

**Ministry of Planning and National Development  
UNDP/World Bank**

# **Vulnerability and Poverty Survey 2004**

## **Enumerator's Manual**

**Male', Maldives**



# **1 Introduction**

The purpose of the second Vulnerability and Poverty Assessment (VPA-2) survey is to collect data on the household composition, income receipts and sources, consumption and non-consumption expenditure, and patterns of savings, assets and liabilities held by households in various geographical areas.

Vulnerability and Poverty Survey, VPS was first conducted in 1997/98 with the assistance of UNDP. It is the most comprehensive and detailed survey of its kind ever undertaken in the Maldives.

VPS is a sample survey covering all 200 inhabited islands. The purpose of the second Vulnerability and Poverty Survey is to collect data on the household composition, income receipts and sources, consumption and non-consumption expenditure, and patterns of savings, assets and liabilities held by households in various geographical areas.

## **1.1 Objectives**

The information collected through this survey will provide a proper data base to discern the vulnerability and living conditions prevailing in all the islands of the Maldives.

It provides insights into the extent and severity of various aspects of poverty, deprivation and vulnerability in the Maldives.

Specific objectives of the VPS include:

- Identify and quantify various types of vulnerability, poverty and hardship.
- Locate these vulnerabilities at the lowest possible geographical level – at atoll or island level.
- Identify regional disparities in income and access to services.
- Identify problems and needs according to the island population.
- Identify the perceived priorities of the island population.
- to analyse the variations in living standards, vulnerability and poverty over a period of years and the disparities among

households in the different socio economic groups, geographic areas, etc.

- Develop a composite Human Vulnerability Index (HVI) that serves to synthesize the main findings.
- Identify related policy issues relevant for development strategies and the formulation of national development plans.

## **1.2 Scope and coverage**

### ***Unit of measurement***

The household is the basic unit for which information will be collected. Institutions like hospitals, clinics, hostels, hotels, jails, labour quarters and defence force camps have not been included in the scope of the survey. However, staff members of the above mentioned institutions living independently in premises attached to these institutions have been included.

### ***Geographical coverage***

The VPS-2 survey will be conducted in the whole republic. In addition to Male' all administrative (inhabited) islands will be included. In each island, a minimum of ten households will be covered. Five of those are from the households covered in the first VPS in 1997/98. The other five are newly selected households from the remainder of the population. Enumeration will not be undertaken in the institutional households/places mentioned above.

## **2 Preparation for enumeration**

The VPS is a sample survey, which means that only a part of the households in the country will be interviewed. In the VPS, the design is such that a fixed number of households will be interviewed in each island (enumeration block in Male') selected for the survey. For islands with a population less than 1500 we take 10 households. For other islands sample size was increased to 20, 30, 40, etc, depending on the population size. For Male' 10 households will be enumerated in each selected block.

Before a start can be made with household enumeration, it is therefore necessary to select those households which will be interviewed during the survey. This selection is done in two steps, namely a listing and a sampling step.

### **2.1 The listing information**

The enumerator will be provided with a list of selected households for each island and Male'. The panel households will also be identified. To complete identification information in other forms, House name, serial number of the house, name of the household head, serial number of the household and block number (for male' only) will be provided before enumerator visits the selected household.

If any of the household needed to be replaced with an acceptable reason or after several attempts (minimum 3 visits), enumerator must report to the supervisor. Supervisor can only decide whether to replace or not, in any case supervisor must report to Survey Administrator.

### **3 General instructions for interviewing**

#### **3.1 Preparations**

During the training period, you should thoroughly study and digest the instructions given in this manual and make yourself fully acquainted with the concepts and definitions of the various items included in the questionnaires. When in doubt, do not hesitate to ask further clarifications at this time. *It is essential to prepare yourself well during the training period.*

Even when fully prepared, cases may arise where the instructions given in this manual are not sufficient to meet a practical situation. In any such case you should report the matter to your supervisor and should discuss the problem and the ways to resolve it.

#### **3.2 Approaching the household**

You should first try to contact the head of the household and in his absence any other member of the household who may be able to furnish the information. You should first of all explain in simple terms the objectives and the utility of the survey. The respondent should be assured that information furnished will be used only for statistical purposes and will not be used against him/her in any way. It is very important that a friendly approach be made for getting the full co-operation of the respondent. It is important not to make any remarks/comments during the interview which might offend the respondent because his/her willingness and co-operation is needed to obtain reliable information.

After explaining the purpose and objectives of the survey you should proceed with the filling of the schedule carefully. You should note that no item of the schedule is to be left blank as it will not be possible to determine whether the question was unintentionally skipped or the answer is zero or none. In case there is any nil reply, the relevant box should be crossed out with a large horizontal stroke of the pen.

Since the schedule is lengthy, you should not force the respondent to provide the information contained therein in a single sitting. If the respondent feels that you should visit again, then you should arrange so. This is necessary in order to get full co-operation of the respondent in giving all the needed information.

Sometimes there is a tendency on the part of the household respondent to either exaggerate or minimise expenditures and income. You should, if necessary, ask supplementary (probing) questions with a view to obtain information which is as accurate as possible.

### 3.3 Recording of numbers in general

In most cases, space is provided on the questionnaires for recording numerical information in the form of a series of blocks, in each of which a single number can be written. For example:

How old is the major part of the structure



For a five-year old building, the answer should be written as:

How old is the major part of the structure



### 3.4 Recording of quantity and value information

Special attention should be given while reporting quantity and value of different commodity items. Before writing quantity or value, you should be confident about its authenticity to avoid unnecessary erasing or overwriting. The figures/words should be written clearly and legibly in the appropriate columns against the relevant codes. If it is necessary to correct any quantity/value already written, this should be done by crossing out the wrong entry and by rewriting the correct figures clearly; if necessary in the margin of the page. Overwriting should be avoided as far as possible for efficient working at editing, coding and data processing stage.

You may inquire as to the "unit of quantity" asked for a commodity consumed by a household in the local term which is easily understandable to the respondent. This "unit of quantity" should then be converted into a unit required for the particular item in the questionnaire.

In all the forms except the household expenditure forms (**Form 7**), values should always be rounded to the nearest Rufiyaa and written in whole numbers (i.e. without decimals). For example, instead of writing Rf.2.75, it should be rounded and written as 3.

In most cases quantities will also be written in whole grams, kilograms, litres, numbers, bottles, packets, etc. However, there will be times when the respondent will report a fractional unit, for example  $\frac{1}{4}$  kilogram or  $1\frac{1}{2}$  litres. For these, report the quantity in the smaller unit. In the example, you would report 250 gram and 1500 millilitres.

It is best to restrict reporting of quantities to the weight and volume units indicated on the form (kilogram and gram for weights and litre and millilitre for volumes). Packaged foods mostly contain information on the contents in either of these units. This should be used rather than the description 'package', 'bottle' or the like as sizes differ widely and such information can not be used in many cases.

When odd 'standards' are used for measuring quantities, it should be attempted to convert them to standard units of weight or volume. For instance, a particular size of tin may be used on an island to measure flour and rice; a similar system may be used on an other island, but with a different type and size of tin. The contents of the tin (in grams, for instance) should be measured once, after which this weight can be used to obtain the actual weight of the item purchased or used. Thus, if two tin-fulls of rice are purchased by a household, and each tin contains 450 grams, the total purchase should be recorded as 900 grams rather than as two tins.

The purpose of recording quantities is to establish food availability in the various households in terms of caloric values. Such nutrition information can only be calculated from good quantitative data. The utmost care and a good level of detail in recording the quantities are therefore required.



## 4. Concepts and definitions

Before you start to enumerate, it is essential that you acquaint yourself with certain terms which will appear on the schedules. For each of these terms, the definition is given below.

### Households and their members

The household is used as the statistical unit for the collection of the data in the Vulnerability and Poverty Survey (VPS) 2004. It is important that the definition of household is clearly understood before proceeding with the enumeration work.

#### ***Household***

A Household may be either:

- a) a single person household who makes provision for his own food and other essentials of living without combining with any other person and has no usual place of residence elsewhere.
- b) Multi-person household, i.e. a group of two or more persons who make some common provision for food or other essentials of living and have no usual place of residence elsewhere. The persons constituting the group may pool their incomes and have a common budget to a greater or lesser extent; they may be related or unrelated or a combination of both. The general criterion to be used in identifying the members of a multi-person household relates to whether they ***live and eat together and have no usual place of residence elsewhere.***

Note: Multi-person households may be sub-divided into three different types, although this sub-division is not used for this survey, it improves understanding of the household concept.

The three sub-groups are:

Nuclear household, defined as a household consisting entirely of a family nucleus. The family nucleus is a mother and/or father living together with or without one or more never-married children. Couples living in consensual unions are considered married for this purpose.

Extended household, defined as a household consisting entirely of related persons. These may, but need not,

include one or more nuclear families.

Composite household, defined as a household consisting of some non-related persons, whether or not by themselves or attached to one or more (related) nuclear families.

### ***Household members***

Household members are all such persons in a household who normally live and eat together and consider the living quarter/space occupied by them as their usual place of residence. Such persons may be related or unrelated to each other. All such persons who normally live and eat in the household past week and those who are temporarily absent for reasons such as, visiting, travelling in connection with business, admitted in hospitals, etc (past week), shall be treated as household members. Visitors, purely temporary boarders and lodgers, transients, servants and guests, etc. who are living in the household during the past week are considered as a household member.

In the Maldives, the (mostly male) family members working on the resort islands, where they spend most of their time, are generally not considered as part of the household even though they share their income, which is often the principal source of income for the household.

### ***Head of household***

If a person lives alone, that person will be considered as the head of the household.

If a group of persons live and eat together as defined above, the head of the household shall be that person who is considered as the head by the household members. When husband, wife, married and unmarried children form one household, the husband is generally reported as the "head". In cases where the husband works on a resort island, it is not uncommon for the household to report him as the head. However, you should note that head of household shall be a member who is currently a member of the household.

When parents, brothers and sisters comprise a household, either a parent or the eldest brother or sister is generally taken as the head by the household members.

When a household consists of several unrelated persons either the respondent may be relied upon or you may arbitrarily select the eldest one as the "head".

### ***Visitors, transient persons and guest***

A visitor, transient person or guest is a person who is not a usual member of the household but has for the time being joined the household and is sharing the living quarters and/or takes meals, but for a short period, and is expected to go back to his/her usual place of residence. Such persons may be related or unrelated. These persons shall be considered as household member if they have lived with the household during the past week.

### ***Boarders and lodgers***

A **boarder** is a person who lives in the sample household and usually shares meals with the household on payment in cash/kind and does not pool all or part of his income on a regular basis in the common household budget. He/she will be considered as belonging to the same household if he/she has no usual place of residence elsewhere.

A **lodger** is a person who lives in the household on payment but does not take meals with the household. A lodger will be considered as a separate household.

### ***Usual place of residence***

The **usual place of residence** shall mean the place where the household members usually reside. The usual place of residence shall normally imply a specific living quarter/space held by the person to which he/she is free to return.

#### ***To repeat in short the key household definitions***

##### **A household is:**

A person living on his/her own, or

A group of persons living and eating together and who have no usual place of elsewhere

##### **The head of household is::**

The person living alone, or

The person, generally the husband, named as head by the household

Persons with **no usual place of residence** elsewhere shall include recent migrants, persons temporarily staying in the household but trying to find permanent living quarters and any other persons who have no other residences of their own.

### **Economic status**

#### ***Activity status***

The activity status of a person defines his/her participation in economic or other activities during a specified period of time. The question is asked from all household members who have attained the age of fifteen. The basic distinction in activity status is between those who are economically active and those who are not. A secondary breakdown is, for those who are economically active, whether they are employed or unemployed at the time of enumeration. For those not economically active, three broad types of activity, studying, doing homework and doing nothing specifically, are distinguished.

It is, however, possible that a person doing house work or studying for most of the time, still spends some time to earn some money. In other

words, they may have part-time jobs. The information on these activities should also be captured and the questionnaire is designed in such a way that this can indeed be done.

### ***Industry***

Industries are classified according to the United Nations "International Standard Industrial Classification of All Economic Activities (ISIC)", revision 3. The ISIC classification has been adapted and only codes for activities taking place within Maldives have been given.

### ***Occupation***

The classification of occupations should be based on trade, profession or type of work performed by the individual, irrespective of the branch of economic activity to which he/she is attached. Proprietors or owners who mainly perform the same work as that performed by employees in their own or similar enterprise should be assigned to the same occupational group to which the employees are assigned. Particular attention should be paid to obtain full information. Avoid recording answers like worker, owner, employee, proprietor, and foreman, because those wordings are vague and inadequate to properly classify the individuals.

### ***Employment status***

This is defined as the status of an economically active individual with respect to his/her employment. He or she may be classified as an employer, employee, own account worker, unpaid family worker, or group worker, as defined below:

**Employer:** A person who operates his or her own economic enterprise or engages independently in a profession or trade, and *hires one or more paid workers* (employees).

**Employee:** A person who works for a public or private employer and receives remuneration in wages, salary, commission, tips, pi or any pay in kind, either on casual or regular basis.

**Own account worker** (employing only unpaid family worker): A person who operates his or her own economic enterprise or engages independently in a profession or trade, and hires **no** paid employees. (he/she may utilise unpaid family workers.) This category includes

persons engaged in production for own consumption and for sale.

**Unpaid family worker:** A person who worked at least one hour during the last week preceding the date of enumeration, without pay, in an economic enterprise operated by a related person living in the same household.

**Group worker:** A person who works as a group worker, equally shares the income or not. For example; fisherman, construction workers, etc. are generally considered as group workers.

### **Consumption expenditure**

For VPS purposes, household consumption expenditures are classified into two main categories, that is: "paid" and "unpaid" expenditures.

**Paid and Consumed** expenditures refer to i) all cash expenditure or ii) exchange (barter) with other goods and services by the household to obtain goods and services which were consumed during the reference period.

**Unpaid and Consumed** expenditures refer to the market value of goods and services received as "income in kind" by the household or individual members of the household. The unpaid expenditures can be classified into three sub- categories, that is:

- a) "wages and salaries in kind" refer to goods and services provided to the employee by his/her employer and consumed during the reference period such as gross rental value of free housing occupied by the household, car, etc.
- b) "own produced and consumed" refers to the value of items produced for commercial or non-commercial purposes by the household/non-financial unincorporated enterprise and utilised in its own consumption such as fish consumed by fishing households, net rental value of owner occupied housing, small amounts of vegetables produced, knitting wearing apparel, etc.
- c) "Received from assistance, gifts, inheritance and other sources" which refers to goods and services rendered for relief or support or provided as a present by other households, family members living elsewhere, public or private enterprises, government or non-profit organisations. This also includes good received from an inheritance.

**Included in household consumption expenditures** include payments

made in connection with the use (consumption) of goods and services.

**Excluded** from household consumption expenditures are payments made for goods and services purchased for use in the operation of entrepreneurial activities. For instance, expenditure on diesel to operate dhonis for commercial purposes should not be included.

**Durable goods** include those items with a life expectancy of one year or more such as furniture and fixtures, clocks, wrist watches, television, radio, cutlery, kitchen utensils, etc.

**Non-durable goods** include those items with a life expectancy of less than one year such as food, clothing, fuel and lighting, footwear, medicines, etc.

## Household income

Household income is the sum of cash income and income "in kind" and consists of receipts which, as a rule, are of a recurring nature and accrue to the household or to individual members of the household regularly. Household income is derived from the following main sources: employees' salaries, wages and other related receipts from employers, income received as profits from own-account or family business, income from personal investment (rent, interest and dividends) and royalties. For purposes VPS it is convenient to include as income, the bonuses and gratuities, pensions, social security benefits, tuition fee, other subsidiary sources, receipts from zakat, usher, scholarships, and other periodical receipts like remittances from overseas, alimony, in heritage or trust fund.

Household income "in kind" includes wage payments in kind, goods and services transferred free of charge by an enterprise (including farm) to an employee and to the household of the owner or part owner of the enterprise; it also includes the value of home produced and consumed within the same household (e.g. agricultural products, livestock products). Where an employee buys from his employer, for his household consumption, goods and service at concessionary prices and thus obtains a significant advantage, the value of these concessions may also be taken into account as income "in kind". Remittances in kind, gifts and assistance, zakat and other transfers in kind are considered income "in kind". The estimated net rental value of owner-occupied housing is in principle also to be treated as income "in kind" and, similarly, the

estimated gross rental value to the occupier of rent-free housing, whether obtained as wages "in kind" or otherwise.

It should be noted that the income "in kind" is included in the questionnaire indirectly through questions on unpaid consumption expenditures (Q. 17, 20, 21 and 22 in the type-column in forms **8**). They are classified in four categories:

- a) wages and salaries in kind and consumed (Q. 17);
- b) own produced and consumed (Q. 20);
- c) property income (Q. 21); and
- c) received from gifts, assistance and other sources (Q. 22).

### ***Wages and salaries in cash***

For VPS purposes, this concept relates to earners' net remuneration or net pay from their occupations. It should include:

- a) Direct wages and salaries for time worked, or work done
- b) Remuneration for time not worked comprises direct payments to employees in respect of public holidays, annual vacations and other time off with pay granted by the employer.

For purposes of this survey the wages and salaries in cash concept does not cover:

- a) Employers' contributions for their employees paid to social security, provident fund and pension schemes and also the benefits received by employees under these schemes;
- b) Payments "in kind" which are treated separately.

### ***Other incomes (in cash and kind)***

**Bonuses and gratuities** cover seasonal (e.g. Eid bonus) or end-of-year bonuses, additional payments in respect of vacation periods (supplementary to the normal pay) and the profit-sharing bonuses paid by the employers to the employees.

**Pensions** usually refer to recurrent periodical payments received by a person after retirement from government service, private or public enterprise due to past contributions into a pension scheme.



**Social security benefits** are payments made at recurrent intervals to individuals under a social security scheme. This may include benefits for medical care, sickness, unemployment and old-age, employment injury, etc.

**Income receipts from lodgers and boarders** include the cash receipts in return for living quarters and food provided.

**Profits (interest)** are additional moneys received and paid in respect of banks, post offices and other deposits, bills, bonds and other loans paid and received.

**Rent** is the actual money income paid and received for the use of land, buildings (commercial and dwellings), plant, machinery and other equipment, furniture and fixtures, office equipment and other assets. For purposes of Vulnerability and Poverty survey, property rented by the household to be used for common household facilities should be treated under household consumption expenditure, e.g. rent paid for household dwelling. Receipts and payments for land and other properties are kept separate as these constitute different types of payments in national accounting terms.

### ***Flow of Funds***

One of the purposes of the Vulnerability and Poverty survey is to measure the 'Flow of Funds' The FoF measures the borrowing and lending operations within the household sector and between the household sector and other institutional sectors and provides the statistical tool to trace the flow of savings through the financial channels into the financing of real capital formation.

In accordance with international recommendations the Flow of Funds comprises a financial and a non-financial component. For purposes of the household income and expenditure survey, the financial component consists of change in currency, deposits, gold, and other acquisitions and issues of claims through borrowing and lending in cash and in kind. The non-financial component consists of the tangible and intangible capital accumulation and the gross savings.

**Currency** consists of domestic and foreign notes and coins (cash)

in circulation (in hand), i.e. cash not held in accounts of banks and other financial institutions.

**Deposits** consist of cash amounts held in banks and other financial institutions in the form of current account (also known as demand and time deposits) and saving deposits. It includes deposits with banks, post offices, development finance institutions, insurance companies and deposits held abroad.

**Loan** is direct transaction between borrower and lender. It comprises commercial bills, mortgage loans, bank overdrafts and other bank and non-bank domestic and foreign loans, both guaranteed and un-guaranteed. It also includes credit and advances in respect of sale (purchase) of goods and services; and advances for the production of goods and services in progress or to be undertaken.

**Investment.** For purposes of Vulnerability and Poverty survey, investment consists of purchases or sales of reproducible (fixed) tangible assets such as buildings, irrigation infrastructure, plants, machinery, tools, and other equipment, furniture and fixtures, livestock, stocks of non-durable goods; non-reproducible tangible assets like land, timber tracts, mineral deposits, inland waters and fisheries; and net purchases or sales of intangible assets.

## 5 Filling the Questionnaire - Forms 2 to 7

### 5.1 Form 2, Structure Form

After completing the identifying information, the following characteristics are recorded.

1. Type of dwelling unit

1. House

2. Flat / Apartment complex

**House:** A building that consists of one housing unit (Rooms, one sitting room, one kitchen) no matter how many floors or separate buildings in the premises is a house.

**Apartment/Flat:** A building that contains several sets of living quarters, housing more than one household. The building may be structurally sub-divided so as to contain more than one housing unit too

The information can be obtained by observation. If cannot identify by observation ask the household for more information and then circle only **ONE** appropriate category.

2. How many storey does the major part of this unit have?

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The question is to be filled by recording the number in the 2 box. If the floors/levels are less than 10, record by writing" 0 "(zero) to the front. The answer is to be provided as the number of levels/floors including the ground floor and all higher floors, but excluding roof terraces and the like. The information can be obtained by observation and if cannot identify by observation, ask the household for more information.

**For example:**

The major part of the building is one story, but only one room is two storied. How should the enumerators consider the number of stories in this case?

How many stories does the major part of this unit have? 1 storey

3. What type of material used for walls construction of major part of the building?

1. Plastered

2. Unplastered

3. Wood or Plywood

4. Other (specify).....

The question is to be filled by circling only ONE appropriate category. Enumerators

should ask the household to identify whether the wall of the major part of the house is plastered, unplastered or wood/plywood. If the categories are not appropriate circle code 4 and specify.

4. What type of material used for roof construction of major part of the building?

1. Corrugated/galvanized/asbestos sheet
2. Concrete sheet
3. Thatch
4. Other ( specify).....

The question is to be filled by circling only ONE appropriate category. Enumerators should ask the household to identify the type of roofing materials that is used.

5. What type of material used for floor construction of major part of the building?

1. Cement floor
2. Tiled
3. Concrete sheet
4. Wood
5. Sand
6. Other (specify) .....

Enumerators should ask the household to identify the type of materials that is used. If the categories are not appropriate, circle code 4 and specify the type of material used for floor construction.

6. Does the major part of the house have a ceiling?

1. Yes, With Ceiling
2. No, Without Ceiling

The question is to be filled by circling only ONE appropriate category. Enumerators should ask from the respondent whether major part of the house have a ceiling or not.

7. How old is the major part of the structure as it is now?   Years

The question is to be filled by recording the number in the box. The answer should be given in complete years, if the building is less than one years, record by writing "00" (zero, zero) and it is less than 10, year's record by writing " 0 "(zero) to the front. If structure is as old as 98 and above then write 98 in the box.

8. What is the built up area of the structure ?     (In square feet)

The answer should be given as accurately as possible. The space marked in the bottom corner ("for use of calculation of Q.8") is for enumerator's use to estimate the area. The area should be given in square feet.

9. What type of sanitary system does the unit have ?

1. Toilet connected to sea
2. Toilet connected to septic tank
3. Open area surrounded by walls (gifili)
4. No toilet facilities

For this question ask the respondent about the sanitary system that the unit have. If the household has toilets installed, ask specifically whether these are connected to sea or septic tanks.

## 5.2 Form 3, Household Individual Form

1. Atoll and island ('Ward for Male') .....	<div style="border: 1px solid black; width: 40px; height: 15px; display: inline-block;"></div>	For office use
2. Block Number (only for Male) .....	<div style="border: 1px solid black; width: 40px; height: 15px; display: inline-block;"></div>	
3. Name of the unit .....		
4. Household serial number (as in form 1) .....	<div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block;"></div>	
5. Name of the household head .....		
6. Name of a contact person for additional information .....		

After filling all the identification information, collect information on the total number of people who lived in the household during the past week. You should know the definition of the household and who should be included as members of the household.

7. Contact phone number .....	<div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block;"></div>																
8. Total number of persons in the household (Includes all persons who take meals and sleep regularly in the household and who have no regular place for eating but sleeps in the household)		<table border="1" style="border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="padding: 2px;">Female</th> <th style="padding: 2px;">Male</th> <th style="padding: 2px;">Total</th> </tr> </thead> <tbody> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> <tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr> </tbody> </table>	Female	Male	Total												
Female	Male		Total														
9. Number of persons less than 15 years in the household																	
10. Number of persons 15 years and above in the household																	
11. Number of children of this household who are studying in elsewhere																	

Disaggregate information that need to be collected gender wise and also for ages below 15 and 15 and above.

Also record the number of children of this household who are studying elsewhere including persons studying abroad.

INDIVIDUAL INFORMATION	ALL AGES
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Obtain the individual information starting with head of household.

### 1. Name and the person number

INDIVIDUAL INFORMATION	ALL AGES															
1. Name and the Person Number	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16

Starting with the head of the household, enter the name of each household member who is present in the household at the time of

enumeration and temporarily absent persons who were present in the household during the last week. This should Includes all the persons who take meals and sleep regularly in the household and who have no regular place for eating but sleeps in the household during the past week. If the number of household member is more than sixteen (16), additional sheets should be used. The person numbers should also be changed to make a single series in the household, thus, person number 1 on the second form will become number 17 and so on. This is necessary to prevent duplication of person numbers used in different forms.

### How to fill the form if the number of household member is more than 16 in a household

The diagram illustrates the process of filling a household form when the number of members exceeds 16. It consists of two main parts: a top section for the number of forms and a table for individual information.

**Top Section:** A horizontal bar contains the text "Number of form filled for the household" followed by two empty boxes. Below this, two boxes labeled "1" and "2" have arrows pointing to the first and second empty boxes, respectively.

**Table:** A table with two main sections: "INDIVIDUAL INFORMATION" and "ALL AGES". The "INDIVIDUAL INFORMATION" section has a row labeled "1. Name and the Person Number". Below this row are 16 columns, each labeled with a person number from 01 to 16. An arrow points from a box labeled "Name of the person" and "Person number now starting with 17" to the first column (01).

**Bottom Section:** A horizontal bar contains the text "Number of form filled for the household" followed by two empty boxes. Below this, two boxes labeled "2" have arrows pointing to the first and second empty boxes, respectively.

INDIVIDUAL INFORMATION					
1. Name and the Person Number	Hawwa	Hassan	Ali	Zahira	Raaj
	17	18	19	20	21
	01	02	03	04	05

2. Sex
1. Female
2. Male

Circle the appropriate code (answer).

1. Name and the Person Number	Hawwa	Hassan	Ali	Zahira	Raaj
	17	18	19	20	21
	01	02	03	04	05
2. Sex	1. Female	1. Female	1. Female	1. Female	1. Female
	2. Male	2. Male	2. Male	2. Male	2. Male

### 3. Age in complete year

Enter the age in complete year in the box provided. If the age is less than one (1) year enter 00. **(Skip to Q. 5 if more than 2 years). Do not ask Q. 4 to those who are above 2 years.**

3. Age in complete year (enter 00 if less than one year, Skip to 5 if > 2 years)	2	0	4	0	0	1	0	0	2	9

### 4. For Children under 2 years, age in complete months.

This question should be asked only to those who are under 2 years.  
Enter the age in complete month in the box provided. If the age is less than one (1) month enter 00.  
Answer to this question always should be between 00 and 23.



3. Age in complete year (enter 00 if less than one year, Skip to 5 if > 2 years)	2   0	4   0	0   1	0   0	2   9	
4. For Children under 2 years, age in complete months, (enter 00 if less than one month)			2   0	0   0		

## 5. Place of registration (Atoll and Island)

Write the place of registration in the lines provided. The shaded box underneath the line is for office use.

5. Place of registration (Atoll and Island)	Male	Male	R. Vadhoo	R. Vadhoo	India

For Office use

## 6. Nationality

1. Maldivian
2. Foreigner

Circle the appropriate code (answer).

5. Place of registration (Atoll and Island)	Male	Male	R. Vadhoo	R. Vadhoo	India
6. Nationality 1. Maldivian    2. Foreigner	1 2	1 2	1 2	1 2	1 2

**FOR PERSONS 15 YEARS AND UNDER, OTHERS SKIP TO Q.10**

## 7. Is the father alive?

1. Yes                      2. No

Circle the appropriate code (answer).

### 8. Is the mother alive?

1. Yes
2. No (Skip to Q. 10)

Circle the appropriate code, if 'no', skip to Q. 10.

**9. Is mother living in this household?**

1. Yes
2. No (Skip to Q.10)

Circle the appropriate code (answer).

If circled in code 1 of Q. 9, enter the person number of mother in Q.1

3. Age in complete year (enter 00 if less than one year, Skip to 5 if > 2 years)	2   0	4   0	0   1	0   0	2   9
4. For Children under 6 years, enter:					

		<b>FOR PERSONS 15 YEARS</b>			
7. Is father alive? 1.Yes 2.No	1 2	1 2	1 2	1 2	1 2
8. Is mother alive? 1.Yes 2.No <del>5</del> (Skip to Q.10)	1 2	1 2	1 2	1 2	1 2
9. Is mother living in this household? 1.Yes 2.No <del>5</del> (Skip to Q.10) ↓ Enter the person number of mother in Q.1	1 2	1 2	1 2	1 2	1 2
			0   2		

The following section refers to all ages.

**ALL AGES**

**10. Relationship with the household head**

1. Household head
2. Spouse
3. Child
4. Step child
5. Brother / sister
6. Grand child
7. Parents / step parents
8. Son / daughter in-law
9. Other relative
10. Non-relative

In question 10, it is required to identify the relationship of each individual member with the household head. If the respondent is the head of household you should circle code 1 immediately. For all other members, carefully record their relationship with the household head in the appropriate code.

**11. Did you normally take meals from the household during the past month?**

1. Yes
2. No

**12. Did you normally spend the night in the household during the past month?**

1. Yes
2. No

Both questions 11 and 12 relate to the usual behaviour of the person. The information is needed to determine the actual status of the person in the household. An occasional meal or overnight stay in the household would result in a 'No' answer to these questions, while the person who normally shares the meals and spends the nights in the household but is elsewhere once in a while, still is coded as 1.

13. Household membership status?

1. Family member

2. Paying member

3. Guest

4. Local domestic servant

5. Foreign domestic servant



6. Others

1. Family member

Family members within a household are those who are related through blood, marriage or adoption.

2. Paying member

Paying member is the one who makes contribution through regular payments for food and accommodation in the household. (Mi bai gai laari dheegen kiyavan thibey kudhin himeyney)

3. Foreign domestic servant

Foreign domestic servant is a person (foreigner) who is paid by the household to do domestic work in the household.

4. Local domestics servant

Local domestic servant is a person (Maldivian) who is paid by the household to do domestic work in the household. Please note that "gengulhey kudhin" is not included under this category if they are not on a paid employment by the household.

5. Guest

Guest is a person who is not a usual member of the household but for the time being joined the household and is sharing the living quarters and/or takes meals, but for a short period, and is expected to go back to his/her usual place of residence. Such persons may be related or unrelated.

6. Others

In this category, include all other members, other than all 5 mentioned above. You should note that all foreign/local domestic servants (codes 3 and 4) should end the interview.

The next section of this questionnaire is about **EDUCATION**, which is only applicable to ask from persons age 6 years and above.

## EDUCATION

FOR PERSONS 6 YEARS AND ABOVE

**14. Did you attend any educational institute?**

1. Yes                      2. No

If the person has attended any education institute (**formal schools, collage or university**), **makuthab, edhuruge, etc**, then circled in code 1.

**15. Do you attend any educational institute now?**

1. Yes                      2. No (Skip to 18)

If he/ she is currently attending any educational institute including school, collage, university and training schools/centers then circle code 1. If 'no', skip to Q.18.

**16. What is the educational level that you are currently attending?**

01-12 grade attending now (To specify grade)

13. Other

For those who are attending to any formal educational institute then the grade attending is to be written in the box. For persons who are not in grade classes but studying towards certificates, diplomas, etc have to be coded in the category "13 Other".

**Important:**

For those who are studying in Madharushathul Arabiya and Mahhadhul dhiraashathul Islaamiya grade should be specified as followed: -

Madharushathul Arabiya

- Ibthidhaae 3 (grade 3)
- Ibthidhaae 4 (grade 4)
- Ibthidhaae 5 (grade 5)
- Eudhaadhee 1 (grade 6)
- Eudhaadhee 2 (grade 7)
- Eudhaadhee 3 (grade 8)

Mahhadhul dhiraashathul Islaamiya

- Thamheedhee 1 (grade 7)
- Thamheedhee 2 (grade 8)
- Shaanavee 1 (grade 9)
- Shaanavee 2 (grade 10)
- Shaanavee 3 (grade 11)
- Shaanavee 4 (grade 12)

7. What is the highest level of education achieved?
20. Below grade 1
- 01-12 Highest grade completed  
(To specify grade)
13. Certificate from abroad
14. Diploma level
15. Degree and above
16. Vocational training local
17. Local certificate
18. Functional literacy
19. Literacy (just able to read and write)
- 00 None / illiterate

Those student who are currently attending grade 1, should be report as code 20.

Specify the completed grade in the box provided.

Example: if he/ she is attending grade 7, then the completed grade should be specified as grade 6.

GCE O' level and GCE A' level should be considered as a certificate from abroad. If someone has completed grade 10 but did not get the O/L

certificate then his/her should be

After receiving the certificate only it can be consider as a level.

### Literacy

All persons of six years and above who can both read and write with understanding any language are considered "literate". A person who can read and write only his name, figures or memorised phrases should not be considered as "literate".

### **18. In which languages are you literate?**

1. Dhivehi
2. English
3. Other
4. None/ illiterate

All persons of six years and above who can both read and write with understanding the language are considered as language literate. A person who can read and write only his name, figures or memorised phrases should not be considered as literate to that language.

Example: Hindi bas understand vaa meehun neh nubalaaney ey language inge kamakah shey. Unless eyna ah liyan saae kiyan ingenyaamu noonee.

Circle the appropriate codes. This question can record multiple answers.

**This is the End of interview for children below the age of 15.**

From here onwards, the questions are only asked from persons aged fifteen years and over.

## Employment

FOR PERSONS 15 YEARS AND ABOVE

### 19. What type of activity were you engaged in most of the time during the past month?

19. What type of activity were you engaged in most of the time during the past month?
1. Economic activity ☒ (Skip to Q.25)
  2. Studying / training
  3. Doing house work
  4. Doing nothing specific

All persons engaged in economic activity, whether as employer, employee, own-account worker on a regular basis should report code 1 as answer to this question. Those engaged only for a minor part of their time in such activities, while pursuing studies or doing house work for the major part of the day, should be coded according to these non-economic activities.

If an individual has coded 1 in this question, skip to Q 25 and do not ask questions 20 to 24.

20. At any time during the past month, were you engaged in any activity that generated income (eg. Giving tuition, growing trees, sewing, making short eats, unpaid family workers)?
1. Yes ☒ (skip to Q.25)
  2. No

All persons engaged in activity that generated an income, whether as an unpaid family worker, sewing, growing trees and selling the products of it, or giving tuition in the past month should be coded 1 to this question and then skip to Q25.




**21. If you get a job will you be available for work?**

1. Yes                      2. No                      3. Not Sure

Circle in appropriate code.

**22. What would be the minimum wage at which you would be willing to take up a job?**

This question is applicable to ask only for the persons who are not economically active. Minimum wage refers to monthly wage. Probing is required if the reported wage is too high.

23. What is the main reason why you do not work?
1. Inability to find suitable work
  2. Parents, spouse disapproves
  3. Due to poor health
  4. Due to house work/baby sitting/family responsibilities
  5. Income recipient (rental income, remittances)  (skip to Q.25)
  6. Other

Circle the appropriate code. If circled in code 5, Skip to Q.25.

**24. During the past month did you receive any money?**

1. Yes                      2. No

Example: Ge ge gai kiyavan thibey kudhin na eymeehunge ma'in bafainge faraathun fonuvaa (household gai nuhimeyney) faishaa (As a pocket money). Mi kahala kudhin na code 1 gai bolhu alhaashey ve.

If a person is receiving income whether from the bread earner or from others who is working in Male' or Resort etc. (out of the island), pension, assistance from government, other assistance from family and friends (not household members), and zakath [transfer Income], code should be 1.

If he/ she is not receiving any money then circled in code 2.

## 25. Identification of person who should be given Employment and Income Form (Form 6)

1. Person who should be given the form (If circled code 1 of Q.19 or Q.20 or code 5 of Q.23 or code 1 of Q.24)
2. Person who should not be given the form (If circled in code 2 of Q.25)

This part is to identify the persons who have to be given the income form. Those persons who have circled in code 1 of Q.20 or Q.21 or code 5 of Q.24 or code 1 of Q.25, circle in code 1.

All others circle in code 2, which identifies those people who doesn't have to fill the employment and income form.

**This is the end of employment section of the questionnaire.**

The following section is about nuptuality and fertility.

### NUPTUALITY AND FERTILITY

FOR PERSONS 15 YEARS AND ABOVE

## 26. What is your marital status?

1. Never married (Female skip to Q.29 & **END for Male**)
2. Married
3. Divorced
4. Widowed

This information needs to be completed for **all** persons fifteen years and above. Those persons above 15 years but attending grade classes (grades 1 – 12) in formal educational institutions, circle code 1 without asking the question. Otherwise, circle the appropriate code for all persons 15 years and above.

For a never married Female (code 1), skip to Q. 29

For a **never married** Male (code 1), this is the **end** of the Individual Questionnaire\_for **Never married Male**.

**27. What was the age at the time of your first marriage?**

Record the age at the time of his/her first marriage in complete years in the space provided.

**Divorced or widowed men this is the END of individual information.**

**28. How many wives do you have?**

This question should be asked only to Males who are currently married.

This is the **end** of the Individual Questionnaire\_for **Male**.

Ask only Females

The following questions are only applicable to Females 15 years and above.

**29. Did you have any live births?**

1. Yes                                      2. No (**END**)

This question should also be asked to never married female.  
Circle the appropriate code.

If 'no', this is the **end** of the Individual Questionnaire\_for those **Females**.

**If code 1 is circled, we ask how many live births she had?**

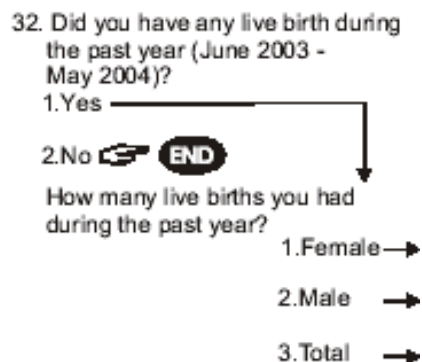
Record the number of live birth in the space provided as instructed.

**30. What was your age when the first child was born?**

Record the age in complete years in the space provided.

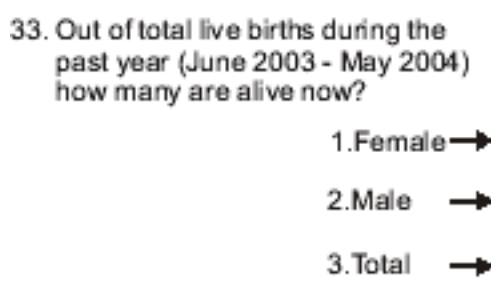
**31. Out of the total live births how many children survived?**

Record the number of children survived out of total live births she had.



If 'no', this is the **end** of the Individual Questionnaire\_for that female.

If "yes", record the total number of live births she had during the past year.



In question 33, ask how many children are alive out of total live births during the past year.

This is the **end** of the Individual Questionnaire for any person. You should remember that this is not the end of this questionnaire. Form 3 should be filled for all the individuals in the household. That is, questions 1 to 33 should be asked from each individual.

### 5.3 Form 4, Household Form

As part of the identification information, the following information's are recorded.

IDENTIFICATION					
1. Atoll and Island ( <i>Ward for Male</i> ) . . . . .					
2. Block Number ( <i>Only for Male</i> )					
3. Name of the unit . . . . .					
4. Household serial number ( <i>as in form 1</i> )					
5. Name of the household head . . . . .					
6. Total number of persons in the household					




All enumerators must fill the above information before moving to the section "Living condition of the household". Please note that enumerators are not required to fill the shaded boxes placed in different questions in this questionnaire.

The questions 1 to 5 in the identification section are to be filled based on the information taken previously, that is, these information are provided to you before you visit this household. The question 6 and 7, you have to ask the head of the household or the respondent. Make sure you understand the definition of the household and who are to be included as household members. (see the chapter 4) As in the definition of the household head, the head of the household can be the person who is considered as the head by the household members. He or She need not be the oldest person in the household and must be present in the household during the reference week (in this case, past week). Once you have identified the head of household, see if you can interview with he/she. If the respondent is not the head of household ask if he/she can answer the type of questions that you are going to ask about the household. If Yes, continue the interview. If not make an appointment to visit the household at another time.

## LIVING CONDITION OF THE HOUSEHOLD

1. How many rooms are used for living by the occupants of the household? □□
2. How many couples live in the household now? □□
3. How many couples have separate rooms?  
(Not sharing with children except babies under 2) □□

Rooms include all the bedrooms, but exclude bathrooms, and storage rooms. In principle, all rooms where people may sleep at some time are considered here. In question 2 and 3, ask how many couples (husband and wife) live in the household and how many of them have single rooms (not shared except children under 2 years).

4. What is the area of the part occupied by the household? (Square feet) □□□□
5. Do you have a compound for the use of the household?  
1. Yes                      2. No Year    Months
6. How long has this household lived in the present dwelling? □□    □□
7. What is the type of tenure of the housing unit occupied by the household?  
1. Owner occupied  (Skip to Q.10)  
2. Rent free  (Skip to Q.10)  
3. Rented  
(Note: If the rent is paid by the employer, code should be 3)
8. Monthly household rent (in rufiyaa) □□□□
9. What was the rental value of the household at the time of moving in  (Skip to Q.11) □□□□
10. At present what is the rental value of the housing unit occupied by the household? (Specify monthly value in Rufiyaa considering the prices existing in the current housing market) □□□□

In question 4 ask the total area occupied by the household. This should include all the sharing spaces, that is for example, a sitting room is shared by more than one household then include the area of the sitting room when calculating the total household occupied area in square feet. The compound referred in question 5 implies to an open space which the members of this household can use. The question 4 and 5 gives an indication of the crowdedness of the household.

6. How long has this household lived in the present dwelling? □□ Years

In case less than a year has passed since moving in to the present dwelling, "0" should be entered here.

7. What is the type of tenure of the housing unit occupied by the household?

1. Owner occupied  (Skip to Q.10)

2. Rent free  (Skip to Q.10)

3. Rented

*(Note: If the rent is paid by the employer, code should be 3)*

In this question it is intended to find out the tenure type, that is, whether owner occupied, Rent free or Rented. Circle code 1 if the household is an owner occupied house. Code 2 is for rent free households. That is, household does not pay any rent for occupying the housing unit. A household may be occupying a housing unit for which members of the household does not pay any rent by themselves but someone else (not a member of household) pays rent for them. In this case the household is classified as a rented housing unit (code 3). If circled code 1 or 2 you have to skip to question 10.

8. Monthly household rent (in rufiyaa)

--	--	--	--	--

This question is only asked if the housing unit is rented. It is intended to find out the rental values of the housing units and it can be cross tabulated with number of rooms and area of the housing unit. The monthly rent here is the agreed rent by the occupant and the owner of the housing unit whether or not an advance payment or renovation/development cost are been deducted regularly from the actual monthly rent.

9. What was the rental value of the household at the time of moving in  (Skip to Q.11)

--	--	--	--	--

10. At present what is the rental value of the housing unit occupied by the household? (Specify monthly value in Rufiyaa considering the prices existing in the current housing market)

--	--	--	--	--

The question 9 and 10 are only asked if it is a rented housing unit. Ask the respondent about the rental value of the housing unit at the time of moving in. After writing the rental value skip to Q 11. For question 10, enumerator must ask the respondent for an estimated rental value of the housing unit. Note: this question is applicable only to those housing units occupied by the owner. When asking the respondent to estimate, you

have to tell the respondent that rent must be estimated by considering the housing condition and the prizes existing in the current housing market.

11. Does the household have access to internet?

1. Yes                      2. No

12. Does the household have cable TV?

1. Yes                      2. No


Ask whether the household have internet access. Circle code 1 if any of the household member use internet at home. To use internet the household must have a telephone line and a modem with a personal computer. Even if the household have all of these the household may not use or connect to the internet. In this case circle 2.

In question 12, it is asked whether the household has a subscribed cable TV services. (eg: MESCO, Cable Net, etc..)

## ELECTRICITY

Only for Islands

13. Does the unit you live has electricity?

1. Yes                      2. No  (Skip to Q.15)

14 How many hours of electricity was available for use per day?

hours


The question 13 and 14 are only asked if you are enumerating a household at any island other than Male'. If you observe that the housing unit has got electricity do not ask this question. If you are not sure ask and circle in the appropriate code. If Yes to this question then find out how many hours of electricity was available during a day. If you circle code 2, skip to Q 15.



## **Availability of Drinking Water**

15. Do you have a rainwater tank / storage facility?

1. Yes

2. No  (Skip to Q.19)

16. When did you install the rainwater tank / storage facility?

--	--	--	--

If the household have a rainwater storage tank or any other storage facility in the housing unit circle 1, otherwise 2 and then skip to Q19. For those households having rainwater tank or any other storage facility, you will have to ask which year they had installed the facility.

17. Does your household use the rainwater tank / storage facility at present?

1. Yes  (Skip to Q.20)

2. No

18. What is the major reason that your household does not use the existing facility?

.....  (Skip to Q.20) ☐

19. What are the reasons for not having a rainwater tank/ storage facility?

1. Do not feel it is required

2. Cannot afford

3. Troublesome to have one

4. Other (specify) .....

☐

In question 17, for those households which have the rainwater tank or a rainwater storage facility ask whether they are using the facility at present. If yes, skip to Q20, and if No, ask for the major reason that the household do not use the existing facility. After noting down the reason in Q18 skip to Q20.

If the respondent's answer to Q15 is No, then you will have to ask Q19 to find out the reasons for not having a rainwater storage tank. Readout the answer categories and let the respondent chooses the most appropriate reason. If the codes 1, 2 and 3 are not good enough then circle other and specify the reason.

20. From which sources did you get drinking water for most of the days during the past 12 months ( May 2003 - April 2004) and was it treated?

	Treated	
	1. Yes	2. No
1. Rain water tank in the compound	1	2
2. Well water in the compound	1	2
3. Public / community rainwater tanks	1	2
4. Private rainwater tank	1	2
5. Desalination plant	1	2
6. Public piped supply	1	2
7. Others	1	2

The source of drinking water is asked here. For each possible source, it is also asked whether the water is treated before consumption. Treatment may take place centrally, such as with the water supply on Male' and the resort islands. It can also be done within the household by cooking the water, filtering it or by adding chemicals (chlorine) to kill all bacteria and other living matter.

21. How many days of insufficient drinking water was experienced during the past 12 months (May 2003 - April 2004) (in days)? (Considering rainwater, well water in the island) (Enter 00 if there is sufficient water through out the year)

If the household face any shortage of drinking water during the past 12 months, write in the box the number of days that shortage occurred. If shortage occurred more than once add the number of days in each period and write the total number of days in the box. If there is no shortages write 00 in the box.

## GARBAGE DISPOSAL

22. How do you dispose the garbage?

1. Burn
2. Buried in the compound
3. Dump openly in the compound
4. Throw into the beach/ sea
5. Throw into the demarcated area of the island
6. Collected/ throw into the municipal garbage area (*Male' only*)

This is the method of garbage disposal. Readout the answer categories and circle the most appropriate code. Codes 1 to 5 are only applicable to islands other than Male'. The code 5, demarcated area is the "kuni ukalaa saraha'dhu". In Male' only applicable code is 6.

## HEALTH SERVICES

23. Do you get medicine when there is a necessity for it?

1. Yes ☐ (Skip to Q.25)    2. No

Ask the respondent whether his/her household is able to get medicine when there is a necessity for it. This question refers to all types of medicines such as "Panadol", "Vitamin C" as well as prescribed medicines. If yes skip to Q25.

24. Reason for not getting medicine

- |                                |                |
|--------------------------------|----------------|
| 1. Not available in the island | } Skip to Q.26 |
| 2. Cannot afford               |                |
| 3. Other (specify)             |                |

..... ☐


If the medicines are not available in the island or they cannot afford to buy then circle code 3 and specify the reason.

25. From where do you get medicine normally?

1. Male'
2. Regional Hospital
3. Atoll Hospital
4. Atoll Health Centre
5. Community health worker
6. Family health worker
7. Pharmacies
8. Island shops
9. Health Post

For this question ask from where members of this household get medicine normally. That means only one answer category can be circled.

26. Do you get medical access when ever needed from the island?

1. Yes  (Skip to Q.28)
2. No

27. Reason

-----  
----- ☐

It is intended to know whether most common medical services are readily available in the island. If the response is yes then skip to Q28, otherwise circle code 2 and write the reason that the respondent gives.

## MIGRATION

28. Has any person belonging to this household migrated elsewhere during the last 3 years?

1. Yes
2. No  (Skip to Q.32)


This is to find out whether any of the household member moved to another Island/Resort/Male' for a duration of more than a year. If any of the household members has migrated during the last 3 years circle 1 and if circled 2 then move to Q32.

Serial Number	1	2	3	4	5	6
29. Where did this person migrate?						
1. Male'	1	1	1	1	1	1
2. Another Atoll	2	2	2	2	2	2
3. Other island of this atoll	3	3	3	3	3	3
4. Abroad	4	4	4	4	4	4
30. What is the primary purpose?						
1. For employment	1	1	1	1	1	1
2. For education	2	2	2	2	2	2
3. For Health reasons	3	3	3	3	3	3
4. For Other reasons	4	4	4	4	4	4
31. How long has it been since this person migrated (In months)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

If yes to Q28, you should ask for more details about migration. A total of 6 member migration information can be recorded here. Question 29 is the place of migration and Q30 is the purpose of the migration. In Q31, record how long ago this migration taken place. The highest number appear in the box in Q31 is 36.

## CRISIS

32. Did the household face any food crisis, shortage (of rice, sugar, flour) scarcity during the past 12 months (May 2003 - April 2004)?

1. Yes                      2. No  (Skip to Q.39)

33. How many times did the household face food crisis, shortage (of rice, sugar, flour) scarcity during the past 12 months (May 2003 - April 2004)?

34. For how many days did the household face food crisis, shortage (of rice, sugar, flour) scarcity during the past 12 months (May 2003 - April 2004)?

For Q32, ask whether the household had faced any food shortages, implying basic food stuff like rice, sugar and flour during the past 12 months. If no to this question skip to Q39. Food shortages may arise because of disruption of food supply to the island, income shortages, etc. Following Q32, find out how many times the food shortage occurred during the past 12 months. By referring to this question ask how many days of shortage occurred.

35. Which months of the year did the household face food crisis, shortage (of rice, sugar, flour) scarcity during the past 12 months (June 2003 - May 2004)?

- |                 |               |                  |
|-----------------|---------------|------------------|
| 1. January '04  | 5. May '04    | 9. September '03 |
| 2. February '04 | 6. June '03   | 10. October '03  |
| 3. March '04    | 7. July '03   | 11. November '03 |
| 4. April '04    | 8. August '03 | 12. December '03 |

36. Reason for crisis . . . . .

In question 35 ask the respondent which months of the past year this shortage occurred. Circle more than one month if required. The next question is the reason for the crisis or the food shortage. Write what the respondent says about the possible reason for this crisis or food shortage.

37. How long can your household use the basic food you usually supply?

Months        Weeks        Days

In Q37, we want to know for how long can they use the usual food supply (rice, sugar, flour). The households may supply food for a month or for number of weeks and even days. Therefore, in the three boxes given, write in the most appropriate box and enter 00 in the next two boxes. See the following example.

32. Did the household face any food crisis, shortage (of rice, sugar, flour) scarcity during the past 12 months (May 2003 - April 2004)?

1. Yes      2. No  (Skip to Q.39)

33. How many times did the household face food crisis, shortage (of rice, sugar, flour) scarcity during the past 12 months (May 2003 - April 2004)?

34. For how many days did the household face food crisis, shortage (of rice, sugar, flour) scarcity during the past 12 months (May 2003 - April 2004)?

35. Which months of the year did the household face food crisis, shortage (of rice, sugar, flour) scarcity during the past 12 months (May 2003 - April 2004)?

- |                 |               |                  |
|-----------------|---------------|------------------|
| 1. January '04  | 5. May '03    | 9. September '03 |
| 2. February '04 | 6. June '03   | 10. October '03  |
| 3. March '04    | 7. July '03   | 11. November '03 |
| 4. April '04    | 8. August '03 | 12. December '03 |

36. Reason for crisis . . No supply in island shops . . . . .

37. How long can your household use the basic food you usually supply?

Months        Weeks        Days

38. How many meals are taken during a day?

	Normal	During crisis
1. Person above 15 year	<input type="text"/>	<input type="text"/>
2. Children between 5 to 15 years	<input type="text"/>	<input type="text"/>
3. Children between 1 to 5 years	<input type="text"/>	<input type="text"/>

If the household did face any crisis/food shortages then we want to find out how many meals are taken during those period(s) as well as a normal day for the age groups give in Q38.

39. Did your household face any crisis during the last 6 years?

1. Yes                      2. No  (Skip to Q.41)

In Q32, we have already asked if the household had any crisis, specifically food crisis. Now, in Q39 we want to know if the household face any crisis during the past 6 years. The type of crisis and detailed information that we want to know is in the following question. Please note that if you have circled Q39 code2, skip to Q41.

40. What are the crisis that your household face during the last 6 years?

Serial number	Type of crisis/ Reason	How long ago (Enter 00 if less than a year) (Years)	Frequency of crisis (Number)	Expenses due to the crisis  (Rufiyaa)	Forgone income due to the crisis  (Rufiyaa)	To cope with the crisis, where did you get the money from? (Code)
1.	Death of the bread earner	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	Death of other household member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	Expenses due to major sickness	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	Expenses due to major injury/ accident	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	Being jobless	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6.	Damages such as fire	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7.	Cutting trees / harassment (crop)damage done by others	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8.	Loss / damage of dhoani	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9.	Loss / damage of fishing equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10.	Divorce / separation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11.	Legal expenses	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12.	Other (specify) _____ _____ <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

This question is applicable only if Q39 code 1 is circled. There are 11 categories identified as crisis/problems which may have faced during the last 6 year (since 1997/98). Circle in each appropriate answer category and fill out the details. The second column in the table in Q40 is how long ago. That is, how long ago this crisis/problem occurred. Enter 00 if it is less one year ago. The next column is the frequency of the crisis. That is, how many times it has occurred during the past 6 years. Ask for how much expenses incurred due to the crisis and how much was the income lost (forgone income per month). The last column in the table is source of money to cope with the crisis. The codes for various sources are given bellow.

**Code:**

- |                                      |  |
|--------------------------------------|--|
| 1. Saving                            | 6. Borrowing from banking and institutions |
| 2. Income                            | 7. Sale of assets                          |
| 3. Insurance                         | 8. Sale of goods                           |
| 4. Government support                | 9. Other                                   |
| 5. Borrowing from relatives/ friends |  |

**HARDSHIP** | Applicable only to female headed households

41. Why has the female taken the responsibility of heading the household?

1. Death of husband
2. Divorce
3. Absence of adult males in the family
4. Out migration of the husband of the current head of household
5. Out migration of the other male members of the household
6. Disable / sick adult male member in the household
7. Widow considered as in-charge despite the presence of an adult male/sons
8. Because the women wants to be in charge
9. Other (specify) \_\_\_\_\_ ☐

The hardship questions are asked if the head of the household is woman. In question 41, readout the answer categories and circle the most appropriate category. If there is no male member above 18 years living in the household at the time of enumeration then circle in code 1. If any of the adult member is temporarily absent (that is, currently



working in resort/Male', etc.) in the household then circle 2. Finally woman wants to be in-charge of the household despite the adult member present in the household.

42. Did the household face any hardship in managing the household?

1. Yes

2. No  (Skip to Q.44)

43. What type of hardship problems does the female head under go to manage the household?

Problems	Rank
1. .... ..... <input type="checkbox"/>	<input type="checkbox"/>
2. .... ..... <input type="checkbox"/>	<input type="checkbox"/>

For woman headed households ask if they face any hardship in managing the household. If no, skip to Q44. If yes, list the type of hardships and then ask the respondent to rank the most problematic first until all problems are ranked.

## CONSUMER DURABLE

The possession and purchase of durable household goods is recorded in this section of the form. The durables are grouped into four different groups, with an open-ended fifth group available for any other durables. All the five sections have the same layout. For each item the following information is sought:

**Availability:**

1. Yes 2. No  
if available: Number of items

**Purchased in past year**

Number of new items  
Number of second-hand items  
Total value in Rufiyaa

After recording all the five parts of this question a totals are calculated as in A, B, and C. Before moving to the next question the grand total should be calculated, that is A+B+C.

## Travel abroad

In this section there are three questions. The first question is did any member of the household travel abroad within the past 12 months (May 2003 – April 2004).

Purpose of travelling (If the purpose of traveling is more than one, per trip, then note the expenses under the main purpose)	Did anybody travel? 1. Yes 2. No  If no, skip to next category	Total number of trips	Expenses incurred by household members (Excluding money spent on capital goods and business)		Did you get financial support for this (Other than household members)  1. Yes 2. No  If no, skip to next category	Amount received from others (If yes to column, amount received)  (Rufiyaa)
			Purchase of air ticket  (Rufiyaa)	Other costs  (Rufiyaa)		
(1)	(2)	(3)	(4)	(5)	(6)	(7)

We want to find out the purpose of travel, total number of trips, expenses made by household members. It is also necessary to identify whether any financial support was received for the travel abroad.

The main purpose of travel identified in question 46 are Medical, Education/training, holiday/leisure and hajj/Umra. All the columns in this question are to be filled.

If any of the household members did travel abroad for a medical purpose during the past 12 months then circle 2 in column 2 and skip to Education/training line. Find out if any of the members travelled for this purpose then circle the appropriate code in column 2. If circled 1 in column 2, make sure to complete all the relevant columns such as total number of trips, expenses etc.

If the number of trips is more than one in the reference period then enumerator must ask the respondent details for each trip add the expenses and enter the totals in the appropriate cell as in the following example.

Purpose of travelling (If the purpose of traveling is more than one, per trip, then note the expenses under the main purpose)	Did anybody travel?		Total number of trips	Expenses incurred by household members (Excluding money spent on capital goods and business)		Did you get financial support for this (Other than household members)		Amount received from others (If yes to column, amount received) (Rufiyaa)
	1. Yes	2. No		Purchase of air ticket (Rufiyaa)	Other costs (Rufiyaa)	1. Yes	2. No	
(1)	If no, skip to next category		(3)	(4)	(5)	If no, skip to next category		(7)
1. Medical	1	2	0 2	0 0 5 0 0 0	0 0 5 0 0 0	1	2	0 0 9 0 0 0
2. Education/ training	1	2				1	2	
3. Holiday/ leisure	1	2				1	2	
4. Hajj/ Umra	1	2	0 1	0 0 7 0 0 0	0 1 8 0 0 0	1	2	
Total →				0 1 1 2 0 0 0 (A)	0 1 2 3 0 0 0 (B)			0 1 0 9 0 0 0 (C)
Grand Total (A) + (B) + (C)			0 1 4 4 0 0 0 (1)					

Note: If trip was more than one purpose, record the total amount spent on that trip under the main purpose. For example, the trip was a holiday trip but during the trip some medical expenses were incurred then total this and record this under holiday trip.

It is also important to identify whether the trip has been funded by another person/party (not a household member). That is, if circled 1 in column 6 then column 6 should be filled.

46. Did any member of the household send any amount of money abroad within the past 12 months (June 2003 - May 2004)? (In addition to expenditure on travel abroad mention in Q. 45)

1. Yes      2. No ☒ (Skip to Q.48)

47. What was the purpose and amount of money sent abroad? (Business expenses will not be included)

1. Studies	Rf	
2. Medical treatment	Rf	
3. Other purpose (specify) _____	Rf	
Total	Rf	
GRAND TOTAL	(1) + (2)	

In question 46, find out whether any of the household member sent money abroad for any purpose. If no to this question skip to Q48. The purpose of sending money abroad could be educational, medical, etc. In addition to codes 1, and 2 if there are other transfers then circle code 3 and specify before recording the amount.

All of the totals must be filled by the enumerator. Total A, B, and C then sum of these three and enter in the cell marked (1). In question 47, there is a total cell marked (2). The grand total cell should be filled, that is (1) + (2). It is recommended that enumerator to do these calculations after the interview.

<b>Problem in our life</b>	<b>Show the flash card</b>
----------------------------	----------------------------

48. Some of the problems faced by the islanders are listed below. We would like you to tell us which are the five most important ones in your life or for your community. Please give the most pressing problems first, and then the next most important, and so on, until most important five areas have been ranked.

The question should be asked separately to man and woman. The head of the household and the spouse are both asked to rank them in order of importance, starting with the most important one. For this question you will be provided a description of the answer categories of this question. You should give instructions to the respondent as follows. First give the descriptive list to the respondent. Ask the respondent to review the list. When he/she is ready, instruct them to give priorities for the five most important ones. Make sure 5 problems or answer categories have been ranked. It is very important to record independent response for both head of the household and the spouse. This means you should not share the rankings to both these respondent. Answers should NOT be given equal rank.

The following are the description of the answer categories of this question.

- Improve the quality of housing: This includes materials used, the availability of a good kitchen and sanitary facilities indoors. Also size of the house in comparison with the number of people living in the house (crowdedness) is important.
- Availability of transport service: Including the availability of transport vessels on the island for emergency travel. The ease with which the island can be reached and the regularly and cost of transport to the atoll/island and Male' is considered here.


- Availability of electricity: Even if electricity is available, the cost of electricity connection and use charges, and the hours of operation maybe problematic.
- Communication facilities: The availability of telephone for emergency needs is important. Postal services, newspapers and magazines, radio and television people to keep up with what is happening outside the island.
- Employment opportunities: This includes both employment on the island or resorts and improvements in selling various products such as fish, copra and other goods produced by the household to traders to earn an income.
- Possibilities to earn a good income: Direct employment, but also better prices for fish and other goods produced by the household are important factors. A regular, frequent sale of these products to traders is another aspect.
- Food security all year around: The availability of sufficient food of good quality throughout the year is necessary to enjoy life.
- Environmental security: The sanitary and garbage disposal facilities on the island and the level of ground water pollution describe environmental conditions. Also the condition of the reef and erosion of the island are important.
- Availability of drinking water: Especially during the dry season, drinking water can be a big problem.
- Access to consumer goods: The availability of daily needs (food) at reasonable prices from a store on the island is important. A regular supply of other household goods on the island or atoll also affects living conditions.
- Access to health services/ improvements: The presence of a qualified medical staff and a midwife on the island are important. The ease with which a clinic or hospital in the atoll or Male' can be

reached is also important. The costs associated with illness (travel, medicines, treatment, etc) have also to be considered. If health care facilities are available on the island consider the quality and improvements.

- Access to quality education: The quality of education on the island schools and the presence of middle and high schools are important. Access to quality education of high schools in the atoll or Male', (through relatives or family friends) and the cost of sending children to schools on the island are other issues.

49. Are there any other important problems faced by the islanders that are not covered in the above list?

1. Yes

2. No  (Skip to Q.51)

50. What are these and where would you place this problem in the priority list given in Q.48?

a. For Women

In question 49, if there are other important issues which are not covered in Q48, circle code 1 and specify in Q50. If no to this question skip to Q51.

As in Q48, here again rank the other important issues. First write the issues which the respondent feels are important and are not in Q48. Ask them to rank these questions based on the previous ranking. This means that you should go back to the previous ranking and mention that where would the respondent place the identified problems in terms of previous ranking.

## INVESTMENT

51. During the past year (June 2003 - May 2004) did any member of the household undertake any of the following transactions?

Transactions are identified; record the amount in the boxes. If any other transactions not given in the list then specify it (code 10 and 16) and record the amount.

Care need to be taken in cases where there is any borrowing or lending between members of the household. This transaction is not considered as household capital transaction because this is a transfer of money from one hand to another, it does not make the household anymore richer or vice versa.

## **PERCEPTION OF ECONOMIC STATUS AND WELL BEING**

There are 6 questions in this section.

52. Over the last six years (June 1998 -May 2004) how did your household income changed?

1. Increased
2. Decreased
3. Remain same

53. Compared to the other households in your community, how do you consider your household status?

1. Well below average
2. Below average
3. Average
4. Well off
5. Very well off

In question 52, you should ask the respondent that based on last 6 years incomes how did his/her household's income has changed. That is in terms of cash and other incomes whether increased or decreased or remained same.

In question 53, we want to find the respondent's perception about the status of the household compared with other households in the community. If the respondent feels that his/her household is doing very well then circle code 5, otherwise find the appropriate code depending on the respondent's response.

54. On average how much do you spend on food, per head, per month?

in rufiyaa

55. Do earning members of the household pool their income for food and other household expenses?

1. Yes, all members
2. Yes, some members
3. No

56. Do the members of the household normally have surplus income each month?

1. Yes
2. No  (Skip to Q.58)

The question 54 is about the per-capita expenditure on food per month. Here, some respondents may not be able to give you a figure straightaway. You should assist to the respondent, for example, you could ask what is the total expenditure on food per month, then divide that by the number of persons in the household. You should ask the respondent the figure you come up is an acceptable figure. However, never lead the respondent to come up with a figure which is not realistic.

The next question (Q55) is to find out whether members of the household usually pool their incomes for food and other household expenditures. The earning members may contribute to the household expenditures in different proportions. If all the members do contribute then circle 1, similarly circle the appropriate code.

In question 56, identify household members normally have surplus income, if they do ask whether all of the earning members do have or some members or not at all, circle in the appropriate code. If code 2 is circled then skip to Q58.



57. In your view, how do the surplus incomes of the household was spent?  
(Rank according to spending pattern the most five important ones)

- |   |                          |
|---|--------------------------|
| 1. Better food                                | <input type="checkbox"/> |
| 2. Repair/renovate/improve house              | <input type="checkbox"/> |
| 3. Medical treatment                          | <input type="checkbox"/> |
| 4. Educate children                           | <input type="checkbox"/> |
| 5. Buy TV/radio/VCR                           | <input type="checkbox"/> |
| 6. Invest in an income generating activity    | <input type="checkbox"/> |
| 7. Repay a loan/ borrowing                    | <input type="checkbox"/> |
| 8. Give on credit                             | <input type="checkbox"/> |
| 9. Buy expensive gifts for family members     | <input type="checkbox"/> |
| 10. Save                                      | <input type="checkbox"/> |
| 11. Spend on religious activities and charity | <input type="checkbox"/> |
| 12. Others (specify) .....                    | <input type="checkbox"/> |

In Q56, if you have circled 1 then you need to find out how these surplus incomes were spent by the household. They may spend the surplus income for better food or education, etc. Therefore, ask the respondent to rank the categories given in this question by giving 1, 2, 3, 4 and 5 according to priorities. Note rankings are from 1 to 5.

### **VOLUNTARY WORK OF HOUSEHOLD MEMBERS**

58. What type of voluntary work were the household members engage in during the past one year (June 2003 - May 2004)?

1. Construction and maintenance of jetty
2. Construction and maintenance of mosque
3. Construction and maintenance of school
4. Construction and maintenance of health post/clinic/hospital
5. Construction of other facilities required for development of the island  
(Excluding places mentioned in category 1, 2, 3 and 4)
6. Cleaning the island / harbour or beach
7. Cleaning the land for housing plots/play grounds etc.
8. Working in community business, schools, clinic, etc, as volunteers
9. Other (specify) ..... ☐
10. None ☒ (Skip to Q.65)

In this question you can circle more than one answer categories. If none

of the household members were engaged in any such voluntary activities circle code 10 and then skip to Q65.

59. How many members of this household were voluntarily engaged in community activities?

Female

Male

If you have circled codes other than 10 in the previous question, then identify how many members did participate in these community activities.

Only for those who did voluntarily / community activities						
60. Person number (As in form 3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
61. Name of the person	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
62. Sex 1. Female      2. Male	1   2	1   2	1   2	1   2	1   2	1   2
63. How many days did each member of the household work in community activities on average per month (In days)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
64. How many hours did each member of the household work in community activities on average per day (In hours)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Questions 60 to 64, you will have identify those persons who were engaged in community activities by person number (in Form 3) name, sex, number of days worked per month and average hours worked per day.

## MORBIDITY


This section of the questionnaire includes several questions find out the medical facilities available and accessibility to these facilities. The question 65 and 66 are general questions and then Q67 to 77 are individual level questions.

65. Did any member of the household suffer any major disease/ injury during the past year (June 2003 - May 2004)?

1. Yes

2. No  (Skip to Q.78)

66. Was any member of the household got sick/ injured in the last 4 weeks?

1. Yes, current
2. Yes, recent
3. Recurrent
4. No  (Skip to Q.78)


In question 65 ask whether any of the household suffer any major disease/injury during the past year. If no, skip to Q78. If yes, you should ask whether any of the household members is currently sick/injured or during the past 4 weeks any of the members got sick or injured. If No to Q66 skip to Q78.

67. Person number (As in form 3)	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div>	<div style="border: 1px solid black; width: 30px; height: 20px; margin: 0 auto;"></div>
68. Name of the disease or injury	-----	-----
	-----	-----
	-----	-----
	<div style="border: 1px solid black; width: 20px; height: 15px; display: inline-block;"></div>	<div style="border: 1px solid black; width: 20px; height: 15px; display: inline-block;"></div>

If the codes 1 to 3 of Q66 are circled, you should ask the following questions. First you have to identify these persons and write their persons numbers identified in form 3. In Q68 write the name of the sickness or injury.

If a person got sick or injured more than once you should repeat person number and record the details of each.

69. Whom did the sick person consult?

1. Doctor
2. Trained Health Worker / clinical assistant
3. Pharmacist
4. Traditional healer
5. Other
6. None  (Skip to Q.78)

In question 69 find out to whom the person consulted and circle the most appropriate code. If circle code 6 skip to Q78.

70. Where did the sick person go for consultation?

1. Health centre
2. Atoll Hospital
3. Regional Hospital
4. Traditional healer
5. Private clinic
6. Male' hospital / clinic
7. Overseas hospital / clinic
8. Other (eg. Pharmacy)

71. What means of travel was used?

1. Mechanized dhoani
2. Speed boat (Launch)
3. Airtaxi
4. Aeroplane
5. Other (eg: taxi)
6. Did not travel

72. How many hours did it take to reach the place of consultation?

(Enter 00 if less than half an hour)

This information should be provided in hours, rounded to the nearest hour. Thus, a period of less than half an hour will be coded '00'. A period of over half an hour to less than one and half hour will be coded '01', and so on. If 1 and half hour it'll be 2 hrs.

73. How much did the trip cost?

(In rufiyaa) (Enter 00 if no expenses)

74. Who paid for the trip?

1. Self / Household members
2. Other relatives
3. Friend / other non relatives
4. Government
5. Employer
6. No expenses

75. Were you able to get the necessary medicine?

1. Yes                      2. No  (Skip to Q.77)
- 

76. From where did you get medicine?

1. Male'
  2. This island
  3. Other island
  4. Overseas
- 

77. Who paid for the treatment?

1. Self / Household members
2. Other relatives
3. Friend / other non relatives
4. Government
5. Employer
6. No expenses

## PROPERTY TRANSACTION

78. Did any member of the household lease out property/land/island during the past year  
(June 2003 - May 2004)?

1. Yes

2. No

79. Did any member of the household rent/lease out buildings during the past year  
(June 2003 - May 2004)?

1. Yes

2. No

**Note: If "NO" to Q.78 & Q. 79, Skip to Q.83**

Circle the appropriate codes. For both Q78 and 79 the answer is no then skip to Q83. Otherwise fill the individual level information after identifying the person number from form 3.

**Note: If more than one column has to be used for one person repeat person number**

81. Information of lease out property/  
islands during the past year  
(June 2003- May 2004)  
(such as pickup, Taxi, Dhoani,  
island)

a. What is the type of property?  
(If more than one, list separately)

b. Monthly rent (rufiyaa)

c. Period of lease/rented (years)  
(Enter 00 if less than a year)

d. Amount received in advance  
(rufiyaa)  
(Enter 00 if no advance taken)(If 00 Skip to Q. 82)

e. Purpose of taking an advance  
(describe)

This question is related to Q78. If yes to Q78, you should record the above details. If more than one property is leased the repeat the person number and record the information.

82. Information of Rent/ lease out building during the past year (June 2003- May 2004)
a. Serial number of building (If more than one, give a serial number to each one)
b. Monthly income (rufiyaa)
c. Period of lease/rented (years) (Enter 00 if less than a year)
d. Amount received in advance (rufiyaa) (Enter 00 if no advance taken)(If 00 Skip to Q. 83)
e. Purpose of taking an advance (describe)

This question is related to Q79, record the details as stated in the question.

## LOANS AND CREDITS

The questions in this section includes information about loans and credits taken and if repaying currently. It is about the source and type of borrowing, the amounts borrowed and outstanding, the loan term and interest rate, the purpose of the loans, the type of security and repayment difficulties.

83. Did any member of the household have taken a loan?

1. Yes


2. No  **END**

84. Is there any loan that has to be repaid?

1. Yes

2. No  **END**


From Q83 and 84 you need to screen the persons who should be asked the detailed questions about loans and credits. If no to either question that's the end of the household questionnaire.

85. Person number (Repeat the person number if there is more than one loan) (As in form 3)	<input type="text"/>	<input type="text"/>
86. Source of loan/ borrowing 1. Bank 2. Government 3. Private trading/friend 4. Household member	1 2 3 4	
87. Type of loan/ borrowing 1. Cash 2. Kind 3. Both	1 2 3	
88. Loans/ borrowed in total amount (Rufiyaa) (If the borrowing is in kind estimate the amount)	<input type="text"/>	<input type="text"/>
89. Amount outstanding at present (Rufiyaa) (If the borrowing is in kind estimate the amount)	<input type="text"/>	<input type="text"/>
90. Loan/ borrowing paying term (Year) (Enter 00 if less than a year) (Enter 98 if no term)	<input type="text"/>	<input type="text"/>
91. Interest rate of the loan/ borrowing ? (Percent per year) (Enter 00 if no interest rate)	<input type="text"/>	<input type="text"/>
92. Purpose of loan/ borrowing	<input type="text"/>	<input type="text"/>
93. Type of security (Properties give to secure the loan/ borrowing) (Enter "none" if no security)	<input type="text"/>	<input type="text"/>
94. Was the loan/ borrowing paid up to now? 1. Yes  <b>END</b> 2. No	1 2	
95. Reason for inability to pay back?	<input type="text"/>	<input type="text"/>

## 5.4 Form 5, MEASUREMENT OF CHILDREN UNDER 5 YEARS

This form basically takes measurement of the children.

- Fill the identification information as instructed for the previous forms.

Ministry of Planning and National Development United Nations Development Program / World Bank				Confidentiality: The information collected in this inquiry is accorded confidential treatment and will not be used for legal purposes		<b>Form for measurements of Children under 5 years</b> <b>Form 5</b>	
Vulnerability and Poverty Survey, 2004							
<b>IDENTIFICATION</b>				Number of forms filled for the household <input type="text"/> of <input type="text"/>			
1. Atoll and Island (Ward for Male).....		<input type="text"/>		5. Total number of persons in the household (as in form 4)		Female	Male
2. Block number (Only for Male')		<input type="text"/>		6. Total number of children under 5 years in the household (as in form 4)		<input type="text"/>	<input type="text"/>
3. Name of the Unit .....		<input type="text"/>		7. Name of the household head (as in form 4) .....		<input type="text"/>	<input type="text"/>
4. Household serial number (as in form 1)		<input type="text"/>				Total	<input type="text"/>

- This form has provision for 8 children, however if more than 8 children under 5 years are there in the household, take another form and fill form serial number as instructed before.

Number of forms filled for the household  of

- Person number is the number given to the child in form 3.

Take the following measurements of the children under 5 years in the household.						
Name of the child	Person number (As in form 3)	Sex 1.Female 2.Male	Date of Birth			
			Day	Month	Year	
Raha Ahmed Nihad	<input type="text"/>	① 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Raid Ahmed Nihad	<input type="text"/>	1 ②	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	1 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



- Measure each child's height (cms), weight (kgs) and upper-arm circumference (in cms). For babies, extra effort should be given to take the height correctly. Stretch the legs while measuring.

Take the following measurements of the children under 5 years in the household								
Name of the child	Person number (As in form 3)	Sex 1.Female 2.Male	Date of Birth			Height (in cm)	weight (in kgs)	Mid- upper arm circumference (in cms)
			Day	Month	Year			
Raha Ahmed Nihad	111	1 2	11	11	1999			
Raid Ahmed Nihad	113	1 2	10	11	2001			
		1 2						

## 5.5 Form 6, EMPLOYMENT AND INCOME FORM

The questions in the Employment and Income Form are to be asked for all members of the household who are 15 years and above for whom question 26 in the employment section of the Individual Form has circled in code 1. For each income earner of the household need to be filled one form.

The form has a provision for two occupations.

1. Primary Occupation
2. Secondary Occupation

Before asking the details of the occupation, each employed member are asked to list the economic activity or activities giving priority to the amount of time spent. This is to facilitate the enumerator in order to fill all the section of the questionnaire.

EMPLOYMENT	FOR PERSONS 15 YEARS AND ABOVE
* What are the economic activities you were engaged in during the past month? (List the activities giving priority to the amount of time spent)	
1. ....	2. ....

A person may have had more than one occupation or job during the last month. When more than one economic activity is carried out by a person, only the first two occupation need to be listed. Primary occupation is the one on which most of the time has been spent. For each activity, the following seven questions are to be asked.

<b>1. Primary occupation</b> 1. What was your employment status of the primary occupation? 1. Employer (with employees) 2. Employee 3. Own account worker 4. Unpaid family worker 5. Group worker	6. Number of hours worked per week? <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
2. Name of the place of work or establishment? ----- -----	7. Which months of the year (May 2003 to April 2004) did you work?  1. January 2004 2. February 2004 3. March 2004 4. April 2004 5. May 2003 6. June 2003 7. July 2003 8. August 2003 9. September 2003 10. October 2003 11. November 2003 12. December 2003
3. During the past month what kind of activity were you engaged in this establishment? ( Industry ) ----- <div style="text-align: right; margin-right: 20px;">ISIC</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	
4. Describe the specific type of job or designation of this job? ( Occupation ) ----- <div style="text-align: right; margin-right: 20px;">ISCO</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>	
5. What type of establishment was that? 1. Government 2. Public enterprise 3. Private enterprise 4. National Security Services (NSS) 5. Private house/own home/ own farm 6. Private place such as shop, tuition class and alike 7. No permanent location	8. Are you involved in any secondary occupation? 1. Yes 2. No (skip to 16)

- **Q.1**, Definitions of the following terms are given in *Chapter 4: Concepts and Definitions*
  1. Employer
  2. Employee
  3. Own account worker
  4. Unpaid family worker
  5. Group worker
- **Q.3**, the activity should be described and coded according to the 4-digit ISIC. Enumerators are required to write in detail about the activity of the respondent.
- Eg: If just Retail trade, is given as the activity.....

3. During the past month what kind of activity were you engaged in this establishment? ( Industry ) ----- Retail trade <div style="text-align: right; margin-right: 20px;">ISIC</div> <div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto;"></div>
--

.....while coding it problems are faced as to which code is to be given.

- 5210 Retail sale in non-specialized stores with food, beverages or tobacco predominating
- 5219 Other retail sale in non-specialized stores
- 5200 Retail of food, beverages and tobacco in specialized stores
- 5231 Retail sale of pharmaceutical and medical goods, cosmetics and toilet articles
- 5232 Retail sale of textiles, clothing, footwear and leather goods
- 5233 Retail sale of household appliances, articles and equipment
- 5234 Retail sale of hardware, paint and glass
- 5239 Other retail sale in specialized stores
- 5252 Retail sale via stalls and markets

Retail trade can be classified further more depending on the items sold. Therefore it is necessary to indicate which kind of items is sold.

3. During the past month what kind of activity were you engaged in this establishment? ( Industry )

Retail trade, footwear shop

ISIC

--	--	--	--

Eg: Education

- 8010 Primary education
- 8021 General secondary education
- 8022 Technical and vocational secondary education
- 8030 Higher education
- 8090 Adult and other education

These are the types of education in the ISIC. Hence for coding it is necessary to know which type of education one is engaged in.

- **Q.4**, the occupation should be described and coded according to the 4-digit International standard occupational code.


To answer this question it is necessary to describe the work done, especially for those who actually don't have a designation. Eg. Fangi vinun, mas kukkun, raa erun etc.

- **Q.5**, the answer category **2. Public enterprise** is referred to enterprises such as, STO, MTCC, STELCO, Dhiraagu etc where government has share. And category **7. No permanent location** is referred to people such as fisherman, mason etc.

- **Q.6**, here the number of hours worked per week is referred to the hours worked on average per week during the past month. This includes the extra hours worked during the reference period as well.
- **Q.7**. here the working months refer to months where the person actively worked during the past year (June 2003 – May 2004). The months on leave should not be considered here.

These questions are repeated as **Q.9 – Q.15** for the secondary occupation if the respondent said 'yes' in **Q.8**. i.e. if he/she has a secondary occupation.

If 'no' skip to **Q.16**.

<p>8. Are you involved in any secondary occupation?</p> <p>1. Yes</p> <p>2. No  (skip to 16)</p>
---

<p>16. Are you looking for more work?</p> <p>1. Yes      2. No</p>
--

In Q16, it is intended to capture information about the willingness and able to work more than currently engaged.

The next section of the Employment and Income Form focus to Own account workers only. That is for all the respondents circled code 3 of Q1 or Q9, other skip to Q31.

Questions 17 to 23 refer to the primary occupation while Q24 – Q30 refer to the secondary occupation.

**FOR OWN ACCOUNT WORKERS ONLY (only for production)**

**FOR OTHERS PLEASE GO TO Q31**

Q 17 to Q 30 are ONLY to be asked for own account workers (Only production).

The Q 17 to Q 30 are asked for each of the three occupations/ economic activities of the respondent.

### Q. 17 Commodities produced for last month

Up to three commodities may be described here. They will be coded in the office

Q17, record the commodities produced during the past month.

#### 1. Primary occupation

##### 17. Commodities produced

Item	Unit (Kg, piece, etc)	Quantity	Sales value
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

### Q 18 Production cost for last month

#### 18. Production cost per month

1. Input materials
2. Repairs/maintenance
3. Hired labour
4. Total

_____	Rufiyaa
_____	Rufiyaa
_____	Rufiyaa
_____	Rufiyaa

19. Is the production sold in retail or wholesale?

1. Retail
2. Wholesale

20. How much do you pay for transportation per month?       Rufiyaa

21. How much do you pay to dealer per month?       Rufiyaa

22. Where do you sell the products to

1. To Male'
2. To Resort
3. To residents of the islands
4. To other Atoll/Islands
5. Exports

23. Do you have marketing problems?

1. Yes
2. No

( If yes, give detail: ) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ ☐

These questions are repeated as **Q.24 – Q.30** for the secondary occupation if the respondent have circled code 3 in **Q. 9**. i.e. if he/she has a secondary occupation.

- **Q.31.** is only for employees. The amount here must be total income from the paid employment (excluding property incomes like rent, dividend etc) during the past month for the primary occupation and other occupations.

Q. 31 IS ONLY FOR EMPLOYEES, OTHERS SKIP TO Q.32			
31. How much did you receive from paid employment during the past month? <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa			
Income earned during the past month from the primary and other occupation?	Primary occupation	Other occupation	Total
31.1 Wages and salaries including medical allowances	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	
31.2 Overtime, bonus, commission, living/ food allowances	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	
31.3 Uniform, laundry allowance and the like	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	
31.4 Travel allowance	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	
31.5 Services in kind (medical care, accommodation)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	
31.6 Goods in kind (Clothing, food, other goods)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	
<b>Total</b>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rufiyaa	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Rf

- **Q.31.1 –Q.31.6** are the break downs of the income. These need to be given separate for the primary occupation and other occupations.
- **Q.31.4** Travel (on official purpose) i.e. the money saved from official/business trips such as site visits, meetings, workshops, trainings etc.

- **Q.31.5** Services in Kind (medical care, accommodation). These may not be paid directly to the employee, if so ask the respondent value it in market price and indicate here.
- **Q.31.6** Goods in Kind (clothing, food, other goods). These are goods given by the employer. Eg. Clothes for a sales person, food for a waiter etc. hence these has to be valued in market price and indicated here.

• Specify the goods and services received in kind from primary occupation: (Details of 17.5, 17.6)	re-embursement of medical bills of son
♦ Specify the goods and services received in kind from other occupation: (Details of 17.5, 17.6)	dinner and taxi fare to and fro from restuarant

- The services and goods received in 31.5 and 31.6 for the primary occupation should be listed in \_\_\_\_\_ and those for the secondary occupation \_\_\_\_\_
- **Q.32** and **Q.33** are questions on expenditure.
- **Q.32**, here household contribution will include contribution for food, utility bills, house repair and maintenance, etc where money spent is used not only for the person himself. Nevertheless certain kind of expenditure on food, bills, maintenance etc necessarily need not be household expenditure..

32. Out of the income you have received last month, how much did you contribute to household use?	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Rufiyaa
33. During the past month how much money did you spend for your personal use?	
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Rufiyaa (A)

- **Q.33**. Generally, expenditure on mobile phone (if personal phone), restaurant/cafe, clothes, cosmetics and alike are personal expenditures. However this will depend on the household.
- **Q.34 – Q.35** are questions on income excluding paid employment. These are incomes received other than the incomes mentioned in **31**.



34. How much income did you receive as profits from own- account or family business during the past month? (Profits after deducting expenditure)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Rufiyaa
35. How much did you receive as property income during the past month?			
1. Dividends	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Rufiyaa
2. Renting of goods	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Rufiyaa
3. Rent of building	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Rufiyaa
4. Rent of land	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Rufiyaa
• Specify types of goods and places rented----- -----			
36. How much did you receive as current transfers and other benefits during the past month?			
1. Assistance from government	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Rufiyaa
2. Pension	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Rufiyaa
3. Income of the bread earner working in Male' or resorts etc	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Rufiyaa
4. Alimony	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Rufiyaa
5. Other assistance from family and friends in Maldives, outside the household (Exclude the income in code 3)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Rufiyaa
6. Assistance from family or friends abroad	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Rufiyaa
7. Zakath	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Rufiyaa
8. Other sources	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Rufiyaa

Q. 31 IS ONLY FOR EMPLOYEES, OTHERS SKIP TO Q.32				
31. How much did you receive from paid employment during the past month? [ ][ ][ ][ ][ ][ ] Rufiyaa				
• Income earned during the past month from the primary and other occupation?	Primary occupation		Other occupation	Total
31.1 Wages and salaries including medical allowances	[ ][ ][ ][ ][ ][ ] Rufiyaa		[ ][ ][ ][ ][ ][ ] Rufiyaa	
31.2 Overtime, bonus, commission, living/ food allowances	[ ][ ][ ][ ][ ][ ] Rufiyaa		[ ][ ][ ][ ][ ][ ] Rufiyaa	
31.3 Uniform, laundry allowance and the like	[ ][ ][ ][ ][ ][ ] Rufiyaa		[ ][ ][ ][ ][ ][ ] Rufiyaa	
31.4 Travel allowance	[ ][ ][ ][ ][ ][ ] Rufiyaa		[ ][ ][ ][ ][ ][ ] Rufiyaa	
31.5 Services in kind (medical care, accommodation)	[ ][ ][ ][ ][ ][ ] Rufiyaa		[ ][ ][ ][ ][ ][ ] Rufiyaa	
31.6 Goods in kind (Clothing, food, other goods)	[ ][ ][ ][ ][ ][ ] Rufiyaa		[ ][ ][ ][ ][ ][ ] Rufiyaa	
<b>Total</b>	[ ][ ][ ][ ][ ][ ] Rufiyaa		[ ][ ][ ][ ][ ][ ] Rufiyaa	[ ][ ][ ][ ][ ][ ] Rf
• Specify the goods and services received in kind from primary occupation: (Details of 31.5, 31.6) -----				
• Specify the goods and services received in kind from other occupation: (Details of 31.5, 31.6) -----				
32. Out of the income you have received last month, how much did you contribute to household use?	34. How much income did you receive as profits from own- account or family business during the past month? (Profits after deducting expenditure)			
[ ][ ][ ][ ][ ][ ] Rufiyaa	[ ][ ][ ][ ][ ][ ] Rufiyaa			[ ][ ][ ][ ][ ][ ] Rf
33. During the past month how much money did you spend for your personal use?	35. How much did you receive as property income during the past month?			
[ ][ ][ ][ ][ ][ ] Rufiyaa (A)	1. Dividends [ ][ ][ ][ ][ ][ ] Rufiyaa 2. Renting of goods [ ][ ][ ][ ][ ][ ] Rufiyaa 3. Rent of building [ ][ ][ ][ ][ ][ ] Rufiyaa 4. Rent of land [ ][ ][ ][ ][ ][ ] Rufiyaa • Specify types of goods and places rented: -----			[ ][ ][ ][ ][ ][ ] Rf
<b>REMARKS</b> ----- ----- ----- ----- ----- ----- -----	36. How much did you receive as current transfers and other benefits during the past month?			
	1. Assistance from government [ ][ ][ ][ ][ ][ ] Rufiyaa 2. Pension [ ][ ][ ][ ][ ][ ] Rufiyaa 3. Income of the bread earner working in Male'or resorts etc [ ][ ][ ][ ][ ][ ] Rufiyaa 4. Alimony [ ][ ][ ][ ][ ][ ] Rufiyaa 5. Other assistance from family and friends in Maldives, outside the household (Exclude the income in code 3) [ ][ ][ ][ ][ ][ ] Rufiyaa 6. Assistance from family or friends abroad [ ][ ][ ][ ][ ][ ] Rufiyaa 7. Zakath [ ][ ][ ][ ][ ][ ] Rufiyaa 8. Other sources [ ][ ][ ][ ][ ][ ] Rufiyaa			[ ][ ][ ][ ][ ][ ] Rf
	<b>Total Income (B)</b>			[ ][ ][ ][ ][ ][ ] Rf

- Total income received by each income question i.e. **Q.31, Q.34, Q.35, Q.36** should be indicated in the right most column.  
And the summation of these incomes will give the total income of the respondent.

## **FORM 7, EXPENDITURE FORM**

<b>IDENTIFICATION</b>		For Office use	
1. Atoll and Island .....	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	3. Name of the unit.....	
2. Block Number (only for Male')	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	4. Household Serial Number	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Transfer of moneys between household members are not recorded in this form.			

All enumerators must fill the above information before moving to the section "1.1 Food purchased in bulk, other food items".

For Vulnerability and Poverty survey purposes, household consumption expenditures refer to all money expenditures by the household and individual members on goods intended for consumption and expenditures on services. Also included are the value of goods and services received "in kind" or "own produced" which are consumed by the household. Therefore all expenditures on goods and services or receipts "in kind" not intended for consumption should not be reported in this section. For instance, purchase of cloth for manufacturing of wearing apparel for the purpose of selling in the market, i.e. business activities should not be included.

Cases may arise of bulk purchases or receipts in kind like wheat, rice, pulses, vegetables. In those cases only the actual consumption of goods during the reference period should be reported. Similarly, cases may arise of consumption out of accumulated household stocks. In these cases again, the market value of quantity of the goods consumed should be reported even though the actual expenditure/receipt has not taken place during the reference period. The consumed quantity and related value should be reported in the appropriate "paid and consumed" and "unpaid and consumed" columns. This bulk purchasing is very common in the islands and to calculate the actual consumption more accurate, the reference period is given as past 3 months or last purchased. And for Male' bulk purchasing is given as past 1 month or last purchased.

Other instances may arise of purchases of presents for occasions like marriages and other celebrations. Those items which are purchased to be given away and thus not to be consumed by the same household should not be reported. However, those households which receive those presents should report the items in the column "unpaid and consumed/received from assistance, etc.".

The expenditure forms have several differences as they are intended for different situations.

For important food items normally purchased in bulk, other food items, during the past 1 month or the last purchase (For Male') and during the past 3 months or last purchase (For Islands) is recorded, along with its price and the expected number of days the supply will last. For other purchased and own produced foods and fish and smoking and chewing items, the consumption and/or purchases during the previous week or last purchase are recorded. For housing, water, electricity, gas and fuels, Medical and health expenses, Transport and communication, Entertainment and Sports, Personal goods/ personal care and Miscellaneous goods and services all relate to the past month. Payments for Education and Clothing and Footwear purchases during the past three (3) months are recorded. For Furnishing and furniture, household item purchased during the past year is recorded. In order to determine the monthly estimate of expenditure for the household, all purchases are calculated to a daily or weekly basis and then raised to monthly totals. This may sound like an inaccurate procedure, but is not so. For instance, the purchase and use of bag of rice may be recorded as lasting for twenty days. In such a case, the purchase price is divided by twenty to obtain an average daily cost, while the 50 kg is also divided by twenty to obtain the quantity used (2500 grams) per day. This can be done for each of the other items of bulk purchases, other food items, and then the total can be calculated.

It the same as dividing 365 by the number of days each of the items last and use this figure (19.25 for the rice example) to multiply the value and quantity and it gives the annual consumption estimate for the item. The accuracy of both procedures is the same, but as the first one works with smaller numbers, chances for errors are less.

The diary comprises of 14 different categories of items namely, goods bought in bulk, locally produced goods, fish and fish products, food and other necessities, tobacco and tobacco products, furniture, fixtures and other household utensils and equipment, clothing and footwear, water, electricity and petroleum products, medical expenses, transport and communication, education, entertainment, personal goods, other goods. Each category is awarded with a list of products related to the group and some space is left to enter product not pre listed.

Please be very careful in listing new items, only list items after finalizing where the item belong.

Please be very careful for the reference periods. Always remind the respondent about the reference period since the reference period in each category change. And be careful while taking the food items. The reference period in the food items are past month or past 3 months or past week or last purchased. In here the last purchase means, for example if rice was bought 4 months ago (for an island) and the reference period was for the past three months. So in this case we can not say that they are not consuming the rice, so if they haven't buy in the specified reference period check whether there are consuming that good at the moment. So if they are consuming the good take it as a last purchased one.

Transfer of moneys between household members are not recorded in the form										During past 1 month or last purchase (For Male')										
1.1 FOOD PURCHASED IN BULIK; OTHER FOOD ITEMS										During past 3 month or last purchase (For Island')										
Serial Number	CPC code	Item	Place of purchase		Means of Acquiring				Source		Quantity bought	Unit of Quantity (in Kg, Litre, Pieces)	Total cost (Rufiyaa)	# of days used	Value per day Rufiyaa/Laari					
			1. Island	2. Another island	3. Male'	4. Abroad	1. Purchased	2. Own production	3. Salaries in kind	4. As gifts					1. Local Production	2. Imported	(5) = (3/4)			
																Rf	Laari			
1	2316001	Rice	1	2	③	4	①	2	3	4	1	②	50	Kg	180	30	0	6	0	0
2	2311001	Flour	1	2	③	4	1	2	3	④	1	②	100	Kg	145	15	0	9	6	7
3	2352001	Sugar	①	2	3	4	①	2	3	4	1	②	50	Kg	230	60	0	3	8	3
4	2291003	Milk powder	1	②	3	4	①	2	3	4	1	②	900	Gram	60	45	0	0	1	3
5	0162002	Dried chilli/ chilli pkt	①	2	3	4	①	2	3	4	1	②	200	Gram	20	30	0	0	6	7
6	0162005	Coriander seeds	1	2	3	4	1	2	3	4	1	2		Gram						
7	0162006	Cumin seeds	1	2	③	4	①	2	3	4	1	②	50	Gram	02	07	0	0	2	9

Even though this column is shaded the column should be filled by the enumerator. But not in the field.

Daily Total	200	90
Daily total * 30 = Monthly Total	6027	00
Page Total	6027	00