

# SIERRA LEONE REPUBLIC

Statistics Sierra Leone



## SIERRA LEONE INTEGRATED HOUSEHOLD SURVEY (SLIHS)

*January 2011 to December 2011*

ENUMERATOR'S  
MANUAL

Statistics Sierra Leone  
Freetown

January 2011



## Table of Contents

INTRODUCTION.....	5
1.1 BACKGROUND.....	5
1.2 OBJECTIVES OF THE SURVEY .....	5
1.4 CONFIDENTIALITY .....	6
1.5 SURVEY DESIGN .....	6
1.5.1 Sampling frame .....	6
1.5.2 Sample allocation and sample selection .....	9
1.5.3 Selection Probability and Sampling Weight .....	12
1.5.4 Retrieval .....	12
1.5.5 Treatment of Non-response .....	13
1.6 SURVEY PERIOD .....	13
1.7 SURVEY QUESTIONNAIRES.....	13
1.7.1 Household Roster and Household characteristics questionnaire.....	13
1.7.2 Household consumption expenditure and income questionnaire.....	14
1.8 SUMMARY OF VISITS.....	15
1.9 ORGANISATION OF THE SURVEY .....	16
1.9.1 The Project Directorate .....	16
1.9.2 Data collection and data entry teams .....	16
1.9.3 Interviewers workload .....	16
1.9.4 Interviewers task.....	17
1.9.5 Checking the completed questionnaire .....	17
1.9.6 Relationship with the supervisor.....	17
1.10 INTERVIEWING PROCEDURES .....	18
1.10.1 Arrival in the community.....	18
1.10.2 Finding the address .....	18
1.10.3 Explanation of the survey.....	18
1.11 USE OF INTERPRETERS .....	19
1.12 FILLING OUT THE SURVEY INFORMATION SHEET.....	19
1.13 OBJECTIVITY OF THE INTERVIEWER .....	20
1.14 PRIVATE NATURE OF THE INTERVIEW .....	20
1.15 COMPLETING THE QUESTIONNAIRE .....	21
1.16 AFTER THE INTERVIEW .....	21
1.17 OBSERVATION SHEET .....	21
1.18 CONDUCT OF THE INTERVIEWER.....	21
1.19 HOUSEHOLD IDENTIFICATION .....	22
PART A: HOUSEHOLD ROSTER AND CHARACTERISTICS.....	23
INSTRUCTIONS FOR COMPLETING QUESTIONNAIRE PART A.....	24
Introduction.....	24
Questionnaire Format.....	24
Structure of a page.....	25
Recording responses .....	25
SECTION 1: HOUSEHOLD ROSTER.....	27
SECTION 2: EDUCATION.....	33
Part 2A: General Education .....	33
Part 2B: Literacy and Apprenticeship .....	38
Part 2C: Information and Communication technology (ICT) use and access.....	39
Part 2D: Quranic Informal education .....	41

SECTION 3: HEALTH .....	42
<i>Part 3A: Health condition in the last two weeks</i> .....	42
<i>Part 3B: Malaria - General malaria awareness/knowledge</i> .....	48
<i>Part 3C: Disability</i> .....	48
<i>Part 3D: Activities of daily living</i> .....	52
<i>Part 3E: Preventive health and vaccination in the last 12 months</i> .....	52
<i>Part 3F: Fertility, pre- and post-natal care and contraceptive use</i> .....	57
<i>Part 3G: HIV/AIDS</i> .....	60
SECTION 4: EMPLOYMENT AND TIME USE .....	62
<i>Part 4A: Screening questions and list of occupations</i> .....	62
<i>Part 4B: Characteristics of main occupation</i> .....	64
<i>Part 4C: Characteristics of secondary occupation</i> .....	67
<i>Part 4D: Employment search in the last 12 months</i> .....	69
<i>Part 4E: Activity status and employment search in the last 7 days</i> .....	70
<i>Part 4F: Household chores</i> .....	72
SECTION 5: MIGRATION .....	73
SECTION 6: HOUSING .....	75
<i>Part 6A: Type of dwelling</i> .....	75
<i>Part 6B: Occupancy status of dwelling</i> .....	76
<i>Part 6C: Housing expenditure (rent)</i> .....	77
<i>Part 6D: Physical characteristics of dwelling</i> .....	78
<i>Part 6E: Energy</i> .....	79
<i>Part 6F: Water and Sanitation</i> .....	80
<i>Part 6G: Access to the nearest social amenity</i> .....	84
<i>Part 6H: Malaria Awareness and Bed Net Information</i> .....	84
<i>Part 6I: Information Access</i> .....	84
SECTION 7: OWNERSHIP OF DURABLE ASSETS .....	86
SECTION 8: CRIME AND SECURITY .....	87
SECTION 9: SUBJECTIVE POVERTY .....	88
SECTION 10: EFFECTS OF CONFLICT .....	90
<i>Part 10A: Income</i> .....	90
<i>Part 10B: Assets</i> .....	90
<i>Part 10C: Displacement</i> .....	91
SECTION 11: IDENTIFICATION OF RESPONDENTS FOR SECTIONS 12 TO 16 ...	92
<b>PART B: HOUSEHOLD CONSUMPTION, EXPENDITURE AND INCOME .....</b>	<b>93</b>
INSTRUCTIONS FOR COMPLETING QUESTIONNAIRE PART B.....	94
SECTION 12: AGRICULTURE .....	97
<i>Part 12A: Agriculture Assets</i> .....	97
A1: Land .....	97
A2: Livestock, poultry and fishing.....	98
A3: Equipment.....	99
<i>Part 12B: Plot details</i> .....	100
<i>Part 12C: Harvest and disposal of crops</i> .....	102
C1: Grains, field crops and cash crops.....	102
C2: Roots, fruits, vegetables and other crops.....	104
<i>Part 12D: Seasonality of sales and purchases (key staples only)</i> .....	104
<i>Part 12E: Other agricultural income (cash and in kind)</i> .....	105
<i>Part 12F: Agricultural costs and expenses</i> .....	105
F1: Crops.....	105
F2: Livestock and Fishing .....	106
<i>Part 12G: Processing of agricultural produce</i> .....	106
<i>Part 12H: Consumption of own food produce</i> .....	106
SECTION 13: HOUSEHOLD EXPENDITURE .....	108

<b>Part 13A: Food expenses</b> .....	108
<b>Part 13B: Non-food expenses</b> .....	109
B1: Frequently purchased.....	109
B2: Less frequently purchased .....	110
<b>SECTION 14: CREDIT AND SAVINGS</b> .....	<b>111</b>
<b>Part 14A: Credit</b> .....	111
A1: Loan received.....	111
A2: Loan denied .....	112
<b>Part 14B: Savings</b> .....	112
<b>SECTION 15: INCOME TRANSFERS, MISCELLANEOUS INCOME AND EXPENDITURES</b> .....	<b>113</b>
<b>Part 15A: Income - Transfer Payments made (out-transfers) by Household</b> .....	113
<b>Part 15B: Income - Transfers Payments Received (in transfers) by Household</b> .....	113
<b>Part 15C: Income - Miscellaneous income received</b> .....	114
<b>Part 15D: Income - Miscellaneous Income outgoings</b> .....	114
<b>SECTION 16: NON-FARM ENTERPRISES</b> .....	<b>115</b>
<b>Part 16A: Basic characteristics of non-farm enterprise</b> .....	115
<b>Part 16B: Expenditures on the first and second enterprise</b> .....	117
B1: Enterprises operating last 2 weeks .....	117
B2: Enterprises not operating last 2 weeks.....	118
<b>Part 16C: Assets of the first and second enterprise</b> .....	118
<b>Part 16D: Revenue of enterprise</b> .....	119
<b>Part 16E: Net income and inventory of enterprise</b> .....	120
<b>Annex I - Geographical codes</b> .....	<b>121</b>
<b>Annex II - Calendar of national events</b> .....	<b>124</b>
<b>Annex III - International Standard Classification of Occupations (ISCO)</b> .....	<b>126</b>
<b>Annex IV - International Standard Industrial Classification of all Economic Activities (ISIC)</b> .....	<b>130</b>

# INTRODUCTION

## 1.1 Background

The Sierra Leone Integrated Household Survey was first conducted in 2003/4 in order to collect information about the living standards of all segments of the population so as to serve as a basis on which to make policies and guidelines for the socio-economic development strategy of the country and in a bid to make sure that there was at least six month of data for the preparation of the PRSP. The SLIHS 2003 had severe constraints on sampling which will be corrected during SLIHS 2009 because the 2004 population and housing census have now provided a more realistic sample frame. A total of 226 EA's were selected and about 3,720 households were interviewed all over the country in the SLIHS 2003 survey.

The focus of Government of Sierra Leone (GOSL) has been to reduce poverty among the population which is in line with achieving one of the MDGs of halving poverty by 2015. A critical prerequisite is to conduct an Integrated Household Survey so that a national poverty line can be determined as well as the computation of key poverty indicators. Thus, the value of the information that household surveys provide depends heavily on the usefulness and accuracy of the data they collect, which in turn depend on how the survey is actually implemented in the field.

The Multi-topic household survey is the most popular in measuring and understanding poverty and has been selected as the data collection tool for Sierra Leone. The Sierra Leone Integrated Household Survey is essential for analysis of welfare distribution and poverty characteristics. The Sierra Leone Integrated Household Survey 2009/10 is a follow-up of the previous round and will serve as a good comparison with the SLIHS 2003/04. This will provide current measures of levels of poverty and welfare at national and sub-national levels thereby addressing the recent strengths and weaknesses of government policies and programmes.

Poverty measurement and poverty analysis, using qualitative and quantitative data, are important for accurately measuring poverty and assess what policies will be effective and the likely impacts of future policies on different groups in the society. A credible measure of poverty can be a powerful instrument for focusing the attention of policy makers on the living conditions of the poor. Thus, to measure poverty we need to combine the poverty line with information on the distribution of consumption expenditures.

## 1.2 Objectives of the survey

The general aim of the second-round of the Sierra Leone Integrated Household Survey (SLIHS 2011) is to provide statistics on the living conditions of the people of Sierra Leone. Specific objectives include: -

- Provide benchmark poverty indicators against which the successes of the agenda for change (PRSP II) could be measured.
- To measure the incidence of poverty alongside other indicators include providing information on patterns of households' consumption and expenditure at a greater level of disaggregation.
- To provide data for the compilation of National Accounts and computation of the Consumer Price Index (CPI)
- In combination with earlier data this will give a data base for national and state planning and for the estimation of consumption as a proportion of household

production.

## **1.3 Users**

The information generated by this survey will find ready to use in planning and programming among government ministries, International development organisations and Non-governmental organisations. Also the information gathered from this survey would generally aid decision makers in the formulation of economic and social policies by: -

- Identifying target groups for government assistance;
- Constructing models to stimulate the impact of the various policy options on individual groups;
- Analyzing the impact of decisions that have already been implemented and of the economic situation on living conditions of households; and
- Monitoring and evaluating employment policies and programmes, income-generating and maintenance schemes, vocational training and other similar programmes. The joint measurement of employment and income provides the basis for analyzing the adequacy of employment of different categories of workers and the income-generating capacity of employment-related economic hardships.

## **1.4 Confidentiality**

The respondent must be assured that information they furnish will be confidential and will not be divulged to any unauthorised persons. Under no circumstances will the information be used for any purpose other than meeting the objectives of the survey. No individual-level information will be analyzed. The enumerator should emphasize this point to the respondent. In this connection, enumerators must also make sure that completed questionnaires are handled with the greatest of caution.

## **1.5 Survey design**

### **1.5.1 Sampling frame**

Administratively, Sierra Leone is divided into 4 provinces. Each province is subdivided into districts; each district into chiefdoms, and each chiefdom into sections. In total, there are 14 districts, 149 chiefdoms and 1,322 sections. Among the 14 districts, Bo City from Bo district, Bonthe City from Bonthe district, Kenema City from Kenema district, Koidu City from Kono district and Makeni City from Bombali district are separated from the district to form 5 city councils; the rest of the 5 districts form 5 local councils; the other 9 districts each forms a local council. So in total, there are 19 local councils. For the purpose of the SLIHS 2011, we adopt the local councils as the primary domain of study. Sample will be allocated to each local council and by urban rural within each local council.

In addition to these administrative units, during the 2004 Sierra Leone Population and Housing Census (SLPHC 2004), each section was subdivided into convenient area units called Enumeration Area (EA). An electronic file of a complete list of all the EAs is available. The list contains census information on household, population, urban rural specification and administrative belongings etc. for every EA. The census EA will be used as primary sampling unit (PSU), also called cluster, for the 2011 SLIHS. The sample of the 2011

SLIHS will be selected from the frame of PSUs provided by Statistics Sierra Leone (SSL). The frame excludes the population living in collective housing units, such as hotels, hospitals, work camps, prisons, and the like. Table 1 below gives the distribution of EAs and their average size by local council and by urban rural.

**Table 1: Distribution of EAs by domain (local council) and by type of residence**

REGION	Domain/Local councils	Number of EAs			Average number of households per EA		
		Urban	Rural	Total	Urban	Rural	Total
EASTERN	Kailahun District	86	618	704	109	90	92
	Kenema District	101	691	792	103	84	86
	Kenema City	211		211	97		97
	Kono District	48	496	544	109	79	82
NORTHERN	Bombali District	44	644	688	74	72	72
	Makeni City	122		122	100		100
	Kambia District	84	422	506	81	72	73
	Koinadugu District	41	468	509	91	85	86
	Koidu/New Sembehun City	61		61	237		237
	Port Loko Distri	124	767	891	85	72	74
	Tonkolili District	122	703	825	74	62	64
SOUTHERN	Bo District	59	586	645	106	80	82
	Bo City	192		192	118		118
	Bonthe District	36	310	346	67	70	70
	Bonthe Municipal	17		17	75		75
	Moyamba District	67	549	616	57	75	73
	Pujehun District	49	428	477	76	75	75
WESTERN	Western Area Urban	1,349		1,349	99		99
	Western Rural District	90	86	176	196	145	171
GRAND TOTAL		2,903	6,768	9,671	102	77	85

Source: Sampling frame from the 2004 Population and housing census.

In total, there are 9,671 EAs in Sierra Leone. 2,903 EAs are located in urban areas and 6,768 EAs are located in rural areas. On average, a census EA has 102 households in the urban areas and 77 households in the rural areas, with an overall average of 85 households per EA. In Table 2 and Table 3 below, we give the distribution of household population and the number of households by domain (local council) and by urban rural residence. In Sierra Leone, 35.8% of the household population lives in urban areas and they occupy 36.3% of the households according to the sampling frame. The statistics obtained from the sampling frame have no difference compared to the census report; this means that the sampling frame covers the whole country.



**Table 2: Population distribution by domain (local council) and by type of residence**

REGION	Domain/Local councils	Household population			Proportion	
		Urban	Rural	Total	Urban	Domain/ councils
<b>EASTERN</b>	Kailahun District	52,155	305,020	357,175	0.146	0.072
	Kenema District	56,795	306,668	363,463	0.156	0.074
	Kenema City	126,966		126,966	1	0.026
	Kono District	30,780	223,505	254,285	0.121	0.052
<b>NORTHERN</b>	Bombali District	21,493	303,184	324,677	0.066	0.066
	Makeni City	81,715		81,715	1	0.017
	Kambia District	46,820	223,556	270,376	0.173	0.055
	Koinadugu District	22,486	243,197	265,683	0.085	0.054
	Koidu/New Sembehun City	79,981		79,981	1	0.016
	Port Loko Distri	72,090	380,929	453,019	0.159	0.092
	Tonkolili District	57,657	288,799	346,456	0.166	0.07
<b>SOUTHERN</b>	Bo District	37,522	262,734	300,256	0.125	0.061
	Bo City	148,705		148,705	1	0.03
	Bonthe District	13,827	116,051	129,878	0.106	0.026
	Bonthe Municipal	9,727		9,727	1	0.002
	Moyamba District	22,148	236,358	258,506	0.086	0.052
	Pujehun District	22,444	202,929	225,373	0.1	0.046
<b>WESTERN</b>	Western Area Urban	764,484		764,484	1	0.155
	Western Rural District	99,746	70,061	169,807	0.587	0.034
<b>Sierra Leone</b>		<b>1,767,541</b>	<b>3,162,991</b>	<b>4,930,532</b>	<b>0.358</b>	<b>1</b>

**Table 3: Distribution of households by domain (local council) and by type of residence**

REGION	Domain/Local councils	Household population			Proportion	
		Urban	Rural	Total	Urban	Domain/councils
EASTERN	Kailahun District	9,353	55,573	64,926	0.144	0.079
	Kenema District	10,400	57,773	68,173	0.153	0.083
	Kenema City	20,383		20,383	1	0.025
	Kono District	5,213	39,184	44,397	0.117	0.054
NORTHERN	Bombali District	3,243	46,408	49,651	0.065	0.061
	Makeni City	12,260		12,260	1	0.015
	Kambia District	6,793	30,346	37,139	0.183	0.045
	Koinadugu District	3,714	39,986	43,700	0.085	0.053
	Koidu/New Sembehun City	14,429		14,429	1	0.018
	Port Loko District	10,552	55,038	65,590	0.161	0.08
	Tonkolili District	9,058	43,803	52,861	0.171	0.064
SOUTHERN	Bo District	6,233	46,868	53,101	0.117	0.065
	Bo City	22,699		22,699	1	0.028
	Bonthe District	2,427	21,784	24,211	0.1	0.03
	Bonthe Municipal	1,274		1,274	1	0.002
	Moyamba District	3,857	41,366	45,223	0.085	0.055
	Pujehun District	3,712	31,927	35,639	0.104	0.043
WESTERN	Western Area Urban	134,138		134,138	1	0.164
	Western Rural District	17,617	12,443	30,060	0.586	0.037
SIERRA LEONE		297,355	522,499	819,854	0.363	1

### 1.5.2 Sample allocation and sample selection

The sample for SLIHS 2011 is a stratified sample selected in two stages from the 2004 census frame. Stratification is achieved by separating each local council into urban and rural areas. The Western Urban Area (Freetown) and the 5 city councils have only urban areas, in total, 32 sampling strata have been constructed. Samples will be selected independently in each stratum, by a two stages selection. By using a probability proportional to size selection at the first stage's sampling, an implicit stratification and proportional allocation will be achieved at each of the lower administrative levels by sorting the EAs, within each sampling stratum, according to lower administrative units.

The sample allocation takes the precision consideration at domain level into account. The best is to allocate the 6832 households proportionally to each sampling stratum according to the stratum size. But the proportional allocation will allocate a too small sample size for some study domains. In order that the survey precisions are comparable across domains, the domain sample size should be as close as possible. Therefore Bonthe District, which has two study domains, is slightly over sampled.

**Table 4: Sample allocation of EAs and households by domain/local council and by type of residence**

REGION	Domain/Local councils	Number of E.A			Number of Housing Units (HU)		
		Urban	Rural	Total	Urban	Rural	Total
EASTERN	Kailahun	8	46	54	77	460	537
	Kenema	9	48	57	86	478	564
	Kenema city	17	0	17	170	0	170
	Kono	4	32	36	43	324	367
	<b>Sub-total</b>	<b>38</b>	<b>126</b>	<b>164</b>	<b>376</b>	<b>1,262</b>	<b>1,638</b>
NORTHERN	Bombali	3	39	42	30	386	415
	Makeni city	10	0	10	102	0	102
	Kambia	6	25	31	56	250	306
	Koinadugu	3	33	36	31	328	360
	Koidu/New Sembehun city	12	0	12	122	0	122
	Porto Loko	9	46	55	88	456	544
	Tonkolili	7	36	43	74	361	435
	<b>Sub-total</b>	<b>50</b>	<b>179</b>	<b>229</b>	<b>503</b>	<b>1,781</b>	<b>2,284</b>
SOUTHERN	Bo	5	39	44	51	388	439
	Bo city	19	0	19	187	0	187
	Bonthe	2	21	23	24	212	236
	Bonthe Municipality	2	0	2	14	0	14
	Moyamba	3	34	37	32	342	374
	Pujehun	3	26	29	30	262	292
	<b>Sub-total</b>	<b>34</b>	<b>120</b>	<b>154</b>	<b>338</b>	<b>1,204</b>	<b>1,542</b>
WESTERN	Western Area Urban	112	0	112	1,115	0	1,115
	Western Area Rural	15	10	25	147	104	252
	<b>Sub-total</b>	<b>127</b>	<b>10</b>	<b>137</b>	<b>1,262</b>	<b>104</b>	<b>1,367</b>
<b>SIERRA LEONE</b>		<b>249</b>	<b>435</b>	<b>684</b>	<b>2,480</b>	<b>4,351</b>	<b>6,832</b>

The sample allocation was done in two steps: firstly, a proportional allocation was used to allocate the target number of households to each study domain; then the domain sample size was proportionally allocated to each sampling stratum (that is, the urban and rural areas of each local council) within the domain. By assuming a household response rate of 95%, and a sample take of 10 households per EA, Table 4 below gives the sample allocation of EAs and households to be selected by domain, by local council and by urban rural areas. In total, 684 EAs will be selected with 249 EAs in urban areas and 435 EAs in rural areas; 6,832 households will be selected with 2,480 households in urban areas and 4,352 households in rural areas. Other additional inputs and outputs on the survey sample size are illustrated in the table 5 below.

**Table 5: Sampling parameters**

<b>INPUT VALUES</b>		
Parameter		Value
Predicted value of indicator (in total population)	r	0.66
Design Effect (DEFF)	f	1.58
Relative margin of error at 95% Confidence	RME	0.00913211
Proportion of base population in total population	pb	1
Average Household Size	AveSize	6
Adjustment for Non-Response	AdjNR	1.05

<b>Additional Calculations</b>		<b>Value</b>
Cluster Size		10
<b>Target populations In Total Population:</b>		
Proportion of children age 0-4		0.15
Proportion of women age 15-49		0.25
Proportion of children age 12-23 months		0.03

<b>OUTPUT VALUES</b>	
Estimates	Value
Estimate, r	0.66
Confidence Limits (at 95% Confidence)	
Upper	0.666027192
Lower	0.653972808
Number of Households (sample size)	6,832
Standard Error	0.003013596

<b>Additional Output</b>	<b>Expected Value</b>
Number of clusters	684
<b>Completed Observations on</b>	
Total Households	6,507
Total household members	39,040
Children age 0-4	5,856
Women age 15-49	9,760
Children Age 12-23 months	1,171

Before the main survey, a household listing operation will be carried out in all of the selected EAs, and the resulting lists of households will serve as sampling frame for the selection of households in the second stage. Household selection in the second stage is an equal probability systematic selection of fixed size: 10 households per EA. With a fixed second stage sample size, it is easy to allocate the field work load to different interviewers and easy to control the field work quality.

A spreadsheet will be prepared for the household selection with selected household numbers figured for each EA. The survey interviewer must interview only the pre-selected households. No replacements and no changes of the pre-selected households will be allowed in the implementing stages in order to prevent bias. It should be also pointed out that it is the dwellings or structures occupied for residential use are selected, not the

occupants of the structure. For example, when we do the household listing household A occupied the dwelling, but at the time of the main survey, household A has moved away, and household B moved in. Then we should interview household B. The record of household head name in the listing form is just for reference. In this regard, we say that actually it is the structure or dwelling which is selected, we should interview all the households occupied by the selected structure/dwelling at the time of the survey.

### 1.5.3 Selection Probability and Sampling Weight

Sampling probabilities will be calculated separately for each sampling stage and for each cluster. We use the following notations:

$P_{1hi}$ : first-stage sampling probability of the  $i^{th}$  cluster in stratum  $h$   
 $P_{2hi}$ : second -stage sampling probability within the  $i^{th}$  cluster (household selection)

Let  $a_h$  be the number of clusters selected in stratum  $h$ ,  $M_{hi}$  the number of households according to the sampling frame in the  $i^{th}$  cluster, and  $\sum M_{hi}$  the total number of households in the stratum. The probability of selecting the  $i^{th}$  cluster in the SLIHS 2011 sample is calculated as follows:

$$P_{1hi} = \frac{a_h M_{hi}}{\sum M_{hi}}$$

Let  $L_{hi}$  be the number of households listed in the household listing operation in cluster  $i$  in stratum  $h$ , let  $g_{hi}$  be the number of households selected in the cluster. The second stage's selection probability for each household in the cluster is calculated as follows:

$$P_{2hi} = \frac{g_{hi}}{L_{hi}}$$

The overall selection probability of each household in cluster  $i$  of stratum  $h$  is therefore the production of the two stages selection probabilities:

$$P_{hi} = P_{1hi} \times P_{2hi}$$

Because of the non-proportional allocation of the sample to the different domains, sampling weights will be required to ensure the actual representative ness of the sample at the national level and at the domain level as well. The sampling weight for each household in cluster  $i$  of stratum  $h$  is the inverse of its overall selection probability:

$$W_{hi} = 1 / P_{hi}$$

A spreadsheet containing all sampling parameters and selection probabilities will be prepared to facilitate the calculation of sampling weights later.

### 1.5.4 Retrieval

Records will be sent by district supervisor to regional offices then the regional coordinator will send his/her records to the national coordinator

### 1.5.5 Treatment of Non-response

- Moved-away households - Housing units are listed and selected to avoid missing households
- Disaster - No replacement is made
- Not-at-home - More visits are allowed for but no replacement is to be made.
- Refusal - No replacement.

## 1.6 Survey period

The survey will be spread over a 12-month period in order to ensure a continuous recording of household consumption and expenditures and changes occurring thereof in 2011.

## 1.7 Survey questionnaires

Three main instruments will be administered: -

- Questionnaire Part A: Household Roster and characteristics
- Questionnaire Part B: Household Consumption Expenditure and Income

### 1.7.1 Household Roster and Household characteristics questionnaire

#### Section 1: Household Roster

Listing all members of household

#### Section 2: Education

Part 2A: General Education  
Part 2B: Literacy and Apprenticeship  
Part 2C: ICT use and Access

#### Section 3: Health

Part 3A: Health condition  
Part 3B: Malaria: General malaria Awareness/Knowledge  
Part 3C: Disability  
Part 3D: Activities of Daily Living  
Part 3E: Preventive Health and Vaccination  
Part 3F: Fertility, Prenatal and postnatal Care and Contraceptive use  
Part 3G: HIV/AIDS

#### Section 4: Employment and Time Use

Part 4A: Screening questions and list of occupations in past 12 months  
Part 4B: Characteristics of the Main Occupation  
Part 4C: Characteristics of Secondary Occupation  
Part 4D: Employment Search in the past 12 months  
Part 4E: Activity Status and Employment Search in the last 7 days  
Part 4F: Household Chores

#### Section 5: Migration

**Section 6: Housing**

- Part 6A: Type of Dwelling
- Part 6B: Occupancy Status of Dwelling
- Part 6C: Housing Expenditure (rent)
- Part 6D: Physical Characteristic of Dwelling
- Part 6E: Energy
- Part 6F: Water and Sanitation
- Part 6G: Access to the nearest social amenity
- Part 6H: Malaria Awareness and Bed Net Information
- Part 6I: Information Access

**Section 7: Ownership of durable assets****Section 8: Crime and Security****Section 9: Subjective Poverty****Section 10: Effects of Conflict****Section 11: Identification of Respondents for section 12-16****1.7.2 Household consumption expenditure and income questionnaire****Section 12: Agriculture**

- Part 12A: Agriculture
  - A1: Land
  - A2: Livestock, poultry and fishing
  - A3: Equipment
- Part 12B: Plot details
- Part 12C: Harvest and Disposal of crops
  - C1: Staple grains, field crops and cash crops
  - C2: Roots, fruits, vegetables and other crops
- Part 12D: Seasonality of sales and purchases (key staples only)
- Part 12E: Other agricultural income (cash and in kind)
- Part 12F: Agricultural costs and expenses
- Part 12G: Processing of Agricultural produce
- Part 12H: Consumption of own food produce

**Section 13: Household Expenditure**

- Part 13A: Food Expenses
- Part 13B: Non-Food Expenses
  - B1: Less frequently purchased
  - B2: Frequently purchased

**Section 14: Credit and Savings**

- Part 14A: Credit
  - A1: Loans received
  - A2: Loans denied
- Part 14B: Savings

**Section 15: Income Transfers and Miscellaneous Income and Expenditure**

- Part 15A: Income - Transfer Payments made (out-transfers)
- Part 15B: Income - Transfer Payments received (in-transfers)
- Part 15C: Income - Miscellaneous income received
- Part 15D: Income - Miscellaneous income outgoings (expenditures)

## Section 16: Non-Farm Enterprises

Part 16A:	Basic characteristics of Non-farm enterprises.
Part 16B1:	Expenditures - First enterprise
B1:	Enterprise operating last two weeks
B2:	Enterprise not operating last two weeks
Part 16B2:	Expenditures - Second enterprise
B1:	Enterprise operating last two weeks
B2:	Enterprise not operating last two weeks
Part 16B2:	Expenditures - Third enterprise
B1:	Enterprise operating last two weeks
B2:	Enterprise not operating last two weeks
Part 16C:	Assets of First and Second Enterprise
Part 16D:	Revenue of Enterprise
D1:	Enterprise operating last two weeks
D2:	Enterprise not operating last two weeks
Part 16E:	Net Income and Inventory of Enterprises

One household and consumption questionnaire will be administered. Features of the questionnaire and precautions that have been taken to ensure that good quality data are collected and processed without delay include the following: -

- The questionnaire is almost entirely pre-coded. This obviously eliminates the very slow and tedious coding process, which is often liable to various types of errors.
- A software program has been designed to check the data automatically to detect inconsistencies so that any errors can be corrected by the interviewer in consultation with the supervisor.
- Supervision will be close with one supervisor to a team of four or five interviewers. One interviewer will stand by for emergency relief.
- Two types of skips have been used in the questionnaire: -
  - Answer specific skips, listed directly under the answer and enclosed within brackets e.g. (>>Q6).
  - Skips that apply after a question, regardless of the answer and printed in capitals in a box at the bottom of the question.
- The Project Directorate will pay periodic surprise visits to the teams in the field.

## 1.8 Summary of visits

Part A and Part B will be done over a period of 12 months. There will be **six** visits to the selected households for Part B consumption expenditure at the interval of five days within a cycle of 30 DAYS. Sections to be covered are started with at each visit.

It is essential to make the respondent understand that there will be 7 repeated visits to the household and that each interview will last no longer than 1 hour. Inform them that it is important for them to be present at each visit so that all information about their daily consumption and expenditure could be accurately captured.

Before leaving, you must thank all the members of the household who took part in the interview and inform them of the date for the next visit. You should emphasize on the need for the respondents to keep appointments.



## **1.9 Organisation of the survey**

The Sierra Leone Integrated Household Survey (SLIHS) (with a Labour Force module), is being conducted by the Statistics Sierra Leone under the Statistician General and is assisted by a team of technical officers.

### **1.9.1 The Project Directorate**

The Project Directorate is composed of: -

- The Project Survey Director: He is responsible for the administration of the survey; implementation of its broad guidelines, direction of the work of the Directorate; authorizing expenditures; and making the necessary contacts for the smooth running of the project. He is generally responsible to the Statistician General, who is the Principal survey coordinator for the conduct of the survey.
- The National Coordinator acts as assistant to the Project Survey Director in the conduct of the survey. He trains interviewers, keeps in touch with the survey teams and sees to it, by frequent visits to the field, that instructions for completing the questionnaires are followed. He must be ready to give prompt and appropriate solutions to any technical or other problems that may arise in the field.
- The Survey Manager (Data Entry/Processing) is responsible for the design of the data entry software and data processing programmes. He is to ensure that all supervisors and data entry operators follow all instructions for running the programmes and for the efficient use of the microcomputers.
- Project Assistants: One of these is responsible for Data Processing and the others for interviews. They assist the Survey Managers in their duties.
- The Project Directorate is assisted by a team of technical officers. The most senior assists in the administration of the Secretariat while the others are stand-by supervisors.

### **1.9.2 Data collection and data entry teams**

The constitution of a team will be 1 Supervisor and 6 Interviewers on average.

The Supervisor is the team leader and is responsible for overseeing, monitoring and, where necessary, correcting the work of the interviewers and the data entry operator. In addition, he is responsible for managing the team's equipments.

The duties of the supervisor will be taken over by a senior interviewer who will be selected from the 4 interviewers in the team. The senior interviewer will conduct his/her normal interviews and only assumes the role of the supervisor when the latter is not available, for example when he/she is indisposed.

The interviewers conduct daily interviews with the household. To avoid any interruption in the survey schedule, three interviewers are always at work while the fourth takes some rest.

### **1.9.3 Interviewers workload**

There will be 7 interviewer visits to each selected household at minimum of 3-day intervals in a cycle of 30 days.

NOTE: Note also that these numbers are not actual calendar dates since the cyclic period of 30 days will lead to workloads in different EAs starting on different dates.

***A diary of daily consumption and expenditure will be used to support the interviews.***

During the first visit a literate person, already identified in each urban household will be trained to record all subsequent expenditures made by the household and to submit the diary to the interviewer on his next visit for entry into the appropriate sections. Where a household has no literate member, the supervisor will make daily visits to the household to record all expenditures in the diary meant for the household. Throughout the period of the survey, interviewers will work in separate EAs.

#### **1.9.4 Interviewers task**

Your role as an interviewer is crucial to the survey. The quality of the data to be collected will be determined by the quality of your work. You should keep in constant touch with your supervisor and inform him of any problems you encounter in your work in the field.

The Supervisor, on his part, will provide you with all the necessary materials and instructions and will also collect and check your work and help you solve any problems that may arise.

Your principal task is to conduct interviews with households at the rate of at least 5 per day during the survey period. You must follow strictly all instructions contained in this manual. Read all questions exactly as they appear in the questionnaire.

You will be provided with the following materials for use in carrying out the interviews: -

- Calculator
- Instruction Manual
- Pens, pencils and erasers
- Tape measure
- Identification card which identifies you as an employee of the SSL.

You are solely responsible for keeping these working materials in order.

#### **1.9.5 Checking the completed questionnaire**

After finishing each interview, you must verify that all the sections have been filled out correctly and legibly. You must make sure that you have recorded the required information for all the household members indicated in each section.

This must be done immediately after the interview before you hand in the questionnaires to your supervisor and, most importantly, before leaving the EAs.

Although you may correct minor errors due to your having written down the **answers badly, you must never under any circumstance make any other changes in the completed questionnaire without asking the respondents the same questions again. Do not copy** the information you have collected into a new questionnaire. At the end of each day's work, all filled questionnaires must be submitted to your supervisor for editing. **Errors detected must be corrected during your next visit to the households.**

#### **1.9.6 Relationship with the supervisor**

You should always follow the advice given to you by your supervisor who is the representative of the Project Directorate at the district level. He will assign you work at the beginning of each cycle of the survey. In order to certify himself that your work is up to standard, the supervisor will carry out the following checks in the field.

- He will examine in detail all questionnaires filled out by you to verify that each interview has been carried out properly and in full.
- He will make random visits to some of the households that you have already interviewed to make sure that you went to the correct addresses.
- He will observe three more of your interviews in a cycle to evaluate your method of asking questions. You will not be informed in advance.
- Each day he will discuss your work with you and make regular reports to the Project Directorate on your performance in the field.

Your supervisor is the link between you and the survey organisation. Just as you will receive instructions from him, you must inform him of any difficulties or problems that you encounter. For instance, if you do not understand a procedure or the meaning of a question in the questionnaire, you should ask your supervisor for an explanation.

## **1.10 Interviewing procedures**

### **1.10.1 Arrival in the community**

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

### **1.10.2 Finding the address**

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

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

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

### **1.10.3 Explanation of the survey**

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

Interviewer must explain that: -

- You are conducting a survey of Sierra Leonean and non-diplomatic households living in Sierra Leone, and that the purpose is to find out about the present patterns of household consumption and expenditure, employment, and living conditions in the country. The survey is thus very important for planners to know how to improve the quality of people's living standards.

- The communities and the households that will be interviewed have been selected at random. Other neighbouring communities and households have been selected in the same way.
- The survey is not concerned in any way with taxes, and all the information recorded will be regarded as confidential and covered by the obligation of statistical secrecy.
- The survey will be done in stages: each interview taking place 4 days apart. Daily visits will be required if the household is illiterate and cannot keep a diary of expenditures.

You should frequently remind the respondent of the purpose of the survey and of the fact that the data obtained will be kept confidential. This is very important at the beginning of each visit. As several people are interviewed on each visit, these reminders must be given to each of them in turn. You must also ensure that the interpreters understand the confidential nature of the interviews. If you are accompanied by a supervisor or a member of the Project Directorate, you should introduce him/her at the beginning of each interview. Explanations play a great part in the willingness of people to reply to questions.

## **1.11 Use of interpreters**

When you first enter a household, you must find out whether you will need an interpreter or not. If no one in the household speaks English/Krio well enough to interpret and none of the team members speaks the language of the household, you must ask the household to choose someone (for instance, a friend, a neighbour or a relative) to interpret for the interviewer. This person should be someone who speaks English well and is trusted by the household, since the questions are confidential.

You should be aware that in either case certain problems could arise from the use of interpreter:-

- It is difficult to know how good the translation is. It is possible that the respondent's friend who speaks English does not speak it well enough to translate everything said during the interview, and he will not want to admit it.

If you find that the replies do not correspond to the questions, try tactfully to help the interpreter or to replace him. You could for instance, suggest that interpreting is a very tiring job, and that the interpreter should take a rest while someone else carry on. Or you might say that you have already taken up too much of his (interpreter's) time, and that the job should be shared among a number of people.

- Another difficulty often encountered is that the interpreter is so familiar with the household that he starts to answer for the respondent without directing the question to him (respondent). In such a situation you must politely remind the interpreter that it is the respondent that has been chosen for the interview, and that it is only his/her answers that you can write in the questionnaire.

## **1.12 Filling out the survey information sheet**

The SURVEY INFORMATION SHEET covers the first page of the questionnaire. Some information would already have been written by the supervisor e.g. the name and number of the EA, the household number, the name of the head of household, and the address of the house.

When you arrive at the household on the first visit, Interviewer must complete the first page. Write your name and in the space to the right, your code number and the date of interview. The particulars of the initially selected household will be provided before hand by the supervisor. Write also the name of the supervisor and in the space to the right his code number. In the event of a dwelling not found or not occupied contact your supervisor.

**NOTE:** The nature of the survey is such that no interview can be deferred.

The household questionnaire has enough space for only 10 people. If your household consists of more than 10 people, you will need a CONTINUATION QUESTIONNAIRE. This questionnaire is just PART A questionnaire, containing the household Roster (Section 1, 2, 3, 4 and 5). You must not fill sections 6, 7, 8, 9, 10 and 11 of the continuation questionnaires until all individual-level information is completed.

If you use a continuation questionnaire, you must write "1 of 2" (meaning "the first of two rosters") on the main questionnaire, and "2 of 2" (meaning "the second of two rosters") on the continuation questionnaire.

You must be careful to follow all the instructions set out in this manual the most important of which is to ask the questions exactly in the form in which they appear on the questionnaire. The questionnaire should be filled during the interview.

You must not record the answers on scraps of paper with the intention of transferring to the questionnaire later. Neither should you count on your memory for filling in the answers once you have left the household.

You must maintain the tempo of the interview; in particular, avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers, do not break in too suddenly, but listen to what the respondent is saying and then lead him/her back to the original question. Remember it is you who are running the interview and therefore you must be in control of the situation at all times.

### **1.13 Objectivity of the interviewer**

It is extremely important that you should remain absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to give answers and adopt attitudes that they think will please the visitor. You must not express surprise, approval or disapproval about the answers given by the respondent and you must not tell him/her what you think about these things yourself.

You must also avoid any preconceived ideas about the respondent's ability to answer certain questions or about the kind of answer he is likely to give. Your most important task is to read/interpret the questions exactly as they are written in the questionnaire.

### **1.14 Private nature of the interview**

All the data collected are strictly confidential. Any breach of the confidentiality is forbidden by your oath of secrecy. In principle, all the questions should be asked in complete privacy to ensure that the answers remain confidential. The presence of other people during the interview may cause him embarrassment and influence some of his/her answers.

There are some sections, which are very sensitive and might require more privacy: -

- Health (section 3 which asks questions concerning fertility, pregnancies and birth

- control)
- Agriculture (section 11 where questions on assets and income generated from agricultural activities would be asked).
- Non-Farm Enterprises (section 13 where questions on income and assets of these enterprises will be asked).
- Income Transfers and miscellaneous income and expenditure (section 15A)
- Assets and Credits (section 14).

When you get to these sections you should explain to the respondents that some questions are confidential and ask him/her for the best place in the house where he/she is least likely to be disturbed. If another adult does not understand and refuses to leave, you must use tact and imagination to try and get rid of him/her.

- Ask the respondent to persuade the other person to leave.
- Explain as politely as possible that the interview must be conducted in private.
- Try to satisfy the person's curiosity by reading/interpreting the first few questions, and then say something like "you have heard some of the questions. Will you now excuse us for a little while?"

## **1.15 Completing the questionnaire**

The questionnaire will be administered in a piecemeal fashion so as not to overburden the respondents. This means that the total interviewing workload will be spread over the 7 visits to a household. With the exception of the Consumption and Expenditure Section for frequently purchased items which must have short recall periods and so will need to be repeated at every visit, all other sections will be administered only once. You must start administering the questionnaire on frequently purchased items on your second visit to a household and must be repeated at every subsequent visit. Questions on less frequent expenditures will be asked on the last visit.

## **1.16 After the interview**

After each visit to the household, you must fill out the "summary of the survey result" page of the questionnaire (see attached form). For each visit you should show the date on which you asked the questions and outcome. COMPLETE means all the questions were asked of all the persons concerned. PARTIAL means that certain questions were not asked, or that the questions were not asked of all the appropriate persons, for instance, if some persons were not available. NOT APPLICABLE means that the household should not be surveyed for that section. This can happen in only two sections: Section 9 (if the household is not engaged in any agricultural activities) and section 11 (if the household is not engaged in any non-farm enterprises).

Do not write in the columns reserved for the supervisor and the data entry operator.

## **1.17 Observation sheet**

You must also fill out the observation sheet. You should indicate on this page how far the respondents were willing to co-operate, the problems they had in answering any of the questions, any unfavourable circumstances, and any comments you wish to make for the benefit of the supervisor. You should write down the comments immediately after the interview, but never in the presence of respondents.

## **1.18 Conduct of the interviewer**

The interviewer must observe the following rules: -

- You must be courteous towards everyone (the respondent and his/her family and friends, the supervisor, the other members of the team and everyone else involved). Your behaviour can have an enormous influence on people's opinions in the localities covered by the survey.
- You must avoid disturbing or upsetting anyone by your behaviour.
- You must be properly dressed, so that the respondent will be inclined to trust you, as a reliable and responsible person.
- You must arrive at the stated time, and never keep the respondents waiting.
- You must exercise patience and tact in conducting the interview, to avoid antagonizing the respondent or leading him to give answers that are not in conformity with the facts.

## **1.19 Household Identification**

The Interviewer shall complete this household identification page before proceeding interview. This information is identical for both Part A and Part B. This can be filled out before going into the household as the households to be interviewed are provided in advance. These households were selected after the household listing through a multi-cluster stratified sampling to avoid any bias in the survey results.

All the Enumeration Area codes are provided at Annex I.

## **PART A: HOUSEHOLD ROSTER AND CHARACTERISTICS**



# Instructions for completing Questionnaire Part A

## Introduction

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

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

1.	
P	
E	
R	
S	
O	
N	
ID	

## Questionnaire Format

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

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

## Structure of a page

Each page has a series of boxes at the upper right hand corner, for printing the reference number. This is done by combining the RIC, household number and questionnaire number.

Reference Number

Quest Id	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
----------	----------------------	----------------------	----------------------	---	----------------------	----------------------	---	----------------------	----------------------

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

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

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

## Recording responses

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

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

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

However, there are cases where respondents will not answer an individual question, either because they do not know the answer or because they refuse to answer the question. If after asking the question several times, you still cannot get a response, a note/comment should be written down in the Comments box in Section A.

There are two ways for recording responses in the questionnaire:

- Printing a number in a box

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

- Shading a bubble

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

In some cases, the interviewer is required to print and shade bubbles for the same response. Example for A1 the interviewer should first print the number in the boxes and

then shade all the bubbles corresponding to each digit of the number.

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

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

3. During the past 12 months did [NAME] work for wage, in cash or in kind for a firm or household?	
Y	N
E	S
S	O
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>

- Filter and skip instructions

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

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

Section 2: Part 2A (page 9) filter indicates to start with QUESTION 2 if the member aged 5 and above

Depending on the response given by the respondent, the skip instruction on the subsequent questions, on the other hand, tells the interviewer which question to ask next. This skip instruction is always shaded for all questions.

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

## SECTION 1: HOUSEHOLD ROSTER

The purpose of this section is to: -

- Identify every person who could be classified as a member of the household.
- Provide basic demographic data such as age, sex and marital status of household member, regardless of his or her occupation.

**Respondent:** The respondent for the household roster should preferably be the head of the household. If he/she is absent the next person who is acting as head of household or a responsible adult in the household should be interviewed. This person should be a member of the household and must be capable of providing all the necessary information on each household member. The interviewer has to ask a few questions to be able to identify who the head of the household is with the help of the respondent. Other members can help by adding information or details in the questions concerning them.

**Household:** In this survey, a household will be defined as a group of people who have usually slept in the same dwelling and taken their meals together for at least 9 of the 12 months preceding the interview. The following are examples of a household: -

- A household consisting of a man and his wife/wives and children, father/mother, nephew and other relatives or non-relatives;
- A household consisting of a single person;
- A household consisting of a couple or several couples with or without their children.

**Household member:** All listed persons who have been away from the household for more than three months are not considered to be household members. See below for criterion.

MEMBERS	NON-MEMBERS
Household head: Person identified as the head of household even if he has not been with the household for 9 months or more	Individuals who died during the past 12 months
Relatives of household head absent 3 months or less in past 12 months and who are not permanent residents of other households	People who have lived in the household 6 months but left due to marriage etc.
Newly born children Infants less than 6 months old	Hired workers, servants or lodgers
New permanent residents of the household, less than 6 months because they were newly demobilized, married, or had a job transfer	Guests and all other people not listed in the definition of household members
Students living outside the household, but still supported by their family only.	People who have joined the army but planned to return to the household
Relatives of household head whose work requires them to be outside the household for more than 6 months of the year, but who are consider in the this household budget	
Guests living with the household 6 or more months	

**Head of household:** Usually the head of the household is the person who provides most of the needs of the household and is familiar with all the activities and occupations of the household members. He will be the person named when you ask the question "Who is the head of this household?"

**Dwelling unit:** This is the structure or group of structures (rooms or buildings), separate or contiguous, occupied by members of the household. It can be: -

- a single family house/hut
- a flat/apartment (self-contained)

- rooms (compound house)
- several huts/buildings (same compound)
- Several huts/buildings (different compound).

**Tenant:** A tenant is someone who pays for board and/or lodging. If a tenant lives in the dwelling being interviewed but does not eat with the rest of the household, then he/she is not a member of that household being interviewed and should therefore be considered as a separate single person household together with his/her spouse(s) and children if any. However, if the tenant eats with the family, then by definition (above) he/she is part of the household and should be included in the household roster.

## INSTRUCTIONS

The household roster must be filled out with the greatest care. The following steps must be followed: -

1. Fill the NAME in column 2 first. Ask the head of the Household and enter his/her name first, even if absent.
2. Next, enter the names of members of his/her immediate family (wife or wives/husband, and children) who sleep and also take their meals together in the dwelling. First record the name of the head of household followed by the spouse(s), children and then other relative all in that order.
3. Enter the names of other persons who are related to the head of household and his/her wife or husband who also sleep in the dwelling and take their meals with the household.
4. Other persons unrelated to the head of household or his/her wife (or wives)/husband who sleep in the dwelling and take their meals with the household, e.g. servants, lodgers etc.
5. Also list those people who have slept under the same roof as the household during the night preceding the interview even if they do not normally live with the household.
6. Lastly, list all the persons not present but who normally live, sleep and eat together with the household, i.e. those who are temporarily away for schooling, temporarily left for marriage, vacation, seasonal work, illness, giving birth, military training, prisons etc.

**QUESTION 1:** The Person ID has already been filled for the enumerator. If there are more than 10 household members, use a new questionnaire and continue listing household members. Do not attempt to renumber the PERSON ID in the second questionnaire page. This will be easily identified as a continuation from page 1 of the questionnaire. Column 1 (Person ID) is already prefilled in all pages where individual-level information is being enquired. **DO NOT TOUCH THAT PERSON ID COLUMN WHATSOEVER.**

**QUESTION 2 and QUESTION 3:** Record at least two names for household member. Against each of the names listed shade the appropriate sex in column 3 and relationship to the head of household by checking in the appropriate code. For instance, if you write BRIMA KAMARA, a son of the head of household, then you will shade MALE 1 for his sex and 03 for relationship with the head of household. The interviewer must also ask the sex of small children when in doubt. Please note that the sex should not be determined solely on the name of the member of household.

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

*Spouse* is the married or partner by mutual consent of the head.

*Own Child* refers to biological child.

*Step-child* is an adoptive child by either marriage or other reason.

*Maid/nanny/house servant* (servant, guard, cook, baby-sitter among others) refers to a person who is paid for services rendered (cash or in-kind such as training skills, board and lodging) even if they are related to the head of household.

*Non-relative* includes friends living in household regularly.

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

Next, administer the questions beginning from question 4 for each of the persons listed. Make sure you finish the set of questions in this section for each person before going onto the next person on the list.

QUESTION 4: Ask household member if household member has a birth certificate. This does not refer to the piece of paper given in a hospital to confirm child birth. It is this paper issued in the hospital that is then taken to the Government office/registration centre and the birth recorded. This is also known as VITAL REGISTRATION. The certificate itself usually includes some or all of the following information: -

- Birth name
- Date and time of birth
- Sex of the child
- Place and/or location of birth
- Names of the parents of the child
- Occupations of parents of the child
- Birth weight and length
- Name of informant registering the birth
- Date of registration of birth
- A birth registration number or file number

A *birth certificate* is a vital record that documents the birth of a child. The birth certificate itself is not proof of a person's identity, but only a record stating that a birth occurred at the time, date, and place.

QUESTION 5: Age is an important variable for most socio-economic analyzes and must be established as accurately as possible. For children aged 5 years and less, this is used to interpret child malnutrition. For children less than 5 years enter both age in completed years and months. You can use the birth certificate to estimate the age of household members. For persons 6 years and over, enter years only. Kindly probe this question as there is usually lumping of ages and especially for children 5 and under. Children under 5 years should have both years and months recorded.

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

the age of respondent. There should be no missing age whatsoever.

How to use the historical calendar:

- Ask of any historical event (national or local) which occurred around the time of birth or childhood.
- Ask how old respondent was when that even occurred or how many years elapsed before his/her birth.
- Then use the information obtained to calculate the age. For example, if respondent was 15 when Sierra Leone obtained independence, this person should be 15 + 68 (i.e. 27th April 1961 to 28th November 2009) = 83 years. If still this methodology fails try the next approach.
- Simply estimate how old the respondent may be based on some district historical events, some events which occurred.

## **QUESTIONS 6-9 SHOULD BE ANSWERED BY PERSONS AGED 10 YEARS AND ABOVE**

QUESTION 6: Present marital status refers to the respondent's marital status on the day of interview.

*Married* includes all types of marriages e.g. civil, religious, traditional and common law. It does not include loose/informal unions or boy/girl friend relationships.

*Polygamous unions* exclude relationships that are not officially recognized such as mistresses, concubines.

A *loose union* refers to a relationship contracted by two adults living together without civil or traditional recognition. Such people may report that they are married, so probe carefully and sensitively to find out the actual marriage contract.

If marital status to QUESTION 6=4-7 skip to QUESTION 9.

QUESTION 7: This asks the age in completed years at first marriage. This is for all persons who are married, separated, divorced and widowed. If one has been married more than once then the age at the very first marriage is the correct response.

QUESTION 8 and 9: Does the spouse to head live in household (QUESTION 8) and a YES/NO response expected. If NO (QUESTION 8), skip to QUESTION 10. If YES the name of the husband or wife is listed already, enter the appropriate identification number in QUESTION 9 as already coded in column question 1 (PERSON ID). Each person has a unique ID code or number that will apply to him or her throughout the questionnaire.

## **QUESTIONS 10 SHOULD BE ANSWERED BY ALL PERSONS**

QUESTION 10: Asks the religious denomination of the household member. As there are countless large and small religions, many of which cannot be verified to be real or legitimate, do not try and query what denomination given as this creates friction and non-response to the rest of the survey instrument.

## **QUESTIONS 11-20 SHOULD BE ANSWERED BY PERSONS AGED LESS THAN 18 YEARS**

QUESTION 11-15 enquires about the biological father of persons aged less than 18 years. Ask if the respondent's father lives in the household. This information is useful for determining whether the child (natural) father is alive and to measure the prevalence of orphan hood and child fostering in the population. If YES, locate his name on the list and copy his person ID in QUESTION 13. Father here means biological father. Biological or birth parents or natural parents, is the man and woman who

conceive a child; also known as genetic parents. If father not alive, skip to QUESTION 14 and ask for the absent father information on education and industry of employment (QUESTION 15). If father lives in household, using PERSON ID education and industry of employment can be derived from Section 2 and Section 4.

QUESTION 16-20 enquires about the mother of persons aged less than 18 years. Ask if the respondent's mother lives in the household. This information is useful for determining whether the child (natural) mother is alive and to measure the prevalence of orphan hood and child fostering in the population. If YES, locate her name on the list and copy her person ID in QUESTION 20. Mother here means biological mother. Biological or birth parents or natural parents, is the man and woman who conceive a child; also known as genetic parents. If mother not alive, skip to QUESTION 19 and ask for the absent mother information one education and industry of employment (QUESTION 20). If mother lives in household, using PERSON ID education and industry of employment can be derived from Section 2 and Section 4.

On education, this is the highest class/stage completed for the promotion to the next grade. Example, if one reached class 6 and did not undertake exams to get promoted to next class, then class completed will be class 5. On the other hand, if person sat for class 6 exams and failed, and then class completed will be class 5. Make sure to get correct responses for class completed.

*Vocational* refers to those institutions that do not necessarily award a certificate or diploma. This includes informal trade schools such as soap making.

*Teacher training* refers to both Teacher Certificate (TC) and Higher Teacher Certificate (HTC).

*Technical* refers to both the Ordinary National Diploma (OND) and the Higher National Diploma (HND). This includes the polytechnic institutions that offer these courses.

*Nursing* refers to the State Enrolled Community Health Nurses (SECHN) and State Registered Nurse (SRN).

There are two classes of *tertiary*. *Tertiary professional diploma* refers to a diploma received for the above types of training for example, a National Diploma in Motor Mechanic; etc. *Tertiary professional certificate* received from such types of training institutes like technical and advanced specialist colleges. Certificates awarded by such training institutes include the following: an advanced diploma, a state registered nurses certificate and others received from such types of training institutes like technical and advanced specialist colleges. Certificates awarded by such training institutes include the following: an advanced diploma, and others.

## **QUESTIONS 21-23 IDENTIFIES THE CORRECT REGULAR HOUSEHOLD MEMBERS**

QUESTION 21 determines who is a household member. Asks how many cumulated months has the household member been away in the last 12 months. Probe to get the correct cumulated months.

QUESTION 22 asks if the person lived in another household. This question is for persons whose cumulated months was more than 3.

QUESTION 23 is the final question that identifies the rightful regular household members. Check the answer in QUESTION 21. If less than or equal to 3 months in Q21, then Q23 should be YES (1)

- All the persons for whom the response is 3 months or less are automatically classified as household members.
- If the answer to QUESTION 21 is more than 3 months, use the following to identify the regular household members:-
  - the head of household irrespective of time away



- Children under 9 months of age
- Household members whose answer to QUESTION 22 is NO (such as new born).

Any person whose response to QUESTION 22 is YES is dropped from any further survey interview as they are not regular household members. Make sure to probe and assign the correct response to QUESTIONS 21-23 to classify members.

## SECTION 2: EDUCATION

The objective of this section is to measure the level of education or formal schooling of all household members aged five (5) years and over. The key educational indicators that are of interest are enrolment rates and dropout rates. Dropouts are persons not currently attending school, were attending school the previous year, and have not completed their studies. Additional educational indicators include the highest grade completed, and the type of school attended (private or public). The section also collects information on literacy levels and apprenticeship of persons who have never attended school.

Always circle the identification number (PERSON ID) of the person actually interviewed and responding on behalf of other household members.

### Part 2A: General Education

This part covers general information related to education in the past 12 months. Questions are asked on the highest grade and qualification attained, and the expenses incurred on education in the past 12 months.

**Respondent:** Respondents are household members aged 5 years and over. Each eligible member of the household should respond for him/her self but parents may answer for small children.

**QUESTION 2:** Has the household member in question ever attended any formal school at any time during his/her life? A positive response is expected regardless of whether or not any grades were completed. If the answer is NO, the interviewer will proceed with education questions for the next person listed. For that person who has never attended school, skip to QUESTION 25.

*Ever attended school* is defined as attending formal school for a minimum of one term (3 months). School attendance for one day or week is recorded as never attended school.

*Formal schooling:* This refers to attendance of Nursery, Primary, Secondary school, Vocational/Technical or Professional school or Training or an Apprenticeship Polytechnic or University course. Attendance of Quranic School are not formal schools and are excluded as this is not formal schooling. However, if a Quranic school offers formal schooling then proceed with interview.

**QUESTION 3:** The highest class is the last full class or form completed and not the present one being attended. Emphasis here is on completing an education cycle regardless of whether household member passed the final exams or not. For example: -

- A household member who might have gone up to P6 but did not sit for the final exam would be coded as completed P5.
- If the person is now in primary six (6), then the highest class completed will be P5 since he has not yet completed P6.

On education, this is the highest class/stage completed for the promotion to the next grade. Example, if one reached class 6 and did not undertake exams to get promoted to next class, then class completed will be class 5. On the other hand, if person sat for class 6 exams and failed, and then class completed will be class 5. Make sure to get correct responses for class completed.

*Vocational* refers to those institutions that do not necessarily award a certificate or diploma. This includes informal trade schools such as soap making.

*Teacher training* refers to both Teacher Certificate (TC) and Higher Teacher Certificate (HTC).

*Technical* refers to both the Ordinary National Diploma (OND) and the Higher National Diploma (HND). Includes the polytechnic institutions that offer these courses. HND certificates referred to are the ones issued by the NCTVA.

Note that Class 7, Form 5 and Form 6 in the old educational system are equivalent to Class 6, SS2 and SS3 in the new educational system respectively.

*Nursing* refers to the State Enrolled Community Health Nurses (SECHN) and State Registered Nurse (SRN).

There are two classes of *tertiary*. *Tertiary professional diploma* refers to a diploma received for the above types of training for example, a National Diploma in Motor Mechanic; etc. *Tertiary professional certificate* received from such types of training institutes like technical and advanced specialist colleges. Certificates awarded by such training institutes include the following: an advanced diploma, a state registered nurses certificate and others. received from such types of training institutes like technical and advanced specialist colleges. Certificates awarded by such training institutes include the following: an advanced diploma, and others.

QUESTION 4: The highest educational qualification achieved is that attained after completing an educational level or course by sitting for the qualifying exams. The question does not require if the member passed or failed but took the exams. A student who dropped out from school will not achieve the qualification for that level. For instance, if one dropped out in JSS 3 then one would probably have achieved the Primary 6.

*None*: The person went to school but never completed any level.

*Primary completed*: This is the National Primary School Examination and is the first school leaving certificate attained after spending six (6) years in primary school. One must have undertaken these exams to have completed primary. Lower Six refers to the old education system and this is six years of primary education.

*JSS completed*: This will be for persons who undertook the Basic Education Certificate Examination. These are 3 years of Junior Secondary education.

*SSS completed*: Refers West African Senior School Certificate Examination completion. It is a type of standardized test in West Africa. It is administered by the West African Examinations Council (WAEC). It is only offered to candidates residing in Anglophonic West African countries. There are two different types of the examination: (a) The WASSCE (December): Also known as the GCE by its old name (General Certificate Examinations), both private and public students are eligible to sit for this examination, and uniforms are not compulsory. However, other rules and regulations are applied on every candidate. This examination is only offered during October/November, and the results are available by December. (b) The WASSCE (June): Also known as the SSCE by its old name (Senior School Certificate Examinations), this examination is ideally made for public candidates. Students from recognizable private schools can only sit for this examination in any government-run schools. They must also wear distinctive uniforms as being described. This examination is only offered during the spring season, and the results are available by June. Upper Six refers to the old education system and this is six years of secondary education, i.e. three years of Junior secondary and three years of Senior secondary..

*Tertiary, non-degree certificate/diploma* refers to Ordinary Diploma (OND) and Higher National Diploma (HND) are obtained after three (3), four (4), five (5) or six (6) years of polytechnic education

*First degree*: Bachelor of Arts/Bachelor of Science/ Bachelor of Education are obtained after

three (3), four (4), five (5) or six (6) years of university or polytechnic education

*Post graduate degree:* Refers to any Masters degree and above. It is the second degree obtained in the university from Bachelors (first degree). Examples include Master of Science (MSc), Masters of Business Administration (MBA), Doctor of Philosophy (PhD).

QUESTION 5 ascertains members who were in school last 12 months while QUESTION 6 asks current school attendance. This does not seek if find out if this was the first day or not or how long has been in school but on the day of interview was the child in school. If NO to QUESTION 5 or QUESTION 6 skip to QUESTION 11.

QUESTION 7: The current grade is the class or form that household member is currently attending. For example if the person is now in P6, then the highest class completed will be P5 (in QUESTION 3) but the current grade will be P6. However, one may have the same grade level for QUESTION 3 and QUESTION 7 because the member repeated that grade. Probe and check with QUESTION 3 to get accurate responses.

QUESTION 8: Asks the type of school household member is attending. For those currently in schools, the interviewer will record what type of organization is running the school. The field supervisor will be advised to educate him/herself regarding the types of schools in the area, as some respondents may have difficulty reporting this information. The supervisor can then assist in properly coding the type of organization from the name of the school.

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

*Central Government* refers to the central Government of Sierra Leone, that is main government organ.

*Local Government* is the political administration of the smallest subdivisions of a country's territory and population. It is the second level of the government.

*Community* based run schools may be public or private as they are managed by the community. However, most community run schools are public institutions.

*Religious Body* is a school managed and supported by a church (religious) organisation. The question does not ask denomination nor sect so interviewer must be very careful when probing for a response.

*Corporate Organisation* is an institution that owns and manages a school such as Sierra Rutile.

*Institutional* are institutions that run primary and secondary schools. Examples are Foural Bay College, University of Sierra Leone. This does not mean that students in these institutional managed schools get automatic admission to their respective university.

*Non-Governmental Organization (NGO)* is said to include a wide range of local organizations that are recipients of both local and foreign assistance. It is a voluntary non-profit grouping of individuals with a purpose of enhancing the legitimate economic, social and/or cultural development organization.

*Group Partnership* is a group of people or entities that come together to open and manage a school jointly.

*Individual (sole)* is a school that is owned by one person. It is a sole entity.

If the respondent does not understand the question, ask what the name of the school is and try to assist by probing. Typically the name of the school may/will give you enough information to determine what type of school it is. Otherwise the Supervisor will have to assist the interviewer in this response as it is expected that the Supervisor will more be conversant.

QUESTION 9: For any household member currently attending school, ask if having any problems with the school. These would be problems experienced recently or in the current school year. A few school-related problems have been singled out for pre-coding; any problems not listed here would be coded 'Other problem'. Interviewers may record as many responses as three (3) responses and should ask the household member to rank them by importance. Of course, if the student had no problems, only one response will be recorded (no problem). After asking this question for someone who is currently in school, the interviewer will go back to ask education questions for the next person.

QUESTION 10: This question also helps to differentiate students in day and boarding schools. Respondent will give interviewer a time taken to school and interviewer should code appropriately.

*Boarding:* This is an institution where some or all pupils not only study, but also live during term time, with their fellow students and possibly teachers. The word 'boarding' is used in the sense of "bed and board", that is, food and lodging.

*Weekly/informal boarding:* This is the same as above but students board during the school week in order probably to save money or time due to the long commute or some other reasons. They board/stay in school in the week and go home over the weekend. The informal boarding is nontraditional, especially in educational ideals, methods of teaching, or curriculum.

QUESTION 11 (A-I): These questions are intended to cover all the expenses incurred by each household member who attended school at any time during the last 12 months. These expenditures may include those for the current academic year, and those of the previous academic year, provided they fall within the reference period, i.e. within the last 12 months. If the household is interviewed in June 2011, then the reference period (last twelve months) for the education costs will be July 2010 to June 2011.

*Books and school supplies* refers to pencils, erasers and all stationery supplies.

When the respondent is unsure of the amount, you should probe and, if possible, ask for an approximate value and enter in COLUMN I. In most cases, the authorities of the school will send the parent/guardian a fee schedule, so you can ask for it and copy out the expenses under each category. But make sure that this fee schedule is for the whole year and not one school term.

QUESTION 12: For each household member in school, ask who paid most of the education costs and code appropriately. Other relative means relative living outside the household, other household member refers to any other person within the household, not the parents.

QUESTIONS 13: Ask household member if any child currently at school received a scholarship in the last 12 months. This is a question with an affirmative response (YES or NO). And if respondent does not know, do not ask the respondent to try and guess but skip the question.

*Scholarship* is a type of financial aid, in the form of a grant that does not have to be repaid by the recipient. Scholarships are most often given to students for one of two reasons: achievement in academics or other areas, or financial need.

QUESTION 14: Ask for an official document (if any) and copy out the amount, otherwise ask the respondents for the actual amount. The value of the scholarship for the past 12 months may include

one or two school years. However, the amount to be entered is the value for the last 12 months. If during the last academic year the student in question received a scholarship but is not receiving one for the current year, ask how much each term scholarship payments were, and the number of months in the past 12 months that the scholarship was received, and then calculate the total. If during the past 12 months the person had two scholarships of different amounts the total amount for each must be calculated taking into account the number of months in each case.

QUESTION 15: This asks school attendance in the last two weeks. Enter the number of days member attended school. This excludes holidays. Enter code '00' if the last two weeks falls during a holiday period.

QUESTION 16: If school attendance was less than 8 days in the two weeks, ask the reason for this low attendance. Probe to get an accurate response. This should be the main reason that prevented [NAME] from attending school for the two weeks.

### **QUESTIONS 17-20 CLASS REPETITION**

QUESTION 17: This asks if member ever repeated schooling (QUESTION 20). If response in QUESTION 17 is NO skip to QUESTION 21.

QUESTION 18 asks if child currently attending school is repeating the current class.

QUESTION 19 asks main reason for repeating class.

QUESTION 20 asks number of times repeated primary and/or secondary school.

### **QUESTIONS 21-23 SHOULD BE ANSWERED BY PERSONS WHO HAD AN INTERRUPTION IN THEIR SCHOOLING.**

These questions will ask all household members who are currently attending school. QUESTION 21 asks if member attending class had an interruption in school and for how long (QUESTION 22) and the main reason for the interruption (QUESTION 23).

### **QUESTIONS 24-26 SHOULD BE ANSWERED BY PERSONS WHO ARE LESS THAN 18 YEARS**

QUESTION 24: Interviewers may record the main response by importance and is only for persons under 18 years and not in school. If a response is given which is not listed in the questionnaire, the interviewer is to code 'Other' and write the reason on the questionnaire. The 'other' category should be avoided as much as possible. Probe to get the correct reason within the coded choices. Skip to QUESTION 26.

QUESTION 25: If household member has NEVER attended school (responded NO to QUESTION 2), ask main reason for never attended school (MOST IMPORTANT REASON even if household member has five reasons). If a response is given which is not listed in the questionnaire, the interviewer is to code 'Other' and write the reason on the questionnaire. The "other" category should be avoided as much as possible. Probe to get the correct reason.

QUESTION 26: This seeks to find out if children under 18 years would like to return to school if given the opportunity. This is especially important for children who dropped out and would like to further their education.

## Part 2B: Literacy and Apprenticeship

In this section, interviewer will need to accept without extensive probing, the respondent's responses on whether they can read, write or do math calculations. Literate is the ability to read and write every day short sentences and commonly available text in any language. On the other hand, functionally literate is a person who can engage in all those activities in which literacy is required for effective functioning of his/her group and community and also for enabling him/her to continue to use reading, writing and calculation for his own and the community's development. Literacy can have a sustained impact on livelihood as well as numeracy.

**Respondent:** This part should be administered to household member 5 years and over but parents or guardians can answer for young children.

QUESTIONS 2 and QUESTION 4 asks if respondent can read and write in English, respectively. Shade appropriate response and do not lead respondent or make assumptions.

QUESTION 3 and QUESTION 5: asks if respondent can read and write in any Sierra Leonean language, respectively. If respondent mentions more than one language record the one in which he/she is most proficient.

QUESTION 6: Asks if household member speaks his/her local language (mother tongue). A first language (also mother tongue, native language) is the language one learns from birth. A person's first language is a basis for sociolinguistic identity.

QUESTION 7: Written calculation refers to simple arithmetic calculations like addition, multiplication, subtraction and division. Interviewer will have to explain this definition to the respondents.

### QUESTIONS 8-10 SHOULD BE ANSWERED BY PERSONS 15 YEARS AND OVER

QUESTION 8: If NO, skip to QUESTION 11.

*Adult literacy course* refers to any course (other than formal schooling course) which takes one through simple reading and writing. Such courses are normally organized for older persons and for children who do not have access to the formal school system.

QUESTION 9: Asks when last was the adult literacy course attended. Code appropriately.

QUESTION 10: Asks the duration of the course both in years and months. The response here is dependent on the response to QUESTION 9. For example, if QUESTION 9 was 6 months ago, QUESTION 9 cannot have a response in years whatsoever. If less than twelve months enter the month column only. Example, if 2.5 years enter 2 under the year column and 6 under the month column.

**QUESTIONS 11-14 GENERAL APPRENTICE QUESTIONS** will be administered to persons who are not currently in school and aged 15 and above.

Apprentice is someone who works for a skilled or qualified person in order to learn a trade. Most of their training is done on the job while working for an employer who helps the apprentices learn their trade, in exchange for their continuing labour. Theoretical education (skills training) may also be involved, informally via the workplace. This apprentice refers to all informal job-training in the areas of motor mechanics, driving, weaving, electrical installation, carpentry, building construction and other works of arts. In the context of Sierra Leone, apprenticeship does not refer to any training for which a certificate/diploma is awarded.

QUESTION 11: A '*Short training course*' refers to any course organized for respondents outside the normal routine of work. For instance, courses organized by managements, employers etc. for their staff. It could be a course organized by the government, Local Councils, churches or school authorities. A code of 2 means go to the next person on the household roster.

QUESTIONS 13: Probe and record the appropriate subject of the most recent short training course reported in QUESTION 11 and not for previous courses. If attended several courses, report on the most recent course attended.

## **Part 2C: Information and Communication technology (ICT) use and access**

The section seeks to measure the access of information and communication technology and use by individuals to enable the production of high quality and internationally comparable data

**Respondent:** This part should be administered to each member of the household over 10 years.

QUESTION 2: This question seeks to find if household member used a computer from any location in the last twelve months. This is a YES/NO response. The interviewer could possibly check for the presence of a computer if interview takes place inside the house but should not assume but ask.

*A computer* refers to a desktop or a laptop. It does not include equipment with some embedded computing capabilities such as a mobile cellular, personal digital assistants (PDA) or TV sets.

QUESTION 3: This question seeks to find if household member used the internet from any location in the last twelve months. This is a YES/NO response.

The *internet* is a worldwide public computer network. It provides to a number of communication services including the World Wide Web and carries email, news, entertainment and data files. Access may be by any device enabling internet access (not only a computer). It may be by mobile phone, PDA, games machine, digital TV. Access can be via a fixed or mobile network.

QUESTION 4: This is to be asked only to those individuals who used the internet last 12 months. Shade all locations where individuals used the internet (that is, allow multiple responses). Except for mobile access from any location, the locations are associated with the technology used e.g. desktop or laptop computer installed at work or at an internet cafe. Where a household has access to the internet, probe internet users who do not record a response against home.

*Home:* Includes where a person's workplace is located at his/her home, then s/he would answer yes to the home category only.

*Work:* Teachers and others who work at a place of education would report 'work'.

*Place:* For students.

*Community Internet access facility:* For example public libraries publicly provided internet kiosks, non-commercial centres. Access is typically free and is available to the public.

*Commercial Internet access facility:* For example Internet or cyber cafe, hotels, etc. Access is typically paid (not for free).



*Any place via a mobile phone:* Use at any location via a mobile phone.

*Any place via another mobile access device:* Use at any location via other mobile devices, e.g. laptop computer or handheld device that uses wireless access (at a Wi-Fi “hotspot”) or laptop connected to a mobile phone network.

QUESTION 5: This refers to a typical time frame (period), day, week or month. Be sure to probe this question to get an adequate response. If they only use the internet from work, then response may be at least once a day.

*At least once a day:* Once a working day for those who only (or most frequently) use the internet from work or wherever.

*At least once every 2-4 weeks:* This refers to somebody who use the internet once in two weeks or once in 3 weeks or even once in a month.

QUESTION 6: Ask what activities [NAME] used the internet for? Record all activities the internet was used for (that is, allow multiple responses).

*Getting information about goods or services:* getting general information.

*Getting information related to health or health services:* Includes information on injury, disease, nutrition and improving health generally.

*Getting information from government organizations:* Government organizations Include central, state and local government units. Information may be obtained via websites or email.

*Interacting with government organizations:* Government organizations refer to both the central and local government units. Interacting with government organizations includes downloading/requesting forms, completing/lodging forms on line, making on-line payments and purchasing from government organizations. It excludes getting information from government organizations.

*Telephoning over the Internet/VoIP:* Using Skype, iTalk, etc. Includes video calls (via webcam).

*Posting information or instant messaging:* Posting messages or other information to chat sites, blogs, newsgroups, online discussion forums and similar; use of instant messaging.

*Purchasing or ordering goods or services:* Purchasing or ordering goods or services refers to purchase orders placed via the Internet whether or not payment was made on line. Orders that were cancelled or not completed are excluded. Includes purchasing of products, such as music, travel and accommodation via the Internet.

*Internet banking:* Includes electronic transactions with a bank for payment, transfers, etc. or for looking up account information. Excludes electronic transactions via the Internet for other types of financial services such as share purchases, financial services and insurance.

*Education or learning activities (formal):* Formal learning activities such as study associated with school or tertiary education courses as well as distance education involving on-line activities.

*Playing or downloading video games or computer games:* Includes file sharing games and playing games on line, either paid or free of charge.

*Downloading movies, images, music, watching TV or video, or listening to radio or music:* Includes file sharing and using web radio or web television, either paid or free of charge.

*Downloading software:* Includes downloading of patches and upgrades, either paid or free of charge.

*Reading or downloading on-line newspapers or magazines, electronic books:* Includes accessing news websites, either paid or free of charge. Includes subscriptions to on-line news services.

## **Part 2D: Quranic Informal education**

This refers to schools that teach Quranic/Islamic knowledge with only basic recitation or recitation and Arabic writing or hafeez (memorization and Arabic fluency). These schools are not mainstream formal schools. If the school teaches formal curricula then it will be classified under formal education.

It must be noted that a respondent may have attended both formal schooling and Quranic schools. Probe so as not to omit any household members who have also attended the Quranic schools.

QUESTION 2: Has [NAME] ever attended Quranic classes? If NO, skip to NEXT PERSON.

QUESTION 3: This asks if member is currently attending Quranic classes and an affirmative answer is expected (YES or NO).

QUESTION 3: This question refers to the extent or level of Quranic classes attended or is attending. Please probe carefully not to offend respondent.

*Basic recitation* refers to recitation of the Quran book only.

*Hafeez* is memorization and Arabic fluency.

QUESTION 5: This refers to costs last 12 months only. Therefore only those who responded YES in QUESTION 3 will be asked this question.

## SECTION 3: HEALTH

A key aspect of household welfare is the ability to seek and attain access to medical care when required. This section contains (a) general health condition (b) malaria (c) disability (d) activities of daily living (e) preventative health and vaccination (f) fertility, prenatal care, post-natal care and contraceptive use and (g) HIV/AIDS.

### **Part 3A: Health condition in the last two weeks**

**Respondent:** This part should be administered to each member of the household but parents or guardians can answer for young children.

#### **QUESTIONS 2-17 REFERENCE PERIOD IS TWO WEEKS**

Several filter questions are introduced and Interviewer should read carefully.

QUESTION 2: This seeks to find if the household member was sick or injured in the last two weeks?

QUESTION 3: This question seeks to find out whether the respondent made a visit to a health practitioner to be examined for treatment. This question is asked for all household members, regardless of whether or not they were reported as being recently not sick in the last 2 weeks. If a mother took her sick child to the doctor, the affirmative response will be recorded for the child, not the mother.

*Consult* a health practitioner means to be examined by a Doctor, Medical Assistant, Nurse, Pharmacist, Midwife, Traditional healer or other health practitioners to discover what illness the person is suffering from in order to prescribe treatment. Consultation is the visit made for the purpose of being examined by a health practitioner

ONLY IF Q2=2 AND Q3=2 SKIP TO Q17.

QUESTION 4: Reason for visiting a health practitioner is provided. Probe and code appropriately, for the most recent visit.

*Check-up* refers to a visit made to a health institution for physical or laboratory checks to find out about possible ailments one might be suffering from. The person may not be necessarily sick. This is also referred to as medical examination.

For persons who did consult a health practitioner for a check-up, the interviewer will skip to Q10.

QUESTION 5: If the respondent reports more than one illness or injury or both, ask for the most recent one. The interviewer will first determine whether or not the person is sick or injured currently or at some time in the two weeks prior to the interview.

*Cholera* is an acute illness of the small intestine characterized by watery diarrhoea, vomiting, muscle cramps, severe dehydration through a bacterium. Cholera is spread by eating food or drinking water that has been contaminated by faces of infected persons.

*Malaria* is an infectious disease characterized by cycles of chills, fever, and sweating, caused by a protozoan in red blood cells, which is transmitted to humans by the bite of an infected female anopheles mosquito.

*Typhoid* also known as typhoid fever is an infectious bacterial fever with an eruption of red spots on the chest and abdomen and severe intestinal irritation.

*Hypertension* is the medical term for high blood pressure.

*Common cold* here refers to flu, or cough. This is a viral infection of the upper respiratory system, including the nose, throat, sinuses, eustachian tubes, trachea, larynx, and bronchial tubes. *Flu* usually referred as influenza is an acute contagious viral infection characterized by inflammation of the respiratory tract and by fever, chills, muscular pain, and prostration. The flu is similar to the common cold but is considerably more debilitating than the common cold. When the virus is inhaled, it attacks cells in the upper respiratory tract, causing such typical flu symptoms as fatigue, fever and chills, a hacking cough, and body aches. *Cough* is the forceful release of air from the lungs that can be heard - one makes a noise while trying to force out irritants and secretions thus by clearing respiratory system.

STI (sexually transmitted infections): Refers to an infectious disease that is transmitted through sexual activity. This includes gonorrhea, syphilis among others.

*TB* (tuberculosis) is mainly an infection of the lungs. It is characterized by the coughing up of mucus and sputum, fever, weight loss, and chest pain. This can only be diagnosed by a medical professional.

*Diabetes* is a severe, chronic and is caused by insufficient production of insulin and resulting in abnormal metabolism of carbohydrates, fats, and proteins. This can only be diagnosed by a medical professional.

*Diarrhoea*: This occurs when there is a change in ones bowel movements and passes unusually loose stools. People with diarrhoea often have frequent bowel movements and may pass more than a quart of watery stool a day. Other symptoms include: crampy pain in the abdomen, swelling in the abdomen, an uncomfortable feeling around the anus, an urgent need to have a bowel movement, an inability to control their bowels (faecal incontinence), chills and fever.

*Guinea worm*: Is an infection with a blister that develops on the skin at the site where the worm will emerge thus becomes an open sore.

*Dysentery*: is a more serious form of diarrhoea. Symptoms include: stools are tinged with blood and mucus, colicky pains and frequent urging to pass stools, (which can be passed as often as fifteen to thirty times per day), the onset is typically sudden, accompanied by a high fever and thirst, great fatigue and depletion of strength and dehydration is a serious side-effect, especially if the person becomes too weak to drink enough liquids. In cases of amebic dysentery, the symptoms are quite mild, with constipation and diarrhoea alternating, combined with some intestinal cramping and gas.

*Skin infection*: Dermatitis is a general term used to describe inflammation of the skin. Infection symptoms may include itching, scaling, swelling, and sometimes blistering among others.

*Eye infection*: Is an infection of the eyes and symptoms include mild itching and irritation and a discharge from the eye containing mucus or pus, marked light sensitivity (photophobia), blurred vision and eye pain.

*River blindness* also known as Onchocerciasis: Is an infection that leads to blindness and other skin diseases. It is often called "river blindness" because the black fly that transmits the disease abounds in fertile riverside areas. Symptoms include intense itching damaging of nearby tissue, such as the eye.

QUESTION 6 asks who diagnosed member's illness. Only one response for the disease referred in QUESTION 5 is expected.

*Traditional healer* refers to one who uses medicinal herbs and plants to treat patients. Even defined further a traditional healer may also use signs, prayer or folk remedies. Traditional healers are concerned with treating the whole person, focusing on family and social relationships. The traditional healer's approach is a holistic one, with the mind, body and spirit being regarded as special elements in the healing process. This is in keeping with the World Health Organization's definition of health, which states that: "health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. It is handed down verbally from generation to generation.

QUESTION 7: Seeks to find out the total number of days member suffered from the most recent illness in QUESTION 5. This indirectly has an impact on labour productivity. Probe to get accurate responses.

QUESTION 8 and 9: Asks if illness/injury made household member stop or was unable to undertake his/her usual activities (QUESTION 8) and for how many days (QUESTION 9). The usual activities include either work or school.

*Usual activities* refer to the activities or activity (or work) that the respondent spends most of her or his time doing.

Here the interviewer will determine the number of work or school days missed by the sick or injured person, in the previous two weeks. If the illness did not affect member (miss work or school) response should be coded as ZERO.

QUESTION 10: This question seeks to find out who respondent visited (health practitioner) to be examined for treatment. If more than two consultation, record the first two.

*Traditional healer* refers to one who uses medicinal herbs and plants to treat patients. Even defined further a traditional healer may also use signs, prayer or folk remedies. Traditional healers are concerned with treating the whole person, focusing on family and social relationships. The traditional healer's approach is a holistic one, with the mind, body and spirit being regarded as special elements in the healing process. This is in keeping with the World Health Organization's definition of health, which states that: "health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. It is handed down verbally from generation to generation.

A *doctor* is physician who examines, diagnose, and treat patients.

A *nurse* can be synonymous to a physician assistant examine, diagnose, and treat patients under the supervision of a physician. A person educated and licensed to practice nursing and one who is concerned with the diagnosis and treatment of human responses to actual or potential health problems

*Medical assistants* are referred here are licensed health care workers who perform the administrative and clinical tasks that keep the offices of health practitioners running smoothly.

A *midwife* is a person; usually a woman but can be a man, is one who is trained to assist women in childbirth, i.e. the person serves as an attendant at childbirth but is not a physician.

A *pharmacist* is a person prepared to formulate and dispense drugs or medications. The pharmacist has formal training through completion of an accredited university program in pharmacy. Licensure is required upon completion of the program and prior to serving as a pharmacist.

*Patent medicine vendor* (PMV) supplies a large portion of the drugs used by the public in African countries to treat illnesses. But the formal health establishment often views their activities with alarm. One way to improve the quality of the PMVs' contribution to primary care is through training, since no formal course is required of them before they are issued a license by the government. They are similar to pharmacist but with no formal training and are more like salespeople selling medicine to people. They are in fact similar to kiosk medicine vendors.

A *Traditional Birth Attendant* (TBA) is one who assists the mother during childbirth. She may have acquired skills by delivering babies herself, or through apprenticeship from other TBAs.

*Spiritualist* is one who uses only prayers to cure the sick and traditional healer is one who uses only herbs (or concoction)

QUESTION 11: This question is for those persons who sought advice or treatment from a health provider. The interviewer will need to determine from the respondent in what type of place the provider was located. For example, if the person saw a doctor in a hospital, the interviewer will need to determine whether it was a private hospital or a public hospital. The interviewer will record two responses. The visits must be linked to QUESTION 9 health practitioner visited.

*Dispensary, health centre or health post* is typically the lowest level of care, or first point of entry into the health system.

*Pharmacy* is a retail shop where the predominant product sold is mainly medicine but at times other articles are sold and a pharmacist is in site. This does not include kiosks where a pharmacist is not available. One may have a prescription or ask the pharmacist to prescribe medication.

*MCH post* is a Maternal and Child Health post. Main function concerns health status of mother and children.

*Consultant's home* refers to medical practitioner home.

*Other* refers to any other classification not stated above and includes over-the-counter purchases in kiosks through self-prescription.

QUESTION 12: Type of health practitioner visited is asked in this question and this differentiates between the public and private.

*Central Government* refers to the central Government of Sierra Leone, which is main government organ.

*Local Government* is the political administration of the smallest subdivisions of a country's territory and population. It is the second level of the government.

A *Community* based run health facility may be public or private but managed by the community. However, most community run facilities are public institutions.

*Religious Body* is a facility managed and supported by a church (religious) organisation. The question does not ask denomination or sect so interviewer must be very careful when probing for a response.

*Corporate Organization* is an institution that owns and manages the health facility. Example is Sierra Rutile Staff Clinic, Chevron clinic

*Institutional* are institutions that run health facilities. Examples are Fourall Bay College,

University of Sierra Leone Staff Clinic. These institutions provide health care for their employees but may open up to the rest of the public by offering medical services.

*Non-Governmental Organization (NGO)* is said to include a wide range of local organizations that are recipients of both local and foreign assistance. It is a voluntary non-profit grouping of individuals with a purpose of enhancing the legitimate economic, social and/or cultural development organization e.g. Society for Family Health.

*Private* refers both to Group Partnership (group of people or entities that come together to open and manage a health facility jointly) and Individual (sole) is a health facility owned by one person.

*Market* refers to a place where buying and selling of goods happens.

QUESTION 13: The amount in this question refers to only the FIRST consultation fee. This is in '000 Leones.

QUESTION 14: The amount in this question refers to only the FIRST consultation transportation costs two-way (going and returning to household). This is in '000 Leones.

QUESTION 15: The amount in this question refers to only the FIRST consultation time taken to and fro including the travel time. Time must be in completed minutes and not fractional units. Example: -

- If 1 hr 20 min, then enter 80 minutes.

QUESTION 16: Asks for costs of any prescription given during health facility visit. This is in '000 Leones.

*Prescription* is an order (handwritten or typed) from a health physician, for the preparation and administration of a medicine, therapeutic regimen, assistive or corrective device, or other treatment.

**QUESTIONS 17-18 COSTS OVER THE COUNTER. ONLY IF Q2=2 AND Q3=2.**

QUESTION 17 and 18: Question 17 asks if member accrued costs over the counter in a kiosk or from Patent Medicine Vendors (PMV) while QUESTION 18 asks the total actual amount spent. This is in '000 Leones.

If NO in QUESTION 18, skip to QUESTION 19.

**QUESTIONS 19-27 REFERENCE PERIOD IS FOUR WEEKS.** Four weeks preceding date of interview. For example: -

- If interview is on the 15<sup>th</sup> of December, four weeks preceding this date will be the correct time reference.
- If interview is on the 12<sup>th</sup> of January, four weeks preceding this date will be the correct time reference.

QUESTION 19: Asks for how long has member suffered from any sickness (illness or injury). The option ("In the last 2 weeks") also serves as a check to Q2-Q18. The subsequent responses on hospitalization can be related to Q2-18 for sickness last two weeks.

QUESTION 20: Those admitted also refer to persons kept under observation by traditional or spiritual healers as long as they had spent at least one night there.

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

QUESTION 23: This amount includes all costs accrued due to admission excluding consultation fees and cost of medicines. This is in '000 Leones.

QUESTION 24: This refers to consultation fees for being hospitalization. These may be accrued at time of admission and/or during the admission period. Such include fees for private doctor who gives expert or professional advice during hospital stay. This is in '000 Leones.

QUESTION 26: *Medicine and medical supplies* include tablets, capsules, syrups, bandages, plaster, cotton and any item used for the purpose of treatment in the last 4 weeks.

QUESTION 27: Ask the respondent for the person who paid for most of the expenses incurred from the consultations, treatment, admission, and for the purchases of medicine and medical supplies in the last four weeks. Code appropriately.

**QUESTIONS 29-32 REFERENCE PERIOD IS LAST 12 MONTHS.** This refers to when last did the respondent suffer an illness or injury in the last 12 months.

QUESTION 29: Asks for how long has member suffered from an illness or injury. This also serves as a check to QUESTION 2 and QUESTION 19.

QUESTION 30: See QUESTION 5 for definitions of diseases (page 36-37).

QUESTION 31 asks who diagnosed member's illness. Only one response for the disease referred in QUESTION 29 is expected.

*Traditional healer* refers to one who uses medicinal herbs and plants to treat patients. Even defined further a traditional healer may also use signs, prayer or folk remedies. Traditional healers are concerned with treating the whole person, focusing on family and social relationships. The traditional healer's approach is a holistic one, with the mind, body and spirit being regarded as special elements in the healing process. This is in keeping with the World Health Organization's definition of health, which states that: "health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. It is handed down verbally from generation to generation.

QUESTION 32 asks the type of injury member sustained. Only one response is allowed.

*Fracture* is the breaking of a bone, cartilage, or the like, or the resulting condition.

*Abrasion* is a scraped spot or area caused by rubbing against something.

A *bruise* is a common skin injury that results in a discoloration of the skin. Blood from damaged blood vessels deep beneath the skin collects near the surface of the skin resulting in what we see as a black and blue mark.

*Laceration* is a jagged wound or cut.

*Dislocation* is the displacement of a body part which is the temporary displacement of a bone from its normal position.



## Part 3B: Malaria - General malaria awareness/knowledge

This section looks at both awareness and knowledge of malaria by respondents aged 10 years and above.

These questions are level of awareness questions in case sick.

**Respondent:** This part should be administered to all household members 10 years and over.

QUESTION 2 asks what is the main cause malaria? Code respondent's main response - only one response is allowed; do not read to the respondent the options as this leads to a biased response.

QUESTION 4-5: The interviewer should not read the options to respondent as these bias responses. Read question and listen to responses. Three responses are expected for each question.

QUESTION 6: asks where respondent can learn or get information about malaria. Shade most important THREE reasons by importance.

*Mother's club:* These are women who are knowledgeable on health issues and are present in communities.

*Medicine Peddler* also known Patent medicine vendor (PMV) supplies a large portion of the drugs used by the public in African countries to treat illnesses. However, the formal health establishment often views their activities with alarm. One way to improve the quality of the PMVs' contribution to primary care is through training, since no formal course is required of them before they are issued a license by the government. They are similar to pharmacist but with no formal training and are more like salespersons selling medicine to people. They are like kiosk medicine vendors.

## Part 3C: Disability

Developmental disabilities are a diverse group of severe chronic conditions that are due to mental and/or physical impairments. This question includes both physical and mental disabilities and is meant to capture conditions, which are permanent. For example, someone who is temporarily disabled due to a broken leg would not be considered disabled their impairment is temporary. Physical and mental disabilities to be considered here are those which prevent the person from maintaining a significant activity or schooling. This may be some physical impairment of limbs, a physical disease, or mental illness, which renders the person incapable of pursuing a significant activity. Note that this question will be asked of all household members.

**Respondent:** This part should be administered to each member of the household but parents or guardians can answer for young children.

**QUESTIONS 2-13 REFER TO DISABILITY.** This refers to physical, mental or emotional impairment.

QUESTION 2: Each respondent will be asked if they have a disability. An individual with a disability is any person who: -

- Has a physical, mental or emotional impairment, that substantially or materially limits one or more of their major life activities;
- Has a record of such an impairment; or
- Is regarded as having such impairment.

QUESTION 3: This question is meant to capture the type of mental or physical disability household member suffers from. More than one response may be coded. However, some of these disabilities require a diagnosis from a licensed medical practitioner and so probe to get correct responses. Only the two main disabilities are requested even if respondent has more.

*Hearing difficulty* is any degree of impairment of the ability to apprehend sound. This is defined as a measured, bilateral, pure-tone hearing loss at frequencies of 500, 1000, and 2000 hertz averaging 40 decibels (dB) or more, unaided, in the better ear. In the absence of a measured, bilateral hearing loss, children meet the case definition if their source records include a description, by a licensed or certified audiologist or qualified physician, of a hearing loss of 40 dB or more in the better ear.

*Sight difficulty (vision impairment)* means that a person's eyesight cannot be corrected to a "normal" level and is measured visual acuity of 20/70 or worse, with correction, in the better eye. Vision impairment may be caused by a loss of visual acuity, where the eye does not see objects as clearly as usual. It may also be caused by a loss of visual field, where the eye cannot see as wide an area as usual without moving the eyes or turning the head. In the absence of a measured visual acuity, a child is considered a case if a source record includes (a) a functional description, by a qualified physician or vision professional, of visual acuity of 20/70 or worse (e.g., light perception only) or (b) a statement by a qualified physician or vision professional that the child has low vision or blindness.

*Speech impairment* is a type of communication disorders where 'normal' speech is disrupted. This can mean stuttering, lisps, etc.

*Mute* is someone who is totally unable to speak due to a speech disorder.

*Mental retardation (Intellectual disability)* is characterized both by a significantly below-average score on a test of mental ability or intelligence and by limitations in the ability to function in areas of daily life, such as communication, self-care, and getting along in social situations and school activities. Intellectual disability is sometimes referred to as a cognitive disability or mental retardation. Children with intellectual disability can and do learn new skills, but develop more slowly than children with average intelligence and adaptive skills. There are different degrees of intellectual disability, ranging from mild to profound and can be defined by their intelligence quotient (IQ), or by the types and amount of support they need.

*Mental illness* also known as mental disorder excludes intellectual capability. This is a psychological or behavioral pattern associated with distress or disability that occurs in an individual and is not a part of normal development or culture. This includes: -

- anxiety or fear disorder (e.g. phobia, panic attack)
- mood disorder (e.g. intense and sustained sadness or despair/depression)
- patterns of belief, language use and perception can become disordered (e.g. delusions, thought disorder, hallucinations)
- eating disorders involve disproportionate concern in matters of food and weight
- sleeping disorders involve disruption to normal sleep patterns, or a feeling of tiredness despite sleep appearing normal
- sexual and gender disorders which are diagnosed by a health professional. This also includes various kinds of paraphilia considered as mental disorders (sexual arousal to objects, situations, or individuals that are considered abnormal or harmful to the person or others).
- People who are abnormally unable to resist certain urges or impulses that could be harmful to themselves or others, may be classed as having an impulse control disorder, including stealing (this is not just normal stealing but persons who like stealing yet they can afford to pay for items), fire-setting

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

QUESTION 4: Asks the key cause of the main disability.

*Congenital disorder* involves defects in or damage to a developing fetus. Also known as birth defect and is a widely-used term for a congenital malformation, i.e. a congenital, physical anomaly which is recognizable at birth, and which is significant enough to be considered a problem.

*Transport accident* is any accident involving a device designed primarily for, or being used at the time primarily for, conveying persons or goods from one place to another.

*Occupational injury* results from an occupational hazard. This is an injury that occurs in the line of duty at work when a single event or exposure produces an injury and transmits a disease simultaneously. The intensity or severity here is not required.

*Aging process* refers to disability caused by old age.

QUESTION 5: If the age is less than one year or at birth enter code '00' and if disability is congenital or less than one year enter code '00'

QUESTION 7: Ask respondent the type of treatment/rehabilitation member is receiving. More than one response is allowed and interviewer must enter the applicable responses. Do not try to question respondent responses but listen carefully and probe further if not response unclear.

*Surgical operation* is a medical procedure involving an incision with instruments; performed to repair/correct damage or arrest disease in a living body. This may also involve the removal or replacement of a body part.

*Assistive devices* are products aimed to help people with certain disabilities to bypass their condition and complete some tasks that are otherwise difficult or impossible for them. These can vary from simple walking sticks to ultra-sophisticated computers and can also be specialized for a certain disability, or offer multiple features. These include braces, listening devices, and vision devices among others.

*Special education* is the education of persons with special needs in a way that addresses the individual differences and needs. Common special needs include challenges with learning, communication challenges, emotional and behavioral disorders, physical disabilities, and developmental disorders. Persons with these kinds of special needs are likely to benefit from additional educational services, different approaches to teaching among others.

*Braille*: The Braille system is a method that is widely used by blind people to read and write. It is a system of printing or writing for the blind in which the characters are represented by tangible points or dots.

*Sign language training*: The primary sign language used by deaf and hearing-impaired people. It is a system of manual, facial, and other body movements as the means of communication, especially among deaf people.

*Skills training (vocational)*: This can be referred to as the ability and capacity acquired through deliberate, systematic, and sustained effort to smoothly and adaptively carryout activities or job functions involving ideas (cognitive skills), things (technical skills), and/or

people (interpersonal skills).

*Counseling:* This is a process that enables a person to sort out issues and reach decisions affecting their life by talking with the person. This is concerned with using psychological principles to enhance and promote the positive growth, well-being, and mental health of individuals, families, groups, and the broader community.

QUESTION 9 asks what kind of support aid or assistance does the [NAME] use. Shade all that are applicable.

*Brace:* Is an orthopedic appliance used to support, align, or hold a bodily part in the correct position such as a leg brace to support walking. It can also be a dental appliance constructed of bands and wires that is fixed to the teeth to correct irregular alignment.

*Artificial leg/foot:* An artificial leg/foot is known in medicine as prosthesis. They are intended to restore a degree of normal function to amputees. It is a mechanical device that allows amputees to walk again.

*Artificial arm/hand:* An artificial arm/hand is also known in medicine as prosthesis. They are intended to restore a degree of normal function to amputees. It is a mechanical device that allows amputees to continue to use two hands.

*Crutch:* Is a support used by the physically injured or disabled as an aid in walking, usually designed to fit under the armpit and often used in pairs.

*Cane:* Is a stick used for support in walking. It is made of an aluminum or wooden rod with a curved handle.

*Walker:* A walker is a walking tool for old and slightly disabled people. It consists of a frame that is about waist high and is slightly wider than the person and about twelve inches deep. The person walks with it in front of them; with the frame surrounding their front and sides. The front two legs of the walker may have wheels depending on the strength and capabilities of person. Its purpose is to provide support so that the person can maintain balance and to relieve their legs from their weight.

*Medical shoes:* These are special medical shoes in order to minimize contamination. These shoes help support the foot so that the person can maintain balance.

*Wheelchair/scooter:* Can be electric or non-electric. It is a chair mounted on large wheels for the use of a sick or disabled person so that they can move around easily.

*Hearing devices:* Also known as hearing aids. It is a device that can amplify sound waves in order to help a deaf or hard-of-hearing person hear sounds more clearly.

*White cane:* It is a distinctive white length cane with a red band around the bottom and is internationally recognized as a sign that the person using it is blind.

*Braille:* The Braille system is a method that is widely used by blind people to read and write. It is a system of printing or writing for the blind in which the characters are represented by tangible points or dots

*Vision devices:* Finding a way to read comfortably is one of the most difficult challenges for visually impaired people and the use of vision devices enables them to read easily. These include strong reading glasses, bifocals, magnifiers, reading telescopes, etc.

*Interpreter:* This is the use of an interpreter to communicate with others. They translate orally the disabled message.

QUESTION 11: For the disabled person, does the person have difficulty in doing certain activities. The term “difficulty” in has broad applicability. This term may cover components of quality, quantity, time required and assistance required performing the tasks or actions mentioned. Persons with very mild limitations are sometimes unsure as to where to draw the line between a “real difficulty” and normal change associated with aging. However, as the severity of the difficulty increases, the uncertainty diminishes. Shade all that are applicable to [NAME].

QUESTION 14 asks if [NAME] received any assistance from various organizations. Shade all that apply.

### **Part 3D: Activities of daily living**

Activities of daily living (ADLs) are the things one normally do in daily living including any daily activity we perform for self-care (such as feeding ourselves, bathing, dressing, grooming), work, homemaking, and leisure. In household surveys this measurement is useful for assessing the elderly, the mentally ill, those with chronic diseases. Instrumental activities of daily living are not necessary for fundamental functioning, but enable an individual to live independently within a community (ability to function without help).

#### **QUESTIONS 1-7 REFER TO ACTIVITIES OF DAILY LIVING.**

Purpose: This asks general questions on daily activities. It asks if household member has difficulty in performing these day to day tasks. Probe and code appropriately. Only a YES or NO response is allowed, shade accurately.

**Respondent:** This part covers all household members. Information may be provided by the child's mother or adult household member in-charge.

Please read each question clearly for the respondent to understand and respond appropriately. Explain and probe if respondent does not understand.

### **Part 3E: Preventive health and vaccination in the last 12 months**

The purpose of this part is to collect information on vaccinations, the effects of vaccination programmes, and vaccination services offered through health centres, clinics and hospitals.

**Respondent:** This part covers all children who are 5 years and under and information may be provided by the child's mother or adult household member in-charge.

QUESTION 1 and 2 Child and mother ID: All children under 5 years (this may include children who are over 60 months but less than 72 months) of age should be carefully identified. To the right of each child identified, the child's mother should be identified and her household member number (person ID) printed. If the child's mother is not a member of the household, or is deceased, the interviewer will enter '00' for the mother ID of that child.

QUESTION 3: Date of birth: The day, month and year of each child's birth is recorded here. Months are converted to numbers, from January (01) to December (12). The year is recorded by entering only the last two digits of the year; for example, 1999 would be recorded '99'. If part of the day is unknown, the interviewer will record '15' for the unknown, although the interviewer must determine that the child is less than 60 months of age. Try as much as possible to get month and year of birth for month and

year of birth of child should not be missing. Missing month and year must be explained at the bottom of page (below the triangles).

**QUESTION 4:** Immunization is a way of protecting children against serious diseases. A child who is not vaccinated is more likely to suffer illness, become permanently disabled or become undernourished and die. Has the child ever been vaccinated? A YES or NO response is expected. This question does not ask the type of vaccines administered but only asks if child has ever been vaccinated. If guardian does not know, or not aware, do not make conclusions, make sure to probe and explain. If NO, skip to QUESTION 12.

**QUESTION 5:** "Vaccination book or card" refers to any official document (usually a small booklet or folded card) which indicates among others the child's name, age and the type of vaccinations he or she has ever received. Inside this booklet or card you will see the number of times the child has been vaccinated against the illness or disease listed with the dates he received the vaccinations. Sometimes a child needs more than one vaccination to acquire full immunity. For every disease indicate with one of the codes: all columns must be filled in for each disease or illness. Read the explanation below and code accordingly. IF YES, answer QUESTION 6. If no vaccination book or card, skip to QUESTION 7.

**QUESTION 6:** A list of vaccines is listed and the information must be copied from the vaccination card or book. If vaccination card or book not available skip to QUESTION 7 which can be from guardian memory or any responsible household member. Be careful to probe, as respondent may not be familiar with the different types of vaccines. Copy vaccine information from vaccination book or card provided and code accordingly.

Approximate times when to immunize	What is given	How is it given
At birth	BCG	One injection
At birth	Polio-B also known as Polio-0	By mouth
Two, three and four months old	Polio 1-2-3	By mouth each time
	DPT 1-2-3	One injection per dose
About eight months	Measles	One injection

**DPT (DIPHTHERIA PERTUSSIS & TETANUS) and POLIO:** The first dose of DPT and POLIO vaccination is given at 6 weeks, the second dose at 10 weeks and the third dose at 14 weeks. This means that those aged between 6 and 9 weeks should have received one DPT/Polio vaccination while those between the ages of 10 to 13 weeks should have received two such vaccinations. A child who is 14 weeks and above should have had 3 doses of DPT/Polio to complete this vaccine set. (Note that in some cases the first dose of this vaccination is given at birth).

If a child is 12 weeks old and has received only one dose of DPT/Polio, code 2 will be entered for him in the appropriate columns. On the other hand, NA will be recorded for a 4 week old child who has no vaccination card and whose mother answered NO to the DPT/Polio vaccination.

**MEASLES:** The vaccination against measles is given only once at the age of 9 months although some children receive it at the age of 7 months.

**BCG:** Offers partial protection against some forms of tuberculosis and leprosy. BCG vaccine is also given to the child only once in the first week after birth. Therefore code 3 should be recorded for all children who have not yet received this vaccination. Interviewers must keep in mind the age of the child when choosing a response. Easy way to detect if

BCG has been administered is a scar on the arm or shoulder.

QUESTION 7: Where there is no vaccination book or card, then mother or guardian memory will be used to state if vaccines were administered. Responses are from mother or guardian's memory and probe where information seems unclear.

Please note, interviewer cannot complete both QUESTION 6 and QUESTION 7. It has to be one or either and not both questions.

QUESTION 8: The place where last vaccine was given should be listed here. Only one response is allowed.

QUESTION 9: Type of health practitioner visited is asked in this question and this differentiates between the public and private.

*Central Government* refers to the central Government of Sierra Leone, which is main government organ.

*Local Government* is the political administration of the smallest subdivisions of a country's territory and population. It is the third level of the government.

A *Community* based run health facility may be public or private as they are managed by the community. However, most community run facilities are public institutions.

*Religious Body* is a facility managed and supported by a church (religious) organisation. The question does not ask denomination or sect so interviewer must be very careful when probing for a response.

*Corporate Organisation* is an institution that owns and manages the health facility. Example is Central Bank Staff Clinic, Chevron clinic

*Institutional* are institutions that run health facilities. Examples are University of Sierra Leone Staff Clinic. These institutions provide health care for their employees but may open up to the rest of the public by offering medical services.

*Non-Governmental Organization (NGO)* is said to include a wide range of local organizations that are recipients of both local and foreign assistance. It is a voluntary non-profit grouping of individuals with a purpose of enhancing the legitimate economic, social and/or cultural development organization e.g. Society for Family Health.

*Private* refers both to Group Partnership (group of people or entities that come together to open and manage a health facility jointly) and Individual (sole) is a health facility owned by one person.

*Market* refers to a place where buying and selling of goods happens.

QUESTION 10: A YES or NO is allowed for payment of vaccinations. If the household did not pay directly, that is, someone else paid, shade NO.

QUESTION 11: Asks for the amount paid for the last vaccination. The amount is in '000 Leones.

QUESTION 12: Ask the most important reason why child was never vaccinated. Only one response is required. Do probe to get an adequate response.

**QUESTIONS 13-15 REFER TO CHILD BIRTH**

QUESTION 13: This question will distinguish between babies born at home and babies born at a health facility. For babies born neither at a home nor health facility, there is room to record other places. Please, specify for other places below triangles.

QUESTION 14: For each child, the interviewer will ask the weight at birth. Note that the decimal point is already printed in the cells for I.5. Weights of less than 10 kilograms will be recorded with a leading zero; for example, 3.5 kilograms will be recorded as '3.5'. Be watchful on the weights given. Weight at birth can be from card or from recall (memory of mother or father). If unknown leave it as missing. Do not lead respondent to give a weight at birth. Just probe to make sure weight at birth is unknown.

*Birth weight* is defined as the weight taken immediately after birth or within the first 24 hrs of life.

For example, where birth is at home and immediately after child is taken to hospital, then this is assumed to be birth weight. If mother takes child to hospital one day or week later, this is not weight at birth.

QUESTION 15: Although a number of persons may have been in attendance at birth, this question is aimed at determining the most qualified person in attendance and code appropriately.

*A doctor, nurse, or midwife* would have received formal training at a medical institution.

*Maternal Child Health (MCH) aid* is a professional health worker at the community.

*A Traditional Birth Attendant (TBA)* is one who assists the mother during childbirth. She may have acquired skills by delivering babies herself, or through apprenticeship from other TBAs.

*A Trained Traditional Birth Attendant (TTBA)* is one who has undergone a training course conducted by the modern healthcare sector.

If family members or friends were the only persons attending the birth, the interviewer will record '*Other*'.

If the mother did not receive any assistance, the interviewer will record *Self*.

## **QUESTIONS 16-19 REFERS TO BREAST-FEEDING**

QUESTION 16: So long as mother introduced breast (even if for an hour) that child was breastfed.

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

QUESTION 18: Refers to the length of breastfeeding, that is, total number of months child breastfed. Probe and do not take given number. Length of breast feeding cannot be greater than age in months. If child is still breast feeding then age in month will be length of breastfeeding.

QUESTION 19: Refers to the number of months child is exclusively breastfed. Exclusive breastfeeding is breastfeeding for six (6) months without water or any other fluid. Probe and do not take any given number. Exclusive breastfeeding must be equal or less than the age of the child. Be very careful when a mother states that she breastfed exclusively for six months and over. Probe to get the correct response, example ask if she ever gave water. Then this disqualifies the exclusive



length of breastfeeding if she gave water and ask her when she introduced water to the child.

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

QUESTION 20: Where does child discharge of waste matter? Only one response is allowed.

*Toilet/latrine* implies child usually uses this.

*Potty/stool* is a small pot for use as a toilet by an infant or young child. The responsible adult then disposes this away from the small pot.

*Disposable diapers*: Manufactured disposal diapers

*Washable diapers* refer to nappies or piece of cloth tied to the loins.

*Inside the house* implies child defecates anywhere inside the house and a responsible adult clears away the mess.

*Within the compound* implies child defecates anywhere inside the house compound and a responsible adult clears away the mess.

QUESTION 21: The proper disposal of children's faeces is important in the prevention of disease. Only one response allowed.

QUESTION 22: Refers to participation in nutrition and health programs. If a child participated in any program, the interviewer will record YES.

*Nutrition programme* will include the following: food distribution to the child, provision of meals to the child, organized through NGOs or other institutions.

*Weighs-in programme* will include in the participation of weighing of child in a health unit. This programme traces the growth of the child.

## **QUESTIONS 24-27 REFER TO DIARRHOEA LAST TWO WEEKS**

QUESTION 24: Has child had diarrhea last 2 weeks? Last 2 weeks refers to two weeks from the date of interview, which will vary from household to household. Try as much as possible to probe.

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

QUESTION 25 to QUESTION 26: Action taken during a diarrhea episode is critical to child survival. It also depicts the general awareness on what action to take. Probe and assist the respondent or guardian to compare the amounts given of fluid or food during diarrhea to non-diarrhea period. Only ONE response is allowed.

QUESTION 27: Was child given any of the listed fluids in the prevention of diarrhoea.

*ORS*: Commercially produced packets of oral rehydration salts.

*Oral rehydration therapy* is a simple and effective response to diarrhoea and is a prompt increase in the child's fluid intake through food.

*Salt-sugar solution:* Homemade mixture usually prepared from salts, sugar and water.

### **Part 3F: Fertility, pre- and post-natal care and contraceptive use**

The purpose of this section is to ascertain the number of pregnancies and children the respondent has had during her lifetime, and to determine the mortality rates. It also asks whether the respondent uses maternity services for her child birth. Information on the use of birth control methods is also collected.

**Respondent:** The respondents are all the household members who are aged between 15 and 49 years. This section is in two parts: One for women and another for both women and men. Each member should answer for him/herself. Due to the sensitive nature of these questions the interviewer must try as much as possible not to offend respondents.

**QUESTIONS 2-24 ARE FOR WOMEN AGED 15-49 YEARS.** Enumerator can circle women between 15-49 years using Section 1: Roster before proceeding with the interview.

QUESTION 2: Has female household member [NAME] ever been pregnant? If NO skip to QUESTION 25.

*Pregnant:* A woman is said to be pregnant if fertilization has taken place after sexual intercourse, that is, if she has ceased to have her monthly 'period', though she is not yet in her menopause.

QUESTION 4: Refers to child born alive at birth.

*Live birth:* It is one in which the new born baby or infant showed signs of life, by crying or breathing even if it died shortly afterwards.

QUESTION 5: The age at first birth is not necessarily the age at first marriage. Interviewer must probe to get the correct response.

QUESTIONS 6, 7 and 8: These ask the total number of live births by gender. QUESTION 6 should be the total of QUESTION 7 and QUESTION 8.

QUESTIONS 9 and 10: These ask the total number of children living. This is a simpler question for the women to respond than asking the number of deaths in the family. Make sure the number living does not exceed the total born by gender, that is, QUESTION 9 is less than or equal to QUESTION 7 and QUESTION 10 less than or equal QUESTION 8.

QUESTION 11: This just looks at gender preferences by the women. An affirmative answer is required.

QUESTIONS 12 and 13: These questions ask if the pregnancy did not lead to a live birth (still birth) and the number of such pregnancies that did not result to live birth (QUESTION 13).

QUESTION 14: This question asks about pregnancy at the time of survey interview.

### **QUESTIONS 15-18 ASKS ABOUT PREGANCY LAST 12 MONTHS**

QUESTION 15: These questions ask pregnancy the last 12 months.

QUESTION 16 enquires if the pregnancy resulted in a live or still birth or miscarriage. And QUESTION 17 asks if the resultant birth child is still alive. QUESTION 18 asks if the child born last

12 months is currently being breastfed.

*Still birth:* It is an infant which showed no sign of life when born.

*Miscarriage:* It is a spontaneous involuntary abortion during the first six months of pregnancy.

*Abortion:* It is the termination of a pregnancy at a medical health facility or back-door illegally health facilities.

**QUESTION 19-24 ASKS ABOUT PRE-NATAL AND POST-NATAL CARE.** This refers to any of the pregnancies a female household member has experienced.

QUESTION 19: Provision of health care for pregnant women is crucial to the health of both mothers and babies. If the pregnant woman received prenatal care only code 1 or post-natal only code and if received both pre- and post-natal care code 3. If mother received no pre- or post-natal code 4 skip to QUESTION 24.

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

*Post-natal Care* refers to the mother and child (aged 5 years or less) going for consultations after delivery. They need not be ill.

QUESTION 20: Asks where woman received pre-natal and/or post-natal care and from what institution.

*Traditional healer* refers to one who uses medicinal herbs and plants to treat patients. Even defined further a traditional healer may also use signs, prayer or folk remedies. Traditional healers are concerned with treating the whole person, focusing on family and social relationships. The traditional healer's approach is a holistic one, with the mind, body and spirit being regarded as special elements in the healing process. This is in keeping with the World Health Organization's definition of health, which states that: "health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity. It is handed down verbally from generation to generation.

A *doctor* is physician who examines, diagnose, and treat patients.

A *Trained Traditional Birth Attendant* (TTBA) is one who has undergone a training course conducted by the modern healthcare sector.

A *nurse* can be synonymous to a physician assistant examine, diagnose, and treat patients under the supervision of a physician. A person educated and licensed to practice nursing and one who is concerned with the diagnosis and treatment of human responses to actual or potential health problems

*Medical assistants* are referred here are licensed health care workers who perform the administrative and clinical tasks that keep the offices of health practitioners running smoothly.

A *midwife* is a person; usually a woman but can be a man, is one who is trained to assist women in childbirth, i.e. the person serves as an attendant at childbirth but is not a physician.

A *pharmacist* is a person prepared to formulate and dispense drugs or medications. The pharmacist has formal training through completion of an accredited university program in pharmacy. Licensure is required upon completion of the program and prior to serving as a

pharmacist.

*Spiritualist* is one who uses only prayers to cure the sick and traditional healer is one who uses only herbs (or concoction)

A *Traditional Birth Attendant* (TBA) is one who assists the mother during childbirth. She may have acquired skills by delivering babies herself, or through apprenticeship from other TBAs.

QUESTION 21: Type of health practitioner visited for pre-natal and/or post-natal care is asked and this differentiates between the public and private. For example, if the person saw a doctor in a hospital, the interviewer will need to determine whether it was a private hospital or a public hospital. The interviewer will record only one response. The visits must be linked to QUESTION 21 health practitioner visited.

*Central Government* refers to the central Government of Sierra Leone, which is main government organ.

*Local Government* is the political administration of the smallest subdivisions of a country's territory and population. It is the second level of the government.

A *Community* based run health facility may be public or private but managed by the community. However, most community run facilities are public institutions.

*Religious Body* is a facility managed and supported by a church (religious) organisation. The question does not ask denomination or sect so interviewer must be very careful when probing for a response.

*Corporate Organization* is an institution that owns and manages the health facility. Example is Sierra Rutile Staff Clinic, Chevron clinic

*Institutional* are institutions that run health facilities. Examples are Fourall Bay College, University of Sierra Leone Staff Clinic. These institutions provide health care for their employees but may open up to the rest of the public by offering medical services.

*Non-Governmental Organization (NGO)* is said to include a wide range of local organizations that are recipients of both local and foreign assistance. It is a voluntary non-profit grouping of individuals with a purpose of enhancing the legitimate economic, social and/or cultural development organization e.g. Society for Family Health.

*Private* refers both to Group Partnership (group of people or entities that come together to open and manage a health facility jointly) and Individual (sole) is a health facility owned by one person.

QUESTION 23: Asks the cost of pre- and post-natal care.

*Free* refers to where respondent attended these services during a campaign where the services are offered for free.

*Zero* expenditure means where the doctor/hospital waived or did not required the respondent to pay for the charges.

## QUESTION 25-28 CONTRACEPTIVES FOR BOTH WOMEN AND MEN AGED 15-49.

QUESTION 25: Does respondent practice any form of family planning methods? An affirmative response required YES or NO and don't know response not allowed.

QUESTION 26: If QUESTION 26=1 (YES) this enquires the method used by each respondent. Even married couples may utilize different methods. If more than 2 methods were used, enter the two most important or frequent methods used.

*I.U.C.D.:* It is the abbreviated version of Intra Uterine Contraceptive Device. It is a special loop or coil which is inserted into the womb to prevent sperm from fertilizing the female egg after sexual intercourse.

*Female sterilization:* Also known as tubal ligation or tubectomy. It involves a surgical operation that cuts and ties separately the fallopian tubes (i.e. the female ducts through which the female egg passes into the womb after being released from the ovaries) with the aim of preventing fertilization by the sperms.

*Male sterilization:* It is also known as vasectomy. It involves a surgical operation to cut, and tie separately the male ducts which conduct sperms with the aim of preventing the sperms from entering the womb during sexual intercourse.

*Douche:* It involves the use of syringe to wash the vagina with water or chemical solution immediately after intercourse with the aim of preventing the sperm from fertilizing the ovum.

*Abstinence:* It is a non-scientific method of birth control which involves staying away from sexual intercourse either permanently or for a period of time.

*Withdrawal:* It involves the man withdrawing before ejaculation during sexual intercourse.

*Rhythm:* It is a non-scientific method of birth control which involves deliberate avoidance of sexual intercourse during the "unsafe period" of a woman's menstrual cycle but indulging in the sex act during her "safe period". Safe period is that period outside the woman's ovulation period.

Note vasectomy and tubectomy are different from other surgical operations on the male or female organ for other purposes.

QUESTION 27: Asks place where the contraceptives were gotten from. The type of contraceptive must be linked to QUESTION 28 health facility.

QUESTION 28: This is the amount spent on contraceptives last one month.

## Part 3G: HIV/AIDS

The human immunodeficiency virus (HIV) is the virus that causes Acquired immune deficiency syndrome (AIDS) and has ravaged a large number of populations in most developing countries. Although there is no cure for the disease, therapies and change of behaviour can reduce the symptoms and spread of AIDS and can extend the life spans of HIV-infected individuals. This section endeavours to find out how much respondents know about HIV/AIDS and the behavioural change; general awareness and attitude. The survey does not undertake actual HIV/AIDS testing and interviewer should be explicit on this to respondent so as not to be kicked out of the house and survey interview terminated. As this is a very sensitive issue in many communities, interviewer should be very respectable in the manner and body language (especially facial expressions) when they ask

questions. They are able to talk about this sensitive topic in a non-threatening way.

*HIV/AIDS: Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome*

**Respondent:** These questions are asked to all the respondents 12 years and over regardless of whether they have heard of HIV/AIDS. Individuals should answer for themselves. The interviewer cannot question the integrity of responses or lead the respondent as this will give biased response. The interviewer must be neutral to the responses and only probe where responses are ambiguous.

QUESTION 2: This asks if member has heard of HIV/AIDS to capture information on HIV/AIDS awareness

QUESTION 3: This enquires if household member protects himself or herself from HIV/AIDS.

QUESTION 6: Record a maximum of three responses and rank by order of importance on member source of information concerning HIV/AIDS. Rank by importance.

QUESTION 7: Record a maximum of three responses and rank by order of importance. This question captures knowledge on HIV/AIDS transmission. Record a maximum of 3 responses ranked by importance.

*Having sex with one partner* refers to having sex with one partner at a time for a period of time.

*Having sex with several partners* implies having more than one sexual partner at the same time.

*Sex with prostitutes* is the same as having sex with several partners but this is where one pays for sexual favours either by cash or in kind.

*Homosexual contact* is sexual activity with another of the same sex.

*Supernatural means* refers to a mysterious power that seems to violate or go beyond natural forces or relating to the immediate exercise of divine power; miraculous.

QUESTION 11: Record a maximum of three responses and rank by order of importance. This question captures behavioural change. Record a maximum of 3 responses ranked by importance.

*Stopped Sharing Syringe:* This could be a syringe for drug use or injections related to diabetes or other illnesses.

Using personal Sharps-this includes nail cutter, knives, blade etc

QUESTION 13: Asks ways in which one can protect himself or herself from HIV/AIDS.

*Condom:* Although the word "condom" usually refers to the male condom, there is also a female condom. Both male and female condoms are barrier methods of contraception and to prevent sexually transmitted diseases.

**QUESTION 14-23 ASKS BEHAVIORAL ATTITUDES TOWARDS PERSONS WITH HIV.**

These questions ask respondents how they feel and/or attitudes around someone living with HIV/AIDS. Avoid ambiguity and ask each questions correctly and precisely to avoid any discourse with respondent. A YES or NO or DON'T KNOW response is allowed. Kindly probe and effectively ask these sensitive questions to avoid the household ending the interview. It is not the interviewer business to query the response provided by the household member.

## SECTION 4: EMPLOYMENT AND TIME USE

This section is designed to gather information on employment, time use and the different sources of income for household members. Respondents must be assured that their responses will be treated with utmost confidence. Where a respondent, for some reasons is reluctant to disclose his/her income in the presence of other household members, the interviewer should ask other members of the household to excuse them.

Some definitions of special importance include: -

*Main occupation:* This is the work to which most time is devoted when a respondent has several jobs. For instance, the main occupation for the past 12 months of a respondent who farms mostly but often goes fishing during the dry season is farming.

*Secondary occupation:* This is the work to which much of the respondent's time is devoted after the main occupation. In the example given above, fishing would be the secondary occupation of the farmer in the past 12 months.

*Self-employment:* This is the work done by the person on his own account; that is she/he pays all expenses and controls all income she/he generates. Examples are a trader, fisherman, carpenter, etc. This is a one-person business but may include contributing family workers.

*Family worker:* A person who helps in a family enterprise (farm or non-farm). She/he may or may not receive remuneration or payment for this work.

*Business:* This may be some kind of trade (selling gari, bananas, or other types of goods) or a profession (doctor, lawyer, accountant, etc) or an industrial activity (mining & quarrying, construction, manufacturing, etc).

*The last 12 months:* This refers to the period of 12 consecutive months just before and including the interview day. During the interview you should be specific. For example, if the interview takes place on September 10 2007 then we are referring to all preceding months down to September 11 2006.

### Part 4A: Screening questions and list of occupations

It must be noted that occupation here refers to where one's derives most of his/her income and not where one mostly spends their time. For example, if a student works and derives income then his occupation will be recorded here and not student. The use of income then time is to capture students who also work and that is why INCOME and not time is used to define occupation. The reference period is last 12 months.

**Respondent:** This section concerns all household members aged 5 and above. You should endeavour to find each household member to respond to questions personally. If the children are not present, however, someone else such as parents or responsible adult could answer on their behalf.

Where some household members are absent, proceed with the interview for all those present but make the necessary arrangements to come back and continue the interview with absentee members after ascertaining the appropriate time that they could be found at home.

QUESTIONS 2-5: This helps to identify household members who did some work. QUESTION 3 asks if member received a wage (paid some wage). QUESTION 4 asks about unpaid family labour in the farm/field/business and QUESTION 5 asks about self employment.

*Unpaid family workers* are those workers who hold a job in a market-oriented establishment operated by a family/relative living in the same household who cannot be paid because of their degree of commitment to the operation of the establishment, in terms of working time and other factors. They work on and off at their own pleasure.

#### **QUESTIONS 6-11 ALL PERSONS WHO RESPONDED Q4=YES, FARM**

This part is divided into two activity periods (months of high activity and months of low activity). This asks the number of months, days and hours worked per day during the high activity period and low activity period respectively.

*Months of high activity* refer to the planting, weeding or harvesting season when agricultural activities at their peak.

*Months of low activity* will refer to months where agricultural activities will be at the minimal. This is especially during the dry season.

#### **QUESTIONS 12-15 ALL PERSONS WHO RESPONDED Q5=YES AS OWN ACCOUNT WORKERS**

QUESTION 12: In what TWO main industries is name operating in. Use ISIC codes at Annex IV. The name is the descriptive nature of business which is linked with the way economic processes are organized in units.

QUESTIONS 13-15: This asks the number of months, days and hours worked per day during the high activity period and low activity period respectively.

#### **QUESTIONS 16-22 ALL PERSONS WHO RESPONDED YES QUESTIONS 1-5**

QUESTIONS 16: This is the job (set of tasks) which household member derives most of his income. It is not the place where one spends most of his/her time as this would mean that any student working does not get interviewed as he/she spends most of his time in school. For example, if one does farming and fishing activities but derives most income from farming, then farming is his/her main occupation. Write the main occupation name and code from the manual (Annex III ISCO). Otherwise skip to Part 4D if response is ZERO (economically inactive such as students, dependents, retirees).

*Job* is defined a set of tasks and duties performed, or meant to be performed, by one person, including for an employer or in self employment. Jobs are classified by occupation with respect to the type of work performed, or to be performed. The basic criteria used to define the system of major, sub-major, minor and unit groups are the “skill level” and “skill specialization” required to competently perform the tasks and duties of the occupations.

*Retired* should be a person who has withdrawn from one's occupation, business, or office; having finished one's active working life. The retiree depends entirely on his pension for his upkeep. If a person is retired and is actively employed (self-employed, business person, etc), then his/her occupation status is employed and not retired.

*Students* are children in full time schooling and are not working for pay or in-kind. Caution must be taken when dealing with this category as children working are classified as employed and not students.

*Dependent* are people either who are old, sick or invalid or unproductive or unpaid labor. This category may include children not in school. However, a person who is handicapped may not necessarily be coded here. Only and only if handicap affects way of life that



incapacitation may be coded.

QUESTION 17: List any other occupations that household member does in this part. This question asks a maximum of three occupations. List these occupations by importance. In the example given above in QUESTION 18, fishing would be the secondary occupation of the farmer in the past 12 months.

QUESTION 18: Apart from the occupations stated in QUESTION 18 and QUESTION 19 does the household member have other jobs. This is a YES or NO response.

QUESTIONS 19-22: If household member held more than one job, did the member undertake this jobs simultaneously and which ones among the stated occupations in QUESTION 17. The occupations mentioned in this question refer to those listed in question 6. This is the main occupation and which others were done together.

## Part 4B: Characteristics of main occupation

This section asks about characteristics of the main occupation for the last 12 months.

**Respondent:** This section concerns all household members aged 5 and above who responded to Part 4A QUESTION 18.

QUESTION 5: This is the International Standard Industrial Classification of Economic Activities<sup>1</sup> (ISIC) Revision 3.1. See Annex IV for the codes. The name is the descriptive nature of business which is linked with the way economic processes are organized in units.

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

Example: -

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

QUESTION 6: This asks the employment status of working household member. Please probe to get the correct employment classification.

*Employer* is the same as a self-employed person but has employees. Therefore, the employer is also a worker who, (a) Works on their own account and (b) With one or a few partners and on a continuous basis have engaged one or more persons to work for them in their business as "employee(s)". Owner is salaried and may reap the profits of the business unit.

*Employees* are all persons in paid employment and remunerated by wages and salaries. Another form of payment may be commission from sales, price-rates, bonuses or in-kind payments. Basic remuneration is not directly dependent upon on revenue of the unit one works for but on the explicit (written or oral) or implicit employment contract. They may be a regular employee with a fixed-term contract or without limits of time or a casual worker

---

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

without a contract.

*Self-employed* is a person who performs some work for profit or family gain either in-cash or in-kind. The remuneration is dependent upon profits derived from the goods and services produced (own consumption from enterprise is considered part of profits). The incumbent makes operational decisions affecting the enterprise or may delegate decisions while retaining the responsibility for the welfare of the enterprise. This is a one-person business and may include contributing family workers.

*Paid family workers* are those workers who hold a job in a market-oriented establishment operated by a family/relative living in the same household. They actually earn an income due to their degree of commitment.

QUESTION 7: This asks who has employed the household member. If respondent is self-employed (agriculture), self-employed in fishing, self-employed (non-agriculture), self-employed (with employees and self-employed (no employees), SKIP TO PART C. All others continue with this section.

*Agriculture* is the system of cultivating soil, producing crops, horticulture, livestock husbandry (includes poultry), forestry, and hunting and in varying degrees the preparation and marketing of the resulting products. Forestry includes afforestation, harvesting and gathering of forest products. Fishing includes the catching, gathering, breeding and cultivation of marine life from ocean, coastal or inland waters. Hunting includes the catching or taking of all types of animal wildlife on land.

*Government sector* is anyone who works for the public sector (wholly government owned). This can be the central government or local government.

*Parastatal* is anyone who works for a firm owned or controlled wholly or partly by the government.

*Non-Governmental Organization (NGO)* is said to include a wide range of local organizations in countries that are recipients of local and foreign assistance. It is a voluntary non-profit grouping with a purpose of enhancing the legitimate economic, social and/or cultural development organization. Therefore, NGO can either be a local or international.

*Self-employed (see definition QUESTION 6) with business with employees* is a one-person business and may include contributing family workers.

*Self-employed (see definition QUESTION 6) with business without employees* is a one-person business.

QUESTION 11: Asks if respondent will receive or received the same salary every month for the work doing or done. An affirmative response YES or NO is required. Probe to get a correct response.

QUESTION 12-14: Asks respondent the amount will receive or received money for the work doing or done. This will help assess the salary/wages earned. If respondent gives salary in different time unit other than month, divided accordingly to derive monthly income. For example if the wages are Le 3,000 for one month, then time unit will be monthly; if Le 28,000 for 12 months then time unit will be yearly and divide the 28,000 by 12 to get Le 2,333.333. Income must be recorded in complete units.

QUESTION 15: For all persons in paid employment should respond to this question.

*Taxes* are deductions from income that the employers remit to the Government treasury.

QUESTIONS 16-17: These are extra sums of money paid to a worker in addition to his/her regular earnings and are usually made to serve as an incentive to increase output or profitability of the enterprise.

QUESTION 17 asks the value of these added incomes. Different time units are specified so kindly probe and enter the correct time unit. For example if the bonuses were Le 500 for one month, then time unit will be monthly; if Le 6,000 for 12 months then time unit will be yearly.

*Tips/dash:* Are small amounts of money given to a worker in appreciation for a piece of work well done or as a favour or encouragement by his/her employer or other persons.

*Allowances (benefits):* These are payments stipulated by law: e.g. social security benefits, etc.

QUESTION 18: Was the total wage received in QUESTION 14 including the bonuses, commission tips etc? An affirmative response YES or NO is required. Probe to get a correct response. This will help assess the exact wages less these added incomes which may not always be paid regularly.

QUESTION 19-20: At times employers pay employees in the form of crops or animals instead of real money. QUESTION 19 asks if any income was received in terms of crops or animals and QUESTION 20 asks the value of this and different time units are specified so kindly probe and enter the correct time unit. For example if payment was in crops and valued at Le 500 for one month, then time unit will be monthly; if Le 6,000 for 12 months then time unit will be yearly. Different time units are specified (QUESTION 20) so kindly probe and enter the correct time unit. For example if rent value was estimated at Le 500 for one month, then time unit will be monthly; if Le 6,000 for 12 months then time unit will be yearly.

QUESTION 21-22: Was any income received through free accommodation or subsidised housing. QUESTION 21 asks if any income was received in terms of accommodation and QUESTION 22 asks the value of this. Different time units are specified (QUESTION 22) so kindly probe and enter the correct time unit. For example if rent value was estimated at Le 500 for one month, then time unit will be monthly; if Le 6,000 for 12 months then time unit will be yearly.

QUESTION 23-24: Note that reduced fare or free transport means subsidy and not allowances. QUESTION 23 asks if any income was received in terms of free or subsidized transport and QUESTION 24 asks the value of this. Different time units are specified (QUESTION 24) so kindly probe and enter the correct time unit. For example if transport was Le 500 for one month, then time unit will be monthly; if Le 6,000 for 12 months then time unit will be yearly.

QUESTION 25-26: Any other form of payment refers to packages, clothes or any other type of payment usually received, especially by factory workers. All these payments must be aggregated. Different time units are specified (QUESTION 26) so kindly probe and enter the correct time unit. For example if wages in the form of other payments were valued at Le 500 for one month, then time unit will be monthly; if Le 6,000 for 12 months then time unit will be yearly.

QUESTION 28-29: This concerns the distance covered by respondent from his/her residence or house to the workplace. Actual distance in QUESTION 28 must be rounded off to the nearest mile, e.g. distance is 2.3 miles then this must be recorded as 2 miles while if distance was 2.6 miles this will be entered as 3 miles. Different time units are specified (QUESTION 29) so kindly probe and enter the correct time unit. For example if 3 trips were done per day then time unit will be daily; if 20 trips per month then time unit will be monthly. Kindly probe to get an accurate response as the concept of trips per unit time is difficult to fathom for many respondents.

QUESTION 30: Asks for the total workforce in the respondent's workplace e.g. Min. of Youth and Sports. This does not distinguish between the permanent or casual employees but the total workforce. Enumerators should try to obtain reasonable estimate from the respondent.

QUESTION 31: Signing a 'written contract' also includes a letter of employment/appointment in which the respondent's wage/salary has been specified. Otherwise, there is no contract signed, that is, if the letter of appointment does not specify pay and other conditions of work.

QUESTION 32: Union refers to a Trade Union in the company or firm.

*Trade Union* is an association of workers united as a single, representative entity for the purpose of improving the workers' economic status and working conditions through collective bargaining with employers.

QUESTION 33: Asks if NAME is entitled for paid holidays. This just wants to ascertain that vacation time is paid for by the employer.

QUESTION 34: When name is sick does the employer still pay salary for the missed days of work or not.

QUESTION 35: *Pension* is the sum of money paid at regular intervals to retired or disabled workers e.g. Service pension (normally paid to government employees). It is a payment, not wages, made regularly to a person (or to his family) who has fulfilled certain conditions of service, reached a certain age, etc.

QUESTION 36: Subsidized means part payment(s) by employer on account of medical expenses on behalf of respondent, thereby making it cheaper for him/her to attend hospital or have medical care.

QUESTION 37-42: This is concerned with training provided, that is, additional skills or knowledge that a worker is made to acquire either on the job or by undergoing some particular type of orientation. Here, respondents are asked about the time spent on such training program (QUESTION 38), cost responsibility or who paid for the training (QUESTION 39) and the manner in which the respondent's salary was affected during the period of training (QUESTION 41).

QUESTION 39, if respondent answers 'free' (option 4), interviewer should probe to find out if truly "free" and who really is paying for the training. In some cases, the respondent may not know who is paying at all. If this happens, write "Do not know" under "Other (specify)" and give code 6. The "free" may not be free as such as respondent may be repaying by rendering services to the employer.

QUESTION 41 asks how salary was affected (salary reduction) due to the training provided and by how much, that is the difference in reduction. Example is in QUESTION 14 average salary is Le 35,000 and during training salary is Le 30,000, the difference between the two is the reduction (Le 5,000) and expected response. Different time units are specified (QUESTION 41) so kindly probe and enter the correct time unit. For example if the wages are Le 3,000 for one month, then time unit will be monthly; if Le 28,000 for 12 months then time unit will be yearly.

QUESTION 42-43: Asks respondent if they would like to change their occupation (QUESTION 42) and the reason for wanting to make the change (QUESTION 43).

## **Part 4C: Characteristics of secondary occupation**

This part follows a similar pattern as PART4B but questions are less disaggregated and refer to the second most important occupation. Take particular note of the instructions at the heading.

**Respondent:** This section concerns all household members aged 5 and above who responded to PART 4A QUESTION 17 (2<sup>ND</sup> ISCO).

QUESTION 2: Enter the occupation from PART 4A QUESTION 17. This is just a check to make sure that interviewer is asking for the right occupation.

QUESTION 3: This is the International Standard Industrial Classification of Economic Activities<sup>2</sup> (ISIC) Revision 3.1. See Annex IV for the codes. The name is the descriptive nature of business which is linked with the way economic processes are organized in units.

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

Example: -

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

QUESTION 4: This asks who has employed the household member.

*Agriculture* is the system of cultivating soil, producing crops, horticulture, livestock husbandry (includes poultry), forestry, and hunting and in varying degrees the preparation and marketing of the resulting products. Forestry includes afforestation, harvesting and gathering of forest products. Fishing includes the catching, gathering, breeding and cultivation of marine life from ocean, coastal or inland waters. Hunting includes the catching or taking of all types of animal wildlife on land.

*Government sector* is anyone who works for the public sector (wholly government owned). This can be the central government or local government.

*Parastatal* is anyone who works for a firm owned or controlled wholly or partly by the government.

*Non-Governmental Organization (NGO)* is said to include a wide range of local organizations in countries that are recipients of local and foreign assistance. It is a voluntary non-profit grouping with a purpose of enhancing the legitimate economic, social and/or cultural development organization. Therefore, NGO can either be a local or international.

*Self-employed (see definition Part 4B QUESTION 6) with business with employees* is a one-person business and may include contributing family workers.

*Self-employed (see definition Part 4B QUESTION 6) with business without employees* is a one-person business.

QUESTION 8-11: Asks respondent the amount will receive or received money for the work doing or done. This will help assess the salary/wages earned. If respondent gives salary in different time unit other than month, divided accordingly to derive monthly income. For example if the wages are Le 3,000 for one month, then time unit will be monthly; if Le 28,000 for 12 months then time unit will be yearly and divide the 28,000 by 12 to get Le 2,333.333. Income must be recorded in complete units.

---

<sup>2</sup> <http://esa.un.org/unsd/cr/registry/regcst.asp?Cl=17&Lq=1>

## Part 4D: Employment search in the last 12 months

This section looks at employment search in the last 12 months. This section will also filter employment search last 7 days.

**Respondent:** This section concerns all household members aged 5 and above who responded to Part 4A QUESTIONS 3-5.

QUESTIONS 2 asks respondent about employment search and if unemployed. An affirmative response of YES/NO is expected. Do kindly probe to get the correct response from the respondent or responsible adult.

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

- (a) The person is both looking for work and
- (b) Ready to take on work.

Several criteria can be proposed for "NO": -

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

QUESTIONS 4-5: Respondent is asked to give the number of weeks that she/he has had no job and was available for work, as well as aspects of job search activity in the past 12 months. Note that salaried workers who are on annual or sick leave with pay are considered to have a job.

QUESTION 6: Asks if respondent is available to work part-time or full-time. There is no universally accepted definition of part-time work/employment. A definition proposed by the ILO defined part-time work as "regular employment in which working time is substantially less than normal". The definition to be used here will be the same used for the Core Welfare Indicators Questionnaire (CWIQ) survey.

*Part-time* is a form of employment that carries fewer hours per week than a full-time job.. For the purpose of this survey workers are considered to be part-time if they commonly work fewer than 35 hours per week

Note: QUESTION 8 is a check to QUESTION 4, confirm if the responses in QUESTION 8 is the same as in QUESTION 4. If response in QUESTION 8 is the same as in QUESTION 4, skip to QUESTION 10.

QUESTION 11: This question asks what kind of work [NAME] was looking for and distinguishes between respondents who are looking to be self-employed or wage/salary employment. Skip to PART 4E if response is 'other'.

*Employees* are all persons in paid employment and remunerated by wages and salaries. Another form of payment may be commission from sales, price-rates, bonuses or in-kind payments. Basic remuneration is not directly dependent on revenue of the unit one works for but on the explicit (written or oral) or implicit employment contract. They may be a regular employee with a fixed-term contract or without limits of time or a casual worker without a contract.

*Self-employed* is a person who performs some work for profit or family gain either in-cash or in-kind. The remuneration is dependent upon profits derived from the goods and services produced (own consumption from enterprise is considered part of profits). The incumbent makes operational decisions affecting the enterprise or may delegate decisions while retaining the responsibility for the welfare of the enterprise. This is a one-person business and may include contributing family workers.

QUESTION 14: Particularly distinguish between respondents who desire to be self-employed or if they desire to be in wage/salary employment.

QUESTION 15: This includes any training, internships, apprenticeships or career oriented skills.

*Formal training* requires the award of a certificate.

The *informal* includes apprentices and is not organized. Apprentice is someone who works for a skilled or qualified person in order to learn a trade. Most of their training is done on the job while working for an employer who helps the apprentices learn their trade, in exchange for their continuing labour. Theoretical education (skills training) may also be involved, informally via the workplace. This apprentice refers to all informal job-training in the areas of motor mechanics, driving, weaving, electrical installation, carpentry, building construction and other works of arts. In the context of Sierra Leone, apprenticeship does not refer to any training for which a certificate/diploma is awarded.

QUESTION 16: Even if there were several sources of financing for the training or apprenticeship, record the main one by where the largest source of finance was derived from.

#### **Part 4E: Activity status and employment search in the last 7 days**

This part, though seeking information which covers the last 7 days, also concerns those respondents who have reported some occupation over the past 12 months. This completes information on current activity, time use and potential labour supply, both for additional as well as replacement work. This part is very important and must be administered carefully.

**Respondent:** This section concerns all household members aged 5 and above. You should endeavour to find each household member to respond to questions personally. If the children are not present, however, someone else (e.g. parents) could answer on their behalf.

QUESTION 3: This is the job (set of tasks) which household member derives most of his income. It is not the place where one spends most of his/her time as this would mean that any student working does not get interviewed as he/she spends most of his time in school. For example, if one does farming and fishing activities but derives most income from farming, then farming is his/her main occupation. Write the main occupation name and code from the manual (Annex I ISCO). Otherwise skip to Part 4F if response in QUESTION 2 is NO (economically inactive such as students, dependents, retirees).

*Job* is defined a set of tasks and duties performed, or meant to be performed, by one person, including for an employer or in self employment. Jobs are classified by occupation with respect to the type of work performed, or to be performed. The basic criteria used to define the system of major, sub-major, minor and unit groups are the “skill level” and “skill specialization” required to competently perform the tasks and duties of the occupations.

*Retired* should be a person who has withdrawn from one's occupation, business, or office; having finished one's active working life. The retiree depends entirely on his pension for his upkeep. If a person is retired and is actively employed (self-employed, business person, etc), then his/her occupation status is employed and not retired.

*Students* are children in full time schooling and are not working for pay or in-kind. Caution must be taken when dealing with this category as children working are classified as employed and not students.

*Dependants* are people either who are old, sick or invalid or unproductive unpaid labor. This category may include children not in school. However, a person who is handicapped may not necessarily be coded here. Only and only if handicap affects way of life that incapacitation may be coded.

QUESTION 4: See Annex IV for the codes. The name is the descriptive nature of business which is linked with the way economic processes are organized in units.

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

Example: -

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

QUESTION 5: This asks who has employed the household member.

*Agriculture* is the system of cultivating soil, producing crops, horticulture, livestock husbandry (includes poultry), forestry, and hunting and in varying degrees the preparation and marketing of the resulting products. Forestry includes afforestation, harvesting and gathering of forest products. Fishing includes the catching, gathering, breeding and cultivation of marine life from ocean, coastal or inland waters. Hunting includes the catching or taking of all types of animal wildlife on land.

*Government sector* is anyone who works for the public sector (wholly government owned). This can be the central government or local government.

*Parastatal* is anyone who works for a firm owned or controlled wholly or partly by the government.

*Non-Governmental Organization (NGO)* is said to include a wide range of local organizations in countries that are recipients of local and foreign assistance. It is a voluntary non-profit grouping with a purpose of enhancing the legitimate economic, social and/or cultural development organization. Therefore, NGO can either be a local or international.

*Self-employed (see definition Part 4D QUESTION 11) with business with employees* is a one-person business and may include contributing family workers.

*Self-employed (see definition Part 4D QUESTION 11) with business without employees* is a one-person business.

QUESTION 6: Check that the total for each day does not exceed 24 hours. Secondly, please note that certain jobs may be done concurrently with other jobs and so carefully probe to get adequate responses for time for each economic activity.

QUESTION 7: This question concentrate on the desire of the respondent to work more hours. Want to work more and have to work more hours are two different concepts. This question asks if the respondent would want to work more hours.

QUESTION 8-9: Asks respondent if they would like to change their occupation (QUESTION 8) and the reason for wanting to make the change (QUESTION 9). Probe to get appropriate responses.

QUESTION 10: If respondent was given extra or more hours to work, would the employee take on this offer. This clearly depicts some form of employment and interviewer must probe to get an adequate



response.

## **Part 4F: Household chores**

A household chore is a routine task, especially an ordinary household task, which has to be done regularly. House work is specific work required to be done as a duty or for a specific fee, related to or used in the running of a household. This can be indoor and outdoor. Indoor chores include cooking, setting the table and washing dishes; cleaning, sweeping, vacuuming, dusting and mopping; picking up clothes to the washer and laundry; ironing; lift and carry things, putting things away; child and elder care; paying bills. Outdoor work can include decorative and garden care, lawn and grounds maintenance, animal care, outbuilding maintenance.

**Respondent:** This section concerns all household members aged 5 and above. You should endeavour to find each household member to respond to questions personally. If the children are not present, however, someone else such as parents or responsible adult could answer on their behalf.

Reference period is the previous day.

Ask one household member at a time all the questions. There are no skip rules in this question meaning that interviewer asks all questions in their order.

*Recreation* implies watching T.V., going to amusement parks, cinema houses, etc

QUESTION 8 is the sum of all these domestic activities while QUESTION 21 is the sum of non-domestic activities.

Note: (QUESTION 8 + QUESTION 21) cannot add up to over 24 hrs in a day.

## SECTION 5: MIGRATION

The purpose of this section is to gather data on the geographic mobility of household members. The section focuses on the most recent migration and elicits information on previous place of residence; distance moved and travel time, employment and length of stay at previous place of residence, and reasons for moving among the various aspects of migration characteristics.

**Respondent:** This section covers respondents aged 15 years or over since it is assumed that younger children would normally migrate with their parents. If a respondent is not available, another household member who is well informed may answer in his/her place.

*Migration* refers to a change in usual residence which involves the crossing of an administrative boundary. For the purpose of this survey, a migrant must have lived at the present place of residence continuously for a period of time or intends to do so.

**QUESTION 2:** In what region/country was member born (birth place)? If outside country several codes are given and code appropriately. Codes see below.

Region/Country	Code
Southern region in Sierra Leone	01
Eastern region in Sierra Leone	02
Northern region in Sierra Leone	03
Western region in Sierra Leone	04
Ghana	05
Guinea	06
Liberia	07
Gambia	08
Nigeria	09
Other ECOWAS	10
Other African countries	11
USA	12
Other America (including Canada, Mexico and South America)	13
Europe	14
Asia	15
Australia	16

**QUESTION 3:** Similar to QUESTION 1 but asks if respondent was born in the village/town currently residing.

**QUESTION 4:** Tries to distinguish if the respondent has always lived in this village or town. An affirmative answer YES/No required.

**QUESTIONS 5 and 6:** Has member moved away from birth place for more than 12 months? This question assesses temporary migration from permanent migration. An affirmative answer YES/No required (QUESTION 5) while QUESTION 6 asks how long back was this temporary move.

**QUESTION 7:** What was place of origin of member before moving into the village, i.e. place of origin?

Refer to the codes for countries and district of Sierra Leone at the extreme right of the page.

## **QUESTIONS 9-11 ASKS EMPLOYMENT AT PREVIOUS RESIDENCE**

QUESTIONS 9 and 10: Are designed to gather information on occupation (Annex III) and industry (Annex IV) of the respondent before he/she migrated. QUESTION 8 asks about what state while QUESTION 9 asks if the area of residence of state was urban or rural.

QUESTION 11: Asks who respondent employer before he/she migrated to current village or town.

*Agriculture* is the system of cultivating soil, producing crops, horticulture, livestock husbandry (includes poultry), forestry, and hunting and in varying degrees the preparation and marketing of the resulting products. Forestry includes afforestation, harvesting and gathering of forest products. Fishing includes the catching, gathering, breeding and cultivation of marine life from ocean, coastal or inland waters. Hunting includes the catching or taking of all types of animal wildlife on land.

*Government sector* is anyone who works for the public sector (wholly government owned). This can be the central government or local government.

*Parastatal* is anyone who works for a firm owned or controlled wholly or partly by the government.

*Non-Governmental Organization (NGO)* is said to include a wide range of local organizations in countries that are recipients of local and foreign assistance. It is a voluntary non-profit grouping with a purpose of enhancing the legitimate economic, social and/or cultural development organization. Therefore, NGO can either be a local or international.

*Self-employed (see definition Part 4D QUESTION 11) with business with employees* is a one-person business and may include contributing family workers.

*Self-employed (see definition QUESTION 9) with business without employees* is a one-person business.

Questions 12: Asks for the main reason for migrating from previous place of residence. Only one response is allowed (main reason) even if respondent has several reasons for move.

## SECTION 6: HOUSING

This section aims at measuring the quality of housing occupied by the household as well as secure tenure. In this regard, it seeks information on the type of dwelling, occupancy status of the dwelling, expenditures, utilities and amenities as well as the physical characteristics of the dwelling. This section deals with key infrastructure and community services with a purpose to obtain a broad measure of the degree of access to a number of basic infrastructures believed to be particularly sensitive to economic conditions such as water, sanitation, fuel, markets and transport.

**Respondent:** The main respondent is the head of household and/or a responsible adult household member living in the household.

### Part 6A: Type of dwelling

QUESTIONS 1 solicit information on the type of dwelling.

*Dwelling:* This is a structurally separate and independent place intended for or used as a living quarter. It can be a detached house, a villa, a flat, an apartment, a group of houses, a multi-storied house, a separate room or group of rooms, a hut or a cabin, a shack or any other shelter occupied or available for living quarters. This includes all types of structures occupied by members of a household.

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

*Single unit 1 storey:* Also known as "one-flat". A 'flat' is a self-contained dwelling unit within a larger building. As such it will contain its own private kitchen and toilet facilities. This type of dwelling is most commonly found in urban areas. It is a housing structure that has a set of rooms and its accessories in a permanent building

*Multiple unit 1 storey:* Also called "adjoining" dwelling houses. This is usually a housing structure that is split into two or more housing units and shares the perimeter wall/fence. Each housing unit is independently detached from the other and stands on its own. It is structurally separated part of the permanent building by the way it is built, rebuilt or converted.

*Multiple unit 2 storey:* This is usually a housing structure that is split into two or more housing units and shares the perimeter wall/fence. Each housing unit is independently detached from the other and stands on its own. It is structurally separated part of the permanent building by the way it is built, rebuilt or converted.

*Other:* Other is a residual category of living quarters or informal settlements and includes trailers, boats, tents, etc. These informal settlements have developed spontaneously at very unfavourable sites for low-income housing development in Freetown. The settlements are not squatter settlements as land tenure and housing development can be both legal and illegal.

QUESTION 2: This is the total number of rooms available to the household (the dwelling may consist of more than one structure), that is, habitable rooms are rooms in the dwelling unit used mainly for living. If a room is used for functions beyond those conventionally accepted then they may be included as habitable rooms e.g. if a garage or store is as well used for sleeping, then it will be included among the habitable rooms. A room that is divided by a curtain or some cartons should just be considered as one room.

Remember to include all rooms that are habitable even though they may currently be underutilized such as is the case with guest rooms. Enter the number of rooms for the main dwelling separately in the space provided and then the total number of rooms in the other dwellings in the space provided.

This excludes toilets, bathrooms, storerooms, and garage. The question asks for the main building and other buildings. Please note: -

- A room may have several functions. If room used for both eating and sleeping counts as 1 room.
- If fabric, folding screens, cartons, plastic or other temporary material divides a room, then this is considered as 1 room.
- However, you should include all other rooms, including rooms that are usually unoccupied, such as those that are reserved for guests.
- Note that many houses in rural areas will consist of a single room. These should be included in the room count.
- For example, all of the qualifying rooms in the separate houses of dwellings made up of several separate structures should be counted.

QUESTION 3 helps to find out whether the dwelling is shared with other households.

QUESTION 4: Asks for how many years household has lived in this dwelling unit. Years should be in completed years. For example, if household has lived for 2.3 years enter 2 years; 2.7 enter 3.

## **Part 6B: Occupancy status of dwelling**

The tenure status referred to in this section is about the occupancy status of the dwelling itself as opposed to ownership of the land on which it stands. This refers to security of tenure.

QUESTION 1: The interviewer is to indicate whether the household owns the dwelling in which it resides, pays rent in cash or kind, or else pays no rent for its use. If a mortgage is paid, the dwelling will be considered owned. If the household does not reside in a permanent dwelling, is nomadic, or living in temporary shelter code 'other' and specify.

*Owner occupied* for households living in regular housing conditions – permanent structures.

*Rented* includes where company withholds house allowance or where one rents from private individuals.

*Uses without paying rent:* Refers if the household is living in the house for free and is authorized to do so. For example, the household may be staying in a house provided for free by a relative.

*Pays nominal* (pays less than the real market value of housing) or *subsidized* where rent may be reduced or significantly less the rent value as someone else is paying the difference.

QUESTION 2: For all households that responded that they owned their dwelling unit (Q1=1-3) how was the house acquired?

*Purchased* can be outright purchase (cash and no debt) or household that is paying a mortgage (the pledging of property to a creditor as security for the payment of a debt).

*Inheritance* as ownership by virtue of birthright; right to inherit or received as if by inheritance from a predecessor (who is either living or dead).

*Other* refers to for example, a house won by lottery.

QUESTION 3 asks owner-occupied housing (PART 6B QUESTION 1 for those who occupancy status is owned, that is, Q1<=3) to estimate how much they could pay if they rented a house of the same characteristics or would receive if they rented out their house. Interviewer must not lead respondent. Let respondent assign a value. This is a value perception question.

QUESTION 4: Asks who does the household rent the house from? Only one response is allowed for the main house lived in.

QUESTION 5: The right of an individual or group to possess a particular property is one of the indicators of secure tenure. In practice, one way to achieve security of tenure may be through: -

*Certificate of occupancy* refers to a legal document for ownership of dwelling unit.

Leasehold or freehold is a form of formal land titling. *Leasehold* refers to use of land on the basis of rent with the fixed terms and length of use being described in a rental contract after which it returns to the freehold owner (the lessor). *Freehold* (real property) is a term used in real estate, meaning land held in fee simple or for life.

*Tenancy agreement* is a written contract between tenant and lessor for a specific length of time.

*Receipt for payment* is a receipt issued for renting the property and shows the right to live in the house.

## Part 6C: Housing expenditure (rent)

QUESTIONS 1-5 seek information on rent payment(s) either cash or in-kind (Note the time unit in QUESTIONS 1 and 3). Any value given must be based on these time units.

QUESTION 6 asks for the amount spent on minor constructions, repairs or paintings in the last 12 months. Only expenditures which tenants or owner-occupiers incur on materials and services for minor maintenance and repairs are part of individual expenditure of households. Expenditures on materials and services for major maintenance and repair are not part of individual consumption. Maintenance and repair of dwellings are distinguished by two features: first, they are activities that have to be undertaken regularly in order to maintain the dwelling in good working order; second, they do not change the dwelling's performance, capacity or expected service life.

- Materials for maintenance: Products and materials, such as paints and varnishes, renderings, wallpapers, fabric wall coverings, window panes, plaster, cement, putty, wallpaper pastes, etc., purchased for minor maintenance and repair of the dwelling.
  - Includes: small plumbing items (pipes, taps, joints, etc.), surfacing materials (floorboards, ceramic tiles, etc.) and brushes and scrapers for paint, varnish and wallpaper.
  - Excludes: fitted carpets and linoleum; hand tools, door fittings, power sockets, wiring flex and lamp bulbs; brooms, scrubbing brushes, dusting brushes and cleaning products; products, materials and fixtures used for major maintenance and repair (intermediate consumption) or for extension and conversion of the dwelling (capital formation).
- Services for the maintenance and repair of the dwelling. Services of plumbers, electricians, carpenters, glaziers, painters, decorators, floor polishers, etc. engaged for minor maintenance and repair of the dwelling.
  - Includes: total value of the service (that is, both the cost of labour and the cost of materials are covered).
  - Excludes: household services such as window cleaning, disinfecting, fumigation

and pest extermination; bodyguards.

## **Part 6D: Physical characteristics of dwelling**

This section deals with key housing conditions and services. Most of the questions that are posed in this section are easily observable and may therefore be tackled without posing the questions to the respondent. However, it should not be taken that such questions can just be tackled without reference to the respondent. The interviewer is always encouraged to check with the respondent.

QUESTIONS 1: If the exterior walls of the dwelling are composed of several materials, for instance, one part of the wall is of bamboo, another part of earth and yet another part of concrete, choose the predominant material.

*Mud & wattle* includes all building technique that relies on earth or mud put over a frame or mixed with other materials for strength.

*Burnt bricks* include both clay and mud bricks. This refers to the

*Timber* includes wood planks

*Corrugated iron sheets* also referred to as zinc are processed or galvanized iron or steel sheets.

*Tarpaulin* is a kind of material, such as waterproofed canvas or polythene/plastic, used to cover and protect things from weather vagaries.

QUESTION 2: If there is more than one type of material used for walls, the interviewer will record the main one.

*Tile* refers to ceramic, stone, marble tiles and not the plastic/rubber floor covering (vinyl)

QUESTION 3: If there is more than one type of roofing material, the interviewer will record the main one.

*Mud* includes all building technique that relies on earth or mud put over a frame or mixed with other materials for strength.

*Thatch* includes grass or any form of natural vegetation for roofing.

*Wood* includes timber and wood planks

*Corrugated Iron sheets* also known as zinc are processed or galvanized iron or steel sheets.

*Cement* includes concrete and stone.

*Roofing tiles* are tiles made specifically for roofs.

*Tarpaulin* is a kind of material, such as waterproofed canvas or polythene/plastic, used to cover and protect things from weather vagaries.

*Other* includes tin from cans, cardboard among others.

QUESTION 4: Seeks to find if windows are protected from mosquitoes. These are wire meshes placed on windows to prevent mosquitoes from entering into household.

QUESTION 5: The location of the kitchen may be use to determine stuffiness as well as hygiene matters among other issues.

*Outdoor:* This refers to a case where the Households cook outside the dwelling in the open. This is common in rural areas.

*Enclosed detached:* This refers to a case where the Household cooks in a separate structure detached from the dwelling

*Enclosed attached:* This refers to a separate room/cooking area within the main dwelling/house.

*Indoor without partition:* This refers to cases where the cooking and other uses( such as sitting sleeping etc) are undertaken with the same area. This is common in single room dwellings in urban areas. Include in this category single rooms with cooking areas partitioned with curtains, carton etc

*Indoor with partition:* This refers to non- structural partition – e.g. cardboards etc.

QUESTION 6: This concerns environmental question where household members live. Is the location of the house prone to environmental degradation? Probe to get the correct response. Do not read responses to household. Let them describe and based on description code appropriately. A way to describe would be to use weather vagaries, soil erosion among other environmental stresses.

*Environmental degradation* is the deterioration of the environment through depletion of resources through environmental stress, notably droughts, deforestation, soil degradation, and flooding.

QUESTION 7: Asks about the sanitary conditions environment in which the household lives. Only one response is allowed (main).

## **Part 6E: Energy**

The aim of this section is to distinguish between “non-traditional” and “traditional” fuel used by the households. This is an important indicator to the household members health status and it also has implication on time use.

QUESTION 1: A household may have several sources of cooking fuel. Ask the TWO main commonly source of cooking fuel and rank them by importance.

QUESTIONS 2: Ask the TWO main commonly source of lighting fuel and rank them by importance. This does not include incidental lighting sources. Most households tend to have other alternative sources of lighting fuel that are not regularly used. If only one source is used only fill the main lighting fuel under most important and leave the second most important blank.

*Batteries:* Many forms of battery exist. However car/motorcycle batteries otherwise known as wet cells are usually a common source of power for radios, TVs and light in rural households. Do not include the category of batteries that are solar powered. Only include those that are primary (used once and disposed) or secondary (used and then recharged).

*Solar panels:* Also commonly known as solar cells. This is a device that collects and converts the sun rays (solar energy) into electricity or heat. There are a wide range of solar cells with varying sizes.



QUESTION 3: Electricity bill may be shared or not shared (for instance with neighbours).

QUESTION 4: Cost of electricity here refers to recurrent costs and not initial installation costs. When given the amount ask for the time unit or reference for that bill. The bill does not usually coincide with an exact calendar month, but cover a span of approximately a month. To "share" the bill means that households decide to divide the bill from the common allocation grid that the household uses. Households can share bill equally or by some form of criterion.

## **Part 6F: Water and Sanitation**

The aim of this section is to distinguish between "improved" and "unimproved" water, sanitation facilities and refuse collection used by the households. The type of water source and sanitation facility used is an important indicator of the household's hygienic conditions.

QUESTION 1: A household may have several methods of disposal. Ask the main commonly method of garbage disposal.

*Collected by Government.* Refers to collection services provided by the Government i.e. local Council and Government.

*Government bin* refers to the provision of a bin by the government.

Note that private firm is either registered firms or Individuals doing it.

QUESTION 3: Amount spent on refuse collection. When given the amount ask for the time unit or reference period.

## **QUESTIONS 4-11 MAIN WATER SOURCES FOR DRINKING AND OTHER**

QUESTION 4: The aim of this question is to distinguish between improved and unimproved sources of water. Safe water sources include piped and other protected sources, while unsafe sources include open or unprotected sources like river, lakes, etc. If more than one source is used, only the main one will be recorded.

*Piped water into dwelling*, also known as house connection: a water service pipe connected with in-house plumbing to one or more taps (e.g. connection to kitchen, bathroom etc).

*Piped water to yard/plot*, also called yard connection: a piped water connection to a tap placed in the yard or plot outside the house.

*Public tap or standpipe*: public water point from which people can collect water. A standpipe is also known as public fountain or public tap. Public standpipes can have one or more taps and are typically made of brickwork, masonry or concrete.

*Tubewell or borehole*: deep hole that has been driven, bored or drilled, with the purpose of reaching groundwater supplies. Boreholes/tubewells are constructed with casing, or pipes, which prevent the small diameter hole from caving in and protect the water source from infiltration by run-off water. Water is delivered from a tubewell or borehole through a pump, which may be powered by human, animal, wind, electric, diesel or solar means. Boreholes/tubewells are generally protected by a platform around the well, which leads spilled water away from the borehole and prevents infiltration of run-off water at the well head.

*Protected dug well:* dug well that is protected from runoff water by a well lining or casing that is raised above ground level and a platform that diverts spilled water away from the well. A protected dug well is also covered, so that bird droppings and animals cannot fall into the well.

*Unprotected dug well:* dug well for which one of the following conditions is true: 1) the well is not protected from runoff water; or 2) the well is not protected from bird droppings and animals. If at least one of these conditions is true, the well is unprotected.

*Protected spring:* the spring is typically protected from run-off water, bird droppings and animals by a “spring box”, which is constructed of brick, masonry or concrete and is built around the spring so that water flows directly out of the box into a pipe or cistern, without being exposed to outside pollution.

*Unprotected spring:* spring that is subject to runoff, bird droppings, or the entry of animals. Unprotected springs typically do not have a “spring box”.

*Rainwater:* rain that is collected or harvested from surfaces (by roof or ground catchment) and stored in a container, tank or cistern until used.

*Tanker-truck:* the water is trucked into community, and sold from the water truck. The actual source of water is unknown and interviewer should not seek to find out.

*Cart with small tank/drum:* water sold by a provider who transports water into or within a community. The types of transportation used include donkey carts, motorized vehicles and other means. The actual source of water is unknown and interviewer should not seek to find out.

*Surface water:* water located above ground and includes rivers, dams, lakes, streams, canals, and irrigation channels.

*Bottled water:* water produced by reliable companies acting under the quality control of national authority.

*Sachet water:* produced by companies acting under the quality control of national authority, though the quality cannot be guaranteed due to multiplicity of such companies and lack of adequate monitoring and control mechanism.

QUESTION 8: The purpose of this question is to assess whether the main water source is sufficiently close or accessible to the household to ensure that there is an adequate daily volume of water for basic household purposes.

*Number of minutes:* amount of time needed to get to the water source, obtain water, and return to the household. Queuing up as well as socializing should be included in the minute value given. The minute value is the time for one round trip, not the total time spent per day hauling water.

QUESTION 9: The distance of the source(s) in miles from the dwelling for the main source is enquired. This does not mean the nearest water source but seeks to find out the actual distance of water source used by household. Skip if water sources are Q4=1, 2,9,10 and 11

QUESTION 10 and 11: These questions ask if water bill is shared or not (QUESTION 10) and how much is paid for water (QUESTION 11). The choices for QUESTION 10 are : -

*Yes, not shared bill* for households who pay entire bill by self.

*Yes, shared bill* for households who split up one big bill among the households. This is especially so where one lives in a room or a block of flats and water bill is shared among households.

*Yes, no bill* this applies for households who pay for water and do not have a regular bill. This applies for households that use truckers, carts who supply them with water.

QUESTION 12: Who usually goes to this source to fetch the water for your household? The purpose of this question is to know who usually goes to the source to fetch water for the household. This information gives a sense of whether there are gender and generational disparities with respect to water-hauling responsibilities. Probe: is this person under age of 15 years? What sex?

QUESTIONS 13 and 14: The aim of this question is to find out if households treat their drinking water (QUESTION 13) which provides an indication of the quality of the drinking water used in the household and how they treat it (QUESTION 14) and only one response is expected. Do not read the options to household. Household must identify what type of methods they used to treat water. They can give a description and enumerator codes appropriately.

*Boiling*: refers to heating to or bringing to a boiling point.

*Add bleach/chlorine*: refers to the use of chlorine compounds to treat drinking water. The most common chlorine compounds include sodium hypochlorite, calcium hypochlorite and bleaching powder (chloride of lime, a mixture of calcium hydroxide, calcium chloride and calcium hypochlorite).

*Use a water filter* (ceramic, sand, composite): filtering the water through media to remove particles and most microbes from the water. The media used in filtering systems can be ceramic (including clays, diatomaceous earth, glass and other fine particles), sand, or composite (a combination of materials).

*Solar water disinfection*: is a method of disinfecting water using only sunlight and plastic polyethylene or plastic bottles.

*Strain it through a cloth*: refers to pouring water through a cloth which filters particulates from the water.

*Let it stand and settle*: refers to holding or storing water undisturbed and without mixing long enough for larger particles to settle out. The settled water is carefully removed by decanting, or any other gentle method that does not disturb the sedimented particles at the bottom of the container.

QUESTION 15 and 16: These questions are used to investigate whether the household earns some money from selling water with a reference period of two weeks.

QUESTION 17: The type of toilet facility used is an important indicator of the household's hygienic conditions.

**Flush toilet**: A flush toilet or Water Closet (WC) is a toilet that disposes of human waste by using water to flush it through a drainpipe to another location. It uses a cistern or holding tank for flushing water. The concept of FLUSHING is the criteria and the forms are: -

- A *sewer system* is an artificial conduit (or pipe) or system of conduits used to remove sewage (human liquid waste) and to provide drainage.
- A *septic tank* is a single-storey, watertight, on-site treatment system for domestic sewage, consisting of one or more compartments, in which sanitary flow is detained. Septic tanks have limited use in urban areas where sewers and municipal treatment plants exist.
- *Flush to pit latrine* is where sewer is flushed straight to a pit latrine via pipe connection.
- *Flush to somewhere else* exists where sewer is flushed to a river, hanging toilet or some place.
- *Pour flush toilet*: uses a water seal, but unlike a flush toilet, it uses water poured by hand for flushing (no cistern is used)

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

*Pit latrine with slab (covered latrine)*: This is a pit dug on the ground but covered or protected, i.e. traditional latrine with or without a roof. It has a protective cover so that waste is not exposed.

*Pit latrine without slab (uncovered latrine)*: This is a pit dug on the ground but not covered or protected, i.e. traditional latrine with or without a roof. It is an open pit and encourages diseases due to its health-hazard conditions.

*Composting toilet*: A composting toilet is any system that converts human waste into organic compost and usable soil, through the natural breakdown of organic matter into essential minerals. All composting toilets eventually need some end-product removal. "Self-contained" composting toilets complete the composting "in-site" while "central unit" ones flush waste to a remote composting unit below the toilet.

*Bucket*: This is a bucket in a residential area and is emptied or drained by pouring water to flush out contents or by disposing the contents somewhere else.

*Hanging toilet/hanging latrine*: Toilet on water is a facility over a flowing stream of water.

If the respondent answers that they use the bush, the fields, or a cleared corner of the compound, the interviewer will record *None*.

QUESTION 18: The purpose of this question is to know whether using a flush/pour system use for flushing running water that comes in a cistern or holding or water from a bucket. This can indirectly help estimate the daily water consumption.

*Bucket*: This is where one has to pour water from the bucket to dispose the contents. It is a pour flush toilet.

*Cistern*: A receptacle for holding water or other liquid, especially a tank for catching and storing water.

QUESTION 19 and 20: The shared status of a sanitation facility is important because shared facilities can be less hygienic than facilities used by a single household. Unhygienic conditions (faeces on the floor, seat or wall and flies) may discourage the use of the facility. QUESTION 20 seeks to find out if household shares the facility while QUESTION 21 asks how many household shares the facility.

QUESTION 21 and 22 asks if household paid for sewage collection in the last 12 months and how

much it cost.

## **Part 6G: Access to the nearest social amenity**

This module asks to record the time to the nearest facility, even if the household uses one that is further away. For example, the interviewer is to record the time to the nearest food market, even if the household normally goes to one that is further away.

QUESTION 1: The interviewer will ask respondent the time to the nearest amenity. Code appropriately the correct category. The time should be by the most frequent means, i.e. by whatever means the household normally uses to get there. If no one in the household knows this information, the interviewer could ask a neighbor or check himself/herself.

The *food market* could be a periodic market or a daily market.

QUESTION 2: This question relates to QUESTION 1. Ask respondent the means of transport used to reach the nearest facility.

## **Part 6H: Malaria Awareness and Bed Net Information**

The information in this section enquires about the bed net information in the household. This seeks to find out the number and types of bed nets that the household owns.

**Respondent:** This part should be administered to household head or any responsible adult in the household.

QUESTION 1 asks how many nets are owned by household irrespective of whether they are used or not. The total nets include nets used by servants and visitors.

QUESTION 2 asks how many nets that are actually used by household. The total nets include nets used by servants and visitors. Next for each net ask QUESTIONS 3-9. The number of nets in QUESTION 2 cannot be greater nets in QUESTION 1.

QUESTION 3 asks the type of net in the household.

*Olyset* and *Vestergaard* nets are permanent. "Permanent" is a factory treated net that does not require further treatment. This is also referred to Long Lasting Insect-treated Net (LLITN).

"*Pretreated*" is a net that has been pretreated, but requires further treatment after 6-12 months. This is also referred to Insect-treated Net (ITN).

*Ordinary net* is a net that is not pre-treated with any insecticides.

## **Part 6I: Information Access**

**Respondent:** This part should be administered to household head or any responsible adult in the household.

QUESTION 1: Does the household have access to the internet at home regardless of whether it is used? This is a YES/NO response and specifically asks internet access at home. Compare with response given in QUESTION 4= HOME.

QUESTION 2: Record all internet access services used by the household (that is, allow multiple responses).

*Analogue modem:* Dial-up via standard telephone line; it requires that the modem dial a phone number when Internet access is needed.

*ISDN:* ISDN (Integrated Services Digital Network) turns a traditional telephone line into a higher speed digital link.

*Other Narrowband:* Includes mobile phone and other forms of access with an advertised download speed of less than 256 kbit/s (including CDMA 1x (Release 0), GPRS, WAP and i-mode).

*DSL:* DSL (Digital Subscriber Line) includes ADSL, SDSL, VDSL and uses ordinary telephone lines.

*Cable modem:* A cable modem uses cable TV lines for connecting to the Internet.

*Other fixed broadband:* Includes technologies at speeds greater than or equal to 256 kbit/s, in one or both directions, such as leased lines, fibre-to-the-home, satellite, fixed wireless, Wireless Local Area Network and WiMAX.

*Mobile broadband:* Mobile broadband refers to mobile cellular networks with access to the Internet at speeds greater than or equal to 256 kbit/s, in one or both directions, such as Wideband CDMA (WCDMA), Universal Mobile Telecommunications System (UMTS); High-speed Downlink Packet Access (HSDPA), complemented by High-Speed Uplink Packet Access (HSUPA); CDMA2000 1xEV-DO and CDMA 2000 1xEV-DV. Access can be via any device (handheld computer, laptop or mobile cellular telephone etc.).

QUESTION 3: Households may have many sources of information but this asks household's main source of information. Information of daily living is key here, that is, if household wanted to know something about the community, what source would they seek to get this information.

## SECTION 7: OWNERSHIP OF DURABLE ASSETS

This section is about recording the current household assets owned by household. The possession of assets, such as stove, land and livestock, are important components of household welfare and are also significant indicators of changing economic conditions and living standards. Livestock are a common form of wealth accumulation and provide an important measure of economic well-being and these are captured in Part B. The item may be owned by any member of the household and must be in working condition.

**Respondent:** The main respondent is the head of household and/or a responsible adult household member living in the household.

QUESTION 1 finds out about ownership of any of the items listed. A list of durable consumer goods, is provided in column 1 with their corresponding codes in column 2. The respondent is expected to answer for each item listed. The asset must be one that is in working order. Please note a small child's bicycle is a toy and will not be included here.

*Furniture (3/4 piece sofa set)* is the three or four piece settee with/or coffee tables. This has the long arm chair and two sets and/or a love seat.

*Furniture (chairs)* is just regular chairs not the sofa type.

*Electric/gas cooker* is a combination stove that has both burners and oven, i.e. a range with gas rings (4 or 6) and an oven for cooking with gas. It is also known as a gas range or gas stove.

*Stove gas (table)* is the stove that has the burners only. It's the table top kind of stove and has no oven.

*Radio* is the simple small transistor type as well as just a basic radio.

*Hi-Fi* is the radio with a combination of cassette and/or CD that possesses high fidelity.

QUESTION 2 enquires how many of the assets are owned.

**QUESTIONS 3-5 ASKS ABOUT ONLY TWO ASSETS IRRESPECTIVE OF HOW MANY ARE OWNED. THE MOST RECENT 2 PURCHASED ITEMS SHOULD BE ENTERED HERE.**

QUESTION 3 deals with the exact point in time that the item was acquired. Only the two most recent items will be asked even if the households has more than two (QUESTION 2). If item bought last 12 months enter 00. However probe to make sure when item was purchased.

QUESTION 4: The purchase price of the item is asked. Put zero only if the item was given as gift. Otherwise non-zero is not allowed.

QUESTION 5 requires the estimated current value of the item if the household would sell it.

For QUESTION 4 and QUESTION 5, amounts should be in Le '000s. Example, if the radio cost 350,000, only 350 will be written and this should be entered from the right to the left. Secondly, probe to get accurate purchase or sale prices. A household may own a car aged 15 years and they give you the price of a brand new car at current prices. Kindly probe but do not question the integrity of respondent or they will end interview.

## SECTION 8: CRIME AND SECURITY

The purpose of this section is to gather information on crime and security in the last five years. This will be used to measure the rate of crime and level of security in the neighbourhood.

**Respondent:** The main respondent is the head of household and/or a responsible adult household member living in the household.

### QUESTION 1-5 REFER TO LAST 5 YEARS

**QUESTION 1:** Has the household experienced some crime? Do not read the list of options to the household respondent as this will bias the survey outcome. List all the crimes first before proceeding with the interview. Crime is defined as any action against the statutory law of the land, that is, an action or an instance of negligence that is deemed injurious to the public welfare or morals or to the interests of the state and that is legally prohibited

*Vandalism:* Cause deliberate damage within the neighbourhood

*Burglary:* Illegal (unsanctioned by owner) entry into premises to steal or try to steal something

*Theft:* Stealing of valuable items belonging to members of household

*Robbery:* Stealing of valuable things within the neighbourhood/community by using force and/or threatening people

*Assault:* Personal attack or threat to life.

### QUESTION 6-11 REFER CURRENT SITUATION

**QUESTION 6:** This question requires the respondent to indicate based on their experience in living in the area to say whether the crime rate has increased, is the same, much better now, etc. compared to 5 years ago.

**QUESTION 9:** This question asks what ways can household best control crimes in community. Only one response is allowed.

*Police patrol:* Organized/increased police patrols

*Community policing:* Neighbourhood policing refers where a community organizes itself as a vigilant to protect themselves.

*Youth empowerment:* where the community provides skills/employment to the youth to prevent them from crime.



## SECTION 9: SUBJECTIVE POVERTY

The purpose of this section is to measure subjective poverty based on the perceptions of the household head. CWIQ is intended to monitor poverty and effects of development policies, programs and projects on living standards. The subjective, or self-rated, approach makes use of bottom-up, or community, or citizens' values. Not only does the poverty self-rating not depend on any predetermined poverty line, but it is done prior to, and even without need for, the self-rating of the poverty line.

**Respondent:** The main respondent is the head of household and/or a responsible adult household member living in the household.

**QUESTION 1:** Asks the current stability situation of household income. For this question, please let the respondents give their own view, regardless of interviewer's opinion.

**QUESTION 2:** For this question, please let the respondents give his/her own view, regardless of his/her household's actual situation. This objective (measured) poverty will be analyzed against this subjective poverty.

**QUESTION 4:** Provide the monthly amount in Leones to the nearest whole number that the household thinks it can satisfy its needs. Household basic needs include food, clothing, shelter (rent), health, transport, education, etc. Do not lead respondent but allow them to state what they think is a reasonable amount for basic living.

**QUESTION 6:** This question requires the respondent to make an overall assessment of the current economic situation of the household, and compare it to the overall economic situation existing 12 months prior to the interview. This is not simply a monetary measure, but rather, an assessment of the household's resources and the ability to meet subsistence needs. Various categories are provided (food, school fees, health, house rent, utility bills, secret society and funeral ceremonies) and interviewer should ask for each.

*Secret society refers to circumcision.*

**QUESTION 7:** This is a comparison of the household standard of living with that of other households in the community. The answers are coded 1,2,3,4 and 5 from the poorest to the richest. You are required to mark the bubble corresponding to the code matching with the response given by the respondent.

**QUESTION 9 AND 10:** The associations have been defined as Community, religious, NGOs/donors, Political, Family or other (to be specified). Mark the appropriate response for each association by a YES or NO. You may mark more than one association membership as applicable. In the "Other (specify)" response, applies for any other association not listed on the questionnaire.

**QUESTION 12:** The household is asked to rank the two most important measures that the Government should undertake to improve the household's living standards. Do probe to get accurate responses and do not read options to respondent.

QUESTION 13: This asks if any of the agencies listed have had an impact of the standard of living of the household. Check the applicable.

*NGOs*: Non-governmental Organizations

*WFP*: World Food Programme

*WHO*: World Health Organization

*UNICEF*: United Nations Children and Educational Fund

*DFID*: Department of International Development

*EU*: European Union

*WB*: World Bank

## SECTION 10: EFFECTS OF CONFLICT

This section discusses possible ways of recording the impact of violent conflict on household's economic welfare. This will enable users to investigate whether and to what extent the conflict may represent an economic shock to the household.<sup>3</sup>

### Part 10A: Income

Conflict and violence can directly and indirectly affect the ability of households to generate income. To identify dynamics of these impacts it is important that people can record several reasons for experienced losses and directly link them to the timing of the changes experienced.

*Lack of Employment Opportunities:* War can explicitly or implicitly affect civilians when enterprises close and markets collapse. Income reductions can also be brought about by changes in off-farming employment opportunities as well.

*Loss of necessary assets or inputs/destruction of dwellings:* This refers to security and infrastructural considerations which affect status of household income. The decrease in earning capacities can stem indirectly from the inability to sell and buy goods due to difficulties to reach markets. This can limit access to markets, impacting on those who rely on people's exchange activities ('loss of access to input markets'; 'loss of access to output markets'). Moreover, market adjustments may impact household income status through changes in the market price of goods sold and purchased by the household.

### Part 10B: Assets

The module allows assessing conflict related losses of various assets, as well as their value. This may allow one to estimate more accurately the costs of the conflict, or the potential benefit incurred by those that loot or steal assets.

QUESTION 1 specifies type of asset destroyed. If household did not experience any loss, SKIP TO NEXT ITEM until information for all items is completed.

QUESTION 3: The amounts should be in Le '000s. Just because the respondent gives you a value, interview should be alert and keen at the responses and probe accordingly. For example, if respondent, says they lost a radio and cost of radio is le Le 10 million, ask yourself this is correct or just the respondent trying to get rid of you by giving wrong answers.

QUESTION 4 asks the perpetrators of the destruction for each item. Ask the main perpetrator even if there were many different types.

*A document* refers to organized physical evidence. The web defines a document (noun) as a bounded physical or digital representation of a body of information designed with the capacity (and usually intent) to communicate. Documents include birth certificates, educational certificates, business titles, etc.

---

<sup>3</sup> Brück T, Justino P., Verwimp P. and Avdeenko A., Identifying Conflict and Violence in Micro-Level Surveys, The Institute of Development Studies - at the University of Sussex - Falmer - Brighton - BN1 9RE (www.hicn.org)

## **Part 10C: Displacement**

This section should not be confused with migration. One of the most visible impacts of conflicts is the level of population displacement. For instance, in addition to executions, disappearances, kidnapping, and abduction, populations are uprooted from their places of residences either temporarily or permanently.

This section tries to assess if this occurred during the 1991-2002 conflict. Be sensitive to the household, as conflict affects households in adverse ways.

QUESTION 6: This tries to identify the social context of the individual by asking whether people relied on networks such as friends or family or rather decided to flee to a refugee camp. The geographical location of the relocation site (for instance, whether people migrated to a new place within village or another village) is asked to better reflect movement. Only one response is allowed. This helps analyze whether households could escape from dangerous area or whether they were stuck.

## SECTION 11: IDENTIFICATION OF RESPONDENTS FOR SECTIONS 12 TO 16

The purpose of this section is to identify the most suitable members of the household to be interviewed during the second visit (Part B). Different suitable persons will be identified for the agriculture, food processing, and expenditure and non-farm enterprise.

**Respondent:** The main respondent is the head of household and/or a responsible adult household member living in the household.

### CONCLUSION OF PART A INTERVIEW

At the conclusion of the interview the interview should go through the questionnaire to make sure that all responses are filled. Edit the questionnaire thoroughly before giving the Supervisor who will also review the questionnaire before handing it over to the Data Editor. Note the skip rules in all the questions.

## **PART B: HOUSEHOLD CONSUMPTION, EXPENDITURE AND INCOME**

## Instructions for completing Questionnaire Part B

There are a number of basic principles that the interviewer must observe throughout the questionnaire: -

- Questions must be read to the respondent just as they are written in the questionnaire. Read all questions in a clear and comprehensive manner, and wait patiently for the response. Respondents may delay in giving the reply because either he/she (a) has not heard the question well or (b) not understood the question or (c) does not know the answer.

In any case, repeat the question much clearly. If there is still no answer, ask whether the question has been understood and, if necessary, reword the question without changing the meaning. If it is difficult to get the right answer, you should help the respondent to consider his/her reply.

- Most answers in the questionnaire are pre-coded. You must write only the code corresponding to the answer given by the respondent in the appropriate box or column, e.g.

Question: Were these remittances made on a regular basis?

DAILY-----1  
WEEKLY-----2  
MONTHLY-----3  
QUARTERLY-----4  
ANNUALLY-----5  
OTHER (*specify*)-----6

If the answer is "quarterly", for example, you will write 4 in the place or in the appropriate column.

- In order to ensure that the correct answers are always recorded, it is suggested that you might circle the code before recording the answer in the box provided. This can only be done in sections where there is only one answer for the whole household. It should not be done in sections where answers are required for each household member, agricultural holder or other multiple answer situations.
- For those questions which are not pre-coded, the interviewer should write the answers in figures, that is, numerals and not in words.
- For example: How many acres of farm were cultivated by the member of the household in the past 12 months? The answer given by respondent is twenty acres, write 20 in the box or column as shown:

| 20 |

### SKIP PATTERN

There are special directives given to the interviewer at the end of a question or after answering a question.

- a) If there are no special instructions, go on to the next question.  
For example: Does any member of the household own any [ITEM] now?  
Yes.....1  
No.....2
- b) The skip pattern (>>) after a reply or answer shows that the interviewer must go to the question given or part just after the arrow.

For example: Question 4: How did holder obtain the [FARM]?

Outright purchase.....1  
Rented for  
Cash or kind.....2  
Lease.....3  
Sharecropped by HH...4  
(>>Q.9)  
Use free of charge....5  
(>>Q.10)  
Distributed by  
village/family.....6  
(>>Q.10)

This means if the response if response is 4, interviewer skips to QUESTION 9 and if 5 or 6 interviewer skips to QUESTION 10.

- c) An arrow placed well below the bottom of the answers shows that whatever the reply given by the respondent, the arrow must be followed.

For example: Question 9. Was any portion of the harvest given to the landlord?

Yes-----1  
No-----2  
(>>Q.12)

This means that whether Yes or No, go to question 12.

- You may have to provide or insert the name of a person, place, thing, animal, etc. into a question. This is always indicated by the sign ..... and it occurs very often throughout the questionnaire.

Examples:

- a) How old is ..... [NAME]?  
You will insert the name of household member (e.g. Patience) to read "How old is Patience?"
- b) How much was the [ITEM] purchased?  
Here a number of items are pre-listed and the question is asked for each of the items in turn, each time inserting the name of the next item on the list.
- OTHER (*SPECIFY*). If the reply given by the respondent does not fit in the list of pre-coded responses, you must use the code number of "other (specify)". In this case you should give details briefly in the space provided.

For example: What is the method of applying water?

Gravity fed.....1  
Pump.....2  
Hand carried.....3  
Other (specify)....9

**Supposing the reply is FRIEND, code 9 in the box or column and write FRIEND in the space provided under "other".**

When dealing with distances and lengths, and if no special instruction is given, round off the reply.



Do your best to avoid accepting answers like "don't know" by helping the respondent to consider his answer. In this manual there are many sample questions that can be asked to help the respondent to estimate for example the area of a field, income, quantity of crops harvested or sold, the age of a household member etc. Nevertheless, it does happen that even with the help of the interviewer, the respondent cannot give an answer. In that case, you should refer to the supervisor who will help you.

## SECTION 12: AGRICULTURE

The purpose of this section is to collect data on the household's agricultural activities. Agriculture is the system of cultivating soil, producing crops, horticulture, livestock husbandry (includes poultry), fishing, forestry, and hunting and in varying degrees the preparation and marketing of the resulting products. Forestry includes afforestation, harvesting and gathering of forest products. Fishing includes the catching, gathering, breeding and cultivation of marine life from ocean, coastal or inland waters. Hunting includes the catching or taking of all types of animal wildlife on land. Agriculture plays a vital role in many developing countries and therefore it is very important that this section is accurately administered. It covers various aspects of agricultural production and marketing namely (a) agricultural assets land, livestock, poultry and fishing and equipment (b) plot details (c) harvest and disposal of crops (d) seasonality of sales and purchases of key staples (e) other agricultural income (f) agricultural costs and expenses (g) processing of agricultural produce and lastly (h) consumption of own produce.

The interviewer should take time to ask these questions clearly to avoid any inadequate responses from the respondent. S/he should probe where responses are ambiguous and not clear.

**Respondent:** The respondent is the head of the household or the person best informed about the agricultural activities of the household. In some parts the individual holders identified in Section 10 Part A must be invited to give the answers. In case of any doubt refer to Section 10.

### Part 12A: Agriculture Assets

This part is divided into three modules. The first covers: -

- a) Land ownership, purchases, sales, rental and sharecropping
- b) Livestock, poultry and fishing
- c) Agricultural equipment.

In addition, ownership of agriculture durables irrespective of when they were purchased or obtained will be collected as well. Each section title contains a filter question and if YES, continue with rest of section, otherwise if NO follow and skip to the instruction provided.

#### A1: Land

QUESTION 1 is a filter question that asks household if they owned agricultural land.

If YES continue with interview.

If NO skip to PART 11A module A2: LIVESTOCK, POULTRY AND FISHING.

These questions cover individual household member land ownership. Ask a responsible household member and/or household head about their land ownership, size etc. Use the PERSON ID (QUESTION 2) to identify the household member who own land. If there are more than 2 members own land, attached an extra page of the questionnaire section. Remember to record the household ID on the page to avoid misplaced questionnaire pages.

QUESTIONS 3 and 4: The land referred in this question covers all land owned by the household members whether agricultural or non-agricultural, that is, farmland, pasture, fallow or other land. Ownership means the household holds some form of customary or statutory title or holds the land on a permanent basis and pays no rent or other dues (sense of entitlement). Land that is rented out to others and not used by the household is included here. Land under cultivation by household members but owned by government or other households should be excluded. **In both questions, skip instructions should be followed as required.** QUESTION 3 asks land within the district and QUESTION 4 asks land outside the district.

## **QUESTIONS 5-20 REFERS TO AGRICULTURAL LAND ONLY**

QUESTIONS 5: The land referred covers land owned by the household members for agricultural purposes only. Ownership means the household holds some form of customary or statutory title or holds the land on a permanent basis and pays no rent or other dues. Land that is rented out to others and not used by the household is included here. Land under cultivation by household members but owned by government or other households should be excluded. Of the land owned in QUESTION 3, ask name if they own agricultural land? You should record the local units given by respondents. Enter quantity and Unit code appropriately.

## **QUESTIONS 6-9 REFERS AGRICULTURAL LAND PURCHASES**

QUESTIONS 6-7: Refer to land purchased in the last 12 months. The value of any payments in kind must be estimated and added to any cash payments and the total recorded.

QUESTIONS 8-9: Refer to land purchased last two years prior to the last 12 months (QUESTION 8-9) by member of the household. This excludes all land bought last 12 months as this captured in QUESTION 6-7. The value of any payments in kind must be estimated and added to any cash payments and the total recorded.

## **QUESTIONS 10-13 REFERS AGRICULTURAL LAND SALES**

QUESTIONS 10-13: Refers to sale of land last 12 months. You should note that the transfer of land for only a period of time (lease) is not equivalent to the sale of land. Secondly if the land sold was paid in kind this should be included here as this was part of the total land payment.

## **QUESTIONS 14-16 REFERS AGRICULTURAL LAND RENTALS**

QUESTIONS 14-16: Land rented out refers to land that has been given out for which periodic payments are received as well as land that has been leased out. You should record only those pieces of land rented out for which payment(s) have been received during the past 12 months. For example if land has been leased for ten (10) years and the amount was received in bulk during the last 12 month period, then the whole amount must be recorded.

## **QUESTIONS 17-20 REFERS TO SHARECROPPING**

*Share cropping* is a system of sharing the produce of a farm between the landlord-farmer and the tenant-farmer for a period of time. It is fee in kind (not cash) in exchange of using the land.

QUESTIONS 17-20: The proportion received by the household is to be entered in percentages (%) e.g.  $\frac{1}{2} = 50\%$ ,  $\frac{1}{3} = 33\%$ ,  $\frac{1}{4} = 25\%$ ,  $\frac{1}{5} = 20\%$ . Probe to get an accurate measure but do not lead respondent.

## **A2: Livestock, poultry and fishing**

This section collects detailed information on the ownership and sales of livestock over the last twelve months. Each row of the section on the questionnaire represents one type of livestock, poultry, fish or bees (emerging livestock).

QUESTION 1 is a filter question that asks household if they owned livestock or engaged in fishing. If YES continue interview.

If NO skip to PART 12A module A3: AGRICULTURE EQUIPMENT.

QUESTIONS 2-8: This question concerns the number of livestock, poultry and fish owned by the household at the time of interview, whether they are with the household presently or left with someone else. They may be owned by anyone in the household.

The list of livestock is given in the questionnaire. Draught animals refer to animals used for the pulling of loads. These include bullocks used for ploughing. Such bullocks must therefore be excluded from the number of cattle owned by the household to avoid duplication between "draught animals" and "cattle". NOTE that the units for questions 4, 7 and 10 for fishing are listed at the bottom of Questionnaire page 6.

QUESTION 9: Livestock bought refer to those animals bought for raising and not those intended for the preparation of meals.

### **A3: Equipment**

QUESTION 1 is a filter question that asks household if they owned agricultural equipment such as tractors, ploughs, hand hoes, etc.

If YES continue interview otherwise skip to QUESTION 8.

*Boat* is engine-propelled and the engine can be in-built or attached.

*Canoe* has no engine and propelled using paddles.

*Outboard motor* is an engine attached to a canoe to become a boat.

QUESTIONS 2-9: Ask QUESTION 2 what types of equipment are owned. For the purpose of valuing the assets, the sequence of questions must be followed.

QUESTION 5: Asks the value of one [ITEM] e.g. plough if household was to sell it. Be clear when asking this question as it does not refer to total value of equipment type but a single unit. The amount should be in Leones thousands.

QUESTION 3 asks who owns the equipment. Use the household roster Section 1 to enter correct PERSON ID. Three spaces are given for three household members. If more own, please tell Supervisor so that this can be taken into account during data entry.

QUESTION 8: The total value of the sales is recorded in Question 8 (number of units sold multiplied by the unit sale price).

QUESTION 9 asks if household rented any equipment for internal household use or rented out any equipment. Interviewer please read this clearly to respondent to get a correct response.

QUESTION 10: Value of the equipment rented for household use or rented out should be entered here. The amount should be in Leones thousands.

## Part 12B: Plot details

The interviewer at this stage should try and interview the various farm land holders in the household separately. The names of these household members have already been recorded in Section 11. In any case record the holder and person interviewed ID for each holding. This information must be entered for each plot.

**Respondent:** This is the household member listed as the holder ID in Section 11.

**Listing of farm:** The interviewer must list all the farms/plots for each holder. When the first holder's ID is recorded, all plots owned or operated by him/her must be listed before interviewing the second holder. This should be done in a systematic manner to capture all plot details owned by household. This is defined as a single piece of land but separated from other parts of the holding by private or communal land. A holding may comprise a single parcel or several parcels of land. For each holder, plots referred to are those that were cultivated last twelve months but which have remained fallow for the 12 months preceding the interview.

*Plots rented out/share cropped* refer to plots owned by members of the household but which have been rented or given for sharecropping to people outside the household. These are to be excluded from the list of farms/plots. Record the units and the code given by the respondent.

QUESTION 1 is a filter question that asks if household owned or operated land.

If YES continue interview.

If the household did not own or operate land last 12 months, skip to PART 12E: OTHER AGRICULTURAL INCOME.

### QUESTIONS 2-9 REFERS PLOT DETAILS AND CHARACTERISTICS

QUESTION 2 captures actual land size for each plot or parcel of land. This is different from Part 12A module A1 which asks total aggregate land. Make sure that information entered is for each plot/parcel of land owned/operated. Code unit appropriately.

QUESTION 3: This asks if the farm owned is titled or not.

*Land Title Deed* refers to a written or printed and signed document that is an official record of an agreement concerning the ownership of land or plot.

QUESTION 4: Refers to the right on the part of the household to either sell the land or use it as a collateral security. To use land as a collateral security means to promise giving it to a person or institution if one is unable to repay a loan obtained from that person or institution.

QUESTION 5: The question seeks to know the worth of the land if it were to be sold. The amount should be written in the space provided.

QUESTIONS 6-8: Question 6 asks how the holder obtained the land.

- If option is "1, 2, 3" QUESTION 8 must be answered.
- If option "4" go to QUESTION 9.
- If option "5 or 6" skip to QUESTION 10.

QUESTION 9: This asks the most important land use for the plot. This means the importance is ranked by proportion of area occupied by activity.

*Annual plants* die completely after flowering and seeding, growing again from seed. Annual often refers to a plant grown for only one growing season. Most, but not all, food crops are annuals.

A *perennial plant* or perennial is a plant that lives for more than two years. This term applies specifically to herbaceous plants, even though woody plants like shrubs and trees are also perennial. Perennial plants, especially small flowering plants, grow and bloom during one growing season, then return in the next growing season from their root-stock, rather than by seeding themselves as an annual plant does. Perennial plants can be short-lived (only a few years) or they can be long-lived, as some woody plants, such as trees, have been living for over 300 years. They can vary in size from only a few millimeters to over 100 meters tall. They include a wide assortment of plant groups from ferns and liverworts to the highly diverse flowering plants like orchids and grasses.

*Fallow* refers to the practice of taking land out of production for a growing season or more, with the intent of returning it to later production.  
Indigenous forest refers to original forest (i.e., not planted by farmers).

*Woodlot* refers to a segment of a woodland or forest capable of small-scale production of forest products such as wood fuel, non-timber products, or even spiritual or recreational uses (In Britain a woodlot is called a wood, woodland or coppice). Many woodlots occur as part of a larger farm or as buffers and undevelopable land between these and other property types such as housing or public properties (community pasture, watersheds, parkland, etc). One distinguishing characteristic of a woodlot is that the parcel size or quality of wood on the parcel does not generally justify full-scale commercial harvesting, leaving many woodlots as private investments by individuals.

By contrast to a woodlot, a *tree nursery* refers to an area where trees, shrubs, or plants are grown for transplanting, for use as stocks for budding and grafting.

*Wetlands* are areas largely inundated with water but offering elevated lands as a habitat for wildlife. These areas include swamps both seasonal and permanent, marsh, open fresh water, shallow saline lagoons, the estuaries of rivers, floodplains and coastal sand dunes. They provide food, breeding grounds, water and sanctuary for many forms of fish, birds and other animal and plant life. For the purposes of the SLIHS, domesticated rice crops will not be coded as wetlands.

## **QUESTIONS 10-13 REFER TO IRRIGATION OF EACH PLOT**

QUESTION 10: This filter question is used to determine if plot is irrigated.

Was the plot irrigated is a YES or NO response.

If NO, skip to NEXT FARM.

*Irrigation* is the operation of causing water to flow over lands, for nourishing plants, that is, the watering of land by artificial means to foster plant growth. Types of irrigation include: -

- Watering can: Use of a can to water crops.
- Hosepipe: use of pipe to water crops.
- Sprinkler: Mechanized farming practice where water is sprayed on crops.
- Canals: Trenches dug on farm that carries water to crops.
- Furrow: Water is obtained from source through gravity.
- Drip: water is administered to crops in minute quantities through a series of small pipes with the water dissemination points at regular intervals from the pipes

QUESTION 11 asks the number of times the plot was irrigated per the growing season.

QUESTION 12 asks the source of water used for irrigating plot. Do not lead respondent but probe for responses.

QUESTION 13 finds out what type of method is used for applying water for irrigation. Listen to respondents responses and code appropriately. Do not read options as this tends to bias responses.

*Gravity-fed pipeline:* The traditional method of pipeline installation, involving the excavation of a trench, laying of the pipe, back-filling and reinstating the surface. The distribution of water by gravity is controlled by the slope from the water source. In which case the higher the slope, the higher the water pressure.

A pump is a machine or device for raising, compressing, or transferring fluids. *Treadle pump:* This refers to a manually operated machine which pumps water from source to the crops through pipes. This is very popular in tomato growing areas. *Motor pump:* This is the use of a motor pump whether fuel or electric powered to pump water from source to crops.

*Hand carried* is to carry or deliver by hand.

## **QUESTIONS 14-15 REFER TO CULTIVATION OF PLOT**

QUESTION 14: This filter question asks if plot was cultivated the last 12 months. If NO, skip to NEXT FARM.

QUESTION 15: Record the two most important crops in terms of revenue grown by the holder in the last 12 months for each season (first season and second season, respectively). The seasons refer to the separate periods for the cultivation of the particular crop.

## **Part 12C: Harvest and disposal of crops**

This part is divided into two modules. The first covers staple grains, field crops such as legumes (e.g. beans and peas) and cash crops (e.g. cocoa and coffee). These are crops which are harvested in bulk and for which the holder may be expected to have a relatively good idea of how much was harvested and sold during the last 12 months.

The second covers root crops (e.g. cassava & yams), fruit and vegetables. Their harvest tends to be spread more evenly over the year than the first group of crops and is usually harvested piecemeal. For these crops the respondent may not be able to give reliable estimates of production over the 12-month period, hence the question "was any harvested during the last 2 weeks?" However, if some of these crops are not harvested piece-meal but the whole farm at a time, they should be added to the first group (refer to crop lists C1, and C2).

### **C1: Grains, field crops and cash crops**

**Respondent:** Is the household member listed as the holder ID in Section 11.

QUESTION 1 is a filter question that asks if household harvested any staple, field crops and cash crops.

If YES continue interview.

If NO skip to PART 12C module C2: ROOTS, FRUITS, VEGETABLES AND OTHER CROPS.

QUESTION 2: You should read from the list of crops for respondent to adequately understand the classification of crops. All crops under the responsibility of one household member must be listed

before moving on to the next household member.

QUESTION 3: Asks the acreage of crop harvested. Ask for each crop. Holder will give you the size and enter the unit code as well. You should record the local units given by respondents.

QUESTION 4: The method of cropping for the crop in QUESTION 2 is asked. Let the respondent give interviewer responses. However if the respondent does not understand explain to them what the question means and code appropriately

*Monocropping* is the agricultural practice of growing the same crop year after year on the same land, without crop rotation through other crops. While economically a very efficient system, allowing for specialization in equipment and crop production, monocropping is also controversial, as it often leads to depletion of the nutrients of the soil and problems with weeds and pesticides. These in turn lead to the monocropping system being dependent on pesticides and expensive chemical fertilizers.

*Intercropping* is a general term that refers to the agricultural practice of cultivating two or more crops in the same space at the same time, to get more benefits than would otherwise be gained from growing a single crop. If trees are one of the crops in the mix, then it could also be known as a form of agroforestry. Intercropping may benefit crop yield or the control of some kind of pest, or may have other agronomic benefits. The degree of spatial and temporal overlap in the two crops can vary somewhat, but both requirements must be met for a cropping system to be an intercrop. These are some of the more significant types are discussed below:

Intercropping also uses the practice of sowing a fast growing crop with a slow growing crop, so that the fast growing crop is harvested before the slow growing crop starts to mature. This involves some temporal separation of the two crops. This is found in *relay cropping*, where the second crop is sown during the growth (often near the onset of reproductive development or fruiting) of the first crop, so that the first crop is harvested to make room for the full development of the second.

*Mixed intercropping*, as the name implies, is the most basic form in which the component crops are totally mixed in the available space.

QUESTION 5-6 asks question on the crop harvested individually or by sharecropping. Units of measurement are whatever unit the holders normally use and code appropriately. Number of units must therefore relate to the unit code. The codes for the various units of measurement are provided.

## **QUESTIONS 7-13 UNPROCESSED CROP SALE**

QUESTION 7: Of the crop harvested did holder sell any unprocessed crop. If YES, continue interview to QUESTIONS 7-12 otherwise skip to QUESTION 13.

QUESTION 8: For each crop sold, ask the main outlet the holder channeled the crop.

*Pre-harvest contractor*. This refers to a contract between contractor and holder. The pre-harvest contractor probably gets paid for services rendered to holder although this may not be the case. These services may include supply of seeds, equipment etc.

*Farm gate buyer*. This trader buys the crop at the farm or source of production.

Market trader: Differs from the farm gate buyer in that the trader is in a place where goods are offered for sale.



*Consumer:* Refers to an individual who buys products or services for personal use and not for manufacture or resale.

*State Trading organization:* Is a public company. This refers to the state machinery that buys the crop.

*Co-operative:* Also cooperative and often referred to as a co-op or coop. It is an autonomous association of persons united voluntarily to meet common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise. A cooperative may be defined also as a business owned and controlled equally by the people who use its services or who work at it.

QUESTION 14: Holder is asked to estimate the value of crop harvested if he/she sold crop. Do not question the integrity of response given but probe if in doubt.

QUESTION 15-20 ASKS THE NUMBER OF UNITS OF CROP HARVESTED AND GIVEN FOR DIFFERENT USES. Ask each question independently. Kindly probe for accurate responses. The quantity for QUESTION 15-19 should not exceed crop harvested in QUESTION 5 and 6.

## **C2: Roots, fruits, vegetables and other crops**

QUESTION 1 is a filter question that asks if household harvested any staple, field crops and cash crops.

If YES continue interview.

If NO skip to PART 12D: SEASONALITY OF SALES AND PURCHASES (KEY STAPLES ONLY).

This module refers to roots, fruits, vegetables and other subsistence crops. This module follows the previous module (C1) style. It must be noted however that the reference period is 2 weeks.

## **Part 12D: Seasonality of sales and purchases (key staples only)**

**Respondent:** Is the household member listed as the holder ID in SECTION12.

The respondent for this part is the main holder because the market revenues and seasonality of sales and purchases are expected to be most common among holders of the household. The key staples are listed and interviewer should ask for these crops only.

QUESTION 1 is a filter question that asks if household grew any of the 9 staples listed.

If YES continue interview for that crop.

If NO skip to NEXT CROP until questions are asked for all crops.

QUESTIONS 2-4: Interviewer should enter `1' where applicable in the cells corresponding to the months in which harvest, sales and consumption have taken place.

QUESTION 5 and 6: This asks about stocks (what is in storage) currently and 12 months ago.

## **Part 12E: Other agricultural income (cash and in kind)**

Interviewer should help respondents to estimate the income obtained from the various activities listed. Only items actually sold should be taken into consideration. Note should be taken of the fact that income from these activities should not constitute the main/major source of income of the household.

QUESTION 2: Sales from honey include those generated from what is collected from the woods as well as from constructed bee hives.

QUESTION 3: Any alcoholic beverage brewed from agricultural activities (e.g. omeley, palm wine).

QUESTION 5: Other dairy product refers to food product got from the animals.

## **Part 12F: Agricultural costs and expenses**

Ask whether respondent owns or operates land. You do not need to ask this to the respondent depending on previous sections but this is just as a check as you do not want to ask questions that are not applicable. The previous questions will be used as a check by you.

IF NO skip to module F2: livestock and fishing.

This is divided into 3 cost sections:

- a) Crop costs excluding processing
- b) Livestock and fishing

DO NOT INCLUDE PROCESSING COSTS FOR AGRICULTURAL PRODUCE AS THIS IS CAPTURED IN PART 12G: PROCESSING OF AGRICULTURAL PRODUCE.

### **F1: Crops**

*Agricultural Costs* are costs associated with processing or transforming of crops or fish caught and other agricultural products.

QUESTION 1 is a filter question that asks if household spent on the costs listed.

If YES continue interview for that ITEM.

If NO skip to NEXT ITEM until questions are asked for all items.

QUESTION 3: Amount spent in kind must be estimated. Unit codes for both cash and in kind are given on the right hand side of the questionnaire. Do probe in order to get correct estimated values for both cash and in kind.

QUESTION 4: Several options are given and interviewer should probe to get the correct responses.

*Ministry of Agriculture*, includes the Cocoa Services Division, Crop Extension Services, etc (whether Central or Local)

*Donor Agencies* A donor agency is an organization that gives funds for projects of a development nature. Donor agencies can channel their funding through (a) official (government) channels or (b) private channels. These include International Donor Agencies such as Food and Agricultural Organization (FAO), World Bank, ODA, DFID, etc.

*Non-Governmental Organization (NGO)* is said to include a wide range of local organizations that are recipients of both local and foreign assistance. It is a voluntary non-profit grouping of individuals with a purpose of enhancing the legitimate economic, social and/or cultural development organization e.g. Society for Family Health.

## **F2: Livestock and Fishing**

*Livestock costs* are costs associated with livestock keeping (livestock and fishing).

IF PART 12 module A2 Q1=2 skip to PART 12G: PROCESSING OF AGRICULTURAL PRODUCE

QUESTION 1 is a filter question that asks if household spent on the costs listed.

If YES continue interview for that ITEM.

If NO skip to NEXT ITEM until questions are asked for all items.

Code 22 includes cost of veterinary services as well as the cost of livestock vaccines and other livestock drugs.

## **Part 12G: Processing of agricultural produce**

This refers to both crops and fish processed and interviewer should probe to get adequate responses.

QUESTION 1: Is a filter question that asks about crop/fish/livestock processing only.

If YES continue with interview.

If NO skip to PART 12H: CONSUMPTION OF OWN FOOD PRODUCE.

QUESTION 3: The codes for processed/transformed goods are listed on the right side of the page. Enter all the crops processed and then continue with interview.

### **QUESTIONS 5-14 REFERENCE PERIOD IS 2 WEEKS**

QUESTION 9: The amount should not include costs reported in QUESTION 7 (labor costs).

## **Part 12H: Consumption of own food produce**

**Respondent:** Information on the food consumption expenditure should be asked of the individual in the household who is primarily responsible for food preparation for the household, with the assistance of other food preparers and the head of household, if applicable.

**Recall period:** The household must be visited at equal regular intervals. Whatever day the interview starts a consistent recall period is 5 days a must. Thus the expenditure costs for the 6 visits with a 5-day interval will be a total of 30 days.

QUESTION 1 is a filter question that asks if household consumed any home own produce.

If YES continue interview.

If NO skip to SECTION 13: HOUSEHOLD EXPENDITURE.

*Own home produce* relates to consumption of food items which were produced by members of the household. You should ensure that only **own home produced** food items are included in this category. Own food consumption also includes some processed food from own enterprise, that is, household owns a home-based enterprise and uses some of its production for household use.

Note the dates of the visit must be recorded, no box should be left blank.

Ask QUESTION 2-11 for each food item the household consumed. The listed food items are covered

by the CPI and are the key food basket consumed. This part is divided into broad food groups namely:

- Grains and flours
- Starchy roots, tubers and plantain
- Pulses, nuts and seeds
- Fats and oils
- Fruits/fruit juices
- Vegetables
- Poultry and poultry products
- Meat
- Fish and seafood
- Milk
- Non-alcoholic beverages and drinks
- Alcoholic beverages and drinks.

Under each broad group a category classified as 'other' is coded. Try as much as possible to probe to classify items in the listed food item before entering the 'other' category.

QUESTION 4: indicate with a "1" against months in which the household do not have enough of its own home produced food to eat. Make sure to enter for the applicable months.

QUESTIONS 11: Refer to value in Leones the unit of the item consumed by the household.

## SECTION 13: HOUSEHOLD EXPENDITURE

### Part 13A: Food expenses

This part covers expenditure of the household on various food items. With the exception of the first visit, interviewer will have to obtain information during all the visits for both the rural and urban households. The diary will also be required for this part.

**Respondent:** Respondents are persons mainly responsible for household purchases. It might not necessarily be the person who goes to the market but the one who controls the purchases.

**Recall period:** The household must be visited at equal regular intervals. Whatever day the interview starts a consistent recall period is 5 days a must. Thus the expenditure costs for the 6 visits with a 5-day interval will be a total of 30 days.

### INSTRUCTION ON USE OF DIARY

Diaries will be provided. You will be required to get a literate member of the household who will take up the responsibility of recording the household's own expenditure every day. These expenditures will cover all items purchased. At your next visit in five days time, you will record the entries made in the diary into the questionnaire. Since it is the total amount of money spent on each item that is required, you will have to add up amount spent in bits since your last visit and record the total in the appropriate column. For example, if you visit on Monday and the diary shows expenditures on tomatoes covering the period Friday to Sunday to be 50 Leones, 100 Leones and 60 Leones, you will have to sum up the three and record the total (210 Leones) in the appropriate column of the questionnaire.

Firewood fetched freely and water fetched freely should be calculated or computed and be recorded in the appropriate column.

This part is divided into broad food groups namely:

- Grains and flours
- Starchy roots, tubers and plantain
- Pulses, nuts and seeds
- Fats and oils
- Fruits/fruit juices
- Vegetables
- Poultry and poultry products
- Meat
- Fish and seafood
- Milk
- Non-alcoholic beverages and drinks
- Alcoholic beverages and drinks.

Under each broad group a category classified as 'other' is coded. Try as much as possible to probe to classify items in the listed food item before entering the 'other' category. It must be noted that the food codes for both PART 12H: CONSUMPTION OF OWN FOOD PRODUCE and PART 13A: FOOD EXPENSES are identical.

Information from the diary will be entered into this section. Read the diary carefully to make sure that the correct food items are coded correctly. Transfer of diary entries to the questionnaire will start from your second visit.

## Part 13B: Non-food expenses

This part relates to general expenditure of the household on non-food items and services. This part is sub-divided into modules (a) B1 covers non-food items which are purchased frequently while (b) B2 covers non-food items which are purchased less frequently.

### B1: Frequently purchased

**Respondent:** Respondents are persons mainly responsible for household purchases. It might not necessarily be the person who goes to the market but the one who controls the purchases.

**Recall period:** The household must be visited at equal regular intervals. Whatever day the interview starts a consistent recall period is 5 days a must. Thus the expenditure costs for the 6 visits with a 5-day interval will be a total of 30 days.

These are non-food items that are purchased frequently. Responses for this part will be solicited during all visits with the exception of the first visit. In other words, it will be administered 6 times in all. In your second visit you will ask for how much was spent by the household since the past 5 days, starting from the day prior to your first visit. In other words, you will have to capture expenditure for the day you used to travel. You must carefully explain this aspect to the respondent, and help him/her to include expenditure for the day you travelled. For your next visits, you will ask for how much was spent by the household since your last visit. The diary of household expenditure will be used. You must however, ask for expenditures on your second visit in order to capture the six days prior to your second visit. This should be done for all categories of items. Note that you must record the date of visit.

#### INSTRUCTION ON USE OF DIARY

Diaries will be provided. You will be required to get a literate member of the household who will take up the responsibility of recording the household's own expenditure every day. These expenditures will cover all items purchased. At your next visit in five days time, you will record the entries made in the diary into the questionnaire. Since it is the total amount of money spent on each item that is required, you will have to add up amount spent in bits since your last visit and record the total in the appropriate column. For example, if you visit on Monday and the diary shows expenditures on tomatoes covering the period Friday to Sunday to be 50 Leones, 100 Leones and 60 Leones, you will have to sum up the three and record the total (210 Leones) in the appropriate column of the questionnaire.

Firewood fetched freely and water fetched freely should be calculated or computed and be recorded in the appropriate column.

The non-food items are classified into broad groups namely: -

- Household fuel and power
- Non-durable household goods
- Household domestic services
- Transport fuel and maintenance
- Purchased transport fares (excluding school transport)
- Communication
- Recreational, entertainment and cultural services (excluding anything educational)
- Health products/supplements
- Newspapers and magazines (excluding school books)
- Insurance
- Miscellaneous goods and services.

Under each broad group a category classified as 'other' is coded. Try as much as possible to probe to classify items in the listed food item before entering the 'other' category.

Information from the diary will be entered into this section. Read the diary carefully to make sure that

the correct food items are coded correctly. Transfer of diary entries to the questionnaire will start from your second visit.

## **B2: Less frequently purchased**

**Respondent:** Respondents are persons mainly responsible for household purchases. It might not necessarily be the person who goes to the market but the one who controls the purchases.

**Recall period:** The household must be visited at equal regular intervals. Whatever day the interview starts a consistent recall period is 5 days a must. Thus the expenditure costs for the 6 visits with a 5-day interval will be a total of 30 days.

Carefully explain to the respondent the type of items you are seeking information about. Be clear and precise and tactfully ask questions appropriately. The non-food items are classified into broad groups namely: -

- Clothing material (excluding school uniform) and tailoring charges
- Readymade clothing
- Footwear
- Household goods, furniture and maintenance (including fixtures)
- Kitchen appliances (small appliances)
- Glassware, table ware and household utensils
- Medical apparatus
- Transport
- Mortgage and property charges
- Communication
- Stationery and drawing materials (excluding school stationery)
- Recreation (package holidays)

Under each broad group a category classified as 'other' is coded. Try as much as possible to probe to classify items in the listed food item before entering the 'other' category.

**Responses for these items will be solicited only once; during the last visit to the household** (see COMPLETING THE QUESTIONNAIRE). Since expenditure on these items do not take place frequently, the reference period for the amount spent on any of these items will be either "**... in the last 12 months**", or "**... in the last 3 months**".

QUESTION 2 is aimed at identifying the items on which the household spent money in the last 12 months.

If the household did not spend anything on the particular item, skip to the next item.

QUESTION 3: If the item is purchased **less than 12 times** in the **last 12 months** then the reference period is the last 12 months (QUESTION 4).

If it is **12 or more times**, skip to QUESTION 5 where the reference period is "**the last 3 months**".

## SECTION 14: CREDIT AND SAVINGS

This section collects information on credit for business or farming purposes received by or sought by household members over the past 12 months. The credit could either have been taken in the form of cash or of in-kind goods, such as agricultural inputs. The credit may have been obtained from an informal source, such as a relative or a local money lender. However, there must be an explicit agreement between the lender and the household member who took the credit that the loan would be repaid within a certain period of time and/or with the addition of a specific interest charge on top of the principal amount of the credit. Consequently, gifts should not be listed here, nor should items received under transfer programs, such as the Re-stocking, Relief etc. This section is also designed to collect information on savings.

**Respondent:** The head of household is the main respondent. Read instructions at the top of the page carefully.

### Part 14A: Credit

This part obtains information on loans contracted or negotiated by the household in terms of money or goods.

#### A1: Loan received

QUESTIONS 1 and 2 deal with any loans contracted or repaid by any member of the household over the past 12 months.

A *credit* is an arrangement between lender and borrower in which a lender gives money or property to a borrower, and the borrower agrees to return the property or repay the money, along with interest if applicable, at some future time. There is a usually a predetermined time for repaying a loan, and generally the lender has to bear the risk that the borrower may not repay a loan (though modern capital markets have developed many ways of managing this risk).

#### NOTE:

IF ANSWER TO Q1=2 AND Q2=1 GOTO Q10.

IF ANSWER TO Q1=1 AND Q2=2: Q4-Q10 MUST BE ANSWERED.

IF ANSWER TO Q1=2 AND Q2=3 GOTO A2.

QUESTION 3: The questions should be asked for every member of the household who obtained credit. The ID of each member that owes should be recorded respectively.

QUESTION 5: What was the source of this loan acquired?

A *Bank* is an organization, usually a corporation, owned by a central or local government or private, which does most or all of the following: receives demand deposits and time deposits, honours bank instruments drawn on them, and pays interest on them; discounts notes, makes loans, and invests in securities; collects checks, drafts, and notes; certifies depositor's checks; and issues drafts and cashier's checks.

*Microfinance* refers to the provision of financial services to the poor and low-income clients, including consumers and the self-employed.

QUESTIONS 7-11: find out whether any household member had tried to contract any loan(s), for what purpose; what guarantee(s); repayment period; how much was repaid even if repayments is being



made by installments or if only part payment has been (include charges, interest on loans and all payment in-kind).

QUESTION 8: The security demanded by the lending individual or institution should be given as answer to this question.

## **A2: Loan denied**

This section asks about any loans denied to the household member.

QUESTION 1: Enquires if any household member was denied a loan. If any member denied a loan continue with interview and record all household members who were denied a loan.  
If NO skip to PART 15B Savings.

QUESTION 2: Enter the Person ID who was denied the loan.

QUESTION 3: Asks why loan was denied. Ask the main reason and probe to get correct response.

## **Part 14B: Savings**

**Respondent:** The head of household is the main respondent. However, information for all household members should be recorded; every household member with an account is asked the questions. Read instructions at the top of the page carefully.

Note: people who save/keep monies with other individuals are not captured here.

If the answer to Question 1 is NO (code 2), Skip to section 15. However, interview should continue if answer is YES (code 1).

QUESTION1 demands information on household member(s) having savings account(s) (in Leones) with any banking institution or participating in Osusu for the last 12 months

QUESTIONS 3 and 4: These determine person(s) in whose name(s) the savings accounts are operated and the current values of the savings.

QUESTION 5: If household refuses to give amount of savings, enter a "1".

QUESTIONS 6 and 9: These want to ascertain the amount of money that has been added to the savings over the last 12 months as well as the amounts withdrawn from it over the same period. This does not include interest.

QUESTION 7: If household refuses to give amount of savings added, enter a "1".

## SECTION 15: INCOME TRANSFERS, MISCELLANEOUS INCOME AND EXPENDITURES

This section obtains information on income transfers that is all incomes of members of the household other than that from paid employment. The section also completes the income and expenditure current accounts of the household.

### **Part 15A: Income - Transfer Payments made (out-transfers) by Household**

**Respondent:** The respondent for this section is either the head of household or main respondent identified by the household.

QUESTION 1 finds out whether any member(s) of the household live (s) elsewhere for example, students attending school in another town.

*Remittances* are regular or irregular contributions in terms of money or goods and food made to person(s) living abroad or elsewhere. For example, any money, food or goods sent out or received by the household to/from a household member or relative staying abroad or elsewhere is a remittance. Read instruction at the top carefully and follow it.

QUESTION 2 deals with any remittances made by the household to individuals living outside the home or dwelling within the reference period of 12 months.

QUESTION 3 is about non-household member(s) who receive remittances from the household.

**NOTE:** If answers to Questions 1 and 3 were NO Skip to PART 15 B Question 2 but if questions 2 and 3 were NO the interviewer should skip to PART 15B QUESTION1.

QUESTION 4: List the names of all persons who have received remittances from the household. Ask all questions as relating to the person who received remittances before moving to the next person.

QUESTION 5: List the PERSON ID who sent money to persons in QUESTION 4.

QUESTIONS 6 and 7 seek to find out the relationship of the person (who was sent remittances) to the person who received the transfers (QUESTION 6) as well as the sex (QUESTION 7).

### **Part 15B: Income - Transfers Payments Received (in transfers) by Household**

**Respondent:** The respondent for this section is either the head of household or main respondent identified by the household.

QUESTION 1 specifically deals with absent household members who sent any moneys, goods or food items to the household. The absent members are those listed in Part A Section 1.

QUESTION 2 specifically deals with all non-household members who have remitted to the household any moneys, goods or food items.

If QUESTION 1=2 and QUESTION 2=2 skip to Part 15C otherwise continue with the section.

QUESTION 3 and QUESTION 4: List household member person name who received as well as their PERSON ID (see Section 1 Household Roster).

QUESTIONS 5 and 6 seek to find out the relationship of the person (who is sent remittances to household member) to the household member (QUESTION 6).

### **Part 15C: Income - Miscellaneous income received**

**Respondent:** The respondent for this section is either the head of household or main respondent identified by the household.

Explain the question carefully to the understanding of the respondent.

QUESTIONS 1-3 deal with incomes from the following sources under Central Government: Social Security, State Pensions and any other which you should specify.

QUESTIONS 4-6 deal with incomes from other sources under which Retirement Benefits, Dowry or Inheritance, and others (to be specified) are treated. Exclude Osusu under 'Other Specify'.

*State pension* is a regular amount of monies provided for employer for persons who have retired.

*Retirement benefits* are packages given to person willing to retire who would otherwise not if the lump sum was not provided. This is an incentive for persons to retire especially if the Government wants to reduce its workforce. This does not include pension.

*Dowry* refers to payments received on account of bride price etc.

### **Part 15D: Income - Miscellaneous Income outgoings**

This part is about expenditures, both cash or in-kind made by the household towards other relatives, tax obligations (e.g. property tax, poll tax, etc excluding income tax).

**Respondent:** The respondent for this section is either the head of household or main respondent identified by the household.

Note that expenditures is the money spent from someone income. Gifts received by somebody is not an expenditure, e.g. wedding gift i.e. if you are wedding and somebody gave you a pair of shoe, this is not household expenditure.

QUESTION 1 does not include taxes paid for income but other miscellaneous taxes. It does not include property taxes which are covered in Section 13 Non-food expenses less frequently purchased under the "mortgages and property charges" grouping.

QUESTION 4 deals with expenditures on gifts and presents (excluding all things mentioned under transfers).

QUESTION 5 finds out all other miscellaneous expenditures not captured so far. Do specify the source of these expenditures, and remember not to include OSUSU.

## SECTION 16: NON-FARM ENTERPRISES

This section is designed to obtain information on income of the household and in particular from Non-Farm Enterprises (NFE) and collects detailed information on the ownership and operation of any income generating enterprises. It is also aimed at identifying which household members are responsible for each non-farm enterprise in terms of decision making and the allocation of income it generates. To accomplish these aims, it is important to list (and obtain data on) all NFE that are currently operating and those that may be currently non-operational, but were operating sometime in the past 12 months.

This section is divided into (a) basic characteristics of non-farm enterprises (b) expenditures for enterprises (first, second and third) for enterprises operating and not operating last two weeks (c) enterprise assets for each (d) revenues from enterprises and (e) net income and inventory. All the questions in these sections (Part A, B, C, D, and E) should be completed for each enterprise before going to the next.

Enterprise refers to any trade (in food, clothes or various articles) or professional activity (like that of a private lawyer, doctor, a carpenter, mason, etc) offering services for payment in cash or in kind. This refers to an economic unit producing goods or providing services. Characteristics of defining a household enterprise are: -

- A *household enterprise* is a segment of the economy typically comprised of small-scale producers and distributors of goods and services, and consisting largely of independent, self-employed producers. It is an informal-sector business and tends to operate with very little capital; to use a low level of technology and skills; and to provide low incomes and unstable employment.
- Household non-agricultural income-generating enterprises include those that produce or trade goods or services, including owning a shop or operated a trading business, no matter how small.
- However, post-harvest processing and trading of agricultural crops should be listed here.
- Enterprises might include, for example, fishing; making mats, bricks, or charcoal; working as a carpenter; firewood selling; shoe shining; metalwork; tailoring; repair work; food processing, fish marketing, petty trading, and so on.

### **Part 16A: Basic characteristics of non-farm enterprise**

If a household owns more than 2 enterprises, ask for the two main enterprises in terms of revenue generated.

QUESTION 1 is a filter question and is a consistency check with the response obtained from PART A: HOUSEHOLD ROSTER AND CHARACTERISTICS: SECTION 11 - QUESTION 9 (which identifies person who owns an enterprise).

If YES, continue interview beginning with first enterprise and complete section.

If NO, skip to SECTION 15: CREDIT AND SAVINGS.

The name of non-enterprise would be completed by the Enumerator/Interviewer in advance of the interview (PART A: HOUSEHOLD ROSTER AND CHARACTERISTICS: SECTION 11 - QUESTION 9). Interviewer should bear in mind the correct definition of an enterprise to correctly identify a household enterprise.

QUESTION 2: Record the ID of the person actually interviewed. However, Interviewer should endeavor to interview the person responsible for each enterprise (see ENTERPRISE ID).

QUESTION 3: This is the International Standard Industrial Classification of Economic Activities<sup>4</sup> (ISIC) Revision 3.1. See Annex IV for the codes. The name is the descriptive nature of business which is linked with the way economic processes are organized in units.

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

Example: -

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

QUESTIONS 6 and 7: QUESTION 6 asks if income earned by enterprise entirely belongs to household. If YES, skip to QUESTION 8. If the respondent cannot give the answer in percentages, (a quarter, etc) you should convert the answer into percentages, e.g. half = 50%, a third = 33%, a quarter = 25%, one fifth = 20% etc and code appropriately in QUESTION 7.

QUESTIONS 8-9: QUESTION 8 asks about the enterprise registration with any government agency. If NO, skip to QUESTION 10. Government Agency here includes the National Revenue Authority, Registrar General, or any Union or Association acting on behalf of the government. QUESTION 9 asks which agency the enterprise is registered with. Mark with "1: the applicable agencies that enterprise is registered with. The enterprise may be registered by several agencies so probe and code appropriately.

QUESTION 10: How many persons have usually worked here' includes apprentices, labourers and those working for wages or salaries. The household member responsible for the enterprise must be excluded, but all other usual workers are included. Note that the number of persons "usually working" in the enterprise is not the same as those who "spend most of their time there". For example, a public servant with a shop may work there every night (a usual worker) but most of his time will be in the government job.

QUESTIONS 11, 13 and 14: The interviewer is required to find out the number of workers in each category (household members, apprentices and hired labour) and make sure that the overall total agrees with the answer given in QUESTION 10.

*Apprentice* is someone who works for a skilled or qualified person in order to learn a trade. Most of their training is done on the job while working for an employer who helps the apprentices learn their trade, in exchange for their continuing labour. Theoretical education (skills training) may also be involved, informally via the workplace. This apprentice refers to all informal job-training in the areas of motor mechanics, driving, weaving, electrical installation, carpentry, building construction and other works of arts. In the context of Sierra Leone, apprenticeship does not refer to any training for which a certificate/diploma is awarded.

QUESTION 15: *Formal Wage Contracts* refers to any written document outlining the terms of employment, e.g. appointment letter.

QUESTION 18: The main source of capital used to establish enterprise is required. Probe to get the main source as enterprise may have several sources of capital. The main source should be in terms of the amount of capital with the source providing the largest being the main source. For 'Other' code 96 and specify the source.

<sup>4</sup> <http://esa.un.org/unsd/cr/registry/regcst.asp?Cl=17&Lq=1>

QUESTIONS 19 and 20: Enquires about any credit received from banks and other formal financial agencies.

*Cooperative* does not include the cooperative bank (which actually falls in code 2) but other cooperative societies or unions. Co-operative: Also cooperative and often referred to as a co-op or coop. It is an autonomous association of persons united voluntarily to meet common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise. A cooperative may be defined also as a business owned and controlled equally by the people who use its services or who work at it.

QUESTION 22: Depending on the source and the terms of negotiating the loan, the borrower may have to make repayment both in cash and in kind. You should record the total value of such borrowed payment(s) made with respect to the loan(s). In other words, value the in kind payment(s) and add that to the cash payment to obtain the total.

## **Part 16B: Expenditures on the first and second enterprise**

This section enquires expenditures on enterprise operating last two weeks and ones not operating last two weeks. Only information for two enterprises is enquired.

### **B1: Enterprises operating last 2 weeks**

These include operating costs such as payments to hired labour in cash and/or in kind, and other current expenses incurred by the economic activity, such as the purchase of raw materials, fuel, tools and equipment, rent and interest payments, transport costs, and marketing expenses. This is divided for each enterprises operating last two weeks and those not operating last two weeks. Ask questions for each enterprise independently.

Farming and animal husbandry should not be included here, as these sorts of income-generating establishments have been sufficiently covered in Section 11.

**Respondent:** Endeavour to get the person responsible for these enterprises interviewed.

If a cell corresponding to an item is shaded, it means that the question does not apply to that item and so do not ask that question.

QUESTION 1: This question identifies whether the first enterprise has been operating since the last two weeks.

If NO skip to Part 13B module B2 for first enterprise not operating last 2 weeks.

An *article for sale* here refers to those items bought or purchased by the enterprise that have been or will be sold out.

QUESTION 2: In this question, you will identify all the items on which the enterprise has made some expenditure during the past 12 months. If the answer coded is 2, skip to Q10 until all the listed items have responses.

QUESTIONS 3 and 4 asks about use own home production and the value of this home production if it were to be purchased.

QUESTIONS 7-9 record what the amounts paid for each listed item in column 2 (CODE).

QUESTION 10: This question seeks to find out whether during the past 12 months an item was not available when the enterprise wanted to purchase it and how often it was not available.

Repeat all the survey questions in this section for second enterprise (QUESTIONNAIRE page 50).

## **B2: Enterprises not operating last 2 weeks**

These include operating costs such as payments to hired labour in cash and/or in kind, and other current expenses incurred by the economic activity, such as the purchase of raw materials, fuel, tools and equipment, rent and interest payments, transport costs, and marketing expenses. This is divided for each enterprises operating last two weeks and those not operating last two weeks. Ask questions for each enterprise independently.

Farming and animal husbandry should not be included here, as these sorts of income-generating establishments have been sufficiently covered in Section 11.

**Respondent:** Endeavour to get the person responsible for these enterprises interviewed.

If a cell corresponding to an item is shaded, it means that the question does not apply to that item and so do not ask that question.

*Articles for sale* here refers to those items bought or purchased by the enterprise that have been or will be sold out.

QUESTION 1: In this question, you will identify all the items on which the enterprise has made some expenditure during the past 12 months. If the answer coded is 2, skip to next item until all the listed items have responses.

QUESTIONS 2 and 3 asks about use own home production and the value of this home production if it were to be purchased.

QUESTIONS 6-8 record what the amounts paid for each listed of the item in column 2 (CODE).

QUESTIONS 9: This question seeks to find out whether during the past 12 months an item was not available when the enterprise wanted to purchase it and how often it was not available.

Repeat all the survey questions for second (QUESTIONNAIRE page 51).

## **Part 16C: Assets of the first and second enterprise**

These assets, on which information is required are listed and pre-coded in the column headed CODE (column 2). Ask questions 1 to 7 for each listed item, before going onto the next item and/or next enterprise.

**Respondent:** Endeavour to get the person responsible for these enterprises interviewed.

ITEM CODE column gives a list of assets owned by enterprise. Let the respondent give you what he/she owns for the enterprise. Make sure the respondent does not confuse this with household assets listed in PART A SECTION 7 (durable goods for household consumption).

*Other (specify)* in the "Item" column means that the enterprise may have some other important assets not included in the list. Find out by asking the respondent whether the enterprise has any other asset(s) not mentioned in the list.

QUESTION 1: It is possible that the enterprise may not have some of the items on the list. If QUESTION 1=NO for an item, skip questions 2-9 but repeat immediately QUESTION 1 for the next

item on the list.

If YES, list any such asset(s) and ask the questions on each item just as you have done for the ones listed. If an enterprise has many units of an item, record the first three in the sub-columns numbered 1, 2 and 3.

QUESTION 2: In this question, interviewer will have to find out the value of the item if the respondent decided to sell it on the day of the interview. This is for each item listed in QUESTION 1. Make sure not to confuse items and enter wrong sale price for wrong item.

QUESTION 3: Record the number of years since it was obtained. If the item was a donation (gift) to the enterprise, record the time the enterprise received in completed years in age. If the items are more than one, record the first three under sub-columns 1, 2, and 3 and indicate their respective years of receipt.

QUESTION 4: If the item was a donation (gift) to the enterprise, record ZERO and indicate gift. But if it were given to the enterprise in return for goods or services rendered, then you should find out the value of the goods/services and record this value as the price of the item. If more than one item, record the first three and indicate their corresponding prices/values.

QUESTIONS 5-6: The questions are seeking to ascertain if the enterprise sold any item (assets) during the last 12 months. The interviewers should ask about any item (asset) sold and the corresponding amount recorded.

QUESTION 7: 'Moving Business' means from one site (locality) to another e.g. moving from Bo to Freetown. Note that it does not mean that the business has been changed. 'Upgrading Assets' means that the item(s) was/were sold out with the view to acquiring new and better ones.

Repeat all the questions again for second enterprise.

## **Part 16D: Revenue of enterprise**

This part is divided into 2 sections: -

- enterprise operating last two weeks (D1: ENTERPRISE OPERATING LAST TWO WEEKS)
- enterprise not operating last two weeks (D2: ENTERPRISE NOT OPERATING LAST TWO WEEKS)

In this section, all goods and services should have their values estimated if they are not known by the respondent. Revenue here refers to '*Gross Revenue*' from the sale of goods or services without any deduction of expenses. You have to ensure that the respondent does not report "Net Income". Tell the respondent not to make any deductions for any expenses made. Allay any fears of taxation by emphasizing on the confidentiality of the survey. First, check the answer given to QUESTION 1 (Part 16B) for the particular enterprise.

If, YES to Part 16B QUESTION 1 (Questionnaire page 53 for the FIRST ENTERPRISE), ask QUESTIONS 1-8 for Enterprise ID 1 (Module D1: Enterprise operating last two weeks).

If, YES to Part 16B QUESTION 1 (Questionnaire page 55 for the SECOND ENTERPRISE), ask QUESTIONS 1-8 for Enterprise ID 2 (Module D1: Enterprise operating last two weeks).

If, NO to Part 16B QUESTION 1 (Questionnaire page 53 for the FIRST ENTERPRISE), ask QUESTIONS 1-8 for Enterprise ID 2 (Module D1: Enterprise not operating last two weeks).

If, NO to Part 16B QUESTION 1 (Questionnaire page 55 for the SECOND ENTERPRISE), ask QUESTIONS 1-8 for Enterprise ID 2 (Module D1: Enterprise not operating last two weeks).

**QUESTIONS 1-8: These questions are based on usual revenue or payments. The questions**



**relate to for the enterprise operating and those not operating.**

QUESTION 6: If the equipment is in working condition the response should be recorded under “operating” and if it is not good condition the response should be under “not operating”. If none, put code NO and skip to QUESTION 8.

*Leased* here means land/building given out to another person for use for a certain fixed period of time in return for cash or in kind payment. The items in these questions refer to those owned by the enterprise.

*Rental* of building, land, equipment or machinery includes those leased out by the enterprise. Rental is a short period where as leased is a long period.

QUESTION 8: In this question, interviewer will ask respondent to compare the gross (total) receipts/revenue of the current year with that of the previous or preceding year. NOTE: The respondent is not asked to compare his profits. If the enterprise was set up during the past 12 months, enter code 4 (i.e. not applicable).

## **Part 16E: Net income and inventory of enterprise**

QUESTION 1: The interviewer ask the respondent to find out the amount of money he takes for the household use out of the sale of goods or services produced by the enterprise. Also record the rate (how frequently) at which he normally takes this amount. If the amount is not fixed, try to find an average for the particular time unit. This means that you will have to probe if the respondent is not sure of the value.

QUESTION 2: The interviewer will ask the respondent to find out the amount of money he takes for his personal use out of the sale of goods or services produced by the enterprise. Also record the rate (how frequently) at which he normally takes this amount. If the amount is not fixed, try to find an average for the particular time unit. This means that you will have to probe if the respondent is not sure of the value.

QUESTIONS 4-9: The amount of money used for purposes other than those mentioned in QUESTIONS 1 and 2. Enter the amount and time unit for the stated amount.

QUESTIONS 10 and 11: Here you will find out whether the enterprise has some goods/services not yet sold out, and try to get the value. If respondent does not know the value of the goods in stock, ask him to give you an approximate quantity and unit value.

### **END OF CYCLE**

At the end of the interview for the last visit (that is, the 6th visit) you should express your gratitude to the household interviewed before leaving. Thank them for their cooperation and assistance.

Also inform them that you will return for re-interviews if you detect that some responses given you are inconsistent or wrong.

## Annex I - Geographical codes

Province code (1 digit) is followed by district (2 digits) and chiefdoms (4 digits).

<b>EASTERN PROVINCE</b>				<b>1</b>
<b>KAILAHUN</b>	<b>1</b>	<b>KENEMA</b>	<b>2</b>	
Dea	01	Dama	1201	
Jawie	02	Dodo	02	
Kissi Kama	03	Gaura	03	
Kissi Teng	04	Gorama Mende	04	
Kissi Tongi	05	Kandu Lekpeama	05	
Kpeje Bongre	06	Koya	06	
Kpeje West	07	Langrama	07	
Luawa	08	Lower Bambara	08	
Malema	09	Malegohun	09	
Mandu	10	Niawa	10	
Njaluahun	11	Nomo	11	
Penguia	12	Nongowa	12	
Upper Bambara	13	Simbaru	13	
Yawei	14	Small bo	14	
		Tunkia	15	
		Wandor	16	
		Kenema Town	91	
<b>KONO</b>	<b>3</b>			
Fiama	01			
Gbane	02			
Gbane Kandor	03			
Gbense	04			
Gorama Kono	05			
Kamara	06			
Lei	07			
Mafindor	08			
Nimikoro	09			
Nimiyama	10			
Sandor	11			
Soa	12			
Tankoro	13			
Toli	14			
Koidu Town	91			
<b>NORTHERN PROVINCE</b>				<b>2</b>
<b>BOMBALI</b>	<b>1</b>	<b>KAMBIA</b>	<b>2</b>	
Biriwa	01	Bramaia	01	
Bombali Sebor	02	Gbinle-Dixing	02	
Gbanti-Kamaranka	03	Magbema	03	
Gbendembu Ngowahun	04	Mambolo	04	
Libeisyagahun	05	Masungbala	05	
Magbaimba Ndorhahun	06	Samu	06	
Makari Gbanti	07	Tonko Limba	07	
Paki Masabong	08			
Safroko Limba	09			
Sanda Loko	10			
Sanda Tendaren	11			
Sella Limba	12			
Tambakka	13			
Makeni Town	91			

<b>KOINADUGU</b>	<b>3</b>	<b>PORT LOKO</b>	<b>4</b>
Dembelia Sinkunia	01	Bkm	01
Diang	02	Buya Romende	02
Follosaba Dembelia	03	Dibia	03
Kasunko	04	Kaffu Bullom	04
Mongo	05	Koya	05
Neya	06	Lokomasama	06
Nieni	07	Maforki	07
Sengbe	08	Marampa	08
Sulima	09	Masimera	09
Wara Wara Bafodia	10	Sanda Magbolontor	10
Wara Wara Yagala	11	TMS	11
<b>TONKOLILI</b>	<b>5</b>		
Gbonkolenken	01		
Kafe Simira	02		
Kalansogoia	03		
Kholifa Mabang	04		
Kholifa Rowalla	05		
Kunike Barina	06		
Kunike Sanda	07		
Malal Mara	08		
Sambaya	09		
Tane	10		
Yoni	11		
<b>SOUTHERN PROVINCE 3</b>			
<b>BO</b>	<b>1</b>	<b>BONTHE</b>	<b>2</b>
Badjia	01	Bendu Cha	01
Bagbo	02	Bum	02
Bagbwe	03	Dema	03
Baoma	04	Imperi	04
Bumpe Ngawo	05	Jong	05
Gbo	06	Kpanga Kemo	06
Jaiama-Bongor	07	Kwamebai Krim	07
Kakua	08	Nongoba Bullom	08
Komboya	09	Sittia	09
Lugbu	10	Sogbini	10
Niawa Lenga	11	Yawbeko	11
Selenga	12	Bonthe Town	91
Tikonko	13		
Valunia	14		
Wunde	15		
Bo Town	91		
<b>MOYAMBA</b>	<b>3</b>	<b>PUJEHUN</b>	<b>4</b>
Bagruwa	01	Barri	01
Bumpeh	02	Gallinas Peri	02
Dasse	03	Kpaka	03
Fakunya	04	Kpanga-Kabonde	04
Kagboro	05	Makpele	05
Kaiyamba	06	Malen	06
Kamajei	07	Mano Sakrim	07
Kongbora	08	Panga Krim	08
Kori	09	Pejeh	09
Kowa	10	Soro Gbema	10
Lower Banta	11	Sowa	11
Ribbi	12	YKK	12
Timdale	13		
Upper Banta	14		

WESTERN PROVINCE 4			
WESTERN AREA RURAL	1	WESTERN AREA URBAN	2
Koya	01	Central 1	01
Mountain	02	Central 2	02
Waterloo	04	East 1	03
York Rural	04	East 2	04
		East 3	05
		West 1	06
		West 2	07
		West 3	08

## **Annex II - Calendar of national events**

1907	Death of Madam Yoko
1910	“Ngedenmeh” Famine & Gbangbama Imperi Chiefdom Cannibal Case
1914	First World War
1918	Influenza Epidemic
1919	First Railway Strike
1919	Anti-Syrian Riots
1920	First Motor Car in Sierra Leone
1922	First Agricultural Show (Kenema)
1925	Visit of Prince of Wales
1926	Second Railway Strike
1928	First Deluge (Flood)
1934	Locusts Disaster
1936	Introduction of Native Administration in Sierra Leone
1939	Second World War
1945	Influenza Epidemic
1942	Quota Rice
1945	Third Deluge (Flood)
1947	Earth Tremor on Friday
1947	Paramount Chiefs Nominated to Legislative Council
1947	Return of Ex-Servicemen
1953	Coronation of Queen Elizabeth II
1954	Adult Suffrage Commission
1955	February – Freetown Riot General Strike
1956	Cox-George Commission
1957	First General Election
1959	Train Disaster in S-S Curve
1960	Constitutional Conference
1961	Independence
1961	Queen’s Visit to Sierra Leone
1962	Second General Elections
1963	First National Census
1963	First Governor-General for Sierra Leone Appointed
1964	Death of Sir Milton Margai
1964	Introduction of Decimal Currency in Sierra Leone (Leones & Cents Currency)
1967	General Elections
1967	Coup d’etat Lansana Coup. N.R.C. Government
1968	Overthrow of Juxon-Smith
1968	National Coalition Government – A.P.C. & S.L.P.P.
1968	A.P.C. Government with Dr. Siaka Stevens as Prime Minister
1970	Fornah and Bash-Taqi resign from A.P.C.
1971	Declaration of Republic with Dr. Siaka Stevens as President.
1971	Coup d’etat (late J. Bangura & Others)
1971	Right Hand Traffic
1973	Last Railway Phasing Out
1973	May: General Elections - A.P.C. Unopposed
1974	July: Arrest of M. Fornah and Others (Abortive Coup d’etat)
1974	December: Second Census
1977	January: Students Strike
1977	March: General Elections
1978	Referendum – One Party
1980	July: Hosting of O.A.U. Summit in Freetown
1981	Labour Congress Strike
1982	May: General Elections

1985 National Population Census  
1985 Major General J. S. Momoh elected as President  
1987 Attempted coup by Kai Kai and others  
1988 May: Death of Siaka Stevens  
1989 Execution of F. M. Minah and others  
1990 May: Inflow of Liberian Refugees into Sierra Leone  
1991 Revised Constitution for Sierra Leone, Dr. Peter Tucker  
1991 March: Rebel Incursions into Sierra Leone  
1991 August: Multi-Party Referendum  
1991 October: Sierra Leone returns to a Multi-Party State  
1992 NPRC Coup D'etat (April 29)  
1996 Presidential and Parliamentary Elections  
1997 AFRC Coup D'etat (May 25)  
1997 August 18 Student's Demonstration  
1998 Restoration of President Tejan Kabba's Government  
1999 Rebels attack Freetown (January 6)  
2000 Shooting at Foday Sankoh's Residence (May 8)

## **Annex III - International Standard Classification of Occupations (ISCO)**

The International Standard Classification of Occupations (ISCO) is one of the main international classifications which ILO is responsible and belongs to the international family of economic and social classifications. The International Standard Classification of Occupations is a tool for organising jobs into a clearly defined set of groups according to the tasks and duties undertaken in the job.<sup>5</sup> ISCO-88 is currently being updated to take into account the developments in the economies of countries all over the world.

### **MAJOR GROUP 1: LEGISLATORS, SENIOR OFFICIALS AND MANAGERS**

- 11 Chief executives, senior officials and legislators**
  - 111 Legislators and senior officials
  - 112 Managing directors and chief executives
- 12 Administrative and commercial managers**
  - 121 Business services and administration managers
  - 122 Sales, marketing and development managers
- 13 Production and specialized services managers**
  - 131 Production managers in agriculture, forestry and fisheries
  - 132 Manufacturing, mining, construction, and distribution managers
  - 133 Information and communications technology service managers
  - 134 Professional services managers
- 14 Hospitality, retail and other services managers**
  - 141 Hotel and restaurant managers
  - 142 Retail and wholesale trade managers
  - 143 Other services managers

### **MAJOR GROUP 2: PROFESSIONALS**

- 21 Science and engineering professionals**
  - 211 Physical and earth science professionals
  - 212 Mathematicians, actuaries and statisticians
  - 213 Life science professionals
  - 214 Engineering professionals (excluding electro-technology)
  - 215 Electro-technology engineers
  - 216 Architects, planners, surveyors and designers
- 22 Health professionals**
  - 221 Medical doctors
  - 222 Nursing and midwifery professionals
  - 223 Traditional and complementary medicine professionals
  - 224 Paramedical practitioners
  - 225 Veterinarians
  - 226 Other health professionals
- 23 Teaching professionals**
  - 231 University and higher education teachers
  - 232 Vocational education teachers
  - 233 Secondary education teachers
  - 234 Primary school and early childhood teachers
  - 235 Other teaching professionals
- 24 Business and administration professionals**
  - 241 Finance professionals
  - 242 Administration professionals
  - 243 Sales, marketing and public relations professionals
- 25 Information and communications technology professionals**
  - 251 Software and applications developers and analysts

- 252 Database and network professionals
- 26 Legal, social and cultural professionals**
  - 261 Legal professionals
  - 262 Librarians, archivists and curators
  - 263 Social and religious professionals
  - 264 Authors, journalists and linguists
  - 265 Creative and performing artists

### **MAJOR GROUP 3: TECHNICIANS AND ASSOCIATE PROFESSIONALS**

- 31 Science and engineering associate professionals**
  - 311 Physical and engineering science technicians
  - 312 Mining, manufacturing and construction supervisors
  - 313 Process control technicians
  - 314 Life science technicians and related associate professionals
  - 315 Ship and aircraft controllers and technicians
- 32 Health associate professionals**
  - 321 Medical and pharmaceutical technicians
  - 322 Nursing and midwifery associate professionals
  - 323 Traditional and complementary medicine associate professionals
  - 324 Veterinary technicians and assistants
  - 325 Other health associate professionals
- 33 Business and administration associate professionals**
  - 331 Financial and mathematical associate professionals
  - 332 Sales and purchasing agents and brokers
  - 333 Business services agents
  - 334 Administrative and specialized secretaries
  - 335 Regulatory government associate professionals
- 34 Legal, social, cultural and related associate professionals**
  - 341 Legal, social and religious associate professionals
  - 342 Sports and fitness workers
  - 343 Artistic, cultural and culinary associate professionals
- 351 Information and communications technicians**
  - 351 Information and communications technology operations and user support technicians
  - 352 Telecommunications and broadcasting technicians

### **MAJOR GROUP 4: CLERKS**

- 41 General and keyboard clerks**
  - 411 General office clerks
  - 412 Secretaries (general)
  - 413 Keyboard operators
- 42 Customer services clerks**
  - 421 Tellers, money collectors and related clerks
  - 422 Client information workers
- 43 Numerical and material recording clerks**
  - 431 Numerical clerks
  - 432 Material-recording and transport clerks
- 44 Other clerical support workers**
  - 441 Other clerical support workers

### **MAJOR GROUP 5: SERVICE WORKERS AND SHOP AND MARKET SALES WORKERS**

- 51 Personal service workers**
  - 511 Travel attendants, conductors and guides
  - 512 Cooks
  - 513 Waiters and bartenders



- 514 Hairdressers, beauticians and related workers
- 515 Building and housekeeping supervisors
- 516 Other personal services workers
- 52 Sales workers**
  - 521 Street and market salespersons
  - 522 Shop salespersons
  - 523 Cashiers and ticket clerks
  - 524 Other sales workers
- 53 Personal care workers**
  - 531 Child care workers and teachers' aides
  - 532 Personal care workers in health services
- 54 Protective services workers**
  - 541 Protective services workers

## **MAJOR GROUP 6: SKILLED AGRICULTURAL AND FISHERY WORKERS**

- 61 Market-oriented skilled agricultural workers**
  - 611 Market gardeners and crop growers
  - 612 Animal producers
  - 613 Mixed crop and animal producers
- 62 Market-oriented skilled forestry, fishery and hunting workers**
  - 621 Forestry and related workers
  - 622 Fishery workers, hunters and trappers
- 63 Subsistence farmers, fishers, hunters and gatherers**
  - 631 Subsistence crop farmers
  - 632 Subsistence livestock farmers
  - 633 Subsistence mixed crop and livestock farmers
  - 634 Subsistence fishers, hunters, trappers and gatherers

## **MAJOR GROUP 7: CRAFT AND RELATED TRADES WORKERS**

- 71 Building and related trades workers, excluding electricians**
  - 711 Building frame and related trades workers
  - 712 Building finishers and related trades workers
  - 713 Painters, building structure cleaners and related trades workers
- 72 Metal, machinery and related trades workers**
  - 721 Sheet and structural metal workers, moulders and welders, and related workers
  - 722 Blacksmiths, toolmakers and related trades workers
  - 723 Machinery mechanics and repairers
- 73 Handicraft and printing workers**
  - 731 Handicraft workers
  - 732 Printing trades workers
- 74 Electrical and electronic trades workers**
  - 741 Electrical equipment installers and repairers
  - 742 Electronics and telecommunications installers and repairers
- 75 Food processing, wood working, garment and other craft and related trades workers**
  - 751 Food processing and related trades workers
  - 752 Wood treaters, cabinet-makers and related trades workers
  - 753 Garment and related trades workers
  - 754 Other craft and related workers

## **MAJOR GROUP 8: PLANT AND MACHINE OPERATORS AND ASSEMBLERS**

- 81 Stationary plant and machine operators**
  - 811 Mining and mineral processing plant operators
  - 812 Metal processing and finishing plant operators
  - 813 Chemical and photographic products plant and machine operators

- 814 Rubber, plastic and paper products machine operators
- 815 Textile, fur and leather products machine operators
- 816 Food and related products machine operators
- 817 Wood processing and papermaking plant operators
- 818 Other stationary plant and machine operators

**82 Assemblers**

- 821 Assemblers

**83 Drivers and mobile plant operators**

- 831 Locomotive engine drivers and related workers
- 832 Car, van and motorcycle drivers
- 833 Heavy truck and bus drivers
- 834 Mobile plant operators
- 835 Ships' deck crews and related workers

**MAJOR GROUP 9: ELEMENTARY OCCUPATIONS**

**91 Cleaners and helpers**

- 911 Domestic, hotel and office cleaners and helpers
- 912 Vehicle, window, laundry and other hand cleaning workers

**92 Agricultural, forestry and fishery labourers**

- 921 Agricultural, forestry and fishery labourers

**93 Labourers in mining, construction, manufacturing and transport**

- 931 Mining and construction labourers
- 932 Manufacturing labourers
- 933 Transport and storage labourers

**94 Food preparation assistants**

- 941 Food preparation assistants

**95 Street and related sales and service workers**

- 951 Street and related service workers
- 952 Street vendors (excluding food)

**96 Refuse workers and other elementary workers**

- 961 Refuse workers
- 962 Other elementary workers

**MAJOR GROUP 0: ARMED FORCES**

**01 Commissioned armed forces officers**

- 011 Commissioned armed forces officers

**02 Non-commissioned armed forces officers**

- 021 Non-commissioned armed forces officers

**03 Armed forces occupations, other ranks**

- 031 Armed forces occupations, other ranks

## **Annex IV - International Standard Industrial Classification of all Economic Activities (ISIC)**

Notes: This is the International Standard Industrial Classification of Economic Activities<sup>6</sup> (ISIC) Rev. 3.1. This classification becomes final after being approved by the Statistical Commission.

### **A - Agriculture, forestry and fishing**

- 01 - Crop and animal production, hunting and related service activities
- 02 - Forestry and logging
- 03 - Fishing and aquaculture

### **B - Mining and quarrying**

- 05 - Mining of coal and lignite
- 06 - Extraction of crude petroleum and natural gas
- 07 - Mining of metal ores
- 08 - Other mining and quarrying
- 09 - Mining support service activities

### **C - Manufacturing**

- 10 - Manufacture of food products
- 11 - Manufacture of beverages
- 12 - Manufacture of tobacco products
- 13 - Manufacture of textiles
- 14 - Manufacture of wearing apparel
- 15 - Manufacture of leather and related products
- 16 - Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
- 17 - Manufacture of paper and paper products
- 18 - Printing and reproduction of recorded media
- 19 - Manufacture of coke and refined petroleum products
- 20 - Manufacture of chemicals and chemical products
- 21 - Manufacture of basic pharmaceutical products and pharmaceutical preparations
- 22 - Manufacture of rubber and plastics products
- 23 - Manufacture of other non-metallic mineral products
- 24 - Manufacture of basic metals
- 25 - Manufacture of fabricated metal products, except machinery and equipment
- 26 - Manufacture of computer, electronic and optical products
- 27 - Manufacture of electrical equipment
- 28 - Manufacture of machinery and equipment n.e.c.
- 29 - Manufacture of motor vehicles, trailers and semi-trailers
- 30 - Manufacture of other transport equipment
- 31 - Manufacture of furniture
- 32 - Other manufacturing
- 33 - Repair and installation of machinery and equipment

### **D - Electricity, gas, steam and air conditioning supply**

- 35 - Electricity, gas, steam and air conditioning supply

### **E - Water supply; sewerage, waste management and remediation activities**

- 36 - Water collection, treatment and supply
- 37 - Sewerage
- 38 - Waste collection, treatment and disposal activities; materials recovery
- 39 - Remediation activities and other waste management services

**F - Construction**

- 41 - Construction of buildings
- 42 - Civil engineering
- 43 - Specialized construction activities

**G - Wholesale and retail trade; repair of motor vehicles and motorcycles**

- 45 - Wholesale and retail trade and repair of motor vehicles and motorcycles
- 46 - Wholesale trade, except of motor vehicles and motorcycles
- 47 - Retail trade, except of motor vehicles and motorcycles

**H - Transportation and storage**

- 49 - Land transport and transport via pipelines
- 50 - Water transport
- 51 - Air transport
- 52 - Warehousing and support activities for transportation
- 53 - Postal and courier activities

**I - Accommodation and food service activities**

- 55 - Accommodation
- 56 - Food and beverage service activities

**J - Information and communication**

- 58 - Publishing activities
- 59 - Motion picture, video and television programme production, sound recording and music publishing activities
- 60 - Programming and broadcasting activities
- 61 - Telecommunications
- 62 - Computer programming, consultancy and related activities
- 63 - Information service activities

**K - Financial and insurance activities**

- 64 - Financial service activities, except insurance and pension funding
- 65 - Insurance, reinsurance and pension funding, except compulsory social security
- 66 - Activities auxiliary to financial service and insurance activities

**L - Real estate activities**

- 68 - Real estate activities

**M - Professional, scientific and technical activities**

- 69 - Legal and accounting activities
- 70 - Activities of head offices; management consultancy activities
- 71 - Architectural and engineering activities; technical testing and analysis
- 72 - Scientific research and development
- 73 - Advertising and market research
- 74 - Other professional, scientific and technical activities
- 75 - Veterinary activities

**N - Administrative and support service activities**

- 77 - Rental and leasing activities
- 78 - Employment activities
- 79 - Travel agency, tour operator, reservation service and related activities
- 80 - Security and investigation activities
- 81 - Services to buildings and landscape activities

82 - Office administrative, office support and other business support activities

**O - Public administration and defence; compulsory social security**

84 - Public administration and defence; compulsory social security

**P - Education**

85 - Education

**Q - Human health and social work activities**

86 - Human health activities

87 - Residential care activities

88 - Social work activities without accommodation

**R - Arts, entertainment and recreation**

90 - Creative, arts and entertainment activities

91 - Libraries, archives, museums and other cultural activities

92 - Gambling and betting activities

93 - Sports activities and amusement and recreation activities

**S - Other service activities**

94 - Activities of membership organizations

95 - Repair of computers and personal and household goods

96 - Other personal service activities

**T - Activities of households as employers; undifferentiated goods- and services-producing activities of households for own use**

97 - Activities of households as employers of domestic personnel

98 - Undifferentiated goods- and services-producing activities of private households for own use

**U - Activities of extraterritorial organizations and bodies**

99 - Activities of extraterritorial organizations and bodies

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

