

**ANNEX 4**

**METHODOLOGICAL QUESTIONNAIRE  
(TO BE COMPLETED AND SENT TO THE DATA ARCHIVE  
JOINTLY WITH THE DATA FILE)**

Country:	BOLIVIA
Organization:	CIUDADANIA
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**SECTION 1: THE QUESTIONNAIRE**

1. Have any optional questions and/or items been included?

No

Yes (PLEASE WRITE IN QUESTION AND/OR ITEMNUMBERS BELOW )

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2. Were country-specific questions, and/or items i. e. neither compulsory nor optional WVS questions, or questions included in the survey?

No country-specific questions included  
Go to Q 4

→

Country-specific questions were included

**ANSWER IF THERE WERE COUNTRY-SPECIFIC QUESTIONS**

3. Were country specific questions included at the end of the questionnaire, just before the demographics?

**Q 4**

Yes  → **GO TO**

No

3a. Please indicate the location of the country-specific questions which were not at the end of the questionnaire

WRITE IN BELOW :

**EVERYONE PLEASE ANSWER**

4. Were all questions asked in the prescribed order?

Yes

No

5. Were all core questions included in your questionnaire (by core we mean all items except those that were optional)?

No - some question(s) from WVS questionnaire **not** included  →  
**ANSWER**

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No - some demographic question(s) **not** included  →  
**ANSWER**

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Yes - all questions included  →  
**SECTION 2**

**IF ANY CORE or DEMOGRAPHIC WVS QUESTIONS WERE NOT INCLUDED**

6. Please write in details of the items and the reasons why they were not included.

*question number or description of question:*

  
  

*Reason(s) not included:*

**SECTION 2: SAMPLING**

7. Was your sample designed to be representative of the entire adult population, i. e. 18 years and older, of your country?

Yes  → **GO TO Q 9**

NO  → **ANSWER**

**IF NOT DESIGNED TO BE REPRESENTATIVE**

8. Which groups were excluded from, under-represented or over-represented in your sample design?

Excluded (PLEASE SPECIFY):

Over-represented: (PLEASE SPECIFY):

Under-represented (PLEASE SPECIFY):

**EVERYONE PLEASE ANSWER**

9. What was the lower age cut-off for your sample?

Yes - please write in cut-off 

1	8
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No cut-off

10. Was there any upper age cut-off for your sample?

Yes - please write in cut-off 

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No cut-off

11. What were the different stages in your sampling procedure?

*PLEASE WRITE IN:*

Municipalities were first selected randomly with a probability proportional to population size within each stratum. A standard number of 4 PSUs are assigned to each selected municipality. Within the municipality, PSUs are selected randomly considering census areas (zones) in urban locations and communities in rural areas, proportionally to the urban / rural distribution of the population. Within each census area or community an additional random selection of the starting block is conducted. The starting point within each selected block is at the northeastern corner of the block and the route is done clockwise.

12. What was the final number of clusters or sampling points?

No clusters

WRITE IN: 

2	1	0
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13. What was the sampled unit you got from office sampling?

- Address  → ANSWER
- Household  → ANSWER
- Named individual  → GO TO 17
- Other (PLEASE WRITE IN DETAILS BELOW)  → ANSWER

The sampled unit was the (street) block, sampled based on territorial maps from the National Statistics Institute.

In rural areas the sampled unit was also an initial street block within a community, usually starting from the central block in the community.

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**IF NAMED INDIVIDUAL WAS NOT THE SAMPLED UNIT**

14. What selection method was used to identify a respondent?

PLEASE SPECIFY:

The household selection was made randomly in the targeted municipalities (mentioned on the daily work sheet of the interviewer). In the neighbourhood mentioned in the work sheet the interviewer use to select randomly the households to cover.

The daily work sheet mentioned also the profile required of the interviewee.

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15. Were there any quota-controls on the type of individual selected to take part in the survey (for example, age or sex controls)?

Yes  → ANSWER  
No  → GO TO 17

### IF QUOTA CONTROLS

16. In what way were quota controls used?

*PLEASE WRITE IN:* Both age and sex quotas were used to control the correct distribution of the population in the sample to mirror that of the actual population distribution in the universe, both according to age and sex.

These quotas were introduced as controls at the moment of selecting the respondent. After selecting the household in the sample, the interviewer requests to interview an individual in the household that complies with both age and sex quotas as required by the study design and as available in that specific cluster. A common age and sex quota is used for all clusters. If such a person exists in the household but is not present at the moment, the interviewer is required to go back once to the household to fill the quota. If the person is absent in the second visit, the interviewer continues looking for a respondent in another household.

### EVERYONE PLEASE ANSWER

17. Was substitution permitted at any stage of your selection process or during fieldwork?

Yes  → ANSWER

No  → GO TO 19

### IF 'YES'

18. In what way was substitution permitted?

*PLEASE WRITE IN:* Substitution of a randomly selected area (sampling point) was permitted both in selection process and during fieldwork only as a “last resource”.

1. During the selection process substitution was permitted when a) the area selected to be included in the sample is a known “red area” i.e. dangerous, with presence of drug traffickers, with very high crime rates in summary, whenever including the area would pose a tangible risk for the safety of interviewers; b) the area selected to the sample is undergoing some emergency situation mostly natural disasters such as floodings, heavy rains, or landslides which prevents the interviewers from physically accessing the area (fieldwork was conducted during the rainy season in Bolivia). In these cases, before substitution, there is an assessment of the severity of the disaster. If not too severe, instead of substituting, fieldwork in the area is postponed for a later moment.

2. During fieldwork, substitution was permitted in two cases: a) whenever the area selected to the sample didn't have enough population to cover the sample needs, mostly in rural areas

and small communities that have most of their population that are temporary migrants; b) whenever there was a risk for the interviewers, especially in communities or neighborhoods where local authorities didn't allow interviewers to walk freely and conduct anonymous interviews.

**EVERYONE PLEASE ANSWER**

19. Did you use any stratification factors when drawing your sample?

Yes  → **ANSWER**

No  → **GO TO 21**

**IF STRATIFICATION FACTORS USED**

20. What stratification factors were used, and at what stage(s) of selection?

*PLEASE WRITE IN:*

All municipalities in the country were grouped into 4 strata defined by population size of the municipality. 4 strata were defined: Municipalities with more than 750,000 inhabitants; municipalities from 100,000 to 750,000; municipalities with 20,000 to 100,000 individuals; and municipalities with less than 20,000 inhabitants. Municipalities were then selected with probability proportional to size and with replacement.

**EVERYONE PLEASE ANSWER**

21. All in all, what are the known limitations of your realized sample?

There is a small fraction of the national adult population who do not speak Spanish and only speak an indigenous language; those individuals are excluded from the realized sample as the questionnaire was administered only in Spanish language. Other than that, there are no known limitations to the realized sample.

For example: non-response rate; is there differential coverage of particular groups, either because of sample design or response differences?

Non response rate varies from question to question, but it is low for the vast majority of items. There are no known relevant differences in the response rate for particular groups.

% response or % non-response: PLEASE WRITE IN:

22. Please fill in the following details about your sample. If some categories do not apply, please complete to the highest level of detail possible and use the ‘other’ box to give more information.

Total number of <u>starting</u> names/addresses*	9	0	3	0
- addresses which could not be traced at all				
- addresses established as empty, demolished or containing no private dwellings				
- selected respondent too sick/incapacitated to participate**				
- selected respondent away during survey period				
- selected respondent had inadequate understanding of language of survey				
- no contact at selected address	3	7	6	4
- no contact with selected person				
- refusal at selected address	1	5	4	0
- proxy refusal (on behalf of selected respondent)				0
- personal refusal by selected respondent	1	5	4	0
- other type of unproductive (please write in full details in the box below)	1	6	6	6
- full productive interview	2	0	6	7
- partial productive interview				

The sample frame used to design the sample for the survey is official data from the Bolivian census. This information does not contain or provide addresses or names linked to addresses. The most detailed information available is at the “block” (as in street block). We can identify blocks, which are numbered, but there is no reliable information as to how many dwellings there are in any given block or as to how many of those may be inhabited. That is why we do not have information for the first three points in this section.

As explained in the fieldwork section, interviewers go to the selected blocks and go door to door looking for respondents, according to sex and age quota.

\* Total number of doors/dwelling visited.

\*\*We have no records of the interviewees that rejected being interviewed due to sickness or any other type of incapacitating circumstance.

**IF 'OTHER' CATEGORY USED**

23. Please specify: this category refers to those dwellings that were visited, where there was a person present, but that person did not fit the sex and age quota requirement and there were no other persons present in the dwelling that fit the quota, so an interview did not take place. Procedure states that interviewers must arrange for a recall, only if there could be a person fitting the quota in the dwelling at a later time. If there is not such a person in the dwelling, it will be marked as out of quota.

**SECTION 3: FIELDWORK**

24. If interviews were not face-to-face, please specify the way of interviewing: interviews were face to face

25. The next group of questions are about interviewers.

If no interviewers were used at any point in the WVS survey, please go to Q26.

**IF INTERVIEWERS USED**

a. Were interviewers paid according to performance (for example, according to the number of interviews they obtained)?

Yes   
 No

b. Which, if any, of these rules governed how an interviewer approached an address/household?

*PLEASE TICK THOSE THAT APPLY*

Calls must be made at different times of day   
 Calls must be made on different days of week   
 Neither of the above

c. Were interviewers required to make a certain number of re-calls before they stopped approaching an address or household?

Minimum number of re-calls required - please write in number

No minimum re-call requirement

d. Were any interviews supervised?

Yes - please write in approximate proportion

%

100% of the interviews were supervised in office through *paradata* produced by the CAPI system employed in fieldwork. *Paradata* considered were: GPS coordinates; identity of the interviewer (a photo was taken quietly to the interviewer during interview process); length of the interview (in seconds); quality in question reading (some questions were recorded quietly by the system at the time the interview was conducted). All the *paradata* information was removed from the final database submitted to the WVS for anonymity and human subject protection criteria.

No

e. Were any interviews back-checked?

Yes - please write in approximate proportion

%

No

**EVERYONE PLEASE ANSWER**

26. Please write in the approximate start and end dates of fieldwork: **DD MM YY**

Start date

End date

27. Please write in the name of the institute which has done the fieldwork.

CIUDADANIA, Comunidad de Estudios Sociales y Acción Pública

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**SECTION 4: DATA**

28. Were any measures of coding reliability employed?

Yes →  **ANSWER**

No  **GO TO 29**

28a. Which one? Please specify

29. Were the data from the questionnaire keyed subsequent to the interview (that is, non-CAPI surveys)?

Yes →  **ANSWER**

No →  **GO TO 31**

**IF DATA KEYED**

30. Was keying verified?

Yes - please write in approximate level of verification  
%

No

**EVERYONE PLEASE ANSWER**

31. Were any reliability checks made on derived variables?

Yes

No

32. Were data checked/edited to ensure that filter instructions were followed correctly?

Yes

No

33. Were data checked/edited for logic or consistency?

Yes

No

34. Were data checked/edited to ensure they fell within permitted coding ranges?

Yes

No

35. Have you answered 'yes' on any or all of questions 32 to 34 above?

Yes  → **ANSWER**

No  → **GO TO 37**

**IF DATA CHECKED/EDITED**

36. Were errors corrected individually or automatically (through, for example, a 'forced' edit)?

Yes - individual correction

Yes - automatic correction

No - not corrected

**EVERYONE PLEASE ANSWER**

37. Did you add a weight variable?

Yes  → **ANSWER**

No  → **GO TO 39**

**IF WEIGHT VARIABLE ADDED**

38. Please describe the weighting or post-stratification strategy used.

## SECTION 5: CHARACTERISTICS OF NATIONAL POPULATION

39. Each member is asked to provide information on known characteristics of its national population, from census or the best available estimates from government surveys or other high-quality data-sources:

- sex distribution of the population
- age distribution of the population
- education (years of schooling) of the population
- other characteristics (PLEASE SPECIFY)

Please specify also the sources which have been used. Please note that the number of characteristics is what is minimal required. You can add as many characteristics as you like, but do not forget to specify them.

In the table below please present the information from census or from other government surveys or other high-quality data (column SOURCE 1) and the proportions obtained in your data, before and after weighting

	Source:	Unweighted data	Weighted data
<b>Gender</b>			
Female	50.1%	50.5%	
Male	49.9%	49.5%	
<b>Age Groups</b>			
18 - 29 years	35.8%	36.9%	
30 - 39 years	22.2%	21.2%	
40 - 49 years	16.2%	16.5%	
50 - 59 years	11.7%	12.5%	
60 years & +	14.1%	12.5%	
<b>Years/Schooling Groups</b>			
No Education	5.4%	3.3%	
Primary/secondary school	57.6%	61.7%	
Incomplete/Complete university-level education	37%	34.8%	
<b>Other characteristics</b> Please specify			
Urban	67.5%	79.5%	
Rural	32.5%	20.5%	
Identification as indigenous	47%	41.1%	

Source: Censo Nacional de Población y Vivienda, 2012. Instituto Nacional de Estadísticas INE Bolivia: [www.censosbolivia.ine.gob.bo](http://www.censosbolivia.ine.gob.bo)