

FEDERAL REPUBLIC OF NIGERIA



CORE WELFARE INDICATORS QUESTIONNAIRE (CWIQ) SURVEY 2006

INTERVIEWERS MANUAL

**NATIONAL BUREAU OF STATISTICS
Abuja, NIGERIA**

**THE WORLD BANK
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CHAPTER 1 - Overview

1.1 Introduction

The Core Welfare Indicator Questionnaire (CWIQ) is part of the effort of the National Bureau of Statistics in providing information for the management of the Nigerian economy and society. The CWIQ is designed to collect the minimum amount of information needed to identify and classify target groups and provide basic welfare indicators for monitoring poverty alleviation programs. The questionnaire is purposefully concise, and is designed to collect in addition to households' characteristics, information which measures access, utilization and satisfaction with social services. The survey uses a method developed by a group of donors and institutions including the World Bank, the ILO, UNICEF and UNDP. It uses a technique of optical reading (both bubbles and hand printing) that permits fast processing of the data and a timely release of the results.

The objectives of the CWIQ are: -

- Elaborating main indicators for social welfare and basic needs of the socio-economic groups of the population.
- Identifying target groups for benefiting special action programs designed by decision makers to address their needs.
- Monitoring changes happening in the welfare of the households' overtime.
- Providing a database for social research.
- Elaborating on numerous sector programs aimed at improving the welfare of the population across the country. In order to prepare these programs, it is necessary to identify the problems to be addressed by the policies and to know to which extent the population is affected by these problems.
- Building up models to stimulate the global impact of policy choices and the distribution of this impact.

The present manual concerns the enumerators who will execute the collection of data for the CWIQ. It guides them through the training and the field work to better understand the questionnaire, execute their tasks and provide quality data.

1.2 Survey Design

1.2.1 Scope and Coverage

The survey will be carried out in all the thirty six states of the Federation and Abuja. The survey will cover both the urban and rural areas. Detailed gender analysis will also be done with the data gathered.

Information will be collected on household members in the following areas: -

- Demographic
- Education
- Health
- Employment
- Household Assets
- Household Amenities
- Social Project/Assessment of Poverty
- Child Under 5 years
- Gender

1.2.2 Survey Instruments

The three relevant survey instruments that would be used are:

- The questionnaire
- The interviewers manual and
- The supervisors manual

The Questionnaire: The questionnaire is designed to collect the minimum amount of information needed to identify and classify target groups and provide basic welfare indicators for monitoring poverty alleviation. It will also capture information which measures access, utilization and satisfaction with services, apart from household characteristics.

The interviewers manual will be discussed in detail later while a separate supervisor's manual will be developed.

1.3 Sample Design

The survey will be conducted as an integral and adaptation of the National Integrated Survey of Household (NISH) sample design run by the National Bureau of Statistics. A representative sample will be selected in each of the states to provide indicators for some social variables. The NISH has now become a very viable vehicle for running household surveys on regular basis and a number of infrastructures have been put in place to conduct the surveys efficiently.

The sample design to be used is a 2-phase two-stage stratified cluster design and the ultimate sampling will be the housing unit. Ten enumeration Areas (EA) will be canvassed from each Local Government Area (LA) with a fixed take of 10 housing units (HUS) totaling 100 Housing Units in each Local Government Area (LGA). All LGAs within the state will be covered.

The domain of reporting for the NISH Frame is at state, while the domain for the Core Welfare Indicator Survey for the 36 states and Abuja (FCT) will be based on Local Government Area, thus the NISH frame will not fully satisfy the above survey frame. The office had decided to use 1993 NASC frame though both frames came from the 1991 Nigeria National Population Census but their designs were different.

1.3.1 General Design for the National State Baseline Survey on CWIQ

1st Phase Frame:

The NASC 1st phase Frame was designed to give information at L.G.A. level; therefore 10 Enumeration Areas (EAs) were selected in each Local Government with equal probability. The 10 selected EAs had equal probability of selection which constituted the first phase.

2nd Phase Frame for Core Welfare Indicator

1st Stage

10 EAs will be selected systematically from each local government area from the second phase with equal probability of selection.

2nd Stage

Every housing unit in the selected EAs will be listed and 10 housing units will be selected systematically.

1.3.2 Sample Size

The sample size for each state will vary as indicated in the table below

State By No of LGA's, No of HHs, No of Teams and And Allocation of EAs per Team

State	LGAs	EAs	HHs	Sup	Enum.	Total No of Teams			Total No of Teams	Allocation of EAs per Team
						2*	3*	4*		
ABIA	17	170	1700	3	12			3	3	56,57,57
ADAMAWA	21	210	2100	4	14	1		3	3½	60, 60,60, 30
AKWA IBOM	31	310	3100	5	20	1		4	5	60, 60,60, 60, 61
ANAMBRA	21	210	2100	4	14	1		3	3½	60, 60,60, 30
BAUCHI	20	200	2000	4	14	1		3	3½	57,57,57,29
BAYELSA	8	80	800	2	6		2		2	40,40
BENUE	23	230	2300	4	16			4	4	57,57,58,58
BORNO	27	270	2700	5	18	1		4	4½	60, 60,60, 60, 30
CROSS RIVER	18	180	1800	3	12			3	3	60, 60,60
DELTA	25	250	2500	5	18	1		4	4½	55,55,56,56,28
EBONYI	13	130	1300	3	9		3		3	43,43,44
EDO	18	180	1800	3	12			3	3	60, 60,60
EKITI	16	160	1600	3	10	1		2	2½	64, 64,32
ENUGU	17	170	1700	3	12			3	3	56,57,57
GOMBE	11	110	1100	2	6		2		2	55,55
IMO	27	270	2700	5	18	1		4	4½	60, 60,60, 60, 30
JIGAWA	27	270	2700	5	17	1		4	4	60, 60,60, 60, 30
KADUNA	23	230	2300	4	16			4	4	57,57,58,58
KANO	44	440	4400	7	28			7	7	62,63,63,63,62,63,63
KATSINA	34	340	3400	6	22	1		5	5½	62,62,62,62,62,30
KEBBI	21	210	2100	4	14	1		3	3½	60, 60,60, 30
KOGI	21	210	2100	4	14	1		3	3½	60, 60,60, 30
KWARA	16	160	1600	3	10	1		2	2½	64,64,32
LAGOS	20	200	2000	4	14	1		3	3½	57,57,57,29
NASARAWA	13	130	1300	3	9		3	2	3	43,43,44
NIGER	25	250	2500	5	18	1		4	4½	55,55,56,56,28
OGUN	20	200	2000	4	14	1		3	3½	57,57,57,29
ONDO	18	180	1800	3	12			3	3	60, 60,60
OSUN	30	300	3000	5	20			5	5	60, 60,60, 60,60
OYO	33	330	3300	6	22	1		5	5½	60, 60,60, 60,60,30
PLATEAU	17	170	1700	3	11			3	3	56,57,57
RIVERS	23	230	2300	4	16			4	4	57,57,58,58
SOKOTO	23	230	2300	4	16			4	4	57,57,58,58
TARABA	16	160	1600	3	10	1		2	2½	64,64,32
YOBE	17	170	1700	3	12			3	3	56,57,57
ZAMFARA	14	140	1400	3	10	1		2	2½	56,56,28
FCT	6	60	600	1	4			1	1	60
	774	7740	77400	142	520	19	10	112		

* No of Interviewers in the Team

Work Rate = 5 Interviewers/Day/Enumerator for 32 Days

1.4 Training for Main Fieldwork

The training programme will cover discussions on the roles of enumerators and supervisors, interview techniques, classroom sessions on the questionnaire and manual, Role playing; field practice; questionnaire editing and classroom demonstrations will also be used for effective training.

TECHNIQUES OF TRAINING: Training techniques are general to all surveys with some specific features for the CWIQ method. They include the execution of reading exercises; demonstration interviews with the trainers; demonstration interviews with real respondents; simulation or mock interviews; practice exercise; scanning and data processing demonstrations and field practice exercises. Trainers will invite trainees to take notes and to report the answers in the questionnaire to help follow the interview.

Reading Exercise: The trainees will perform regular reading exercises. These will consist of reading out loud a set of questions before explanation and discussion with the trainer or reading sections of the manuals. Trainers will take notes for each trainee's performance and monitor progress through the training course. This process allows the trainers to evaluate the trainee elocution and ease to express in public. It allows the trainee to get used to the questions and facilitate the mastership of the instruction manual.

Demonstration Interviews: The trainers will execute these exercises in front of the class. Supervisors can help in playing the respondent's roles. These interviews are carried out at the beginning of the course to demonstrate how to execute a good interview. They are also useful to demonstrate instructions for specific situation or to answer questions asked by the trainees: handling a respondent who refuses to be interviewed or being difficult, getting rid of spectators during the interview; filling instructions for specific cases; estimating someone's age, etc.

With real Respondent Trainers will invite individuals to participate in an interview in front of the class. The volunteers could be employees of the implementing agency but who do not know the questionnaire. To avoid embarrassing them, trainers will inform the class and the respondent that the answer do not have to be exactly the truth but should be consistent.

Mock Interviews During this exercise trainee play the roles of the respondent and the interviewer. Being a respondent helps the trainee to understand better the role of the interviewer but also the position and reaction of the respondent in some situations. Proceed along these lines also allow monitoring progress through the training. This is why it is particularly important for the trainers to be very attentive to these mock interviews and to take notes or grade the trainee's performance each time.

Trainers will organize these exercises either in small groups of two or four trainees or with two trainees in front of the class. Each time, those watching the play will take notes that will be discussed afterward.

It is recommended that at the end of the training each trainee will have at least participated in two mock interviews as an interviewer.

Trainees will be asked to first use their own situation to their discretion for the mock interviews in order to remain consistent. However, the trainers will also prepare guidelines sketches for the interviews in order to expose the trainees to a maximum of situations.

The sessions can also be organized in two by two trainees-groups. Since the exercises are repeated through the whole course during the mock interview sessions the trainees will fill out progressively the questionnaire sections. During each exercise both trainees will be in turn interviewer and respondent. At the end of the training each of them will have a complete questionnaire. These questionnaires will be processed with the scanner and the results discussed with the trainees.

Trainers should stress that the exercises are also practice for confidentiality since the interviewers should not discuss their fellow's situation with others.

Practice Exercises These concerns mostly hand printing and shading exercise. They will be repeated through the duration of the training course and will be followed up by scanning exercises. After printing and shading a form, the trainer will demonstrate in front of the class how the forms will be processed with the scanner. The result of the exercise will be made available for each trainee to see his/her printing and shading errors. Repeating the exercise two or three times through out the training course, in particular for those who failed the first time, ensure that the interviewer is a ware of the need for his printing to be as impeccable as possible.

Scanning. The scanning exercises are planned to demonstrate the usefulness of following writing and shading instructions and how errors can be made just with bad writing practice.

When scanning exercises will not be possible (if not available for each section but only for a set of fixed exercises) trainers will review the exercises with the class by shifting sheets between trainees.

Measuring Equipment. These exercises will also include practice with the measuring instruments. Measuring children is not an easy task and require specific instructions. Trainers will organize these exercises with the assistance of health workers who take these measurements regularly.

They will be best organized if each trainee can measure and weight one or two children. During field practices there may not be a sufficient number of children to train the interviewer. Trainers will look into the possibility to organize a practice exercise in a school for example or a kindergarten. To keep the disruption as short as possible, trainers will divide the class into small groups that will visit two or three locations. Bringing the trainees in small shifts to the locations is also possible.

It is important to stress through out the exercises the importance of taking these measurements with utter precision otherwise they will produce bad measures and poor results that will affect the survey analysis.

Field Practice Exercises This is the most important aspect of the training course and it should be properly organized and executed. Field practice should be carried out as often as possible during the training course. It could be organized as one-day exercises spread over the training or as a full three to four day follow-up in the field.

Demonstration Interviews/Role playing

The trainers execute these exercises in front of the class. Supervisors can help in playing the respondent's roles. These interviews are carried out at the beginning of the course to demonstrate how to conduct a good interview. This exercise also useful to demonstrate instructions for specific situation or to answer to questions asked by the trainees, questions such as handling a respondent refusing to be interviewed or being difficult, filling instructions for specific cases, estimating someone's age etc.

Mock Interviews:

During this exercise trainees play the roles of the respondent and the interviewer Trainers will organize these exercises either in small groups of three or four trainees or with two trainees in front of the class. Each time those watching the play will take notes that will be discussed afterward. At the end of these exercises, each trainee will have at least participated in the mock interview as an interviewer. The trainers will take notes for rating progress of the trainees and for correcting errors afterward.

They expose the interviewer to real life situations. They help the interviewer become accustomed to the survey instruments and method. They help the supervisors and trainers to identify areas and issues the interviewers have problems dealing with.

Field practices are conducted toward the end of the training course. However, they can also be progressive. A first exercise could cover only a

set of the first sections only in order to concentrate primarily on how the interviewer approaches the households and introduce him/herself.

Areas where field practices are conducted should not be included in the main survey sample. They will include both rural and urban areas. The trainers will organize the trainees.

The interviewers should not be spread over too large areas to allow supervisors and trainers to visit each trainee. Each trainee should at least practice two interviews during one partial exercise (sections only) and one interview during a full exercise (whole questionnaire). The work will be allocated following the instructions for the main survey. These exercises train the interviewer not only in the application of the questionnaire, but in locating the households and in being instructed by the supervisors.

After each practice the trainers will organize feedback sessions in which they will discuss issues with the interviewer, make remarks on their work and listen and answer to their questions.

Manual Editing Practices Using the questionnaires produced by field practice the trainers will teach manual editing principles to the interviewers. However, throughout the duration of the training most exercise discussions will include showing editing rules to the interviewers. The trainers will help the interviewers develop the habit of checking their questionnaires for mistake, printing errors, shading errors and consistency within section and between sections: verification of reference period, age reference group, sex reference group, skips and filter questions. Interviewers will be trained for editing also by verifying questionnaires filled out by their fellow trainees.

1.5 Data Collection

NBS permanent field staff and some staff of state statistical agencies will be used for the data gathering and the needed information will be collected from persons in the selected housing units. All the households within these Housing Units (HUs) will be canvassed.

The enumerators within each state will be constituted into teams with supervisors as leaders. They are expected to complete the assigned number of Enumeration Areas (EAs) within a limited time period. Ten EAs will be covered in each LGA and all Local Government Areas (LGAs) in the state will be surveyed.

Five teams each comprising 4 enumerators and a supervisor will be used in every state to conduct the survey.

To encourage capacity building in the states, the enumerators to be used for the survey will be shared equally by state and National Bureau of Statistics. For each team 2 enumerators and 1 supervisor will come from National Bureau of Statistics

1.6 Users

The information generated will find use in planning and programming among government ministries within the framework of the District Focus for Rural Development Strategy.

1.7 Confidentiality

The respondent must be assured that the information they give will be confidential and will not be divulged to any unauthorized persons. The information furnished will be used for meeting the objectives of the survey and not for any other purpose. No individual level information will be analyzed. In this connection, the enumerator must make sure that filled up questionnaires are handled with the greatest caution.

1.8 The Role of the Enumerator

The success of any survey depends on each enumerator's ability to collect accurate information from the respondents.

The role of the enumerator includes the following: -

- Locating structures and housing units in the sample Enumeration Areas (EAs) which are assigned to him/her by the supervisor;
- Identifying all persons in each household and conducting interview with them;
- Carrying on the interviews in accordance with the procedures described in this manual;
- Going throughout the questionnaire, after completing an interview and ensuring that all questions are properly filled-in and that questions not meant to be filled-in are completely clean and free of marks;
- Visiting again the households for which information on some members were not available at the first visit;
- Verifying questionnaires completely before handing them over to the supervisor and above all before leaving the locality.

The enumerator should never correct a questionnaire, apart from minor errors, without asking the respondents the questions again. The enumerator should never copy information obtained during an interview on a new questionnaire.

1.8.1 Building rapport with the respondent

The respondent's first impression of the enumerator determines his/her willingness to cooperate in the survey.

- Introduction. To introduce himself/herself, the enumerator will clearly state his/her name, show the enumerator's identification card and request politely to talk to the head of the household/family.
- First Impression. When an enumerator is approaching a respondent for the first time he/she should: - a) choose words that will make the respondent feel free and at ease for the interview. b) Open the interview with a smile and salutation:

"Good Morning Sir/Madam, my name is (NAME). I am an interviewer of the National Bureau of Statistics. We are conducting a survey on the household's welfare. Your household has been selected through a random sampling process and we would like to interview you about your household's welfare."

c) Proper clothing and attire are strictly required as a sign of respect to the respondents and to represent properly the institution hiring the enumerator for the survey.

- Neutrality during Interview. Most respondents are polite and will tend to give answers they think the enumerator wants to hear. It is therefore very important that the enumerator remains absolutely neutral as he/she asks questions. The enumerator should not either by facial expression or by tone of voice allow the respondent to think he has given the right or wrong answers to the questions.
- Maintain word and sequence of the questions. The wording and the sequence in the questionnaire must be maintained. If the respondent mis-understands a question, the enumerator should read the question again slowly and clearly. To follow the sequence of the questions the enumerator should respect the filter and skip instructions indicated in the questionnaire.

- Be tactful. In a situation where the respondent shows no interest, acts bored, detached, contradicts previous answers or refuses to answer the questions, the enumerator must tactfully bring back the respondent's interest in the interview.
- Do not Hurry the Interview. The enumerator should ask questions slowly and give the respondent time to think to ensure that he/she understands what is being asked. If the respondent is not allowed to think and formulate his/her opinion the response may be « don't know » or he/she may give an inaccurate answer. If the respondent seems to be responding slowly there is no need to hurry or to discontinue the interview.

1.8.2 Interviewing procedures

1.8.2.1 Arrival in the community

The team will arrive in the community a day before the start of the survey. Accompanied by the interviewers the supervisor will visit the chief, and other prominent individuals to explain the purpose of the survey, and introduce the members of the team and discuss the survey program.

1.8.2.2 Finding the address

First, you should look for the address written on the page of the list of households and make sure that it is the household of the head indicated on the sample household sheet. Sometimes you will have difficulties in finding a household. You may be unable to find either the dwelling or the household:

- The dwelling at the address may be abandoned, the household having moved without being replaced by another,
- The household of the head whose name is on the sheet may have left and another household may be living in the dwelling.

If any of these happens, you should stop and ask for advice from your supervisor.

1.8.2.3 Explanation of the survey

When you enter a household the first thing you should do is to greet every one, introduce yourself and say that you are working for the government. You should automatically show your interviewer's card in all cases.

You must explain that:

- You are conducting a survey of Nigerian and non-diplomatic households living in Nigeria, and that the purpose is to find out about the present patterns of household characteristics, employment, and living conditions in the country. The survey is thus very important for planners to know how to improve the quality of people's living standards.
- The communities and the households that will be interviewed have been selected at random. Other neighbouring communities and households have been selected in the same way.
- The survey is not concerned in any way with taxes, and all the information recorded will be regarded as confidential and covered by the obligation of statistical secrecy.

Explanations play a great part in the willingness of people to reply to questions.

1.8.2.4 Introduction to Household¹

The enumerator should comprehensively explain all of the contents of the survey objectives to the head of the survey household, making sure to answer any questions that he or she might have. If the head of household is unwilling to proceed with the interview, please contact the field supervisor as soon as possible. The field supervisor should then talk to the household head to make an effort to obtain their cooperation. While awaiting the field supervisor intervention in contacting the household head, which may require time (hours to several days), continue administering the questionnaire to other survey households in the Enumeration Area (EA).

If the field supervisor also is unable to convince the original household to participate in the survey, use the first household from the set of five replacement households for the EA selected from the household listing at the time of the original household selection. Again, only use a replacement household with the authorization of the field supervisor.

The table of contents for the questionnaire will help enumerator quickly find your way around the questionnaire as well as survey content.

1.9 Role of the Zonal Controller

The field supervisors will be under the supervision of zonal supervisors who are permanent National Bureau of Statistics staff assigned to oversee the administration of the CWIQ. There will be six such supervisors responsible for several field supervisors and enumerators each. The zone supervisors will be resident in zonal centres.

The zonal supervisor is responsible both for the quality of the data which the enumerators and field supervisors provide and for the logistical arrangements. The zonal supervisors will have vehicles and are expected to make frequent visits to both the enumerators and the field supervisors for whom they are responsible. They will receive the completed questionnaires from the field supervisors and subject them to an additional review. Those questionnaires that are incomplete or erroneous will be returned to the enumerator for correction. The zonal supervisors will be responsible for making sure that all completed correct questionnaires are transported to Abuja for data entry without delay in a timely fashion.

The zonal supervisors are also responsible for any work related issues that the enumerators or field supervisors' encounter as they do their work.

¹ See Role of Enumerator

1.10 Organization and quality control of field operations

Each interviewer will be expected to visit about 13 EAs in the survey period, which implies that a minimum of 586 interviewers will be required, although the actual number will probably be higher because of cultural or administrative constraints.

It is proposed to organize field operations on the basis of approximately 147 self-sufficient field teams, each composed of one team leader, supervisor and 4 interviewers.

The proposed team approach lends itself to the implementation of several procedures to ensure the quality of field operations, namely:

- Adequate and permanent communication between all team members, and between the field teams and the National Bureau of Statistics headquarters.
- Frequent and close monitoring of the interviewers, by means of random checkup visits to the households and various other supervision measures implemented by the team leaders.
- Integration of computer-based quality controls to field operations at the zonal level. The data on the questionnaires will be scanned by the data entry operators onto computers while the interviewers are still in the clusters, so that errors and inconsistencies can be solved by revisiting the households.

CHAPTER 2 - Annotated Questionnaire

2.1 Introduction

The household questionnaire has been designed to enable you to administer it with as little difficulty as possible. In spite of these design efforts, nevertheless, it is a questionnaire that requires uttermost attention. To build your familiarity with it, as you prepare for your fieldwork with the survey households, make an effort to learn how the questionnaire is put together and how a typical administration of the survey questionnaire to a respondent would proceed. However, given the numerous and wide range of skip codes used in the questionnaire, you should not expect that any two administrations of the questionnaire to a household will be alike.

Information on a particular individual within the household is to be recorded consistently on the same column of each module in which information on individual household members is to be collected. This is an extremely important instruction for you to follow in completing the questionnaire. An ID code is assigned to each individual in the household in Section B depending on which column is used to record the presence of the individual in the household. This same ID code and column should be used for that same individual in all subsequent member-level modules.

MEMBER NUMBER	1	2	3	4	5	6	7	8	9	10
Responses for question	Question to be administered (QUESTION NUMBER) and Skip instructions									

2.2 Questionnaire Format

The questionnaire is specifically designed for optical reading. This explains the page presentation with boxes and bubbles. All the questions are pre-coded. Once filled, the questionnaire will pass through a scanner hooked to a computer for the purpose of capturing the data. A computer program will check the range values for each question and the skip pattern. All errors will be released in an error file. The process is rapid and results can be edited and processed in a very quick manner. During the training, enumerators will be subjected to several exercises to learn how to fill out the questionnaire in order to reduce the error rate.

The questionnaire consists of 10 sections and follows a specific structure designed to facilitate ease of completion.

2.1.1 Structure of a page

Section B to Section E and Section J, each page is made of two columns. These cover member-level information.

- The first column gives the responses to a typical question
- The second one gives the question itself and the boxes and/or bubbles for indicating the response given by the respondents, filter and skip instructions which the interviewer must follow.

1 ST COLUMN	2 ND COLUMN
Responses for question	question to be administered (QUESTION NUMBER) and Skip instructions
<p>IF</p> <p>EXAMPLE</p> <p>Yes</p> <p>No</p>	<p><u>PERSON IS MALE OR UNDER AGE 12 OR OVER AGE 49 GO TO D3</u></p> <p>D.1 Did [NAME] have a live birth in the last 12 months?</p> <p><input type="radio"/></p> <p><input type="radio"/></p>

Each page has a series of boxes at the upper right hand corner, for printing the reference number.

Reference Number

--	--	--	--

A skip instruction is usually on top or below a question which the interviewer must follow

EXAMPLE	<p><u>IF PERSON IS MALE OR UNDER AGE 12 OR OVER AGE 49</u> <u>GO TO D3</u></p>	
	<p>D.1 Did [NAME] have a live birth in the last 12 months?</p> <p>Yes <input type="radio"/></p> <p>No <input type="radio"/></p>	

The design of the other sections features only the questions below which are given the responses with the boxes to print numbers or bubbles to shade the responses.

In some cases the questions can take multiple answers, in which cases the interviewer will shade several responses. In other cases, only one response will be shaded.

A question is composed of a reference number which consists of the section letter and the sequence number. Example: B2 refers to the second question in section B and so on.

2.1.2 Recording responses

The responses received from the respondents should be written on the questionnaire in blue or black ink pen. Responses written in pencil can easily become smudged and difficult for the coders and data entry personnel to read and interpret.

If a mistake is made in the recording of a response, do not erase the incorrect response. As you should be using a pen, you will be unable to erase. Rather, strike out the error by neatly marking it through with a line, and then write/shade the correct response where it can be easily read.

In order to include all possible responses that may be provided, many questions include a response option of OTHER to record responses that are not covered by any of the pre-coded responses. When you use this code, also provide a brief explanation of the category.

However, there are cases where respondents will not answer an individual question, either because they do not know the answer or because they refuse to answer the question. If after asking the question several times,

you still cannot get a response, a note/comment should be written down in the Comments box in Section A.

There are two ways for recording responses in the questionnaire:

- Printing a number in a box

Each box is allocated to one digit. The digit has to be printed clearly in the middle of the box without touching the borders and in an appropriate size, neither too big nor too small. In other words, the number must be clearly readable.

- Shading a bubble

There are two types of bubbles in the questionnaire: some are empty while some have a digit or a letter printed inside. Both types require the interviewer to shade the corresponding response or responses.

For printing and shading the interviewer will use a pen, which will be provided with the rest of his/her material (eraser, clip board, etc).

For efficient scanning, the questionnaire must be marked correctly. Bubbles should be filled-in properly; bubbles that are incomplete, ticked or crossed will not be read or will require operator verification. Bubbles filled in by mistake should be erased completely or clearly marked to show that the response is incorrect. Examples of correctly filled bubbles are provided on page one of the questionnaires. After completing an interview, the interviewer will go over the questionnaire again to ensure that all bubbles are properly filled-in, and that bubbles not meant to be filled-in are completely clean and free of marks. Numeric answers will be printed in normal script in the space provided above the bubbles.

- Filter and skip instructions

As mentioned above, the filter and skip instruction are either on top or below the question for the interviewer to follow.

All questions that are not answered because of the skip pattern or general flow of the questionnaire should be left blank – no information should be recorded.

The filter instruction usually on top or below the question indicates the household members to be interviewed and where to start the interview according to some conditions.

Examples: Section B filter indicates that all the household members have to be listed in this section: « WRITE DOWN THE NAMES OF ALL PERSONS WHO NORMALLY LIVE AND EAT TOGETHER IN THIS HOUSEHOLD STARTING WITH THE HEAD ».

Section C filter indicates to start with question C3 if the member is under age 15: « IF PERSON IS UNDER AGE 15 START AT C3 »

Depending on the response given by the respondent, the skip instruction, on the other hand, tells the interviewer which question to ask next. This skip instruction is always on top or below the question

Both filter and skip instructions are imperative. They must be obeyed or followed.

2.3 Completing the Questionnaire

The Core Welfare Indicator Questionnaire (CWIQ) survey consists of 13 pages. To ensure concise responses for the interviews, pre-coded multiple-choice response questions were used. An interview will usually take from 20 to 45 minutes to complete, provided there is a responsible adult respondent for the interview usually the household head and/or the spouse.

The questionnaire is composed of 10 sections that are described in the following chapter: -

Section A	Interview Information
Section B	List of Household Members
Section C	Education
Section D	Health
Section E	Employment
Section F	Household Assets
Section G	Household Amenities
Section H	Social Project/self-assessed poverty
Section I	Child under 5 years
Section J	Gender

The case of large households: One questionnaire can accommodate households with up to 10 members and 4 children under age 5. For households with more than 10 members or more than 4 children under age 5, extra questionnaires are used for the additional individuals. Extra questionnaires are identified in question A7, the questionnaire number. The principal questionnaire is number 1; extra questionnaires are numbered 2 through 9 as required. Only the state code, the RIC number, the household

number and the questionnaire number are recorded in Section A of extra questionnaires. Sections B, C, D, E, I and J are filled as required for the additional members/children.

CHAPTER 3 - Questionnaire Modules

3.1 Section A. Interview Information

Respondent: Household head

Direct informants: Household head/spouse/responsible adult in household

Purpose of Section

The first section in the CWIQ provides information to identify the household being interviewed. The field supervisor will have, for identification purposes, a list of housing units and corresponding households to be interviewed. It is important to the success of the survey that the actual household being interviewed matches what appears in this sample list. Part of the identification information will be completed prior to the interview, part of it will be completed as the interview begins, and the rest will be completed at the end of the interview after section J.

Q.1 Interviewer name:

The interviewer will write his or her own name in the box provided. This can be done prior to the interview.

Q.2 Name of head of household:

The name of the head of the household will be given on the household sample list and will assist the interviewer in properly identifying the selected household.

Q.3 State name:

This is the name of the state in which the household is located. It will be given on the household sample list and can be written-in prior to interview.

Code	State Name	Code	State Name
01	Abia	19	Kano
02	Adamawa	20	Katsina
03	Akwa Ibom	21	Kebbi
04	Anambra	22	Kogi
05	Bauchi	23	Kwara
06	Bayelsa	24	Lagos
07	Benue	25	Nasarawa

Code	State Name	Code	State Name
08	Borno	26	Niger
09	Cross-rivers	27	Ogun
10	Delta	28	Ondo
11	Ebonyi	29	Osun
12	Edo	30	Oyo
13	Ekiti	31	Plateau
14	Enugu	32	Rivers
15	Gombe	33	Sokoto
16	Imo	34	Taraba
17	Jigawa	35	Yobe
18	Kaduna	36	Zamfara
		37	FCT

Q.4 EA name:

This is the name of the Enumeration Area (EA) in which the household is located. It will be given on the household sample list and can also be written-in prior to interview.

Reference number:

This is a unique four – digit identification number given to each questionnaire.

Every household is located in an EA, which is in turn located in a state. However, the State code and the RIC, in conjunction with the household number, will be sufficient to uniquely and completely locate every household in the sample. All the information relating to the EA (the state code and the RIC) will be stored in a master EA file.

A.1 RIC:

This is the Replicate Identification Code of the EA in which the household is located. It will be given on the household sample list and can be written-in prior to interview.

A.2 Household:

All households on the sample list had been numbered. The number of the household as contained in the sample list will be filled-in here.

A.3 Interviewer ID:

Each interviewer will be assigned a unique identification (ID) number, which he or she will use throughout the duration of the survey.

A.4 Date:

This is the date the interview is conducted. Months are converted to numbers; for example, January is '01', February is '02', March is '03', etc. The year is recorded by using only the last two digits; for example, 2001 would be recorded as '01'.

A.5 Time:

This is the time of the day the interview begins. In addition to the hour and minute, the time will also indicate AM (before the hour of noon) or PM (after the hour of noon).

A.6 Respondent member number:

Each member of the household is assigned a number by the interviewer. This is done at the time of listing household members' first names at the top of Section B. If the head of household is the respondent to the interview, then the number entered in A6 will be '01'. If the respondent is someone other than the head of the household, A6 cannot be filled-in until after the accounting of all household members is done at the top of Section B.

A.7 Questionnaire number:

The questionnaire has sufficient space to collect information on 10 household members. In cases of households having more than 10 members, the interviewer will record information on the additional members on extra questionnaires. The questionnaire number identifies extra questionnaires and the sequence of the household members listed (i.e. sequence number 1 lists members 1 to 10, sequence number 2 lists members 11 to 20 and so on through sequence number 9).

Questionnaire No. on the first questionnaire and;

Questionnaire No. on the second questionnaire and; etc

A.8 Result code:

The remainder of Section A is located at the bottom right hand side of the first page of the questionnaire and provides concluding information. The result code indicates whether the selected household was successfully interviewed or not, the result of the interview should be recorded in one of the seven categories.

A.9 Time at conclusion of interview:

Here the interviewer will record the time of the day at the conclusion of the interview. The time recorded should include weighing and measuring of children. In case an interview is interrupted because the children were absent at the time of interview or the respondent decides to delay the interview for a reason, then the interviewer should calculate the time taken to complete the interview, that, actual time spent on the interview process excluding the interruptions (add time spent for the main interview and enter this time accordingly).

Comments

Within the Comments Box at the bottom of page 1 the interviewer will explain any problems encountered during the interview and any other points of importance, such as the reason for not weighing or measuring children. The supervisor will add his/her comments confirming that the form has been checked and the first level of consistency and validation checks have been completed. The contents of page 1 will always be the first information to be checked by the supervisor when the interviewer returns the questionnaire.

AT NO TIME SHOULD THE COMPLETE QUESTIONNAIRE BE SEPARATED.

3.2 Section B. List of Household Members

Respondent: All individuals

Direct informants: Household head

Purpose of Section

This section deals with individual details of all household members. Sections of the questionnaire concerning demographics, education, health, employment, child health and gender will collect information on individuals. The remaining sections will collect information pertaining to the household as a whole.

Procedure for filling-in Section B

The interviewer will first record the names of all household members. Only after the listing of all members is complete will the interviewer proceed to ask questions B1 through B9 for the first person listed. After asking all the questions for the member listed as number 1, the interviewer will go back and ask questions B1 through B9 for the next listed member. The interviewer will ask the questions in Section B for all household members before proceeding to Section C. Interviewers will be mindful to fill the

correct column for each member, perhaps using a ruler or other straight edge to guide the completion of columns.

Household definition

A household is:

- A person or a group of people living in the same compound (fenced or unfenced)
- Answerable to the same head
- Sharing a common source of food and/or income.

It is important to note the three elements of this definition namely; do they live in the same compound? Are they answerable to the same and one head? Do they share a common source of food and/or income? If any of the responses is NO, then this is not one household but several.

Listing Members

The first step in Section B is to list the names of all members of the household (see Member definition in Annex 1 on Definitions.) The person listed in the first column will always be the head of the household. If the respondent to the questionnaire is not the head of the household, the head of the household will still be listed in the first column (not the respondent). If the head of the household is absent at the time of interview, he/she will still be listed in the first column.

The process of listing household members should be done carefully to ensure that no one is missed. List the children after their mother. In case of polygamous households or households with several mothers, list all children following their respective mothers. To ensure complete coverage, the interviewer should explicitly ask about four types of persons, which are commonly overlooked by survey respondents: -

- Persons who are temporarily absent; they should be included.
- Persons who have come to stay in the household permanently are usual household members even if they have just moved in.

- Servants or lodgers; it is possible that these individuals are members of a separate household (see definition of household in Annex 1) that have been included during the listing exercise. If this is the case, they should not be included as members of the household being interviewed. If, on the other hand, there is no obvious indication that they belong to another household, then they should be included.

- Finally, the interviewer should ask whether there are any infants or small children who have not been listed, as very young children are often overlooked in accounting of household members.

As many as 10 persons can be listed on page 2; if there are more than 10 household members, the interviewer will need to use an extra questionnaire.

After the full listing of potential household members is completed, continue collecting other information in the module.

Member number

This has already been done for you. However if there are more than 10 household members, a new questionnaire must be used and serial number changes and starts from 11 etc and continue to the last member.

B.1 Sex of household member:

The sex of each household member will be indicated. The interviewer should be mindful not to assume the sex from the name, but be sure to ask about persons especially for children under five years if in doubt.

However, some caution in asking this is important not to offend the respondent.

B.2 Absent household members:

Absence of persons from the household for extended periods of time may have important social and economic consequences on the household. For example, when the head of household is absent for long periods, decision-making may shift to another person in the household. The level and sources of income may be affected by the absence of income contributors.

B.3 Relationship to head:

The first column should always be coded '1' since the head of the household should always be listed in the first column, regardless of whether or not the head is present at the time of interview. Each household must have one and only ONE head. Other members should be identified in one of thirteen categories.

- *Household head:* The member who makes key decisions in the household and whose authority is acknowledged by other members. It should be borne in mind that the key decision maker may not necessarily be the oldest. Other factors within the household can determine who the head is such as what proportion of income is member's to total household income.
- *Spouse* is the married or partner by mutual consent of the head.

- *Child* refers to biological child.
- *Step-child* is an adopted child by either marriage or other reason will be classified.
- *Parents* of the head of household will be identified as "parent".
- *All other relatives* will fall in the "other relative" category.
- *Domestic help* (servant, guard, cook, baby-sitter among others) refers to a person who is paid for services rendered (cash or in-kind e.g. training skills, board and lodging) even if they are related to the head of household.
- *None relative* include friends living in household regularly.

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

B.4 Age at last birthday:

Age is an important variable for most socio-economic analyzes and must be established as accurately as possible.

The age of each person will be recorded in completed years. This is the age of the person at their last birthday. If someone will be 25 years old in two weeks after the date of interview, the recorded age would be 24. Ages of nine years or less will be recorded with a leading zero for example '03'; infants less than one year old will be recorded '00'. For older individuals who may have trouble determining their exact age, the interviewer will probe to obtain an estimate. Try to make the best possible estimate. Please make use of the national calendar of events to assist in determining the ages of such individuals. The Field Supervisor should also be of great help in determining the age of the elderly.

How to use the historical calendar:

- Ask of any historical event (national or local) which occurred around the time of birth or childhood.
- Ask how old respondent was when that event occurred or how many years elapsed before his/her birth.
- Then use the information obtained to calculate the age. For example, if respondent was 15 when Nigeria obtained independence, this person should be $15 + 45$ (i.e. 1st October 1960 to 23rd September 2005) = 60 years. If still this methodology fails try the next approach.
- Simply estimate how old the respondent may be based on some district historical events, some events which occurred.

Only as a last resort is the interviewer to record a response of "don't know". This is done by writing "99" in the boxes. If less than 12 years, go to B.6.

B.5 Marital status:

The term 'married' may have different meanings in different countries. Married refers to both formal and informal unions such as common-law marriages, free unions, living together. These have been classified further into polygamous, monogamous and living together unions. Check for consistency in married unions. Marital status for couples must be identical.

- *Polygamous unions* exclude relationships that are not officially recognized such as mistresses, concubines.
- *Informal/loose union* refers to relationship contracted by two adults living together without civil or traditional recognition. Such people may report that they are married, so probe carefully to find out the actual relationship.

B.6 Father alive

This question applies only to persons aged 17 years and younger. As this is a very sensitive question, enumerators must be very careful on how they ask this question. If father not alive, skip to B8.

Note Persons more than 17 years old should not be asked further question. Those who gave a "No" or "Don't know" answer should then be asked B8

B.7 Father living in household

Ask if father is living in the household. If YES, shade Y and vice versa.

B.8 Mother alive

This question applies only to persons aged 17 years and younger. As this is a very sensitive question, enumerators must be very careful on how they ask this question. If mother not alive, go to next person

B.9 Mother living in household

Ask if mother is living in the household. If YES, shade Y and vice versa.

At the Completion of Section B

Once Section B has been completed for all household members, the interviewer is to identify all the members aged 15 and older and circle their member number at the top of Section C (Education). Also, the interviewer is to identify all the women who are age 12 and older, and circle their member number at the top of Sections D (Health). Then the interviewer is to identify all household members (male and female) who are age 5 and older, and circle their member number at the top of Section E (Employment). Question C1 will only be asked for people age 15 years and older. Questions D.1 and D.2 will

only be asked for women age 12 and older; questions in Section E will only be asked for people age 5 years and older. Questions J1 and J2 in section J are asked of people 5 years and older, and J3 is for persons 15 years and older.

3.3 Section C. Education

Respondent: All individuals

Direct informants: Household head or spouse

As with Section B, the questions in this section are asked of all members of the household (**with the exception of questions C.1 C2**). The interviewer will proceed through Section C moving vertically down each column. This way, all the education questions will be completed for one person prior to asking about the next person. All the questions in Section C will be asked for all household members prior to moving on to Section D.

Purpose of Section

The key educational indicators that are of interest are enrollment rates and drop out rates. The enrollment rate is obtained by using age in conjunction with question C.7, "Is [NAME] currently in school?". The classification of an individual as a school drop out is obtained by combining question C.7 with C.6 "Did (NAME) attend school last year?". Drop-outs are persons not currently attending school, were attending school the previous year, and have not completed their studies. Additional educational indicators include the highest grade completed, and the type of school attended (private or public).

C.1 Can [NAME] read and write in English:

This is one of the two questions in this section to be asked only of persons age 15 and older; all other questions are to be asked of all household members. The aim here is to record functional literacy (the ability to read and write every day sentences and commonly available text, such as newspapers).

- *Literacy:* Is the ability to both read and write with understanding, a short simple statement on his/her everyday life in any language. The aim here is to record functional literacy (the ability to read and write every day sentences and commonly available text, such as newspapers).

If a person can neither read nor write, he/she will be considered illiterate and the correct response is NO. The CWIQ will not include rigorous testing of literacy; interviewers will have to use their judgment and information from the respondent to assess each person.

C.2 Can [NAME] read and write in any other language:

This will also be asked for persons aged 15 years and older.

C.3 Ever attended school:

Has the member in question attended school at any time during his/her life? A positive response is recorded regardless of whether or not any grades were completed. If the answer is 'NO' for persons older than 17years, the interviewer should go to the next person listed. For that person who has never attended school and is not over 17 years, ask reason for never attended school.

Ever attended school is defined as attending school for a minimum of one term (3 months). School attendance for one day or week is not ever attended school.

- *Formal schooling* refers to attendance of Nursery, Primary, Secondary school, Vocational/Technical or Professional school or Training or an Apprenticeship course Polytechnic or University course. Attendance of a Koranic school is included only if the respondent attended no other school.

C.4 Why not ever attended school:

This question is to be asked for only persons aged 17years and below who never attended school. Interviewers may record as many responses as apply. If a response is given which is not listed in the questionnaire, the interviewer is to code 'Other' and write the reason on the questionnaire.

The "other" category should be avoided as much as possible. Probe to get the correct reason.

C.5 Highest grade completed:

To be recorded as completing a level, the person must have actually finished the level in question. The HIGHEST CLASS/FORM is the last full class or form completed and not the present one being attended. For example if the person is now in primary class six (6), then the highest class completed will be P5 since he has not yet completed P6. Someone currently attending Form 3 would be recorded as having completed Form 2.

- A double zero (00) code is used only for persons who are yet to complete nursery or primary one as the case may be.
- A person whose highest grade completed is preschool, and also someone who attended Standard 1 but did not complete the year, this may coded as N1 or N2 accordingly.

C.6 Did [NAME] attend school last year:

This information is used to calculate the drop out rate as well as attrition rates. If the person attended school last year, but is not currently attending school and did not finish school, he or she is considered a drop out.

C.7 Is [NAME] currently attending school:

Anyone currently attending school should be recorded as YES, and then asked question C.9. If the response is NO, the interviewer will skip to question C.12 for this person. If the person is on break from school (for example between semesters or on summer break), but intends to return after the break, the interviewer will record a YES response.

C.8 Current school level attending:

Response codes for this question are the same as those used for question C.6 (with the exception of double zero, which will now indicate only preschool). However, this signifies level of class/form currently attending

C.9 Who runs the school:

For those currently in schools, the interviewer will record what type of organization is running the school. The field supervisor will be advised to educate himself or herself regarding the types of schools in the area, as some respondents may have difficulty reporting this information. The supervisor can then assist in properly coding the type of organization from the name of the school.

Do not expend too much effort in determining exactly what type of school the individual attends. As noted earlier, unless there is obvious evidence to the contrary, one should take the respondent's answers as sufficiently accurate.

If the respondent does not understand the question, ask what the name of the school is. Typically the name of the school may/will give you enough information to determine what type of school it is.

C.10 Problems at school:

Whether or not anyone currently attending school is having any problems with the school will be recorded here. These would be problems experienced recently or in the current school year. A few school related problems have been singled out for pre-coding; any problems not listed here would be coded 'Other problem'. Interviewers may record as many responses as apply. Of course, if the student had no problems, only one response will be recorded (no problem/satisfied). After asking this question for someone who is currently in school, the interviewer will go back to ask education questions for the next person.

C.11 Why not currently in school:

This question is to be asked only for persons aged 17 years and below who are not currently attending school. Interviewers may record as many responses as apply. If a response is given which is not listed in the questionnaire, the interviewer is to code 'Other' and write the reason on the questionnaire.

The "other" category should be avoided as much as possible. Probe to get the correct reason.

3.4 Section D. Health

Respondent: All individuals.

Direct informants: Individuals 10 years old and older.

Questions in this section are asked of all members of the household (**with the exception of questions D.1 and D.2**). As was done in Section C, the interviewer will proceed through Section D moving vertically down each column, rather than working left-to-right. In this way, all the health questions would be completed for one person prior to asking about the next person.

Purpose of Section

A key aspect of household welfare is the ability to seek and attain access to medical care when required. The CWIQ will collect data on reasons for requiring medical attention, frequency of use of health services, satisfaction with services provided, and in a later section, access to health services.

D.1 Birth in last 12 months:

This question is only to be asked of women age, 12 to 49 years; the interviewer will have circled the member numbers of these women at the top of the section after having completed the household roster in Section B. If the woman has given birth to a live baby at some time in the 12 months prior to interview, the interviewer will record YES and ask question D.2. If the woman has not given birth in the previous 12 months the interviewer will record NO and skip to D.3 for this woman.

D.2 Prenatal care:

Provision of health care for pregnant women is crucial to the health of both mothers and babies. If the pregnant woman received prenatal care (care for her pregnancy), the interviewer will record YES. This will not include care received at the time of delivering the baby.

- *Pre-natal Care* refers to a pregnant woman going for consultation on the conditions of the pregnancy before child birth. Note that the woman need not be ill.

From D3 every member should answer.

D.3 Handicapped or disabled:

The questions of the definition of "person with a disability" and how persons with disabilities perceive themselves are tricky and complex. This question includes both physical and mental disabilities and is meant to capture

conditions, which are permanent and affect individual way of life. For example, someone who is temporarily disabled due to a broken leg would not be considered disabled (such a person would be included in the next question). Physical and mental disabilities to be considered here are those which prevent the person from maintaining a significant activity or schooling. This may be some physical impairment of limbs, a physical disease, or mental illness, which renders the person incapable of pursuing a significant activity. Note that this question will be asked of all household members, but it will be the first question asked in Section D for all members of the household including women, age 12 or older. **Note Skip added against D3 to filter out those that do not have physical or mental challenge which affect functions in the household. Thus, if the respondent answered "No" to D3, then D4 (type of challenge affecting the respondent) should not be asked. The interviewer should then continue the interview with D5**

D.4 Type of mental or physical challenge:

This question is meant to capture the type of mental or physical disability household member suffers from. More than one response may be coded.

D.5 Sickness or injury last 4 weeks:

The following questions (D.5 - D.13) are meant to capture those persons who are (or were recently) sick or injured, and therefore unable to engage in their normal activities. The interviewer will first determine whether or not the person is sick or injured now or at some time in the four weeks prior to the interview. Next, the interviewer should determine what the person's main activity normally is (i.e., work, school, or caring for the family), and finally, whether the illness or injury prevented the person from performing that activity. If the illness was minor enough not to prevent the person from working (or going to school, or caring for the family, etc), then the answer would be NO, and the interviewer would skip to D.8 for this person.

This is an intuitive question and the respondent will respond as they please and the interviewer must accept the given response.

The interviewer cannot question the health status of any member even if they know the household situation.

D.6 Type of sickness or injury:

This question is to be asked for those persons who are/were unable to perform their normal activities due to sickness or injury within the previous four weeks. If the person suffered from more than one sickness or injury, the interviewer should mark all categories that apply. So probe to get accurate responses.

D.7 Days missed from work or school:

The household's welfare suffers whenever a member is unable to engage in his/her normal activities. Here the interviewer will determine the number of work or school days missed by the sick or injured person, in the previous four weeks. The interviewer will record the response in days.

D.8 Sought medical attention from a health provider in previous four weeks:

This question is asked for all household members, regardless of whether or not they were reported as being recently unable to perform their normal activities (sick or not sick). An affirmative response is recorded for anyone who saw a health provider for any medical reason within the four weeks prior to the interview. A health provider includes a doctor, nurse, pharmacist, health professional, dentist, or traditional healer. If a mother took her sick child to the doctor, the affirmative response will be recorded for the child, not the mother.

- To *consult a health practitioner* means to be examined by a Doctor, Medical Assistant, Nurse, Pharmacist, Midwife, Traditional healer or other health practitioners to discover what illness the person is suffering from in order to prescribe treatment. Consultation is the visit made for the purpose of being examined by a health practitioner
- *Check-up* refers to a visit made to a health institution for physical or laboratory checks to find out about possible ailments one might be suffering from. The person may not be necessarily sick. This is also referred to as medical examination.

For persons who did not consult a health provider, the interviewer will skip to D13 on page 5.

D.9 Pay for consultation:

This question is for those persons who sought advice or treatment from a health practitioner. This asks how member paid for **most** of individual's consultation. Only one response is required. Probe to get accurate response.

D.10 Type of health provider seen:

This question is for those persons who sought advice or treatment from a health provider. The interviewer will need to determine from the respondent in what type of place the provider was located. For example, if the person saw a doctor in a hospital, the interviewer will need to determine whether it was a private hospital or a public hospital. The interviewer will record only one response.

- *Dispensary, health center or health post* is typically the lowest level of care, or first point of entry into the health system.
- *Pharmacy* is a retail shop where the predominant product sold is mainly medicine but sometimes other articles are sold. Does not include kiosks. One may have a prescription or self-prescribe for medication.
- *Traditional healer* refers to one who uses medicinal herbs and plants to treat patients. Even defined further a traditional healer may also use signs, prayer or folk remedies. Traditional healers are concerned with treating the whole person, focusing on family and social relationships. The traditional healer's approach is a holistic one, with the mind, body and spirit being regarded as special elements in the healing process. This is in keeping with the World Health Organization's definition of health, which states that: "health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. It is handed down verbally from generation to generation. This includes faith healers, spiritualist.
- *Other* refers to health professional visiting one at home or vice versa among others. This also includes over-the-counter purchases in kiosks through self-prescription.

D.11 Frequency of use of health service in previous four weeks:

This question refers to the health provider mentioned in D.10. The interviewer will determine how many times the household member went to the health provider within the four weeks prior to interview, and record the response in boxes provided. As with D.8, if a mother took her sick child to the doctor twice, the two visits will be recorded for the child, not the mother.

D.12 Problems encountered with health service:

This question also refers to the health provider mentioned in D.10. The interviewer is to listen carefully to the respondent, and determine which category applies. If more than one category applies, the interviewer is to record all that apply. If the person had no problems with the service, the interviewer will record "NO PROBELM (satisfied)". If no listed category applies, the interview will record "other".

For household members with a YES response to D.8 (they did consult a health provider within the four weeks prior to interview), D.13 is not

applicable. If a mother took her sick child to a doctor, and was dissatisfied with the service because she had to wait too long before being able to see the doctor, it may be the mother who was dissatisfied, but the problem will be recorded for the child, the one for whom medical care was sought.

D.13 Why medical care was not sought in previous four weeks:

This question is only asked of persons who did not consult a health provider at any time within the four weeks prior to interview. If they simply had no need to consult a health provider, the interviewer will simply fill the first bubble. If the person did not seek advice or treatment for some other reason, the interviewer should bubble the appropriate response responses. If a mother took her sick child to a doctor but sought no medical attention for herself in the previous four weeks, this question will be asked of the mother, but not the child.

Once the interviewer has asked D.13 (for members who have not recently sought a health provider) or D.10 (for members who did seek a health provider), the interviewer is ready to proceed with the health questions for the next household member.

3.5 Section E. Employment

Respondent: All individuals 5 years old and older

Direct informants: Individuals 10 years old and older.

Purpose of Section

Employment questions are to be asked of all household members age five and older; the interviewer will have circled the member numbers of these persons at the top of the section after having completed the household roster in Section B. In many families, children perform some kind of work such as livestock tending, selling water or food, etc. It is necessary to capture those children having employment activities either instead of or together with attending school. This section intends to capture the following aspects of employment: employment status (e.g., employee or self-employed), employment sector, (e.g., public or private), the main activity of the place of employment (e.g., agriculture, services, etc.), and labor force status (employed, unemployed, or inactive).

3.5.1 Employment last 7 days

E.1 Worked last 7 days:

Here we include both formal and informal work, both paid and unpaid work, including work on the agricultural holding. If the person worked at any time in the previous seven days, the interviewer will record YES and skip to E.5. If the person did no work at all in the previous seven days, the interviewer will record NO and continue with E.2.

Please note, employment does not refer to work in the formal sector only. A person who works on his farm has worked last 7 days. This should be explicitly explained during the training.

E.2 Absent from work last 7 days:

This question is asked of persons who did no work in the previous seven days. The interviewer will determine whether they would have worked, but had not done so due to being ill, being on vacation, being subject to strike lockouts, or any other condition which resulted in a temporary absence of the person from work. If the person is employed and was only temporarily absent from work, the interviewer will record YES and skip to E5. If the person did no work last week and was not absent from any job that was waiting for them, the interviewer will record NO and continue with E.3.

E.3 Looking for work last 7 days:

This question establishes whether those who said NO to both E.1 and E.2 (neither currently working nor temporarily absent from work) were voluntarily in the labor market.

A "YES" response is appropriate only if two conditions are true: -

- The person is both looking for work and
- Ready to take on work.

Several criteria can be proposed for "NO": -

- If a person is sick such that this would prevent them from searching for work
- If a person is capable of taking on work but was not looking for work.

E.4 Why not working last 7 days:

This question is asked for all persons who said NO to both E.1 and E.2 (neither currently working nor temporarily absent from work). Only one reason for not working will be recorded; if there is more the one reason, the interviewer will record the main reason.

After asking E.4 for someone who is not working nor temporarily absent from work, the interviewer will SKIP to E.14 page 7 for that member.

- *Seasonal inactivity* refers to members who are out of work due to the seasonal inactivity such as agricultural farmers.
- *Student* will refer to members who are in full time schooling and are not part of the labor market. However, if a student is working, he should be coded as worked last seven days in E.1.
- *Homemaker* (household/family duties) is anyone who is involved household chores. These may include farm work and housekeeping activities such as cooking, laundry.
- *Infirmity/incapacitated* is one who is invalid and cannot work or do any activity. However, a person who is handicap may not necessarily be coded here. Only and only if handicap affects one's way of life that incapacitation may be coded.
- *Retired*: Person not engaged in any economic activity because he is out of employment either due to age, sickness or voluntary out of work. However, if he runs a business, he is not retired but must be coded under any of the other employment groups.
- *Too young or too old* refers to inactivity due to age. But

enumerators should not take the response when in doubt but should probe further.

E.5 Hours worked last 7 days:

This question is asked for all persons who said YES to both E1 and E2. This question is asked of all persons who worked how many hours they worked the last seven days. Be careful to get correct responses.

For persons absent from their job in the week preceding the survey due to holidays, vacation or sick leave. The last week worked before vacation or sick-off should be used for the hour worked last 7 days.

For individuals who only give information on how many hours they work per day and no information on number of days worked a week, multiply the hours by 5 days.

E.6 How many jobs last 7 days:

This question is asked of all persons who either worked in the last seven days or were temporarily absent from work last week. The number of jobs is to include jobs from which the person may have been temporarily absent (E.2 was YES). The number of jobs is also to include work which is formal or informal, paid or unpaid.

E.7 Payment for work last 7 days:

If the person worked at more than one job, the interviewer will record the information pertinent to the main job. If the person was only temporarily absent from his/her work, the interviewer will record the usual work status.

- A *wage earner* or *salary earner* is someone who is continuously employed (with or without a contract) and is paid money on a regular basis (weekly or monthly).
- *Payment in kind* refers to being paid not with money, but with something other than money. Such include payment in the form of food.
- A *casual worker* is someone who is paid money by the hour or by the day.
- An *unpaid contributing worker* is the worker who holds a job in a market-oriented establishment operated by a relative who cannot be regarded as a partner/employee because of his/her degree of commitment to the operation of the establishment, in terms of working time or other factors. He/She works without receiving any payment (neither a wage, a salary nor payment in kind).

- A *self-employed* person is someone who operates his or her own economic activity (with or without partners). Self-employed is a person who performs some work for profit or family gain either in-cash or in-kind. The remuneration is dependent upon profits derived from the goods and services produced (own consumption from enterprise is considered part of profits). The incumbent makes operational decisions affecting the enterprise or may delegate decisions while retaining the responsibility for the welfare of the enterprise. This is a one-person business and may include contributing family workers.

Some examples: Someone who works in an office and gets paid every two weeks receives wages for his work. Someone who receives meals for his work instead of money receives payment in kind. Someone who works and gets paid by the day is a casual worker, even if he is able to find work all year long. Someone who works in his parents' shop without receiving any payment is an unpaid family worker. Someone operating his own slipper factory is self-employed, even if he is drawing a salary from the business.

E.8 Work sector last 7 days:

Each person who is working will be asked for whom he/she worked. The interviewer will then determine in what sector of the economy the person is working. Employment sector refers to whether the employment is public (governmental) or private (non-governmental).

- The *Government* is further divided into Federal, State and Local.
- The private sector is further categorized into large enterprise and small enterprise. A *large enterprise* refers to a business with more than 5 persons while a *small business* refers to a business of 5 persons or less.
- A further private category is for employees who work for private person or household. If one is employed by a one-person business he/she will be coded under private person or household (code 7).
- *Parastatal* refers to semi-public.

Example: -

- *Someone working as a clerk in the national bureau of statistics will be classified in government.*
- *Someone working as a cleaner at the national bureau of statistics will also be classified in government.*
- *Someone who works as a cleaner at a privately owned company will be classified as working in a private business.*

- *Someone who works as a cleaning person in someone's home will be classified in private household.*

E.9 Industry sector of the main activity² last 7 days:

By asking the main activity at the place of each person's job, the interviewer will be obtaining the industry in which the person works. Note that this does not concern the occupation of the person but the sector of activity of the place the person works.

- *Industry* refers to the activity of the establishment in which an individual works at his or her occupation. An industry is usually identified on the basis of the nature of the goods and services produced.

Example: -

- *A secretary may work in a construction company or in Transport Company depending on who employs her as a secretary. Therefore if working for the former, she will be under construction while in the later transport will be her work industry.*
- *A doctor may work in a mining company or in a public hospital, and in the same token doctor in the former will be under the mining industry and in a public hospital will fall under health and social work.*

E.10 Sought to increase earnings last 7 days:

This question will ascertain whether someone attempted to increase his/her earnings in the previous week. **It is not sufficient for the person to have desired higher earnings, an affirmative response is only appropriate for persons who actually attempted to increase their earnings.** If the person did not seek to increase his/her earnings, the interviewer will fill bubble NO and proceed to E.14 page 7. If the person did attempt to increase his/her earnings, the interviewer will fill bubble YES and proceed with E.11.

E.11 Ways sought to increase earnings last 7 days:

This question is asked only of persons who wanted to and attempted to increase their earnings in the previous week. The interviewer will record what the persons did to attempt to increase their earnings. The persons may have attempted to increase their hours in their main work, or increase their hours in some additional work. Alternatively, the persons may have sought to obtain different jobs (change activity), or the persons may have attempted to increase their earnings in some other fashion.

² See Annex II for description of these codes. These are referred as ISIC rev 3.1.

E.12 Sought to change jobs last 7 days:

This question will ascertain whether someone attempted to change job in the previous week. ***It is not sufficient for the person to have desired of new job, an affirmative response is only appropriate for persons who actually attempted to change job.*** If the person did not seek to change job, the interviewer will fill bubble NO and go to E.14. If the person did attempt to change job, the interviewer will fill bubble YES and proceed with E.13.

E.13 Reason for seeking change in job last 7 days:

This question is asked only of persons who wanted to change jobs. Probe to get accurate responses.

3.5.2 Employment last 12 months

E.14 Worked last 12 months:

Here we include both formal and informal work, both paid and unpaid work, including work on the agricultural holding. If the person worked at any time in the previous twelve months, the interviewer will record YES and continue with E.15. If the person did no work at all in the previous twelve months, the interviewer will record NO skip to E.22.

E.15 Weeks without work during the last 12 months

Ask member how many weeks in the last 12 months he/she was without work. For nine weeks or less this will be recorded with a leading zero for example '09'. Zero weeks are an incorrect response. Be watchful on the type of response respondent gives.

E.16 How many jobs in the last 12 months:

This question is asked of all persons who worked. The number of jobs is to include jobs from which the person may have been temporarily absent. The number of jobs is also to include work which is formal or informal, paid or unpaid.

E.17 Payment for work last 12 months:

If the person worked at more than one job, the interviewer will record the information pertinent to the main job. If the person was only temporarily absent from his/her work, the interviewer will record the usual work status.

- A *wage earner* or *salary earner* is someone who is continuously employed (with or without a contract) and is paid money on a regular basis (weekly or monthly).

- *Payment in kind* refers to being paid not with money, but with something other than money. Such include payment in the form of food.
- A *casual worker* is someone who is paid money by the hour or by the day.
- An *unpaid contributing worker* is the worker who holds a job in a market-oriented establishment operated by a relative who cannot be regarded as a partner/employee because of his/her degree of commitment to the operation of the establishment, in terms of working time or other factors. He/She works without receiving any payment (neither a wage, a salary nor payment in kind).
- A *self-employed* person is someone who operates his or her own economic activity (with or without partners). Self-employed is a person who performs some work for profit or family gain either in-cash or in-kind. The remuneration is dependent upon profits derived from the goods and services produced (own consumption from enterprise is considered part of profits). The incumbent makes operational decisions affecting the enterprise or may delegate decisions while retaining the responsibility for the welfare of the enterprise. This is a one-person business and may include contributing family workers.

Examples: -

- *Someone who works in an office and gets paid every two weeks receives wages for his work.*
- *Someone who receives meals for his work instead of money receives payment in kind.*
- *Someone who works and gets paid by the day is a casual worker, even if he is able to find work all year long.*
- *Someone who works in his parents' shop without receiving any payment is an unpaid family worker.*
- *Someone operating his own slipper factory is self-employed, even if he is drawing a salary from the business.*

E.18 Work in the main job last 12 months:

Each person who is working will be asked for whom he/she worked. The interviewer will then determine in what sector of the economy the person is working. Employment sector refers to whether the employment is public (governmental) or private (non-governmental).

- The *Government* is further divided into Federal, State and Local.

- The private sector is further categorized into large enterprise and small enterprise. A *large enterprise* refers to a business with more than 5 persons while a *small business* refers to a business of 5 persons or less. If one is employed by a one-person business he/she will be coded under private person or household (code 7).
- A further private category is for employees who work for private person or household.
- *Parastatal* refers to semi-public.

Example: -

- *Someone working as a clerk in the national bureau of statistics will be classified in government.*
- *Someone working as a cleaner at the national bureau of statistics will also be classified in government.*
- *Someone who works as a cleaner at a privately owned company will be classified as working in a private business.*
- *Someone who works as a cleaning person in someone's home will be classified in private household.*

E.19 Industry sector of the main activity³ last 12 months:

By asking the main activity at the place of each person's job, the interviewer will be obtaining the industry in which the person worked. Note that this does not concern the occupation of the person but the sector of activity of the place the person works.

- *Industry* refers to the activity of the establishment in which an individual works at his or her occupation. An industry is usually identified on the basis of the nature of the goods and services produced.

Example: -

- *A secretary may work in a construction company or in Transport Company depending on who employs her as a secretary. Therefore if working for the former, she will be under construction while in the later transport will be her work industry.*
- *A doctor may work in a mining company or in a public hospital, and in the same token doctor in the former will be under the mining industry and in a public hospital will fall under health and social work.*

E.20 Income from this main job changed compared with 12 months:

Ask member if income has changed over the last 12 months. Do probe to get an accurate response. Only one option is allowed. Even if the enumerator knows the economic situation of the respondent, do not assume for the respondent. Take given response as given.

E.21 Main job different in 12 months ago:

Ask if the current job is different from the one 12 months ago. Only one response is allowed.

E.22 Contribution to household income:

The interviewer will ask whether each household member contributes money to the household income. An affirmative response will be recorded for all persons who earn money.

³ See Annex II for description of these codes. These are referred as ISIC rev 3.1.

3.6 Section F. Household Assets

Respondent: Head of household

Direct informants: Head of household or other informed adult household member.

Purpose of Section

This section is about recording the current household assets and economic situation.

The possession of a house and possession of productive assets, such as land and livestock, are important components of household welfare and are also significant indicators of changing economic conditions and living standards. Livestock are a common form of wealth accumulation and provide an important measure of economic well-being.

F.1 Occupancy status of dwelling unit:

The interviewer is to indicate whether the household owns the dwelling in which it resides, pays rent in cash or kind, or else pays no rent for its use. If a mortgage is paid, the dwelling will be considered owned. If the household does not reside in a permanent dwelling, is nomadic, or living in temporary shelter, the interviewer will fill bubble 4.

- *Owner refers to* household living in a house owned by it.
- *Rented* includes where company withholds house allowance or where one rents from private individuals.

Employer provides housing for free, i.e. the employer pays the rent (in whole) directly to whoever the house is rented from on behalf of the household. Household will be referred as renting (code 2 = rent the dwelling). This is on the assumption that if the employer did not pay the rent, the household would have rented a place to live in.

- Employer subsidizes for the house, i.e. refers to *subsidized rent* where the company pays part or most of rent. This also includes where a household pays a *nominal fee* (not market rent) for staying in a dwelling unit.
- If the household is living in a house without authorization, ownership, or paying any rent – that is, the household is a squatter, then use *nomadic or temporary dwelling* (code 5).
- However, if the household is living in the house for free and is authorized to do so, you should select *“Uses without paying rent”*

(code 4). For example, the household may be staying in a house provided for free by a relative.

F.2 Document to back occupancy status:

The right of an individual or group to possess or occupy a particular property is one of the indicators of secure tenure. In practice, one way to achieve security of tenure may be through: -

- *Certificate of occupancy which* refers to a legal document for ownership of dwelling unit.
- Formal titling (leasehold or freehold). *Leasehold* refers to Use of land on the basis of rent with the terms and length of use being described in a rental contract while *freehold is* customary or communal.
- Rental market through *receipt for payment*.

F.3 Area of land owned:

This question refers to land actually owned by the household, whether farmland, pasture, fallow or other land. Ownership means the household holds some form of customary or statutory title or holds the land on a permanent basis and pays no rent or other dues. Land that is rented out to others and not used by the household is included here.

F.4 Land owned today compared with 12 months ago:

This question is to ascertain if the quantity of land owned now has changed compared with the situation twelve months ago. Does the household have the same amount of land as it did 12 months ago, or more or less? If the household does not own any land, and did not own any 12 months ago, the interviewer will record "same".

F.5 Use of land not owned:

This question requires the interviewer to determine whether the household uses land it does not own, and also in what capacity the land is used. Probe to get accurate responses, if No SKIP to F.8

F.6 Area of other land operated:

The purpose here is to record hectares of land that the household uses but does not own (whether farmland, pasture, fallow or other). Note that this is land that is additional to the land noted in F.3. There may be two or more holdings operated by different members of the same household. 'Operated land' includes land rented, borrowed, pledged or obtained in some other form. If the amount of land changes during the year, the amount recorded will be the current amount.

F.7 Land operated but not owned today compared with 12 months ago:

This question is to ascertain if the quantity of land operated (but not owned) has changed compared with the situation 12 months ago. This question is similar to F.4 but refers instead to land that is operated, but not owned.

F.8 Agricultural inputs used by household:

Ask the household if it uses any agricultural inputs. If YES, ask what type of equipments used. Do not read the responses to the household. Let the household identify what type of inputs used. More than one response is allowed.

F.9 Source of agricultural inputs:

Ask the household the source of the various inputs used. If the household uses more than one source, the main source will be recorded.

F.10 Heads of cattle owned:

This question concerns the number of heads of large cattle owned by the household at the time of interview, whether they are with the household presently or left with someone else. They may be owned by anyone in the household. All large livestock, such as camels, cows, donkeys, horses, etc. are to be counted together with cattle. Numbers fewer than 100 will be recorded with leading zeroes (example: 34 heads = 034.)

Sheep, pigs and poultry are not included.

F.11 Large livestock owned today compared with 12 months ago:

The interviewer will determine how the number of large livestock owned today compares with the number owned 12 months ago. This question is similar in format to the questions about land.

F.12 Sheep, goats and other medium-sized animals owned:

This question concerns the number of sheep, goats, and other medium-sized animals owned by the household at the time of interview, whether they are with the household presently or left with someone else. They may be owned by anyone in the household. All medium livestock, such as sheep, goats, etc. are to be counted. Numbers fewer than 100 will be recorded with leading zeroes (example: 34 heads = 034.)

Poultry are not included due to the high turnover.

F.13 Medium livestock owned today compared with 12 months ago:

The interviewer will determine how the number of medium livestock owned today compares with the number owned 12 months ago. This question is similar in format to the questions about land.

F.14 Household goods owned and functioning:

The interviewer is to ask about each item listed, one at a time. The item may be owned by any member of the household, but should only be recorded as a 'YES' if the item is in working order. A small child's bicycle is a toy and will not be included here.

F.15 Satisfying various needs in the last one year:

The respondent needs to consider what the various needs of the household were during the previous twelve months and how often the household had difficulty fulfilling those needs. Ask each item need separately. There are five categories to describe how often the household had problems satisfying its needs, and the respondent will have to summarize the experience of the household by choosing appropriate responses for each of the five categories.

- *Never*: The household did not at any time have difficulty in fulfilling its household needs
- *Seldom*: the household occasionally have difficulty in fulfilling its household needs.
- *Some times*: the household have difficulty in fulfilling its household needs at times but not regularly or often.
- *Often*: the household have difficulty in fulfilling its household needs regularly or many times.
- *Always*: the household have difficulty in fulfilling its household needs at all times.

F.16 Economic situation of the household compared with 12 months ago:

This question requires the respondent to make an overall assessment of the current economic situation of the household, and compare it with the overall economic situation existing 12 months prior to the interview. This is not simply a monetary measure, but rather, an assessment of the household's resources and the ability to meet subsistence needs. Subsistence needs are here defined in terms of both food and non-food needs. Non-food needs cover housing, health, etc.

F.17 Economic situation of the community compared with 12 months ago:

This question requires the respondent to make an overall assessment of the current economic situation of the community, and compare it with the overall economic situation existing 12 months prior to the interview. Within

the community do all households fulfill their subsistence needs? In other words, does the respondent think that the overall situation of the households in the community has changed for the worse or the better?

F.18 Level of crime and safety in the neighbourhood with 12 months ago:

This question requires the respondent to make an overall assessment of the current Level of crime and safety in his/her neighbourhood of the community, and compare it with the last 12 months prior to the interview. In other words, does the respondent think that the overall situation of the level of crime changed for the worse or the better?

F.19 Who contributes most to household income:

The number of the household member who contributes the largest amount of money to the household income should be recorded here. Carefully record the member number from section B. The member number should be one of the numbers assigned in Section B and has an age consistent with this function, at least a young adult, or of working age. Use 00 if most income comes from outside the household. **For children and outsider note this fact under Comments on page 1.**

F.20 Who contributes most to education expenses:

The number of the household member who contributes the largest amount of money to the education of the household members should be recorded here. Instructions are the same as above. Use 00 if most income comes from outside the household or NO education expenses made by the household. **For children and outsider note this fact under Comments on page 1.**

F.21 Who contributes most to food expenses:

The number of the household member who contributes the largest amount of money spent on food should be recorded here. Instructions are the same as above. **For children and outsider note this fact under Comments on page 1.**

F.22 Receive pension:

Ask respondent if any household member receives a pension? It does not matter how many persons receive pension. If NO, proceed to the next section.

F.23 Payment of pension regularly:

Ask respondent if the household member receives his/her pension regularly? If YES shade Y and vice versa.

3.7 Section G. Household Amenities

Respondent: Head of household

Direct informants: Head of household or other informed adult household member.

Purpose of Section

This section deals with key infrastructure and community services. Its purpose is to obtain a broad measure of the degree of access to a number of basic infrastructures believed to be particularly sensitive to economic conditions such as water, sanitation, fuel, markets and transport.

It is important to specify 'other' for all questions when ever it is used.

G.1 Roof material:

If there is more than one type of roofing material, the interviewer will record the main one.

- *Mud* includes all building technique that relies on earth or mud put over a frame or mixed with other materials for strength.
- *Thatch* includes grass or any form of natural vegetation for roofing.
- *Wood* includes timber and wood planks
- *Iron sheets* are processed or galvanized iron or steel sheets.
- *Cement* includes concrete and stone.
- *Tiles/bricks* include baked bricks.
- *Asbestos sheets/tiles:* These are roofing sheets that are made from a soft Grey mineral that are used as a building material. When made into solid sheets they become good protection or insulation against fire and heat. They are also used for industrial purposes as protection against things.
- *Other* includes tin from cans, cardboard among others.

G.2 Wall material:

If there is more than one type of material used for walls, the interviewer will record the main one.

See above for definitions (G.1).

G.3 Floor material:

If there is more than one type of material used for floor, the interviewer will record the main one.

See above for definitions (G.1).

G.4 Type of housing unit:

This question distinguishes between dwellings in apartment building: 'flat, duplex' and dwellings in houses: 'whole building'. Some households will rent just a room in a flat or a house: 'single room'. Specify if the type is different from those listed.

- *Single Room*: In contrast, a 'room in a larger dwelling' will not have self-contained kitchen and toilet facilities. These facilities will be shared with other residents in the larger dwelling. This type of dwelling is most commonly found in urban areas, also.
- *Flat/apartment*: A 'flat' is a self-contained dwelling unit within a larger building. As such it will contain its own private kitchen and toilet facilities. This type of dwelling is most commonly found in urban areas. It is a housing structure that has a set of rooms and its accessories in a permanent building.
- *Duplex*: This is usually a housing structure that is split into two or more housing units and shares the perimeter wall/fence. Each housing unit is independently detached from the other and stands on its own. It is structurally separated part of the permanent building by the way it is built, rebuilt or converted.
- *Whole building*: Can either be a multi-storied or bungalow so long as household owns and occupies the entire building structure. This is usually a housing structure that is independently sited - private. The housing unit is independently detached from the other and stands on its own.
- *Other*: Other is a residual category of living quarters and includes trailers, boats, tents, caravans etc. A building may have one or more housing units but not vice versa. Some buildings may not have any housing units because they are used exclusively for non-residential purposes. Although a housing unit is intended for habitation by one household it may be occupied by more than one, or may even be vacant.

G.5 Number of rooms:

This is the total number of rooms available to the household (the dwelling may consist of more than one structure), that is, habitable rooms are rooms in the dwelling unit used mainly for living. This excludes toilets, bathrooms, storerooms, and garage. Please note: -

- A room may have several functions. If room is used for both eating and sleeping counts as 1 room.
- If fabric, folding screens, cartons, plastic or other temporary material divides a room, then this is considered as 1 room.

- However, you should include all other rooms, including rooms that are usually unoccupied, such as those that are reserved for guests.
- Note that many houses in rural areas will consist of a single room. These should be included in the room count.
- For example, all of the qualifying rooms in the separate houses of dwellings made up of several separate structures should be counted.

For nine rooms and less, one must start with a leading zero for example '03'.

G.6 Main source of drinking water:

The aim of this question is to distinguish between improved and unimproved sources of drinking water. Safe water sources include piped and other protected sources, while unsafe sources include open or unprotected sources like river, lakes, etc. If more than one source of drinking water is used, only the main one will be recorded.

- *Unprotected well:* A well from which to draw water, the surroundings of which and whose well shaft is not lined in concrete or other impermeable material. In consequence, polluted water can easily drain into the well, potentially posing a health hazard.

G.7 Provider of main water source:

Who provides the main source of water? Code one response only.

G.8 Times in the year when household cannot get drinking water:

Ask the household if there are times in the year when household cannot get drinking water from the main source stated in G6. Only one response is allowed.

G.9 Treatment of drinking water:

The aim of this question is to find out if households treat their drinking water. If YES shade Y and if NO shade N.

G.10 Main method used to treat water:

Only one response is expected. Do not read the options to household. Household must identify what type of methods they used to treat water. They can give a description and enumerator codes appropriately.

G.11 Kind of toilet facility:

The type of toilet facility used is an important indicator of the household's hygienic conditions.

- If the respondent answers that they use the bush, the fields, or a cleared corner of the compound, the interviewer will record *None*.
- *Toilet on water* is a facility over a flowing stream of water.
- *Flush toilet*: A type of latrine where a water seal trap is used to prevent smells and to check flies and mosquitoes. Used where water is the common form of anal-cleansing. This can be a pour-flush, flush toilet to a septic tank or sewerage. The concept of FLUSHING is the criteria.
- *Bucket*: This is a bucket in a residential area and is emptied or drained by pouring water to flush out contents or by disposing the contents somewhere else.
- *Covered latrine*: This is a pit dug on the ground but covered or protected, i.e. traditional latrine with a roof. It has a protective cover so that waste is not exposed.
- *Uncovered latrine*: This is a pit dug on the ground but not covered or protected, i.e. traditional latrine without a roof. It is an open pit and encourages diseases due to its health-hazard conditions.
- *VIP latrine* is the acronym for 'Ventilated Improved Pit latrine'. The primary features of VIP latrines consist of an enclosed structure (roof and walls) with a large diameter (110mm), PVC vertical ventilation pipe running outside the structure from the pit of the latrine to vent above the roof. They often will have concrete slabs containing the latrine hole.
- *Other* refers to any facility not described above.

G.12 Source of electricity supply:

Report the type of source of electricity used by the household.

- *Rural electrification* means electricity produced by the state government.
- *Rural electricity plant/generator* means electricity produced by a community either by the mean of a plant or a generator.

G.13 Hours without electricity last 24 hrs:

Ask the respondent how many hours they have not been with electricity. Even if the enumerator disagrees with the respondent, he/she must enter the given time given.

For nine hours and less, one must start with a leading zero for example '03'; or no hours without power will be recorded '00'.

G.14 Main source of lighting fuel:

A household may have several sources of lighting fuel. Ask the main commonly source of lighting.

G.15 Main source of cooking fuel:

A household may have several sources of cooking fuel. Ask the main commonly source of cooking fuel.

G.16 Main source of refuse collection:

A household may have several methods of disposal. Ask the main commonly method of garbage disposal.

- *Collected by Local Authority/Government*: Refers to collection by the central Government i.e. local Council and Government.
- *Disposal within compound*: Pit dug for holding rubbish. The rubbish may be treated chemically to decompose it.
- *Government bin* refers to the provision of a bin.

G.17 Measures to prevent malaria:

The interviewer will record the methods the household uses to prevent malaria. If the option "None" is shaded, ensure that no other option is shaded.

- *Insect treated net (ITN)* refers to the following conditions (a) is a permanent net that does not require any treatment, (b) a pretreated net obtained in the past six months, or (c) a net that has been soaked with insecticides in the past six months.⁴

⁴ Permanent is a pretreated net that does not require any further treatment while a Pretreated net that requires additional treatments every 6-12 months.

G.18 Time to nearest facilities:

The interviewer will record the time in minutes it takes for the household to reach various facilities. This is by whatever means the household normally uses to get there. The interviewer is to record the time to the nearest facility, even if the household uses one that is further away; for example, the interviewer is to record the time to the nearest food market, even if the household normally goes to one that is further away. The food market could be a periodic market or a daily market. The interviewer is also to record the time to the nearest facility even if no one in the household uses the facility; for example, the interviewer is to record the time to the nearest primary school even if no one in the household attends primary school. If no one in the household knows this information, the interviewer could ask a neighbour or check himself/herself.

G.19 Means to reach the nearest facility:

This question relates to G.18. Ask respondent the means of transport used to reach the nearest facility.

3.8 Section H. Social projects/self-assessed poverty

Respondent: Head of household

Direct informants: Head of household or other informed adult household member.

Purpose of section

This section is meant to collect information on community needs and the type of development that has taken place in various communities. The section is particularly focused on comparing how areas where social funds have taken place are faring compared to other areas. The Social Fund was set up in collaboration with the World Bank to encourage community participation in programs to improve their ways of life in the community. The Social Fund finances the rehabilitation of existing infrastructure such as schools, health centers, etc and also the building of new infrastructure, and providing micro-credit to the poor.

3.8.1 Social projects

H.1 Projects or changes occurred in your community in the last five (5) years?

This question is concerned with knowing the extent to which development has or is taking place in various communities. A list of 24 types of projects or changes is included which affect the living conditions of households. The reference period is 'in the last five (5) years' from the date of interview? This will refer to the period 2000-2005. Another way would be to ask; "Have the following projects or changes occurred in your community since 2000"? Households may give multiple responses for different projects. If NO to H1(01) Go to next line i.e. H1(02) and so on.

- *Building* of infrastructure implies putting up of new infrastructure while *rehabilitation* means the improvement of an existing infrastructure.
- *Sanitation* - has to do with disposal of human and other waste.
- *Grading of road* - implies rehabilitating or maintaining an existing gravel road while *tarring of road* - implies placing tarmac on an existing gravel road or resurfacing an existing tarred road.
- *Transport service* - includes both public and private service.
- *Piping of water* - implies putting up new water taps either public or to individual households where they didn't exist before.

- *Water supply rehabilitated or improved* - implies repairing or restoring of an existing water system which had ceased functioning or was not adequate or had broken down.
- *Agriculture inputs readily available* - include fertilizers, seeds, and farm implements including farm machinery. This implies that inputs are readily available – access to inputs.
- *Agriculture inputs on credit* - include fertilizers, seeds, and farm implements including farm machinery. The household acquires inputs and repays them at a later time. This is usually the harvest season or after sale of produce or payments is spread over a period of time.
- *Buyer of agricultural produce* implies access to markets or readily available markets for produce. Is the whole process of buying and selling agricultural produce?
- *Agriculture extension services* - refer to the provision of information or demonstrations/training on agriculture production in such areas as crop management, livestock production and management, marketing, etc. Agriculture extension is normally provided by the Ministry of Agriculture extension workers but is also provided by other institutions.
- *Veterinary services* - refer to the provision of facilities such as dipping tanks, vaccines and other requirements for livestock and poultry.
- *Consumer goods* - include general household merchandise such as food, drinks, detergents, shoes, clothes, kitchenware, etc.
- *Employment opportunities available* – This implies that jobs or employment opportunities be made readily available in that community.
- *Credit facilities* - refer to availability of lending institutions such as banks, credit coordinators (such as ESUSU), etc, where the community has access to borrowing money for either business, agricultural ventures or personal use.

H.2 Extent the following projects have improved the way household lives?

The projects listed refer to projects in H.1. The household ranks each project and codes appropriately. Only one response is required for each project. The choices given are:

- 1 = Great deal
- 2 = Some
- 3 = Little
- 4 = None

H.3 Financing of present projects

In projects available in community, who financed the projects listed in H.1. Code one response for each project listed.

If household codes, 'other', please specify.

H.4 Household involved in building or rehabilitation decision-making

The question ask if the household was involved in deciding what was built or rehabilitated in the projects listed in H.1. It is a YES or NO.

H.5 Ranking of project/s that are important?

The household is asked the most important projects in H.2 by importance? Only four projects are needed.

H.6 Members participate in project

If any member of household participated in the provision of inputs to projects, code appropriately. A list is provided and code as many as that applies.

H.7 Facilities you would like provided or rehabilitated

Social and economic facilities include schools, health facilities, roads, water supply, job opportunities, input market, food market, inputs, credit facilities, etc. Always find out whether or not the respondent means providing a facility that does not already exist or rehabilitating an already existing one and record the answers appropriately.

For each facility the household codes whether it would like facility provided (P) or rehabilitated (R) or both.

The question asks the household what facilities in the community that directly affects the household that the household want provided or improved. Let the respondent (preferably head or spouse in this case) provide you with the answers in terms of what they require, in order of importance with choice 1 being the most important.

The respondent can list up to four choices maximum. However, some households will have less than four choices or even none. Ensure that this question is answered by either the head or spouse. The respondent however is free to consult other members of the household on what the household requires in form of social and economic facilities.

3.8.2 Self-assessed poverty and household coping strategies

H.8 Do you consider your household to be poor?

For this question, please let the respondents give his/her own view, regardless of his/her household's actual situation. The interviewer must probe, be communicative and polite to the household to get any responses. The respondent will be asked to make an overall assessment of the current economic situation of the household. Does the household consider itself to be poor? This is not meant to be simply an absolute monetary assessment of the household, but rather, an assessment of the household's resources and abilities to meet its subsistence needs. Subsistence needs are here defined in terms of keeping the household above the poverty threshold and includes both food and non-food needs.

Example:

Interviewer making conversation with respondent.

Interviewer: What is your perception of poverty?

Respondent:

Interviewer: What are signs of poverty in household?

Respondent:

Interviewer: You have just described poverty, do you think your household has been able to meet its basic subsistence

Respondent:

Interviewer: Do you consider your household poor or non-poor depending on the description you have stated

Depending on the way the interviewer is conducting the interview he can get some response Probe further in case vague or not clear.

H.9 What do you think has led your household to be in poverty?

The respondent is asked what has led to poverty in the household. The respondent should be expected to give some reason that implies some sort of action on his/her side or from public authorities. "Lack of money" should not be accepted as an answer. Probe further in such a situation to find the

cause of the lack of money. Only 4 responses are expected by importance. Rank the most significant reason as the first and etc

H.10 People coping mechanisms in times of need.

There are a number of ways people or households can cope in times of need. A list is provided for the household on how they cope in times of need. Only 4 responses are expected by importance. Rank the most significant reason as the first and etc

Did your household have to rely on any of the following during the last 12 months? More than one response is allowed.

- *Other piecework* refers to piecework other than that which has anything to do with agriculture.
- *Substituting ordinary meals* with mangoes, pumpkins, sweet potatoes etc. Ordinary meals constitute the normal balanced diet of carbohydrates, (eba, rice, potatoes, etc), protein (meat, chicken, fish, beans, groundnuts etc) and vitamins (vegetables, fruits). An ordinary meal will thus be like Eba with meat, rice with meat, rice with beans, potatoes with meat, spaghetti & meat balls, etc. Ordinary meals need not have all the required items; proteins, carbohydrates, and fruits. The above mentioned should substitute such meals as described.
- *Reducing number of meals* or food in-take refers to a reduction of the number of meals consumed in a day; e.g. taking one or two meals a day instead of three, as well as reduction in the quantity taken per meal.
- *Reducing other household items* e.g. soap, detergents, refers to the reduction both in the quantity used and the quality of products used e.g. buying cheaper items than those normally used.
- *Informal borrowing*, e.g. esusu, borrowing from friends etc. Informal borrowing is between two people; one gives the other a loan and expects to be paid back at a later date. Some persons can even give the receiver an interest rate.
- *Church charity* refers to any remittances in cash or kind received from any kind of churches, such as Christian, Muslim, Buddhist, Jewish, Bahai faith etc.
- *Petty vending* is trading at unrecognized places away from the formal market place. This could be just outside one's house, at some street corner in the neighborhood, alongside a road, etc.

3.9 Section I. Children Under 5 Years Old

Respondent: Mothers or guardians of children less than 5 years old

Direct informants: Mothers or guardians of children less than 5 years old

Purpose of Section

Information of the section permits the evaluation of nutritional and health status of children under the age of 60 months and the identification of subgroups of children that are at increased risk of growth problems and sickness incidence. Three standard indices of physical growth that describe the nutritional status of children can be calculated from these data: height-for-age, weight-for-height, and weight-for-age. Height-for-age is a measure of growth and a child who is considered short for his/her age is stunted, a condition reflecting chronic under-nutrition. Weight-for-height assesses a child's current nutritional status. A child who is considered too thin for his/her height is wasted, a condition reflecting an acute or recent nutritional deficit. Weight-for-age does not distinguish between wasting or stunting and is an overall indicator of nutritional health. Vaccination, disposal of child faeces and diarrhea are also asked in this section.

I.1 Child and mother:

All children less than 60 months (under 5 years) of age should be carefully identified and their household member numbers printed here. To the right of each child identified, the child's mother should be identified and her household member number printed. If the child's mother is not a member of the household, or is deceased, the interviewer will enter '00' for the mother of that child.

I.2 Date of birth:

The day, month and year of each child's birth is recorded here. Months are converted to numbers, from January (01) to December (12). The year is recorded by entering only the last two digits of the year; for example, 2001 would be recorded '01'. If part of the date is unknown, the interviewer will record '00' for the unknown, although the interviewer must determine that the child is under 60 months of age. Try as much as possible to get month and year of birth.

I.3 Birth certificate

Does the child have a birth certificate? If YES shade Y and if NO shade N.

- This refers to the registration of births by the Government. This does not refer to the piece of paper given upon delivery in the

hospital. It is this paper issued in the hospital that is then taken to the Government office/registration center and the birth recoded. This is also known as VITAL REGISTRATION.

1.4 Place of delivery:

This question will distinguish between babies born at home and babies born at a health facility. For babies born neither at home nor at a health facility, there is room to record other places. Please, specify for other places.

1.5 Weight at birth:

For each child, the interviewer will ask the weight at birth. Note that the decimal point is already printed in the cells for 1.5. Weights of less than 10 kilograms will be recorded with a leading zero; for example, 3.5 kilograms will be recorded as '03.5'. Be watchful on the weights given. Weight at birth can be from card or from recall (memory of mother or father). If unknown leave it as missing. Do not lead respondent to give a weight at birth. Just probe to make sure that weight at birth is known.

Where birth is at home and immediately after, child is taken to hospital, ask mother the weight at birth. If mother takes child to hospital one day or week later, this is not weight at birth.

1.6 Who delivered the baby:

Although a number of persons may have been in attendance at birth, this question is aimed at determining who is the most qualified person in attendance and code appropriately.

- A *doctor, nurse, or midwife* would have received formal training at a medical institution.
- A *Traditional Birth Attendant (TBA)* is one who assists the mother during childbirth. She may have acquired skills by delivering babies herself, or through apprenticeship from other TBAs.
- A *Trained Traditional Birth Attendant (TTBA)* is one who has undergone a training course conducted by the modern healthcare sector.
- If family members or friends were the only persons attending the birth, the interviewer will record *Other*.
- If the mother did not receive any assistance, the interviewer will record *Self*.

1.7 Weight and height⁵:

⁵ See Annex III.

For each child, the interviewer will follow the weighing procedures outlined later. Lengths and heights should only be recorded in centimetres, recorded to the first decimal place (nearest millimetre). Note that the decimal point is already printed in the cells for I.7 Weights of less than 10 kilograms will be recorded with a leading zero; for example, 8.5 kilograms will be recorded as '08.5'. Heights of less than 100 cms will be recorded with a leading zero; for example, 88.5 cms will be recorded as '088.5'.

The interviewer will preferably request the mother, the "Nanny" or another parent to provide assistance in the measuring procedure.

The height of each child will also be measured, following the procedures outlined in the separate document. Children over 2 years of age will be measured standing up. Children under 2 years of age will be measured lying down. Height (or length, if lying down) will be measured in centimeters to one decimal place.

I.8 Participation in nutrition and health programs:

If a child participated in a any program, the interviewer will record YES.

- *Nutrition programme* will include the following: food distribution to the child, provision of meals to the child, organized through NGOs or other institutions.
- *Weighs-in programme* will include the participation of weighing of child in a health unit. This programme traces the growth of the child.
- *Immunization (Expanded Immunization Programme – EPI)*: The immunization in this programme include those against tuberculosis, DPT, polio and measles as well as protecting babies against neonatal tetanus by vaccination on pregnant women. Other vaccines may be included in this programme and these include Yellow Fever, Hepatitis B among others. Immunization programmes offer booster shots or additional vaccine doses whether the child has been vaccinated or not.

I.9 Vaccination status:

Immunization is a way of protecting children against serious diseases. A child who is not vaccinated is more likely to suffer illness, become permanently disabled or become undernourished and die. Has the child ever been vaccinated? A YES or NO response is expected. This question does not ask the type of vaccines administered but only asks if child has ever been vaccinated. If guardian does not know, or not aware, do not make conclusions, make sure to probe and explain. If "NO" or "DON'T KNOW" go to I.14 on page 12

I.10 Type of vaccines administered:

A list of vaccines is listed. This can be from guardian memory or any responsible household member. Be careful to probe, as respondent may not be familiar with the different types of vaccines.

- *BCG vaccine*: Offers partial protection against some forms of tuberculosis and leprosy. It is also given to the child only once in the first week after birth. Interviewers must keep in mind the age of the child when choosing a response. Easy way to detect if BCG has been administered is a scar on the arm or shoulder.
- *DPT (diphtheria, pertussis and tetanus) and POLIO*: The first dose of DPT and POLIO vaccination are given at 6 weeks, the second dose at 10 weeks and the third dose at 14 weeks. This means that those aged between 6 and 9 weeks should have received one DPT/Polio vaccination while those between the ages of 10 to 13 weeks should have received two of such vaccinations. A child who is 14 weeks and above should have had 3 doses of DPT/Polio to complete a set. (Note that in some cases the first dose of this vaccination is given at birth). Polio vaccine is given by drops in the mouth. DPT is an injection given in the thigh or buttock, and sometimes at the same time as polio drops.
- *Measles*: The vaccination against measles is given only once at the age of 9 months although some children receive it at the age of 7 months.
- *Hepatitis B*: Three doses are usually offered for a complete dose. Check the record if a child has had a vaccine (whether one or two or three). Hepatitis B vaccine follows the DPT/Polio schedule, that is, may be administered at the same time as DPT/Polio.
- *Haemophilus influenza type B (Hib)*: Vaccination against pneumonia. Hib vaccine follows the DPT/Polio schedule, that is, may be administered at the same time as DPT/Polio.
- *Vitamin A capsule*: Is a micro-nutrient that is essential for the proper development of children's immune and visual systems. Vitamin A refers to capsule (tablet or dispenser) in the days preceding the survey. Information on vitamin A supplements is based on mother's recall or awareness. This is offered for children 6 months and older.
- *Yellow Fever Vaccine*: This may be recorded in the health card of child. This injection is given on the thighs for infants or muscle for older children. It can safely be given at the same time as other vaccines.

- *MMR*: Is a combined vaccine against Measles, Mumps and Rubella.

TYPE OF VACCINES ADMINISTERED

	Vaccines	Dose	Age
1.	Measles	1	7months – 12 months
2.	BCG	1	1 st week after birth
3.	DPT1	1	6 weeks – 9
4.	DPT2	1	10 weeks – 13 weeks
5.	PPT3	1	14 weeks
6.	OPVO	1	1 st week
7.	OPVI	1	6 weeks
8.	OPV2	1	10 weeks
9.	OPV3	1	14 weeks
10.	Yellow Fever	1	any age
11.	MNR	1	All ages
12.	Vitamin A	1	6 months plus

I.11 Source of vaccine information:

Recode only one response from the pre-coded responses.

- *Vaccination book or card* refers to any official document (usually a small booklet or folded card) which indicates among others the child's name, age and the type of vaccinations he or she has ever received. Inside this booklet or card you will see the number of times the child has been vaccinated against the illness or disease listed with the dates he received the vaccinations. Sometimes a child needs more than one vaccination to acquire full immunity.
- If from memory code RESPONDENT.
- And if from both card and memory code the third alternative.

I.12 Place of source of last vaccine:

The place where last vaccine was given should be listed here. Code only one response.

I.13 Payment for vaccinations:

Did the household pay for the vaccinations? If YES shade Y and NO shade N. If the household did not pay directly, that is, someone else paid, code N and go to I.15.

I.14 Reason for never been vaccinated:

Ask the most important reason why child was never vaccinated. Only one response is required.

I.15 Ever breastfed:

Has name ever breast-fed? So long as mother introduced breast (even if for one hour) that child was breastfed. If NO, skip I.19

- *Breastfeeding* implies either exclusively breastfeeding or breastfeeding while providing other liquids.

I.16 Length of breastfeeding

Refers to the length of breastfeeding – number of months child breastfed. Do probe and do not just take given number. Length of breastfeeding cannot be greater than age in months. If child is still breastfeeding, then age in months will be length of breastfeeding.

If length of breastfeeding is less than 10 months a leading zero is required for example for 3 months; if never breastfed this will be recorded '00'.

I.17 Exclusive breastfeeding

Refers to the number of months child is exclusively breastfed. Exclusive breastfeeding is breast feeding for 6 months without water or any other fluid. Do probe and do not just take given number. Exclusive breast-feeding must be equal or less than the age of child. Be very careful when a mother states that she breastfed exclusively for 6 months and over. Probe to get the correct response, example, ask her if she ever gave water. Then this disqualifies the length of breastfeeding she gave and ask her when she introduced water for the child.

- *Exclusive breast-feeding* is the period of time when the child received only breast milk, with no additional liquids or solid foods, not even water.

I.18 Currently breastfeeding

Is child currently breast-feeding? This must be equal to the age of the child. If YES shade Y and if NO shade N.

I.19 Disposal of child faeces

The proper disposal of children's faeces is important in the prevention of disease.

- *Disposable diapers*: Manufactured disposal diapers

- *Washable diapers*: refers to nappies or piece of cloth tied to the loins.
- *Rinsed away*: put or rinsed away into drain or ditch.

I.20 Diarrhea in the last 2 weeks:

Has child had diarrhea last 2 weeks? Last 2 weeks refers to two weeks from the date of interview, which will vary from household to household.

- A *diarrhea episode* is defined: - (a) As three or more loose or watery stools per day, (b) And/or blood in the stool on any day, or (c) As defined by the mother.

If **"NO"** or **"DON'T KNOW"**, go to next child. A **DON'T KNOW** response is only allowed if the person in the household does not know if child has had a diarrhea episode. Try as much as possible to probe.

I.21 Fluids offered to drink during diarrhea:

Action taken during a diarrhea episode is critical to child's survival. It also depicts the general awareness on what action to take. Compare the amounts of fluid given during diarrhea to non-diarrhea period. Only ONE response is allowed.

I.22 Food offered to eat during diarrhea:

Action taken during a diarrhea episode is critical to child survival. It also depicts the general awareness on what action to take. Compare the amount food given during diarrhea to non-diarrhea period. Only ONE response is allowed.

I.23 ORT during diarrhea:

Was child given ORT in the prevention of diarrhea? This question specifically asks about ORT. A simple and effective response to diarrhea is a prompt increase in the child's fluid intake through food and oral rehydration therapy (ORT). This may include:-

- *ORS*: Commercially produced packets of oral rehydration salts (ORS).
- *Salt-sugar solution*: Home made mixture usually prepared from salt, sugar and water.

3.10 Section J. Gender Module

Respondent: Individual members

Direct informants: Head of household or other informed adult household member.

Purpose of section

The gender module is designed to collect information on the differential roles of women and men which adds a gender dimension to the analysis of CWIQ. Questions in this section cover the following: decision making, control of resources, access to resources and ownership of assets within the household. From questions J1 and J2, all members 5 years and above are concerned, while from J3 to J8 members 15 years and above are concerned. All members including children are to respond to j9. Shade the bubbles for the corresponding participants or contributors.

J.1 Participation in income-generating activities:

Collects information on income-generating activities of members that are usually household's activities. Ask for each activity and shade Y (YES). If person is under age 5, go to J9.

- *Income generating activity:* Any economic activity that is undertaken with the expectation that the individual engaging in the activity will receive income of some kind. The activity can be wage labour, but more commonly this term refers to the operation of small business enterprises.

J.2 Participation in housekeeping activities:

Collects information on household members in housekeeping activities, such as, fetching water, fetching firewood, cooking among others. Ask for each activity and shade Y (YES)

J.3 Participation in policy and decision making various activities:

This question seeks to find out who in the household takes decision on each of these matters. For example, decision on household matters includes purchasing; decision to take children and member of household to hospital, clinic, pharmacy and, which hospital, clinic, pharmacy to attend. If person is Under 15 years, go to J.9

J.4 Access to credit:

The credit can either have been taken the form of cash or of in-kind goods, such as agricultural inputs. The credit can have been obtained from an informal source, such as a relative or a local money lender (shylock).

However, there must be an explicit agreement between the lender and the household member who took the loan that the loan would be repaid within a certain period of time and/or with the addition of a specific interest charge on top of the principal amount of the loan. Consequently, gifts should not be listed here, nor should items received under transfer programmes, such as the Starter Pack (TIP). If "NO" go to J.6

This question obtains information on loans contracted or negotiated by the household in terms of money or goods. If YES shade Y

J.5 Access to type of credit:

Credit facility includes: loan, Esusu, shares or any other sources of credit.

- Note that a *loan* needs to be formally repaid, while a 'gift' does not.

J.6 Access to certain services:

Ask each service separately.

- *Agricultural inputs* include: fertilizer, pesticide, improved seedling etc.
- *Labour*: This refers to access to hired labour.

J.7 Personal ownership of assets by member:

This measures the right to use or control over land and housing assets.

- *Ownership* is defined as having the deeds for lands and houses in a person's name. However, in some rural areas, it is possible that the owner does not have a deed but is recognized as the owner by traditional law.

J.8 Activity where member spends most time:

Ask each member what activity he spends doing most.

J.9 Circumcision:

This is a very sensitive question and enumerator must be careful not to offend the respondent/s. Shade Y for YES and N for NO. Do not push for a response from respondent/s. If "NO" or "DON'T KNOW" go to the next person

Conclusion of Interview

At the conclusion of the interview there are two items for the interviewer to fill-in. Because these items provide information on the interview itself, they are considered part of Section A (although they will not be filled-in until the conclusion of the interview). These items (A.8 and A.9) are discussed at the end of Section A.

REMEMBER THE SUCCESS OF THIS EXERCISE DEPENDS ENTIRELY ON
YOUR CO-OPERATION, HARD WORK AND COMMITMENT.
MAKE THIS SURVEY THE BEST SURVEY TO BE CARRIED OUT IN THIS
COUNTRY.

Annex 1 - Definitions

Introduction

Following are definitions of key terms and concepts used in the CWIQ. It is important for interviewers to thoroughly understand these concepts in order to collect data properly.

Access to Safe Water

As one of the most basic human necessities, water is the object of many government and community-based investment schemes. The aim of the CWIQ is to distinguish between safe and unsafe sources of drinking water. Safe water sources include taps and protected sources, while unsafe sources include open or unprotected sources. It is acknowledged that using 'source' as a proxy for water quality requires some assumptions. Hazards are sometimes associated with public water services; pipes and wells may be damaged or contaminated. However, it would not be appropriate to require respondents to assess the quality of their drinking water. If more than one source of drinking water is used, only the main one will be recorded

Adopted child/step-child

A child voluntarily accepted as ones' own child, although a child of other parents.

Bed net

A mosquito net, a fine net draped over a bed to prevent mosquitoes from feeding on those sleeping in the bed.

Breastfeeding exclusively

Refers to the number of weeks child was exclusively breastfed. In other words, period of time when the child received only breast milk, with no additional liquids or solid foods.

Breastfeeding

Includes both exclusively breastfeeding or currently breastfeeding while providing other liquids.

Child Nutrition

The evaluation of nutritional status is based on the rationale that, in a well-nourished population, there is a statistically

predictable distribution of children of a given age with respect to height and weight. The distribution of children in such a well-nourished population can be used as a reference for assessing the nutritional status of children in other populations.

Three standard indices of physical growth that describe the nutritional status of children can be calculated: height-for-age, weight-for-height, and weight-for-age. Each of these indices gives different information about growth and body composition that can be used to assess nutritional status.

Height-for-age is a measure of growth. A child who is below a certain threshold is considered short for his/her age, or stunted, a condition reflecting chronic undernutrition.

Weight-for-height describes current nutritional status. A child who is below the standard threshold is considered too thin for his/her height, or wasted, a condition reflecting an acute or recent nutritional deficit.

Weight-for-age is a good overall indicator of a population's nutritional health.

Diarrhea episode

Is defined :-

- a) as three or more loose or watery stools per day,
- b) and/or blood in the stool on any day, or
- c) as defined by the mother.

Dwelling unit

A house intended to be occupied as a residence, in distinction to a store, office, or other building. A household usually will reside in a single dwelling unit, but it is possible for a single household to reside in several dwelling units or for several households to reside in a single dwelling unit.

Education levels

Nursery / Pre-school: A school for children who are not old enough or not ready to attend primary school. Usually attended by children less than 6 years of age.

Employment Status

In order to determine employment status, the interviewer will ask how the person was paid for their work and then categorize

them into one of the following categories: Wages/Salary/Payment in kind, Casual (hourly/daily pay), Unpaid contributing worker, or Self-employed.

A wage earner or salary earner is someone who is continuously employed (with or without a contract) and is paid money on a weekly or monthly basis. Payment in kind refers to being paid not with money, but with something other than money. A casual worker is someone who is paid money by the hour or by the day. An unpaid contributing worker is someone who works in an economic activity without receiving any payment (neither a wage, a salary or payment in kind). A self-employed person is someone who operates his or her own economic activity (with or without partners).

Employment Sector

The simplest categorization of sector is typically that of public versus private. The CWIQ also includes categories for parastatal (part public, part private) and separates private into private business versus private person or household.

Enumerator

The individual responsible for administering a survey or questionnaire to members of the population.

Head of Household

The head of the household is the key decision-maker within the household and his/her position of authority is acknowledged by the other members of the household. As such, the main economic provider may not necessarily be the head of the household. In many African societies the oldest adult male is often considered the head of household, regardless of whether or not he is the main economic provider.

As the key decision-maker, the head of household is the person most aware of what is happening in the household, and will often be the most appropriate respondent in the CWIQ. However, the head of household may not be able to answer all questions accurately if he is not the main economic provider of the household, or if other household members have their own areas of authority. In such cases, the head of household may be assisted during the interview by other household members. For example, older siblings may be more knowledgeable about exact levels of schooling of younger members of the household.

A special situation is created by an absent head of household. The person recognized as being the household head may not be a regular resident member of the household. For example, a polygamous husband may be the head of several households, or a rural head of household may migrate to the city to seek employment and leave his family behind in the village. In both cases, the husband may still be the main household decision-maker, in spite of his long periods of absence. It is essential that absent heads of household be enumerated with their households, even when they are away.

Household

A household can be a one-person or multi-person unit. A number of criteria can be used to define the household.

A basic distinction should be drawn between the household and the family unit. The latter involves the criterion of kinship, where members are related by blood, marriage, or adoption. Households could consist of a single family or several families. It is also possible for families to be spread across households, either temporarily or permanently. For example, a married woman may continue to live in her father's household while she is young, while her husband lives under a separate roof.

For the CWIQ, a household is a group of people who live and eat together. Members should acknowledge the authority of a single head of household, whether that person is presently living with the rest of the household or not.

In polygamous households, each wife is treated as a separate household when the wives live in separate quarters or compounds.

Household members who normally reside in the household are de jure members, regardless of whether or not they happen to be present at the time of the interview. The household is an economic unit in which members are inter-linked by an economic relationship, such as producing together, sharing money earned, or sharing the home. The CWIQ collects information on a wide range of key events which are the expression of this economic behavior. It is therefore essential that all persons who have participated in the decisions or in the result of these decisions be included in the household.

Income generating activity

Any economic activity that is undertaken with the expectation that the individual engaging in the activity will receive income of some kind. The activity can be wage labour, but more commonly this term refers to the operation of small business enterprises.

Industry of Employment

In order to determine the industry in which the person works, the interviewer will ask about the main activity at the place where the person works. An industry is usually identified on the basis of the nature of the goods and services produced.

The categories are: Agriculture, Mining and quarrying, Manufacturing and processing, Construction, Transport, Trade, Services, Education/health, Administration, Other. See details in Annex II.

In-kind payment

Payments for services or goods received made in goods or services rather than in money.

Insect Treated Net

Insect treated net (ITN) refers to the following conditions (a) is a permanent net that does not require any treatment, (b) a pretreated net obtained in the past six months, or (c) a net that has been soaked with insecticides in the past six months.

Permanent is a pretreated net that does not require any further treatment

Pretreated net that requires additional treatments every 6-12 months.

Last 7 days

The seven days prior to the interview. If the interview is done on a Wednesday, the last 7 days are the days since the previous Wednesday.

Last 30 days

The 30 days prior to the interview. If the interview is done on the 10th of the month, the last 30 days are the days between the 10th of the previous month and the day of the interview.

Leasehold

Use of land on the basis of rent with the terms and length of use being described in a rental contract, the lease. In Kenya leasehold rights to land typically give the leaseholder access to and use of the land for an extended period – 25, 33, 50, and 99-year leases are common. Many estates have been established through acquiring leasehold access to the land.

Literacy

The CWIQ measures literacy among persons age 15 years and older. Literacy is defined as the ability to read and write in any language, as reported by the respondent. Persons who read but cannot write are considered illiterate.

Pharmacy

Store that specializes in the sale of medicines and other medical and health-related items.

Prescription

Written instructions from a doctor to a pharmacist concerning the form and dosage of a drug to be sold or otherwise provided to a patient. Only with a prescription can some medicines be legally provided to consumers.

Respondent

The individual to whom an enumerator is asking survey questions at a particular time.

Sample

A representative portion of the population. The sample is selected from the population and the characteristics of its members examined in order to estimate and gain information about the characteristics of the population as a whole. A sample is generally selected for study because the population is too large to study in its entirety.

Subsistence Needs

The respondent will be asked to make an overall assessment of the current economic situation of the household, and compare it to the overall economic situation existing 12 months prior to the interview. This is not meant to be simply an absolute monetary assessment of the household, but rather, an assessment of the household's resources and abilities to meet its subsistence needs. Subsistence needs are here defined in terms of keeping the household above the poverty threshold and includes both food and non-food needs.

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Traditional birth attendant (TBA)

Members of the community who are called upon by community members to assist at births. She may have acquired skills by delivering babies herself, or through apprenticeship from other TBAs.

Trained Traditional Birth Attendant (TTBA)

Is one who has undergone a training course conducted by the modern healthcare sector.

Traditional healer

Traditional healers tend to use locally available traditional remedies to treat illnesses. They may also employ magic or religious methods in the treatment of their patients.

Unemployment

First, the person will have been not working during the previous week, (not including those who were absent from work). Second, he/she will have been looking and been ready for work over the previous four weeks.

Unprotected well (water)

A well from which to draw water, the surroundings of which and whose well shaft is not lined in concrete or other impermeable material. In consequence, polluted water can easily drain into the well, potentially posing a health hazard.

VIP latrine

Acronym for 'Ventilated Improved Pit latrine'. The primary features of VIP latrines consist of an enclosed structure (roof and walls) with a large diameter (110mm), PVC vertical ventilation pipe running outside the structure from the pit of the latrine to vent above the roof. They often will have concrete slabs containing the latrine hole.

Well-being

The state of being healthy, happy, prosperous, satisfied with one's life circumstances. It is the opposite of 'poverty' or 'being poor'. 'Well-being' can also be used as a synonym for welfare, e.g., 'one's level of well-being'.

Annex II - International Standard Industrial Classification

Notes: This is the International Standard Industrial Classification of Economic Activities⁶ (ISIC) Rev. 3.1. This classification becomes final after being approved by the Statistical Commission.

01 - Agriculture, hunting and forestry

01 - Agriculture, hunting and related service activities

02 - Forestry, logging and related service activities

02 - Fishing

05 - Fishing, operation of fish hatcheries and fish farms; service activities incidental to fishing

This Division is divided into the following Groups:

- 050 - Fishing, aquaculture and service activities incidental to fishing

03 - Mining and quarrying

10 - Mining of coal and lignite; extraction of peat

11 - Extraction of crude petroleum and natural gas; service activities incidental to oil and gas extraction, excluding surveying

12 - Mining of uranium and thorium ores

13 - Mining of metal ores

14 - Other mining and quarrying

04 - Manufacturing

15 - Manufacture of food products and beverages

16 - Manufacture of tobacco products

17 - Manufacture of textiles

18 - Manufacture of wearing apparel; dressing and dyeing of fur

19 - Tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness and footwear

20 - Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials

21 - Manufacture of paper and paper products

22 - Publishing, printing and reproduction of recorded media

⁶ <http://esa.un.org/unsd/cr/registry/regcst.asp?Cl=17&Lg=1>

- 23 - Manufacture of coke, refined petroleum products and nuclear fuel
- 24 - Manufacture of chemicals and chemical products
- 25 - Manufacture of rubber and plastics products
- 26 - Manufacture of other non-metallic mineral products
- 27 - Manufacture of basic metals
- 28 - Manufacture of fabricated metal products, except machinery and equipment
- 29 - Manufacture of machinery and equipment n.e.c.
- 30 - Manufacture of office, accounting and computing machinery
- 31 - Manufacture of electrical machinery and apparatus n.e.c.
- 32 - Manufacture of radio, television and communication equipment and apparatus
- 33 - Manufacture of medical, precision and optical instruments, watches and clocks
- 34 - Manufacture of motor vehicles, trailers and semi-trailers
- 35 - Manufacture of other transport equipment
- 36 - Manufacture of furniture; manufacturing n.e.c.
- 37 - Recycling

05 - Electricity, gas and water supply

- 40 - Electricity, gas, steam and hot water supply
- 41 - Collection, purification and distribution of water

06 - Construction

- 45 - Construction

This Division is divided into the following Groups:

- 451 - Site preparation
- 452 - Building of complete constructions or parts thereof; civil engineering
- 453 - Building installation
- 454 - Building completion
- 455 - Renting of construction or demolition equipment with operator

07 - Wholesale and retail trade; repair of motor vehicles, motorcycles and personal and household goods

- 50 - Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel
- 51 - Wholesale trade and commission trade, except of motor vehicles and motorcycles
- 52 - Retail trade, except of motor vehicles and motorcycles; repair of personal and household goods

08 - Hotels and restaurants

- 55 - Hotels and restaurants

09 - Transport, storage and communications

- 60 - Land transport; transport via pipelines
- 61 - Water transport
- 62 - Air transport
- 63 - Supporting and auxiliary transport activities; activities of travel agencies
- 64 - Post and telecommunications

10 - Financial intermediation

- 65 - Financial intermediation, except insurance and pension funding
- 66 - Insurance and pension funding, except compulsory social security
- 67 - Activities auxiliary to financial intermediation

11 - Real estate, renting and business activities

- 70 - Real estate activities
- 71 - Renting of machinery and equipment without operator and of personal and household goods
- 72 - Computer and related activities
- 73 - Research and development
- 74 - Other business activities

12 - Public administration and defence; compulsory social security

- 75 - Public administration and defence; compulsory social security
 - 751 - Administration of the State and the economic and social policy of the community

- 752 - Provision of services to the community as a whole
- 753 - Compulsory social security activities

13 - Education

80 - Education

14 - Health and social work

85 - Health and social work

This Division is divided into the following Groups:

- 851 - Human health activities
- 852 - Veterinary activities
- 853 - Social work activities

15 - Other community, social and personal service activities

90 - Sewage and refuse disposal, sanitation and similar activities

91 - Activities of membership organizations n.e.c.

92 - Recreational, cultural and sporting activities

93 - Other service activities

16 - Activities of private households as employers and undifferentiated production activities of private households

95 - Activities of private households as employers of domestic staff

96 - Undifferentiated goods-producing activities of private households for own use

97 - Undifferentiated service-producing activities of private households for own use

17 - Extra-territorial organizations and bodies / others

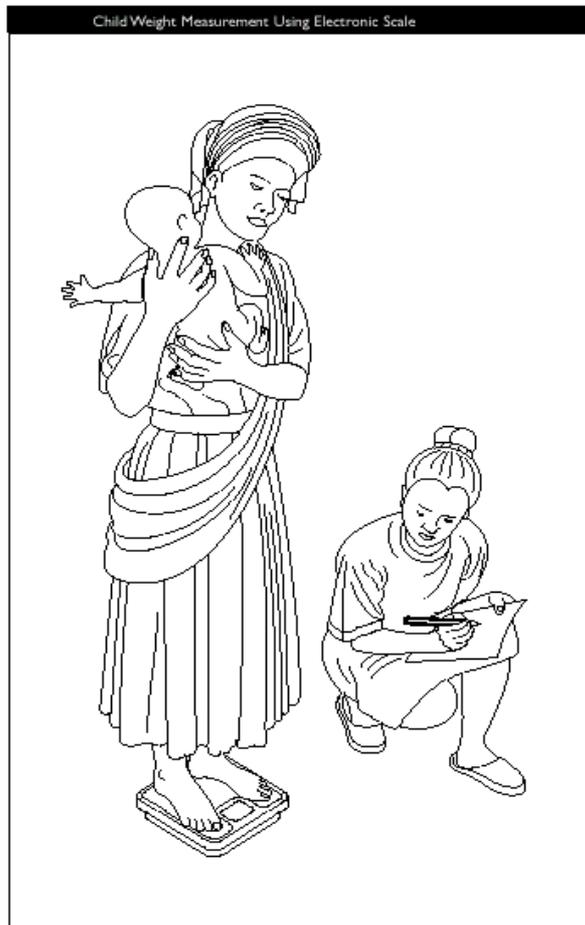
99 - Extra-territorial organizations and bodies

The Classifications registry keeps updated information on Statistical Classifications maintained by the United Nations Statistics Division (UNSD).

Annex III - Child Measurement Techniques

Child weight using electronic scale that rests on the ground

1. Minimize the clothing on the child.
2. Ensure the scale is not over-heated in the sun and is on an even and level surface enabling the reading to be clearly seen.
3. Ask the mother/guardian to stand on the scale holding the child in her arms. Record on the blank sheet in the questionnaire above Module AD the weight of the mother/guardian and the child together. The weight should be recorded to one decimal point (e.g. 65.5 kg).
4. Pass the child to a person nearby to hold.
5. The mother/guardian should now be standing on the scale alone without the child. Record the second weight reading of just the mother (e.g. 58.3 kg).
6. The difference between the two weight readings (e.g. 7.2 kg) is the weight of the child. This should be entered in AD07 to one decimal place.

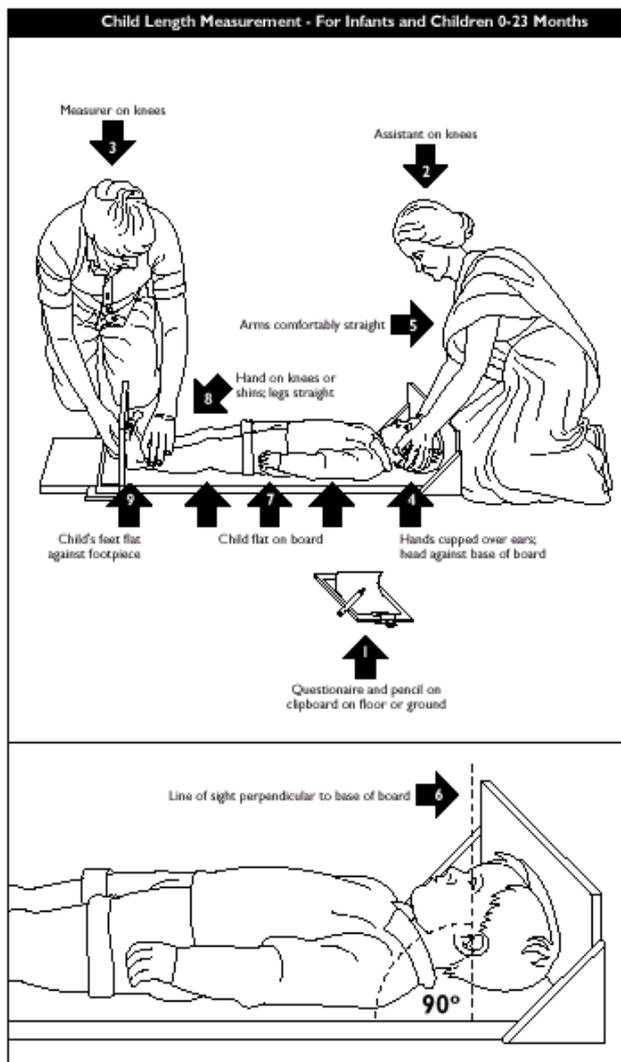


Measuring the length of children aged 6 to 23 months

1. Place the measuring board on a hard, flat section of the ground or floor.
2. The assistant should kneel with both knees behind the base of the board (Arrow 2).
3. You should kneel on the right side of the child so that you can hold the foot piece with your right hand (Arrow 3).
4. With the mother's help, lay the child on the board by supporting the back of the child's head with one hand and the trunk of the body with the other hand. Gradually lower the child onto the board. Ask the mother/guardian to kneel close on the opposite side of the board facing the measurer, as this will help to keep the child calm.
5. The assistant should cup his or her hands over the child's ears (Arrow 4). With arms comfortably straight (Arrow 5), the assistant should place the child's head against the base of the board so that the child is looking straight up. The child's line of sight

should be perpendicular to the ground (Arrow 6). The assistant's head should be straight over the child's head, looking directly into the child's eyes.

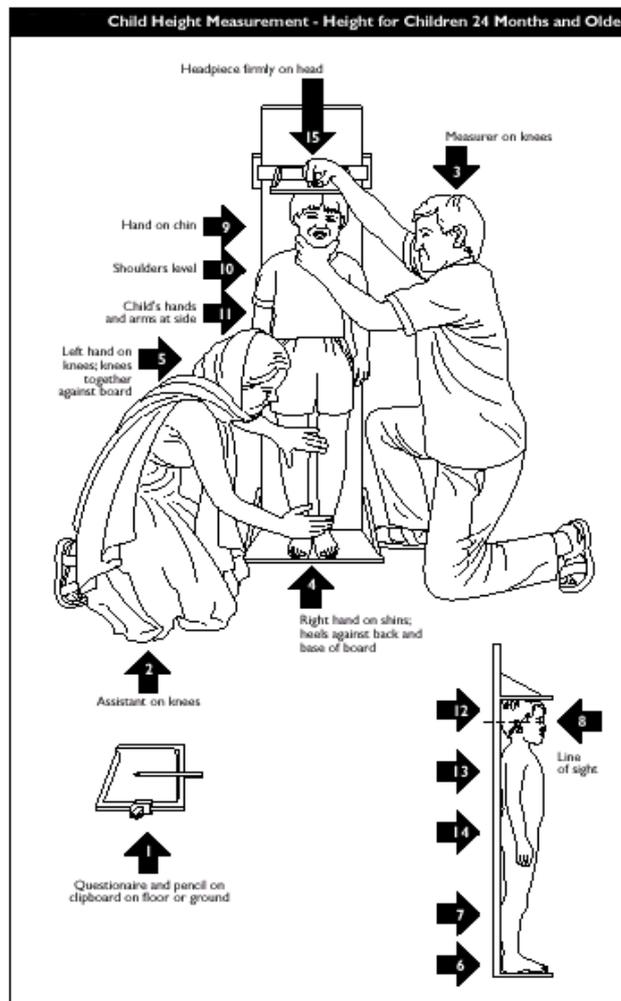
6. You should make sure the child is lying flat and in the centre of the board (Arrows 7). Place your left hand on the child's shins (above the ankles) or on the knees (Arrow 8). Press them firmly against the board. With your right hand, place the foot piece firmly against the child's heels (Arrow 9).
7. When the child's position is correct, read and write down the measurement at the foot piece to the nearest 0.1 cm.



Source: How to Weigh and Measure Children: Assessing the Nutritional Status of Young Children, United Nations, 1986.

Measuring the height of children aged 24 to 60 months

1. Place the measuring board on a hard flat surface against a wall, table, tree, etc. Make sure the board is not moving.
2. Ask the mother/guardian to remove the child's shoes and unbraided any hair that would interfere with the height measurement. Ask her to walk the child to the board and to kneel in front of the child in order to reassure the child.
3. Place the child's feet flat and together in the centre of and against the back and base of the board/wall. The assistant should place his or her right hand just above the child's ankles on the shins (Arrow 4), and his or her left hand on the child's knees (Arrow 5) and push against the board/wall. Make sure the child's legs are straight and the heels and calves are against the board/wall (Arrows 6 and 7).



Source: How to Weigh and Measure Children: Assessing the Nutritional Status of Young Children, United Nations, 1986.

4. Tell the child to look straight ahead at the mother/guardian. Make sure the child's line of sight is level with the ground (Arrow 8). Place your open left hand under the child's chin. Gradually close your hand (Arrow 9). Do not cover the child's mouth or ears. Make sure the shoulders are level (Arrow 10), the hands are at the child's side (Arrow 11), and the head, shoulder blades, and buttocks are against the board/wall (Arrows 12, 13, and 14). With your right hand, lower the headpiece on top of the child's head. Make sure you push through the child's hair (Arrow 15).
5. When the child's position is correct, read and write down the measurement at the headpiece to the nearest 0.1 cm.