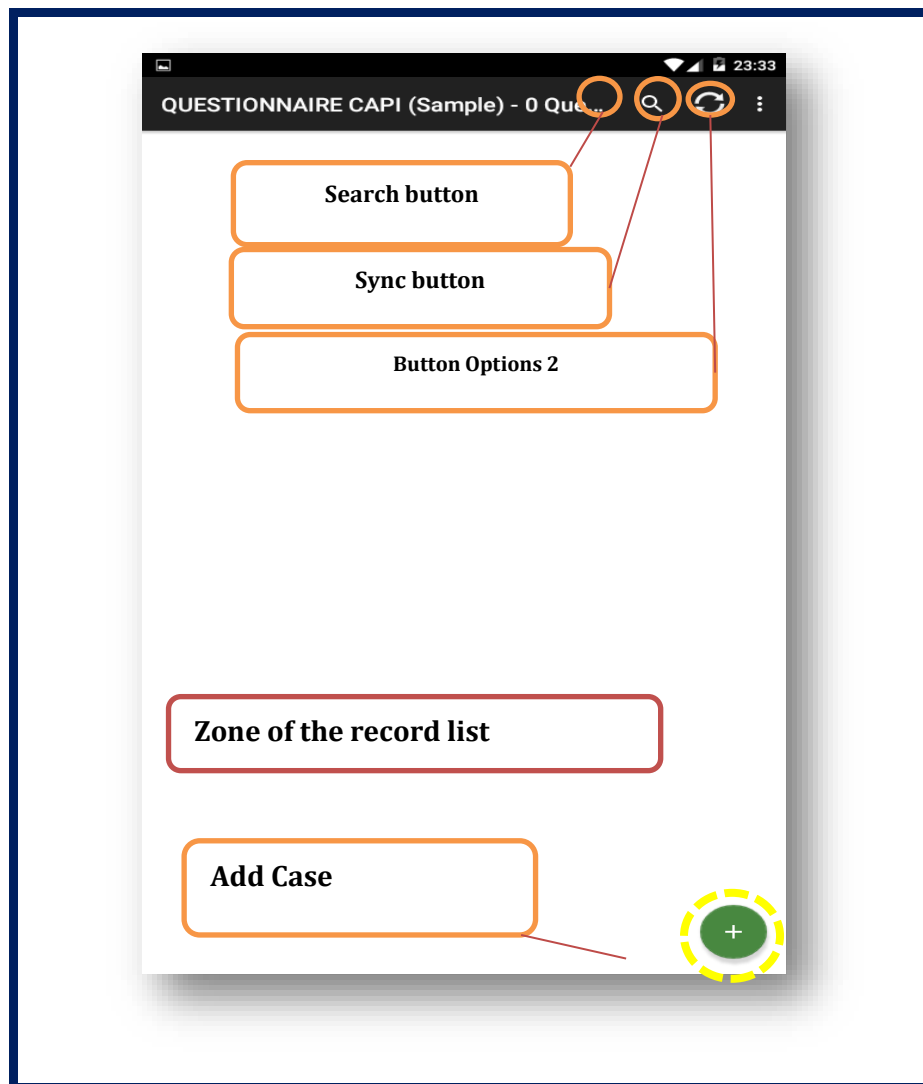
Once the application (questionnaire) installed, it will appear in the **"Display area of the list of questionnaires"** as shown in the **"Error! Reference source not found."**




During the next startup of **CSEntry**, all data collection applications on the tablet will be displayed instantly. Click on the application you want to use to open it.

3. KEY OPTIONS IN THE QUESTIONNAIRE FILLING MODE

When opening the application (questionnaire installed), you will have access to other options that are only available in filling mode.





To view the different options available (after choosing the questionnaire), click on the "**Options Button 2**,  " (**Error! Reference source not found.**). You will then see the "Menu 2 Options" displayed. In this menu you have the following options:


- ⑪ → "**Sort alphabetically**" records
- ⑫ → "**Show Incomplete Cases Only**": to display uncompleted records

⑬ → **"Show Cases Labels"**


⑬ You also have buttons to perform the following tasks:

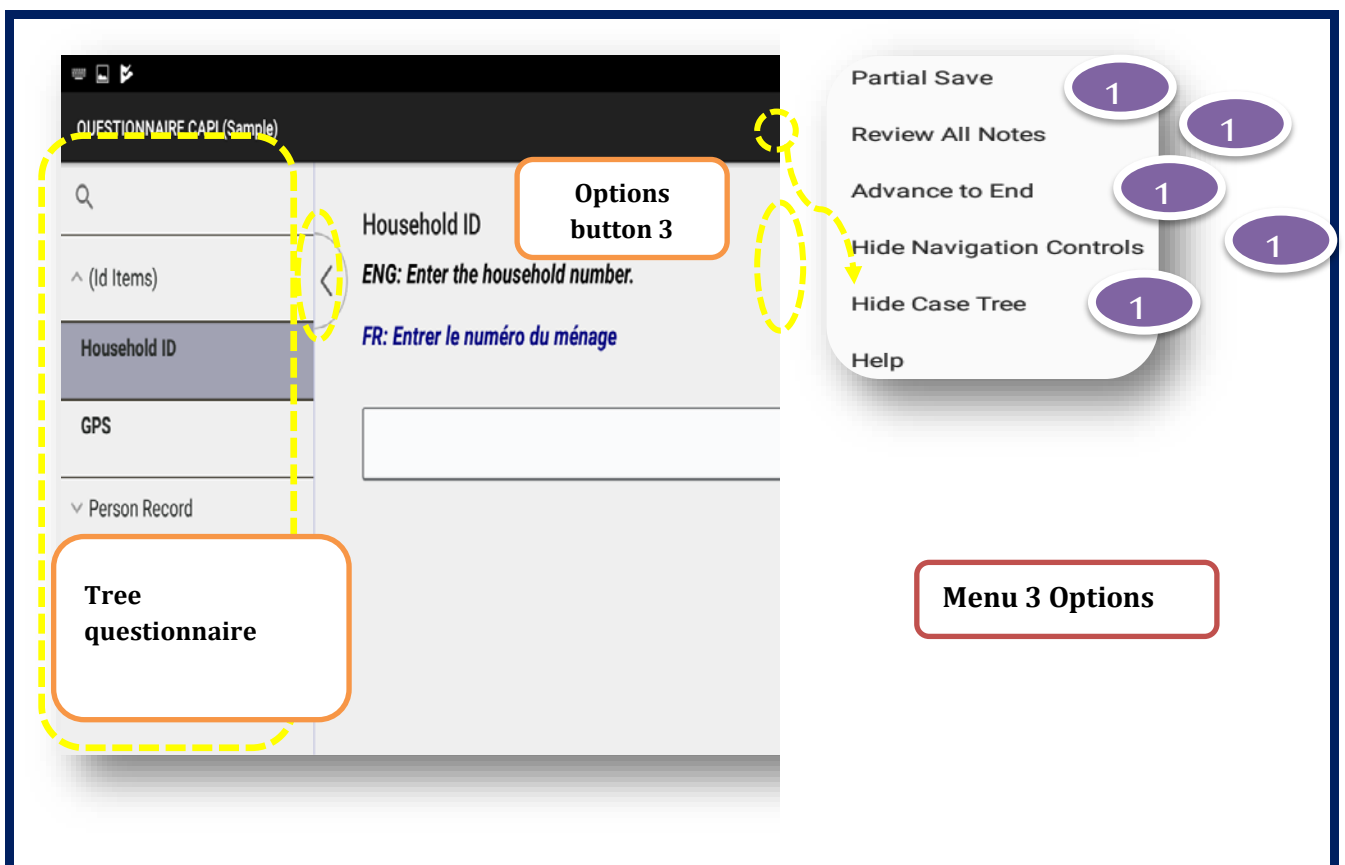
→ To search a record click on the **"Search Button,"** 

→ To send or to synchronize data, click the **"Synchronize button,"** .

→ To add a new record (questionnaire), click the button **"Add Case,"** .

a) Presentation of the different buttons and options in filling mode (Tree case, navigation controls, Partial save, Review notes, advanced to end, save)





Once you click on the **"Add Case,"**  button, you will get a window as shown in "Capture 8".







In filling mode, you can click on the "Options Button 3," to display options to perform the following tasks:

⑭ → **"Partial Save"**: this option allows you to partially record an uncompleted questionnaire in order to continue the interview at a later date.

⑮ → **"Review Notes"**: This option displays the old notes and allows you to modify them.

- ⑩ ➔ **"Advanced to End"**: this option allows you to skip to the end of the ongoing questionnaire.
- ⑪ ➔ **"Hide Navigation Controls"** or **"Show Navigation Controls"**: this option allows you to show or hide the navigation buttons  & .
- ⑫ ➔ **"Hide Case Tree"** or **"Show Case Tree"**: this option allows you to show or hide the case tree.
- If the tree structure is hidden, click on the option **"Show Case Tree structure"**. The case tree will display all responses that have been entered in the data entry application, indicating the question label and the value of the field. By clicking on the name of a variable, you will be directed to the input field of that variable. This allows you to quickly move from one part of the questionnaire to another. Click on the arrows  and  to access the hierarchy of variables. For example, you can move from details about a person to details about the household.

In addition to these options, there are other buttons in filling mode. In **"Capture 8"**, we can also distinguish the following buttons:


- ⇒ The **"Next"** button  to move to the next question;
- ⇒ The **"Back"** button  to return to the previous question
- ⇒ The button **"Add Note"**  to add a note to the question undergoing recording..
- ⇒ Click on the back button  of the tablet to close the window for adding or modifying a questionnaire.

4. How to complete the different types of questions (Open Question, Single Choice, Multiple Choice and, Roster).

Open-ended text question

Open-ended text questions take into account both characters and numbers.

To enter data in a text box field, simply type the response using the keyboard. If a keyboard does not appear automatically, click on the field and a keyboard will appear. If your keyboard has a Next key, you can click on

it to move to the next field or use the "next" button . See the illustration in **"Error! Reference source not found."**.

BEFORE

QUESTIONNAIRE CAPI (Sample)

ENG: Enter the name of the next person in the household. Include everyone living or staying in this household. Do not enter anything and press Next if all persons have been recorded.

FR: Entrez le nom de la prochaine personne du ménage. Incluez toutes les personnes vivant ou séjournant dans ce ménage. N'entrez rien et appuyez sur Suivant si toutes les personnes ont été enregistrées.

First Name {NOM}

Last Name...

Relationship {Lien...}

Sex {Sexe}

Age {Age}

Literate...

Languages Spok...

Languages Spok...

Main Language {...

AFTER

QUESTIONNAIRE CAPI (Sample)

Fama TERANGUA

ENG: Enter the name of the next person in the household. Include everyone living or staying in this household. Do not enter anything and press Next if all persons have been recorded.

FR: Entrez le nom de la prochaine personne du ménage. Incluez toutes les personnes vivant ou séjournant dans ce ménage. N'entrez rien et appuyez sur Suivant si toutes les personnes ont été enregistrées.

First Name {NOM}

Last Name...

Relationship {Lien...}

Sex {Sexe}

Age {Age}

Literate...

Languages Spok...


Languages Spok...

Main Language {...

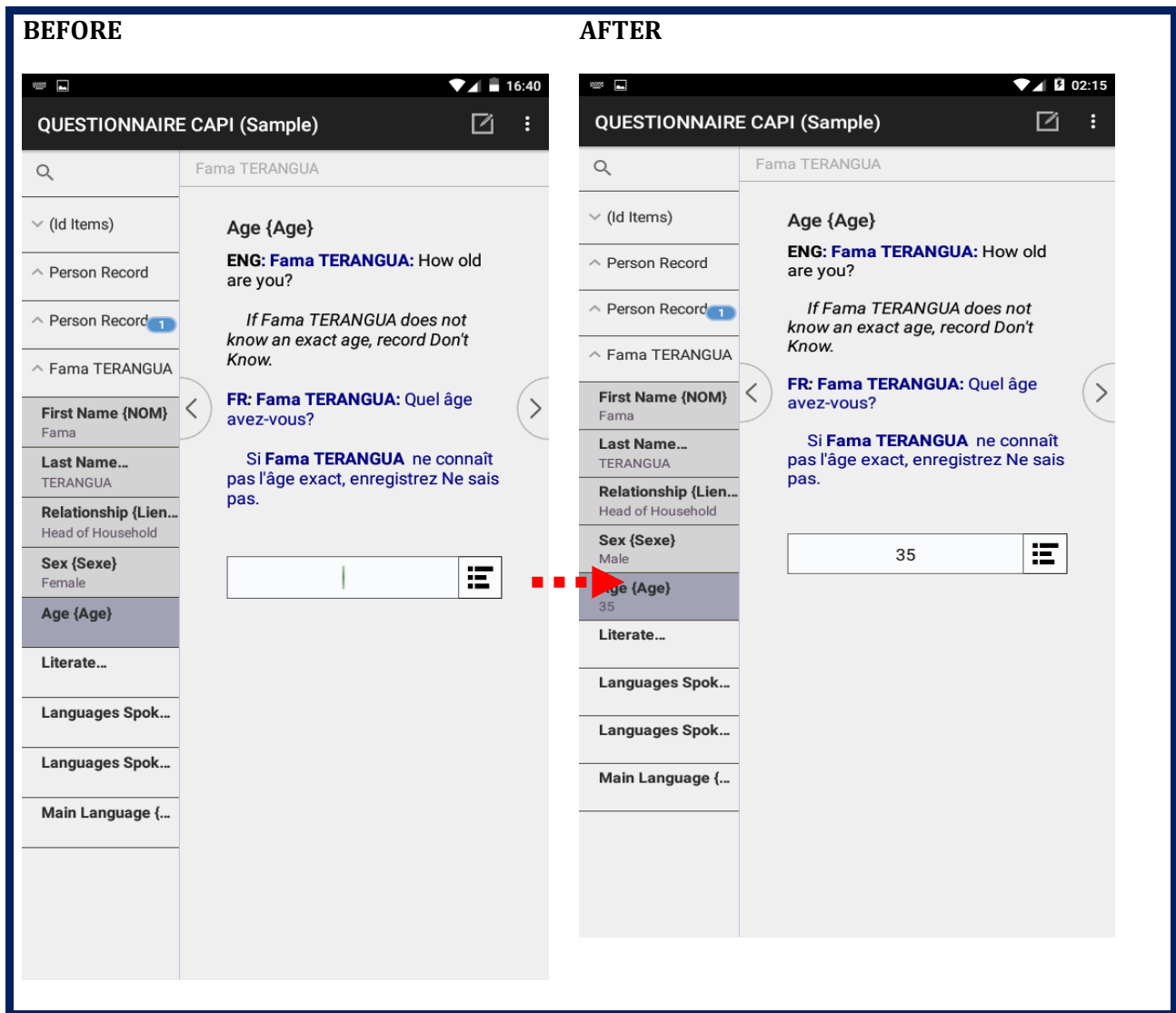
Open-ended numerical question

Unlike text questions, numeric questions only accept numbers (integers and decimals).

To enter data in a numerical box field, simply type the response using the keyboard. If a keyboard does not appear automatically, click on the field and a keyboard will appear. If your keyboard has a Next key, you can

click on it to move to the next field or use the "next" button . See the illustration in "[Capture 1](#)".

Capture 1: Open-ended numerical question



Single-choice question (Radio button)

When presented with a list of radio buttons, you must select one, and only one, response. Click on the response label, or the corresponding radio button, to make your selection. Refer to the illustration in "**Error! Reference source not found.**"

BEFORE

AFTER

Multiple Choice (Check box)

When shown checkboxes, you can select none, one, or multiple responses. Click on the response label, or the corresponding checkbox, to make a selection. Once you are finished making all selections, you can proceed to the next field.

QUESTIONNAIRE CAPI (Sample)

Fama TERANGUA

ENG: Fama TERANGUA: What languages do you speak?

If Fama TERANGUA lists only one language, probe and ask if Fama TERANGUA speaks more than one language.

FR: Fama TERANGUA: Quelles langues parlez-vous ?

Si Fama TERANGUA donne une seule langue, interrogez et demandez si Fama TERANGUA parle plus d'une langue.

First Name {NOM}
Fama

Last Name...
TERANGUA

Relationship {Lien...}
Head of Household

Sex {Sexe}
Female

Age {Age}
35

Literate...
Yes

Languages Spoken {Les langues parlées}

Arabic (العربية) ☐

Bengali (বাংলা) ☐

Cantonese (粵語) ☐

English ☐

French (Français) ☐

German (Deutsch) ☐

Gujarati (ગુજરાતી) ☐

Hindi (हिन्दी) ☐

QUESTIONNAIRE CAPI (Sample)

Fama TERANGUA

ENG: Fama TERANGUA: What languages do you speak?

If Fama TERANGUA lists only one language, probe and ask if Fama TERANGUA speaks more than one language.

FR: Fama TERANGUA: Quelles langues parlez-vous ?

Si Fama TERANGUA donne une seule langue, interrogez et demandez si Fama TERANGUA parle plus d'une langue.

First Name {NOM}
Fama

Last Name...
TERANGUA

Relationship {Lien...}
Head of Household

Sex {Sexe}
Female

Age {Age}
35

Literate...
Yes

Languages Spoken {Les langues parlées}

Arabic (العربية) ☒

Bengali (বাংলা) ☐

Cantonese (粵語) ☐

English ☒

French (Français) ☒

German (Deutsch) ☐

Gujarati (ગુજરાતી) ☐

Hindi (हिन्दी) ☐

Roster (table)

Rosters are tables that group together several questions about many subjects.

A roster (table) is materialized by a succession of questions. You will be asked to enter the answers to the questions in the table one by one. However, the label will be used as a reference when filling in the table.

To be able to modify the information on a subject you must display the tree case as shown in "**Capture 13**" below giving the example of two levels of recording in a roster

In "Capture 13a" the data collector is at the 1st record and in "Capture 13b" he is at the 4th record.

13a capture : RECORDING DEBUT

13b capture: 4th RECORDING

QUESTIONNAIRE CAPI (Sample)

16:40

Q Fama TERANGUA

∨ (Id Items)

∧ Person Record

∧ Person Record 1

∧ Fama TERANGUA

First Name {NOM} Fama

Last Name... TERANGUA

Relationship {Lien...} Head of Household

Sex {Sexe} Female

Age {Age}

Age {Age}

ENG: Fama TERANGUA: How old are you?

If Fama TERANGUA does not know an exact age, record Don't Know.

FR: Fama TERANGUA: Quel âge avez-vous?

Si Fama TERANGUA ne connaît pas l'âge exact, enregistrez Ne sais pas.

QUESTIONNAIRE CAPI (Sample)

02:38

Q AWA TERANGUA

∨ (Id Items)

∧ Person Record

∧ Person Record 4

∨ Fama TERANGUA

∨ Alassane TERANGUA

∧ AWA TERANGUA

First Name {NOM} AWA

Last Name... TERANGUA

Main Language {La langue principale}

ENG: AWA TERANGUA: What is the language that you speak most frequently?

FR: AWA TERANGUA: Quelle est la langue que vous parlez le plus souvent ?

Arabic (العربية) ☐

Cantonese (粵語) ☒

French (Français) ☐

e) Type of message (warning, error)

During the completion of the questionnaire you may encounter two (2) main types of messages: warnings and errors.

➔ **Warnings:** These are messages that inform that there is an inconsistency between the value entered and other variables previously recorded. These messages are usually programmed by the designer of the data entry application or sent by **CSEntry**. (Refer to **Capture 14a**).

➔ **Errors:** these are messages that appear when you have entered incorrect or not allowed values. (Refer to **capture 14b**).

14a capture : WARNING MESSAGE

14a capture : ERROR MESSAGE

QUESTIONNAIRE CAPI (Sample)

AWA TERANGUA

Relationship {Lien de parenté}

AWA TERANGUA: What is your relationship to Fama TERANGUA?

Head of Household

Spouse / Partner

Daughter

ENG: Fama TERANGUA was already marked as the head of household. You cannot have two heads. FR: Fama TERANGUA était déjà marqué comme le chef de famille. Tu ne peux pas avoir deux chefs de ménage.

OK

QUESTIONNAIRE CAPI (Sample)

Household ID

ENG: Enter the household number.

FR: Entrer le numéro du ménage

WARNING: Out of range! Please enter a valid value for HOUSEHOLD_ID

OK

14a capture: WARNING MESSAGE AT THE END OF QUESTIONS

QUESTIONNAIRE CAPI (Sample)

Reading GPS

ENG: Capture the GPS

FR: Capturer le GPS

Stop Adding?

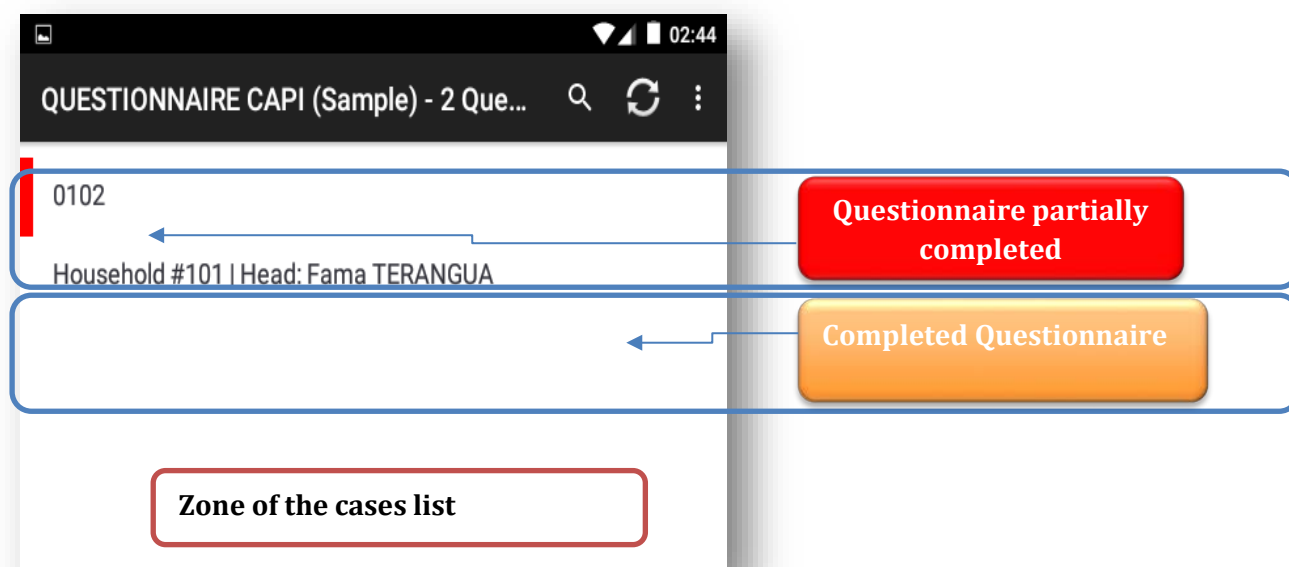
Partial Save

Discard Changes

Cancel


3. Modification of completed or partially completed questionnaire

When you choose to modify information in a questionnaire, the following window appears.



The red line | placed before the number or description of the questionnaire indicates that the questionnaire has been partially saved. You must ensure that the red line indicating the collection status is no longer visible for all the questionnaires listed in this window. This will allow you to distinguish between fully completed and incomplete questionnaires.

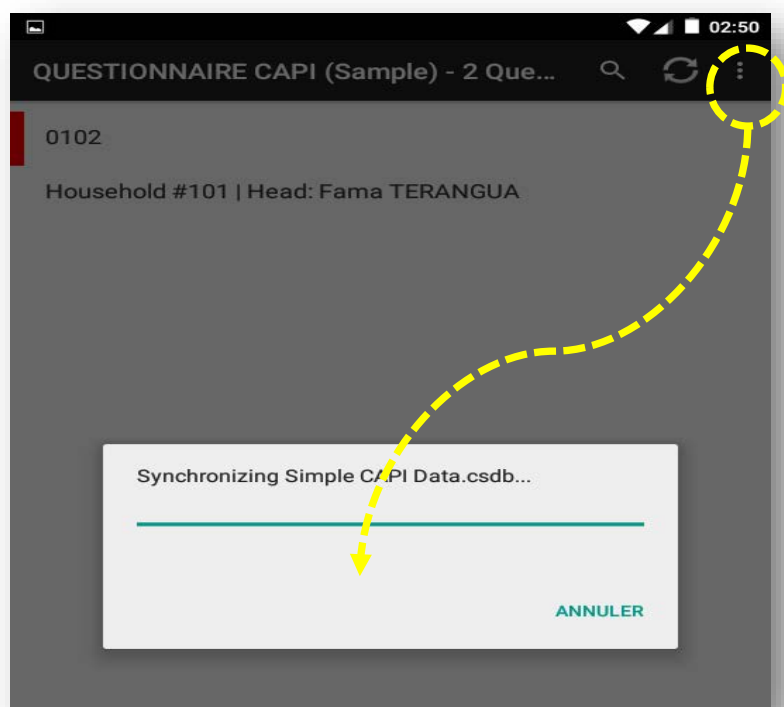
4. Synchronization and sending the collected data

Sending data to the server (Dropbox) requires a stable internet connection. It must be done at the end of each working day. To do this, click on the synchronization button  and the collected data will be automatically sent to the server (Dropbox). If the data transfer is successfully completed, you will be shown that the synchronization has been successful. Otherwise, you will be notified of a synchronization error as follows:

Error connecting to sync server:
java.net.UnknownHostException: Unable to resolve host
"api.dropboxapi.com": No address associated with hostname.

OK

In case of an error as mentioned below, you must ensure that your internet connection is stable or contact your supervisor for data recovery.



VIII. QUESTIONNAIRE SECTIONS

In the following sections, you will find questions that **require specific attention and instructions**. Generally, **always remember to stick to the question and read carefully instructions in CAPI**.

SECTION 1: LIST OF HOUSEHOLD MEMBERS AND THEIR CHARACTERISTICS

- **1.00: Record the first name and family name of all persons present or absent who normally live and take their meals together as well as visitors in the household, starting with the household head**

NB: The names will help you to better collect information on each member of the household and also for the other questionnaires. The information you collect during the interviews are anonymous and confidential. You are to be professional and assure them of confidentiality.

1. The head of household is always the first to be counted and carries the code number **01**;
2. The wife/wives of the head of household. If more than one wife, then list the oldest wife first followed by her children and those whom she is care-giver to. The next wife then follows this and her children and/or those she is caregiver to.
3. The son or daughter in-law of the head of household (from the youngest to the oldest);
4. The parents of the head of the household;

5. The parents-in-law of the head of the household;
6. The brothers and sisters of the head of the household;
7. The brothers or sisters-in-law of the head of the household who normally sleep in the household and recognize the authority of the head of household;
8. The uncles/aunts of the head of the household with their spouses and children who normally sleep and eat in the household. Uncle is the brother of the mother of the household head and the aunt is the sister of the mother/father of the household head.
9. The niece/nephew by blood of the head of the household. The nephew is the son of the sister/brother of the household head while niece is a daughter of the sister/brother of the household head;
10. The niece/nephew by marriage of the head of the household. The niece/nephew by marriage is the niece/nephew of spouse;
11. None of the above-mentioned relatives;
12. Not related. This is a person who is not a member of the family but probably a friend to a member of the family and who eats and resides in the household, including a maid who sleeps at the household.
13. Visitor: This is a person whose duration of stay in a household is less than six months.

NB: Be careful not to leave out any member of the household. For that, write down all members of the household and their residential status like (Present Resident, Absent Resident, Visitors), their relation to the head of household, the date of birth or age in the note book provided, before putting them on the questionnaire and start to collect the information required from each of them for the definition of residents, the column **07** on **residential status**.

- **1.01: Does NAME live and eat in this household for at least 6 months or intend to live and eat in this household for more than 6 months if he / she has joined the household for less than 6 months?**

This question is important to distinguish between the usual household members and visitors. Try to inquire the person has lived in the household **for at least 6 months**. To distinguish overnight guests / temporary who are at the house or other persons who might have slept there last night who are not listed.

- **1.03: What is the sex of (NAME)**

This column concerns the sex of the household member. **Code: 1 for male and, 2 for female.**

NB: Do not take the name of the respondent to determine the sex; ask explicitly the sex of each person.

- **1.04: What is (Name)'s date of birth?**

Request from each member of the household his/her date of birth in day, month and year and write the response in the appropriate box. If the interviewer does not know the day, **record 98** in the cases of the day. If the interviewer does not know the month, record 98 in the cases of the month and 9998 for year.

- **Q1.05: What is the age of (Name) in complete years?**

The age at last birthday of the household member. You are to record this in complete year. Request from each member of the household his / her age at the last birthday.

If less than one year, enter 00 if 97 years or more write 97 if don't know, write 99

Examples:

- For a person born on the 13th February 1953, **write 13/02/1953**
- For a person born on the 13th February, 1953 and the day is not known, write **98/02/1953**
- For a person born on the in 1953 and the day and month are not known, write **98/98/1953**
- For a person **day, month year of birth are not known, write 98/98/9998**

Example:

A person born on 13 February 1953 will be 66 years at 31 December 2019.

- For a person born on the 16th February 2008, write 00, because he has not yet reached an anniversary.
- Use the age indicated by the respondent, to verify the exact date of birth declared and vice-versa.
- In case where a person does not know his/her age, you can estimate it by requesting the respondent to recall a critical event and what age he/she had at the time of the event. For this, you need to use a historical calendar of events.

NB: Try to get the date of birth or at least the year of birth. You should not be content with the age except where you failed to verify the exact date declared.

- **Q1.06: What is (NAME)'s relationship to the household head?**

Relation with the head of household. Please refer to column 1 for the categories of the relationship with the household head.

HEAD	1
SPOUSE / PARTNER	2
SON / DAUGHTER	3
SON-IN-LAW / DAUGHTER-IN-LAW	4
GRAND SON / DAUGHTER	5
PARENT	6
PARENT-IN-LAW	7
BROTHER / SISTER	8
BROTHER-IN-LAW / SISTER-IN-LAW	9
UNCLE/AUNT	10
NIECE / NEPHEW	11
OTHER RELATIVE	12
ADOPTED / FOSTER / STEPCHILD	13
CO-WIVES	14
SERVANT (LIVE-IN)	15
GRAND PARENT	16
OTHER (NOT RELATED)	96
DK	98

How to fill these columns:

To properly fill these columns, you should have the list of the household head, members and the relationship of each member with the head of household. For that, you should already, as was previously requested, have properly listed the household members in the order as recommended. list on scrap paper all members and their residential status and relation. Then, determine the relation between each member and the head of household, and note one of these following codes according to the response of the respondent.

- **Q1.07: What is (Names)'s marital status?**

This question is asked about all household members who are 12 years old or more. Determine all those eligible and ask about their marital status starting from the household head. Request from each member of the household his/her marital status. The marital status indicates the status of the individual as regards marriage. Many marital statuses are identified below, if response option selected is 9, probing is necessary.

1	MONOGAMOUS
2	1ST WIFE
3	2 WIVES/ 2ND WIFE
4	3 WIVES/ 3RD WIFE
5	4 WIVES / 4TH WIFE
6	NEVER MARRIED
7	WIDOW
8	DIVORCED
9	FREE UNION/LIVING TOGETHER

- **Q1.09: Does (Name) name have child/ren?**

This the same condition as 1.05, that is, the person must be **12 years old or more**. Be careful here not to include a child or children **who are not biologically born to the person** in question such as adopted children.

- **Q1.10: How many children has (NAME):**

Ask about how many children (NAME) has. This question is mainly concerned about the number of children she has who are living. **These children might not necessarily be in the household.**

- **Q1.30: Was the last school attended by (NAME) a public or private institution?**

Public school refers to those that are being run by government, normally referred to as government school while private school refers to schools that owned by private individuals or organizations.

- **Q1.32: What is the highest grade that (NAME) successfully completed at this level?**

Each education level has corresponding number of years that someone can successfully complete. For instance, the maximum number of years in Early Childhood level is 3 years, for Primary level, the maximum number of years is 6 etc. Successful completion of a grade is to have graduated from that grade onto the one above or confirming the completion of the level.

If someone is in Grade 5 of the Primary school, then the grade that the person successfully completed is 4 after selecting Code 2 in Q1.31. Someone in the second year of university education will have code 7 recorded in Q1.31 and then 1 for Q1.32.

- **Q1.33: What is the highest qualification (NAME) has obtained**

This question is specific to only those for whom codes 25, 26 or 27 are selected in Q1.31. Here, ask about the diploma that the person obtained in this level. If person is still attending this level and has not achieved any diploma, select 21 None.

- **Q1.41: In the last month, did (NAME) work for pay, profit or family gain?**

The last month is again the 30 days precedes the survey. Ask if (NAME) has done any form of work for pay, profit or family gain.

- **Q1.43: In the last month, what was (NAME) labor force status?**

This question asks about employment status of the people in the household in the 30 days preceding the survey and it is specific to only those who are 7 years old or more. In the options provided, persons who receive wages are regarded in option 1. Record the code that correspond to the answer that best describes the person. If response to this question is code 3 then skip to Q1.45.

- **Q1.44: What is the location of (NAME'S) main workplace?**

For those working, the location of their work is the place where they conduct this work. This can be in their own home, somewhere in the settlement where they live or another location out of the settlement of residence. Record the answer that best describes the location of work for the person in question.

SECTION 2: HOUSEHOLD HOUSING CONDITIONS

This section is mainly addressed to **household heads**. If he/she is absent or unavailable, another responsible/knowledgeable member (spouse/brother, etc.) may respond.

- **2.01: What is your living status in your dwelling? (SEE ANNEX for details)**

NB: For sections about materials that are used, select the material that is **predominant**. For sections about source of lighting/electricity, select the source that is **mainly used**.

This question collects information **on the ownership or living status of the dwelling**.

Note that the question pertains to the situation at the time of interview. If the respondent answered Owner/co-owner, record code 1, otherwise choose the appropriate code: 2= Free or subsidized by employer; 3= Rented by employer; 4= Occupied for free or subsidized by parents; 5= Rented by relative/friends; 6= Rented from an individual; 7= Rented from the State; 8= Rented from an NGO; 9= Rented from another

institution and 10= Other (Specify). If there is another arrangement, record '11'; probe if the dwelling is not owned, subsidized or rented, record the response and then specify.

Note: If no household member answered 1, 2, 3 or 9 of question 1.21 then 2, 3 are not valid

NB: If no household member took modalities 1, 2, 3 or 9 of question 1.21 then modalities 2, 3 are not valid.

- **2.02: What type of housing does your household reside in?**

Picture to show to interviewers the different materials, maybe included in manual

Ask the household head or the knowledgeable member the type of housing the household resides in and record the response category as follows:

1= Single dwelling house / villa; 2= Apartment in a building /bungalow; 3= Building in a concession with several buildings; 4= Hut; 5= Shack/room without dependence; 6= Other and then specify the response.

- **2.03: What is the main material of the roof of your housing?**

Revise option and add definition of each

It is best to observe yourself to ascertain the roofing type but if the roof is such that you cannot see it, ask the respondent to tell you the type of roof that the house is covered with. The following are the common roofing types that exist in The Gambia.

We are interested in what is the main material covering the roof, not what is underneath. Record the correct code for the main material of the dwelling roof, based on your observation. Before entering the dwelling, you will be able to observe the correct answer in most cases, but if in doubt, ask. If there is more than one kind of material making up the roof, record the main roofing material (the material that covers the largest amount of roof space).

Note: The 'roof' is what is at the top of the building on the outside, regardless of the number of floors, and whether the selected household occupies all floors.

Note: If 2.02=5 then necessarily the answer is 1.

Natural roofing

21= No Roof;

22= Thatch / Palm leaf

Rudimentary roofing

23= Palm / Bamboo;

24= Wood planks;

25= Cardboard

Finished roofing

26= Metal / Tin;

27= Wood;

29= Ceramic tiles;

31= Roofing shingles;

32= Other and specify the response.

- **2.04 What is the principal material used to construct the outside walls of your housing?**

The outside wall of the building is not the plastering that covers the outer part of the building. Instead, it is the material that surrounding wall of the building is made up of. The walls of the building could be made of mud and then plastered with cement. In this case, the outside wall is mud and not cement.

22	Cane / Palm / Trunks
23	Bamboo with mud
24	Stone with mud
25	Uncovered adobe
26	Plywood
27	Cardboard
28	Reused wood
29	Mud/ Mud bricks
30	Cement
31	Stone with lime / cement
32	Bricks
33	Cement blocks
34	Wood planks / shingles
35	Other (<i>specify</i>)

- **2.07: How many separate rooms are there in your house?**

(Referring to living room, dining room, bedroom, etc.) Excluding bathrooms, hallways and stores / granary. Record the number of rooms reported by the respondent.

- **2.08: Does your household have electricity?**

Record the code corresponding to the answer given. Be sure to record '1' for households the electricity is provided through interconnected grid. If the electricity is provided through an off-grid system like generator or an isolated stand-alone system record '2'. Similarly, if there is no electricity in the household, record 2.

Record 1=Yes and 2=No.

- **2.11: Which type of toilet does your household mainly use?**

Picture to show to interviewers the different materials, maybe include in manual

The purpose of this question is to obtain a measure of how well a household toilet or latrine (sanitation facility) prevents the users from coming into contact with human waste. It may be necessary to observe the facility. If so, ask permission to do so.

If the respondent answers or it is observed that the household members have no facilities or in nature or use the bush or field, enter '9' for 'in nature or no facilities or bush or field' .

1= Flush toilet with sewage; 2= Flush toilet with septic tank; 3= Covered latrines; 4= Improved ventilated latrines; 5= Uncovered latrines; 6= Basin/bucket; 7= Public toilet; 8= At the neighbor's; 9= In nature and 10= Other (specify)

SECTION 3: HOUSEHOLD ASSETS AND SPENDING

This section mainly addresses household heads. If he/she is absent or unavailable, another responsible/knowledgeable member (spouse/brother, etc.) may respond. This question collects information on the ownership of various items owned by any of the household members and the expenditure pattern of the member(s) of the households on consumption, goods and/or services. Read out each item and record the code corresponding to the answer given after each item. Note that only items that are in **functional** order should be regarded in the context. Bicycles for children (used as a toy) should be excluded. For Section 3A (LAND)

- **3.02: What is the value of the following goods consumed by the household over the last 7 days?**
Explain the value of expenditures and the estimated value of consumed assets as needed in Gambian Dalasis (GMD). Record the total estimated value for each item category given by the respondent for the 7 days that preceded the date of the interview.
 1. Foodstuffs (e.g.: cereals, oils, tubers, fruits, vegetables, etc.);
 2. Meat, chicken, fish;
 3. Cooking fuel (e.g.: gas, wood, coal/charcoal);
 4. Transportation costs (e.g.: bus/taxi, fuel);
 5. Telephone/airtime;
 6. Other (e.g.: cigarettes, alcohol, beauty products, hairdresser)

Section 3A: LAND

this section is mainly addressed to household heads. If he/she is absent or unavailable, another responsible member (spouse/brother, etc.) may respond. Agricultural land refers to land that is used for growing crops (the crops may be food for people, food for animals, or other non-food crops), for raising animals, and/or for grazing animals. In answering this question, common land used to graze animals but not owned by the household should not be included. Record the code corresponding to the response given. The assets have to be functional, broken or non-functional assets will not be considered.

A parcel of land is any quantity of land that is large enough to serve as source of agricultural food cultivation. These parcels are measured in different dimensions as can be described by land owners and/or agricultural extension workers.

- **3.08: Which crops have you cultivate in the last 12 months?**

Multiple responses are possible.

- **3.10: Do you use fertilizer on these plots?**

Record 1=yes and 2=No; fertilizers can be organic or chemicals.

SECTION 4.1: HOUSEHOLD PERCEPTIONS OF POVERTY

The following are some of the shocks that households could face. Shocks are events that cause physical, psychological and emotional depression whose impact could be felt for long time.

- Weather risks: drought, floods, landslides, heavy rains, and severe water shortage
- Crop disease and damage
- Price shocks: falls in output prices and increases in input and food prices
- Livestock disease
- Business and employment shocks
- Theft
- Death or illness: of an income earner or another member of the household
- Conflict and other shocks

This section is meant to establish the kind of shocks household suffered, if they actually did, during the 12 months preceding the survey. The interviewer needs a lot of care in asking these questions because some shocks could be very traumatizing for household members when they are reminded about them. The section should be addressed to the household head or his/her representative. Note also that these are mainly perception questions, so you do not have to make the respondent feel too uncomfortable.

- **4.01: How financially well off are you?**

The financial comfort of a household is relative. The options given might not be exactly the same as the respondent's response, but you should be able to draw them towards these answers in order to classify their response.

- **4.02: In general, how would you consider the current living conditions in your household?**

The same as 4.01.

- **4.03: In the last 12 months, how has your household's living standard changed?**

Household' living standard is mainly concerned about what, in terms of feeding arrangement and other socioeconomic activities, the household has been able to afford to offer to the members of the household. The question seeks to establish if there has been any change in these arrangements whether for the better or otherwise.

- **4.04: On which step of the stair is your household today?**

Based on the response given in the previous question, the respondent should be able to establish the level their household is found today. However, this is highly dependent on how well the interviewer is able to explain the different levels to the respondent.

- **4.05: On which step of the stairs was your household one year ago?**

Similar to the previous question, this question is concerned about the level the household would have been one year before the survey.

- **4.06: On which step of the stairs would you find your household in one year?**

Like the previous question, this question is concerned about the level the household would be in one time.

- **4.07: On which step of the stairs was the household you grew up in?**

The household the interviewer grew up in might be either the same as or different from the one the interview is being conducted. If the household where the respondent grew up in is different, ask on which level he/she would find household.

SECTION 4.2: HOUSEHOLD SHOCKS

- **4.11: Over the last 12 months, what shocks have had an economic impact on your households?**

The “shock” questions start from here. The respondent should be able to understand what shock means in this context. It is the responsibility of the interviewer to take the respondent through the meaning of “shock” and the possible list of shocks that households could suffer. Mark “x” across all shocks that the household has suffered 12 months preceding the survey.

For response C_1, **Separation** is the unexpected departure of any HH member that causes shocks having an economic impact on the HH. For example: separation between husband and wife/spouses, in this case probe if it is a legal separation, if yes, select divorce. Transfers and remittances are the same.

- **4.12: Among these shocks, which had had an important and prolonged impact on the household economic resources?**

From the list of shocks that are identified in 4.11 as having been suffered by the household, ask the respondent about the three most impactful shocks. Order them by importance.

- **4.13: For each of the shocks listed in 4.12, indicate the main strategy adopted by the household to address the shock**

From the list of shocks that are identified in 4.11 as having been suffered by the household, select what strategy the household put in place to deal with this shock. A list of possible strategies is provided from which you can select.

- **4.14: Over the last 5 years, have you experienced a shock(s) which affected the household?**

In this question, the respondent is not limited to recall shocks that household suffered in the last 12 months. Instead, the shock(s) suffered over the five years preceding the survey are being asked in this question. The interviewer has the responsibility to help the respondent to recall these shock(s) over the period being asked about. Again, these are shocks that are perceived to have affected the household permanently; meaning the impact of the shock remains and that it is non-reversible such as handicap etc.

SECTION 4.3: FOOD SAFETY

Food safety of the household is being asked in this sub-section which has only two questions. In both questions, the reference period is the 30-day period prior to the interview. The first question asks if any member of the household had to skip a meal because of lack of money while the second question ask how many times such a skip of meal happened.

SECTION 4.3: ASSESSMENT OF BASIC SOCIAL SERVICES

In this sub-section, respondent's perceptions of certain social services that exist in the country are being asked about. These are mainly Yes/No questions. Do not try to influence the respondent's reply to your question.

SECTION 5: CURRENT MIGRANT

This section is household members who are currently living outside of the household for at least one year or those who left less than one year ago with intention to stay.

- **5.03: List all previous household members who presently live in another region of the country or outside of the country for at least one year (12 months) or those who left less than one year ago (12 months) with intention to stay.**

In this question, the interviewer should write the names of all the former household members who are currently living out of the country and who have lived there for at least one year or those who have lived for less than one year but have the intention to stay.

- **5.12: What is the highest diploma (NAME) has obtained?**

This set of questions should be answered exactly as similar questions that were asked in Section 1 above.

- **5.13: In the last month before leaving, did (NAME) work for pay, profit or family gain?**

Again, this question is similar to question 1.41. Here the, the reference period is the 30 days that preceded (NAME'S) travel date out of the country. It might sometimes be difficult for respondent to recall if the period that has elapsed since, is fairly long. The interviewer should be able to assist the respondent by further probing such asking questions like:

- ✓ What was the last activity that (NAME) engaged in before he/she left the country?
- ✓ How much time elapsed between the last time he/she did this work and the date that he/she left the country?
- **5.16: In which sector of economic activity did (NAME) principally worked before his/her departure for abroad?**

International Labor Organization (ILO) has classified all types into different economic sectors and the full list is provided from which the interviewer will choose the best option that matches the main work that (NAME) did prior to his/her departure from the household.

- **5.17: What was (NAME)'s occupation before his/her last departure from the household?**

The work that a person does is normally linked to a certain occupation which are also classified by the ILO. The complete list of occupations is provided as options to this question and the interviewer should select the option that best matches the response reported by the respondent.

- **5.21: What was the last place of residence of (NAME) at last contact?**

In the space provided record code if the (NAME) last place of residence is where (NAME) has continuously lived since birth (except for shifting to other place outside the place of residence for a purely temporary stay). If (NAME) last place of residence is another settlement, write down the code of the district of residence. If (NAME) is reported to have resided outside The Gambia, record the code of the country that (Name) resides in.

It is important to note that even if a person was born at the place of enumeration but had shifted subsequently to another for work or for studies and had come back again to the place of enumeration, he/she should be considered as having had another place of residence prior to his/her enumeration here.

- **5.18: How many times (NAME) did he go to live abroad?**

Having travelled out of the country multiple times is a common thing among people. Some would travel for shorter trips for either business or official trips while others will do so live there. In this question, the interviewer should only focus on those who have traveled abroad for the purpose of living there. Remember that such travels could result in failure to secure the intention of travel thus requiring (NAME) to be returned.

- **5.19: How long has (NAME) been living abroad since his/her last migration trip?**

Record the number of years and months that (Name) has spent in lived abroad since his/her last migratory trip. It is possible that the respondent will give you the year of (Name's) departure instead of the amount of time spent abroad. In this case, calculate the length of time spent abroad by subtracting the year of departure from the year of interview (which is 2019).

- **5.20: To your knowledge, what is the main reason that pushed (NAME) to migrate for the last time?**

Below is a list of reasons why people could leave their residence to live somewhere else, most importantly to live abroad. In this case, select the main reason that pushed (NAME) to live the household in his/her last migration episode.

1	Seeking better economic opportunities
2	Conflict within the household
3	Helping the family after the loss of a loved one
4	Health problem
5	Join a family member or a friend
6	Study
7	Fleeing insecurity in the community
8	Desire to travel
9	Other (specify)
10	Prefer not to say

- **5.22: With whom does (NAME) live in his/her current place of residence?**

The person to whom (NAME) lives with in his/her current place of residence is of interest to this exercise. Therefore, select codes from the list of responses associated with this question and be reminded that "MULTIPLE RESPONSES" is possible in this case.

- **5.23: Who influenced (NAME) most in his/her decision to leave the last time?**

This question is meant to establish the person who influenced (NAME) on his/her decision to leave the last time. This could be (NAME): own decision, spouse, child, father, mother, brothers, sisters, step parents, other parents, friend(s), associations, NGO, and others. Therefore, select the response code that applies to this question.

- **5.23: Who influenced (NAME) most in his/her decision to go abroad for the last time?**

This question is meant to establish the person who influenced (NAME) on his/her decision to leave the last time. This could be (NAME): own decision, spouse, child, father, mother, brothers, sisters, step parents, other parents, friend(s), associations, NGO, and others. Therefore, select the response code that applies to this question.

- **5.24: How did (NAME) organize the first trip from here?**

In this question we want to know who helped organize (NAME) first trip from here. The responses to this question include: No help, Spouse, Father, Mother, Child, Siblings, Sisters, Step parents, Other parents, Friends, Associations, NGO, Other (specify) and Don't know. Select the response code that applies to this question.

- **5.27: Among the people who helped (NAME), was there any who lived abroad?**

Probe to establish if among the people who helped (NAME), was there any who lived abroad. This is a simple YES or NO response and do select the appropriate response code.

- **5.30: How often did (NAME) receive transfers from households' members?**

Persons benefitting from transfers (cash or in kind) from relatives including household members is a usual thing or is a norm. In this question we want to know did (NAME) receive one or more transfers from a member of the household.

- **5.43: Even though (NAME) has never worked, in the last month, did he occasionally conduct tasks that they were paid, such as selling products on the street, working in the family plot, offering a service etc?**

Even though persons with age at least 7 years might not have worked in the last month that does not mean that they were sitting doing nothing, hence they might do tasks that they were paid, selling on the street, serving as family helpers or offering a service. The responses are a: YES or No. Select appropriate response given by the respondent. If the response of the respondent is a NO then skip to Q5.49 and if the response of the respondent is a YES, the proceed with Q.5.46.

- **5.44: In the last month, what was his job status?**

Persons aged at least 7 years could have several types of job statuses such as: salaried full-time or part times, self-employed / independent worker, unpaid family worker (working for the family benefit), ongoing training / internship, unemployed / looking for a job, fully retired, student/ full-time student and other (specify). If responses to this question are: Unpaid family worker (working for the family benefit), Unemployed / looking

for a job, fully retired, Student/Full-time student, then take note to skip to Q.5.49 otherwise proceed with Q.5.4.6.

- **5.45: In which sector of economic activity does (NAME) principally work?**

The sector of economic activity in which a person works are several and the principal sectors of economic activity include: agriculture, forestry and fishing, mining and quarrying, industries, electricity and water, construction, commerce, transport, restaurant and hotel, Arts and entertainment services and other (specify). This question asks about in which sector of economic activity does (NAME) principally works. Select the appropriate response code according to the response of the respondent.

- **5.47: During the last 12 months, did (NAME) send money to your household?**

We consider money sent to **the household no to the compound**, HH is the recipient.

Transfers (cash) between household members is sometimes prevalent and a common thing, this question wants to find out During the last 12 months, did (NAME) send money to your household. The responses to this question are a simple YES or NO. If the response is a YES proceed with question Q.5.48 and if NO then skip to Q.5.55.

- **5.54: Has your household received food or nonfood goods from (NAME) in the last 12 months?**

Transfers are not always in cash, some transfers are in the form of transfers in kind, where households receive food or nonfood items another; either from a former usual member of the household or so. So, this question wants to know Has your household received food or nonfood goods from (NAME) in the last 12 months. The responses to this question are a simple YES or NO. If the response to this question is a YES proceed with Q.5.56. If the response to this question is a NO then skip to Q.5.57. Also, if the response to Q.5.48 was NO and the response to Q.5.55 is a NO then skip to Q.5.58.

- **5.56: What did all these transfers allow you to do?**

Which of the following assets were sent / brought to your household by a former migrant household member in the last 12 months? (For each property sent / donated, give the quantity and an estimate of the total cost.)

We are looking at what the household receives, ex if money is sent to buy a good, we are looking at **what the household is getting**.

SECTION 5.1: INTERNAL MIGRATION

Section 5.1 is an extension of the previous section and deals with internal migrants. The length of time that elapsed since such migrants left the household, their current residence as well as their plans and ambitions are asked about in this section. Additionally, the mobile phone use habits and network of subscription are also asked about in this section which seeks to complement, the future, analysis of mobile phone data. The list of questions below, summarize the main idea behind this section as can be deduced from the combination of questions.

- 5.64: Did [NAME] usually live in this HOUSEHOLD as of [12 months ago] in [Month / Year]?
- 5.65: What is the main reason that [NAME] did not usually live in this household 12 months ago?
- 5.66: Where was [NAME] living 12 months ago in [Month/Year]?
- 5.67: 12 months ago, was [NAME] living in a city, in a town, or in a rural area?
- 5.68: In the last 12 months, has [NAME] been away from this household for more than one month at a time?
- 5.69: Was [NAME] mainly living in a city, in a town, or in a rural area during that month?
- 5.70: What was the main reason that [name] lived away in [MONTH]?
- 5.71: Does [NAME] have any plans to return to live in this household in the next 6 months?
- 5.72: What is the main reason why [NAME] plans to return to live in the household in the next 6 months?
- 5.73: How long does [NAME] plan to live continuously in this household for when s/he returns in the next 6 months?
- 5.76: Does [NAME] currently have a working mobile phone number?
- 5.77: How many working mobile phone numbers does [NAME] currently have?
- 5.78: Record each known working mobile phone number in order of use
- 5.79: Which network provides this phone number?
- 5.80: How often does [NAME] use this mobile phone number for the following activities?
- 5.81: Does anyone other than [NAME] use this mobile phone number to make or receive calls?
- 5.82: Who other than [NAME] makes or receives calls using this mobile phone number?
- 5.83: How often does [each person] use this mobile phone number to make or receive calls?
- 5.84: Does anyone other than [NAME] use this mobile phone number to send or receive text messages?
- 5.85: Who other than [NAME] sends or receives text messages using this mobile phone number?
- 5.86: How often does [each person] use [NAME'S] mobile phone number to send or receive text messages?
- 5.87: What is the main reason why [NAME] does not currently have a working mobile phone number?
- 5.88: Does [NAME] ever make or receive calls using someone else's mobile phone number?
- 5.89: Who's mobile phone number does [NAME] use to make or receive phone calls?
- 5.90: How often does [NAME] use [each person's] mobile phone number to make or receive calls?
- 5.91: Does [NAME] ever send or receive text messages using someone else's mobile phone number?

5.92: Who's mobile phone number does [NAME] use to send or receive text messages?

5.93: How often does [NAME] use [each person's] mobile phone number to send or receive text messages?

5.94: Does [NAME] currently own one or more functioning mobile phone handsets?

5.95: How many functioning mobile phone handsets does [NAME] currently own ?

5.97: Does [NAME] always have his/her mobile phone close by? [Prompt, for example in the same building]
[Multiple responses permitted]

5.98: For which of the following activities would [NAME] usually have his/her mobile phone close by? Whilst
[Multiple responses permitted]

5.99: Does [NAME] ever switch off his/her mobile phone? [Prompt, for example in the same building]
[Multiple responses permitted]

5.199: For which of the following activities would [NAME] usually switch off his/her mobile phone?

SECTION 6: TRANSFERS RECEIVED FROM CURRENT MIGRANTS

- **6.0. Over the last 12 months, has your household received money transfers and/or goods from a person who was never mentioned as a household member?**

If the response to the question is No, skip to the next section and if Yes, *list the names of persons who have never been household members who sent you these transfers in Q6.01.*

- **6.03. What is (NAME)'s relationship to the head of household?**

Record the code corresponding to how the person listed is related to the head of the household. Make sure that you record **the relationship of each person to the household head, not the relationship to the respondent.**

- **6.04. What is the highest level of education that (NAME) completed before his/her departure?**

This is the “highest grade completed” i.e. you should record the number of years of school completed.

- **6.08. Transfer order Number**

Every transfer is normally given a unique code that the receiver uses to receive the transfer. Please ask the respondent the code for a transfer and record this. If the respondent cannot trace the code or is unwilling to give it to you, record 99999 to fill the space provided.

- **6.11. Transfer channel.**

Record the channel on which each transfer was carried out. The channels of transfer are listed below.

1	WESTERN UNION
2	MONEY GRAM
3	OTHER MONEY TRANSFER OPERATORS
4	
5	WIRE TRANSFER
6	BANK AS PAYMENT AGENT OF A MONEY TRANSFER OPERATOR (WESTERN UNION OR MONEY GRAM FOR EXAMPLE)
7	CURRENCY EXCHANGE BUREAU
8	MUTUAL / CREDIT GROUP
9	TRAVEL AGENCY
10	INDIVIDUAL INFORMAL AGENT
11	MOBILE TEL. / TELECOMMUNICATIONS SERVICE
12	THROUGH FRIENDS AND FAMILY
13	COURIER, CAR, AGENCE DE TRANSPORT
14	BY YOURSELF DURING A VISIT TO THE HOUSEHOLD
15	BY PREPAID CARD / ATM CARD (AUTOMATIC DISTRIBUTOR), RECHARGEABLE CARD, CREDIT CARD
16	MONEY TRANSFER BY INTERNET
17	OTHER (SPECIFY)

- **6.12. Who is the principal beneficiary of the money transfers received from (NAME)?**

Record the code corresponding to the principal beneficiary of the money transfer received in the last 12 months.

- **6.15. How did your household spend the sum transferred by these former migrant household members over the last 12 months?**

Record the category of good and services that your household spent the money transferred to you on and the amount spent in each category. The list of categories is presented below.

Code	Category of goods or services
1	Food goods
2	Education
3	Health
4	Rent (houses, land)
5	Marriage/funeral
6	Cars/trucks
7	Renovations of a house
8	Construction of a new house
9	Commerce, business
10	Purchase of land
11	Address an unexpected problem

12	Other (specify)
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- **6.16. What non-food items were received by the household?**

Record the non-food items that were received by the household and stat the cost of each in GMD.

If 6.13=1 FOR AT LEAST ONE OF THE NON-HOUSEHOLD MIGRANTS LISTED, ASK QUESTION 6.15, ELSE SKIP TO 7.01.

Code	Type of goods
a	Refrigerators/freezer
b	Television
c	HiFi System
d	Washing machine
e	A furniture set
f	Kitchen/ stove
g	Microwave
h	air conditioner
i	Computers and accessories
j	DVCD/DVD/Video
k	Moped/Bicycle
l	Automobile
m	Car
n	Truck
o	Grain mill
p	Hairdressing equipment
q	Sewing machine
r	Tractor
s	Other agricultural equipment
t	Mobile/portable telephone
u	Other (specify)

SECTION 7: RETURN MIGRANT

The returning migrant will be randomly selected **among individuals 18 years and over** who have answered question 1.32 of section 1. CAPI will randomly select this individual from the list of household members that meet the above-mentioned characteristics. Since this module is specific to returnees who are 18 years and over, **you will not interview a returnee who is less than 18 years even if he/she is the only one in the household.**

-> IF NO HOUSEHOLD MEMBER SATISFIES THESE CRITERIA, GO TO SECTION 8.

- **7.006. How many times have you emigrated successfully (that is, you have arrived to the destination of your choice)?**

As stated above, some people have made multiple migration attempts because of one or more reasons. Among the reasons could be that the previous trips could not turn out the way that the migrant hoped it

would. Ask the respondent this question and record only the number of times that (NAME) successfully emigrated.

- **7.007. How many times did you not emigrate successfully (E.g. you did not arrive to your destination of choice and returned to your country of origin)?**

To not emigrate successfully means (NAME) has to reach his/her intended destination

ENSURE THAT THE SUM OF 7.006 AND 7.007 IS LESS THAN OR EQUAL TO 7.005

- **7.008. Since the age of 15, have you ever worked for earnings or profit?**

This question asks about whether NAME has ever work for paid or profit since the age of 15.

CODE 1 for Yes and 2 for NO, if NO, skip to 7.010.

- **7.013 What is your native language?**

Record NAME's native language (Native language is a language that a person has been exposed to from birth not necessarily NAME's ethnicity). **Mother tongue is the language you speak in the HH, native language is the language that is mostly spoken in the area that a person grows up in.**

Section 7.2 : Reasons and conditions of the first migratory journey

- **7.017. What was your country of final destination?**

A list of countries is presented to you from among which the interviewer is expected the country of final destination of the respondent. Record NAME's country of final destination.

- **7.020. Who helped you the most to organize your first migration trip from The Gambia?**

State the person/organization who helped you the most to organize your first migration trip from The Gambia. Organizing the trip is not the same as providing the money required to enable your migration. This could include paper work, making contacts for you along the way or receiving you at a certain point along the migration journey.

- **7.021. Where did you find the information needed for your first migration trip?**

Often before people embark on migration journeys, they make efforts to gather necessary information about how to embark on the trip. Some may get information from others who have successfully migrated while others get it from somewhere else. Establish the source the information and record as required.

- **7.022. How did you finance your first migration trip?**

In this question, we are interested in all the means that (NAME) used to gather the money that was used in his/her trip to migrate. These means include formal work from an employment, business, sales of agricultural products, loans, remittances etc. Multiple sources of funds could be used and therefore the interviewer should select all that apply.

- **7.023. Among the people who helped you, were there any who lived abroad?**

It is also possible that support for migration journeys come from friends and/or relatives who might live outside the country. This is common and this question tries to establish if such support was received from someone who lived abroad.

CODE 1 for Yes and 2 for NO.

- **7.025. Did you receive one or more transfers from which HH ? household member during your first trip and / or when staying abroad?**

As stated above, migrants or those on the journey often receive help from friends and/or family members in order to facilitate their travel or their stay. In some cases, households that migrants are from send money to support the migrants on until they settle down or so. Record the answer reported to you by the respondent. Record 1 for Yes and 2 for NO. If the answer to this question is NO, **skip to 7.027**.

Section 7.3 : Before the latest migration travel

These questions are general questions about daily activities that record the respondent's literacy rate in the last 12 months before leaving the country of origin. For all the following questions, take the situation in the country of origin (Gambia), before departure, as a point of reference.

- **7.029. During the 12 months prior to leaving The Gambia, were you able to read ?**

State whether NAME was able to read the following before leaving The Gambia in the last 12 months: Email, Forms, Invoices or financial statements, Instruction manuals/User manuals, Newspapers, Magazines or other books. Multiple response possible.

- **7.032 Thinking about the last 12 months before leaving The Gambia, have you written anything, including very short lists, notes or instructions containing only a few sentences?**

CODE 1 for Yes, 2 for NO and 3 for refused to answer, if NAME did not write anything or refused to answer i.e. CODES 2 or 3, skip to 7.034.

- **7.033. Thinking about everything you normally write, what is the size of the longest document you have written in the last 12 months before leaving The Gambia?**

State the number of pages of the longest document that NAME have written in the last 12 months.

- **7.034. Thinking about your activities in the last 12 months before leaving The Gambia, did you do any of the following?**
A list of activities have been provided from among which you are to identify those that were done by the respondent. Select all the activities that (Name) had done during the 12 months preceding the survey
- **7.035. Has a lack of reading and writing skills in your official language ever prevented you from getting a job, promotion or salary increase, or prevented you from advancing in your business / career? On your own account?**

It is not uncommon for one to be denied an opportunity to get a job due to lack of certain basic proficiency. In this situation, the question seeks to establish whether the respondent was denied a job or promotion due to lack of reading or writing skills.

The subsequent questions (7.036-7.041) are meant to assess respondent's proficiency in the use of internet, microsoft office, speaking and writing English, basic maths etc. A range of scales are provided for each question and you are expected to select the rating that the respondent chooses for himself or herself.

- 7.036. Please rate your knowledge and proficiency in using internet
- 7.037. Please rate your knowledge and proficiency in using Microsoft Office Suites (especially Microsoft word and excel.)
- 7.038. Please rate your knowledge and proficiency in speaking English
- 7.039. Please rate your knowledge and proficiency in writing English
- 7.040. Please rate your knowledge and proficiency in basic math (Addition, subtraction, multiplication and division)
- 7.041. Please rate your knowledge and proficiency in fractions, percentages, decimals

Section 7.4 : Social status and employment before the last migratory episode

- **7.042: In what year did you last go abroad?**
Indicate the year that the returnee last left for abroad
- **7.043: When you left the Gambia, what was your marital status?**
Ask the returnee what his/her marital status was by the time s/he left for abroad
- **7.044: Before going abroad for the last time, what was your highest level of education?**
Ask about the highest level of education that returnee attained before leaving for abroad
- **7.045: A month before you left, did you work for pay, profit, or family gain?**
Ask if returnee any for profit or family gain one month prior to his/her departure
- **7.046: Even if you have never worked, during the month before your departure have you occasionally done any tasks that have paid to you or for a family gain, such as selling products in the street, working in the family plot, offering a service etc?**
If returnee responded No above, ask if he/she has done anything occasionally that earn him/her some money
- **7.047: One month before leaving to live abroad for the last time, what was your work situation?**
Ask about returnee's work status during the month prior to his/her departure
- **7.048: Before your most recent trip to live abroad, in which sector of activity did you mainly work?**
Ask about the sector that he/she worked before departing for abroad

- **7.049: Before your most recent trip to live abroad, what was your main occupation?**
Ask about the main occupation that he/she was working in before departing for abroad
- **Q7.051: Why didn't you work the last month before you left?**

This question is asked to those who never worked during the month before their departure and have not done any occasional tasks for payment or family gain and asks about the reason why they did not work.

Section 7.5 : Reasons and conditions of the last migratory trip

- **Q7.054: What was the main reason for your last migratory trip to your last host country?**

This asks about the main reason for the last migratory trip to the last host country.

- **Q7.055 and Q7.056: Q7.055** asks about who influenced the respondent most in deciding for the last migratory trip and **Q7.056** asks about who helped the respondent most in organizing the last migratory trip.

A list of responses is provided for each of the questions from which the most appropriate answer will be selected.

- **Q7.057: Where did you find the information needed for your last migratory trip?**

Ask the respondent about the main medium through which information needed for the last migratory trip was obtained from. If respondent used multiple sources, clarify that we are only interested in the main source.

- **Q7.058: How did you finance your last migratory trip?**

Sources of finance for the last migratory trip. Multiple answers are possible.

Section 7.6 : Experience of trip/transit

This section addresses return migrants who responded yes to Q7.065 and asks about their duration of stay in the countries of transit, their employment status and whether they were in contact with their former household during the transit period.

Q7.066: Through which country(ies) did you transit before arriving to your final destination?

Multiple response possible. Let the interviewee read out the countries of transit and for each country, ask:

Q7.067: How long did you stay in that country of transit? (Indicate the number in months)

Since (Name) has passed through another country before his/her final destination, please indicate how long in months he/she has stayed in the country of transit. If (Name) stayed for more than a year, convert the period into months and record. On the other hand, record 00 if he/she stayed for less than a month.

Q7.068: Did you work in this country before leaving? (If yes ask Q7.069-Q7.071, else skip to Q7.072)

Q7.069: How long did you work for in that country? (Indicate the number in months)

Q7.070: Were you paid for work done in the transit country? Record 1=Yes or 2=No.

Q7.071: Were you forced to do this work? Record 1=Yes or 2=No.

Q7.072: Were you in contact with your former household during transit? Record 1=Yes or 2=No

Section 7.7 : Reasons for choosing the country of residence

This section enquires about the return migrants' main reason for choosing the country of residence for his/her most recent migration, the contacts had in that country and his/her relationship with that person.

- **Q7.075: What relation did you have with that person?**

Record the relationship of the respondent with the contact(s). Multiple response possible as he/she could have had more than one.

Section 7.8: Training and skills acquired during the last migratory episode

This section enquires the skills and training acquired during the last migratory episode such as diploma, highest degree attained, whether he/she learned a trade or acquired knowledge at work during the stay in the host country and in which sector as well as the type of skills acquired.

Section 7.9: Social capital acquired during return migration

This section asks about whether the respondent speaks the most spoken language in the host country, his/her membership in an association or network during the stay in the country and the type of association/network.

- **Q7.084: What types of association?**

Select all associations mentioned by the respondent as multiple responses are allowed.

Section 7.10: Compliance with laws in the host country

This section deals with the respondents' availability of identification information such as long-term residence, nationality, social security and whether these were regularly updated during his/her stay abroad. All questions are simple yes and no type questions.

Section 7.11: Activities during the last migratory episode

This section enquires about the return migrants' work employment status one month prior to their return, whether they took steps to seek employment, their work status one month before their return, the sector they mainly worked at, frequency and average amount of income per month in GMD, whether they were entitled to social security, their access to basic social services, transfer of money made to the household they currently live in while abroad and through which means and also transfer of goods to the same household.

- **Q7.096: What was your socio-professional occupation?**

Ask the respondent and pick the most appropriate from the responses provided.

- **Q7.098: How much did you make on average in the month in GMD?**

Ask the respondent about how frequently he/she received salaries/ incomes from his/her work activities in Q7.097 above and proceed to Q7.098 to ask about the average amount made per month and record in GMD.

- **Q7.101: Did you send money to the household in which you currently live when you were abroad?**

Clarify to the respondent that the household being referred to here is the household he currently lives in not his former household. Record 1=Yes or 2=No. (If yes, ask the next question, else skip to Q7.103).

- **Q7.102: How would you usually transfer money to your household?**

Ask the respondent about which means he/she usually uses to transfer money to his former household. If multiple means are cited, probe to find out the main channel used.

Section 7.12: Condition of your return to The Gambia

The section asks questions to establish under which conditions respondents returned to the country, who influenced their decision to do so, who helped them return and who financed it, the main reason for their return and the main difficulty encountered during the first months of their return, any difficulty they are currently facing and whether they would have returned if they had prior knowledge about the difficulties in question.

Section 7.13: Attitudes towards social standards

Q7.113: Are there any practices in your family or community that you objected to returning from abroad? (These include, for example, religious or cultural practices, food, marriage, physical / moral violence, non-respect of the rights of vulnerable groups, etc.)

Record 1=Yes or 2=No. (If yes, ask the next question, else skip to Q7.115).

Q7.114: If yes, which ones? What are the 3 main practices that you opposed when you returned?

Let the respondent mention the 3 main practices he/she opposed upon returning.

Section 7.14: Current skills of the return migrant

This section enquires about the areas in which the return migrant has qualifications, competencies, technical skills and apprenticeship experience.

Section 7.42: Current activity of the returning migrant

This section engages the return migrant on his/her current employment status whether he/she has an activity that provides him/her with money or other means of livelihood or not as well as the reason why if not. It asks the migrant further about the sector of work for those working, main occupation and the time spent at work. Other questions follow to establish whether those who had no active engagement for money or other means of livelihood have been looking for work in the last month and would be available to work in the next two weeks.

- **Q7.135: How many hours a day do you spend on this job?**

Enter the number of days in a week spent at work in Q7.135 and the number of hours spent each day. If no fixed number of days during the week and hours during the day, enter the average time spent. Days cannot exceed 7 days and hours cannot exceed 24 hours.

- **Q7.140: Give the usefulness of the skills you acquired**

Follow up to the question above and asks the respondent to rate his/her appreciation about the usefulness of the skills acquired during his/her stay abroad in the current activity

SECTION 8: POTENTIAL MIGRANTS

This section is for migrant who is randomly selected from among individuals aged 18 to 25 from the list of household members in Section 1 who satisfies the criteria. It focuses on questions about daily activities that record the respondent's literacy rate in the last 12 months before leaving the Gambia.

- **Question 8.01 to 8.02**

Provide the identification number and name of the potential migrant selected from the list of household members in section 1. This number and name will be generated automatically if the CAPI is used. If not, use the Kish grid to select the respondent.

- **Question 8.03:**

Record 1 for “**Yes**” if the person was able to read anything in the past 12 months before leaving the Gambia and 2 for “**No**” if otherwise. Record “**3**” if the person **refuses to answer**.

- **Question Q8.04:**

Record 1 for “**Yes**” if the person was able to read in the last 12 months before leaving The Gambia any of the listed materials and 2 for “**No**” if otherwise.

- **Question Q8.06 to Question 8.10:**

Record the right response.

- **Question 8.11 to Question 8.16:**

These questions are intended to measure the knowledge and proficiency in certain set of skills of respondents. Therefore, on the scale of 1 (excellent) to 4 (poor), record the respondent’s rating for each of the questions.

Section 8.2: Characteristics of a potential migrant

- **Question 8.31:**

Record the appropriate answer. If the respondent’s job in the last month was unpaid family worker (work for the benefit of the family), record **3** and **skip to Question 8.38**.

Section 8.3: Perception of the potential migrant with his living conditions

This section focuses on measuring the perception of the potential migrant with his/her living conditions. In Gambian communities, living conditions including the income earned and availability of good services can all contribute to the decision of trying to migrate abroad.

- **Question 8.40 and Question 8.41:**

Record the maximum estimated annual income the respondent reported to be the expected earning for someone in the community. This reference community refers to the community the respondent is living. Record this income in the local currency (Dalasi).

- **Question 8.46:**

Read out the two scenarios for the respondent to rightly choose which is applicable to him/her relative to income.

- **Question 8.54:** Record the respondent's exact reason for intention to migrate abroad. If the reason(s) is/are not listed, record 16 for **"Other"** and specify the reason(s).
- **Question 8.61:**

Among the options given, record the person who encouraged the respondent **most** to go abroad.

- **Question 8.62 and Question 8.63:**

Ask these questions and record relevant answers only if **Question 8.58=1**. That is, if the respondent have ever tried to migrate abroad.

- **Question 8.65:**

Record the person(s) living abroad known to the respondent. This is a multiple choice.

- **Question 8.70:**

Record the reason the respondent think might have motivate the person(s) to tried irregular way.

Section 8.4 : Intentions to migrate

- **Question 8.54:**

Record the respondent's exact reason for intention to migrate abroad. If the reason(s) is/are not listed, record 16 for **"Other"** and specify the reason(s).

Multiple selection or main reasons

- **Question 8.65:**

Record the person(s) living abroad known to the respondent. This is a multiple choice.

Section 8.5: Assessment of basic social services

Basic social services such as primary health care, basic education, clean environment and proper sanitation facilities could influence decisions for people to migrate abroad.

Section 8.6: Aspirations to migrate

This section focuses on aspirations to migrate to other countries. For various reasons, people often intend or tried to migrate abroad.

Section 8.7: Perceptions on migration

The objective of this section is to measure the perception on migration, what drives them and what actually influences them. This information is relevant especially in designing, recommending, and communicating migration policies for the Gambia and other stakeholders.

SECTION 9: PERSONALITY, BEHAVIOR AND PREFERENCES

Any respondent speaking English can respond to these questions, you should avoid the use of translators. This section is ONLY for respondents who are able to answer questions asked in English language. During the Survey, for other modules, interviewers may be translating the questionnaires for respondents who cannot comprehend English language. If you have been conducting the interview in any other language apart from English, please ask the respondent the following.

- **Question 9.01: The next section is going to be asked in English, are you able to answer questions asked in English?**

If the respondent answer “Yes” then get the CARD NUMBER 5 ready and explain the following to the respondent:

People are different from each other. When you answer these questions, think about how you compare to other people, both at work, if you work, and at home. We understand that some of the questions seem alike. Please understand that we are asking these questions to people all over the world, and we want to make sure that we ask them in the same way possible. Rate each of the items below by pointing at the response that best describes you. Do not spend a lot of time thinking about the items—just give your first response. There are no right or wrong answers.

CARD NUMBER 5 has four scales. These are 1 for Almost Never, 2 for Some of The Time, 3 for Most of the Time, and 4 for Almost Always. Show the respondent CARD NUMBER 5 and make sure the respondent understands the meaning of the scale.

Read description to respondent and have the respondent point to their answer on the card. Record the appropriate response for each question.

If the respondent does not answer a particular question, leave it until the end and then return and try again. If the question is not finally answered, mark a line across all the four scales for that particular question.

Note that if the respondent asks for explanation or examples, politely say “*I’m not supposed to try to explain these statements. Just think what the statement means to you*”.

- **Question 9.02 to Question 9.13:** Showing the card to the respondent, ask the respondent “How do you see yourself?” and circle the right response for each of the questions.

Continue the interview if the respondent does not show any signs of being tired. However, if the respondent shows signs of being tired, then say to him/her:

“Thank you - you are doing a good job. We are more than half way finished with the questions in this part. Would you like to stop for a small break?”

If the respondent says yes, then briefly stop the interview to allow him/her some time to relax. Resume the interview after small break.

- **Question 9.14 to Question 9.27:** Showing the card to the respondent, ask the respondent “How do you see yourself?” and circle the right response for each of the questions

SECTION 10: CONTACT INFORMATION OF THE SELECTED RETURN AND POTENTIAL MIGRANT

10.1: CONTACT INFORMATION OF RETURN MIGRANT

Contact information for the selected return migrant will be collected here. This section will only appear for households that have a return migrant and for the selected return migrant (in the case where the household reported to have more than one return migrant).

10.2: CONTACT INFORMATION OF SELECTED POTENTIAL MIGRANT

Contact information for the selected potential migrant will be collected here. This section will only appear for households that have a potential migrant and for the selected potential migrant (in the case where the household reported to have more than one return migrant).

ANNEX 1 / DETAILS FOR SPECIFIC SECTIONS

1. Dwelling

These questions should be asked about the dwelling in which this household lives. A DWELLING includes all types of structures occupied by members of a household. It may consist of room(s) inside a house, a group of houses, a multistoried house, and a hut or group of huts. A dwelling has a separate, independent entrance to the outside world and often a separate cooking facility.

It may be a house, apartment, compound, or rooms in a compound. If they own more than one dwelling, list the primary one in which they live in this section.

Type of dwelling

This question seeks to establish the type of dwelling unit occupied by the household. The response should refer to the characteristics of the biggest part of the dwelling unit.

A detached house is one that stands alone without being attached in any way to another building.

NOTE: This excludes storied houses structurally built for use by one household.

A semi-detached house commonly refers to two or more separate residences, attached side-by-side. This type of dwelling unit can appear as a single house with two different entrances, though sometimes the houses have a shared entrance but with two separate doors. The semi-detached house often looks like either two or more houses put together. It can be single or multiple storied, with a common roof and shared walls between units.

SEPARATE HOUSE (BUNGALOW) – A standalone house that contains a single household, does not share a wall with any other household, and has a separate entrance. It is normally detached from any other building or house.

FLAT/APARTMENT – A dwelling in a building with multiple other dwellings. The dwelling is a flat/apartment if it is self-contained and does not share any facilities (e.g. bathroom, kitchen, etc) with other households in the same building. A flat has a private entrance within the building, but uses a shared entrance into the building.

COMPOUND HOUSE (SEPARATE ROOMS, SHARING FACILITIES) – Similar to a flat/apartment, but where multiple households share facilities (bathroom, kitchen, etc.). For example “face me, I face you”.

HUTS/BUILDINGS (SHARED COMPOUND) – Multiple **SEPARATE HOUSEHOLDS** in different buildings but sharing the same compound.

HUTS/BUILDINGS (PRIVATE COMPOUND) – Multiple buildings in the same compound but **occupied by A SINGLE HOUSEHOLD**.

TENTS – A shelter consisting of sheets of fabric or other material draped over, attached to a frame of poles or attached to a supporting rope.

IMPROVISED HOME (KIOSK, CONTAINER) – This can be a structure or object that is not intended to serve as a dwelling.

LIVING QUARTERS ATTACHED TO OFFICE/SHOP – A dwelling that is attached to or at the back of an office or shop. This does not include flats/apartments that are in the building that also contains shops or offices.

UNCOMPLETED BUILDING – A building where construction was not completed or is in serious disrepair.

2. Type of materials used for construction of the roof, wall and floor

These questions deal with the physical characteristics of the dwelling: record the main construction material of the roof, the external wall and the floor of the main dwelling unit. Ask the respondent for the main type of material used for construction and write the appropriate code. However, if the main material used is obvious, record as observed. If more than one kind of material is used, record the **main** type of material (i.e. the material that covers the largest part of the floor/roof/wall of the dwelling unit). The quality of the material does not matter.

Construction materials are usually obvious. Descriptions of some of the materials are given below:

- i) **Roof:** Thatch: this includes grass, papyrus, banana fibre, banana leaves etc.
- ii) **Wall**
 - **Bricks:** These are building materials molded from earth or clay. They may or may not be burnt, and may or may not be stabilized with another material such as lime or cement or mud.
 - **Cement Blocks:** These are building materials made out of a mixture of cement and sand. They are usually larger than bricks.
- iii) **Floor**
 - **Cement screed:** This is a thin layer on the floor made of sand and cement.
 - **Concrete:** Is a thick layer of hard-core stones mixed with graded stone and cement.
 - **Rammed Earth:** Earth mixed with water, rammed and left to dry.

3. Type of toilet

This question seeks information about the type of toilet used by the household. Note that it refers to **use** rather than **ownership**. Below is the description of the different types of toilet facilities.

For those who go to the bush, use polythene bags or buckets, write code 08 for “No facility”. For households that use different toilet facilities during day and night, consider the facility used during day time.

<u>Response Categories</u>	<u>Definition</u>
Flush/pour flush toilet	<p>A <u>flush</u> toilet uses a cistern or holding tank for flushing water and has a water seal, which is a U-shaped pipe, below the seat or squatting pan that prevents the passage of flies and odors.</p> <p>A <u>pour flush</u> toilet uses a water seal, but unlike a flush toilet, a pour flush toilet uses water poured by hand for flushing (no cistern is used)</p>
Pit latrine	Excreta is deposited without flushing directly into a hole in the ground
Ventilated improved pit latrine (VIP)	A latrine ventilated by a pipe extending above the latrine roof. The open end of the vent pipe is covered with gauze mesh or fly-proof netting and the inside of the superstructure is kept dark
Pit latrine with slab	A latrine with a squatting slab, or a platform or seat. A latrine has a “slab” if the floor of the latrine is made of a hard, smooth material that can easily be thoroughly cleaned: e.g. cement, very smooth wood with no gaps, or smooth stone. Latrines with floors made of dirt, mud covered floors, or floors of mud and sticks do not have a slab. The “slab” does not have to be raised above ground level. A platform or seat must be firmly supported on all sides and raised above the surrounding ground level to prevent surface water from entering the pit and for ease of cleaning
Pit latrine without slab/ open pit	A latrine without a squatting slab, platform or seat. An open pit is a rudimentary hole in the ground where excreta is collected
Covered pit latrine	A latrine with a structure consisting of at least 3 walls and a roof over it. The cover on the pit latrine keeps rainwater from entering the latrine.
Uncovered pit latrine	A latrine that does not have a structure over it or the structure lacks either walls or a roof.
Ecosan toilets	A toilet where feces and urine is either composting or dehydrating (using ash and /or other materials) on site before it’s exposed to the environment.

ANNEX 2 / INTRODUCTION AND CONSENT NOTE

Each interviewer should introduce themselves to the survey respondents using the introduction and consent note below.

The interviewer must obtain the consent of the respondent before starting the interview

INTRODUCTION AND CONSENT

My name is _____ and I work with the Gambia Bureau of Statistics. We are conducting a study on migration in The Gambia and your household has been randomly selected to take part in this study.

The Gambia Bureau of Statistics is conducting this study, with the help of the World Bank to inform the Government and other organizations to better understand the reasons why people migrate from The Gambia, and how this has affected families and communities. We will collect information on migration and its consequences on people's lives by offering a platform for The Gambians to share their views and experiences on migration. The responses collected will be used to improve the dialogue on migration and reintegration between the people, the Government and the developing partners.

Your participation to this study is highly appreciated and is voluntary so you are free to decide whether to participate in the study or not. All the information you provide will be strictly confidential and none of the information that you will give will be associated with your name or used against your household. If you decide to participate in this study I will ask you questions about you and your household. You are free to interrupt the interview or move on to another subject at any time.

There will be no direct benefit, financial or otherwise, to you or anyone in this family. This study is not linked to any Government or World Bank programs. It will not lead to any opportunities or other benefits. However, by sharing your experience you will help raise awareness about migration issues that can lead to more informed decision by government and other organizations. All the information collected is confidential.

If you require additional information or have questions any time after the interview, please contact:

The Statistician General of Gambia Bureau of Statistics, Mr Nyakassi M.B. Sanyang on 9969821 or Mr Lamin L Dibba on 9984571/3984571/7981811.

Thank you for your time, we really appreciate your cooperation.

Before we start the survey, I kindly ask you to state your consent - that you have accepted to participate in this survey.

Interviewer: once respondent gives their consent (ORALLY): Tap YES on **ACCEPT** button in the questionnaire and start the interview.