

INTERVIEWER MANUAL

FOR

CWIQ SURVEY

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1.0 Introduction

The Core Welfare Indicator Questionnaire (CWIQ) is part of the effort of the National Statistics in providing information for the management of the country 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 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 households' welfare 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.
 - Assessing the impact of HIV/AIDS virus in Malawi

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

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:

- i) locating structures and dwelling units in the sample Enumeration Areas (EAs) which are assigned to him/her by the supervisor ;
- ii) identifying all persons in each household and conducting interview with them ;

- iii) carrying on the interviews in accordance with the procedures described in this manual ;
- iv) 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 ;
- v) visiting again the households for which information on some members were not available at the first visit ;
- vi) verifying questionnaires completely before handing them over to the supervisor and most of 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.

Building rapport with the respondent:

The respondent's first impression of the enumerator determines his/her willingness to cooperate in the survey. It is very important that you, as an enumerator, should make sure that all your manners, in terms of speaking and dressing should not make bad impression on the respondents and even the whole community.

- i) 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.
- ii) 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 enumerator from the "National Statistics Office". 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.
- iii) 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.
- iv) Maintain word and sequence of the questions. The wording and the sequence in the questionnaire must be maintained. If the respondent misunderstands 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.

- v) 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.
- vi) 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.
- vii) You are not allowed to express your religious or political inclinations during your interviews.

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 13 sections and follows a specific structure designed to facilitate ease of completion.

Structure of a page

Except for Section A and up to section F up to I, each page is made of three columns.

- 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
- The third one is for indicating filter and skip instructions which the enumerator must follow.

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

When a question is underlined it signals a skip instruction in the third column, which the enumerator must follow.

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

In some cases the questions can take multiple answers, in which cases the enumerator 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.

Recording responses

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 enumerator to shade the corresponding response or responses.

In some cases, the enumerator is required to print and shade bubbles for the same response. Example for A1 the enumerator should first print the number in the boxes and then shade all the bubbles corresponding to each digit of the number.

For printing and shading the enumerator will use an HB pencil, 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 questionnaire. After completing an interview, the enumerator 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.

As mentioned above, the third column contains instructions for the enumerator to follow.

The filter instruction usually on top of the third column of a page, 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 C2 if the member is under age 15 : « IF PERSON IS UNDER AGE 15 START AT C2 »

Depending on the response given by the respondent, the skip instruction, on the other hand, tells the enumerator which question to ask next. This skip instruction is always on top of the line.

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

Completing the Questionnaire

The questionnaire is composed of 13 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	Poverty Predictors
Section I	Child Roster
Section J	Food Security
Section K	Safety/crime
Section L	Social services
Section M	AIDS/HIV

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 Reference 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.

2.0 Section A. INTERVIEW INFORMATION

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 dwelling 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 Enumerator name:

The enumerator will write his or her 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 enumerator in properly identifying the selected household. The enumerator will confirm the name of the head.

Q.3 District name:

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

Q.4 Village name:

This is the name of the village in which the household is located. This is already written in the listing forms. The enumerator will ask the respondent to confirm this.

Reference Number

Each household is assigned a unique seven-digit identification number. This number will be a combination of the

1. *cluster code followed by the*
2. *household number and the*
3. *questionnaire number.*

This number will be written in the boxes located in the upper right-hand corner of **ALL PAGES**.

Every household is located in a cluster (EA), which in turn is located in a district. However, the Cluster code 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 cluster will be stored in a master cluster file.

A.1 Cluster (Enumeration Area):

This is 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 number:

All households on the sample list had been numbered (starting from 001 to 021). The number of the household as contained in the sample list will be filled-in here. Note that to locate where the sample household is in the EA you will need to use its CWIQ number found in the Listing form and also given in the sample list. Don't confuse this number with the its sample number.

A.3 Enumerator ID:

Each enumerator 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', 1999 would be recorded as '99'.

A.5 Time:

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

Note that all enumerators are advised to have a wrist watch every time they are in the field.

A.6 Respondent member number:

Each member of the household is assigned a number by the enumerator. This is done at the time of listing household members' 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.

*The questionnaire has sufficient space to collect information on **only 10** household members. In cases of households having more than 10 members, the enumerator 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).*

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 listed four categories.

A.9 Time at conclusion of interview:

Here the enumerator 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 enumerator should report 0000 at A9.

3.0 Section B. LIST OF HOUSEHOLD MEMBERS

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 HIV/AIDS will collect information on individuals. The remaining sections will collect information pertaining to the household as a whole.

Household

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

Household members should fit the following criteria:

- Related or unrelated, that normally live together , share the same nkhokwe or same budget
- Recognize the authority of the head of the household.
- If present at the time of interview, have stayed in the household for at least six of the last twelve months (i.e. visitors are excluded).
- If absent at the time of interview, have been normally present for at least six of the last twelve months.
- And boarding school students that use the resources of the household, babies that are less than 6 months old,
- The household head should be taken also as a household member

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 normally 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 dwelling units and do not share same budget or *nkhokwe*.

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. **Visitors staying with the household at the time of the survey, even if for several weeks, are not considered household members**

Procedure for filling-in Section B

*The enumerator will first record the names of all household members. Only **after** the listing of all members is complete will the enumerator proceed to ask questions B1 through B6 for the first person listed.*

After asking all the questions for the member listed as number 1, the enumerator will go back and ask questions B1 through B6 for the next listed member. The enumerator will ask the questions in Section B for all household members before proceeding to Section C. Enumerators 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.

Listing Members

The first step in Section B is to list the names of all members of the household. **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.

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. Never assume the head of the household. You need to really find out which person best fits the definition of the head.

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, other household members can assist the head of household during the interview. For example, older siblings may be more knowledgeable about exact levels of schooling of younger members of the household.

Polygamous families present a difficult situation. All the wives in their separate households may say that he is still the head. But it should be noted that one person can not be head of two household. You should include this man to the household list if he frequently lives in this household, otherwise he should be left from the list of household members if the main decision maker is the wife (ie if the man usually lives with another wife).

A special situation is created by an absent head of household. A rural head of household may migrate to the city to seek employment and leave his family behind in the village.

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 for more than six of the previous twelve months (and care must be taken not to double count such persons.)

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 by age following their respective mothers. To ensure complete coverage, the enumerator should explicitly ask about three types of persons, which are commonly overlooked by survey respondents. The first is persons who are temporarily absent; they should be included. The second is 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 enumerator should ask whether there are any infants or small children who have not been listed, as very young children are often overlooked in accountings of household members. As many as 10 persons can be listed on page 2; if there are more than 10 household members, the enumerator will need to use an extra questionnaire.

B.1 Sex of household member:

The sex of each household member will be indicated. The enumerator should be mindful not to assume the sex from the name or clothes but be sure to ask about each person.

B.2 Absent household members:

Indicate how long the person has been absent from the household.

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 Contribute to household income:

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

B.4 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. Other members should be identified in one of five categories. The spouse is the married or partner by mutual consent of the head. Children and parents of the head of household will be identified as "child" (child = biological children, step son/daughter, adopted son/daughter) and "parent" respectively, and all other relatives will fall in the "other relative" category. Members of the household who are not related to the head will be coded "not related" such as servants. 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.5 Age at last birthday:

The age of each person will be recorded in completed years. This is the age of the person at their last birthday. For example:

- ❑ If someone will be 25 years old in two weeks after the date of interview, the recorded age would be 24. You may also ask the date of birth of the member and then you can compute his age.
- ❑ 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'.
- ❑ Persons of age 95 or over the age of 95 will be recorded as '95'.
- ❑ If the respondent is uncertain of someone's exact age, the enumerator will probe to obtain an estimate. Only as a last resort is the enumerator to record a response of "don't know". This is done by writing "DK" in the boxes and filling "99" in the bubbles.
- ❑ Should it be difficult for the respondent to give the age you can estimate from the calendar of events at the time of his birth or compare his age with some one he says are of the same age.

B.6 Marital status:

The marital status may be: never married, married in a monogamous union, married in a polygamous union, divorced or separated, or widowed.

At the Completion of Section B:

Once Section B has been completed for all household members, the enumerator is to identify all the members aged 15 years and older and circle their member number at the top of Section C

(Education). Also, the enumerator 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 enumerator 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.

4.0 Section C. EDUCATION

As with Section B, all the questions in this section (except Question C.1) are asked of all members of the household. The enumerator will proceed through Section C moving vertically down each column. In 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 C

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.5, "Is [NAME] currently in school?" The classification of an individual as a school dropout is obtained by combining question C.5 with C.4 "Did (NAME) attend school last academic year?"

Dropouts are persons not currently attending school but 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), Also of particular interest is the indicator 'adult literacy'. The question on adult literacy is asked of all persons in the household age 15 years or older.

C.1 Ability to Read and Write:

This is the only question 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 a simple text in, for instance, letters or newspapers. *This is not necessarily the same as a person's ability to speak and/or understand a particular language.* If a person can read but cannot write, he/she is considered illiterate and the proper response is 'No' and the appropriate bubble will be shaded. The CWIQ Survey will not include rigorous testing of literacy; enumerators will have to use the information from the respondent to assess each person's literacy status. Literacy can be in any language, not just the main or official language, provided it is commonly used in a written form.

C.2 Ever Attended School:

The term '*School*' refers to any kind of formal institution including teacher training college, technical school or vocational training, such as training in mechanics, computer programming, or secretarial course. However, it does not include Bible school or Koranic school or adult literacy classes.

We would like to know if the member in question attended school at any time during his/her life. In this question we are interested to know if the person has ever been to school or not. If a person attended school but did not complete a term or school year, he/she should still be considered as having attended school. A positive or 'Yes' response is recorded regardless of whether or not any classes were completed. If the answer is 'No', the enumerator will proceed with education questions for the next person listed. For example, a person who dropped out of school in Standard one after going to school for only two weeks will be considered as having attended school and a response of 'Yes' should be recorded.

C.3 Highest Level Completed:

To be recorded as having completed a level, the person must have actually finished the level in question. For example, someone who attended Standard 6 but never finished that year would be recorded as having completed Standard 5 (P5) unless he/she is repeating Standard 6 in which case you should record Standard 6 (P6). In this case you should record 16 in the boxes and shade the bubbles corresponding to '16'. Someone currently attending Form 3 would be recorded as having completed Form 2 (S2 or 22). A code double zero '00' indicates that a person's highest level completed is Standard 1 but did not complete the year. Note that a person who never attended school in his/her life will not answer Questions C.3 to C.9. Only after sufficient probing will an enumerator accept a response of "Don't Know", which will be recorded by writing "DK" in the boxes and filling bubbles "99". Any level/diploma completed at the university is coded '31' (Note that in Question C.3 and C.6, code 01 refer to Pre-school code, 11 to 18 or P1 to P8 refer to Primary school, codes 21 to 26 or S1 to S6 refers to Secondary school, code 31 refers to university and codes 41 to 43 refer to technical or other schools).

C.4 School Attendance Last School Year:

In this question, we would like to know if the person attended school in the 2000-2001 academic (school) year not the current school year (i.e. 2001-2002) or the just ended school year. If a person attended school last academic year, but did not complete the year, he/she should be considered as having attended school and the response 'Yes' should be recorded and the appropriate bubble shaded.

This information is used to calculate the dropout rates. If a person attended school last year, but is not currently attending school and did not finish school, he or she is considered a dropout. If, however, a person completed a terminal class last school year (e.g. Standard 8 or Form 4) and is currently not attending school, he/she is not considered a dropout.

C.5 Current School Attendance:

This question seeks to identify all those persons who are attending school in the current school year (i.e. 2001-2002 school year). If a person is on holiday or is serving a suspension but will return to school after the break he/she should be regarded as currently attending school. The response for anyone currently attending school should be 'Yes'. The person will then be asked question C.6. If the response is 'No', the enumerator will skip to question C.9 for this person since questions C.6 to C.9 are irrelevant.

C.6 Current Level Attended:

For any person currently enrolled in school, we would like to know what level he/she is currently attending. Response codes for this question are the same as those used for question C.3. Repeat '31' for members who were at the university last year and are currently attending university, and 41 for Vocational training, 42 for Teacher Training, and 43 for Technical training. If a person was attending Standard 8 last academic year and he/she is repeating Standard 8 in the current school year because he/she would like to get selected to a secondary school, the correct response for this person would be Standard 8 and a code of 18 will be recorded. If a student is currently enrolled in the university, the code of 31 will be recorded regardless of the year he/she is studying.

C.7 Who Runs the School:

In CWIQ Survey, schools are broadly classified as Government, Religious Institutions or Private. Government schools are all those schools that are fully funded by government. Schools that are run by the Malawi Army or Malawi Police are also regarded as government schools. Examples of government schools include Bwaila Primary school in Zomba, Likangala Secondary School, etc. Schools that are government grant-aided but are run by religious bodies will be considered as Religious Institutions. Such schools include Zomba Catholic Secondary School, Malosa Secondary School, St Michael's Secondary School, etc. If a school is fully funded by a religious institution, such as Mary Mount Secondary School, or Malamulo Secondary School, the school will be considered as a Religious Institution despite the fact that the school enrolls its own students. Private Schools are those that are run by private institutions (other than religious institutions) or private individuals. Examples of Private Schools include Kaphuka Secondary School, Phwezi, Zomba Baptist Primary School, etc.

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

C.8 Problems at School:

In this question, it is important to realize that only those problems related to school facilities and experienced recently or in the current school year are of interest. All persons currently in school regardless whether or not have problems with the school facility will answer this question. If a person reports that he/she has no problem with the school, the response 'No problem (satisfied)'

will be recorded. If a person reports that there are no books or school supplies, then the code 'Lack of books/supplies' will be recorded, etc. Note that more than one response in this question can be recorded. For instance, a school might lack books and at the same time lacks teachers in which case the codes 'Lack of books/supplies' and 'Lack of teachers' will be recorded.

If there are any problems with the school facilities not listed here the enumerator would code 'Other problem'. Enumerators may record as many responses as applicable.

After asking this question for someone who is currently in school, the enumerator will go back to ask education questions for the next person (and not ask C.9). Note that these problems do not include personal problems such as performances, health conditions, etc.

C.9 Why Not Currently in School:

There are various reasons that may keep household members away from school. We would like to know the reasons why a person was not attending school in the current school year. For example, a child may stop attending school because there is no food available in his/her household so that he/she cannot go to school because of hunger.

This question is to be asked for everyone who is not currently attending school. Enumerators may record as many responses as applicable. If a response is given which is not listed in the questionnaire, the enumerator is to code 'Other' and write the reason in the questionnaire comments box in section A.

5.0 Section D. HEALTH

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 enumerator 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:

A live birth is defined as one who after separation from its mother breathes, cries, or shows any other evidence of life such as beating of the heart, pulsation of the umbilical cord or definite movement of involuntary muscles. Note that even if a child died later, as long as it was a live birth, it must be counted as a live birth.

This question is only to be asked of women age 12 and older; males or females less than 12 years old will not be asked this question. The enumerator 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 enumerator will record 'Yes' and ask question D.2. If the woman has not given birth in the previous 12 months the enumerator will record 'No' and skip to D.3 for this woman. Note that only the births that had occurred during the 12-month period prior to the date of interview will be recorded regardless whether the child is alive or not. It is important to understand that stillbirths (i.e. giving births to dead children) should not be recorded. For example, if the interview takes place on 20 September 2002, the 12-month period prior to the interview refers to the period between 20 September 2001 and 20 September 2002. Thus if a woman had given birth to a baby on 15 December 2001, then you will record the response 'Yes'. If, on the other hand, a baby was born on 22 August 2001, the correct response would be 'No' and question D.2 should not be asked of this person.

D.2 Prenatal Care:

Provision of health care for pregnant women is crucial to the health of both mothers and babies. This question refers to clinic visits for check-ups related to pregnancy. This is to specifically check the pregnancy of the woman, and not for other reasons. If the pregnant woman received prenatal care (care for her pregnancy), the enumerator will record 'Yes' and he/she will record 'No' if the woman did not receive any prenatal care. Note that this 'care' does not include the 'care' received at the time of delivering the baby.

ALL MEMBERS WILL RESPOND TO QUESTIONS D.3 TO D.11**D.3 Handicapped or Disabled:**

This question applies to all members of the household. It includes both physical and mental disabilities and is meant to capture conditions, which are permanent. 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. Remember that this question will be asked of all household members, but it will be the first question asked in Section D for members who are not women age 12 years or older. Be sure to include a person only if handicap prevents him/her from maintaining a significant activity.

Record 'Yes' if a person is physically or mentally handicapped or disabled, otherwise record 'No'.

D.4 Sickness or Injury in Last 4 Weeks:

This question is meant to capture those persons who are (or were recently) sick or injured, and may have been unable to engage in their normal activities. This does not include minor indisposition such as small headaches, small episodes of stomach cramps, etc.

We are interested in the state of sickness or injury of all household members who were unable to perform their normal activities in the 1-month period prior to the survey. For example, if the interview is on 20 September 2002, then the 1-month period prior to the survey would roughly be between 20 August 2002 to 20 September 2002. If a person was bed-ridden with malaria on 30 August 2002, then you will record 'Yes' in question D.4. If, on the other hand, the person was not sick or did not have any injury during the 1-month prior period, then you will record 'No' as a response to this question. In this case, questions D.5 and D.6 would be irrelevant for this person and you will thus skip them and ask question D.7 for this person.

D.5 Type of Sickness or Injury:

This question is a follow-up to D.4 and is to be asked only for those persons who are/were unable to perform their normal activities due to sickness or injury within the previous four weeks. Possible sicknesses or injuries are listed in the question. If a person suffered from more than one sickness or injury, the enumerator should mark all categories that apply. For example, a person might have suffered from malaria and had diarrhea, you would mark both malaria and diarrhea for this person. Recall that the alphabet codes suggest that you can record more than one response, if applicable.

D.6 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 enumerator will determine the number of work or school days missed by the sick or injured person, in the previous four weeks. To record the response, the enumerator will convert the number of days to weeks. For example, if a person was sick for 5 days and missed school or work on all these days, you will record 'Less than 1 week' for this person. If somebody was ill for 12 days (or 1 week 5 days after converting to weeks) but missed work for 15 days (i.e. 2 weeks and 1 day) you will record 'More than 2 weeks' for that member, etc. Note in this question we are interested in the number of days one missed school or work as a result of sickness or injury.

D.7 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. An affirmative (yes) response is recorded for anyone who saw a health provider for any medical reason within the four weeks prior to the interview. For persons who did not consult a health provider, the enumerator will skip to question D.11. 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. If, however, the mother took her sick daughter to the health centre and she too had her blood pressure checked, you would record 'Yes' for the mother and another 'Yes' for the daughter despite the fact that the primary reason for visiting the health centre was to seek treatment for the sick child.

D.8 Health Provider Seen:

In this question, we would like to know where the member sought the health services. Thus the question is only for those persons who sought advice or treatment from a health provider. For example, if a person had only diarrhea sometime during the past four weeks and had bought medication from Chirani Stores, you will record 'Shop/Pharmacy/chemist' for this person, you should have recorded a 'Yes' in question D.7 and only 'Diarrhea' in D.5. The enumerator will need to determine from the respondent in what type of facility the provider was located. For example, if the person saw a doctor in a hospital, the enumerator will need to determine whether it was a private hospital or a public hospital. The enumerator will record only one response for this question. Note that the numeric codes in this question indicate that you can record only one response.

D.9 Frequency of Use of Health Service in Previous Four Weeks:

This question refers to the health provider mentioned in D.8. The enumerator will determine how many times (not how many days) the household member went to the health provider within the four weeks prior to interview, and mark the appropriate category. As with D7, if a mother took her sick child to the doctor twice, the two visits will be recorded for the child, not the mother. Note that the question is asking for number of times NOT number of days. If for example, a woman took her sick child to the hospital in the morning and in the afternoon of the same day, you will consider the response to be two times. You will thus record '1 to 3' for the child.

D.10 Problems Encountered with Health Service:

This question also refers to the health provider mentioned in D.8. The enumerator is to listen carefully to the respondent, and determine which category applies. If more than one category applies, the enumerator is to record all that apply. If the person had no problems with the service, the enumerator will record "No problem (satisfied)" and you cannot mark any of the other categories. However, if you mark, for example 'Long Waiting Time', it is possible that other problems, such as 'Treatment unsuccessful' or 'No Trained Professionals, are possible. In this case, you will all the three responses. 'Note that you can mark more than one response for this question only if the member had experienced at least one problem. If no listed category applies, the interview will record "other" and specify the answer in the Comments Box on the first page.

For household members with a Yes response to D.7 (they did consult a health provider within the four weeks prior to interview), this is the last question to be asked for that person in Section D (D.11 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.11 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 enumerator will simply fill the first bubble. If the person did not seek advice or treatment for some other reason, the enumerator should mark the appropriate code or codes. 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 enumerator has asked D.11 (for members who have not recently sought a health provider) or D.10 (for members who did seek a health provider), the enumerator is ready to proceed with the health questions for the next household member.

6.0 Section E. EMPLOYMENT

Purpose of Section

Employment questions are to be asked of all household members aged 5 and above; you 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).

Employment Status

In order to determine employment status, you will ask how the person is paid for his/her work and then categorize him/her into one of the following categories:

- Mlimi-not paid
- Wages/Salary/Payment in kind
- Casual (hourly/daily pay)
- Family business worker or
- Self-employed.

A Mlimi-not paid is a person who works in the household garden. It might be a wife or father or both. This is usually the case in rural area where the household depends on agriculture as a means of living. 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. A family business 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).

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, record Yes and skip to E.5. If the person did no work at all in the previous seven days, record No and continue with E.2.

E.2 Absent from work last week:

This question is asked of persons who did no work in the previous seven days. 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, record Yes and skip

to E.5. If the person did no work last week and was not absent from any job that was waiting for them, record No and continue with E.3.

E.3 Looking for work:

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 was both looking for work and ready to take on work. If a person is sick or engaged in some social activity that would preclude him/her from working, then he/she would not be considered as ready for work and should be entered as a 'No' response for this question. If a person is capable of taking on work but was not looking for work, a 'No' response would also be entered for this person.

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 than one reason, record the main reason. After asking E.4 for someone who is not working or temporarily absent from work, go back to the top of Section E and ask the employment questions for the next member age five years or older. Use the code 'too young/old' for people less than 15 and 60 and more years old.

E.5 How many jobs:

You will ask this question to all persons who either worked last week (in the previous 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.6 Payment for work:

If the person worked at more than one job, record the information pertinent to the main job. If the person was only temporarily absent from their work, record their usual work status. A Mlimi-not paid is a person who works in the household garden. It might be a wife or father or both. This is usually the case in rural area where the household depends on agriculture as a means of living. 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. A family business 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).

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 construction 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.7 Work sector:

Each person who is working will be asked for whom they worked. 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 private sector is further categorized into private business or private person or household. Parastatal refers to semi-public.

Some example : Someone working as a clerk in the National Statistical Office 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.8 Industry sector of the main activity:

By asking the main activity at the place of each person's job, you 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. For example, a secretary may work in a construction company or in transport company depending on who employs her as a secretary; a doctor may work in a mining company or in a public hospital, etc.

E.9 Sought to increase earnings:

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 their earnings, you will fill bubble 2 and proceed to the employment questions for the next person age five years or older. If the person did attempt to increase their earnings, you will fill bubble 1 and proceed with E.10.

E.10 Ways sought to increase earnings:

This question is asked only of persons who wanted to and attempted to increase their earnings in the previous week. 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 a different job (change activity), or the persons may have attempted to increase their earnings in some other fashion.

E.11 Ready for additional work:

This question is for persons who attempted to increase their earnings in the previous week. If the person is able to take on additional work in the four weeks to come, the enumerator will record Yes. The additional work may be in the form of additional hours in their current activity, or the addition of another activity. If a person is engaged in some activity or is in some way precluded from taking additional work in the four weeks to come, the enumerator will record No. In either case, after asking E.11, you will go back to the top of Section E and ask the employment questions for the next member age five years or older.

7.0 Section F. HOUSEHOLD ASSETS

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 Ownership of dwelling unit:

The dwelling unit referred to here is the main dwelling unit, ie, where the Household head lives.

The enumerator 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 living in temporary shelter, the enumerator will fill bubble 4.

F.2 Number of rooms:

This is the total number of rooms available to the household (The dwelling unit referred to here again is the main dwelling unit, ie, where the Household head lives). Separate kitchens and bathrooms are to be excluded. Both sleeping and non-sleeping rooms are to be counted.

This question refers to land actually owned by the household, whether farmland, pasture, fallow or other land (including city plots.) 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. Your supervisor will give you the conversion values for local units in case they are in use in your sampling area.

1ha = 2.4 acres or 1acre = 0.4ha.

F.4 Land owned today compared with a year 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 enumerator will record "same".

F.5 Use of land not owned:

This question requires the enumerator to determine whether the household uses land it does not own, and also in what capacity the land is used. Note that if the household uses land shared with other people: eg, in rice plantations where a number of people share the cropping land, you should record it as 'Sharecropped'. If the household is renting the land, that is, it pays money to use the land, record 'Rent'.

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. If F5 is NO the amount reported in F6 should be 00.0.

1Ha = 2.4 acres

F.7 Land operated but not owned today compared with a year 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 Heads of cattle:

This question concerns the number of heads of 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. Numbers fewer than 100 will be recorded with leading zeroes (example: 5 heads=005 and 34 heads = 034.)

F.9 Heads of cattle owned today compared with a year ago:

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

F.10 Sheep and goats and pigs owned:

These two questions are the same as F.8 and F.9 but refer instead to medium size animals: sheep, goats, pigs. Record the numbers in the boxes for each animal.

F.11

In this case you will add the total number of *sheep, goats and pigs* in F10 and compare that with the total number of *sheep, goats and pigs* that the household had last year.

F.12 Household goods:

The enumerator 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.13 Electricity:

This question is to determine whether or not the household is supplied with electricity, meaning that the electrical system must be operating at the time of the survey. If the household is getting electricity from another household legally or not, it should report having electricity. If the household has not paid the bills and electricity has been cut off, it should report having electricity.

F.14 Satisfying food needs:

The respondent needs to consider what the food needs of the household were during the previous twelve months and how often the household had difficulty fulfilling those needs. There are five

categories to describe how often the household had problems satisfying its food needs, and the respondent will have to summarize the experience of the household by choosing which of the five categories best describes the household during the past year.

Never: the household never had problems fulfilling its food needs;

Seldom/Some times: the household had problems fulfilling its food needs at times but not regularly or often;

Often: the household had problems fulfilling its food needs regularly or many times;

Always: the household had problems fulfilling its food needs at all times.

F.15 Economic situation of the HOUSEHOLD compared with a year ago:

This question requires the respondent 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 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, clothing, etc.

F.16 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 to 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.17 Who contributes most to the household income:

The number of the household member who contributes the largest amount of money to the household income should be recorded here. Carefully report that 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 outsiders note this fact under Comments on page 1.**

8.0 Section G. HOUSEHOLD AMENITIES

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 WHENEVER IT IS USED.

G.1 Roof Material:

We would like to know the type of material used for the construction of the roof of the structure the household lives in. Various types of roofing materials are listed in the question. These are 'thatch'- the main material for the roof is grass; 'iron sheets'- the main material of the roof is ' corrugated iron sheets'; 'roofing tiles'- in this case tiles are the sole materials for the roof. Other types of roof materials are Asbestos' and 'Cement/concrete'. Note that there may be cases where corrugated iron sheets are used for the roof, but tiles are also used to cover the iron sheets. In this case, you should consider the iron sheets as the main material for the construction of the roof. If tiles are used for roofing, you must probe to determine if the roof is primarily made of iron sheets.

Often it will be possible to tell the main material for the construction of the roof by mere observation. If there is more than one type of roofing material, the enumerator will record the main one. If the household lives in more than one dwelling unit, record the main material used for the construction of the dwelling unit used by the head of the household. If the respondent mentions roofing material that is not in the list, you should record 'Other' and you will specify it in the space provided. Specifying 'other' category applies to the whole section.

G.2 Walls Material:

As with the main material for the construction of the roof, you will record the main material for the wall. If there is more than one type of material used for walls, the enumerator will record the main one. The various categories are listed in the question. Again if the household lives in more than one dwelling unit, you should record the main material for the walls of the dwelling unit used by the head of the household.

G.3 Main Source of Drinking Water:

The purpose of this question is to obtain a measure of the sanitation level of the household since water supply and toilet facilities are important for disease control and health improvement. The other aim of this question is to distinguish between safe and unsafe 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. The main one in this case is the one that is often used.

G.4 Kind of Toilet Facility Used:

The type of toilet facility used is an important indicator of the household's hygienic conditions. A flush toilet is one in which water carries the waste down pipes, whether the water is piped into the toilet or poured in by buckets. A pit latrine refers to a pit dug into the earth. A ventilated improved pit latrine is one that has been improved by the addition of some kind of construction (usually a pipe) that provides a route for fumes to escape, other than the hole itself. A tradition pit latrine (covered or uncovered) is not ventilated. If the respondent answers that they use the bush, the fields, or a cleared corner of the compound, the enumerator will record "None".

G.5 Ownership of Toilet Facility:

In this question, we are interested to know if the household owns the toilet facility. If the household uses its own toilet facility you should record 'Yes, exclusive' or 'Yes, Shared' and if it uses a facility that belongs to another household, you will record 'None'. If a household shares a toilet facility with another household you should probe to determine if the ownership is joint. If it is solely owned by the household, you should record 'Yes, exclusive' and if is shared with other households, as is the case in some residential areas, you will record 'Yes, shared'.

G.6 Main Source of Cooking Fuel:

In this question, we would like to know the main source of fuel that the household uses for cooking. If a respondent mentions more than one type of fuel used for cooking, the enumerator will record the main one- the one that is used more often.

G.7 Main Source of Lighting Fuel:

As for question G.6, you will ask for the main source of fuel that is used for lighting in the household. If there is more than one type of fuel used for lighting, the enumerator will record the main one- the one that is used more often.

G.8 Time to Nearest Facilities:

The enumerator 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 enumerator is to record the time to the nearest facility, even if the household uses one that is further away; for example, the

enumerator 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 enumerator is also to record the time to the nearest facility even if no one in the household uses the facility; for example, the enumerator 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 enumerator should probe by asking such questions as 'If you could leave for the market, say, when the main news broadcast is about to start, will you reach the market before the news broadcast is over or not?' You could also ask a neighbour or get the best estimate of the time yourself. (Note that the telephone facility excludes mobile phones- these are not public facilities).

Section H. POVERTY PREDICTORS

The purpose of this section is to collect information that would assist to determine poverty status of households. Most of the questions on poverty prediction have already been asked in prior sections.

H.1 Tobacco Growing

In this question, we are simply interested in whether or not the household grows tobacco. Note that we are not interested in the acreage cultivated for the crop, or the type of tobacco the household grows.

Ask the respondent if the household grows any variety of tobacco or not. If the answer is Yes, shade the bubble corresponding to the 'Yes response, otherwise bubble No.

H.2 Growing Hybrid Maize

Ask the respondent if the household grows hybrid maize or not. Examples of hybrid maize varieties include MH18 (Chokonoka), MH41, MH51(Chitute), etc. Note that in this question we are not interested in local maize.

Record Yes if the respondent says so or No if the household does not grow hybrid maize. If the respondent says the household grows both local maize and hybrid maize, record Yes. If it grows only local maize, record No.

H.3 Cooking over Collected Firewood

The intent of this question is to identify the households that actually collect firewood and use it for cooking. We are not interested in the households that use purchased firewood.

If the household uses collected firewood for cooking, record Yes, otherwise you will record No. If the household uses both collected firewood and purchased firewood, record the main one used; i.e. the firewood that is more frequently used.

H.4 Ownership of Sofa

We would like to know if any member in the household owns a sofa set. Ask the respondent if any member of the household owns a sofa set. If there is a sofa set in the household, record Yes and record No if otherwise.

H.5 Use of Cosmetics

We are interested in the use of cosmetics by the household. In the CWIQ Survey, by cosmetics we are not restricted to only lipsticks or cutex. Cosmetics also include such basics as Vaseline or body lotion. Note also that bathing soap is not a cosmetic.

If one member of the household or more use cosmetics, record Yes otherwise if nobody in the household uses cosmetics record No. If use of cosmetics is done on some days and not on others, ask how many times in a week somebody in the household uses cosmetics. If a member or members of the household use cosmetics on 4 days or more in a week, and the remaining days no cosmetics are used, you will still record Yes in this question.

H6 Use of Sugar

Ask the household if it used sugar in the past two weeks. The household might have bought or might have been given the sugar; whatever was the source of sugar mark 'Yes' on the use of sugar is they consumed sugar in the reference period'

H7 Working radios

Note that there is a question on whether the household has a working radio in Section F (Question F.12). The enumerator therefore should see if it has a radio, if 'Yes' ask the number of the radios in the household. Record this number. If there is a radio but is not being used because there are no batteries, you will still consider it as a working radio. However, if in Section F, the respondent said that there is no radio in the household, record '00'.

H8 Members receiving salary

To receive a salary it means being paid at a regular period, eg week, or month. Ganyu labour does not attract a salary. Find the number of people in the household receiving salary.

H9 Land under cultivation

Find from the household if they cultivate any land. If yes, find out how many gardens they have. And then find out the total hectarage of all this land. The farmer may give the answer in acres and you may need to convert to hectares.

H10 Ganyu labour.

Ganyu labour(piece work) is when a person finds a temporary work in which he is paid at the end of the work. Usually, this type of work does not take a long time to complete. Find the number of people that have done this type of work in the past one month and record this number.

9.0 Section I. UNDER 5 CHILDREN

Purpose of Section

Information of the section permits the evaluation of nutritional 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 anthropometric 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 malnutrition. 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.

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 enumerator will enter '00' for the mother of that child. If there are more than four under 5 children in the household, use additional questionnaires.

I.2 Date of Birth:

At some convenient time, you should ask for under-five clinic cards, vaccination cards or any other documents that have information on the date of birth of children for all the children in the household.

In this question, you should copy from the provided cards or documents the date of birth of the child for . You will record this information in the appropriate boxes for each child who has not yet achieved age 60 months. 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, 1999 would be recorded '99'. If part of the date is unknown, the enumerator will record '00' for the unknown, although the enumerator must determine that the child is under 60 months of age.

I.3 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.

I.4 Who Delivered the Baby:

Although a number of persons may have been in attendance at birth, this question is aimed at determining who was the most qualified person in attendance. A doctor, nurse, or midwife would have received formal training at a medical institution. A TBA (traditional birth attendant) is someone who acquired training in the community from traditional sources.

If a respondent reports that a doctor assisted at the delivery of the child, you should probe further since some respondents will report that they were attended by a doctor when in fact they were attended by a nurse. You should also be careful so that you are able to distinguish between a Health Surveillance Assistant (HAS) or a ward attendant from a nurse or midwife.

If family members or friends were the only persons attending the birth, the enumerator will record 'Other'. If the mother did not receive any assistance, the enumerator will record 'Self'.

I.5 Weight and Height:

For each child, the enumerator will follow the weighing procedures outlined in the Annex. It is absolutely important that these measurements are as accurate as possible. Weight will be recorded in kilograms with one decimal point (in the third column). Weights of less than 10 kilograms will be recorded with a leading zero; for example, 8.5 kilograms will be recorded as '08.5'. The enumerator will preferably request the mother, the "housemaid" 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 Annex. 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.6 Participation in Nutrition and Health Programs:

If a child participated in a nutrition program, the enumerator will record Yes. Likewise, if the child participated in under 5 clinics (weigh-in programs) in a health unit, the enumerator will record Yes. Nutrition programs will include the following: food distribution to the child, provision of meals to the child, organized through NGOs or other institutions.

10.0 Section J: FOOD SECURITY

This section deals with indicators of food security at household level. It includes questions concerning availability of food. This will enable planners and decision-makers to assess the food situation at household level.

J.1 Main staple food

Ask the household head the main staple food. The main staple food is defined as the food crop that is eaten by the household as the main dietary component all or most of the time. The response will depend on the area in which the interview is being conducted. If it is in a maize growing area, it is likely that the staple food would be maize, bubble the box with maize.

J.2 Food Availability in markets around the community

This question is asked to find out the perception of the household about the rate of food availability in the markets around their community. The community here refers to the household's village and the surrounding villages. These could be 45 villages. The food assessment considers what the household takes as food crops which should include the staple food. Bubble accordingly if food availability is rated adequate/plenty, inadequate or don't know.

J.3 Source of food

The purpose of this question is to know whether the household you are interviewing depends on food that is harvested from their own garden or any other source. You may need to probe if the answer that you want to get doesn't come out clearly. Bubble farm produce if the food comes from his harvest otherwise bubble 'other'. If 'other', go to the next section.

J.4 Food availability last agriculture season

Ask the head whether the household ran out of food last agricultural season. This agricultural season refers to the 2001/2002 season. The food that was used during this season came from the 2000/2001 harvest. If the answer is 'NO', go to question J.8.

J.5 Month food ran out

This question is asked only for those who ran out of food last season. Month when food ran out refers to the period when the household ran out of food crops last season. Write down the month in the two boxes provided and bubble accordingly. For example:

If November, record 11 and bubble 1 first row and 1 second row

If January, record 01 and bubble 0 first row and 1 second row

If March, record 03 and bubble 0 first row and 3 second row

etc etc...

If household did not run out of food in any part of the season, just record 00 in the boxes and bubble accordingly.

J.6 Means of survival

The question is asked to find out the means of survival of the household when the food had ran out until the following harvest. Means of survival refers to sources where the household obtained its food. Indicate accordingly if food was bought from the market, obtained from relatives or handouts from govt. or NGO.

J.7 Free food

This question is asked to know why the household did not receive free food. Free food is usually distributed by government, religious organizations, non-governmental organizations. If the household received free food, bubble 'N/A' –not applicable.

J.8 Comparison of harvests

This compares the harvest of this season (2001/2002) to the harvest of last season (2000/2001). The household head is asked to make a general assessment about whether his/her current harvest is less, same or more than last season.

J.9 Food availability

The purpose of the question is to find out from the household whether food from this years harvest (2001/2002) is available (i.e. in stock). If the answer is 'NO', go to question J.11 otherwise proceed to the next question.

J.10 Month food to run out

This question is for those who answer that they have food now from this years harvest. Ask them when they think the food they have will run out.

Month when food runs out refers to the period when the household will run out of food crops next season. Write down the month in the two boxes provided and bubble accordingly. For example:

If November, record 11 and bubble 1 first row and 1 second row

If January, record 01 and bubble 0 first row and 1 second row
If March, record 03 and bubble 0 first row and 3 second row
etc etc...

If household will not run out of food in any part of the season, just record 00 in the boxes and bubble accordingly.

When this question is answered, go to the next section.

J.11 Main source of food

The question addresses the main source of the food the household is eating now. This is for those households who do not have food now from this years harvest. Indicate whether they bought from the market, obtained from relatives or received handouts.

J.12 Main source of income

If the food was bought, find out the main source of income the household used to buy the food. Sale of produce refers to money the household obtained from this years harvest, ganyu labour is any farm or non-farm activity that was done to receive some money. Wage/salary refers to regular income received by any of the members of the household. An example of financial support is money received from any member of household working in town or South Africa, churches, relatives, etc..

11.0 Section K. SAFETY/SECURITY

It is vital in the development of the country that the security of its people be uppermost in its planning purposes. As such information on security and crime, though scarce, is but very important.

It is very important to avoid leading the respondent on the answers in this section. Ask questions as they are.

K.1 Common Crimes Past 12 months

Note that this question limits the answers to the last 12 months. These are crimes that specifically occur in the community where the household is. These are the choices: Fights, Rape, Murder, Thefts of household goods, Stealing of crop produce, Armed robbery and other.

Note that there are three categories on theft:

1. Theft of household goods: this does not include theft-using guns.
2. Armed robbery: this is stealing of belongings using guns and is not limited to household goods only.
3. Stealing of crop produce: this includes both when the crop is in the field and when it is in storage.

Record all the crimes mentioned by the respondent.

K. 2 Hiding Information to Police

In most cases people don not give information to the police for various reasons.

Fear of arrest: Some fear that if they give the information to the police then the person would be arrested. In other words, they do not want the culprit to be arrested.

Interrogated too much: Some fear the police interrogates too much and/or harasses them and this inconveniences them.

Fear of being implicated in the crime: Some, however, believe that if they give information to the police, the police will actually arrest them or implicate them as having done the crime and not the actual offender.

Fear of reprisal: this is when the people are afraid that when the culprit knows that it is you who has reported them to the Police he would revenge.

K. 3 Safety in Own Household and at Night

This question seeks information only for safety during the night. To say a person 'feels safe' means that he does not feel his life is in danger in his home or when walking in his neighbourhood. 'Fairly safe' means to a certain extent he feels safe, yet he knows that any time he might be threatened. 'Unsafe' means that always he is likely to be attacked should he move at night and evening in his own house. 'Very unsafe' means it is very dangerous to walk around at night in the compound and even to sleep in your house.

K4. Reasons for Feeling Insecure

There are many diverse reasons why people feel insecure. The reasons are usually area specific. If a person feels unsafe due to the increase of incidences or cases of robberies (both with guns or not), Stealing of household goods or farm produce etc mark the entry 'Robberies/theft'. However, if through differences in political parties one says he is very unsafe or insecure in his home/work then mark 'Political harassment'. Some would contribute insecurity to peoples misunderstanding of human rights or democracy. If this is the case mark 'Human rights'. Some feel that they are insecure due to the fact that there are no security services in place in their community. These may include police units or others. In this case mark 'Lack of security services' If any other reason mark 'Other'.

K. 5 Steps to Protect Crime

Normally households provide extra security for their households due to insecurity in neighbourhood. Mark the type of method which he tells you. Do not read the list to him.

Established community policing: This is when the community has an established system of looking for thieves and preventing robberies in their area. This does not necessarily mean watching their houses at night. It also does not mean hiring watchmen for the community.

Neighbourhood watch: This is when the some households have a system of watching their houses at night. They might do this in conjunction with the police or with some watchmen.

Employed watchmen: In some cases households employ watchmen to guard them during the night. Also, two or three households might employ a common watchman as a guard.

Changed location: This is if the household had to change its dwelling unit due to insecurity.

Keeping dogs: The fact that there are dogs at the household does not mean this is the right mark. The respondent is the one to tell you about it. Don't assume any answer for him.

Constructed a fence around the premises: Not all fences are constructed as a safety precaution. Some fences are constructed for privacy. So the fact that there may be a fence around the house should not automatically mean this is true.

12.0 Section L: SOCIAL PROJECTS

L1 Projects or changes in the past 5 years

You will need to read to him the projects listed in the questionnaire. Note in this question that there is a time limit of 'the last 5 years'. Make sure the project the respondent is stating was done in the last 5 years. You may also mark more than one response.

Building or rehabilitation of a school block, school, or health facility includes either making a new structure or renovating/ extending an already existing one.

Piping of water/sinking borehole includes projects concerning the provision of clean water. These are taps or boreholes.

Agricultural credit facilities are loans paid to farmers so that they can purchase agricultural inputs such as fertilizer, seed or equipment.

Business credit facility includes loans for businesses.

If there has been no project in the community mark on 'None'. If you mark 'None' then skip question K7, K8 and K9. Go to K10.

L2 Projects or changes improved and effects on way you live.

Mark according to the respondent's perception

You also read one project at a time

L3: Finance for projects

In this question also you may mark more than one response.

Government: Government projects include all construction by the government.

MASAF: Though this is also a government body it should be treated as a separate category.

Community/Self help: When the projects were done by the local community this should be marked *NGO*. These are Non Governmental Organizations: eg Concern Universal, ADRA, Plan International

Private: this category includes persons or institutions who does/or finances the project eg MP, Church Pastor.

Religious body: Religious body includes churches, church organizations and Moslem organizations.

L4: Participation in decision making

This question asks for information on participation in decision making. Did the household, a member of the household, took part in deciding what was to be built or not? Did he/she attend a meeting in which they discussed about what project to make before it was actually made.

L5. Facility needed in the community

The enumerator should read each project and the respondent will answer *Yes* or *No* to the project.

M. HIV/AIDS

The purpose of this section is to assess how households are affected by the HIV/AIDS scourge. We further would also like to find out about individuals' perceptions of the HIV/AIDS: how the AIDS virus is transmitted from one person to another, the influence of cultural and traditional practices on its transmission and care of children whose parents (one of them or both), are dead.

The section is further divided into sub sections: the first sub section collects information at household level and the head of the household or any adult member of the household will respond on behalf of the other household members. The other sub section collects information for eligible individual members in the household. Please note that each questionnaire can collect information of up to 4 eligible members. If there are more than 4 eligible members in the household, use additional questionnaires. Eligible members are all those members of the household who are aged 15-49 years. Each individual will answer the questions by himself or herself.

Since some of these questions are sensitive, you will have to be tactful when asking them, as some respondents may feel offended. It is also important that the respondent is interviewed in privacy; i.e. other persons are not in attendance.

a. Household Information

M.1 Chronic Illness During Past 12 months

This question seeks to find out if any of the members of the household aged 15-49 years in the past 12 months was chronically ill for a period of 3 months or longer such that the illness prevented him/her from undertaking their normal duties..

If the respondent reports affirmatively, record Yes, otherwise record No.

M.2 Sources of Help for Chronically Ill Persons

In this question, we would like to identify those households that source help from outside the household to care for chronically ill persons aged 15-49 years. This question should, however, be asked with reference to the last 12 months.

Please note that the response category, 'No Need' means that the household does not find it necessary to find resources in caring for a chronically ill person. The other categories are self-explanatory.

Record all the sources of help the household gets to care for chronically ill person. However, if you record 'No Need', you should not record any other response.

M.3 Deaths in household

This question serves as an introductory question to capture any deaths in the household that occurred as a result of AIDS.

In this question, you should simply ask if any member of the household, regardless of age, died during the 12-month period prior to the survey. Since many respondents may fail to locate when the past 12-month period started, you must tell the respondent which months the 12-month period refers to. For example, if your interview is on 3 October 2002, then crudely the 12-month period refers to the period 3 October 2001 to 3 October 2002.

There are two response options in this question. If a member of the household died anytime during the reference period, say, on 25 December 2001, you will record 'Yes' and 'No' if there was no death in the household.

Note that if there was no death in the household, you will skip question M.4 to question M.5.

M.4 If chronically ill before death

The intent of this question is to identify those persons in the household who had been chronically ill for 3 months or longer during the past 12 months and are dead. This means that if there was no death in the household, you should not ask this question.

If the respondent says that someone in the household has been chronically ill for at least 3 months during the 12-month period prior to the survey but later died, you will record 'Yes' otherwise you will record 'No'.

M.5 Death of parents

In this question, we wish to identify the number of orphans in the household. In CWIQ Survey, an orphan refers to a child aged under- 15 whose parent or parents are dead, regardless of when the death took place. Note that in this question we are not determining the number of dead parents.

If for example, a respondent reports that 3 children lost their both parents through death, you will print '3' in the box and shade '3' in the bubble to the right of the box. In the box under 'One parent alive' you will record '0' if he/she further says that there is no child in the household who has one parent alive. If, however, the respondent says that 2 children (under age 15) lost their both parents, and 3 children lost only one of the parents, say their mother (i.e. there are five orphans in the household), you will record '2' in the box 'Both parents died' and '3' in the box 'One parent alive'. Of course, you will bubble these figures accordingly,

If there are no orphans in the household, you will record '0' in 'Both parents alive' and '0' in 'One parent alive'.

M.6 Sources of Help for Orphaned Children

This question is similar to question M.2. However, in this case we are interested in the sources of help for children whose one or both parents are dead.

Record all the sources of help the household gets to care for orphaned children aged under 15 years of age. Again, if you record 'No Need', you should not record any other response.

M. 7 Transmission of AIDS virus

This question seeks to find out if the respondent knows how the virus that causes AIDS is transmitted. In this question, incorrect methods include 'Mosquito bite', 'Sharing Clothes', 'Sharing plates/basins', 'Hand shake', 'Sleeping in the same room as an AIDS patient', etc. If you are not sure if a method mentioned by the respondent is incorrect, record that response under 'Other' and specify it.

A respondent may mention more than one way the AIDS virus is transmitted. Record all the responses given by the respondent by shading all the bubbles corresponding to the responses.

M.8 Cultural/traditional practices influencing spread of AIDS virus

In Malawi, there are several cultural or traditional practices that are believed to have a very significant influence on the transmission of the AIDS virus.

If the respondent mentions a practice that is not listed in the question, ask a few more questions (probe) to see if the practice is already listed. In some cases you might have to ask the respondent to tell you what is involved in each practice.

The category, '*Jando/Chinamwali*' includes the circumcision rite for boys and chinamwali is typically for young girls. *Jando* is a rite for boys where circumcision is performed using razor blades. The category, '*Fisi*' refers to a situation where experienced men have sexual intercourse with girls who have just been initiated. Other cases of '*Fisi*' may also prevail. The response category, '*Chokolo*' refers to the situation where a woman is remarried to the brother of the deceased husband. The category, '*Mitala/Hlazi/mbiligha*' refers to a situation where a man is in polygamous unions. '

Record all the responses mentioned by the respondent. However, you should be sure of the responses before recording them.

M.9 Signs/Symptoms of AIDS

Ask the respondent to tell you the signs/symptoms shown by an AIDS patient. If the respondent gives funny or strange responses, do not laugh: just accept the answers as given. Go through the list of responses in the question and shade the bubble that corresponds to each of the given responses. Record all the responses as given by the respondent.

M.10 Availability of HIV test in community

In this question, we would like to establish the availability or non-availability of a facility for HIV testing. It is important to explain what you mean by 'confidential'.

If the respondent says that it is indeed possible for someone to get an HIV test, you will record 'Yes' and if he/she is sure that someone cannot get a confidential HIV test, then you will record 'No'. If the respondent is not sure, or he/she reports that he/she does not know, you will record 'Don't Know'.

M.11 HIV test last 12 months

This question seeks to ask if the respondent had an HIV test during the last 12 months. If the respondent says that he/she had an HIV test sometime during the reference period, you will record 'Yes' otherwise you will record 'No'.

If the response is 'Yes', skip question M.12 and go to question M.13.

Record 'Yes' if the respondent says so and 'No' if the respondent says that nobody in the household has had an HIV test any time during the 12-month period prior to the survey.

M.12 Ever had HIV test

This question is similar to question M.11 except that in this question we are not interested with the time the test was done.

This question seeks to ask if the respondent of the household had had an HIV test regardless of when it was done. If the respondent had an HIV test any time in the past, you will record 'Yes', otherwise you will record 'No' if he/she is not sure or he/she does not know you will record 'Don't know'.

In the case where the response is 'No' or 'Don't know', you will skip questions M.13 and M.14 and ask question M.15.

M.13 Return for results

In the CWIQ Survey, we are not interested in the actual results of the test. You should not ask for them.

After an HIV test, some clients do not return to the facility to receive the results of their test due to a variety of reasons.

We would like to know if the respondent returned to the facility where the HIV test was taken for results. If the answer is 'Yes', you should record 'Yes' otherwise you will record 'No'.

For all those persons who skipped questions M.11 to M.15, they will have to answer the next question (M.16).

M.14 Problems at testing and counseling

In this question, we would like to know if the respondent experienced any problems at the time of his/her visit for testing or counseling. Such problems include staff at the center being rude to clients (Providers were rude), or Results take too long, etc.

This question obviously is applicable only when the respondent had an HIV test. Those respondents who never had HIV tests will not answer this question.

Ask if the respondent had any problem(s) at the facility where the test was done. If there was no problem, you will record 'No problem' otherwise you will record all the responses that he/she gives.

Note that in this question we are interested if there was a problem at the visit of the test or at the visit of counseling. However, if the respondent had an HIV test but was not counseled, you will record 'Not counseled'.

For all persons who have had HIV tests, the interview ends here.

M.16 Reasons for not doing an HIV test

This question is applicable only to those who never had an HIV test.

If the respondent never had an HIV test, we would like to know why he/she did not have the test.

Record all responses as given by the respondent. In case the reason for not having an HIV test is not among those listed, record the response as 'Other' but you will need to specify that reason.

Quickly go through your questionnaire to ensure that all questions have been asked before leaving the household.